

# APA Style Quick Guide

## *Important Things to Remember*

- Do not just cut and paste the citations you get from the “cite help” button in the library databases or from citation generators like EasyBib into your paper. These citations often include a lot of errors, especially with punctuation and capitalization, so make sure you proofread them carefully.
- There are two options for paper formatting – student paper and professional paper. Check with your professor to see which format you should follow. A running head is not a required element for student papers. For professional papers, a running head (brief version of paper’s title – all-caps, top, flush left) is required.
- Paper basics (both student and professional papers):
  - Times New Roman, 12pt., 1 in. margins
  - Double-spaced
  - Page numbers – top, flush right
  - Title of the paper (centered and bolded), name, and date information – centered halfway down the front page
- There are two capitalization formats in APA: sentence case and title case. With title case, most words are capitalized, and in sentence case most words are in lowercase.
- In-text citations use the author-date method. The author’s last name and year of publication should appear in the text and a complete reference should be listed at the end of the paper.

## *Common Mistakes*

- The bibliography at the end of the paper should be titled References, not Works Cited.
- Citations should be double-spaced (just like the rest of the paper).
- The second line of each citation should be indented (hanging indent).
- In a citation, the authors’ last names should be spelled out, followed by initials only for first names and middle names.
- In a citation, the publication date follows names of authors.
- All authors should be included in citations (up to 20 authors).
- Authors should be separated by a comma. The last two authors should be separated by an & not the word AND.
- The label DOI should not be used. DOI numbers should be formatted like URLs.
- Only the first word, proper nouns, and the word following the colon should be capitalized in article titles.
- Journal titles should be capitalized and italicized.
- Volume numbers should be italicized, while issue numbers are in normal text.

## Citation Examples

### Website:

Price, D. (2018, March 23). *Laziness does not exist*.

Medium. Retrieved March 18, 2020 from

<https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

### Journal Article:

Drollinger, T., Comer, L.B., & Warrington, P. T. (2006). Development and validation of

the active empathetic listening scale. *Psychology & Marketing* 23(2), 161-180.

<https://doi.org/10.1002/mar.20105>

### Book:

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

## Where to Get Help

There is some overlap with the services provided by the Academic Success Center and the Library. If you would like to focus on one particular area of the research and writing process, here are some good rules of thumb to consider:

Academic Success Center – If you need help refining your thesis statement, organizing your paper, developing transitions between paragraphs, integrating information from outside sources into your paper, or addressing grammar and mechanics, you should consider making an appointment with a writing tutor.

Library – If you need help finding a few more sources to back up your ideas, formatting your paper, generating citations in your references page, or structuring your in-text citations, you should consider meeting with your personal librarian.

**We encourage you to use both resources, and for best results, come early and often!**

\*\*\*It is important to follow the assignment guidelines provided by your instructor AND share them with both your writing tutor and your personal librarian.\*\*\*