QC Writing Center APA Guide

GENERAL APA GUIDELINES

* Your paper must be typed and double spaced on the standard 8.5”x11” sized paper with 1” margins on all sides.
* Your paper must include a page header (running head) at the top of every page
	+ To create a page header, click on “insert” and then choose “headers & footers. Insert the **page numbers** on the **right** side of the header of your paper. Then, type the **title of your paper** on the **left** side.
		- The running head is a shortened version of your paper’s title and cannot exceed 50 characters (including spacing and punctuation).
	+ For a **professional paper**, the page header must include your paper title and the page number.
	+ For **a student paper**, the page header only includes only the page number.

APPROPRIATE FONTS TO USE FOR APA STYLE PAPERS

* Calibri 11
* Arial 11
* Lucida 10
* Times New Roman 12
* Georgia 11
* Computer Modern 10

MAJOR SECTIONS OF AN APA PAPER

An APA paper typically consists of **four** sections: the **Title Page, the Abstract, the Main Body, and the References.**

Title Page

* The title page should contain the title of the paper, the author’s name, and the institutional affiliation (school/research institute name)
* A professional paper should also include the author’s note.
* A student paper should NOT include the author’s note. Instead, it should include the course number and name, the instructor’s name, and the due date of the assignment.
* The title must be typed in Upper and Lowercase letters and be centered at the upper half of the page. The title should also be written in bold letters.
	+ It is important to make sure that the title of your paper is focused and succinct.
	+ Do NOT use abbreviations or words that serve no purpose to the title of your paper.
	+ Your title may take up one or two lines.
* All text on the title page, and throughout your paper, should be double spaced.
* Under your title, type the author’s name: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).
* Underneath the author’s name, type the institutional affiliation. Remember, the institutional affiliation will be the name of the school you are attending (ex: CUNY Queens College) or the institute where you are conducting your research.
* Please note that the page header should also be included on the title page.

Abstract

* Begin a new page. Make sure that your abstract page includes the page header, as described in the previous section.
* On the first line, type the word “Abstract.” Make sure that it is centered and written in boldface. Do not use italics, underlining, or quotation marks.
* On the next line, write a concise summary of the key points of your research. Do not indent this line!!!
* Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research, as well as future work you see connected with your findings.
* Your abstract should be a single paragraph, double spaced. An abstract is typically no longer than 250 words.
* You may also want to list keywords from your paper in your abstract. To do this, indent as if you were starting a new paragraph, type *Keywords* (make sure it is italicized, like this!!!), and then list your keywords. Listing your keywords will help researchers find your work in databases!!

References

* Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.
* Your references should begin on a new page separate from the text of the essay; label this page "References" in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules for Most Sources

* Do not indent the first line of your entry. All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
* In your citation, all authors’ last names must be provided first. Their first and middle names should be written as initials. If the author doesn’t have a middle name, just initialize their first name.
	+ Ex: the reference entry for a source written by Jane Marie Smith would begin with "Smith, J. M."
* Give the last name and first/middle initials for all authors of a single work up to and including 20 authors. Separate each author’s initials from the next author in the list with a comma. Use an ampersand (&) before the last author’s name. If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author’s name.
* Reference list entries should be alphabetized by the last name of the first author of each work.
* For multiple articles by the same author, or authors listed in the same order, 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.
	+ Note again that the titles of academic journals are subject to special rules. See section below.
* 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.

Basic Rules for Articles in Academic Journals

* Present journal titles in full.
* Italicize journal titles.
* Maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
	+ For example, if the academic journal/article you are using is called “PhiloSOPHIA,” do not change it to “Philosophia” when you are writing it in your references.
	+ Likewise, if the journal/article is called Past & Present, do not write Past and Present.
* Capitalize all major words in the titles of journals. Note that this differs from the rule for titling other common sources (like books, reports, webpages, and so on) described above.
* This distinction is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.
* Capitalize the first word of the titles and subtitles of journal articles, as well as the first word after a colon or a dash in the title, and any proper nouns.
	+ Do not italicize or underline the article title.
	+ Do not enclose the article title in quotes.
		- So, for example, if you need to cite an article titled "Deep Blue: The Mysteries of the Marianas Trench" that was published in the journal Oceanographic Study: A Peer-Reviewed Publication, you would write the article title as follows:
			* Deep blue: The mysteries of the Marianas Trench.....but you would write the journal title as follows: Oceanographic Study: A Peer-Reviewed Publication

You can find samples of APA style papers at the following site: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html>

You can also check our website by clicking on the “APA Full Template” guide to see how an APA paper should look like!