IN-TEXT CITATIONS: Style

- Verb tense – Use past or present perfect tense in citing sources.
- Last names – Cite only surnames.
- Integrated: Schneider (1996) has reported...
- Parenthetical: A recent study concluded that... (Schneider, 1996).
- Ampersand – Use (&) in parenthetic but not integrated citations.
  Taylor and Minami (1993) stated that...
- “Our study clearly shows...” (Taylor & Minami, 1993, pp. 333-334).

IN-TEXT CITATIONS: Special Cases

- Personal Communication (includes in-person, by phone and email). Give first initials rather than just the surname. Use in-text citation only. Reference for personal communications are not placed in the references list.
  R. B. Henry, Chief Surgeon at St. Jonathan Hospital (personal communication, August 10, 2009), claimed that... is the newest technology for heart transplants.

- A source in another source (secondary source)
  Put an entry in the reference list only for the work you saw.
  Cite in-text in this manner: White’s diary (as cited in Maloney, 2003).

- Block quotes longer than 4 lines (40 words):
  Indent each line of quote as for paragraph; No quotation marks.
  (Cite Author, year, p. #)

APA Quick Check

TYPE OF ENTRY | Reference list entry | In-text citation
--- | --- | ---


Any source – 6 or 7 authors | [Same reference entry format as 3-5 authors] | All citations (1st Author et al., yr)


TUTORING SERVICES CENTER FOR ACADEMIC SUCCESS APA MENU
CAS GUIDE: APA STYLE RESEARCH PAPER FORMATS

PURPOSE
The following guide has been prepared for Hawai‘i Pacific University students writing APA-style papers. Standards are those of the Publication Manual of the American Psychological Association (2010, 6th ed).

NOTE: Individual instructors may have additional requirements for student papers.

General Formatting
- Margins all 1 inch
- 12-points standard type (e.g., Times New Roman)
- Bolding, underlining, and italicizing per APA guidelines
- Shorthand title upper-left each page
- Page numbers upper-right corner
- Double-spacing throughout (except tables and figures)
- Not right-justified; no end-line hyphens

Opening pages
- Title page, text centered, (page “1”)
- Running head: SHORT TITLE (as Header-Left)
- Title placed on upper half of page
- Title, author, etc., separate lines, double-spaced

Opening pages, continued
- Abstract (if required) in block form (p. “2”)
- Table of Contents (if required) (p. “3”) No bold on any page headings

Abstract
- Centered
- Block style
- No indent!
- No bold!
- Shortened title only, at header on the left margin for ALL pages.

Table of Contents
(is not typical for APA formatted papers; however, some classes require it)
- Table of Contents (if required)
- Align letters/numbers as shown.
- Page numbers are on the 1-inch right margin like the number in the header.
- Roman numeral at the left margin
- None for Introduction (never a heading in APA papers)
- No bold.

Text pages
- New page, full title centered (not bold)
- Indent 1st line of paragraphs ½ inch

Reference Citation Page(s)

Reference pages: Layout
- New page: “References” top center (no bold)
- Alphabetized entries: first line at margin
- Subsequent lines, same entry, indented
- Double-spaced throughout
- One space after any period or comma

Reference pages: Entries
- Authors’ surname first, plus initial(s), commas separate surnames from initials
- For multiple authors, commas separate names, plus ampersand (&) before last author name
- Date parenthesized after authors’ names
- Book and periodical titles (only) italicized
- Main words capitalized in periodical titles only
- First word of title and subtitle (after colon) and proper nouns capitalized in article/book titles

Reference pages: Finding DOIs
- Most articles show DOIs in article description
- DOI is noted on article copy’s first page
- If no DOI is assigned, find the journal publisher’s URL
- Use Ulrich’s Web database; enter journal title; copy its website (URL); complete entry with the retrieved web address