



APA FORMATTING FAQs

Plagiarism

- We use a documentation style to avoid plagiarism
- Plagiarism is unacceptable and will not be tolerated.
- All students are quite capable of generating their own unique thoughts and ideas. Only these “original creations” will be welcome.
- Remember that all sources, including Internet sources, must be cited appropriately when using the author’s exact words or paraphrasing.




Page Layout

- Header: right aligned, Short Title and Page Number
- 1" Margins on all sides of the paper
- Double-spaced throughout
- Times New Roman, Size 12 Font

Order of the Paper


- Title Page
 - Running head: SHORT TITLE
 - Title of the paper
 - Author's name
 - Institutional affiliation
- Abstract
 - A 120 word summary of the paper (a preview)
- Main Body
- References



CITING SOURCES: INTEXT CITATIONS AND REFERENCES

Referring to Titles

- When referring to titles, do so appropriately
 - Books, magazines, newspapers, albums (anything that is independently published) get their titles *Italicized*
 - Short stories, poems, song titles (anything within a larger work) get their titles **“Placed within Quotation Marks”** in the body of the essay
 - On the References page, no quotation marks are used
 - Also on the References page, only capitalize the first letter of the first word of the title, and other proper nouns



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- **NEVER** put url hyperlinks in the body of an academic essay (they will only appear in your References section)

Intext Citations

- Intext Citations are required in APA formatting – this way we know what ideas (and/or words) came from what source
- Intext Citations lead us to References (APA) page, where we can obtain the full information for the source, should we choose to look further into it

Intext Citations: APA

- In APA style, referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, you place the author's name followed by a comma, a space, the year the work was published, a comma, and then the relevant page number(s).
 - *Human beings have been described as "symbol-using animals" (Burke, 2001, p. 3).*
- If a work has 2 or more authors, APA uses an ampersand (&) in between: (Burke & Jones, 2001, p. 3)

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- When a source has no known author, use a shortened title of the work instead of an author name.
 - When a source doesn't have a publication date, use n.d. for no date
 - When referring to multiple works in a single citation, separate entries with a semicolon
 - (Burke, 2002; Jones, 2005)

Direct Quotes

- Exact words must appear in quotations.
- Direct quotes require a page or paragraph number in the in-text citation
 - (you don't want to skim through 1200 pages of *The Lord of the Rings* to find a quote and its surrounding context – be specific)
 - NOTE: if there are no page numbers, count paragraphs, or refer to a chapter
- Try to minimize your use of direct quotes because it interrupts the “flow” of your voice in your paper

Paraphrases

- Instead rely on paraphrases (you borrow the IDEA, but put it in your own words):
 - Reread the original passage until you understand its full meaning.
 - Set the original aside, and write your paraphrase.
 - Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
 - Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
 - Record the source (including the page) so that you can credit it easily.
- Remember, we give credit for borrowed IDEAS, not just WORDS

The Exception...


- Is common knowledge for your target audience.
 - For example, most college students should know that George Washington was the first US President.
 - Chances are, if you had to look it up, your audience would have to too!
- When in doubt – include the citation

Abbreviations to Remember

- p. (page)
- pp. (pages)
- para. (Paragraph)
- chap. (Chapter)
- n.d. (no date)
- & (and)
 - Only used between author names
- et al. (and others)

References Page

- Always start your list of sources on a new page and label it appropriately (Reference(s) – centered, with no fancy styling)
- All works included, must have at least 1 intext citation in the body of the paper (if it does not, it shouldn't be included)
- Alphabetize your sources! (this becomes more and more important, the more research you do – for example, for my dissertation I've already looked at over 200 sources – do you really want to play a guessing game looking for them all?)

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- Double-space all entries, but do not skip lines between entries
 - Use a hanging indent for all entries (it looks the opposite of a paragraph – the first line is flush-left with the margin, all subsequent lines are indented 1/2" in)
 - If you used an electronic database to view the electronic copy of a source also in print, you must include the electronic information as well (no shortcuts!)



WRITING IS *NEVER* FINISHED...
JUST DUE!