



As of October 2019, APA has updated to version 7. Some professors may still require APA 6, but be sure you're using the right version for your paper. This page covers **APA 6**.

## ● The Rundown ●

Generally, an APA 6 style paper should have the following sections:

- Title page (cover page)
- Abstract
- The actual paper
- References

For the font, line spacing, and margins, follow these guidelines:

- Use a 12pt, legible font such as Times New Roman.
- Everything, including the title page and references, should be double-spaced.
- Each page, including the title page, should have a page number (no last name) in the top-right corner and one-inch margins.

In the header, the title page should have "Running head: TITLE OF PAPER."

Subsequent pages should just have "TITLE OF PAPER" in all caps in the header. (Note that "Running head" is only for the title page.)

## ● Using In-Text Citations ●

### **WITH NAME IN THE SENTENCE (1 or 2 authors):**

Lastname (2016) researched APA style and found that it was pretty cool (p. 1).

Lastname and Anothername (2016) found strong support for their claims (p. 2).

### **WITH NAME IN THE CITATION (1 or 2 authors):**

Research has shown that using APA can be really easy with practice (Lastname, 2016, p. 1).

Interesting research has been done on the topic (Lastname & Anothername, 2016, p. 2).

### **3 TO 6 AUTHORS and USING THEM A SECOND TIME:**

Lastname, Anothername, & Thirdname (2016) have done great research. These same scholars also researched some other interesting things (Lastname et al., 2016).

[7 or more authors is abbreviated to (Lastname et al.) from the very first reference.]

### **SOURCES WITH NO AUTHOR:**

According to its website, the organization is all about using APA style ("Article Title," 2016).

## ● Formatting ●

Setting up PAGE NUMBERS and the TITLE PAGE:

Insert → Page number → Place page numbers at the top right of the page

To the left of the number, type the title of your paper in all caps (or an abbreviated title if your title is long—no more than 50 characters). **This is your running head.** Hit “tab” between the running head and the page number until the running head is at the top left of the page.

To format your title page, select the Header option “Different First Page.”

In the first page header, type “Running head:” (just like that) and the running head of your paper in all caps, and then hit “tab” until you can type the number 1 at the top right of the page.

In the body of your title page, type the following, centered and double-spaced:

- The full name of your paper
- Your first and last name
- Your affiliated university

Use Ctrl+Enter to make a new page, then select all the text of your title page and center it vertically using the following:

Page Layout → Margins → Custom Margins → Layout → Page → Center → Apply to → Selected Text

## ● Common Reference Entries ●

- Include the names of the first 7 authors of a work, then leave the rest out with an [...].
- Book and article titles are in **sentence casing** (only the first word is capitalized, not every word) and journal names are in **title casing** (every word capitalized).
- Book titles and journal names are **italicized**, and article titles are **not**.
- References should be listed in alphabetical order with a 0.5 inch hanging indent

### **CITING A BOOK:**

Lastname, F. N. (2016). *Title of the book: Subtitle of the book*. City: Publisher.

### **CITING A CHAPTER IN A BOOK WITH EDITOR(S):**

Lastname, F. N. (2016). Title of the chapter. In F. N. Lastname & S. N. Lastname (Eds.) *Title of the book: Subtitle of the book* (pp. 1-20). Location: Publisher.

### **CITING AN ONLINE JOURNAL ARTICLE:**

Lastname, F. N. (2016). Title of the article: Subtitle of the article. *Journal Name*, 1(2), 123-456. doi: 0123456789

### **CITING A NEWS ARTICLE ONLINE:**

Lastname, F.N. (2016). Title of the article. *Site Name*. Retrieved from <https://www.website.com>

### **CITING A WEBSITE WITH NO AUTHOR:**

Title of the website. (2016, Month 12). Retrieved from <https://www.fullwebsitegoeshere.com>.

## ● Resources ●

APA Style Site: <https://apastyle.apa.org/>

The WWNorton Guide: [https://wnorton.com/college/english/write/writesite/APA\\_Guidelines.pdf](https://wnorton.com/college/english/write/writesite/APA_Guidelines.pdf)

Excelsior College Online Writing Lab: <https://owl.excelsior.edu/citation-and-documentation/apa-style/>