

## APA Style

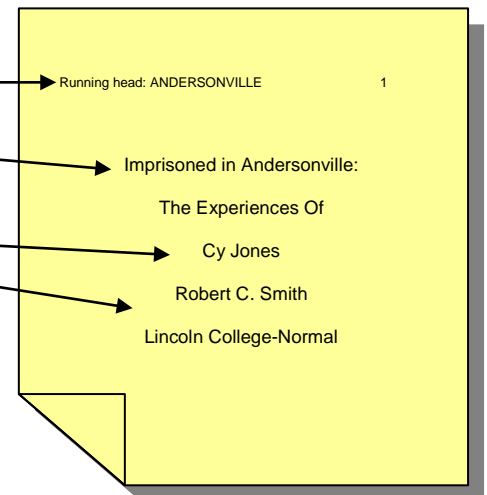
If your instructor requires that a paper follow APA format, s/he is referring to a specific style set by the American Psychological Association. The *Publication Manual of the American Psychological Association* (on reserve in the LRC) or Purdue's Online Writing Lab (<http://owl.english.purdue.edu/owl/resource/560/01/>) will explain the APA standards for almost any situation.

## General Formatting Guidelines

- Your paper should contain 4 sections: **title page**, **abstract**, **main text of paper**, and **references**. Some instructors may not require an abstract. Check with your instructor to be sure.
- Margins – 1 inch margin all around
- Font – 10 to 12 point font. Preferred style is Times New Roman.
- Spacing – Double space everything.
- Alignment – Flush left, with an uneven right margin.
- Running head – Insert a header showing the page number and an abbreviated title on every page, including the title page. The first page header should read Running head: TITLE OF YOUR PAPER followed by the page number. Omit the words “Running head” on subsequent pages.  
(To create a Running head in Word 2007, go to the *Insert* tab and select *Header* and *Blank 3 Columns*. Click on *Different 1<sup>st</sup> Page* to create a different header for the title page.)
- Paragraph style – Indented, not block style.
- Tables and content footnotes – If included, after the References page.

## Title Page

- Running head –an abbreviated title of no more than 50 characters, typed in all capital letters, and the page number
- Title – typed in upper and lower case and centered on the page, inverted triangle form.
- Your whole name – one double space below the title
- Institution name – Lincoln College-Normal, one double space below your name



## Abstract

- Include an abstract page if so directed by your instructor.
- Center the word Abstract at the top of the page.
- Write a brief (150-250 word), one paragraph summary of the paper.

## Quotations and Paraphrases

- Use quotation marks to show an author's exact words.
- Identify any material by another author – whether directly quoted or paraphrased – by indicating the original author's name, the year the original source was published, and (for direct quotations) the page on which you found the information.
  - Alien abduction has been described as a “waking nightmare” (Smith, 1998, p. 145).
- If no author is identified, use an abbreviated form of the title. If no date is available, use the abbreviation n.d. If no pagination is indicated (as in most online sources), you may use paragraph numbers.

## Long Quotes

With quotes longer than 40 words

- Omit quotation marks.
- Indent the entire quote 5 spaces from the left margin.
- Do not indent the first word of the quotation.
- Continue double spacing.
- Identify the source in a parenthetical citation after the final punctuation mark.

## References Page

- Center the word References at the top of the page.
- Double space the entire page.
- Alphabetize entries by the first word of the entry, usually the author's last name.
- Do not number entries.
- Indent the second and subsequent lines of entries 5 spaces.
- Authors – last name first, followed by initials.
- Use "&" instead of "and" in listing multiple authors. Smith, R. & Davis, J.
- Titles – Capitalize proper nouns and the first word of title and subtitle for books and articles (*Siamese cats: Mysterious beings from Asia*). For journal titles, capitalize all important words. Italicize book and journal titles. Do not put quotation marks around article or essay titles.
- Check the *Publication Manual of the American Psychological Association* for more detailed information or visit Purdue's OWL at [www.owl.english.purdue.edu/owl/resource/560/05](http://www.owl.english.purdue.edu/owl/resource/560/05).
- Formatting for several common source types is illustrated below.

### Journals

Author, A.A. (year). Title of article. *Title of Periodical*, volume(issue), pages.

Davis, L.D. (2003). Lincoln's legacy. *Journal of Illinois Law*, 34(4), 42-54.

### Books

Author, A.A. (Year). *Title of work: Subtitle*.

Location: Publisher.

Macaux, G.L. & Yakamoto, K. (1997) Jam time: Jazz music in New Orleans. *New York: Harper Books*.

### Journals from a Database

Author, A. A. (year). Title of article. *Title of Journal*, volume (issue).

Duchene, J.R. (2001). The art of parquetry in the 1600s. *Architecture Today*, 24(5), 68-81.

Note: When an article is easy to locate, APA no longer requires the name of the database

### Online Journals

Author, A.A (year). Title of article. *Title of Online Journal*, volume(issue). Retrieved from web address.

Duchene, J.R. (2001). The art of parquetry in the 1600s. *Architecture Today*, 24(5). Retrieved from web address.

### Web Pages

Author, A. (Date of publication). *Title of article*. Retrieved from http://web address.

(If the information on the site could change, include the date you retrieved the information – Retrieved Month, day, year, from URL)

McBride, G. (2006). 2001: A fish odyssey. Retrieved August 25, 2009, from [http://www.guppies.com/index.php?option=com\\_content&task=view&id=83&Itemid=88](http://www.guppies.com/index.php?option=com_content&task=view&id=83&Itemid=88)

Note: When the URL doesn't fit on a single line, divide BEFORE any punctuation mark except after http://