

## REFERENCING AND FORMATING: APA STYLE

### GENERAL FORMATTING RULES

- Double-spaced
- 1" margins
- 12 pt. Times New Roman font
- Page header ("running head") at the top of every page
  - Shorted version of paper's title in all capitals (cannot exceed 50 characters)
  - On title page: "Running head: TITLE OF PAPER"
  - On all other pages: "TITLE OF PAPER"
- Page number at top right

### IN-TEXT CITATIONS

- Author's last name and year of publication should appear in parentheses for paraphrased information
  - E.g., Writers today need help citing sources (Smith, 2014).
- Page number must be included in direct quotations
  - E.g., "Writers today need help citing sources" (Smith, 2014, p. 2).
- When the author's name is included in the text as a signal phrase, cite the year directly afterwards
  - E.g., According to Smith (2014), writers today...
- For a source with two authors, list both authors
  - E.g., (Smith & Jones, 2014)
- For a source with three to five authors, list all authors the first time the source is cited, and use "et al." in subsequent citations
- For a source with six or more authors, use "et al."
- Quotations that are 40 words or longer are "long" quotations
  - Type the entire quotation on a left margin indented ½" from the regular margin
  - Omit quotation marks
  - Cite as usual (after the closing punctuation mark)

### REFERENCE LIST

- Reference page should be titled "References", centred at the top of a new page
- Reference list should still be double-spaced (but no spaces should be skipped between entries)
- Hanging indent of ½"
- Each source cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text
- Authors' names are inverted (i.e., last name first), and last names and initials are given for up to

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seven authors

- If a source has more than seven authors, list the first six authors, followed by ellipses, and then list the last author's name
- Entries should be alphabetized
- Journal titles are given in full (no abbreviations)
- For source titles, capitalize only the first word, the first word after a colon or dash in the title, and proper nouns
- Titles of books and journals should be italicized, while titles of journal articles and essays should be left plain
- Example of a book:
  - Smith, A. B. (2014). *Writing and citing sources: A tutor's guide*. London, ON: McGraw-Hill.
- Example of a journal article:
  - Smith, A. B., Jones, C. D., & Brown, E. F. (2014). Writing and citing sources. *Tutoring writing*, 24(4), 17-23.
- Personal communications (e.g., emails and interviews) are cited in-text but are not included in the reference list
  - E.g., (A. Smith, personal communication, January 1, 2014).

## REFERENCES:

American Psychological Association (2009). *Publication manual of the American Psychological Association*

(6th ed.). Washington, DC: American Psychological Association.

Purdue University (2016). Research and citation resources. *Online writing lab*. Retrieved from <https://owl.english.purdue.edu/owl/section/2/>