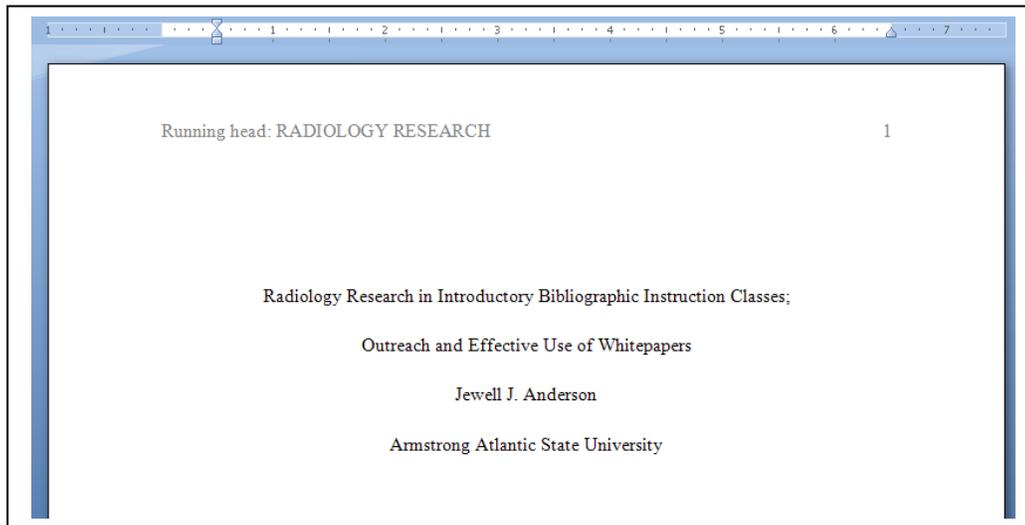


APA Formatting: The Basics

The paper, generally:

Margins: 1 inch all the way around – under Page Layout > Margins
Font: Times New Roman, 12 pt.
Spacing: Double Spaced

Title Page:



Notes:

- **The Title Page is the only one that includes the words Running Head**
- **After completing the Header of the Title Page, select the box to Close Header**
 - **Ensure line spacing is at 2.0**
 - **Ensure line alignment is centered**
 - **Hit “Enter” 2 to 3 times before typing title information**

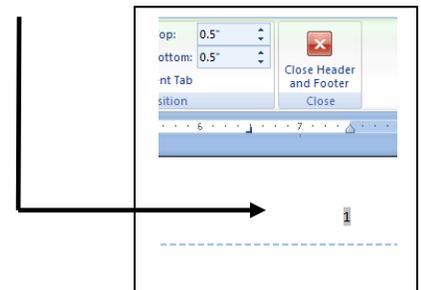
Title Page and subsequent page numbers: How To:

At the first page, which will be your title page:

Insert > Page Number > Top of Page > Plain 3 > Check the Box for Different First Page under Design > Page number will disappear > Then, Cursor (at left now) > Top of Page *again* > Plain 3 *again* When the page number appears:

Type Running Head: WHATEVER IT IS and hit tab a few times.

Then at the second page double click on the little number two and it should turn gray. When it does, type WHATEVER IT IS and, again hit tab a few times. That should work. **Though** look out for your margins being indented, that will prevent the Running Head from being flush against the right margin.



A Word on Citations:

It is important to remember that an In-Text citation has a corresponding listing at the Works Cited list. In-Text use provides an abbreviated and specified version of the reference used. The Works Cited page lists a full version of the reference. Therefore, whatever the source is listed under In-Text (i.e. the author's name) should also be what it appears under at Works Cited.

This allows your reader to see the In-Text note and be able to jump to the Works Cited page to easily find more info on that source. Here's what that looks like:

In-Text citation for a JOURNAL ARTICLE from a database:

Paraphrased or summarized:

Radiological Studies students exhibit superior analytic and research skills. They are considered far ahead of peers in terms of comprehension and adaptability (Anderson, 2010, p. 334).

Directly quoted:

Radiological Studies students have been described as "vastly superior" to other college students regarding research and comprehension skills (Anderson, 2010, p. 334).

Either of the above types of uses: corresponding Works Cited listing:

Anderson, J. (2010). Radiology research in introductory classes: A study in outreach and effective use of white papers. *College and Research Libraries*, 87, 333-339. <http://crl.acrl.org/>

This is an example for Work's Citing an **journal article from a database**. If the article includes a **d.o.i.** number (on its first page, maybe at the top, maybe at the bottom) **use that** instead of the journal's web site.

More examples of Works Cited listings:

Book:

Author Last Name, First Initial(s). (Publication Year). *Title of book*.
Publication City, State Abbreviation: Publisher.

Article from a journal or magazine article in print:

Author Last Name, First Initial(s). (Year). Title of article. *Title of Journal*, Volume, page - page. doi:xx.xxxxxxxx (if available)

IF you interview someone you need to cite it in-text as follows: (Their first initial. Last name, personal communication, Month Day, Year). There's no work's cited listing for it, though.

See also:

APA Publication Manual, 6th edition, at the Reference Desk

OWL at Perdue site: <http://owl.english.purdue.edu/owl/resource/560/01/>