APA Document Guidelines

1. Margins : One inch on all sides
2. Font size and type: 12-pt Times New Roman font
3. Line spacing: Double space throughout paper, including title page, body of document, references.
4. Spacing after punctuation: Space once after commas, colons, and semicolons. Insert two spaces after end punctuation.
5. Alignment: Flush left
6. Paragraph indentation: 5-7 spaces
7. Pagination: Page number appears one inch from right edge of paper on the first line of every page.
8. Running head: This is a short title that appears at the top of each page. It is typed flush left at the top of all pages. It should not exceed 50 characters, including punctuation and spacing.
9. Generally, use active voice.
10. Order of pages: Title Page, Abstract, Body, References, Tables, Figures, Appendixes

Title Page

1. The title page is page number 1.
2. The words “Running head” may or may not be required. If included, they should be typed flush left, followed by a colon and then the abbreviated paper title in all capital letters.
3. The title page should include the following key elements: paper title, author, institution, centered and using upper and lower case letters.

Abstract

1. The abstract begins on a new page on the first line below the running head.
2. The heading *Abstract* should be centered and the abstract itself should be in block form, i.e., indented and justified.
3. The abstract should be a one-paragraph summary of the most important elements of the paper. It should be no more than 150-250 words.
4. All numbers in the abstract should be typed as digits rather than words except when a number begins a sentence.

Body

1. The body begins on page 3. Subsections of the body do not start on new pages.
2. The title of the paper is centered on the first line below the running head.
3. The introduction (not labeled) begins on the first line below the title.
4. Headings, such as Method, Results, and Discussion, are used to organize the paper. They are centered in boldface.

Text Citations

Source material must be documented in the paper citing the author and date. The ideas and words of others must be cited.

1. When the authors are named as part of the sentence structure, the year of publication appears in parentheses following the authors’ names.

For example: Wirth and Mitchell (1994) found that the difference was not significant.

1. When the authors are not part of the sentence structure, both the authors and the year appear in parentheses.

For example: Research indicates that some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larsen, & Allen, 1991). Note: a comma separates the authors from the year; the ampersand sign is used with two or more authors, and a period follows the parentheses.

1. When a source has three, four, or five authors, all authors are included for the first citation. If the source is cited again, only the first author’s surname and “et al.” are used.

For example: Research indicates that some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, & Jenkins, 1991). Payne et al. (1991) showed that…

1. When six or more authors are cited, the first author’s surname and “et al.” are used every time.
2. If you are using a source that has been cited in a source you’ve read, use the source you have read as your citation.

For example: Grayson (as cited in Gartner, Larsen, & Allen, 1991) says that…

1. To cite a web document, use the author-date format. If no author is identified, use the first few words of the title instead; if no date is provided, use n.d. instead.
2. To cite an entire website, give the address of the site in the text.

For example: (<http://faculty.washington.edu/chudler/neurok.html>)

1. To cite from the Bible, provide the book, chapter, and verse. Also use the version of the Bible the first time it is cited in the text.

For example: (Psalm 86:5, New International Version)

Quotations

When a direct quotation is used, always include the author, year, and page number as part of the citation.

1. A quotation of less than 40 words should be enclosed in double quotations.

For example: “Patients receiving prayer had fewer episodes of pneumonia” (Byrd, 1988, p.9).

1. A lengthier quotation of more than 40 words should appear without quotation marks in block format, apart from the surrounding text, with each line indented five spaces from the left margin.

Reference Page

1. All sources included on the Reference page must be cited in the body of the paper and vice versa.
2. The Reference section begins on a new page, centered on the first line below the running head.
3. The references (with hanging or reversed indentation) begin on the line below the heading *References.*
4. The references are organized in alphabetical order by surnames of first authors or first word in the entry.
5. Use APA format to list citations.

This information was found at http:psychology.vanguard.edu/faculty/douglas-degelman/apa-style/

Consult *Writing Matters* and The Purdue OWL Citation Chart at *The OWL at Purdue* for citation styles.