

# Quick Guide | APA Style

## General Formatting Tips

- \* Include a title page
- \* Double spaced
- \* 12 point font
- \* 1-inch margins on all sides
- \* Running head at top of every page: "TITLE OF YOUR PAPER" in all caps, flush left and the page number flush right.
- \* Paper components: Title page, abstract, main body, references.

## Creating References

### Basic Format

Each entry should contain the information below in this order, whenever possible. Use the punctuation listed as well.

1. Author 1, like this: (Obama, B.H.)
2. Authors 2-6, same format as Author 1
3. (Year).
4. Title of article.
5. *Title of periodical or journal*,
6. *volume number (issue number)*,
7. page range.
8. Retrieved from URL (for electronic sources)

### Template

Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal*, volume number, page range. Retrieved from <http://www.someaddress.com/full/url/>



Citation Examples  
on Back!

## Title Page Template

Running head: TITLE OF PAPER 1

Title of Paper

Your Name

Chatham University

(abstract goes on the next page)

## References Page

- \* Separate page at end of document titled "References (centered)."
- \* Italicize titles of longer works such as books and journals.
- \* Indent all lines after the first one in each citation by 0.5 inches to create a hanging indent.
- \* List sources in alphabetical order based on the first word of the citation (usually author's last name).
- \* Do not italicize, underline, or use quotes around titles of shorter works like journal articles.

## In-Text Citations

- \* For paraphrased and summarized information, include author(s) last name and year in one of these ways:
  - ⇒ The article discusses the impact of global warming on polar bears (Smith, 2015).
  - ⇒ In his article, Smith discusses the impact of global warming on polar bears (2015).
  - ⇒ Smith (2015) discusses the impact of global warming on polar bears in his article.
- \* For direct quotations, include page number right after the quote:
  - ⇒ In the article, Smith (2015) states, "if we do not take drastic measures to curb global warming, our grandchildren may not know what polar bears are" (p. 145), and he goes on to suggest strategies.
  - ⇒ He warns, "if we do not take drastic measures to curb global warming, our grandchildren may not know what polar bears are" (Smith, 2015, p. 145).
- \* More than two authors? Just do this (Smith et al., 2015).
- \* No author? use abbreviated article title, like this ("Impact of Global Warming," 2015).

Source Type	In-Text Citation	Works Cited Entry
Books	(Calfee & Valencia, 1991)	Calfee, R. C., & Valencia, R. R. (1991). <i>APA guide to preparing manuscripts for journal publication</i> . Washington, DC: American Psychological Association.
Chapter/essay from a book/anthology	(O'Neil & Egan, 1992, p. 110)  Include page number if citing a direct quote	O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), <i>Gender issues across the life cycle</i> (pp. 107-123). New York, NY: Springer.
Article from scholarly journal in a database	(Kenneth, 2000)  You can use the author and/or year in your sentence instead of in this citation.	Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. <i>Journal of Buddhist Ethics</i> , 8. Retrieved from <a href="http://www.cac.psu.edu/jbe/twocont.html">http://www.cac.psu.edu/jbe/twocont.html</a>
Web Editions of Newspaper & Magazine Articles	(Yi, 2018)	Yi, Hongyu. (2018, January 25). How Snakes Lost Their Legs. <i>Scientific American</i> . Retrieved from <a href="http://scientificamerican.com/article/how-snakes-lost-their-legs/">scientificamerican.com/article/how-snakes-lost-their-legs/</a> . Accessed 25 Jan 2018.
Page of a website (no author)	("Athlete's Foot," 2014)  Unknown author: Use the first few words of the reference entry, usually all or part of the title.	Athlete's Foot - Topic Overview. (2014, September 1). <i>WebMD</i> . Retrieved from <a href="http://www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview">www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview</a> .
Podcast	(Bell, 2008)	Bell, T., & Phillips, T. (2008, May 6). A solar flare. <i>Science @ NASA Podcast</i> . Podcast retrieved from <a href="http://science.nasa.gov/podcast.htm">http://science.nasa.gov/podcast.htm</a>
Blog post	(Naish, 2016)	Naish, Darren. (2016, June 6). If Bigfoot Were Real. <i>Scientific American Blogs</i> . Retrieved from <a href="http://blogs.scientificamerican.com/tetrapod-zoology/if-bigfoot-were-real/">blogs.scientificamerican.com/tetrapod-zoology/if-bigfoot-were-real/</a> . Accessed 28 June 2016. gy,
Streaming Video (ex: YouTube)	(McGonigal, 2012)	McGonigal, Jane. (2012, July 3). Gaming and Productivity. <i>YouTube</i> . Retrieved from <a href="http://www.youtube.com/watch?v=mkdzy9bWW3E">www.youtube.com/watch?v=mkdzy9bWW3E</a> .
Dissertation	(Miller, 2017)	Miller, J.M. (2017). <i>Effects of Speech Pathology Services on Schools</i> (Doctoral Dissertation). Retrieved from Name of Database. (Accession or Order Number).

### Sources/Additional Resources

<https://owl.english.purdue.edu/owl>

<http://libguides.chatham.edu/students>