

The ABCs of APA

The American Psychological Association (APA) provides the standard for documents in science, business, medicine, social science, and other related fields. Guidelines may be found in the *Publication Manual of the American Psychological Association* (sixth edition, 2010). Below are some general rules to remember when writing using APA format.*

Title Page

- The title page is **page 1**.
- Include a **running head** in the upper left hand corner of the page.
- The paper's full title, author's name, and the name of the institution are centered on the page.

Abstract

- The abstract is **page 2**.
- Include the **running head**.
- The heading "**Abstract**" is centered on the page.
- The abstract appears in **block form** (do not indent). It is one paragraph (approximately 150-250 words) in length.

Body

- The body begins on **page 3**.
- Include the **running head**.
- **Indent** each new paragraph.
- Include **in-text citations** when quoting or paraphrasing.

Citations

- When the author is mentioned in the sentence itself, include just the year of publication in parentheses following the author's last name.
Smith (2014) identified...
- When the author's name is not mentioned in the sentence, include the author's name and date of publication in parentheses.
(Smith, 2014)
- When a source has 2 authors, **always** cite **both**. When the authors' names are written as part of the sentence, use the word **and** to separate their names. If the authors' names are not part of the sentence, use the symbol **&** to separate their names.
Smith and Maloney (2011) explained...
(Smith & Maloney, 2011)
- When a source has 3-5 authors, cite all their last names the first time. If the source is used again, use the first author's name and "**et al**".
Smith, Jones, and Riley (2013) declared...
(Smith, Jones, & Riley, 2013)

Smith et al. (2013) noted...
(Smith et al., 2013)

- When a source has six or more authors, cite only the **first author's** last name followed by **et al.**

Riley et al. (2010) observed...
(Riley et al., 2010)

- If no name is given, cite the title of the book or article, followed by the date.

The book *The History of Baseball* (2006) noted...
(*The History of Baseball*, 2006)

- If no date is given, use “**n.d.**”

(Howard, n.d.)

References

- All sources cited in the body must match with a reference.
- Include the **running head**.
- The heading “**References**” is centered on the page.
- Entries are listed in **alphabetical order** by authors' last names.
- Most sources include the **author's last name(s) and initials, year of publication** in parentheses followed by a period, **name of reference**, and **publication information**. The entire titles of books, articles, and chapters are not capitalized; instead, capitalization is reserved for just the **first word** and **proper nouns**. Names of periodicals **are** capitalized. Names of books and periodicals should be in **italics**.

Book

Rivera, D.A. (2013). *Social media and its effects on education*. New York, NY:

McGraw Hill.

Book with multiple authors

Alvarez, P.J. & Emerson, C.P. (2014). *Trends in social media*. Houston, TX:

Sage Publications.

Article from a journal

Rogers, S.E. (2014). Teaching students with autism. *Journal of Abnormal*

Psychology, 41(10), 5-6.

- The same format used for a hard copy source applies to an **electronic source**, but add additional information regarding how to locate the source on the internet. Try to identify the **DOI** (Digital Object Identifier) of the source. It begins with the **number 10** and is usually located at the opening page by the copyright date. If the DOI is not available, use the **URL** address.

Online journal article

Zumeta, R.S. (2014). Identifying specific learning disabilities. *Journal of*

Language Disorders, 20, 7-8. Doi: 10.1097/TLLD.xxxxxxxxxxxxxxxxxxxxxx

Additional Guidelines

- Use **one inch margins** on all sides.
- Use **12 point New Times Roman** font.
- **Double-space** throughout the paper.
- **Indent** each new paragraph.
- Remember to include the **running head** (typed in all uppercase letters) at the top of each page. The running head should be typed flush left.
- Remember to include the **page number** at the top of each page. The page number should appear to the far right (one inch from the edge).

*Be sure to check with your professor for any different or additional format specifications.