

# **APA Style Guide**

## **General Format**

*Begin with Basics:*

- The paper is double-spaced, 12-point font.
- One-inch margins all the way around.
- Title Page:
  - The title of the paper is centered and bolded about four lines from the top of the page.
  - Two lines underneath the title: student name, the department in the college, the professor's name with title, and the due date (see below).

John Doe

Biblical Counseling Department, Calvary University

CO245: History of Psychological Systems

Dr. Luther Smith

September 1, 2019

- If you have an abstract, it will begin on the next page with a centered, bolded title. The paragraph that follows is not indented.
- The paper will begin on the next page, with the title written again, centered and bold. There is no introduction heading.
- Level one headings are centered and bold; level two heading are flush left and bold; and level three headings are flush left, bold, and italicized. After each heading, the paragraph begins underneath, indented ½ inch.

*References:*

- The references page is at the end of the paper, on a new page with the title "References" centered and bold at the top.
- Double space citations, but do not add extra lines between entries.

- Use a hanging indent of ½ inch on every line except the first in each entry. To do this, highlight the Works Cited list, then use the ruler at the top of Word and drag the bottom triangle over half an inch.
- Author's last names go first with their first and last names appearing as initials (e.g. John Hammond Smith becomes Smith, J. H.)
- List the names of every author up to 20, separating their names with a comma. Use an ampersand (&) before the last author. If there are more than 20 authors, use an ellipse (...)
- Alphabetize the references by the last name of the first author listed in each entry.
- If there are multiple works by the same author (or group), list the entries in chronological order from earliest to most recent.
- When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works (e.g. books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.
- The names of academic journals are italicized and maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
- In-text citations are the author's last name, year, and page number(s) [e.g. (Smith, 2008, p. 12) or (Smith, 2008, pp. 12–15)].

- Examples of Citations: You can mix-and-match formats, for instance a website with two authors would use the two authors and the website templates. Some of these examples are taken from the Purdue OWL website (WC=Works Cited; IT=In Text).

Book:

WC: Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

IT: (Stoneman, 2008, p.31)

Book with no author and editors:

WC: Leitch, M. G., & Rushton, C. J. (Eds.). (2019). *A new companion to Malory*. D. S. Brewer.

IT: (Leitch & Rushton, 2019, pp. 23–24)

Book with author and editor:

WC: Malory, T. (2017). *Le morte darthur* (P. J. C. Field, Ed.). D. S. Brewer.

IT: (Malory, 2017, p. 19)

Electronic journal article with two authors:

WC: Dimeff, L., & Linehan, M. M. (2001). Dialectical behavior therapy in a nutshell.

*The California Psychologist*, 34, 10-13. <http://www.dbtselfhelp.com/DBTinaNutshell.pdf>

IT: (Dimeff & Linehan, 2001)

Electronic journal article with multiple authors:

WC: Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. *Writing Center Journal*, 37(1), 67–

98. <https://www.jstor.org/stable/26537363>

IT: (Denny et al., 2018)

Article in a magazine:

WC: Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20–21.

IT: (Peterzell, 1990, p. 20)

Website with author:

WC: Price, D. (2018, March 23). *Laziness does not exist*.

Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

IT: (Price, 2018)

Website with no author:

WC: *Tuscan white bean pasta*. (2018, February 25). Budgetbytes. Retrieved March 18, 2020, from <https://www.budgetbytes.com/tuscan-white-bean-pasta/>

IT: (Budgetbytes, 2018)

Video:

WC: BorderlinerNotes. (2017, April 14). Going for a life worth living [Video]. YouTube. [https://www.youtube.com/watch?v=75CEfcoUrU&list=PL\\_L7KEOxOeQ\\_gwUQX8ExtalT3jSm8XYbK&index=](https://www.youtube.com/watch?v=75CEfcoUrU&list=PL_L7KEOxOeQ_gwUQX8ExtalT3jSm8XYbK&index=)

IT: (BorderlineNotes, 2017)

- Quotes longer than 40 words begin on a new line indented ½ inch with no quotation marks. The entire quote is indented ½ inch with new paragraphs within the quote indented ½ inch more. The parenthetical citation goes after the closing punctuation.

For more help, visit:

- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_powerpoint\\_slide\\_presentation.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_powerpoint_slide_presentation.html)