

APA Style Tip Sheet

General Text Information:

- All margins should be 1"
- Only justify the left margin – the right margin should be uneven
- Use 12 font Times New Roman
- Double space everything unless your instructor's guidelines are different
- Indent paragraphs and long quotes (40 words or more quoted directly) by 1/2"
- Include a title sheet
- Number every page, including title and reference pages
- Every page should have a header in the upper left corner with a short version (running head) of the title
- The page number is in the upper right corner of every page
- Use two space after a period
- Avoid biased or stereotypical language
- Depending on the type of paper, you may have to include the following sections:

For an experimental report:

Title page
Abstract
Introduction
Method
Results
Discussion
References
Tables (if needed)
Figures (if needed)
Appendixes (if needed)

For a literature review:

Title page
Abstract (if requested by instructor)
Introduction
Text
References

For more detailed APA information and sample pages, please consult these other helpful resources:

<http://owl.english.purdue.edu/workshops/hypertext/apa/index.html>
<http://www2.indwes.edu/ocls/apa/apa6eguide.pdf>
<http://www.demarcusjacksoncoscc.com/files/38208238.pdf>
<http://userwww.sfsu.edu/~jnichols/APA-Style.htm>
<http://www.docstyles.com/apacrib.htm>
<http://www.edpsych.net/resources/apa/sample-paper.php>
<http://my.ilstu.edu/~jkhahn/APAsample.pdf>
<http://www.apastyle.org/learn/faqs/index.aspx>
<http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf>
http://wwwcc.ivytech.edu/shared/shared_librstatewidecc/pdf-files/sample_papers_mla_apa/revised_sample_apa_paper.pdf
<http://psychology.vanguard.edu/faculty/douglas-degelman/apa-style/>

The following example is located at the OWL web site at Perdue University http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

Running head: VARYING DEFINITIONS OF ONLINE COMMUNICATION

1 ←

The title should summarize the paper's main idea and identify the variables under discussion and the relationship between them.

The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.



Varying Definitions of Online Communication and Their Effects on Relationship Research

The author's name and institution should be double-spaced and centered.



Elizabeth L. Angeli
Purdue University

The running head is a shortened version of the paper's full title, and it is used to help readers identify the titles for published articles (even if your paper is not intended for publication, your paper should still have a running head).

The running head cannot exceed 50 characters, including spaces and punctuation. The running head's title should be in capital letters. The running head should be flush left, and page numbers should be flush right. On the title page, the running head should include the words "Running head." For pages following the title page, repeat the running head in all caps without "Running head."

Blue boxes contain directions for writing and citing in APA style.

Green text boxes contain explanations of APA style guidelines.

The following example is from Ivy Tech College Library's web site at: http://wwwcc.ivytech.edu/shared/shared_librstatewidecc/pdf-files/sample_papers_mla_apa/revised_sample_apa_paper.pdf

Sample APA Paper 2

Center the title on the first page of the text. Note that it is in the same font size as the paper itself and there is no bold print, etc.

Sample APA Paper
Introduction

Subject headings may be used if they fit with the style of the paper

*In APA set the margins to one inch

Approximately 14 million women in the United States are battling with the disease Anorexia Nervosa, AN, which is described as “one of the least understood and most intractable of all mental illnesses” (Schindehette, Sandler, Nelson and Seaman, 2003, p. 136). Many of the victims of this disease will battle it for the rest of their lives. However, if AN is diagnosed early, during the teen years, it is possible to cure it with appropriate treatment (Cooper, 2001). Therefore, adolescent women struggling with AN need effective treatment, and today, after four decades of research, there is an increasing number of treatment options ranging from counseling, to nutritional therapy, to medication. Yet, some researchers and victims still advocate that there is a need for further research in this area (Kaplan, 2002; Hendricks, 2003).

When doing an in-text citation for a direct quote, make sure to use the author, year published and the page number

Treatments

When doing an in-text citation for a paraphrase, only cite the author and year

*Note that if a date of publication is not known for a source, n.d., for no date, may be used in a citation in lieu of the date

Example of citing two authors; separate each with a semi-colon

Upon recognizing symptoms, such as strict dieting, weight loss, binge eating or fasting, feeling dizzy, weak, and/or depressed, in addition to insomnia, family members should seek out the advice of a health care provider. The health care provider will take a complete medical history as well as do a physical examination (Cooper, 2001). After this process is complete, then the doctor can begin treating the patient with AN, which may include referrals to specialists in counseling, nutrition and other medical fields.

The following example is located at the OWL web site at Perdue University
http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

VARYING DEFINITIONS OF ONLINE COMMUNICATION

Online Communication Definitions Effect on Relationship Research

3

The introduction presents the problem that the paper addresses. See the OWL resources on introductions: <http://owl.english.purdue.edu/owl/resource/724/01/>

Numerous studies have been conducted on various facets of Internet relationships, focusing on the levels of intimacy, closeness, different communication modalities, and the frequency of use of CMC. However, contradictory results are suggested within this research mostly because only certain aspects of CMC are investigated, for example, email only. Cummings, Butler, and Kraut (2002) suggest that FtF interactions are more effective than CMC (read: email) in creating feelings of closeness or intimacy, while other studies suggest the opposite. In order to understand how both online (Internet) and offline (non-Internet) relationships are affected by CMC, all forms of CMC should be studied. This paper examines Cummings et al.'s research against other CMC research to propose that additional research be conducted to better understand how online communication effects relationships.

A Level 1 header, the full title here, is repeated here and centered and bolded at the beginning of main body of the paper.

In-text citations include the author's/ authors' name/s and the publication year.

The publication year and the not page number is used, because APA users are concerned with the date of the article (the more current the better).

In Cummings et al.'s (2002) summary article reviewing three empirical studies on online social relationships, it was found that CMC, especially email, was less effective than FtF contact in creating and maintaining close social relationships. Two of the three reviewed studies focusing on communication in non-Internet and Internet relationships mediated by FtF, phone, or email modalities found that the frequency of each modality's use was significantly linked to the strength of the particular relationship (Cummings et al., 2002). The strength of the relationship was predicted best by FtF and phone communication, as participants rated email as an inferior means of maintaining personal relationships as compared to FtF and phone contacts (Cummings et al., 2002).

If an article has three to five authors, write out all of the authors' names the first time they appear. Then use the first author's last name followed by "et al."



NOTE: **Do include the page number for a direct quote.

- Ex. Marshall (2011) indicated that "seventy thousand miles seemed an unreasonable distance that Roberts claimed to have traveled in the allotted time" (p. 93).
- Ex. Although the majority of people surveyed support the candidate's position, "the minority is extremely vocal and sometimes displays violent tendencies" (Smith & Carroll, 2009, pp. 218-219).
- Ex. If you do not have a page number, you can use a paragraph number instead - (Jones, 2012, para. 5). If there is a heading, use the heading and the paragraph number following that heading - (Jones, 2012, Results section, para. 2)

The following example is found at:

<http://bcs.bedfordstmartins.com/resdoc5e/pdf/Hacker-Mira-APA-2010.pdf>

	<p style="text-align: center;">CAN MEDICATION CURE OBESITY IN CHILDREN? 12</p> <p style="text-align: center;">References</p> <p>Berkowitz, R. I., Wadden, T. A., Tershakovec, A. M., & Cronquist, J. L. (2003). Behavior therapy and sibutramine for the treatment of adolescent obesity. <i>Journal of the American Medical Association, 289</i>, 1805-1812.</p> <p>Carmona, R. H. (2004, March 2). <i>The growing epidemic of childhood obesity</i>. Testimony before the Subcommittee on Competition, Foreign Commerce, and Infrastructure of the U.S. Senate Committee on Commerce, Science, and Transportation. Retrieved from http://www.hhs.gov/asl/testify/t040302.html</p> <p>Critser, G. (2003). <i>Fat land</i>. Boston, MA: Houghton Mifflin.</p> <p>Duenwald, M. (2004, January 6). Slim pickings: Looking beyond ephedra. <i>The New York Times</i>, p. F1. Retrieved from http://nytimes.com/</p> <p>Henry J. Kaiser Family Foundation. (2004, February). <i>The role of media in childhood obesity</i>. Retrieved from http://www.kff.org/entmedia/7030.cfm</p> <p>Hilts, P. J. (2002, March 20). Petition asks for removal of diet drug from market. <i>The New York Times</i>, p. A26. Retrieved from http://nytimes.com/</p> <p>Hoppin, A. G., & Taveras, E. M. (2004, June 25). Assessment and management of childhood and adolescent obesity. <i>Clinical Update</i>. Retrieved from http://www.medscape.com/viewarticle/481633</p> <p>McDuffie, J. R., Calis, K. A., Uwaifo, G. I., Sebring, N. G., Fallon, E. M., Hubbard, V. S., & Yanovski, J. A. (2002). Three-month tolerability of orlistat in adolescents with obesity-related comorbid conditions. <i>Obesity Research, 10</i>, 642-650.</p>
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List of references begins on a new page. Heading is centered.

List is alphabetized by authors' last names. All authors' names are inverted.

The first line of an entry is at the left margin; subsequent lines indent ½".

Double-spacing is used throughout.

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2006).

This example is located at the OWL web site at Perdue University
http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

VARYING DEFINITIONS OF ONLINE COMMUNICATION

8

Start the reference list on a new page, center the title "References," and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every article mentioned in the paper should have an entry.

References

- Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM*, 45(7), 103-108.
- Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.
- Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.
- Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

On your Reference page for journal, magazine, and newspaper articles:

- Always list the entire range of pages, if known
- If the pages are not consecutive, list all of the page numbers separated by commas (ex. 103-8, 139-42, 183)
- With articles from databases, you may only have the first page number listed and then the total number of pages in parenthesis next to that page number- ex. 58(17). In cases where you do not know if the page numbers are consecutive and you know that the article is more than one page, put a dash after the first page number listed (ex. 58-)