

APA Basics: Formatting, Documentation, and References

Refer to the *Publication Manual of the American Psychological Association* (Ref BF 76.7 P83 2001) for detailed information. The *APA Style Guide to Electronic Resources* is available from the library website (www.dbq.edu/library) under [For Students](#) or [For Faculty](#) → [Citation Tools](#).

Note: Always refer to instructor- or assignment-specific instructions, which may differ from this summary or the complete guidelines manual. See the end of this guide for a sample title page and paper in APA format.

Formatting your paper:

- Use 12-pt Times New Roman throughout the text. For tables and figures, use a sans serif font such as Arial.
- All margins are one inch.
- Double-space the entire paper.

Title page

- Include the title, your name, and the name of the school. (Some professors prefer the name of the class instead.)
- The title elements are centered in the middle of the page.
- Capitalize the first letter of each important word in the title.
- Do NOT underline or italicize the title. Do NOT put the title in quotation marks or use a different size font.
- The Running Head is usually included only for publication. (Some professors require it for academic papers also.)

Page numbers

- Paginate ½ inch from the top of the page, flush right.
- Create a header with a short title, five spaces, and the page number.
- The title page is page one.

Citing sources in-text:

- You MUST give credit when you quote or paraphrase (use words or ideas) from another source, published or unpublished.
- For a direct quote, include a page number, or (if there aren't page numbers) a paragraph number with the ¶ symbol. Example: (Myers, 2002, ¶ 3).
- When paraphrasing, give the author's last name and the source year in parentheses. Example: (Myers, 2002).
- All references must clearly point to a specific source identified in your References page.

One author, paraphrased:

Preliminary research shows that if a thousand monkeys type at a thousand typewriters, one of them really will write the great American novel (Smith, 2000).

OR

In his research, Smith (2000) showed that a thousand monkeys....

Two authors, direct quote, less than forty words:

“A thousand monkeys will never replace one good writer” (Smith & Jones, 2002, p. 276).

OR

According to Smith and Jones (2002), “a thousand monkeys will never replace one good writer” (p. 276).

No author: Use a shortened title.

Example: (“Monkeys Write,” 2001)

Need help citing sources? Ask a Librarian!

In person @ the reference desk


Email: reference@dbq.edu

Call: 589-3770

IM (AIM or Yahoo): udreference

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Reference List

- The References page is a list of the works you used to write your paper.
- Double-space the entire page.
- Alphabetize entries by the author's last name. If no author, alphabetize by title.
- The first line of each entry should be flush with the left margin. Subsequent lines are indented one-half inch (a single tab). In Microsoft Word 2007, highlight the reference list. In the *Paragraph* box of the *Home* tab, click the arrow icon  in the bottom right corner. Under *Indentation/Special*, Choose *Hanging*.

Books in the Reference List: Author's name. (date). *Title of book*. Place of publication: Publisher.

Book, one author:

Camphausen, R. C. (1992). *The divine library: A comprehensive reference guide to the sacred texts and the spiritual literature of the world*. Rochester, VT: Inner Traditions.

Book, two authors:

Keener, C. S., & Usry, G. (1997). *Defending black faith: Answers to tough questions about African-American Christianity*. New York: Knopf.

Articles in the Reference List: Author's name. (date). Title of the article. *Journal Name*, volume(issue), pages.

Scholarly journal articles:

Thompson, K. R., Hockwater, W. A., & Mathys, N. J. (1997). Stretch targets: What makes them effective? *Academy of Management Executive*, 11(3), 48-60.

Magazine articles: Frazier, I. (2001, November). Typewriter man. *Atlantic Monthly*, 280, 81-92.

Newspaper articles: Parents must toughen fund-raiser rules. (1997, October 29). *Telegraph Herald* [Dubuque], p. A6.

Journal, magazine, or newspaper articles found through a database (Academic Search Premier, LexisNexis, etc.):

Author. (year). Article title. *Journal Title*, volume (issue), pages. Retrieved [Date seen], from [Database Name] database.

Johannessen, L. R. (1997). Fostering response to Vietnam War literature through the arts. *English Journal*, 86, 57-58.

Retrieved February 13, 2002, from Academic Search Premier database.

Web pages in the Reference List: Author. (last update or copyright date). *Homepage Title*. Retrieved [Date seen], from

http://URL

Mortimer, G. (n.d.). *The William Faulkner Page*. Retrieved September 27, 2000, from

<http://www.utep.edu/mortimer/faulkner/main>

Running head: AN EXAMINATION OF THE WRITING SKILLS

An Examination of the Writing Skills of a Thousand Monkeys

Mary Anne Knefel

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An Examination of the Writing Skills of a Thousand Monkeys

Could a thousand monkeys typing at a thousand computers really write the great American novel, as the old saying suggests? Recently, Smith stated monkeys were as talented as any writer (2002). Other studies refute this, however. A recent study shows it would take a hundred years for a monkey to even write a simple sonnet (Jones, 2005).