How Do I Cite Sources Using APA Style?

APA style allows you to acknowledge the resources you used in your paper to substantiate your ideas. If you are not sure how or when to document a source (to give credit to another author when credit is due), please discuss your questions with your professor. Without realizing it, you may plagiarize, ruining a good paper, semester, or even career. We hope this handout will help get you started on the road to successful paper writing.

**General Format Guidelines**

- Word process your paper on 8.5” x 11” white paper (keep a copy).
- Double-space *everything* (quotations, references, citations, etc).
- *All* margins should be a uniform 1-inch (do not right justify).
- No more than 27 lines of text per page, not counting header/page number
- Write in the third person (he/she/they) and use the active voice whenever possible (i.e., “The researchers instructed the participants…” instead of “The participants were instructed…”).
- When typing numbers, single digits should be spelled out; anything greater than nine may be left in numerical form (i.e., eight, nine, 10, 11).
- Section headings should be centered but not underlined.
- Subheadings within the sections should be flush left and italicized.
- Proofread to make sure your paper is error-free.
- Secure your paper with a paper clip or staple (consult professor).

**Title Page**

- Place the *short title* (first two or three words from the full title) and *page number* in the right-hand corner.
- Double space below the short title and place your *running head* flush left on the page (should be in all caps).
- Running head should contain less than 50 characters (including spaces) and retain the meaning of your full title.
- Double-space and center your name under the title.
- Double-space and center the name of your institution (WJU) under your name.
Page Numbering

- In the upper right-hand corner of all pages (including title and reference pages) identify your manuscript with the short title (first two or three words from the title), and position it five spaces to the left of the page number.

Documenting Your Sources

To document sources in the body of the paper, follow these general guidelines:

- If you use the author’s name in the text, cite the year of the article or book:
  - Appleby (1989) found that…
If you do not refer to the author in the text, do so in your citation:
- In a study of the nun archetype (Wittekind, 1987), …

If you quote directly from the author’s words, include the page number (if you cite the author’s name in introducing the quote, include only the date and page):
- “Every dream reveals a different facet of an individual’s unique personality” (Wittekind, 1987, pp. 57-58).
- Wittekind (1987) stated, “Every dream reveals a different facet of an individual’s unique personality” (pp. 57-58).

If you use more than one source to document your idea, list the citation alphabetically by last name, separating the sources with a semi-colon:
- Several studies (Appleby, 1989; Wittekind, 1987) suggest that…

If you quote a passage of more than 40 words, block indent the passage five spaces from the left margin (double space).

In a parenthetical citation, use an ampersand (&) between the names (however, spell out the word “and” if referring to the authors in the text):
- (Appleby & Wittekind, 1987)
- Appleby and Wittekind (1987) suggest that…

After the first time you refer to three to five authors by spelling out all their names, you may subsequently refer to them using the first author’s name:
- (Appleby et al., 1987)

If you use more than one text by the same author and the two texts in question were both published in the same year, attach a suffix (a, b, c, etc.) to the date and make the appropriate notation in the reference list:
- (Wittekind, 1987a)

Reference Page

Center the title “References” at the top of the page.

If no author is listed, alphabetize by the first important word in the title of the work cited.

Present bibliographic entries in alphabetical order by last name.

The first line should be flush left; indent the second line (and subsequent lines) five spaces.
Note: This style sheet is only a start! All the preceding guidelines, which are typically used in the preparation of research papers for the social sciences, were compiled with assistance of the Publication Manual of the American Psychological Association, 5th ed., and material made available by the psychology department. If you are not certain what style you should use to format your paper, please consult your course syllabus or ask your professor. These guidelines are not exhaustive. For the many reference and citation formats not listed here, consult the Publication Manual of the American Psychological Association. Copies are available at the library.