APA Format: A Quick Guide

Additional examples and rules available on the APA Citation Guide [http://nwtc.libguides.com/citations/APA](http://nwtc.libguides.com/citations/APA)

If you have any questions, do not hesitate to ask your instructor or the librarian.

**Paper Format**

Unless your instructor gives you other instructions, this is how the paper should be set up:

- Double-spaced
- 1 inch margins on all sides
- 12pt. Times New Roman Font

**In-Text Citations**

When you quote or paraphrase from a source, you need to give credit to that source by inserting a citation. This citation typically consists of the author’s name, year of publication, and page number in parentheses at the end of the sentence. Another option is to use the author’s name in the sentence, followed directly by the year in parentheses, with the page numbers in parentheses at the end of the sentence.

**Examples of Basic In-Text Citations:**

The article goes on to say that “People don't do derby just for exercise but usually because it becomes a part of who they are” (Fagundes, 2012, p. 1098).

OR

Fagundes (2012) added, “People don't do derby just for exercise but usually because it becomes a part of who they are” (p. 1098).

**Long quotes (Block Quotations)**

Quotations longer than 40 words need to be set apart from the rest of the text. Do **not** use quotation marks. The quote should be in a new paragraph and set 1/2 inch from the left margin (the same position as a new paragraph). The parenthetical citation comes after the final punctuation mark.

**Example of Block Quotation:**

He asserts the following:

> Derby names are, in this sense, like individual brand names that allow fans to tell skaters apart and more readily link their exploits on the track to an articulated identity. Obviously, standard government names can serve this function as well, but derby names are often particularly good source identifiers because they are tied to aesthetic features that fill out distinct personas. (Fagundes, 2012, p. 1105)
References Page

- This is a separate page at the end of your paper. Each citation in the text must be listed on the References page; each listing on the References page must appear in the text.
- The title of the page should be centered and labeled References.
- All text is double-spaced, just like the rest of the paper.
- Indent the second and subsequent lines of citations by 0.5 inch to create a hanging indent.

References Page Examples

Scholarly Journal Article from Online Source

APA recommends providing a Digital Object Identifier [DOI], when it is available, instead of the URL. DOIs provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many publishers will provide an article's DOI on the first page of the document. If you cannot find a DOI for an article, include the journal homepage's URL in a Retrieved by statement.

Basic Format-

Example with DOI-
doi:http://dx.doi.org/10.1007/s11606-007-0128-1

Example with no DOI-

Magazine Article from Online Source

Basic Format-

Example-

Document or Page on a Government or Organization Web Site: With Individual Author

Basic Format-

Example-
Document or Page on a Government or Organization Web Site: No Individual Author

Basic Format-
Government agency or organization name. (Date published or updated). Title of report: Subtitle of report.

Retrieved from http://someurl

Example-
http://www.nursingworld.org/MainMenuCategories/WorkplaceSafety/Healthy-Work-Environment/SafeNeedles

Format for Government Document-
The government agency name must include the full hierarchy for the agency: start with the overseeing department and then list the smaller "subdivision" agencies.

Example:
U.S. Department of Health & Human Services, Centers for Disease Control, Division for Heart Disease and Stroke Prevention.

Example of Government Document-

Book

Basic Formats -
Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.


Print Book Example-

E-Book Example-

Chapter in a Book Example-