APA Style Guide

The Basics:

Like many styles, APA uses 12-point font, Times New Roman. All margins should be set to 1”, and all material should be double-spaced. Most essays written in APA will contain four major parts: A title page, Abstract page, the main body of the essay, and the Reference page.

The title page will usually (depending on the instructor) include the paper’s title (center), and your name, class, instructor, and term (top right corner). The abstract is a summary of what the paper is about, and is located immediately after the title page. Most abstracts are between 150 – 250 words long, unless otherwise specified by the instructor.

The paper will often be organized using headings to transition from different sections. The main heading of each section will be centered and bolded. There are also subheadings of varying levels. For more detailed information on how to format these, refer to the Publication Manual of the American Psychological Association, 6th Edition.

In-text citations:

When citing sources in the text of your paper, use the author’s name followed by the date of publication, and the specific page upon which the information is located. If no author is specified (Anthology, Journal article) use the last name of the editor. For example, citing the Norton Anthology of British Literature would look like: (Harrington, 2009, p. 29). Other information for this source will appear on your Reference page.

Reference page:

Each of your references will appear on a separate page titled, “References.” All references should be in alphabetical order, and should be lined with the left margin. (If a reference takes more than one line, all extra lines should be indented.) All references should be single spaced, with double space between each reference. Titles of books, journals, magazines, and newspapers should be italicized.
Examples of Common References*

Books**


Magazine Articles


Journal Articles


Online Journal Articles


Web site (Include as much as you can locate, such as: Author, “Title of Page”, Title/Owner of Site, URL. In the 6th edition of the APA manual, access dates are no longer required)


* Information and examples were taken from the Publication Manual of the American Psychological Association, 6th Edition.

**On your reference page, note that when citing a source within the bibliography, all lines of text following the first line, should be indented.

For more detailed information on using the APA style, consult: http://owl.english.purdue.edu/owl/section/2/10/