

7TH EDITION APA 2020

University of Akron – Wayne College
Smucker Learning Center

APA HANDOUT FOR WAYNE COLLEGE STUDENTS

This handout is designed to assist students in documenting research papers using the guidelines of the American Psychological Association. These pages briefly summarize frequently used methods for giving credit to authors whose works you have consulted in the course of preparing an academic paper.

If you need more information, please come into the Smucker Learning Center where one of the Writing Consultants will gladly help you, or check the *Publication Manual of the American Psychological Association (7th edition)*.

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CITING SOURCES WITHIN THE TEXT OF YOUR PAPER

WHEN TO CITE A SOURCE

- Always document the source when you are quoting (using the words exactly as they appear in your source).
- Cite every time you summarize, paraphrase, or otherwise indicate the author's information, ideas, or opinions.
- When in doubt, cite your source.
- What you cite should have scholarly relevance.

HOW TO INCLUDE SOURCE MATERIAL IN TEXT

- *Using Paraphrases:* Generally speaking, information should be paraphrased (Put in your own words and sentence structure) in order to maintain a consistent style of writing. Paraphrases are always cited.
 - Paraphrases are not separated from the rest of the text and are not put in quotation marks.
 - Paraphrases are cited according to the rules in the section entitled "How to Cite in Text."

EXAMPLE: Smith (2019) declares that in-text citations are necessary when using paraphrases as evidence (p.17).

- *Using Quotations:* If the wording of the information is so good that you cannot put it into your own words and have the same meaning, you may quote the information.
 - If the quote is less than 40 words long, place it in quotation marks and do not indent it. The citation goes in parentheses and follows the rules in the section entitled "How to Cite in Text."

EXAMPLE: When using sources in a research paper, Professor May (2019) claims that "the exact vocabulary and syntax are paramount to understanding" (p. 34).

- If the quote is more than 40 words long, indent the quote 5 spaces from the left margin only and do not use quotation marks. Double space the quote. The

citation goes at the end of the quotation in parentheses *after* the period for the sentence. (See example on next page)

EXAMPLE:

When adding source material in a research paper, Professor May (2019) warns that students often fail to realize that careful citations are necessary in both the text itself and the list of references. Many think that in text citations are not needed if the material is paraphrased; however, it is even more important to include the parenthetical notation in those instances because there are no quotation marks to indicate that material comes from an outside source. (p. 47)

USING SIGNAL WORDS TO INDICATE THE BEGINNING OF SOURCE MATERIAL IN TEXT

- You should indicate where source material begins in text. You can do this by saying “According to...,” but you don’t want to overuse this phrase. Listed below are signal verbs that better explain the relationship between the source material and what you are discussing.

If your source is neutral:

Acknowledged	Explained	Reported
Commented	Observed	Said
Considered	Offered	Saw
Demonstrated	Pointed out	Wrote

If your source implies something:

Analyzed	Inferred	Speculated
Concluded	Predicted	Suggested
Found	Proposed	
Implied	Revealed	

If your source is against something:

Alleged	Claimed	Denied
Argued	Contended	Maintained
Asserted	Criticized	Opposed
Charged	Defended	

If your source agrees with something:

Admitted	Conceded	Granted
Agreed	Concurred	Insisted
Allowed	Emphasized	Supported

If your source disagrees with something:

Complained	Lamented	Deplored
Condemned	Warned	Disagreed

- Consider including the credentials of the author within the text to help establish credibility.

HOW TO CITE IN TEXT

AUTHOR:

When you include the author's name in text (This is preferred.):

- Put the year of publication in parentheses immediately after author's name and p. and the page number of the material in parentheses immediately at the end of the source information.

EXAMPLES:

(a) Jonathan Black (2018) suggests that citing sources is hard but essential work (p. 45).

(b) Jonathan Black (2018) suggests that citing sources is hard but essential work (p. 45) in order to earn a good grade on research papers.

(c) According to Jonathan Black (2018), citing sources is “difficult work, but it is always necessary” (p. 45).

When you do not mention the author in text:

- If your source has one author, put the author's last name, a comma, the year of publication, a comma, p., and page number on which the information appears in parentheses at the end of the sentence, before the period.

EXAMPLE:

Citing sources is hard but essential work (Black, 2018, p. 45).

- If your source has two authors, ALWAYS include both last names with the ampersand (&) between, within the parentheses followed by a comma, the year of publication, a comma, p., and the page number on which the information appears. Place the period after the parentheses.

EXAMPLE:

Accuracy is extremely important when including documentation information from a source (Jenkins & Johnson, 2019, p. 29).

Jenkins and Johnson (2019) emphasize that accuracy is extremely important when including documentation information from a source (p. 29).

- If your source has three or more authors, list the name of the first author, et. al., the year of publication, p., and the page number in the parentheses. Place the period after the parentheses.

EXAMPLE:

Including citations helps to demonstrate the writer’s credibility (Herman et al., 2019, p. 134).

James Herman, et al. (2019) suggest that including citations helps to demonstrate the writer’s credibility (p. 134).

When your source’s author is a group or association:

- In general spell out the name of the group each time it appears in a text citation. Include a comma after the name and then add the year of publication.

EXAMPLE:

Writing citations, while time-consuming, can be rewarding as well (English Teachers of America, 2017).

- If the abbreviation is readily recognized, spell out the name the first time it is used, put the abbreviation in brackets after that, add a comma, and include the year of publication. Use the abbreviation in subsequent citations.

EXAMPLE:

Using citations is vital for readers to find sources of material (American Psychological Association [APA], 2016).

Writing research papers without using citations is not acceptable in our culture (APA, 2016).

When your source does not give an author’s name:

- Use a shortened form of the title (using one, two, or three of the first main words) in the parentheses followed by a comma, the year of publication, a comma, p., and the page number on which the information appears. (Italicize the title if it is a book; put in quotation marks if an article title. Capitalize the title according to standard capitalization rules. Put the comma that goes after the title inside the quotation marks.)

EXAMPLE:

Using the new APA is simpler than the old one (“Citing Sources,” 2019, p. 3).

DATE

- Use only the year in the in-text citation, even if you know the month or day.

EXAMPLE:

Using the new APA is simpler than the old one (“Citing Sources,” 2019, p. 3).

“Citing Sources” (2019) emphasizes that using the new APA is simpler than the old one.

When you have more than one source by the same author with the same publication date:

- Write the author's last name and the year of publication. Then identify the work by using the suffixes *a*, *b*, *c*, and so forth (not italicized) after the year. The suffixes also appear in the Reference citation.

EXAMPLE:

Authors of research papers sometimes forget that citations are needed for paraphrased material (Cole, 2009a, p. 445).

PAGE NUMBERS

- Include the exact page on which the source material appears in parenthesis right after the piece of source material, placing sentence punctuation after the parenthesis.
- Within the parenthesis, begin with p. or pp. and add the exact page.

EXAMPLE:

Smith (2020) reminds writers that using the credentials of the authors in text aids the writer's credibility (p. 7).

When your source does not have fixed page numbers (like most WWW sources):

- If the article has visible paragraph numbers, use them in place of page numbers. Use *para.* (not italicized) before the number.

EXAMPLE:

Referring to source material in text enhances any research paper (Jones, 2017, para. 7).

- If the source included headings, but no visible page or paragraph numbers, cite the heading, a comma, *para.* (not in italics), and the paragraph number within that section (count them).

EXAMPLE:

Latamer (January 2009) emphasizes that accuracy in citing sources is paramount (Avoiding Plagiarism, para. 1).

- Put the author or shortened form of the title in the parentheses at the end of the source material, even if it is referenced in the text. **Note: The page numbers of a printout of an article from the Web should not be used in a citation.**

EXAMPLE:

Parenthetical citations should never be forgotten ("Citing Sources," 2008).

When citing a video:

- Include the time stamp of the place in the video that the information came from.

EXAMPLE:

Marjorie Dumas (2020) declares that those using correct citations is of utmost importance (12:13).

When the information comes from more than one source:

- Use semicolons to separate the citations within the parentheses.

EXAMPLE:

Sources cited in the text must also be cited in the Works Cited page (“Citing Sources,” 2009; Black, 2009, p. 46).

CITING PERSONAL COMMUNICATION (EMAIL, PERSONAL INTERVIEW, OR TELEPHONE CONVERSATION)

- **If the name of the communicator is included in text,** place the words *personal communication* (not italicized), a comma, and the exact date of the communication in parentheses after the last name of the author in text.

EXAMPLE:

T. K. Miller (personal communication, August 17, 2019) declares that writing references is most beneficial for establishing authority.

- **If the name of the communicator is not included in text,** place first and middle initials and the last name of the communicator, a comma, the words *personal communication* (not italicized), a comma, and the exact date of the communication in parentheses immediately after the source material in text.

EXAMPLE:

Writing references is most beneficial for establishing authority (T. K. Miller, personal communication, August 17, 2019).

CITING BIBLICAL REFERENCES

Cite references to the Bible only in text. Identify the book, chapter, and verse in the parenthetical reference. Include the version of the Bible in the first citation.

EXAMPLE:

In the Bible, Paul wrote that “love never fails” (*King James Bible*, 1769/2017, I Cor. 13:8). Therefore, we need to remember that “the greatest of these is love” (I Cor. 13:13).

HOW TO DOCUMENT INFORMATION FROM WWW SOURCES

- Cite sources from the World Wide Web similarly to printed works (see above).
- Do NOT use the page numbers of the printout of a WWW source.

- If your electronic source numbers the paragraphs, include the abbreviation *para.* or *paras.* (not italicized) followed by the number of the paragraph in place of the page number in the parenthetical citation.

EXAMPLE:

(Thornton, 2019, paras. 34-35).

- Remember that if paragraphs are not numbered within the source, DO NOT number them yourself and use them in the citation.

SETTING UP THE REFERENCE PAGE

GENERAL INFORMATION

- ❖ The reference page is a separate page from the rest of the paper.
- ❖ Number the reference page, continuing the numbers of the text.
- ❖ Make the reference page the last page of your paper, followed only by the Appendices, if there are any.
- ❖ Center the heading **References** (in bold) one inch from the top of the page.
- ❖ Include a citation for each source that is **used** in the essay.
- ❖ List the citations alphabetically according to the first word of the citation, unless it is *A*, *An*, or *The*.

FORMATTING REFERENCE CITATIONS

- Double space within each entry.
(If working with Microsoft Word, set style to the second box – Paragraph with no spacing – and then set for double space using ctrl+2)
- Double space between each entry like within the entry. DO NOT include extra spaces between citations.
- Begin each entry with a hanging indent. (The first line is flush with the left margin and other lines are indented one tab.)
 - *Hanging indent using Word:*
Put your cursor on the first line of the entry OR highlight all entries at once.

From the Home tab, in the paragraph box, click on the icon for Indent and Spacing, go to Special, click on Hanging, and OK.

PARTS OF A CITATION

AUTHOR

- List author in this manner: Last name, First initial. Middle initial. DO NOT write full names. (**EXAMPLE:** Henderson, F. M.)
- If the author's first name is hyphenated, retain the hyphen and include a period after each initial. (**EXAMPLE:** Longman, M.-A.)
- Include suffixes, such as Jr. or III, after the middle initial separated by a comma. (**EXAMPLE:** Chatham, O. H., Jr.)
- If there are between 2 and 20 authors,
 - list them in the order given in the publication.
 - list each author in this manner: Last name, First initial. Middle initial. with commas between authors, and an ampersand (&) between the last two. (**EXAMPLE:** Schott, R. F., Wiley, M. P., & Sumor, L. M.)
- If there are more than 20 authors:
 - list them in the order given in the publication.
 - list the first 19 authors in this manner: Last name, First initial. Middle initial. with commas between authors. Place a comma after the sixth author, include an ellipsis (. . .), and add the last author in the same manner as the others. (Gilchrist, A. C., Frost, L. M., Witt, L. J., Thome, C. I., Samuelson, C. T., Kelley, C. M., . . . Connors, B. A.)
- If there is a group author (corporation, agency, association, etc.),
 - spell out the full name of the group. (**EXAMPLES:** American Psychological Association, U. S. Department of Health and Human Services)
- If no author, move the title to the author position, before the publication date. Place a period at the end of the title and before the parentheses. [**EXAMPLE:** Giving solid documentation advice. (2019)]

DATE

- **For books:**
 - Use the newest copyright date listed.
 - Place the year in parentheses.
- **For journals:**
 - Include only the year of publication in parentheses. (Be sure to include the volume and issue number.)

- **For magazines and newspapers:**
 - If only month and year, write the year, a comma, and the month in parentheses.
EXAMPLE: (2019, June)
 - If day, month, and year are given, write the year, comma, the month and day in the parentheses.
EXAMPLE: (2019, June 12)
 - Do not abbreviate the names of months.
- **For websites:**
 - If there is a date given for the part you are using, use that date. (as above)
 - Use the website's copyright date only if you are sure it applies to the section you are using. Do NOT use the copyright date from the website footer because it may not apply to when the content was written.
- **If no date is given:**
 - Write *n. d.* (not italicized) in parentheses.
- Capitalize only the first word of the title of a book, the first word after a colon, if any, and proper nouns. (like a sentence)
- Italicize the title of the book (Do not underline it).

TITLE

- **Periodicals (magazines, newspapers, journals)**
 - Capitalize the title of a periodical according to standard capitalization rules (Capitalize all words except *a*, *an*, and *the*, and prepositions – unless they are the first words of the title).
 - Italicize the title of the periodical (Do not underline it.).
- **Websites**
 - Capitalize the title of a periodical according to standard capitalization rules (Capitalize all words except *a*, *an*, and *the*, and prepositions – unless they are the first words of the title).
 - Italicize the title of the periodical (Do not underline it.).
- **Articles in periodicals or on a website**
 - Capitalize only the first word of an article title, the first word after a colon, if any, and proper nouns.
 - Do not put the title of articles in quotation marks. Use no punctuation.

VOLUME AND ISSUE NUMBERS FOR PERIODICALS

- Include both the volume and issue number.
- Italicize the volume number and put the issue number in parenthesis
EXAMPLE: *Time*, 37(4)

Note: Most newspapers do not have a volume and issue number.

PUBLISHER FOR BOOKS

- Do not include the place of publication.
- Give the full name of the publisher.
- Write out the names of associations, corporations, and university presses.
- Do not include the words *Publisher*, *Publishing*, *Co.* if part of the publisher's name.
- Include the words *Books* and *Press* if part of the publisher name.
- If two or more publishers are listed on the copyright page, include all of them in the order shown on the work, separated by a semi-colon.

PAGE NUMBERS

- **For chapters of books:**
 - Create a reference citation for the whole book and provide the chapter number in the in-text citation only.
- **For articles in periodicals:**
 - Include all of the page numbers on which the article appears.
 - If the article begins on one page and finishes somewhere else in the periodical, write all the discontinuous page numbers separated by commas (**EXAMPLE:** B1, B5- B7).
 - If the article appears in a newspaper that is divided into sections, be sure to include the section letter.
 - If page numbers do not exist, do not include any notation.
- **For websites:**
 - If the Website has permanent page numbers, include them.
 - Do not use the page numbers that are generated from your printer.
 - If the Website includes paragraph numbers, place a comma after the author and write para. followed by the paragraph number rather than a page number.

DIGITAL OBJECT IDENTIFIER (DOI):

- The digital object identifier (DOI) is a number that has been assigned to articles archived on the Web so that they can be found no matter where they reside.
- Include the DOI if one is assigned to an article.
- The DOI is typically found on the first page of an electronic journal article near the copyright notice.
- The DOI can also be found on the database landing page for the article.
- Because the DOI can be long, it is a good idea to copy and paste it from the electronic source to your citation.
- Use this format for the DOI in references: <https://doi.org/xxxxxx>
- It is acceptable to use either the hyperlink or plain text that is no underlined for DOIs.

- Do not begin a DOI with “Retrieved from.”
- There is no period at the end of a citation that ends with a DOI.

URLs IN REFERENCE CITATIONS

- Do not begin a URL with “Retrieved from”.
- Transcribe the URL exactly. (Copy and paste may be the best way to do this.)
- Do not manually break a URL. If your word-processing program breaks it, that is okay.
- Do NOT add a period at the end of a citation that ends in a URL.

PUNCTUATION

- Be careful to include periods where indicated in the sample citations.
- Type one space after each period in a citation.

SAMPLE INDIVIDUAL ENTRIES

BOOKS

BOOK

GENERAL FORMAT

Last name of author, First initial, Middle initial. (year of publication). *Title of book.*

Publisher.

EXAMPLE

Black, G. N. (2019). *Documenting sources the new way*. Educational Books.

CHAPTER OR SECTION IN A BOOK

Same as for a whole book.

EDITED BOOK (book itself cited in text)

GENERAL FORMAT

Last name of Editor of Book, First initial. Middle initial (Ed.). (year of publication). *Title of*

book. Publisher.

EXAMPLE

White, J. A. (Ed.). (2009). *Plagiarism in the twenty-first century*. Bluebird.

CHAPTER IN AN EDITED BOOK

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication). Title of chapter. In Initial
of editor Last name of editor (Ed.), *Title of book* (edition number ed, pp. page numbers).
Publisher.

EXAMPLE

Gonzalez, W. B. (2019). Avoiding plagiarism when paraphrasing. In J. A. White (Ed.),
Plagiarism in the twenty-first century (3rd ed., pp. 46-75). Bluebird.

ENCYCLOPEDIA OR DICTIONARY ENTRY

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication). Title of entry. In *Title of*
book. Retrieved Date of retrieval, from URL.

EXAMPLE

Jones, M. F. (2019). Plagiarism. In *Encyclopedia of Documentation*. Retrieved September 29,
122019, from <http://www.encyclopediaofdocumentation.com>

E-BOOKS

GENERAL FORMAT

Last name of author, First initial. Middle initial. (Year of publication). *Title of book*. Publisher.
URL.

EXAMPLE

Shiller, A. L. (2011). *APA Rules Made Easy*. Henry Holt. <http://www.ama.co/ap9734zHRP>

ARTICLES IN A PERIODICAL

JOURNAL ARTICLE WITH DOI

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication). Title of article. *Title of Journal, volume number*(issue number), page numbers. <http://doi.org/xxxxxx>

EXAMPLE

Hammond, T. C. (2018). Citing information properly. *College English*, 76(8), 276-281.
<http://doi.org/10.1275/0678-8743.76.2.276>

JOURNAL ARTICLE WITH NO DOI AVAILABLE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication). Title of article. *Title of Journal, volume number*(issue number), page numbers.

EXAMPLE

Hammond, T. C. (2019). Citing information properly. *College English*, 76(8), 276-281.

Note: If each issue of the journal starts with page 1, include the issue number in parentheses after the volume number, but do not italicize the issue number. [**EXAMPLE:** *College English*, 76(2)]

MAGAZINE ARTICLE WITH DOI

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of article. *Title of Magazine, volume number*(issue number), page numbers.

<http://doi.org/xxxx>

EXAMPLE

Smith, J. J. (2007, January 20). Citing sources is fun. *Homework Magazine*, 10(1), 15-18.
<http://doi.org/10.673402>

MAGAZINE ARTICLE WITHOUT A DOI

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of article. *Title of Magazine, volume number*(issue number), page numbers.

EXAMPLE

Smith, J. L. (2008, December 12). Citing sources. *Time*, 23(3), 67-69.

ONLINE MAGAZINE ARTICLE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of article. *Title of Magazine, volume number*(issue number), page numbers. URL of magazine

EXAMPLE

Smith, J. G. (2007, January 20). Citing sources is fun. *Homework Magazine*,10(1), 15-18.
<http://www.homeworkmagazine.com/citing-sources-is-fun/>

NEWSPAPER ARTICLE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of article. *Title of Newspaper*, page numbers.

EXAMPLE

Blum, R. S. (2007, December 3). Searching for credible sources. *Canton Repository*, C13.

ONLINE NEWSPAPER ARTICLE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of article. *Title of Newspaper*. Retrieved from URL of newspaper

EXAMPLE

Blum, R. S. (2007, February 22). Searching for credible sources. *Canton Repository*. Retrieved from <http://www.cantonrepository.com>

EDITORIAL IN PERIODICAL

- Use the reference format for the type of publication in which the editorial was published.
- Include the word “Editorial” in square brackets after the title.

NEWSPAPER EXAMPLE

Edwards, S. A. (2006, January 30). Why we need to cite sources. [Editorial]. *The Daily Record*, p. C2.

WWW SOURCES

WEBPAGE ON A WEBSITE WITH A RETRIEVAL DATE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day, if available).

Title of piece on website (article). Website Name. URL

EXAMPLE

Latamer, A. C. (2009, May 3). *Documentation made easy*. <http://www.oll.com>

WEBPAGE ON A WEBSITE WITH NO DATE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (n.d.). *Title of piece on website (article)*. Website

Name. URL

EXAMPLE

Smith, A. (n.d.). *The new APA*. College Writing Centers of America. <http://www.CWCA.com>

WEBPAGE ON A NEWS WEBSITE (like BBC, CNN, Reuters, not a newspaper)

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day, if available).

Title of work. Website Name. URL

EXAMPLE

Cummings, B. F. (2019, May 3). *News on APA changes*. CNN. http://www.cnn.com/entry/news-on-APA-changes_us_5b738021

BLOG POST

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of posting, month day). Title of the entry. Blog category. URL

EXAMPLE

Thomson, C. Z. (2019, March 13). Why should we cite sources?

<http://blogs.plos.org/eng/2019/03/13/why-should-we-cite-sources/>

Note: If the author uses a screen name to sign the blog, use that name as the author's name and follow it with a period.

EMAIL

Do not write a reference citation for personal communications such as emails. The in-text reference is sufficient (see pages 8 of this handout).

TWITTER

GENERAL FORMAT

Poster's name [@xxxxxxx]. (yr., month day). Title of posting [Tweet]. Twitter. URL

EXAMPLE

Documentation School [@docschool]. (2019, December 2) What to do when some information is missing [Tweet]. Twitter. <https://twitter.com/docschool/status/10067859440027651984>

FACEBOOK

GENERAL FORMAT

Poster's name. (Date of posting). Title of posting [Type of post, such as Infographic, Status update, or Video]. Facebook. URL

EXAMPLE

Mary Smith. (2011, September 17). Working with citations [Video].

<http://Englishworks.com/page/post/fP45m>

Note: This basic format can be used for other social media services, such as Tumblr and LinkedIn.

OTHER COMMON SOURCES

PERSONAL INTERVIEW

- Do not write a reference citation for personal communications such as personal interviews. The in-text reference is sufficient (see pages 5-6 of this handout).

TELEVISION BROADCAST

GENERAL FORMAT

Last name of writer, First initial. Middle initial. (Writer of episode), & Last name of director, First initial. Middle initial. (Director). (year, month day). Title of episode or segment [Television series episode]. In Last name of executive producer, First initial. Middle initial (Executive producer), *Title of program or series*. Name of network.

EXAMPLE

Blackwell, H. G. (Writer), & Freedman, I. W. (Director). (2019, October 16). What's new in teaching English [Television series episode]. In Goldman, B. T. (Executive producer), *Fun in school*. PBS.

FILM

GENERAL FORMAT

Last name of director, First initial. Middle initial. (Director). (Year of film). *Title of film* [Film]. Studio.

EXAMPLE

Appleby, N. C. (Director). (2006). *Dreaming about citations* [Motion picture]. ENF Studios.

YOUTUBE VIDEO

GENERAL FORMAT

Screen Name. (year, month day). *Title of video* [Video]. YouTube. URL

EXAMPLE

Bellisimoformat. (2011, September 7). *Citations made easy* [Video]. YouTube.

<http://www.youtube.com/watch?v=Sqml2KgYBI>

DOCUMENT FORMAT

PAGE NUMBERS:

- Number all pages, including the title page and the reference page in the upper right corner of the header.
- Do not include your last name with the page numbers.

TITLE PAGE:

- Type the title in uppercase and lowercase letters, centered between the left and right margins, positioned in the upper half of the page (three or four lines down from the top margin), and boldface.
- Include 2 double spaces between the title and the next line.
- Include your first name, middle initial and last name on the next line (double-spaced).
- On the next line (double spaced), type the course name.
- Double space and type your instructor's name.
- Double space and type the due date.

Sample Title Page on the next page

Collaboration in Learning

Fantastic G. Student
College Writing 102
Professor S. Knowsit
May 8, 2020

BODY OF THE PAPER:

- Type the title in boldface type on the first line of type of the first page only.
- The first line of the essay should be on the next double-spaced line.
- Continue numbering the pages in the header.
- Do not use headings in your essay.

REFERENCE PAGE:

- Center the title **References** (bold) on the first line of the page.
- Type the first citation on the next line (double spaced).
- Include all sources that were cited in the paper.
- The first line of the citation is at the left margin and all other lines are indented 1 tab.
- The entire page is double spaced with no extra space between citations.
- Alphabetize citations according to the first word of each citation.
- Continue the page numbering on the reference page.

Sample Reference Page

8

References

- Black, G. N. (2019). *Documenting sources the new way*. Educational Books.
- Cummings, B. F. (2019, May 3). *News on APA changes*. CNN. http://www.cnn.com/entry/news-on-APA-changes_us_5b738021
- Smith, A. (n.d.). *The new APA*. College Writing Centers of America. <http://www.CWCA.com>