WILMINGTON UNIVERSITY

Quick Guide to APA Style

FORMATTING GUIDELINES
• 1” margin on all sides
• Double spaced
• 12 point Times New Roman
• Header is abbreviated title of the essay at left top of page; page number at right, both ½ inch from edge
• Title page includes title of paper, your name, and Wilmington University for the school affiliation
  o Each element has its own line and is centered on the page
• Use italics to mark titles of longer works and “quotes” to mark titles of shorter works

IN-TEXT CITATION GUIDELINES
• An in-text citation is the credit given to the original author for the information you use in papers whether you are quoting, summarizing or paraphrasing
• In-text citations appear in essays at the locations where your sources are used
• The necessary information consists of the author’s last name and the year of publication
  o If you are citing a direct quote, you also need the page or paragraph number
• If no author is available, then cite the source using a shortened version of the title or the corporate author
• Graphics get cited with the web address and directly under the graphic

IN-TEXT CITATION EXAMPLES
• In a recent study (Smith, 2007), two control groups were used.
• Smith (2007) used two control groups in this study.
• In a recent study, two control groups were used (Smith, 2007).
• This evidence is from the American Heart Association (2004).

REFERENCES GUIDELINES
• The References page is to provide readers with a convenient listing of all the sources (in-text citations) used in the paper
• The reader must have enough information to locate your sources
• Graphics do not get cited here; they only need citing where they are used
• All entries should be double spaced
• Nothing, including website addresses, should be underlined
• All entries should have a hanging indent (first line=left margin; every subsequent line = 1 tab or 5 spaces in)
• Entries should be alphabetized first by author (even if a group or corporation), then by title if no author is available
• Capitalize only the first words and words that follow punctuation in articles and book titles
• Capitalize all words in titles of journals and newspapers
• Little words like “a,” “an,” “the,” and “of” are never capitalized unless being used as the first word of the title
• DOI (Digital Object Identifier) is an ID that can be used to search the internet and academic databases; you will see more of these in the future
REFERENCES EXAMPLES

Book chapter with an editor

Online journal article with DOI

Article from library database

Corporate author

Entry in an online reference work, no author or editor

Scholarly journal, print

Web page, no author

Both students and instructors are encouraged to submit and receive papers electronically as a part of the Green Initiative.


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