

APA Research Format

- ❖ In general:
 - All information is double spaced
 - All information is in 12 pt Times New Roman font
- ❖ Title Page:
 - Running head will appear in a header flush with the left margin, and labeled “Running head:” preceding the shorten version of the title. The shortened version of the title will appear in ALL CAPS. This is followed by the page number which will appear against the right margin.
 - Paper title is centered and in upper half of the page
 - Followed on separate line by Your name
 - Followed on separate line by Institutional affiliation
- ❖ Second Page:
 - Abbreviated title used in running head will appear in header in ALL CAPS. This is followed by the page number against the right margin.
 - If required, an abstract will go on this page. It is a brief overview of your paper. The first sentence of the abstract is not indented.
- ❖ Page Two or Three:
 - If the abstract is not required, you’ll start the body of your paper on page 2. Your abbreviated title will still be in ALL CAPS in a header followed by the page number. The full title of your paper will be centered. You’ll begin your first paragraph.
- ❖ References:
 - The last page of your paper
 - Alphabetical list of the sources used in your paper

Book

Author, A.A., & Author C.C. (year). *Title of work*. Location: Publisher.

Journal

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages

Online Journal

Author, A.A., Author, B.B., & Author C.C. (year). Title of article. *Title of Periodical*, volume (issue), pp-pp. doi: xxxxxxxxxxxx (or “Retrieved from” and the URL).

- ❖ In-text citations:
 - **You must cite anything you take from another source!**
 - Put author’s last name and publication year separated by a comma inside parentheses.
 - Page numbers are not required but encouraged. (Brown, 2000, p. 300).
- ❖ Direct Quotes
 - This is when you take information word for word. It can be multiple sentences or just a few words.
 - Must be set off with quotation marks **and** an in-text citation
- ❖ Citing an indirect source
 - In the in-text citation, give the author of the information (this will different than the author of the book it appear in) followed by “as cited in” and the page number.
 - (Johnson as cited in Smith, 2000, p. 20).
- ❖ Long quotes
 - Long quotes are 40 words or longer. They are NOT set off by quotation marks.
 - Start on new line with a .5 inch indent
 - In-text citation goes after period. XXXXXX. (Card, 2000, pp. 45-46).