

# APA Format and Guidelines

**APA style** is a standard method of presenting written information in the science disciplines that ensures consistency and clarity in the presentation of written material for publication. The most APA style information comes from the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition. The rules of APA style assist reading comprehension in the social and behavioral sciences by ensuring **clarity of communication**.

**Basic APA style tutorial:** <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

According to apastyle.org, the rules “move the idea forward with a **minimum of distraction** and a **maximum of precision**.”

A primary rule of APA style is that the *writing should be clear, concise, and direct*. Communicate your ideas in writing as briefly as possible. Avoid flowery, verbose, and/or complex sentences. When using APA style, the way you express your ideas should be appropriate for a professional, scientifically oriented reading audience.

## General info about APA citation format:

APA in-text citations include the year of publication of the source. Ex. (Smith, 2010)

If you quote directly, also include a page or paragraph reference in the in-text citation. Ex. (Smith, 2010, p. 42)

Do not indicate an author’s gender in Reference page citation, even if you know it. Use initials rather than full names. For example, if the authors’ names are John W. Jones and Roberta Jane Maxwell, your reference citation should read:

Jones, J.W. & Maxwell, R.J.

**Sample Reference page citations:** The following citation is for an article by John W. Jones and Roberta Jane Maxwell titled “Human Services Field Studies: Statistics and Evaluations,” which appeared on pages 146-148 in Volume 12, Issue 6 of the journal *Career Investigations*, published in 2013 and retrieved from Academic Search Premier database at TTC. The doi for the article is 10.1182/1366sta41258239rbd321

Jones, J.W. & Maxwell, R.J. (2013). Human services field studies: Statistics and evaluations.

*Career investigations*, 12(6), 146-148. doi: 10.1182/1366sta41258239rbd321

***If the article did not have a doi assignment, include a retrieval statement to the journal’s homepage:***

↓ Capitalize only the first letter of the first word of the article title and first letter of first word or subtitle (word after: )

Jones, J.W. & Maxwell, R.J. (2013). Human services field studies: Statistics and evaluations.

*Career investigations*, 12(6), 146-148. doi: 10.1182/1366sta41258239rbd321

↑  
Hanging indent

↑ Title of journal and volume number (not issue number) are italicized

## The Writing Center

# APA Format and Guidelines

## *APA Formatting Requirements*

**The title page:** The title page should include a running head, title, author byline, and institutional affiliation. Center the title of the paper on the upper hand of the page. Your name (author byline) and your affiliation (Trident Technical College) go on separate lines below the title. Only include other information on the title page if directed to do so by your instructor. Don't italicize or underline your own title or put it in quotation marks.

**Note:** Also type the complete title on the first line of the first page of your manuscript—usually page 2. It's easy to copy and paste the full title from the title page.

**Page numbers and running heads:** APA format requires use of a running head, which is an abbreviated title, aligned left in the Header area (half an inch from the top edge of the paper). The page number is aligned right in the Header area. Begin page numbering with the title page (page 1), and number pages consecutively. Type the running head in all capital letters, except for the words "Running Head:" (Don't capitalize the "h" in the word head.) *The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces.* The running head should appear on each page of the manuscript; however, *the words "Running Head" appear only on the title page.* (see section 8.03, pp. 228-231, in the APA Publication Manual, 6<sup>th</sup> ed.)

## **To add header in Word 2013**

1. Go to Insert
2. Select Header
3. Choose Blank
4. Check the box for "Different First Page."
5. Type **Running head:** and your **ABBREVIATED TITLE** (in all caps, not in bold!)
6. Tab twice and type the numeral 1
7. Highlight the info you just typed into the header area
8. Right click or go to the Home tab and change the font to Times New Roman 12 pt. (to match the font of your text).
9. Double click out of or close Header.

## **On the second page of the paper**

1. Click the Header area
2. Page Number
3. Top of Page
4. Plain Number 3 (this is automatically numbers remaining pages)
5. Type just the **ABBREVIATED TITLE** (all caps)
6. Tab twice, highlighting the abbreviated title and the number 2, and change the font
7. Double click out of or close Header

## **The Writing Center**