



## APA style guide updated

### Simple APA style guide

APA style makes it easier for others to understand your writing. Your readers will be able to find what they are looking for, follow your writing more easily, and what you say will be more clearly understood.

There are three things you need to think about when putting a paper in APA format:

- A. The layout
- B. Citing sources in the text
- C. References at the end

### A. The layout: how your paper looks

A running head: Your title across the top of every page and the page number

Here is a sample title page:

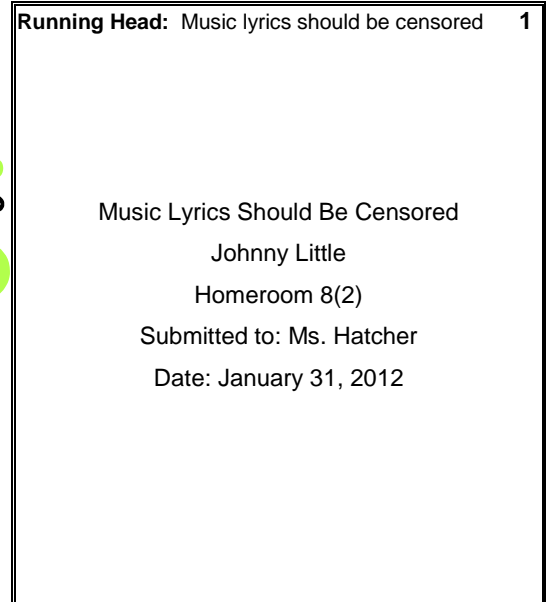


Centered and in the middle of the page should be:

- the title - with only the first word and proper names in capitals
- your name
- your teacher's name
- the date
- running head: and your title across the top and page 1 written in the upper right hand corner

Check to make sure the rest of your paper:

- is typed
- is double-spaced
- is on letter-size paper (8½ X11)



- is written in **Times New Roman** 12 point sized font
- has running head with title and pages that are numbered
- has a **reference page** at the end

## B. Citing sources in the text: How to cite direct quotations in your paper.

### From a print source

If you need to copy a source word for word, put “quotation marks around it”, (put the author, the year and page number in brackets), and then make sure there is a reference to this source in your reference page at the end. Example in the text:

Slaves were captured in Africa in various ways. One former slave said, “The village was surrounded by enemies, who attacked us with clubs, long wooden spears and bows and arrows.” (Lester, 1968, p. 21). They were then brought to a ship where millions died during the journey to America.

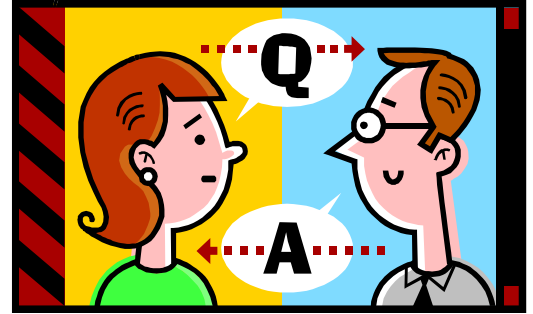
Then, in the reference page at the end, you will see:



| References  |
|---|
| <p>Brenton, B., &amp; King, L. (2005). What<br/>Brittany Spears will be wearing this<br/>season. <i>Cool Teacher Magazine</i>,<br/><i>March</i>, 16-23.</p>                         |
| <p>Lester, J. (1968). <i>To be a slave</i>. New York:<br/>Scholastic Inc.</p>   |
| <p>Murphy, J., &amp; Murphy, C. (2000). <i>Right vs.<br/>wrong: The older twin gets the<br/>remote for the television</i> (2<sup>nd</sup> ed).<br/>St. John's: Jesperson Press.</p> |

## Personal Communication

A personal interview, an email, or a letter are all considered personal communication and you do not have to include them in your reference section at the end. BUT you do have to cite them in your paper. In your paragraph put in parenthesis (Person's Name, personal communication, date).



For example:

Mr. White, a teacher at our school, likes Spiderman as a superhero much better than Superman. He thinks that although Superman would probably win in a faceoff because of his strength and ability to fly without having to be attached by a web, he is from a different planet, and so is an alien. Spiderman however, is a human who became a superhero. Mr. White feels that this is much more believable, and it gives him hope that he could become a superhero one day. (Barry White, personal communication, November 4, 2008).

## C. The Reference Page

Your last page is a reference page that has entries for all the places where you found your information – books, internet sites, magazines etc. These are also known as Sources or Bibliography.

- ❑ Centered at the top of the page you should have the word “References.”
- ❑ All entries should be in alphabetical order – by the author’s last name.
- ❑ Double spaced like the rest of your paper (I have single spaced in the examples on the next few pages to save trees)
- ❑ Use a hanging indent – the first line is lined up on the left margin and all other lines are indented. (To make a hanging indent using MS Word, highlight the whole entry, go to the top toolbar and hit Format → Paragraph → Indentation → Special → Hanging)

### References

- Brenton, B., & King, L. (2005). What Brittany Spears will be wearing this season. *Cool Teacher Magazine*, March, 16-23.
- Lester, J. (1968). *To be a slave*. New York: Scholastic Inc.
- Murphy, J., & Murphy, C. (2000). *Right vs. wrong: The older twin gets the remote for the television* (2<sup>nd</sup> ed). St. John's: Jespersen Press

## For a Book

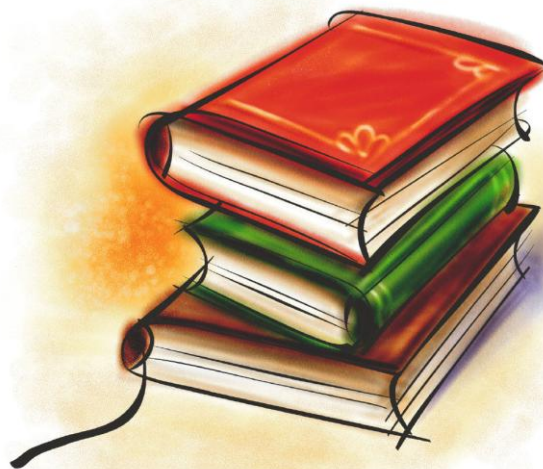
Author, X. X., Author, Y. Y. ,Jr., & Author, Z. Z. (Year). *Title: Capitalize only the first word of the title unless it's a Proper Name, and italicize the entire title.* (If the book is a 2nd or later edition, put the edition in brackets after the title and before the period). City of publication and province or state if it's not a well-known city: Publisher.

Murphy, J., & Murphy, C. (2000). *Right vs. wrong: The older twin gets the remote for the television* (2<sup>nd</sup> ed). St. John's: Jespersion Press.

### Can't find an author? Use the editor.

Editor, A., Editor, B., & Editor, C. (Eds.) (Year). *Title, italicized.* City: Publisher.

Maket, Willie, & Wont, Betty (Eds.) (1944). *Forty steps to the outhouse.* Scarborough, Ontario: Scholastic.



## Encyclopedia

Author, A. A. (Year). Title of article, only the first word capitalized, no underlines, quotation marks or italics. In *Title of encyclopedia in italics.* (Vol. X, pp. xxx-xxx). City: Publisher.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

For encyclopedias, the author's name can usually be found at the end of the article. If you cannot find the author, use the editor.

## Magazine or Journal Article

Author, A. B., & Author, C. D. (Year). Title of article, capitalizing only the first word of title, and proper nouns; no quotation marks, underlines, or italics. *Name of the Magazine in italics and All Important Words Capitalized, volume number (issue number in brackets) or month, also italicized, pages.*

Brenton, B., & King, L. (2005). What Brittany Spears will be wearing this season. *Cool teacher magazine, March, 16-23.*

## Website

Author and/or source if given. (Year if given or n.d. for no date). *Title in italics*. Retrieved on the date you downloaded it, from the host website and the entire web address

Hatcher, Anne. (2009). *Ms. Hatcher's homework page*. Retrieved on January 10<sup>th</sup>, 2009, from St. Pauls Junior High School's Web Site: <http://www.stpe.k12.nf.ca/annehatcher/homework>

Can't find an author? Look around for the copyright symbol - © - and see who is attached to that – or even the company responsible for the website. You may have to click around a bit. Try the Home button. Still can't find anything? Start the reference with the title of the article.



For websites, the address and the date accessed can usually be found at the bottom of the sheet that you printed.

## Film/Video/DVD

Names of the main people like Producers or Directors (their job in parenthesis). (Date in parentheses). *Title italicized: Only the first word and proper nouns capitalized* [Type of material in brackets]. Country of origin: Studio or distributor.

Reiner, Rob (Director). (1987). *The princess bride* [Videocassette]. United States: Nelson Entertainment.

## References

American Psychological Association. (2002). *Publication manual of the American Psychological Association (Fifth Edition)*. Washington : American Psychological Association.

American Psychological Association. (2003). Electronic references. Retrieved on January 8<sup>th</sup>, 2007, from APA Style.org's Web Site: <http://www.apastyle.org/elecsource.html>

MacDonald, P. (Department Head). (n.d.) *APA Citation Style Sheet*. Retrieved on January 8, 2007, from Loyola Notre Dame Library's Web Site: <http://www.loyola.edu/library/REF/APASTYLE.HTM>