APA Style Guide

When writing a more formal paper of the academic genre, the acceptable style guide is the APA style as specified in the *Publication Manual of the American Psychological Association (Sixth Edition)*. Part of graduate-level coursework and expectations is learning to write in a more academic genre and following precise guidelines.

Below are some of the most common rules you need to follow when writing papers in the ENL program. These rules can be referenced in the APA Style handbook (6th edition) or on the Owl Purdue APA online reference website.

1. **Margins** are to be 1 inch all around.

2. **Left Justify** the entire paper (except titles, headings, and subheadings – see later examples)

3. **Font** is to be 12 point and a common type – Times New Roman is typically used. Stick with the common typefaces and avoid using ornate, compressed, all caps, or bold font.

4. Include a **page header** (also known as the “**running head**”) at the top of every page followed by the page number.

5. The **running head** is a shortened version of your paper’s title and cannot exceed 50 characters including spacing and punctuation. Note, the phrase “Running head:” only appears on the first page; thereafter, just TITLE and page number. See [http://libguides.uta.edu/apa/pageheader](http://libguides.uta.edu/apa/pageheader) for directions to insert.
   a. Example

<table>
<thead>
<tr>
<th>(p1)</th>
<th>Running head: TITLE</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>(rest)</td>
<td>TITLE</td>
<td>2</td>
</tr>
</tbody>
</table>

6. To create a **page header/running head**, insert page numbers flush right. Then type “TITLE OF YOUR PAPER” in the header flush left using all capital letters.

7. **Double Space** throughout the paper.

8. **Paragraphs** are indented ½ inch or about 5 spaces. Use the tab button for consistency. Do not add an extra space between paragraphs.

9. **Spaces** – APA recommends 1 space after each period.
10. **Titles and Heading** are used as an organization tool.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>Level 2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>Level 3</td>
<td>Indented, boldface, lowercase headings with a period. Begin body text after the period.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Indented, italicized, lowercase heading with a period. Begin body text after the period.</td>
</tr>
</tbody>
</table>

11. **Numbers** from one to ten are to be written out as words; number from 11 on should be numerals. Numbers beginning a sentence are written as words, not as numerals.

12. **Acronyms** are to be written followed by the acronym in parenthesis for the first time used; thereafter the acronym may be used
   a. Example: Classrooms that serve English language learners (ELLs)…

13. **Period and Commas** are typically placed inside quotation marks:
   - Teachers had training in “Touch Dot Math.” (Not “Touch Dot Math”.)
   - The students were “on-task,” and they appeared happy. (Not “on-task”.)

14. **Parentheses**: Place the punctuation after the parenthesis in citations for references and appendices at the end of a sentence.
   - Blah, blah, blah (see Appendix B). or Blah, blah, blah (Appendix B).

15. **Contractions** are not to be used. Write out in full words.

16. **Personal Pronouns** (I, me, my, we us) can lead the reader to misinterpret the writing and are to be avoided (but will be appropriate and necessary in much of your reflective writing.)
Guidelines for APA Citations

The following are how and when you need to cite sources:

1. Their ideas, their words: In-text citations include quotation marks, author(s), year, page #.
2. Their ideas, your words: In-text citations include author(s), year.
3. Your ideas, your words: No citation required, but you should support your ideas and words with citations from expert sources when possible.

Basic Rules:

1. Citations are used to help readers find the source of information in the References.
2. Citations also indicate that information in your paper is not your ideas, but instead, it paraphrases an expert source that supports your ideas.
3. APA’s in-text citations provide the author’s last name(s) and the year of the publication and a page number if available or applicable. Since in-text citations come at the end of a sentence, the period goes after the citations, not at the end of the sentence.
   • “Quote” (Freeman & Freeman, 2013, p. 105).
   • For a summary or paraphrase (Gibbons, 2015).
4. For signal phrases: Put the author’s last name(s) and year of the publication before the cited material and a page number in parentheses directly after the cited materials if it was a quote.
   • Butch & Townsend (2018) stated that when using a signal phrase before cited material, “The writer should include the author’s last name and the year of the publication, use the past tense or present perfect tense in the signal phrase, and should include the page number in parentheses directly after the cited material” (p. 105).
5. APA requires the use of the past tense or the present perfect tense in signal phrases introducing cited material.
   • Example: Townsend (2018) reported, or Butch (2018) has argued.
Reference Page: Basic Rules

Your reference list is placed at the end of your paper, prior to the Appendices (which are only used when necessary). References provide the information necessary for a reader to locate and retrieve any source cited in the body of the paper. Each source cited in the paper must appear on the reference list; likewise, each entry in the reference list must be cited in the text. Do not include any sources in your reference list that are not cited in the paper.

1. Your references should begin on a new page separate from the body of the essay.

2. Label the page References centered at the top of the page (do not bold, underline, or use quotation marks for the title).

3. Double-space all entries.

4. Reference list entries are to be alphabetized by the last name of the first author.

5. All lines after the first line of each entry in the reference list are indented one-half inch from the left margin. This is called a hanging indentation. (Highlight the citations, go to Format – Paragraph – Indentation – Special – Hanging Indent).

6. Authors’ names are inverted (Davis, S.C.); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of that work.

7. For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

8. Present the journal title in full, italicized. Capitalize all major words in journal titles.

9. Maintain the punctuation and capitalization that is used by the journal in its title.

10. When referring to names of articles and books, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

11. Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

12. Please note: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format.
13. **Reference page example:**

References


Author, A. A., Author, B. B., and Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. [http://dx.doi.org/xx.xxx/yyyyy](http://dx.doi.org/xx.xxx/yyyyy) (*If you can find this, great! If not, no worries! Just make sure to have the page numbers of the article!*)

14. **Class presentation:**