

APA Style: A Graduate Review

Presented by
Academic Success Center
DePaul University – School of Ed

APA Publication Manual

Sixth Edition
Second Printing



General Formatting

- Running head on each page. However, words “Running Head” just on title page
- Preferred font size: 12 pt Times New Roman. Used to allow Courier New.

Mechanics of Style

1. Spaces after periods. One space after periods in References and after initials. Two spaces after periods at end of sentences.
2. Italics or quotations marks? Italics for titles of books, journals, movies, TV shows, music (CDs or albums). Use quotation marks for titles or journal articles, TV episodes and short stories

Mechanics of Style

3. Period inside or outside quotation marks? If you are not providing documentation information, it goes inside
4. Use of Ellipses? Use to indicate that information has been omitted. However, do not use at beginning or end of quote.
5. Should I write out numbers? Yes, for numbers below 10

Headings

Previous (5th Ed.)

1. Centered Upper/Lowercase
2. Centered, Italicized, Upper and Lowercase
3. Left-aligned, Italicized, Upper and Lowercase
4. Indented, Italicized, Lowercase paragraph heading with period
5. Centered Uppercase

New (6th Ed.)

- Centered, Boldface, Upper/Lowercase
- Left-aligned, Boldface, Upper and Lowercase
- Indented, Boldface, Lower case Heading with a period
- Indented, Boldface, Italicized Lowercase heading with period
- Indented, Italicized, Lower case with period

In-Text Documentation

- Examples of standard citations—

Without direct quote:

It is very difficult to be objective when editing your own writing (Williams, 2007).

With direct quote:

To edit your own work you must “diagnose your prose to sidetrack subjectivity” (Williams, 2007, p. 133).

In-Text Documentation

- Citations introduced by signal phrase:

According to Honan (1987), Jane Austin had a romantic interest in Tom Lefoy.

According to Honan (1987), Austin's "flirting had been guided by her squeezing of a situation for possibilities never in it" (p. 110)

In-Text Documentation

- Documenting Paragraphs
 1. You do not have to repeat documentation for every idea in a single paragraph.
 2. If you mention an author's name more than once, give the year only after the first mention.
 3. If you mention a source, and later in paragraph reference the same source, simply give page #.
 4. If you move to new paragraph, repeat source info.

In-Text Documentation & Reference Page

- What to do if:
 1. Source does not have an author.
 2. The author is a group or organization.
 3. The author is anonymous.
 4. Source does not have page numbers.
 5. Source is a personal communication.
 6. Using two or more sources for same info, or for same part of paper.

Reference Page

- **Electronic Sources**

Use Digital Object Identifier (DOI) on first page of document near copyright information.

Takes the place of Internet or database address. If no DOI available, use Internet address.

Ex: Last Name, Initial(s). (year). *Title of book.*
[information about digital version.]
doi: number

- Electronic Sources (cont):

For help with DOI, visit:

<http://doi.org/>

To look up a DOI number, visit:

<http://www.crossref.org/> and use the Guest Query form.

Additional Assistance

- For more help:

Visit the APA or Purdue Owl website.

Call or visit:

Academic Success Center

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