

# APA Format Style Sheet

KVCC Writing Center

## **Your Title Page**

### *Page number*

Place the page number at the top right. Number your title page as "1."

### *Running head*

This is an abbreviated title that will go at the top left corner of your title page.

### *Title*

Place your title on the upper half of the page, centered. (Double-space your title if it is longer than one line.) Capitalize all verbs and words four or more letters long.

### *Author/institution names*

Place the author name one double-spaced line beneath the title. Place the institution name one double-spaced line beneath the author name. (Use of the date, assignment, class and instructor names are at the discretion of your instructor.)

Here's what a sample APA title page looks like:

Running head: APA RESEARCH PAPERS

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APA Research Papers:

Why Psychology Papers can Lead to Student Insanity

Gwen Taylor

KVCC

## APA Format Style Sheet continued

### **The Body of Your Paper**

#### ***Running head***

Place your running head in the top left of each page. This should be the same as the header on your title page: the first few words of your title in capital letters.

#### ***Page number***

Place your page number in the top right of each page.

#### ***Margins***

Margins should be 1" on all sides.

#### ***Paragraphs***

Indent paragraphs five to seven spaces. (Using the "Tab" button on your computer is acceptable.) Always double-space. Do not justify the right edge of paragraphs. Do not use a hyphen to break a word between two lines. Insert two spaces after terminal punctuation (periods, etc. that end a sentence).

#### ***Titles***

In the title of an article, journal, etc., capitalize all "major words," including words that are four letters or more, and all verbs. (In your reference list, capitalize only the first word of the title and all proper nouns, as well as the first word after a colon.)

Put the titles of articles or chapters of a book in quotation marks:

*"Students Return to APA Rehab Program"*

Put the titles of journals and books in italics:

*One APA Addict's Road to Recovery*

#### ***Block quotes***

When using a direct quote 40 or more words long, put it in block quote format: indent the quotation an additional 5 spaces, and do not use quotation marks. Place your citation after the period at the end of the block quote.

*For an example of how the body of your paper should look, see the Writing Center APA Format handout, which includes a sample page from an APA research paper. This will give you examples of correct in-text citations, margins, block quote use and more.*

# The World According to APA Format

KVCC Writing Center

## Why cite?

Citing is simply giving credit where credit's due—and the American Psychological Association has come up with some very specific rules for giving credit to your sources. But don't let them intimidate you.

**How do I cite?** APA format gives credit in two ways: *in-text citations*, which go within the body of your paper, and a *reference page*, which comes at the end. (Reference pages will be covered on the following page of this handout.)

**In-text citations** look like this:

With a direct quote: (Author's last name, date, page number).

With a paraphrase: (Author's last name, date).

• **If there is no author,**

use the first few words of the title in quotation marks (if it's an article) or italicized (if it's a book): ("APA Papers," 2007, p. 2), or (*Using APA Format*, 2007, p. 2).

• **If there is no date,**

use the initials "n.d.": (Brown, n.d., p. 4)

• **If there is no page number,**

use the paragraph number (along with "para."): (Brown, 2007, para. 41)

In-text citations tend to go at the end of a sentence:

*Many students weep uncontrollably when forced to use APA format for research papers (Brown, 2008).*

(Notice that this is a paraphrase and does not need a page number.)

You can also incorporate your citation into a sentence:

*Brown (2008) reports that many students weep uncontrollably when forced to use APA format for research papers.*

## When do I cite?

Cite anytime you use someone else's information:

- After a direct quote
- After a paraphrased idea that wasn't originally yours or isn't common knowledge

## How to Format Your Reference Page

Your reference page is just a list of all of the sources you used, and APA format requires a very specific way to list those too.

Title your page "References." Double-space your list and arrange it alphabetically by author's last name. APA format requires a hanging indent, so indent every line after the first of each entry. (See the back of this handout for a sample reference page.)

The basic **reference entry** looks like this:

Last name, first initial. (Year.) Title of article. *Title of journal or magazine*,  
Volume number, page number.

### Types of Reference Entries

#### *A newspaper article*

Jones, B. (1997, May 25). Why students hate APA. *The San Francisco Times*, p. A12.

#### *A newspaper article from the Internet*

Jones, B. (1997, May 25). Why students hate APA format. *The San Francisco Times*.

Retrieved from <http://sanfrantimes.com/2008/APA.html>

#### *A journal article with DOI*

Bradley, M., & Schultz, F. (2007). Lives of the students: Why research papers kill.

*Academia Today*, 27, 268-275. doi:10.1080/1462220031000143849

#### *A journal article without DOI*

Bradley, M., & Schultz, F. (2007). Lives of the students: Why research papers often

lead to dementia. *Academia Today*, 27, 268-275\*. Retrieved

from [http://find.galegroup.com/gtx/acad\\_today/research127.htm](http://find.galegroup.com/gtx/acad_today/research127.htm)

#### *A website (which often has no date or author)*

National Association of APA Advocates. (n.d.). 2007 budget. Retrieved from

<http://naapaa.org/documents/2008/2007budget.html>

#### *A book*

Hopkins, A. (2006). *How APA changed my life*. New York, NY: Random House.

\*Volume/page numbers are often available when using online databases: look carefully.

APA research papers often elicit extreme emotional responses from students. For instance, Brown (2008) reports that students often weep uncontrollably when forced to use APA format for research papers:

Ten out of fifteen students recently surveyed said that writing APA papers led to spontaneous crying fits. These fits typically occurred ten to fifteen minutes after spending long periods of time writing and lasted anywhere from one to four hours.

The affected students also reported feeling unusually irritable. (para. 42)

Brown's research concluded that APA papers are harmful not only to students' emotional health, but also to their physical well-being. In one extreme case, a twenty-two-year-old graduate student at the University of Pennsylvania became so frustrated with his 30-page psychology paper that he began eating his notebook (Oakland, 2004). Cases of this kind have led to questioning in the academic world if APA format should continue to be used.

APA format is a controversial topic among psychology professors. Professor A. M. Jenkins of Princeton has begun a campaign to make APA illegal, claiming that the format's ill effects on students "far outweigh any positive consequences" (Brown, 2008, p. 43).

However, APA has some staunch supporters as well; the recently formed National Association of APA Advocates (NAAA) spent 1.2 million last year in advertising to improve the format's reputation (National Association of APA Advocates, n.d.). Two hundred professors signed a petition to shut down the NAAA after it was rumored that the organization used dishonest means of fundraising. Consequently, the debate has become polarized at many universities. In 2007, faculty members at the University of Idaho went on strike while arguing about the benefits of APA format (Brown, 2008).

- Bradley, M., & Schultz, F. (2007). Lives of the students: why research papers often lead to dementia. *Academia Today*, 27, 268-275. doi:10.1123.1235-6543.25.6.445
- Brown, K. (2008). APA papers affect the emotional health of students. *Psychology Monthly*. Retrieved from <http://www.pyschmonthly.org/articles/APA.html>
- Hopkins, A. (2006). *How APA format changed my life*. New York, NY: Random House.
- Jones, B. (1997, May 25). Why students hate APA format. *The San Francisco Times*. Retrieved from <http://www.sanfrantimes.com/2008/APA.html>
- National Association of APA Advocates. (n.d.). 2007 budget. Retrieved from <http://www.naaa.org/documents/2007/2007budget.html>
- Oakland, M. (2004). *Controversial citation formats revealed*. New York, NY: Columbia University Press.
- Streake, K., & Strike, M. (2000). Early insanity: two weeks in the life of a college freshman. *Education File*, 15, 27-39. Retrieved from <http://kvcc.lib.onef.edu/index/edj1.htm>

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**Changes in APA, 6th Edition:**

**Running head:** Include an all-caps running head on the top left of each page.

**DOIs in journal articles:** Many online journal articles now come with a digital object identifier (DOI), typically found near the copyright information. If this number is available, include it at the end of the reference entry. If not, include the HTTP address instead. (See the first entry on this page for an example of a DOI.)

**Date of retrieval:** It is no longer necessary to include the date of retrieval for online sources unless the source is known to change frequently, i.e. Wikipedia.