Basic Things to Know About APA Style – UPDATED 1/2011

Setting Up (pages 228-230 of Manual)

- 1” margins around page
- 12 point Times New Roman Font
- Double space all text
- Lines of text should be left-justified, with the first word of each paragraph indented
- The title page for class papers should include four elements: title, running head, author byline, and institutional affiliation
  - The title page does get a right-justified page number; page numbering continues onto the subsequent pages
- The running head should appear in the “headings” portion of your page, not individually typed on each page.
- The running head appears flush left-justified and should be no more than 50 characters (including spaces). Do not use your name as the running head – it should be descriptive of your project and tied to your title.
  - For the title page, the running head should be formatted as follows:
    Running head: APA FORMATTING RULES
  - For subsequent pages, the running head should be formatted as follows:
    APA FORMATTING RULES

Headings & Subheadings

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4 (not used often)</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5 (not used often)</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

For example:

**Importance of the Problem**

This has a Level 1 heading because it is a main section, meaning that it is something you want the reader to immediately be able to identify and find. Only use subsequent Level 1 headings when you are introducing a change in the focus of information presented.

**Prevalence**

“Prevalence” is a Level 2 heading. This means that while it is an important section that you want the reader to immediately be able to locate, it ties in with the “Importance of the Problem” main heading, i.e., information on the prevalence of an problem helps to further illustrate the importance of the problem.

**Trends in prevalence.** This is a Level 3 heading. It is a subheading of “Prevalence”, meaning that while this is once again an important bit of information that the reader needs to take
notice of, it supports the information presented in the “Prevalence” section, which in turn informs the “Importance of the Problem”.

**Review of the Literature**

Now we’ve changed to a different focus, so we have a new Level 1 heading. The “Review of the Literature” stands on its own and is not tied to the “Importance of the Problem” section.

**In-Text Citations**

- Use in-text citations whenever you are using ideas or research from other people to inform your work; if you don’t it is plagiarism
- If using a direct quote, you cite the author(s) and date of the article as well as the specific page number where you found the quote, i.e., “Evidence-based practice is a process in which practitioners make practice decisions in light of the best research evidence available” (Rubin & Babbie, 2008, p. 23).
- Citations depend on the number of authors listed on the article: (from APA Manual)

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
● If you have multiple citations in one parentheses, put them in alphabetical order and separate out each citation with a semicolon; i.e., (Apple, 2008; Smith & Barney, 2007)

● For citations of secondary sources:
  ○ In-text: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...
  ○ In the Reference section: cite the Coltheart, Curtis, Atkins, & Haller (1993) article, not the Seidenberg & McClelland study (unless of course you also read the Seidenberg & McClelland study)

Reference List

● List all sources you used for your paper

● List should be in alphabetical order based on the last name of the first author

● All authors should be listed in the reference list; this means that if an article has seven authors, all seven names should be included

● Only cite sources you actually read – see above for secondary sources

● Journal articles:
  ○ Journal articles found online:


  ○ Journal article found in the physical journal:


● Websites:
  ○ Websites (with date listed on the site)


  ○ Websites (with no date listed on the site)


● Whole books:
  ○ Print version


● Book chapters:
  ○ Print version

Random Things
- Do not start a sentence with a number. Instead of “25 people participated…” begin with “Twenty-five people participated…”
- When using abbreviations, first spell out the full meaning of the abbreviation followed by the abbreviation in parentheses; i.e., Minnesota Multiphasic Personality Inventory (MMPI); then you use the abbreviation for all future references

Using Word 2007 for Formatting
- To set up page numbers in Word 2007: Insert → Page Number → Top of Page → Pick the right justified option
- To set up the running head in Word 2007: Insert → Header → Blank → Type in your running head (ex: Running Head: APA FORMATTING RULES)
  - This needs to be left justified; you may need to hit the space bar a few times in order to get the page set up correctly
  - Since the running head for the pages after the title page are different, you will also need to do the following:
    - Open up the “Design” tab option for the header by double clicking in the header space, then click the check box next to “Different First Page”
    - You will need to re-inter the information for the next page after the title page (running head and page number); what you put on the second page will carry through the rest of the document
- Your title should be centered on the page – not bolded
- Your name should be on the line right below the title – again, not bolded
- Then below your name type “Salisbury University” – again, not bolded
- Margins (In Word 2007: Page Layout → Margins → “Normal”)
- Page spacing (In Word 2007: Home → Paragraph → Click on the button with the up and down arrows → Select 2.0)
- Hanging indent for Reference page (In Word 2007: Highlight the reference, then go to Home → Paragraph → Click on the little box on the bottom right of the paragraph section → Under “Special” click the drop down box and select “Hanging” → make sure the “By” section is set to 0.5”)