The Purpose of APA Format

Many instructors use variations of the standard APA format, so ask your instructor which citation format to use.

Learning Services has many books available for students to use to further help with APA style.

General Format for APA Style Papers

- APA requires a title page. A short title consisting of the first two or three words of the title is followed by the page number 1/2 inch from the top of the page, flush right. The full title, writer’s name and section number of the course, instructor’s name and date all centered.
- The upper right-hand corner of each page includes the short title and page number.
- The margins should be one inch on all four sides.
- Use double-spacing and 12-point font.
- Each paragraph should begin with an indentation of five spaces.
- For quotations longer than forty words, indent each line five spaces from the left. Quotation marks are not necessary when a quote is indented.

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Examples Of How to Write APA Citations

**General guidelines for a book**
Author’s last name, Author’s first initial. (date). Title of book. City of Publication: Publisher.

**General guidelines for an article**
Author’s last name, Author’s first initial. (date). Title of article. Title of Periodical, Volume (Issue), page numbers.

**General guidelines for a Web site**
Author. (Date of publication or most recent update.) Title of document on Web site. Title of Web site or section of site. Retrieved Date of access, from URL of document.

You do not have to guess whether or not you did your references correctly. Sign up for a tutor to help you check it!

**Journal article, one author**

**Journal article, two authors**

**Journal article, more than six authors**

**Magazine article, popular magazine**

**Daily newspaper article, no author**

**Edited book**

**Book with no author or editor**

**Motion picture (or recording)**

**Television program**

**Music recording**

**Published interview**

**Advertisement**

**Article from an online periodical**

**Journal article from a database**

**Document from a web site with an author**

**Document from a web site without an author**

**IMPORTANT NOTE:** In this brochure references are single spaced to save space and provide more examples. References should be double spaced in APA style papers.