APA Style FAQ

Overview
- The paper should be in 12 pt. Times New Roman font.
- Everything, including the references, should be double-spaced.
- 1” margins on all sides of the paper.

Title Page
This is the first page of your paper. All items should be centered on the title page.
- Name of Paper
- Author’s Name
- University Affiliation

Running Head
- A shortened version of the title of the paper in the header portion of the paper. The shortened version of the title should be no more than 50 characters including spaces.
- It is unique on the title page.
- Title is in all caps.

Abstract
- The abstract is a summary of the key points in the paper.
- It is on page 2.
- It should be one paragraph that is between 150-250 words.
- The title Abstract should be in uppercase and lowercase letters, centered, at the top of the page.
- The abstract is the only paragraph that is not indented.

First page of Body of Paper
The first page of your paper will start with the title of the paper. The title should be centered. The first paragraph starts directly below the title.

Word Choice
- Avoid colloquial expressions
- Avoid jargon
- Avoid pronouns unless it is obvious to whom or what the pronoun references

Plagiarism and APA
According to the APA Manual,
- “Quotation marks should be used to indicate the exact words of another.”
- “Each time you paraphrase/summarize the author you need to credit the source in the text.”

**In-Text Citations**

Also known as Parenthetical Citations.

When you are summarizing or paraphrasing, include the author’s last name and the year of publication.

- (Smith, 2012)
- (Smith & Jones, 2012)
- (Smith, Jones, & Young, 2012)

When you are quoting, include the author’s last name, year of publication, and page number of quote.

- (Smith, 2012, p. 124)

When you cite two or more works in the same in-text citation separate the works with a semi-colon.

- (Smith, 2012; Jones, 2013)

**References**

- The reference page should be the last page of your paper.
- It should be labeled as References.
- The references should be in alphabetical order.
- Each reference should have a hanging indent and be double-spaced.

**Basic Form for Article from a Periodical**


**Basic Form for a Book**


**Basic Form for a Website**