APA 6ᵀᴴ Edition: Essay Format

APA essays should:

- Be typed
- Double-spaced (with no single spacing and no extra spacing anywhere)
- Use a 12pt. standard serif font (ex. Times New Roman or Courier)
- Have 1" (2.54cm) margins

APA title page:

- Title (5-7 lines down, centered)
- Author's name (no titles or degrees)
- Affiliation (university, college, etc.)

APA Running head:

- Set up a "Different First Page" header
- Flush right in the header, add a page number
- Flush left in the header, type "Running head:" (with only the "R" capitalized), and then type the title of the paper in all capital letters, making sure it is no longer than 50 characters
- On the second page, repeat the process except do not include the label "Running head:"

The main body of an APA paper:

- Type and center the title of the paper at the top of the page. The title of the paper does not count as a level and is not bolded, italicized or in a larger font
- Paragraphs should be indented five spaces or one-half inch by pressing Tab once
- All sections should follow each other without any extra breaks or line spaces

APA in-text citations:

- The in-text citation will be the author's last name, or an abbreviated source title, and the year of publication, separated by a comma and enclosed in parentheses
- For direct quotations provide the author's name, the date of publication, and a page number, separated by commas.
- Use p. and pp. to indicate the page and pages where a direct quotations is located

APA signal phrases:

- Introduce quotations with a signal phrase or word

- Place the date in parentheses immediately after the author's name when using a signal phrase
- APA uses the past tense (-ed) or present perfect ("have" or "has") to introduce quotations and sources. Use present tense only to discuss applications or effects of a writer's own results

APA WEB SOURCES:

- The first few words of a title should be used if no author's name is given
- When a source does not have pages or page numbers, writers may include paragraph numbers if they are printed on the source

APA REFERENCES LIST:

- Each source cited in the paper must appear in the References list
- Center the title (References) at the top of the page
- Order entries alphabetically by the surname of the first author of each work

APA NAMES AND DATES:

- Invert authors' names (last name, followed by initials) and list the date of publication in parentheses, followed by a period
- For two to seven authors, use an ampersand (&) before the last author's name
- For eight or more authors, give the first six, an ellipses, and the last
- The title should be used if no author's name is given

APA TITLES, SUBTITLES AND NUMBERS (VOLUMES, ISSUES AND PAGES):

- For chapters, articles or essays in edited collections, capitalize only the first letter of the title, subtitle and all proper nouns. Do not italicize, underline, or put quotes around the titles of these short works
- For books capitalize only the first letter of the title, subtitle and all proper nouns. Use italics for books and other long works
- Use standard Title Case capitalization and italics for titles of periodicals, such as journals, magazines and newspapers.
- Volume, issue and page information, if present, is required. Italicize the volume, put issue numbers in parentheses and list page ranges

APA PUBLISHERS AND DIGITAL SOURCES:

- For books give the city/state of the publisher and the publisher's name, separated by a colon
- Use the digital object identifier (DOI) if a source in a database has one
- For online sources give the uniform resource locator (URL). Use a retrieval date for a web source only if the contents are likely to change

APA HANGING INDENT:

- Flush left the first line of the entry and hanging indent subsequent lines. Under Indentation, use the Special pull-down menu to select hanging indent by 0.5" (1.27cm)

Adapted from American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.