

## APA Cheat Sheet:

### General Rules:

- ❖ Margins are 1 inch from all sides
- ❖ Font size must be 12 pt. font, Times New Roman or Courier are acceptable fonts
- ❖ Paper must be double spaced
- ❖ The page number must appear on every page beginning with the title page
- ❖ A header must be on the top of every page
  - Generally, the formula is running head: page number
- ❖ The active voice should be used at all times.
- ❖ Title page uses the following set up:
  - Running head: typed flush left, CAPITALIZED
    - RUNNING HEAD: \_\_\_\_\_
  - Page number 1
  - Key elements on title page:
    - Running head
    - Pagination
    - Author
    - Paper title (Capitalize first word of any title, and first word after colon)
      - ie. Motivating language: The key to retention
    - Any other information your professor may request of you
- ❖ Tips to remember while writing the paper:
  - Use the abbreviation “i.e.” to cite an example (not ex, eg, etc)
  - Avoid the use of “and/or” within the paper
  - Spell out common fractions, large numbers beginning sentences, and numbers below 10
    - Use numerals for numbers 10 and higher
- ❖ When quoting more than 40 words, indent the entire passage. This is known as a block quote.
  - DO NOT USE QUOTATION MARKS AROUND A BLOCK QUOTE!
    - The APA rule is to keep the block quote double spaced, but most professors here prefer it single spaced

## **In-text citations:**

**No author:** (**title**, year) or (*title*, year)

ie. (**Animals of the Zoo**, 2001) or (*Animals of the Zoo*, 2001)

**1 author:** (last name, year)

ie. (Smith, 2001)

**2 authors:** (author 1 last name & author 2 last name, year)

ie. (Smith & Jones, 2001)

**3-5 authors:** *first time* (author 1 last name, author 2 last name, & author 3 last name, year)

ie. (Smith, Jones, and Carr, 2001)

*second time:* (author 1 last name et al., year)

(Smith et al., 2001)

**6+ authors:** (author 1 last name et al., year)

ie. (Smith et al., 2001)

**Chapter:** (last name year, chap. #)

ie. (Smith 2001, chap. 3)

**Message/Interview:** (first and middle initial last name, personal communication, date)

ie. (E. L. Smith, personal communication, January 23, 2008)

**No date:** (author, n.d.)

ie. (Smith, n.d.)

**Multiple references:** (author, year; author, year; author, year)

ie. (Smith, 2001; Jones, 2001; Carr 2001)

When directly quoting a source, you **MUST** include the page number (if possible):

ie. (Smith, 2001, p. 123)

## Reference page:

- \*Must have running head: page number in header
- \*Use hanging indent (all lines of reference BUT first line are indented)
- \*Entries are listed alphabetically by author

### Journal Article, One Author:

Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23, 635-647.

### Journal Article, Two Authors:

Becker, M. B., & Rozek, S. J. (1995). Welcome to the energy crisis. *Journal of Social Issues*, 32, 230-343.

### Book, One Author:

Mayfield, C. (1982). *Being all you can be*. San Francisco: Heritage.

### Book, Two Authors:

Strunk, W., & White, E. B. (1979). *The elements of style* (3<sup>rd</sup> ed.). New York: Macmillan.

### Edited Book:

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education*. New York: Praeger.

### Article or Chapter in an Edited Book:

Sheets, B. (2006). The cost of lingering arm injuries. In B. Selig, & W. Selig (Eds.), *A compilation of long stories* (pp. 211-234). Milwaukee, WI: MB Press.

### Entry in an Encyclopedia :

Imago. (2000). In *World Book Encyclopedia* (Vol. 10, p. 79). Chicago: World Book Encyclopedia.

### Videotape:

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis*. (Motion picture). Englewood Cliffs, NJ: Prentice Hall.

### Internet Article Based on Print Source:

Sahelian, R. (1999, January). Achoo! *Better Nutrition*, 61, 24. Retrieved September 17, 2001, from Academic Index.

### Web Page with Private Organization as Author:

Midwest League. (2003). *Pitching, individual records*. Retrieved October 1, 2003, from <http://www.midwestleague.com/indivpitching.html>

**Personal Communications:**

Because the information is not retrievable they should not appear in the reference list, only as in-text citations

**Helpful websites:**

**Citation Machine:** <http://citationmachine.net/>

**APA homepage:** <http://www.apa.org/>

**The OWL at Purdue:** <http://owl.english.purdue.edu/owl/resource/560/01/>

Amanda Torres, February 2009