

APA Formatting Basics

General APA Guidelines:

Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. Include a **page header** (also known as the “**running head**”) at the top of every page. For a professional paper, this includes your paper title and the page number. For a student paper, this only includes the page number. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Your essay should include four major sections: the Title Page, Abstract, Main Body, and References.

In text citations:

Follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, like, for example, (Jones, 1998). One complete reference for each source should appear in the reference list at the end of the paper.

Works Cited Page/ Bibliography is called References:

- Placed on its own page, after the text but before any tables, figures, or appendices.
- In the same font as the rest of the paper.
 - Sans serif fonts: Calibri (11pt), Arial (11pt), or Lucida (10pt).
 - Serif fonts: Times New Roman (12pt), Georgia (11pt), or Normal/Computer Modern (10pt).
- Double-spaced the whole way through (including individual references).
- Entries in alphabetical order
- Margins- Aside from the 0.5 inch hanging indent on the second line of each reference entry, you do not need to modify the margins of the reference page or bibliography. 1-inch margins on all sides of the page
- Formatted with hanging indents (each line after the first line of every entry indented 0.5 inches).

Note: You can use the paragraph function of your word processing program to apply the hanging indent.

- Labeled with a bold, center-justified, and capitalized “References.”

What information goes into an APA style reference page or bibliography?

An APA style reference page should include full citations for all the sources that were cited in your paper. This includes sources that were summarized, paraphrased, and directly quoted. Essentially, if you included an in-text citation in your paper, that source should also appear in your reference list. The reference list is organized in alphabetical order by author.

The formatting for reference list citations varies depending on the kind of source and the available information. But for most sources, your reference list entry will include the following:

- The last name(s) and initials of the author(s).
- The date the source was published (shown in parentheses).
- The title of the source in sentence case. The title should be in italics if the source stands on its own (like a book, webpage, or movie).
- The name of the periodical, database, or website if the source is an article from a magazine, journal, newspaper, etc. Names of periodicals are usually italicized; names of databases and websites usually are not.
- The publisher of the source and/or the URL where the source can be found.



