

APA Formatting Basics

Video and Sample Paper: Go to www.blueletters.com → Writing Shop → Formatting a Paper in APA

- Cover page with title of paper, your name, class, and date
- Some professors will also require an Abstract (1-paragraph summary of the paper)
- 12-point font; double-spaced; 1-inch margins
- Do not put extra space between paragraphs
- Indent each paragraph

APA Citation

More Detailed Information and Sample Paper: Go to www.blueletters.com → Writing Shop

APA Citation has Two Main Parts

1. In-Text Citation

- These are the citations that go **within** the sentence where you used research
- Whether you directly quote or paraphrase something, you must provide a citation (all examples on this sheet are of direct quotations)

2. References page

- This is a page, at the end of your paper, that has an alphabetical list of all the sources you cited in the paper

The 4 Basic Rules of APA In-Text Citation

1. You **must** put the author's **last name** and **year of publication**

- you can put the information in the signal phrase

or

- you can put the information in parentheses at end of the sentence

Smith (2017) states,

or

One author states, (Smith, 2017).

2. If you **directly quote** something, you must also **include the page number**

Smith (2017) states, "....." (p. 27).

One author states, "....." (Smith, 2017, p. 27).

3. If you **don't know the author's name**, you must put the title source in the signal phrase or parentheses

According to "Understand Your Risk for Diabetes," "....." (2019, p. 1).

or

According to one piece of research, "....." ("Understanding Your Risk for Diabetes," 2019, p. 2).

4. In the signal phrase, you can also choose to put **optional information** like the name of the book, name of the article, name of the website, or information about the author

In the article "**Obama's Fight for Healthcare**" Evans argues that, "....." (2016, p. 4).

According to Davis, **a cardiologist writing for the American Heart Association**, "....." (2017, p. 2).

According to Sanchez, **a psychiatrist at Arlington Memorial Hospital**, "....." (2015, p. 7).

APA In-Text Citation: Two Special Cases

5. What if the source has more than one author?

[This is very similar to rule #1]

Mention the last names of both authors in the signal phrase or both their last names in parentheses; use "and" or "&" between their names

According to **Rose and Smith**, "the economy is on the rise because of home sales" (2019, p. 4).

or

According to experts, "the economy is on the rise because of home sales" (**Rose & Smith**, 2019, p.4).

6. How do I quote something that is already being quoted in an article?

- In the signal phrase you must mention the last name of the person that said the quote
- You must also put the last name of the person who wrote the article in parentheses, with "as cited in" before their name

According to **Hollen**, "there is a split on the Republican side about what their priorities are" (**as cited in Lake**, 2011, p. 2).

Creating the References Page

List all the sources you used in your paper in alphabetical order; use www.citationmachine.net to create each entry; format your entries using a "hanging indent"; double-space this page; Blueletters.com → Writing Shop for more info.