

APA Formatting and Style Quick Reference Guide

General Guidelines: Sources used are cited within the text of the paper, as well as in a bibliography or reference list at the end of the paper. Within the text, cite the author and date of works used in your research.

- The title of your reference list page should be References and should appear centered at the top of the page.
- Citations will be in alphabetical order by the first element of the citation, usually the author's last name.
- Double space your reference list, and do not add extra spaces between citations.
- Hanging indents are required for citations in the reference list or bibliography. The first line starts at the left margin. All subsequent lines are indented 4 spaces.
- Italicizing is preferred for titles of books, journals and videos, although underlining is also acceptable.
- Article titles and chapter titles are in plain text – NOT underlined, *italicized*, or "entered in quotes".
- Pagination: the only time p. or pp. appears is for a chapter in a book or an article from a daily newspaper. If the precise page range is unknown (e.g., 54-60), then page numbers may be shown as 54+.

IN-TEXT CITATION EXAMPLE:

YANOVSKI AND YANOVSKI (2002) REPORTED THAT "THE CURRENT STATE OF THE TREATMENT FOR OBESITY IS SIMILAR TO THE STATE OF THE TREATMENT OF HYPERTENSION SEVERAL DECADES AGO" (P. 600).

REFERENCES EXAMPLE:

Yanovski, S. Z., Yanovski, J. A. (2002). Drug therapy: Obesity

[Electronic version]. *The New England Journal of Medicine*,

346, 591-602.

Microsoft Office Word 2007 is available on library computers and automatically generates citations and works cited based upon information you provide. The following is a guide for creating citations and works cited using Microsoft Office Word 2007:

CITATIONS:

1. Click on the REFERENCES tab
2. Click on the STYLE drop down arrow and select APA
3. Click on INSERT CITATION and select ADD NEW SOURCE

WORKS CITED:

Once you have entered all the information for the citations, complete the following steps to create a works cited page:

1. Click on the REFERENCES tab
2. Click on the BIBLIOGRAPHY drop down arrow and select INSERT BIBLIOGRAPHY

REMINDER: Documents created in Word 2003 can be converted to Word 2007; however, documents created in Word 2007 cannot be converted back to Word 2003.

Online Writing Lab (OWL) at Purdue University

<http://owl.english.purdue.edu/owl/resource/560/01/>