APA Style

APA (American Psychological Association) style was developed by social and behavioral scientists to standardize scientific writing. It is used for term papers, research reports, empirical studies, literature reviews, theoretical articles, methodological articles, and case studies. (APA website) Writers in the following disciplines usually use APA style:

- Social sciences - psychology, linguistics, sociology, economics, criminology
- Business
- Nursing

The following information is from the 6th edition.

I. General Style:

- Typed
- Double-spaced on standard-sized paper (8.5" x 11")
- 1" margins on all sides
- 10-12 pt. Times New Roman or similar font
- **Page header** at the top of every page.
  
  To create a **page header**, insert page numbers flush right.
  
  Then type "TITLE OF YOUR PAPER" in the header flush left.
  
  Please note that on the title page, your page header should look like this:

Running head: TITLE OF YOUR PAPER

Pages after the title page should have a running head that looks like this:

TITLE OF YOUR PAPER

II. Four major sections:

Title Page, Abstract, Main Body, and References.

A. Title Page

- **Title** of the paper- Type your **title** in upper and lowercase letters centered in the upper half of the page. Your title should be no more than 12 words in length and it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines.
- **Author's name**- Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (Ph.D.).
- **Institutional affiliation**- Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research.
- Page header (described above) flush left with the page number flush right at the top of the page.
- All text on the title page, and throughout your paper, should be double-spaced.
B. Abstract

✓ Begin a new page.
✓ Include the page header (described above).
✓ On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).
✓ Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings.
✓ Single paragraph double-spaced.
✓ Between 150 and 250 words.
✓ You may also want to list keywords from your paper in your abstract. To do this, center the text and type Keywords: (italicized) and then list your keywords. Listing your keywords will help researchers find your work in databases.

C. Main Body

✓ Double-spaced
✓ 1" margins on all sides
✓ 10-12 pt. Times New Roman or similar font
✓ Page header at the top of every page
✓ In text citations:
  o When referring to an idea but not directly quoting, provide author’s last name and the year of publication, for example, (Jones, 1998).
  o When directly quoting, provide author, year of publication, and the page number preceded by “p.”. Introduce the quotation with a signal phrase:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

  o Without a signal phrase:

    She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199),

  o Quotes longer than 40 words should be in a block without quotation marks, with all lines indented ½ inch from the left margin, double spaced.

Jones's (1998) study found the following:

Students often had difficulty using APA style,

especially when it was their first time citing sources. (p. 199)
D. References

✓ Each source you cite in the paper must appear in your reference list.
✓ Begin on a new page separate from the text of the essay.
✓ Label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title).
✓ Double-spaced.
✓ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin.
✓ Authors’ names are last name first.
✓ Give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of the work.
✓ Entries should be alphabetized by the last name of the first author of each work.
✓ Multiple articles by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
✓ When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
✓ Capitalize all major words in journal titles.
✓ Italicize titles of longer works such as books and journals.
✓ Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
✓ The APA manual provides many examples of how to cite common types of sources, but it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format.

Information adapted from: