

Writing Guide for APA Style

Setting up your APA style document

Before typing, change the document settings as follows:

1. 1" margins all the way around; headers and footers should be set to .5."
2. Double spacing for essays, single spacing for outlines, no spaces before and after.
3. Times New Roman font, Size 12, Black text.

A few tips for writing academic papers:

1. Do not use contractions (don't, didn't, weren't, I'd, etc.).
2. Do not use clichés ("the cat's out of the bag," "at the end of the day," "stop and smell the roses," etc.).
3. Do not use colloquialisms (slang, ain't, nothin', or other local language not shared by most speakers).
4. When citing other sources, talking about others' work, or talking about events that have already occurred, you should use the past tense (was, did, were, etc.). Only use present tense when you are talking about ongoing events.
5. Proofread your document for APA and grammatical errors such as misplaced words, word choice, and spelling. It is a good idea to find three other people who can proofread your paper and mark errors for you as well.

Citing sources in your outline:

In most academic papers written in APA format, you should include the author's last name and the year of publication in parentheses at the end of the sentence. If you use a direct quotation, then you should also add the page number. However, in your speech outlines for this class, you should cite your sources in your outline exactly the same way you plan to cite them out loud in your speech and add a references page to the end of your outline.

Citing sources verbally in your speech:

In the verbal/oral citation, you should include four things: (1) the author or source's last name, (2) the author or source's credentials, (3) the name of the publication, and (4) the date.

Example: "According to Paul Krugman, a Nobel-Prize winning economist and professor at Princeton University, in the September 2, 2009 *New York Times*, most economists' blindness to the possibility of catastrophe contributed to last year's recession."

The following page includes examples of an APA-formatted reference page, organized by type of source. For further details, please also see the Purdue Owl website at <https://owl.english.purdue.edu/owl/resource/560/01/>

References

Academic Journal Article (paginated by volume):

Author last name, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal, Volume number, pages.*

Notice that the words in the article title are not capitalized, but the words in the journal title are capitalized.

Mazer, J. P., & Thompson, B. (2011). Student academic support: A validity test. *Communication Research Reports, 28*, 214-224.

Notice that all sources that are more than one line are indented after the first line. To do this in Word, highlight your references list, click on paragraph, and choose "Hanging" in the dropdown menu under "Special." All of your references should also be in alphabetical order.

Book:

Author last name, A. A. (year). *Title of work: Capital letter also for subtitle.* Publisher.

Lipson, C. (2004). *Doing honest work in college.* University of Chicago Press.

Interview:

A. Last Name, personal communication, date.

Typically an interview is cited in text, but not in the references list. For this class, though, please include your interviews in your references list.

S. M. Smith, personal communication, March 20, 2019

Magazine:

Author last name, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of magazine, Volume number (Issue number), pages.*

Bernasek, A. (2014, March 21). Life in the slow lane. *Newsweek, 1* (162), 1.

Newspaper:

Author last name, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Newspaper, Volume number (Issue number), pages.*

Notice that the newspaper is the only type of source with p. or pp. in front of the page numbers.

Santos, F. (2014, March 20). Two states win court approval on voter rules. *The New York Times*, p. 1.

Website:

Author last name, A. A. (date last updated). *Title of document.* Retrieved from <http://address>.

National Institutes of Health. (2014, March). *Headache pain: What to do when your head hurts.* Retrieved from <http://newsinhealth.nih.gov/issue/mar2014/feature2>