

APA CITATION QUICK GUIDE

TITLE PAGE

- Place your title about 1/3 of the way down the page, centered and in bold
- Several lines down from the end of your title, include your name, department/ university affiliation, course information, professor's name, and the date
- Include a running page number flush top right
- **For a professional paper, be sure to also include a running head (brief version of the paper's title, all caps) flush top left*
- Here is a Student title page template →

1
Title: Subtitle
Student name School Affiliation Course Number: Course Name Professor's name Due Date

PAGE NUMBERS + HEADERS

- In Word, go to the "Insert" tab and then select the "Page Number" drop down menu. Select the placement option for the top right corner
- In Word, go to the "Insert" tab and then select the "Header" drop down menu. Select the placement option for the top left corner. *This is used for professional styled APA papers*

GENERAL FORMATTING

- 12 pt. Times New Roman font
- 1 inch margins
- Double-spaced throughout the entire paper (title page + references page included)
- Include an in-text citation wherever you have paraphrased, summarized, or directly quoted a source or idea that is not your own

NEED HELP? YOU HAVE OPTIONS!

- **Library:** brainstorming topics, finding sources, formatting citations, and formatting your paper
- **Academic Success Center:** thesis statements, paper organization, transitions between paragraphs, synthesizing your research, and grammar

□ IN-TEXT CITATIONS + SIGNAL PHRASES

- In-text citations follow the author date format: (Author Last Name, pub date).
 - One author: (Jones, 2026).
 - Two authors: (Jones & Smith, 2026).
 - Three or more authors: (Jones et al., 2026). → only the first author gets included in the in-text citation
- It is highly encouraged to include page numbers, particularly with direct quotes
 - “This is a direct quote” (Jones, 2026, p. 3).
 - “This is a direct quote with multiple pages” (Jones, 2026, pp. 5-8).
- You can also use signal phrases to introduce the source:
 - According to Jones et al. (2026), students loved the library (p. 3).
- Signal phrase verb examples: claims, argues, suggests, writes, mentions, describes, comments, and notes

□ FORMATTING A REFERENCES PAGE

- Start on a new blank page at the end of your paper. Center and bold the title References at the top of the page.
- Each source you referenced in your paper should appear once in alphabetical order by author’s last name.
- Citations should be left aligned, double-spaced, with a hanging indentation.
- To apply a hanging indentation in Word, highlight the entire citation, navigate to the “Home” tab, and click on the small arrow in the paragraph section to pop out the formatting options.
- Under the “Indents and Spacing” tab, look in the “Indentations” section. There will be a section that says, “Special” with a drop-down menu. Select “hanging” from the menu and click “OK.”
- All authors’ should be included, up to 20, with first and middle names written with as an initial.
 - 21 or more authors, use an ellipses after the 19th author and then include the final author’s name
- Only the following should be capitalized in the article title:
 - First word of a title / subtitle, first word after a colon, and proper nouns
- Journal titles do get capitalized and italicized
- DOIs should be formatted as a URL

References

American Psychological Association. (2017). *Stress in America: The state of our nation*.

<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340–347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, 42(6), 527–532. <https://doi.org/10.1177/000992280304200607>

example from the American Psychological Association

□ CITATION EXAMPLES

Citations should be double-spaced along with the rest of your paper.

Journal Article:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16. <https://doi.org/10.5703/1288284316979>

Website:

Lastname, F. M. (Year, Month Date). *Title of page*. Site Name. URL

Price, D. (2018, March 23). *Laziness does not exist*. Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

Note: If author and site name are the same (such as for an organization/group), omit site name from reference

American Society for the Prevention of Cruelty to Animals. (2019, November 21). *Justice served: Case closed for over 40 dogfighting victims*. <https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims>

Book:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

Edited Book:

Editor, E. E. (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher. DOI (if available)

Leitch, M. G., & Rushton, C. J. (Eds.). (2019). *A new companion to Malory*. D. S. Brewer.

Edited Book, one or more authors:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (E. Editor, Ed.). Publisher. DOI (if available)

Malory, T. (2017). *Le morte darthur* (P. J. C. Field, Ed.). D. S. Brewer. (Original work published 1469-70).