General Formatting Rules of APA

- Alphabetize all citations in the References list by author’s last name. If no author is identified, alphabetize by first word of title.
- Citations should be double-spaced in Times New Roman, size 12 Font.
- If the source does not supply a date of publication/last updated, use the abbreviation n.d.
- Indent all lines after the first line by five spaces or one tab.

BOOKS

<table>
<thead>
<tr>
<th>General Format</th>
<th>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of book. Place of Publication: Publisher.</th>
</tr>
</thead>
</table>
### JOURNAL ARTICLES

<table>
<thead>
<tr>
<th>General Format – Print</th>
<th>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Journal, Volume (Issue Number), Page numbers.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Format – Electronic</td>
<td>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Journal, Volume (Issue Number), Page numbers. DOI Number</em></td>
</tr>
</tbody>
</table>

### MAGAZINE ARTICLES

<table>
<thead>
<tr>
<th>General Format – Print</th>
<th>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Magazine, Volume, page number.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Format – Electronic</td>
<td>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Magazine, Volume (Issue Numbers), URL or DOI Number</em></td>
</tr>
</tbody>
</table>
# NEWSPAPER ARTICLES

<table>
<thead>
<tr>
<th>General Format – Print</th>
<th>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Newspaper</em>, Page Number(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Format – Electronic</td>
<td>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). Title of article. <em>Title of Newspaper</em>, Retrieved from URL</td>
</tr>
</tbody>
</table>

# WEBSITES

<table>
<thead>
<tr>
<th>General Format</th>
<th>Author’s Last Name, First Initial. Middle Initial. (Date of Publication). <em>Title of document</em>. Retrieved from URL.</th>
</tr>
</thead>
</table>
I. Paraphrasing and Quoting Information

There are two ways to convert information from your sources to your paper: You may paraphrase the information by putting it in your words, or you may quote the information directly, keeping the author’s exact wording. In both cases, you may include a citation that tells the reader where the information came from.

1. Paraphrasing:
When paraphrasing, you may not copy any sections word-for-word or borrow too much language from the original. The following example shows proper and improper methods of paraphrasing.¹

Original Source:
Roger Sipher makes his case for getting rid of compulsory-attendance laws in primary and secondary schools with six arguments. These fall into three groups—first that education is for those who want to learn and b including those that don’t want to learn, everyone suffers. Second, that grades would be reflective of effort and elementary school teachers wouldn’t feel compelled to pass failing students. Third, that schools would both save money and save face with the elimination of compulsory-attendance Laws.

Improper Paraphrasing:
Roger Sipher says that education is for those who want to learn and by including those that don’t want to learn, everyone suffers, and that schools would both save money and save face with the elimination of compulsory-attendance Laws.

*Notice that this student has taken sections of the original source word for word, without changing them and inserted them in his/her work. This constitutes plagiarism, rather than paraphrasing.

Proper Paraphrasing:
Roger Sipher concludes his essay by insisting that schools have failed in their primary duty of education because they try to fill multiple social functions.

*Notice how this student has integrated ideas from the original text, but placed them in his/her own words.

¹ Quote taken from http://owl.english.purdue.edu/owl/resources/563/03/
2. Quoting:
When integrating another person’s exact words into your paper, you must alert your reader to this fact. You may do this two ways: first, by enclosing those words in quotation marks (in-text quotation), or, second, by indenting the borrowed section and setting it apart from your own writing (block quote).

In-text Quotations
When you want to include an author’s exact words within a sentence, you may name the author in a signal phrase. Some signals phrases are, “In the words of…,” “As so-and-so has noted…” and “…claims so-and-so.” At the end of in-text quotations using signal phrase giving the author’s name, a citation at the end of the sentence is needed providing the page number(s) should be included in parentheses after the quote.

Example: Corelli (2008) suggests that the election of President Obama was the single most defining moment of the twenty-first century” (p. 600).

*When a signal phrase naming the author is not used, the author’s last name, the year of publication, and the page number(s) should be included in parentheses after the quote.

Example: As of 2000, Google had become “a force of nature” (Sundeen, 2008, p. 36).

*Note: When using an in-text quotation, the period always comes after the parentheses.

Block Quotes
When you want to quote a large portion of text – four typed lines or more- you must format it as a block quote. To do this, indent the quote one inch from the left margin. Block quotes should be clearly introduced by a lead-in sentence. Because the quotation is clearly separated from the rest of your writing, you do not need quotation marks.

Example: Jones (1993) found the following:

Students often had difficulty using APA style, especially when it was their first citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

*Note: At the end of a block quote, the period comes before the citation.

2 Quote taken from http://owl.english.purdue.edu/workshops/hypertext/apa/sources/quotes.html
II. Creating APA Citations

Books
The information needed to cite a book is:
1) Author's Last name, Author's First Initial. Middle Initial.
2) (Publication Date).
3) Title and Subtitle. Italicized
4) City of Publication (identify state abbreviation if city is unfamiliar):
5) Publisher.

*Note: Each section is followed by the punctuation identified above.


*Note: Provide only the author’s first and middle initials – not his/her full and middle name. Also, only the first word of the article’s title (and subtitle) is capitalized. The remaining words of the title are lower-case.

Journal Articles
The information needed to cite a journal article is:
1) Author's Last Name, Author's First Initial. Middle Initial.
2) (Publication Date).
3) Title of article.
4) Title of Journal, (italicized)
5) Volume Number (Issue Number), (Volume Number is italicized)
6) Page Numbers.
7) DOI Number

*Note: Follow the same format for a magazine article, but also include the month and day the article was printed if it is provided. An example of a magazine publication date would be: (2007, January 2). Also, for magazine entries you do not need to provide the issue date.

**Note: If the DOI number is not provided, cite the homepage URL.