Documenting Your Paper - APA guidelines

When you are writing a paper in APA format, you should consult the *Publication Manual of the American Psychological Association* (6th edition). You may order an APA manual or view the latest updates on the APA web site: [http://www.apastyle.org](http://www.apastyle.org). Page numbers in this document will lead you to the proper section of the APA manual where you will find more detailed instructions. You will also find links to APA guidelines and information from our Writing Help guide: [http://libguides.cmich.edu/content.php?pid=176679&sid=3972819](http://libguides.cmich.edu/content.php?pid=176679&sid=3972819).

APA style requires two elements for citing outside sources of information: parenthetical (in-text) references, and a references list. All authors cited in the text must appear in the references list, and all authors listed on the references page must have been cited in the text. Together, these two elements allow your reader access to the sources you consulted.

**Guidelines for the general format of your paper: p. 228**

Use uniform margins of at least one inch on all sides. The first page of your paper should be a title page. Starting with the title page, you should have a running header in the top left corner of each page that includes the first few words of the paper’s title in all caps. Number the pages consecutively beginning with the title page. Use double spacing and a serif typeface of 12 points, preferably Times New Roman.

**Guidelines for parenthetical (in-text) references: p. 174**

The author’s last name and the year of the publication should appear in the text and a complete reference should appear in the reference list at the end of the paper.

Examples:

Jones (2008) compared student performance …
In a recent study of student performance (Jones, 2008), …
In 2008, Jones compared student performance …

If there is no author to cite, such as a web page that doesn’t list an author, substitute an abbreviated version of the reference list entry and the year.

Example:

Webber did a similar study of students learning to format research papers (“Using APA,” 2001).

To include a **direct quotation of fewer than 40 words** (p. 170), enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list.
Examples:

She stated, “Students often had difficulty using APA style,” (Jones, 2008, p. 199), but she did not offer an explanation as to why.

According to Jones (2008), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

Jones (2008) found “students often had difficulty using APA style” (p. 199); what implications does this have for teachers?

**Quotations longer than 40 words (p. 171)** should be placed in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout.

Example:

Jones (1998) found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

**Reference list (p. 180)**

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of your paper. Your references should begin on a separate page from the text of the essay under the label References centered at the top of the page. It should be double-spaced just like the rest of your paper. Each entry should have a hanging indent (first line flush left, following lines five spaces indent) for easier readability. See the following examples for various types of works:

**An article in a periodical (e.g., journal, newspaper, or magazine) (p. 198)**


Note: Include the journal issue number if available: *title of periodical, volume number (issue number), pages. Note that the issue number is not italicized.*

**A journal article with a digital object identifier (DOI) (p. 198)**


**Article in an Internet-only journal (p. 200)**


Note: This format only pertains to Internet-only journals. Citations for articles retrieved from online databases no longer need to include the source of the article.

**Book (p. 202)**


**Edited Book (p. 202)**


Note: If the publisher is a university and the state or country name is included in the university name, you do not need to include a publisher location.

**Book with edition number (p. 203)**

Article or chapter in an edited book (p. 202, 204)

Corporate author, government report (p. 205)

Note: Any document available from the Government Printing Office should use it as the publisher.

Authored report, from nongovernmental organization (p. 206)

Web page, no author (see http://www.apastyle.org/learn/faqs/web-page-no-author.aspx)

Web page, no author, year or page numbers (see http://www.apastyle.org/learn/faqs/cite-website-material.aspx)

Note: Do not place a period after the URL or web address