

American Psychological Association (APA) Guide to Style (6th ed.)

BASIC FORMAT

1. Use Times New Roman typeface, in a 12-point font size.
2. Keep a one-inch margin on all sides. Do not right justify and do not hyphenate words at the end of a line.
3. Double-space all pages, including references. Indent each paragraph 5-7 spaces.
4. Type a “running head” (an abbreviated title of the paper) in uppercase letters at the left margin of all pages.

On the title page, use the term, “Running head:” before the abbreviated title.

Example:

Running head: GLOBAL WARMING 1

On all subsequent pages, omit the term “Running head:”

Example:

GLOBAL WARMING 2

5. Page one is the title page. Center the paper’s title and your name approximately one-third of the way down from the top. If you are submitting a term paper, also include the name of the course, professor’s name, and the date. If your paper is for publication, list the name of the institution instead.

Example:

Global Warming: Fact or Fiction?

Leah V. Zamora

ENV4400: Environmental Foundations

6. A 100-250 word summary of the paper (if required), entitled Abstract, appears on page two. Do not indent.
7. The text of the paper begins on page three (page two, if no Abstract).
8. Italicize the titles of books, plays, films, journals, magazines, etc.
9. Use quotation marks for titles of works published within larger works: articles, short stories, book chapters, etc.

CITING ANOTHER PERSON’S WORDS OR IDEAS

All citations appear in the text of the paper; there are no footnotes nor endnotes. The author-date method is used. If you quote an author’s words EXACTLY, you MUST enclose the words quoted in quotation marks, and include the page number.

Example: “Recent measurements confirm that ozone depletion in the Antarctic has a major impact upon global warming.” (Schwartz, 2005, p. 13).

If you paraphrase someone’s ideas, you must give that author credit, but do not include the page number.

Example: Schwartz (2005) believes that the major cause of global warming is the increasing depletion of ozone in the Antarctic region.

REFERENCES

The last part of your paper, the bibliography, is called References. It includes all the works actually cited in the paper (except personal communications and private e-mails) — and ONLY those works cited. Citations are arranged alphabetically by the author’s last name. The first line in each citation starts at the left margin, with subsequent lines indented 5-7 spaces. Capitalize only the first word of the title of a book or article (and the first word after a colon or semicolon in a title), as well as normal proper names. All significant words in journal titles are capitalized as usual. Books and journal titles are italicized. For journals, the volume number (but not the issue nor page numbers) is also italicized. The following examples provide a guide for formatting references.

BOOKS WRITTEN BY ONE OR SEVERAL AUTHORS

Job, A., & Job, K. (2004). *The Brazilian rain forest*. New York, NY: Basic Books.

SINGLE CHAPTERS CONTAINED IN EDITED BOOKS

Joachim, A. (2008). A humanist views the environment. In V. H. Wagner & K. W. Wagner (Eds.), *Hot topics: Perspectives on the effects of global warming in Arizona* (pp. 239-252). Durango, CO: Coyote Press.

E-BOOKS

Bambrick, J. (2009). *Digital calligraphy? It's not write! A dissent*. [Google Books version]. Retrieved from <http://books.google.com/booksid=calligraphy>

JOURNAL ARTICLES

Sabatino, S. (2003). Memories of the energy crisis: How quickly we forget the lessons of the past. *Journal of Energy and Resource Management*, 16(3), 1-17.

MAGAZINE ARTICLES

Matthew, M. J., & Wolk, R. (1999, January). And you think it's hot here! A letter from the Tropic of Cancer. *American Airlines Travel Club Magazine*, 17, 6-11.

ERIC DOCUMENTS

Roux, Y. (1997). *Teaching about global warming trends*. Retrieved from ERIC database. (ED987321)

WEB SITES

Wagner, V. (2010, May 5). Lending Services. Retrieved from <http://www.wpunj.edu/library/lending-services.dot>

NOTE: Not all web pages will include all of the information listed above, so you may need to list the company that hosts a website as the author. Also, if there isn't a date available for the document use (n.d.) for no date. To cite an entire Web site (not a particular page or document), no reference is needed, but the URL should be included in the text of your paper (in parentheses). Do not include the site in your list of references. If you cite a particular page, however, you must include the Web site in your list of references (as in the example above).

ELECTRONIC DOCUMENT OR PAGE FROM A WORLD WIDE WEB SITE [URL must be included.]

Malanga, K. (2002). Assessment of General Education at William Paterson University. Retrieved January 15, 2009, from <http://www.wpunj.edu/library/malanga.html>

JOURNAL ARTICLE RETRIEVED FROM A DATABASE (WITH AN ASSIGNED DOI)

Duffy, B., & Theus, P. T. (2000). Student involvement in customer service evaluation at academic libraries. *American Behavioral Scientist*, 44(1), 31-45. doi:10.1234/5678-0123.98.7.654

[NOTE: The Digital Object Identifier (DOI) is part of a system is for identifying content objects in the digital environment. APA recommends including DOIs for both print and electronic sources, if available. It is included at the end of the citation by using the initials, doi, (lower case) followed by a colon and the number. If there is no DOI and the reference was retrieved online, give the URL of the journal homepage—NOT the full URL of the article.]

E-MAIL COMMUNICATIONS

Private e-mails should be cited as personal communications in the text of your paper and not included in the reference list. The format in the text is as follows: R. K. Kearney (personal communication, September 5, 2000).

E-mails to online discussion groups are listed in the References:

Dodwell, C. (2008, September 8). Re: Smith's reply [Online forum comment]. Retrieved from <http://www.wpunj.edu/studentarchive/msg00088.html>

These examples cover many of the questions you may have regarding APA style. **Always check with your professor or editor for special requirements.** Additional information on citing electronic sources is available at the APA's Web site: www.apa.org/journals/webref.html. For examples not covered in this guide, you will need to consult the *Publication Manual of the American Psychological Association*, 6th edition. A copy is available at the Reference Desk in the Library.