

The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines, including social sciences, business, engineering, and education. When you learn and use APA style well, you demonstrate credibility to other scholars and direct those scholars to your sources.

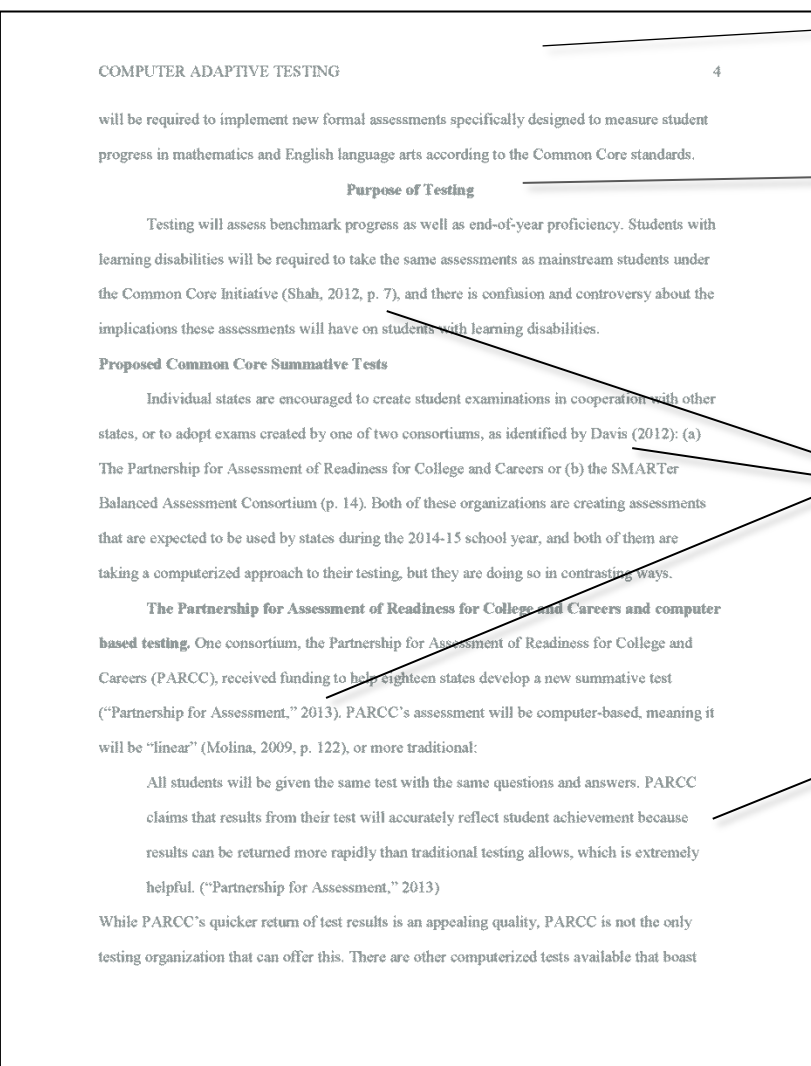
The following guidelines are based on the *Publication Manual of the American Psychological Association, Sixth Edition*. For each topic, the corresponding section in the handbook is listed in parentheses.

## General Format (*APA Manual* section 8.03)

**Font (8.03):** Clear, standard size (Times New Roman, 12 pt. font is preferred)

**Line Spacing (8.03):** Double-spaced, no extra spaces between headings or body paragraphs

**Margins (8.03):** 1-inch margins on all sides



**Running head (8.03):** Type the title of your paper in all caps, left-aligned. Insert the page number in the top right corner.

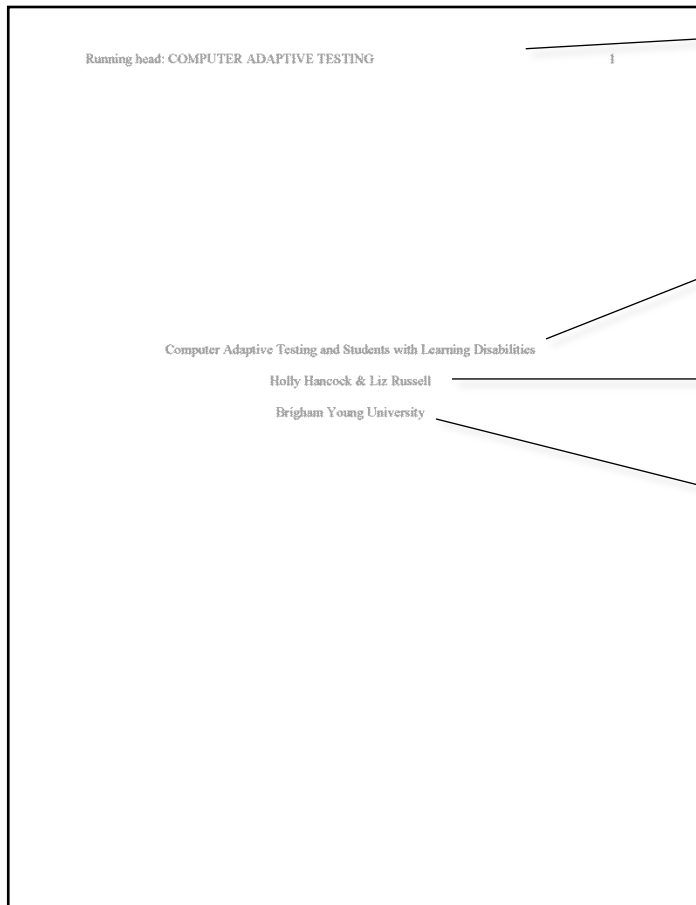
**Headings (3.02-3.03):** APA uses five levels of heading. Level one is bolded and centered; level two is bolded and flush left; level three is bolded and indented, with sentence punctuation and capitalization. For levels four and five, consult the *APA Manual* section 3.03.

**In-Text Citations (6.11-6.21):** Provide the author's last name, the date the work was published, and page numbers (if listed). Alternatively, you can use the author's name and date in the text and include only the page number in parentheses. Remember the period follows the ending parenthesis.

**Block Quotes (6.03):** Quotes longer than forty words must use block quote format: indent the block quote an additional  $\frac{1}{2}$  inch from the left margin and main body text, double-space, *do not* use quotation marks, and place the citation *after* the period.

## Title Page (*APA Manual* sections 2.01–2.03, 8.03)

Your title page identifies you and announces the topic of the paper and your affiliations.



**Running Head (8.03):** Type “Running head:” then put the title (or a shortened version—your header should not exceed 50 characters including spaces and punctuation) in all caps flush left. The page number should be flush right.

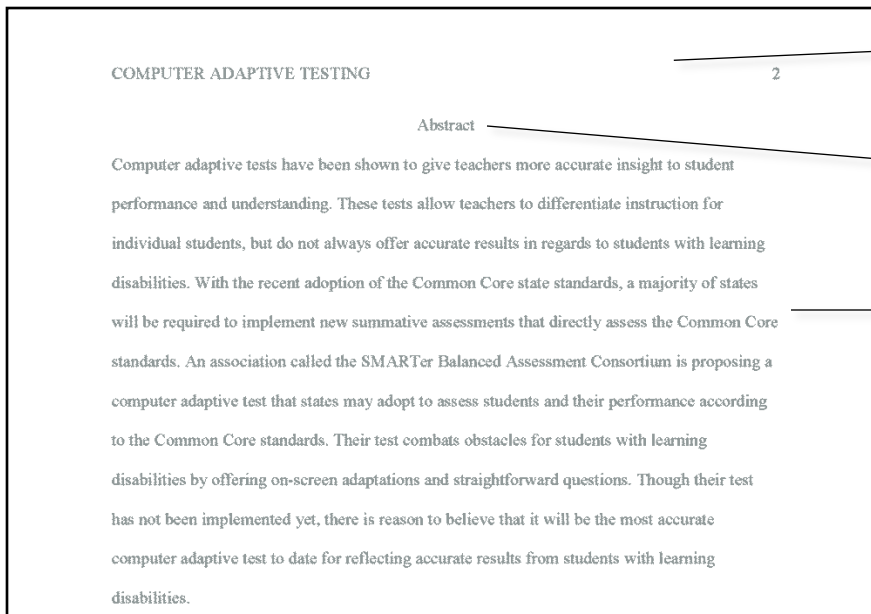
**Title (2.01):** Center the title between the margins and place it in the upper half of the title page.

**Author’s Name (2.02):** Place your name beneath the full title. Including your middle initial is preferred.

**Institutional Affiliation (2.02):** Give the full name of your institutional affiliation.

## Abstract (*APA Manual* section 2.04)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. Your abstract should summarize your major points in the same order they are presented in the paper.



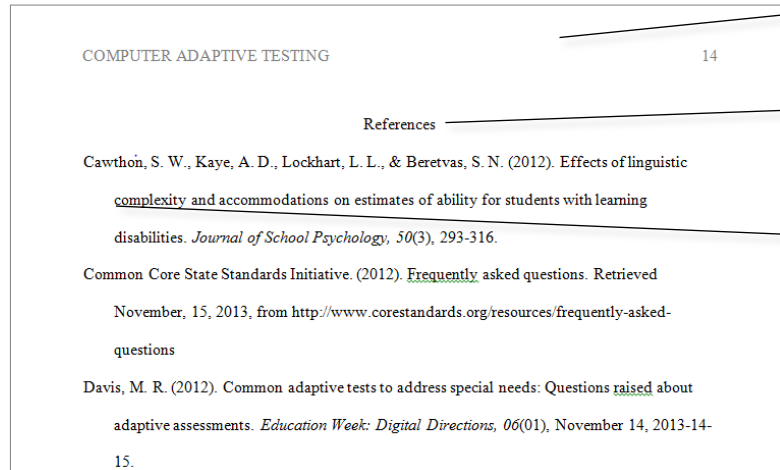
**Header (2.04):** Continue the running header and the pagination.

**Title (2.04):** Title the page “Abstract” (centered, same formatting as your body text).

**Body (2.04):** Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.

## Reference List (*APA Manual* sections 6.22–6.32)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and your header. List sources alphabetically with no extra lines between sources.



**Header (8.03):** Continue the running header and the pagination.

**Title (2.11):** Place the title “References” in the center and in the same size and format as the body of your paper

**Hanging Indent (2.11):** Set a 0.5-inch indent for citations that extend more than one line. (To do this in Microsoft Word, highlight the text, right click, and select *Paragraph*. Then, under *Indentation*, select *Special Indent*, and click *Hanging*. Set it to 0.5-inch.)

## Citing Specific Sources (*APA Manual* sections 6 & 7)

Since there are many source types, only some of the most commonly used are included in this handout. For more types of sources and for exceptions consult *The Publication Manual of the American Psychological Association, Sixth Edition*, or the Purdue Online Writing Lab.

### Book (7.02):

**Include:** Author’s last name, First initial. Middle initial. (Year of publication). *Title of work*. Location: Publisher.

**Example:** Rousculp, T. (2014). *Rhetoric of respect: Recognizing change at a community writing center*. Urbana, IL: NCTE.

### Scholarly Journal Article (7.01):

**Include:** Author’s last name, First initial. Middle initial. (Year of publication). Title of article. *Title of Periodical*, volume number(issue number), pages.

**Example:** Walsh, R. T. G. (2015). Making discursive space in psychology for qualitative report-writing. *Qualitative Psychology*, 2(1), 29–49.

### Online Scholarly Journal Article (7.01):

**Include:** Author’s last name, First initial. Middle initial. (Date of publication). Title of article. *Title of Periodical*, volume number(issue number), page range. doi:xx.xxxxxxxx or URL (if no DOI)\*

**Example:** Zilio, D. (2016). On the autonomy of psychology from neuroscience: A case study of Skinner’s radical behaviorism and behavior analysis. *Review of General Psychology*, 20(2) 155–170.  
doi:10.1037/gpr0000067

### Internet Source (6.32):

**Include:** Author’s last name, First initial. Middle initial. (Date of publication). *Title of document* [Format description]. Retrieved from <http://Web address>\*

**Example:** Driscoll, D., & Brizee, A. (2016). *Commas: Quick rules* [webpage]. Retrieved from <https://owl.english.purdue.edu/owl/owlprint/607/>

\*Do not include a period after the end of the DOI or web address.