APA Format - Quick Reference Sheet

**Styling**
* 12-point font, preferably Times New Roman
* Double-spaced
* 1-inch margins

**Title Page**

**Page Header** – In the header, flush left, write “Running head:” and the title of your paper all in capital letters. Include the page number, flush right. Pages after this simply have the title of your paper written in caps plus the page number.

**Title** – In the upper half of the page, write your title in upper and lower case letters.

**Author** – Beneath the title, write your first name, middle initial, and last name.

**Institution** – Beneath the name, write the college where you conducted the research.

**Abstract**

**Page Header** – Includes no more than 50 characters of your title (including spaces), is written in caps, and flush left. Page number is flush right. This format is used for all remaining pages.

**Abstract** – Write this word in the center of the page. On the next line, begin your abstract (do not indent).

An abstract is a one paragraph summary (150-250 words) of your research. Include your hypothesis, research questions, methods, results, conclusions and implications of your findings.

**In-Text Citations**

When you use an idea from an author or directly quote an author in your paper, you must acknowledge the author. Usually, the author-date-page method is used. Ex. (Jones, 2009). or (Jones, 2009 p. 2).

***You can use NoodleBib to help you with in-text citations. [http://lwtclearningcommons.com/](http://lwtclearningcommons.com/) ***
Direct quotes – (Last, date, p. #)

Ex. She stated, “Students often have difficulty using APA style” (Jones, 2009, p. 2).
Ex. Jones (2009) found “students often have difficulty using APA style” (p. 2).

If the direct quote is more than 40 words: omit quotes, start the quote on a new line, and indent text
Ex. Jones’ (2009) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (p. 2)

Paraphrasing – (Last, date)

Ex. According to Jones (2009), APA style is difficult for students.

Three to five authors: first time the citation is made: (Last Name, Last Name, & Last Name, year). All other citations that follow: (Last Name, et al., year).

No author of article, chapter, or webpage: (“Title”, year)

No Author of periodical, book, brochure, or report: (Title, year.)

Reference List

All sources that were cited in the paper appear at the end of your paper. Write the word “References” on the first line in the center of the page (no quotes). List your sources flush left. Alphabetize your sources (A-Z) by last name. References longer than one line should be formatted with hanging indentation. (In Microsoft Word: go to paragraph, special indentation, hanging)

Typical Format: Last Name, A. A., & Last Name, B. B. (year). Title of the article. Title of the Periodical or Book, volume #(issue #), start page #-end page #. doi: xx.xxxxxxxxxx

Sample Reference Page

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DEVELOPING CRITICAL THINKING SKILLS

References

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***You can use NoodleBib to help you build your reference list. [http://lwtclearearningcommons.com/](http://lwtclearearningcommons.com/)***

For more information on APA formatting and to view a sample APA paper, please go to [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/).