This document is meant to be a quick reference for APA writing style. It is not intended to replace the APA Publication Manual (5th ed.). Only the most basic information is included here.

I. GENERAL INFORMATION

Margins should be 1 to 1½ inches at top, bottom, right, and left of every page.

Justify left margin, but not right margin (right margin will be uneven).

Indent 5-7 spaces for paragraphs.

Double space between all lines of manuscript, including references.

Do not split any words at the end of a line.

Do not use any abbreviations until they have been introduced first; for example, National League for Nursing (NLN).

Running head is used (indicated on title page) - running head is an abbreviated title that is printed at the top of pages of manuscript - may be up to 50 characters in length, counting letters, punctuation, and spaces between words. The running head ends 5-7 spaces before each page number.

II. DIRECT QUOTATIONS

Minimize use as much as possible, should paraphrase and summarize.

Always cite author’s(s’) last name(s), the year of publication, and page number.

Use three ellipsis points (…) within a sentence to indicate that material from original source has been omitted. Use four points to indicate any omission between two sentences.

Examples

He states, “The placebo effect… in this manner” (Smith, 1985, p. 304).

Smith (1985) found that “the placebo effect… in this manner” (p. 304).

If the quote is greater than 40 words in length, the quote must be blocked. Indent 5 spaces, double space. Indent an additional 5 spaces for paragraph.
See Manual p. 118 for example.

III. REFERENCE CITATIONS IN TEXT

As with direct quotes, cite author’s (s’) last names and year of publication. Unlike direct quotes, do not cite page number.

Examples

In a recent study of the placebo effect, Smith (1985) found…

Recent research (France & Kirk, 1988) indicated that…

In 1986, Davis and Minor found that… (requires no additional referencing).

For 2 authors for one reference, use both names for all citations—when in text use “and” between names unless included in parenthesis, when in parenthesis use “&” between names.

For 3-5 authors for one reference, cite all authors first time, cite reference, with second and all subsequent citations use first author’s name followed by “et al.”

When there are 6 or more authors for one reference, use first author’s name followed by “et al” for all citations, including the first one, but still list all in reference list.

When you have the same author and same year references, distinguish by a, b, c, and so forth after year of publication. A, b, c, is determined by alphabetical order of title of article.

Personal communications, for example, telephone conversations, lectures, and so forth are cited in the text but not included in reference list because they are considered non-retrievable data.

Use of Numbers—general rule is to use figures to express numbers 10 or greater and words to express numbers below 10. For examples of exceptions see those listed on pp. 125-128 in APA Manual—very explicit.

Use figures for numbers that immediately precede a unit of measurement (such as 2 weeks and 5 inches) or numbers that represent statistical or mathematical functions, fractional decimal quantities, percentages, ratios, percentiles, and quartiles such as ½, .5 and 6%.

How to cite statistical results is spelled out well in APA Manual, pp.137-144.

Never start sentence with number as figure, spell out in word form.

IV. REFERENCES LIST CITATIONS

Always have reference list in APA, may or may not have bibliography. Bibliography is list of resources used for background, but not all of references are cited in the text of the paper.
Reference list should be double-spaced.

The first line of each reference is flush left margin with all other lines indented 5 spaces (hanging indent).

Arrange entries in alphabetical order the by first author. Don’t alphabetize authors with the article.

When citing in the text, you don’t need to include the year in subsequent references to a study, within the same paragraph, as long as the study cannot be confused with other studies cited in the article:

A study by Davis and Duffy (1999) found that urban emergency department patients were less satisfied with nursing care than rural emergency department patients. Davis and Duffy also determined that the nurse caring behaviors were different between the two groups.

First line of each reference is flush left and all other lines are indented 5 spaces.

Reference list and citations in text of paper must match except for non-retrievable sources, for example, personal communications.

If using a secondary source, in text, name the original work and give a citation for the secondary source.

Text citation: Davis and Duffy, as cited in Sparks and Parker (2002), reported. . . .

Reference list entry:

Put the volume number of journals in italics. Do not use “Vol.” before the number. If, and only if, each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume.


Journal article, one author

When you have a journal article with two authors and each issue of the journal starts with page 1, you need to indicate both volume and journal number.


**Book, one author**


**Book, two authors, 2nd edition**


**Chapter in an edited book**


NOTE: May have to use combination of examples in APA manual.

**ELECTRONIC SOURCES**

Whenever possible, the URL should link directly to the article. If a journal or newsletter does not use volume numbers, include the month, season, with the year (2001, April).

Italize the name of the periodical and the volume number if given.

**Internet Article based on a print source**

If electronic article is exact duplicate of the printed version, but you viewed the article only in the electronic form, add [Electronic version] after the title of the article:

If online article is different from the print version, page numbers are not indicated, or the article includes additional data or commentaries, add retrieval date and URL:


For electronic sources that do not provide page numbers, give the paragraph number with the paragraph symbol or the abbreviation para.

**Electronic copy of a journal article retrieved from a database:**


**Electronic version of a daily newspaper article:**


**Article in an Internet – only journal**

Use title page for all papers. Give title of paper, your name, date due, course, and running head.

Example of Title Page:

Formatting the Title Page

of a Paper

Jane Doe

University of Southern Indiana

Refer to manual pp. 306-316 for guidelines on typing papers – excellent source.