



BASIC APA FORMATTING AND DOCUMENTATION GUIDELINES

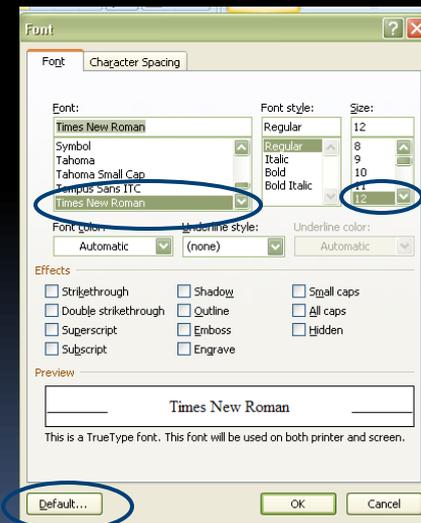
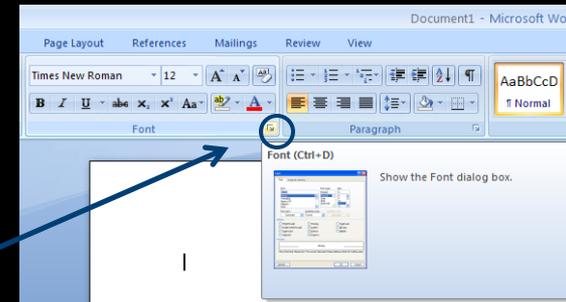
Kelly McIntyre, M.Ed.
Center for Professional Studies

Formatting in Microsoft Word

? Fonts

? This process describes how to change a document's font to Times New Roman, 12pt., and make it the default font.

1. Click the button to open the Font setup screen
2. On the Font setup screen, select **Times New Roman, 12 pt**
3. Click **Default**, and then click to apply this setting to all documents
4. Click **OK**

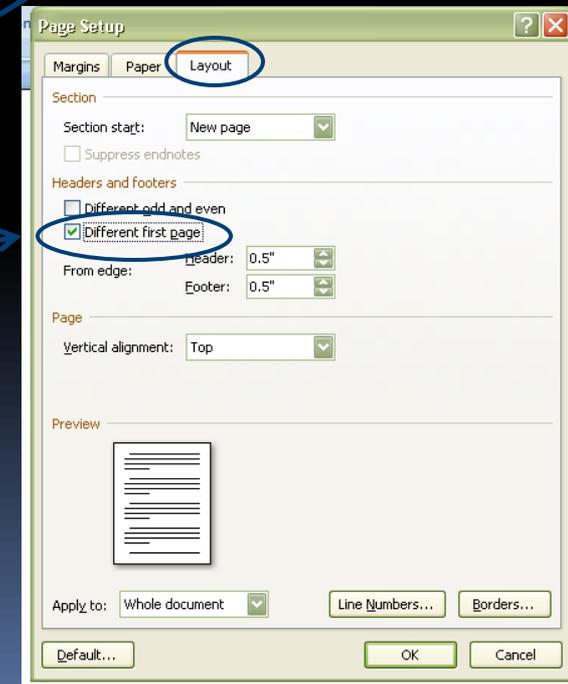
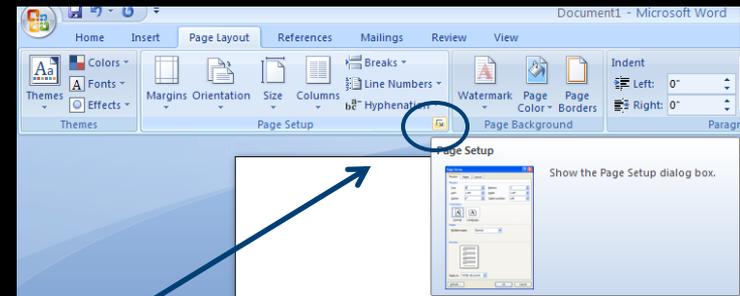


Formatting in Microsoft Word

? Page Headers

? This process describes how to have one page header on the title page and another on the other pages of a document:

1. Click the **Page Layout** tab and then click the **Page Setup** button
2. On the **Page Setup** screen, click the **Layout** tab
3. Check the box next to “different first page” and click **OK**

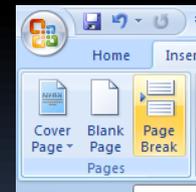
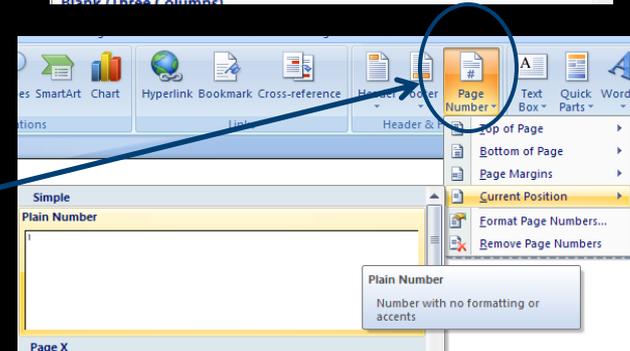
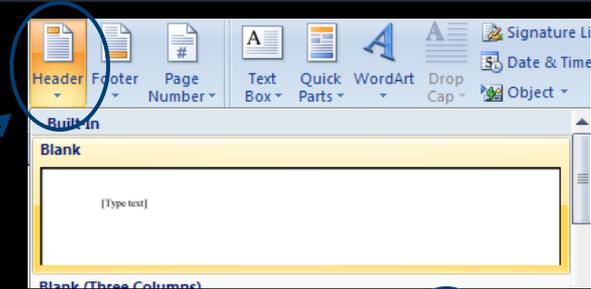


Formatting in Microsoft Word

? Page Headers

? This process describes how to insert page headers in APA style

1. Click the **Insert** tab; click **Header**, and select **Blank** from the menu
2. In the header, type **Running head:** followed by a short title in ALL CAPS
3. Hit the tab key twice
4. Click the **Insert** tab; click **Page Number**, then click **Current Position**, and select **Plain Number** from the menu
5. Close the header
6. Click the **Insert** tab; click **Page Break**
7. Scroll down to the second page of the document; in the header, enter the short title from the title page, in ALL CAPS, without the words *Running head:*
8. Repeat steps 3 & 4



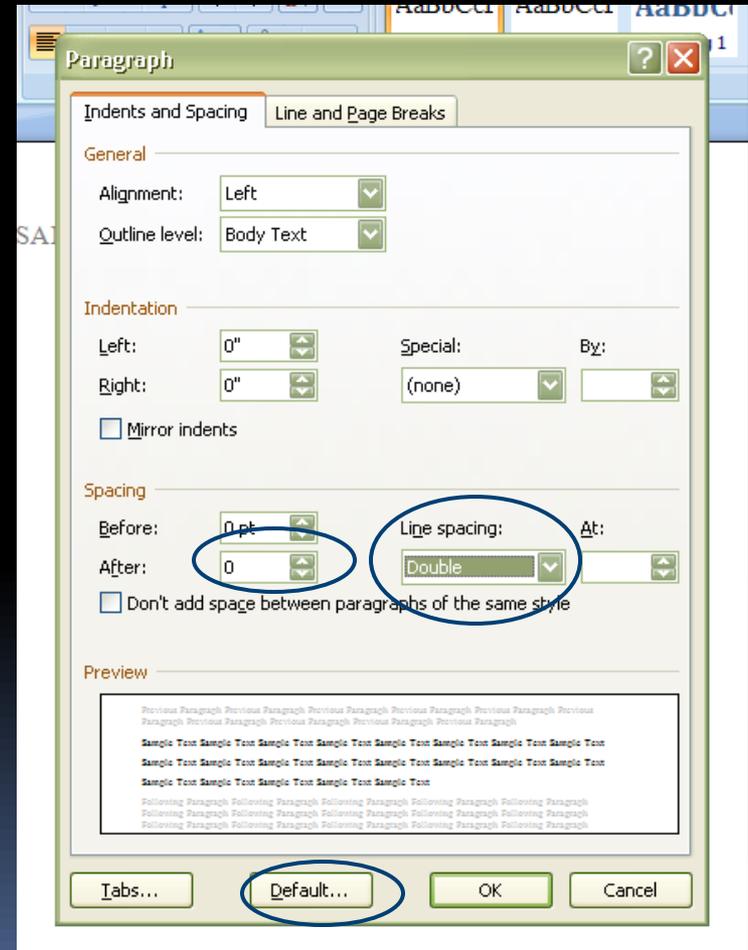
SAMPLE APA

Formatting in Microsoft Word

? Paragraphs

? This process describes how to format the paragraph settings and default those settings

1. Click the **Home** tab; click the button to open the **Paragraph** set-up screen
2. Under **Spacing**, type a zero in the **After** box
3. Select **Double** from the **Line Spacing** drop-down menu
4. Click **Default**; then click **Yes** to apply this setting to all documents
5. Click **OK**

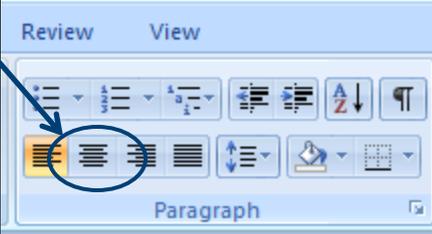


APA: Title Page

- ? This process describes how to create a title page in APA style
1. Click on the first line of the document; hit the enter key 8 times –*make sure your document is already set for double-spacing!*
 2. Click the **center alignment button**
 3. Type the **title** of the document; hit enter
 4. Type the writer's **full name**; hit enter
 5. Type **Lourdes University**; hit enter

Running head: SAMPLE APA 1

Sample APA Paper
Kelly McIntyre
Lourdes University



The screenshot shows the Microsoft Word interface. At the top, the running head reads 'Running head: SAMPLE APA' on the left and the page number '1' on the right. The main body of the page contains the text 'Sample APA Paper', 'Kelly McIntyre', and 'Lourdes University' centered. Below this, the 'Paragraph' ribbon is visible, with the center alignment button (represented by four horizontal lines) circled in blue. A blue arrow points from the second instruction in the list to this button.

APA: First Page

? This process describes how to set up the first body page of a paper in APA style

1. Click on the first line of the document; click the **center alignment button**
2. Type the **title** of the document; hit enter
3. Type a section header, if necessary, in **bold**; hit enter
4. Turn off the bold formatting; click the **left alignment button** and then hit tab and begin typing your document

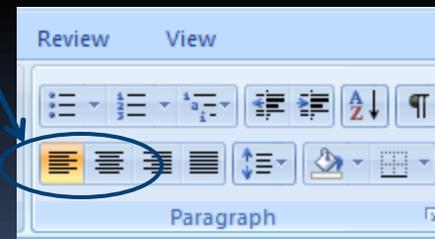
SAMPLE APA

2

Sample APA Paper

Introduction

This is where you begin typing your paper



APA: In-text citations

? Information needed:

- ? The last name of each author
- ? The year the source was published
- ? The page number, if citing a direct quote

? Sources with 3 or more authors:

- ? If a source has between three and five authors, list each author the first time the source is cited Ex: (Smith, Jones & Johnson, 2011); after that, list only the name of the first author followed by **et al.** Ex: *(Smith et al., 2011)*
- ? If a source has six or more authors, list only the name of the first author every time the source is cited, followed by **et al.** Ex: *(Smith et al., 2011)*

Paraphrase:

It is difficult to define feminist writing because the practice is poorly understood, but that does not mean that the practice does not exist (Kemp & Squires, 1997).

Paraphrase & author(s) introduced in-text:

Kemp and Squires (1997) suggest that it is difficult to define feminist writing because the practice is poorly understood, but that does not mean that the practice does not exist.

Quote:

“Engagement isn't a focus on entertainment; it's about brain activity. Is each student's brain fully engaged” (Scherer, 2011, p. 16)?

Quote & author(s) introduced in-text:

Scherer (2011) explains, “Engagement isn't a focus on entertainment; it's about brain activity. Is each student's brain fully engaged” (p. 16)?

APA: References Page

? This process will show you how to create a references page in APA style

1. Click on the first line of your document; click the **center alignment button**
2. Type **References** in bold
3. Hit enter, and click the **left alignment button**
4. List sources alphabetically by the last name of the first author given; do not alter the order in which the author's are listed from the original source
5. When all sources are listed, highlight all of the references, and click the button to open the **Paragraph** set-up menu
6. Select **Hanging** from the **Special** drop-down menu, and click **OK** to add a **hanging indent** to your references

Note: If a source does not have a copyright year (make sure to check thoroughly!) simply use **n.d** in place of the year both in-text and on the references page.

References

- LaGuardia, C. (2011). Library instruction in the digital age. *Journal of Library Administration, 51*(3), 301-308. doi:10.1080/01930826.2011.556948
- Mcmillan, J.H. (2004). *Educational research: Fundamentals for the consumer* (4th ed.). Boston, MA: Pearson Education.
- Roy, C. & Andrews, H.A. (1999). *The Roy adaptation model* (2nd ed.). Stamford, CT: Appleton & Lange.
- Scherer, M. (2011). Teaching screenagers: Transforming education with technology: A conversation with Karen Cator. *Educational Leadership, 68*(5), 16-21. Retrieved from <http://www.ascd.org/publications/educational-leadership/feb11/vol68/num05/Transforming-Education-with-Technology.aspx>
- Smeltzer, S.C., Bare, B.G., Hinkle, J.L. & Cheever, K.H. (2010). *Brunner & Suddarth's textbook of medical-surgical nursing* (8th ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.



APA References: Books

? Information needed:

- ? The name(s) of the author(s)
- ? The year the book was published
- ? The full title
- ? The edition (if applicable)
- ? The city the book was published in
- ? The name of the publisher

One author:

Mcmillan, J.H. (2004). *Educational research: Fundamentals for the consumer* (4th ed.). Boston, MA: Pearson Education.

Two authors:

Roy, C. & Andrews, H.A. (1999). *The Roy adaptation model* (2nd ed.). Stamford, CT: Appleton & Lange.

Three (or more) authors:

Smeltzer, S.C., Bare, B.G., Hinkle, J.L. & Cheever, K.H. (2010). *Brunner & Suddarth's textbook of medical-surgical nursing* (8th ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.

APA References: Journals

? Information needed:

- ? The name(s) of the author(s)
- ? The year the journal was published
- ? The full title of the article
- ? The name of the journal
- ? The volume and issue number (if applicable)
 - ? Remember that the volume and issue number are not labeled in the reference; the volume number is in italics, followed immediately (no space) by the issue number in parentheses. The issue number is ***not*** italicized.
- ? The page numbers, even if the article is in an electronic format (unless the journal is an online-only journal)
- ? The doi number of the article (if applicable)
- ? The name of the database where the article was retrieved (if applicable)
- ? The web address where the article was found (if applicable)

Print:

Scherer, M. (2011). Teaching screenagers: Transforming education with technology: A conversation with Karen Cator. *Educational Leadership*, 68(5), 16-21.

From database, with doi:

LaGuardia, C. (2011). Library instruction in the digital age. *Journal of Library Administration*, 51(3), 301-308.
doi:10.1080/01930826.2011.556948

From database, without doi:

LaGuardia, C. (2011). Library instruction in the digital age. *Journal of Library Administration*, 51(3), 301-308. Retrieved from Academic Search Complete database.

From website:

Scherer, M. (2011). Teaching screenagers: Transforming education with technology: A conversation with Karen Cator. *Educational Leadership*, 68(5), 16-21. Retrieved from <http://www.ascd.org/publications/educational-leadership/feb11/vol68/num05/Transforming-Education-with-Technology.aspx>

APA References: Articles from Websites

? Information needed:

- ? The name(s) of the author(s)
- ? The year the article was published
- ? The full title of the article
- ? The name of the website
- ? The web address where the article was found

Schechter, D. (2011). School days look (a little) better closer to home. *CNN*. Retrieved from <http://newsroom.blogs.cnn.com/2011/08/26/school-days-look-a-little-better-closer-to-home/?iref=storysearch>

The American Nurses Association. (2012). Safe patient handling. *NursingWorld*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/WorkplaceSafety/SafePatient>

References

- ? Angeli, E., Wagner, J., Lawrick, L., Moore, K., Anderson, M., Soderlund, L., Brizee, A., et al. (2011a, April 21). APA abbreviations. *Purdue University's Online Writing Lab*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/21/>
- ? Angeli, E., Wagner, J., Lawrick, L., Moore, K., Anderson, M., Soderlund, L., Brizee, A., et al. (2011b, April 27). APA headings and seriation. *Purdue University's Online Writing Lab*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/16/>
- ? University Writing Center. (2011). APA style rules for numbers. *Indiana University-Purdue University Indianapolis*. Retrieved from <http://www.iupui.edu/~uwc/pdf/APA%20Style%20Rules%20of%20r%20Numbers.pdf>