APA (6th ed.) Citation Help Guide

Basic Format
For a detailed description on formatting a paper using the *Publication Manual of the American Psychological Association* (APA), 6th edition, 2nd printing, see pages 228-231. There is also a sample paper in the APA manual, which can be used as a visual reference, on pages 41-59. Formatting basics for APA include the following:

- Double spaced
- 1 inch margins
- Times New Roman font size 12
- Each page is numbered in top right corner of the header. Title Page is number 1 and includes the Running head: with the abbreviated title typed in all CAPS (American Psychological Association [APA], 2009, p. 229).

Format Title Page with Running head: [https://tinyurl.com/APATitle](https://tinyurl.com/APATitle)

<table>
<thead>
<tr>
<th>Microsoft Word</th>
<th>Word for Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete on First Page</td>
<td>Complete on First Page</td>
</tr>
<tr>
<td>Click on the <strong>Insert</strong> tab</td>
<td>Click on <strong>Documents Elements</strong></td>
</tr>
<tr>
<td>Click on <strong>Header</strong></td>
<td>Click on <strong>Header</strong></td>
</tr>
<tr>
<td>Click on <strong>Edit Header</strong></td>
<td>Click on <strong>Basic</strong> from drop-down menu</td>
</tr>
<tr>
<td>Click the box in front of <strong>Different First Page</strong></td>
<td>Delete [Type text] [Type text] [Type text]</td>
</tr>
<tr>
<td>Click on <strong>Page Number</strong></td>
<td>Click on <strong>Header and Footer</strong> (purple colored)</td>
</tr>
<tr>
<td>Click on <strong>Top of Page</strong></td>
<td>Check <strong>Different First Page</strong></td>
</tr>
<tr>
<td>Click on <strong>Plain Number 1</strong> option</td>
<td>Type Running head: abbreviated title (all caps)</td>
</tr>
<tr>
<td>Type Running head: abbreviated title (all caps) of your paper to the left of the number 1</td>
<td>Tab over to end of line &amp; click on <strong>Page #</strong> (located under the Header and Footer tab)</td>
</tr>
<tr>
<td>Hit the tab key twice (this will move the number 1 over to the right corner)</td>
<td>If Page Numbers pop-up window appears click OK</td>
</tr>
<tr>
<td>Click <strong>Close Header and Footer</strong> (big red X)</td>
<td>Click on <strong>Close</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete on Second Page</th>
<th>Complete on Second Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the <strong>Insert</strong> tab</td>
<td>Click on <strong>Documents Elements</strong></td>
</tr>
<tr>
<td>Click on <strong>Header</strong></td>
<td>Click on <strong>Header</strong></td>
</tr>
<tr>
<td>Click on <strong>Edit Header</strong></td>
<td>Click on <strong>Basic</strong> from drop-down menu</td>
</tr>
<tr>
<td>Click on <strong>Page Number</strong></td>
<td>Delete [Type text] [Type text] [Type text]</td>
</tr>
<tr>
<td>Click on <strong>Top of Page</strong></td>
<td>Type abbreviated title (all caps)</td>
</tr>
<tr>
<td>Click on <strong>Plain Number 1</strong> option</td>
<td>Tab over to end of line &amp; click on <strong>Page #</strong> (located under the Header and Footer tab)</td>
</tr>
<tr>
<td>Type abbreviated title (all caps) of your paper to the left of the number 2</td>
<td>If the Page Numbers pop-up window appears click OK</td>
</tr>
<tr>
<td>Hit the tab key twice (this will move the number 2 over to the right corner)</td>
<td>Click on <strong>Close</strong></td>
</tr>
<tr>
<td>Click <strong>Close Header and Footer</strong> (big red X)</td>
<td></td>
</tr>
</tbody>
</table>

All subsequent pages of the document will be formatted automatically.
In-Text Citing of Your References

APA requires writers to document their references—paraphrases and direct quotes—throughout the text of their paper (in-text citation). Also, writers must prepare a references page at the end of their paper which includes a more detailed reference of each source. The references “…are listed alphabetically in the reference list” (APA, 2009, p. 174). Pay close attention to subtle formatting requirements, such as use of italics and punctuation. The basic format for an in-text citation includes author and publication year. If you are using a direct quote, you must also indicate the page number for the quoted material. For example:

Citation at the end of a **paraphrase:**
(Jones, 2005).

Citation at the end of a **direct quote:**
(Jones, 2005, p. 28).

List all authors for each citation on the references page, unless there are more than seven authors. Use the following guidelines for listing authors in an in-text citation (APA, 2009, pp. 174-175):

One  (Jones, 2005).
Two   (Jones & Doe, 2005).
Three to Five  (Jones, Doe, & Black, 2005). List all authors first time, then (Jones et al., 2005).
Six or More (Jones et al., 2005). Only list first author for all in-text citations.

Sometimes the author is actually a group, such as “…corporations, associations, government agencies, and study groups…” and “…names of some group authors are spelled out in the first citation and abbreviated thereafter” (APA, 2009, p. 176). For example:

First time cited in text:  (Centers for Disease Control and Prevention [CDC], 2013).
Subsequent times in text:  (CDC, 2013).

**Format hanging indent on references page:**

- Type your first source, leaving all lines left-justified.
- Highlight the source, then right-click and choose Paragraph.
- Under Special, select Hanging. It should be set to 0.5”.
- Set Spacing to 0 pt. Before and After and Line Spacing to Double.
- Put a checkmark next to ‘Don’t add space between paragraphs of the same style’.
- Then click OK.
Sample Reference—Books

“Entire Book” print (APA, 2010, p. 202), basic format:

Author Last Name, Author First Initial. Author Middle Initial. (Year). Title of work. Location: Publisher.

Example:


“Chapter in a Book or Entry in a Reference Book” (APA, 2010, p. 202), format:

Author Last Name, Author First Initial. Author Middle Initial. (Year). Title of book chapter or reference entry. In Editor’s First Name Initial. Editor’s Last Name, & Editor’s First Name Initial. Editor’s Last Name (Eds.), Title of book (pp. xx-xx). Location: Publisher.

Example:


Dictionary “…Entry in a reference work with no byline…” (APA, 2010, p. 203), example:


eBook “Electronic Version of Print Book” (APA, 2010, p. 203), example:


If the eBook has a doi number, use the doi number at the end of reference citation instead of retrieved from statement.
Sample Reference—Periodicals

Journal Article—Basic Format

Author Last Name, Author First Initial. Author Middle Initial. (Year). Title of article. *Title of Periodical, Vol#(issue#), pages of article. doi*

“Journal Article with DOI” (APA, 2009, p. 198), example:


doi:10.1128/JCM.01533-09

Print “Journal Article without DOI” (APA, 2009, p. 199), example:


“Journal Article without DOI from a Database…” only “…include the home page URL for the journal…” (APA, 2009, p. 198), example:


“Journal Article with DOI, more than seven authors” (APA, 2009, p. 198). List the first six authors, followed by an ellipsis, and then the last author’s name. Example:

“Secondary Sources” (APA, 2009, p. 178). In-Text Citation, example:

Andreas Gruntzig’s observations (as cited in Weisfeldt & Zleman, 2007).

Reference Citation, example:


“Online Newspaper Article” (APA, 2009, p. 200), example:


“Magazine Article” (APA, 2009, p. 200), example:


**Sample Reference—Websites**

**Website—Basic Format:**

Author Last Name, Author First Initial. Author Middle Initial. (Year). *Title of work*. Retrieved from URL

**Website** (group author), example:


“Corporate Author, Government Report” (APA, 2009, p. 205), example:


*Note: If a report number is available, list it directly after the title. For example: (Report No. 21). See pages 205-206 of APA manual for more details.*
“Informally Published or Self-archived Work” (APA, 2009, p. 212), example:


Sample Reference—Other Resources

“Interview Recorded and Available in an Archive” (APA, 2009, p. 214), example:


“Personal Communication…private letters, memos, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards…personal interviews…are not included in the reference page…cite personal communications in text only” (APA, 2009, p. 179), example:

According to J. M. Jones, APA is fun (personal communication, March 13, 2013).

Online Course Materials

If the instructor’s material is not available elsewhere, cite course material as Personal Communication (example is listed above).

Photo, Artwork, Painting, Map, Image, etc.


Legal Materials

Due to intricacies of legal citations, please see pages 216-224 in the APA manual for details on citing legal resources.

Last Update: July 2019

Contributors: Shilo Smith, MLIS
Joshua Brown, MLIS
Lindsay Curry, BA