

# **APA Quick Guide**

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Adapted from The Purdue OWL

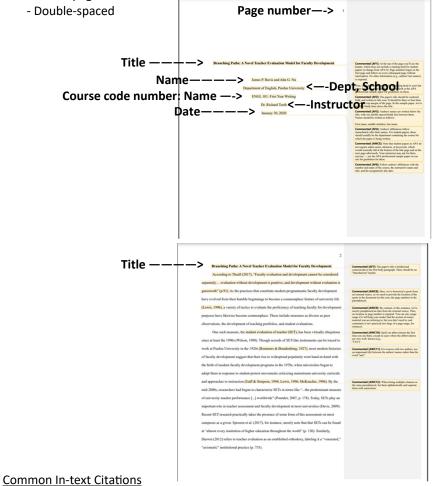
The MWC is a Writing Across the Curriculum initiative serving Northwest Vista College students, faculty, and the community through tutoring in writing skills, critical thinking, and building writing pedagogy. Effective writing is a cornerstone of education.

The Center is located in Mountain Laurel Hall (MLH) 232 **Large Print Edition Available by Request** 

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## **Basic APA Formatting**

- 1" margins
- 10-12pt font, Calibri, Arial, Times New Roman
- Separate title page, **bolded** title; 1/3 down page
- Page numbers in upper right-hand corner of header, beginning with the title page



APA requires the year of publication. A page number can be used when quoting directly but is not generally required when paraphrasing.

# Source with a known author stated in the sentence

As Ahmed (2016) mentions...

# Source with a known author not stated in sentence

Your citation will go at the end of the sentence (Ahmed, 2016).

#### Source with a corporate author

Mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source, just as you would an individual person-

According to the American Psychological Association (2000),... You can thereafter cite them in the parenthesis, using the author's acronym if appropriate/well-known

(APA, 2000).

## Non-book source (e.g., an article) with an unknown author

A similar study was done of students learning to format research papers ("Using Citations," 2001).

## Chapter, selection, or piece within an edited work or collection

Cite the selection, not the book the selection is in (the "container")
Ravitch wrote the chapter within the book edited by another person

Ravitch argues that high schools are pressured to act as "social

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (Ravitch, 2009, p. 259).

#### Source with two authors

Use the first author listed, not by alphabetical sorting (Wegener & Petty, 1994)

#### Source with three or more authors

Use the first author listed, not by alphabetical sorting (Kernis et al., 1993)

# Source quoted or paraphrased within another source

List the source in which you found the information in your reference list and include it in the parentheses

In this case, if you are reading Smith's quote of Johnson, cite both in-text and Smith in your references

(Johnson, 1985, as cited in Smith, 2003, p. 102).

## Citing more than one source in an in-text citation

(Berndt, 2002; Harlow, 1983)

## **Common References Entries**

- -You often have to "mix" some of these formats together. For example, you will likely find an e-book with more than one author and multiple editions.
- -Your References page is typically on a separate page and is alphabetical by either author or title of work if author is unknown. Title the page **References** (**in bold**), centered on the top of the page. Title the page **Reference** if you only have one source. All sources more than one line in length have a hanging indent.
- -Title capitalization is unique. Capitalize only the first word, the first word after a colon (:), and proper nouns.
- -For works with multiple authors, APA now requires you list up to the first 20 authors. If there are more than 20, list the first 19 and enter an ellipsis (...).

#### A page on a website with a known author

This includes a corporate author

Include the publication date after the website name if provided

Author Last Name, First Initial. (Year, Month Day). *Title of page*. Site Name.

# A page on a website with no known author

Title of page. (Year, Month Day). Site Name. Retrieved Month Day, Year, from URL.

## An article in a web magazine

(Time, NPR, The New Yorker, Washington Post, etc.)

Author Last name, First initial. (Year, Month Date). Title of article. *Title of Publication*. URL.

# A peer-reviewed article

APA prefers you find a Digital Object Identifier (DOI). If you cannot locate a DOI or it does not exist, use the article URL

Author Last Name, First Initial., & Last Name, First Initial. (Year). Title of article. *Title of Periodical, Vol.*(Issue), page numbers. DOI.

#### YouTube or streaming video

Note the unique brackets

Author Last Name, First Initial. [Username]. (Year, Month Day). *Title of video* [Video]. Streaming Service Name. URL.

#### A book

Add [eBook edition]. after the title if it is an e-book

Last Name, First Initial. (Year). *Title of book: Capital letter also for subtitle* [eBook edition]. Publisher Name. DOI if available.

#### An edited book

Editor Last Name, First Initial. (Ed.) (Year). *Title of work*. Publisher. DOI if available.

#### Chapter, selection, or piece within an edited work or collection

Author Last Name, First Initial., & Author Last Name, First Initial. (Year of publication). Title of chapter. In Editor First Initial. Last Name & Editor First Initial. Last Name (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI if available

## A book with multiple editions

1st, 2nd, 3rd ed., etc.

Author Last Name, First Initial. (Year of publication). *Title of work: Capital letter also for subtitle* (# edition). Publisher. DOI if available

# Report by a government agency or other organization

Note how a report is different from a page on a website Organization Name. (Year). Title of Report. URL.