Margins & Font

Margins are 1 inch on all sides. The recommended font is 12 point Times New Roman.

Title Page

The title is centered just above the middle of the page and double-spaced. The title is on the first line, your name on the second line, and the college name on the third line.

Body of paper

The text of the paper should be double-spaced. Indent five spaces (one tab) at the start of each paragraph. Use headings as needed. Spell out numbers below 10 and numbers at the beginning of sentences.

Running head – APA requires a running head (an abbreviated form of the paper’s title) in the upper left corner of all pages and a page number in the upper right corner. The title page has the caption “Running head”, while other pages just have the shortened form of the title. To create a running head and page numbers in Microsoft Word 2013:

Start with a blank (new) document
Choose Insert > Header > Blank
Type YOUR ABBREVIATED TITLE IN ALL CAPS
Press “Tab” until you get to the far right margin
Choose Page Number > Current Position > Plain Number
Check the box for “Different First Page” (the header will seem to disappear)
Choose Insert > Header > Blank
Type: Running head: YOUR ABBREVIATED TITLE IN ALL CAPS
Press “Tab” until you get to the far right margin
Choose Page Number > Current Position > Plain Number
Close Header & Footer

Quotations

Direct quotes of 40 words or less should be set off with quotation marks. A direct quote over 40 words should be treated as a block quote, meaning it is a separate paragraph, completely indented from the rest of the text. To create a block quote in Word 2013:

Page Layout > Indent Left > .5"
There is also an "Increase Indent" button on the Home tab that will indent a whole paragraph by .5". You can increase the indent before typing your block quote (change it back for the rest of your paper) or type the quote, then place your cursor within the paragraph and change the indentation.
Basics

- The heading “References” is centered at the top of the page.
- The reference list is double-spaced, and each entry is indented with a hanging indent (the first line is at the left margin, and the rest of the entry is indented). To set up hanging indents in Microsoft Word 2013:
  - Place your cursor at the top of the page where you will type your references
  - Choose Page Layout > Paragraph > Indentation > Special > Hanging > OK
  - All paragraphs after that point will have hanging indents.
- Alphabetize the list by the author’s last name; if the source has no author or editor, use the title (words like a or the don’t count). If there are two or more works by the same author, arrange them by date, oldest to newest.
- Personal communications (interviews, email, etc.) are only cited in the text and are not included in the reference list.

Books – Italicize the title of the book. Capitalize only the first word of the main title and subtitle and any proper nouns. If the book has no author or editor, put the title before the date.


E-books – Format the same as a book, but replace the publisher information with “Retrieved from” and the name of the database.


Retrieved from EBSCOhost eBook collection.

Journal articles – print – The title of the article is in regular type; capitalize only the first word of the title and subtitle and any proper nouns. Italicize the title of the journal; capitalize all major words of the journal title. Italicize the volume number, but not the issue number.

Journal articles – online with DOI – Format the same as a print journal article, but add the DOI (digital object identifier) at the end. There is no period after the DOI.


Journal articles – online database, no DOI – Format the same as a print journal article, but add “Retrieved from” and the name of the database at the end (no URL).


Journal articles – journal website, no DOI - Format the same as a print journal article, but add "Retrieved from" and the URL at the end. There is no period after the URL.


Websites – include as much information as possible, including author and date if available. If an organization is the author of the site, use the organization name as author in the citation. If no date is available, use n.d. (no date). If the article is likely to change over time, include the date of retrieval. There is no period after the URL.

APA format follows an author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 2015), and a complete reference should appear in the reference list at the end of the paper. For information directly quoted from a source also include a page number (preceded by “p.” or “pp.” for multiple pages) example (Jones, 2015, p. 8).

All sources that are cited in-text must appear on the reference list at the end of the paper. Likewise, all sources listed on the reference list should have in-text citations.

**One or two authors** – use last name(s) plus year of publication.

(Jones, 2015)  
(Jones & Smith, 2009)

**Three to five authors** - use all authors’ names in first reference; if cited again, use the first author's name with “et al.” (Latin for “and others”).

(Jones, Smith, & Doe, 2011)  
(Jones et al., 2011)

**Six or more authors** – use the first author's name with “et al.” for all references.

(Jones et al., 2015)

**Corporation, association, etc. as author** – spell out the name completely. If the name is long and the abbreviation is easy to recognize or understand, spell the name out for the first citation and abbreviate for subsequent citations.

(American Psychological Association [APA], 2010)  
(APA, 2010)

**Direct quotes** – if quoting directly from the source, use quotation marks or block quotes. Add the page number to the reference. If the source is a multivolume book with separate page numbers for each volume (the Nursing Fundamentals textbook is an example of this), include both the volume number and the page number.

(Jones, 2015, p. 110)  

**Personal communications** – for interviews, private letters, emails, etc. include the person’s initials and last name, the term “personal communication,” and the date of the communication (as specific as possible).

(J. D. Jones, personal communication, October 13, 2009)
APA Style Manual, 6th edition: In-Text Citations

APA format uses a combination of signal phrases and parenthetical references to provide in-text references for quotes or other information taken from a source.

**Signal Phrases**

A *signal phrase* is used to introduce quoted or paraphrased information. It generally includes at least the author’s name.

**Parenthetical References**

A *parenthetical reference* comes after the cited material and normally includes at least the author and the year of publication. If a signal phrase is used to introduce the material, the author’s name is not repeated in the parenthetical reference. If a signal phrase is not used, the author’s name must be included in the parenthetical reference.

**EXAMPLES**

**Single author named in a signal phrase**

Doug Jones (2015) argues that the nursing shortage will be overcome within five years.

Since the author of the study (Doug Jones) is named in the signal phrase before the cited information, the parenthetical reference only gives the year of the reference.

**Single author named in a parenthetical reference**

The nursing shortage will be overcome within five years (Jones, 2015).

The author of the study is not named in the signal phrase, so only the author’s last name is included along with the year in the parenthetical reference.

**Multiple authors named in a parenthetical reference**

Certain literacy theorists have gone so far as to declare that, “the most significant elements of human culture are undoubtedly channeled through words, and reside in the particular range of meanings and attitudes which members of any society attach to their verbal symbols” (Goody & Watt, 2015, p. 10).

The page number is included because the citation includes quoted material (preceded by “p.” for single pages and “pp.” for multiple pages). An ampersand sign (&) is used with multiple authors instead of the word “and” in parenthetical references.
Books in the MCC library:


Helpful websites:
http://www.apastyle.org – the APA style website

http://owl.english.purdue.edu/owl/resource/560/1 – APA Formatting and Style Guide from the Online Writing Lab (OWL) at Purdue University.
Running Heads and Page Numbers

APA format requires a running head (a shortened form of the title) in the upper left-hand corner and a page number in the upper right-hand corner. The running head for the title page looks a little different from the one for the rest of your paper. With a little setup, Word will do this automatically.

Place the cursor on the title page of your paper (or the first page if just starting your paper)
Choose Insert > Header > Blank
Type: YOUR ABBREVIATED TITLE IN ALL CAPS
Hit “Tab” to move the cursor to the far right margin
Choose Page Number > Current Position > Plain Number

Check the box at the top by “Different First Page” (the header will disappear)
Type: Running head: YOUR ABBREVIATED TITLE IN ALL CAPS
Hit “Tab” to move the cursor to the far right margin
Choose Page Number > Current Position > Plain Number
Close Header & Footer

Hanging Indents

The APA reference list is done with “hanging indents.” This means that instead of the first line of the paragraph being indented, the first line is at the margin and all of the other lines are indented (this paragraph is written with a hanging indent).

If you set hanging indents at the top of the page before typing your references, it should automatically indent all of your references correctly. Or you can type up your reference list, then highlight all of the entries and apply the hanging indent setting.

Choose Page Layout > Paragraph > Indentation > Special > Hanging > OK

Block Quotes

A quotation longer than 40 words must be set off from the rest of the paper as a “block quote.” Block quotes are treated as a separate paragraph and are indented from the rest of the paper; they do not use quotation marks. This paragraph is indented like a block quote would be.

You can set the indent for a block quote right before you start typing it, or you can type the quote, then highlight it and set the indent.

Choose Home > Increase Indent (button with blue arrow pointing right)