

## General Format

There are four main sections in an APA style paper:

### Title Page:

On your title page you should include a header that says, "Running head: ABBREVIATED TITLE OF YOUR PAPER" and is flush left. You also must include a page number that is flush right in the header. The running head title should be no more than 50 characters. About one-third of the way down the page, center and double space your title, name and the name of your school.

### Abstract:

The abstract is a summary of your topic, research questions, research process, conclusions, etc. The abstract should be a double-spaced paragraph on a new page with the word "Abstract" centered at the top.

### Main Body:

Body pages should contain the running head and page numbers at the top of each page. It should be double-spaced and page margins must be one inch on all sides. The first lines of all paragraphs should be indented one-half inch from the margin. Center your full title at the top of the first page of the body. The main body of your paper must include in-text citations.

### Reference Page:

Reference lists appear at the end of your report on a separate sheet of paper. Center and type the word "References" at the top of the page. All lines after the first line of each bibliographic entry should be indented one-half inch from the left margin. **Only works you cited within your paper should appear on your reference list.**

### APA Resources

*Publication Manual for the American Psychological Association*  
RF 808 PUB

*Purdue Owl APA Style Guide*  
<http://owl.english.purdue.edu/owl/section/2/10>

*APA Style*  
<http://www.apastyle.org/>

*How to Write an APA Style Paper*  
[http://www.ehow.com/how\\_2002020\\_apa\\_style\\_paper.html](http://www.ehow.com/how_2002020_apa_style_paper.html)

*APA Format—General Rules for APA Format*  
<http://psychology.about.com/od/apastyle/a/apageneral.htm>

*APA Style is a set of rules developed in 1929 as part of an effort to standardize scientific writing. The purpose of APA Style is to produce clear and consistent research material.*

# APA Style

## Guidelines

### Tips and Hints for NHS Students

***For research writing success, incorporate APA style into all steps of the research process.***

*Start your research off right by documenting your sources as you gather information and take notes.*

*APA Style seems difficult at first, but gets easier the more you practice.*

 **Northglenn High School Library**

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## In-Text Citations

In-text citations should be used whenever you use ideas or words from an outside resource. **You must cite words or ideas you took from your sources whether you are using a direct quote or not.** If you do not cite your sources you could be accused of plagiarism.



Below are some guidelines for in-text citations:

Use past tense or present perfect tense when citing sources in text. For example:

Purvis (2009) found.... (p. 199).  
Purvis (2009) has found.... (p. 199).

If you are using a direct quote, follow the quote with the author's last name and year the information was published in parentheses.

"...radio had the advantage of getting information out rapidly" (Purvis, 2009, p. 199).

For a paraphrase:

Radio was able to report news much quicker than the print media (Purvis, 2009).

**Direct quotes longer than 40 words** should be placed in a free-standing block of text, and the quotation marks should be omitted. Block quotes have a margin five spaces from the regular left-hand margin. Place the citation just after the final punctuation mark of the quote.

For a work with two authors:

Spell out the word "and" when it is written as part of the text, but use an ampersand within parentheses.

Albiniak and McClellan (2011).... (p. 34).  
(Albiniak & McClellan, 2011, p. 34)

## References

Reference lists appear at the end of your paper and:

- are listed in alphabetical order.
- use a hanging indent for each citation.
- only the first letters of titles and subtitles should be capitalized, unless part of the title is a proper noun.

### Book with one author:

Sullivan, G. (2000). *Picturing Lincoln*. New York: Clarion Books.

### Book with two authors:

Neal, S.A. & Gray, S. (1989). *The women of Florence*. New Haven: Yale UP.

### Journal and periodical article with one author:

Hooper, J. (2006, February). Is this the machine that will finally find life on Mars? *Popular Science*, 286(2), 66-73.

### Journal and periodical article with two authors:

Albiniak, P. & McClellan, S. (2001). Rules of engagement. *Broadcasting & Cable*, 131, 9-12.

### Encyclopedia (if no author, begin with the date):

(1995). Fire fighting. *The World Book Encyclopedia* (vol. 5, p. 75-77). Chicago: World Book, Inc.

### Internet article:

Farley, M. (2006, January 24). Canada shifts to right in election. Sun Sentinel. Retrieved March 13, 2006, from <http://www.sun-sentinel.com/Canada+Shift=adv>

## Style Formatting

<b>Paper</b>	Standard, 8.5" x 11"
<b>Margins</b>	1 inch on all sides
<b>Font</b>	10-12 pt. Times New Roman
<b>Line Spacing</b>	Double-spaced
<b>Header</b>	Upper left-hand corner of every page and a page number in the top, right-hand corner of every page; only include the words "Running head" on the title page.
<b>Titles</b>	Centered, not bolded
<b>In-text citations</b>	(Author's last name, year of publication, page number)
<b>Block Quote</b>	Used when quote is longer than 40 words; citation after last punctuation.
<b>Copyright</b>	If you quote more than 500 words from a source, you must get formal permission from the author. A copyright permission note must be included at the bottom of the page where the quoted information appears. Attach a copy of the permission letter to your paper.

## Additional Questions?

Ask the librarian.  
**Mrs. Briner**  
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