APA References
Documentation Guide


Formatting Quick Start
Note: These formatting rules apply to all parts of your paper.

1” Margins
Times New Roman Font
12 pt Font size
2x Double Spacing

Paper Sections: Headers go inside the margin:
» Title page
» Abstract
» Paper
» References

References
» Italicize titles of books and journals, including the volume number of journals.
» Use a DOI (digital object identifier) whenever possible. It is usually on the first page of an article.
» Capitalize only the first word for article titles, book titles, subtitles, and chapter titles. Capitalize all significant words of a journal name.
» Alphabetize by the first significant word of the citation, whether an author or title.
» Authors’ or editors’ names are Surname, A. A. If the author has a suffix such as Jr., separate with a comma: Surname, A. A., Jr.
» For corporate authors (businesses and organizations), include the entire name. For editors, add (Ed.) or (Eds.) after the name(s).
» For articles with more than seven authors, list the first six names, followed by a comma and an ellipsis (three periods) and the last name in the list.
» Use the ampersand (&) sign rather than the word “and” before the last author’s name in a list of up to six.
» If there is no author or editor, begin with the title.
» Only one space after “periods that separate parts of a reference citation” (APA, 2010, p. 87).

Citing references in the paper (parenthetical citations)

Paraphrased, author in text: Smith and Jones (2000) agree that the moon is made of green cheese.
Paraphrased: The moon is made of green cheese (Smith & Jones, 2000).
Direct quote: Experts agree “the moon is comprised of green cheese” (Smith & Jones, 2000, p. 134).
No author: Experts agree that “the moon is comprised of green cheese” (Moon analysis, 2008, p. 134).
Up to 5 authors: “...green cheese” (Smith, Wilson, Jay, Kent, & Grey, 2000, p. 134).
6 or more authors: "...green cheese” (Smith, et al., 2000, p. 134).
Indirect/secondary citation: Hausinger’s study …. (as cited in Smith & Jones, 2000).
2 different authors: Several studies show… (Hausinger, 2013; Smith & Jones, 2000).

All sources cited in the text should be included in the Reference List.
Use author and year. For a direct quote, include page number or paragraph number. [APA 6.11]
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Parenthetical references should immediately follow the quote, even in mid-sentence. [APA Table 6.1]
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Loving v. Virginia, 388 U.S. 1-13 (1967)

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- When the URL leads to information on how to obtain the cited material, rather than to the material itself, use: Available from [source].
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Author, A. A. (date) Title: Subtitle (edition, volume). Place of publication:
Publisher.

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Visual Art in a Book  [APA 7.07 & 7.02]

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