

APA Formatting Guidelines



What is APA Style?

- ∞ APA Style is formatting guidelines that are set forth by the American Psychological Association
- ∞ The guidelines are constantly under review. Always make sure that you are using the most recent edition of the guidelines when formatting (6th Edition)
- ∞ APA guidelines provide directions on formatting papers and how to reference sources for papers and presentations

Formatting Your Paper



General Rules to Follow

- ∞ Margins – 1” margins all around the page
- ∞ Font – Times New Roman
- ∞ Font Size - 12 Point Font
- ∞ Spacing – Double-Spaced

Parts of a Paper

- ∞ If you are writing a formal paper, you should include the following parts:
 - Title Page – This includes your paper title and name
 - Abstract – A brief description of what you are to cover in the paper
 - Main Text – The body of your paper
 - References – Your list of sources that were used to write your paper

Citing Your References



Giving credit where credit is due.

To Cite or Not To Cite?

- ☞ Generally, it is always better to err on the side of caution and cite the source that you obtained information from.
- ☞ Citing the source of information gives credit to the original author and is a safeguard against plagiarism
- ☞ Information that is general knowledge does not need to be cited (i.e. the number of days in a month); however, if it is not something that the majority of people would know then you need to cite the source (i.e. various body parts and their function)

General Rules to Follow

- ∞ You should always cite a source of information in the body of the paper and at the end in the references.
- ∞ If you cite a source in one place, then it must also be included in the other.

In-Text Citations

- ∞ In-text citations should go at the end of the sentence that they apply to, before the period.
- ∞ These citations should include:
 - Author's last name
 - Publication date
- ∞ Example: In the United States, children are typically placed in adoptive homes with two parents, as opposed to single parent households (Moore, 2013).

Reference List

- ∞ The reference list is a more detailed explanation of the original source of the information.
- ∞ A reference list item should include:
 - Author(s)
 - Publication Date
 - Title
 - Location of Publication
 - Publisher
- ∞ Reference lists should be in alphabetical order by author last name
- ∞ The first line of a reference should be left justified and any line after that should be indented

General Rules for the Reference List

- ∞ Authors – should always be listed by their last name, followed by their initials. If there are more than one author, any other authors should be listed by last name and initial.
 - Ex. Bob Reynolds and Steve Tyler would be Reynolds, B. & Tyler, S.

- ∞ Publication Date – should always be in parentheses
 - Ex. June 2010 would be (2010) or (2010, June)

- ∞ Title- only capitalize the first word of the title and the first word after a colon. Everything else should be lower-case (except proper names and countries).
 - Ex. Family law: The history of families in the United States

- ∞ Location and Publisher – should be listed in normal case
 - Ex. New York, NY: Columbia University Press

How To Cite

∞ Books

- Cahn, N. & Carbone, J. (2010). *Red families v. blue families: Legal polarization and the creation of culture*. New York, NY: Oxford University Press.

∞ Chapters in an Edited Book

- Berebitsky, J. (2006). Family ideals and the social construction of modern adoption: A historical perspective” In K. Wegar (Ed.), *Adoptive families in a diverse society*. New Jersey: Rutgers.

How to Cite Cont.

∞ News Articles

- New York Times. (2012, November 29). Election 2012: President map. *The New York Times*. Retrieved from: <http://elections.nytimes.com/2012/results/president>.

∞ Journal Articles

- Kaarbo, J. & Beasley, R.K. . (1999). A practical guide to the comparative case study method in political psychology. *International Society of Political Psychology* 20(2): 369-391.

∞ Websites

- Evan B. Donaldson Adoption Institute. (2013). *Research: Adoption facts*. Retrieved from: <http://www.adoptioninstitute.org/research/fostercare.php>.

Where to look if you need more information?

- ✎ APA Publication Manual (6th Edition) – there were some issues with the original printing of this edition so make sure you have the version with the corrections made.
- ✎ PERRLA. Program that integrates with Word and does the formatting for you. www.perrla.com
- ✎ The OWL at Purdue – this is a website maintained by Purdue University's writing lab. The information provided is up-to-date with the most recent edition being used.
- ✎ <https://owl.english.purdue.edu/owl/resource/560/1/>