



# APA Quick Guide

Prepared by

**Kate Fischer, MA**

Adapted from

*The Purdue OWL*

*The MWC is a Writing Across the Curriculum initiative serving Northwest Vista College students, faculty, and the community through tutoring in writing skills, critical thinking, and building writing pedagogy. Effective writing is a cornerstone of education.*

The Center is located in Mountain Laurel Hall (MLH) 232

**Large Print Edition Available by Request**

June 2023

**Basic APA Formatting**

- 1" margins
- 10-12pt font, Calibri, Arial, Times New Roman
- Separate title page, **bolded** title; 1/3 down page
- Page numbers in upper right-hand corner of header, beginning with the title page
- Double-spaced

The image shows two screenshots of an APA-style document. The top screenshot is the title page (page 1) and the bottom screenshot is the first page of the body text (page 2). Annotations with arrows point to specific formatting elements:

- Page number**: Points to the page number '1' in the top right corner of the title page.
- Title**: Points to the bolded title 'Branching Paths: A Novel Teacher Evaluation Model for Faculty Development'.
- Name**: Points to the author's name 'James P. Barin and Alan G. Nis'.
- Dept, School**: Points to the author's affiliation 'Department of English, Purdue University'.
- Course code number: Name**: Points to the course information 'ENGL 101: First Year Writing'.
- Instructor**: Points to the instructor's name 'Dr. Richard Teich'.
- Date**: Points to the date 'January 30, 2020'.
- Title** (on page 2): Points to the title 'Branching Paths: A Novel Teacher Evaluation Model for Faculty Development' at the top of the first page.

On the right side of both screenshots, there are several yellow comment boxes from a peer reviewer, providing feedback on the document's formatting and content.

**Common In-text Citations**

APA requires the year of publication. A page number can be used when quoting directly but is not generally required when paraphrasing.

**Source with a known author stated in the sentence**

As Ahmed (2016) mentions...

**Source with a known author not stated in sentence**

Your citation will go at the end of the sentence (Ahmed, 2016).

**Source with a corporate author**

*Mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source, just as you would an individual person-*

*According to the American Psychological Association (2000),...*

*You can thereafter cite them in the parenthesis, using the author's acronym if appropriate/well-known*

*(APA, 2000).*

**Non-book source (e.g., an article) with an unknown author**

*A similar study was done of students learning to format research papers ("Using Citations," 2001).*

**Chapter, selection, or piece within an edited work or collection**

*Cite the selection, not the book the selection is in (the "container")*

*Ravitch wrote the chapter within the book edited by another person*

*Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (Ravitch, 2009, p. 259).*

**Source with two authors**

*Use the first author listed, not by alphabetical sorting*

*(Wegener & Petty, 1994)*

**Source with three or more authors**

*Use the first author listed, not by alphabetical sorting*

*(Kernis et al., 1993)*

**Source quoted or paraphrased within another source**

*List the source in which you found the information in your reference list and include it in the parentheses*

*In this case, if you are reading Smith's quote of Johnson, cite both in-text and Smith in your references*

*(Johnson, 1985, as cited in Smith, 2003, p. 102).*

**Citing more than one source in an in-text citation**

*(Berndt, 2002; Harlow, 1983)*

**Common References Entries**

-You often have to "mix" some of these formats together. For example, you will likely find an e-book with more than one author and multiple editions.

-Your References page is typically on a separate page and is alphabetical by either author or title of work if author is unknown. Title the page **References (in bold)**, centered on the top of the page. Title the page **Reference** if you only have one source. All sources more than one line in length have a hanging indent.

-Title capitalization is unique. Capitalize only the first word, the first word after a colon (:), and proper nouns.

-For works with multiple authors, APA now requires you list up to the first 20 authors. If there are more than 20, list the first 19 and enter an ellipsis (...).

**A page on a website with a known author**

*This includes a corporate author*

*Include the publication date after the website name if provided*

Author Last Name, First Initial. (Year, Month Day). *Title of page*. Site Name. URL.

**A page on a website with no known author**

*Title of page*. (Year, Month Day). Site Name. Retrieved Month Day, Year, from URL.

**An article in a web magazine**

*(Time, NPR, The New Yorker, Washington Post, etc.)*

Author Last name, First initial. (Year, Month Date). *Title of article*. *Title of Publication*. URL.

**A peer-reviewed article**

*APA prefers you find a Digital Object Identifier (DOI). If you cannot locate a DOI or it does not exist, use the article URL*

Author Last Name, First Initial., & Last Name, First Initial. (Year). *Title of article*. *Title of Periodical*, Vol.(Issue), page numbers. DOI.

**YouTube or streaming video**

*Note the unique brackets*

Author Last Name, First Initial. [Username]. (Year, Month Day). *Title of video* [Video]. Streaming Service Name. URL.

**A book**

*Add [eBook edition]. after the title if it is an e-book*

Last Name, First Initial. (Year). *Title of book: Capital letter also for subtitle* [eBook edition]. Publisher Name. DOI if available.

**An edited book**

Editor Last Name, First Initial. (Ed.) (Year). *Title of work*. Publisher. DOI if available.

**Chapter, selection, or piece within an edited work or collection**

Author Last Name, First Initial., & Author Last Name, First Initial. (Year of publication). *Title of chapter*. In Editor First Initial. Last Name & Editor First Initial. Last Name (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI if available

**A book with multiple editions**

*1st, 2nd, 3rd ed., etc.*

Author Last Name, First Initial. (Year of publication). *Title of work: Capital letter also for subtitle* (# edition). Publisher. DOI if available

**Report by a government agency or other organization**

*Note how a report is different from a page on a website*

Organization Name. (Year). *Title of Report*. URL.