PURPOSE
The following guide has been prepared for Hawai‘i Pacific University students enrolled in classes that require the use of APA-style papers. Guidelines and models are based on the format presented in the Publication Manual of the American Psychological Association (2010, 6th ed.). Individual instructors may have additional requirements for student papers.

GENERAL PAGE FORMATTING
- Margins 1 inch all around
- 12-point standard type (Times New Roman recommended), bolding, underlining & italics used only as directed by APA guidelines
- Abbreviated title in upper-left corner of every page
- All pages consecutively numbered in the upper right corner
- Double-spaced (only exceptions tables and figures)
- Not right-justified; no hyphens at end of lines

ORGANIZATION AND SECTION FORMATTING
- **Title Page**
  - Title page separate, text centered, page-numbered “1”
  - Running head: WITH ABBREVIATED TITLE in upper-left corner
  - Title placed on upper half of page
  - Title, author, and other required elements on separate lines
  - Abstract (Optional)
  - Summary of contents on a separate page (Ask your instructor about length.)
  - Block format (No indentation of first line)

- **Text**
  - Start on a separate page, full title at top center of first page of text
  - Indent 1st line of paragraphs & footnotes ½ inch (tab default setting)
  - For quotations longer than 40 words, indent same as for initial line of paragraphs, continue the quote with this new margin; do not use quotation marks.
  - Footnotes (optional), consecutively numbered throughout text, at bottom of page
  - Reference Citation Page(s). See page 2 of this guide.

- **Endnotes** (Optional). On separate page, an alternative to footnotes on same pages as text

- **Tables-Figures-Appendices** (All optional)
  - Separate page for each table, figure and appendix
  - Table and figures labeled with numbers (Table 1, Figure 1)
  - If more than 1 appendix, labeled with capital letters (“Appendix A,” etc.)
  - All labeled in order of first mention of material in text
REFERENCE PAGE(S)

- Layout
  - New page labeled References at top center
  - List alphabetized by first significant word of entries
  - Double-spaced throughout
  - One space after a period in entries

- Entries
  - Authors listed surname first, followed by initial(s)
  - Commas used to separate authors’ surnames from their initials
  - For multiple authors, commas used to separate authors’ names and an ampersand (&) used before the last author’s name
  - Date in parenthesis immediately after authors’ names
  - Book and periodical titles italicized (Article, chapter or other section titles not italicized)
  - All significant words capitalized in periodical titles only
  - First word of title and subtitle, and proper nouns capitalized in other titles
  - Second and subsequent lines of an entry indented ½ inch (tab default setting)

- Finding DOIs
  - Most databases provide DOIs, for articles that have them, in the articles’ descriptions
  - DOIs are sometimes placed above or at the top or bottom of an article’s first page
  - To check to see if a resource has a DOIs, go to http://www.crossref.org/guestquery/

- Finding URLs (for electronic resources without DOIs)
  - If there is no DOI, APA requires the URL of the homepage of a journal, magazine or newspaper and the homepage of the publisher for a book or report
  - Most periodical and e-book collection databases currently do not provide journal or publisher homepage URLs in their item records
  - To locate URLs for resources from databases, use a web browser to search the titles of journals, magazines or newspapers and search publishers’ names for books or reports

BOOKS AND BOOK PARTS

- Author
  

  Examples:

- Editor
  
  Format:  Editor(s) (Eds.). (year). Book title (ed.). Location: Publisher.

  Example:
Corporate author (e.g., brochures)

**Format:** Author. (date). *Title [Format Type]*. Location: Publisher.

**Example:**

**Note:** n.d. = “no date.” Use when no publication date is available. When the author and publisher are the same, use the word Author as the name of the publisher.

- **Chapters or articles in edited books**

  **Format:**

  **Example:**

**GOVERNMENT REPORTS**

**Format:**
Department, government office or organization. (year). *Title of publication*. (publication number). Location: Publisher.

**Example:**

**In-text examples:** First citation: (National Institute of Mental Health [NIMH], 1999). Subsequent citations: (NIMH, 1999).

**PERIODICALS**

Use these models for print sources only. See *Internet Resources* for electronic sources.

- **Journal articles**

  **Format:**
  Author. (year). Article title. *Journal Title, volume number* (issue number), page numbers.

  **Example:**

  **Note:** Italicize journal, magazine or newspaper title, comma, and volume number.
• **Magazine articles**

  *Format:*
  Author. (year, month day). Article title. *Magazine Title, volume number, page numbers.*

  *Example:*

  *Note:* Include the journal issue number (in parentheses) immediately after the volume number if the journal is paginated separately by issue; do not italicize it.

• **Newspaper articles**

  *Format:*
  Author or article title if no author. (year, month day). *Newspaper Name,* p. or pp. section and page number of the newspaper.

  *Example:*

  *In-text example:* (*"New Drug,"* 1993).

  *Note:* Shorten titles within quotes; use standard capitalization and punctuation.

**INTERNET RESOURCES**

Publishers have begun assigning a **Digital Object Identifier (DOI)** to online journal articles. Often displayed on the first page of an article, the DOI string can be long, so it is safest to copy and paste whenever possible.

• **Online journal articles**

  *Format:*
  Author(s). (year). Article title. *Journal Title, volume (issue), page(s). doi: doi number*

  *Example (with DOI):*

  *Note:* Break URLs before a slash or period.

  *Example (without DOI):*

  *Note:* If no DOI, add *Retrieved from* and the home URL of the journal or book publisher.

• **Web sites**
Format:
Author, editor, corporate author. (year, month day). Title (edition or revision). Publication. 
Retrieved from complete URL

- Newspaper articles
  Example:

- Corporate author, government reports
  Example:
  U.S. Department of Health and Human Services, National Institutes of Health, National Heart, 
  _sch.pdf

- Authored reports, from nongovernmental organizations
  Example:
  reduction in Tanzania (Research Report No. 06.3). Retrieved from Research on Poverty 
  Alleviation website: http://www.repoa.or.tz/documents__storage/Publications/Reports 
  /06.3_Kessy_and_Urio.pdf

Note: For online reports, identify the publisher as part of the retrieval statement unless the 
publisher has been identified as the author.

- Website announcements
  Example:
  /lstock.html

- Web sites (No author or date available)
  Format: Title of document. (no date). Retrieved from website name and URL
  Example:
  GVU’s 8th WWW user survey. (n.d.). Retrieved from Georgia Institute of Technology website: 
  http://www.cc.gatec.edu/gvu/user_surveys/survey-1997-10/

IN-TEXT CITATIONS

- Style
  o Verb tense -- Use past (example 2), or present perfect (example 1) tense when citing 
    sources.
  o Last names -- Use only surnames in citations [Exception: authors with same 
    surname].
  o Two types of citation -- They are: 1) Integrated into text, followed immediately 
    with the date, or 2) in parentheses following a paraphrase or quotation. 
    Examples:
    Integrated: Schneider (1996) has reported . . .
Parenthetic: A recent study concluded that . . . (Schneider, 1996).

- **Ampersand** – Use (&) in parenthetic citations, but not in integrated citations.
  
  Examples:
  
  Taylor and Minami (1993) stated that . . .

- **Page numbers** -- Cite page numbers (or paragraph numbers for sources without page numbers) for all quotations. The APA also encourages the use of page numbers when paraphrasing ideas from a source. Check with your instructor.
  
  Examples:
  
  Schneider (1996) reported, “I found this remarkable tool called Mosaic” pp. 14 16).
  “I found this remarkable tool called Mosaic,” (Schneider, 1996, pp. 14-16).

- **Initial & Subsequent Citations**
  
  - Two authors -- Cite both names for first and subsequent citations. See examples 3 and 4.
  
  - Three to 5 authors -- Cite all authors the first time; in subsequent citations, cite only surname of first author followed by “et al.” (with a period after “al.”), followed by the year.
    
    Examples:
    1. 1st occurrence, integrated type: Chang, Smith, Johnson, and Jones (1998)
    2. Subsequent occurrence, parenthetic type: . . . were proven (Chang et al., 1998).

  - Six or more authors -- Cite only surname of first author followed by “et al.” and the year for first and subsequent citations.

- **Special Cases**
  
  - Personal communications (includes in-person, by phone, and e-mail) – Give first initials rather than just surname. Use in-text citation only. References for personal communications are not placed in the reference list.
    
    Example:
    
    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
    
    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) . . .

*For additional information on APA style online, see Useful Internet Sites – Writing, Grammar, Style - Citation Formats section on Pipeline.*