CITATION APA QUICK GUIDE

Formatting Your Paper

APA papers should be double-spaced with 1 inch margins on all sides. Use a legible font at 10 to 12 pt.

Title Page
In the header, type “Running head: TITLE OF PAPER” on the left margin and the page number on the right. Abbreviate the title to no more than 50 characters. In the center of the page, type the full title, your name, and Helena College, centered on separate lines. An Author Note may be included, stating the class and instructor. That header can be tricky – see the Formatting Tips below.

Main Body
Include the TITLE OF PAPER and page numbers in the header, but do not include “Running head.” Indent first lines of paragraphs ½” from left margin.

Formatting Tips

Header: On the title page, double-click on the top of the page to open the header. First, check the box for “Different First Page.” Second, add a page number in the upper right corner. Then, type the Running head and hit the Tab key ONCE or TWICE. Repeat on the next page. Make sure the font matches the rest of your paper.

Hanging Indent: Select/highlight all of your references, then hit Ctrl + T. Voila!

In-Text Citations

In-text citations include the author and date of publication (Jones, 1998), though it is encouraged by many instructors at Helena College to include the page number for direct quotes and paraphrases:

(Potter, 2017, p. 25).

You can also use a signal phrase to introduce your source:

Potter (2017) found

No Page Numbers Do not include page numbers for web pages. You can include a section name, if given.


No Date If you cannot find a date for the source, use “n.d.”

(Potter, n.d.).

Authors

One Author
See examples above.

Two Authors
Name both authors. In a signal phrase, use “and” between the two authors. In parenthesis, use “&.”

Potter and Weasley (2005) found…

(Potter & Weasley, 2005)

Three to Five Authors
List all authors the first time you use the source. If you use the source again, use only the first author’s last name and “et al.”

Granger, Potter, and Weasley (2010) found…

(Granger, Potter, & Weasley, 2010)

then

Granger et al. (2010) found…

(Granger et al., 2010)

Six or More Authors
Use the first author’s last name and “et al.”

Malfoy et al. (2003) found…

(Malfoy et al., 2003)

Organization as Author
Use the organization name instead of the author’s last name.

The U.S. Department of Agriculture (1980) found…

(U.S. Department of Agriculture, 1980)

Unknown Author
If you cannot identify an author, use the source’s title in place of the author. Italicize book titles; put article titles in quotation marks.

(“Discovering Magic,” 1999)
References

- References are at the end of the paper on a separate page, with “References” at the top.
- Indent all lines after the first line ½” from the margin (hanging indent). See “Formatting Tips” on the other side to do this.
- List references alphabetical order by author, or by title when there is no author.
- References have two parts: the author(s) and the type of information (book, journal article, website, etc.
- If you cite a source in your paper, it should be in the References list. If it’s listed in the References, there should be an in-text citation in your paper.

Authors

Two Authors
Potter, H. J. & Weasley, G. M.

Three to Seven Authors (list all)

Eight or More Authors (list first six...last author)

Organization as Author

Unknown Author

Types of Sources

Book

Journal Article from a Database (with DOI)
Author, A. A. (Year). Title of article. Title of periodical, volume number(issue number), pages. doi:...

Journal Article from a Database (without DOI)
Author, A. A. (Year). Title of article. Title of periodical, volume number(issue number), pages. URL for homepage of journal.

Web Page (Short Work from a Web Site)
Author, A. A. (Date). Title of web page. Retrieved from Name of Website: http://www...

More APA Citation Guidelines:
Helena College Library Citation Guide: http://helenacollege.libguides.com/citations
Purdue Online Writing Lab APA: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html