**APA Style Formatting**

**Formatting Your Paper**

<table>
<thead>
<tr>
<th>Running head: MY DOG ROCKS</th>
<th>1</th>
</tr>
</thead>
</table>

In Word, go to Insert ➔ Page Number and select the upper-right placement. Then type the title of your paper in all caps and press the tab button until the title is flush with the left margin.

My Dog Rocks  
Chelsea A. Baker  
East Central University

**MY DOG ROCKS**  


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**General Format**

Your paper should be double-spaced throughout, typed in an easy-to-read font like 12-point Times New Roman, and have 1-inch margins.

Consult Purdue OWL, *APA Handbook* (at the Reference Desk), Linscheid Library, or the Writing Center for help. Remember: If your professor gives you different guidelines, follow them!

Parts of this handout adapted from Purdue University Online Writing Lab & Utah Valley University Writing Center.
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Common Reference Page Entries

**SCHOLARLY ARTICLE:**


When a source has more than one author, separate each name with a comma and put an ampersand before the final author.


List authors by their last name, followed by their first and middle initial (6.27).

**BOOK (7.02.18):**

Author, A. A. (Year of publication). *Title of work*: Capital letter also for subtitle. Location:

Publisher.

Cite articles from databases just like print articles and add the DOI (digital object identifier) to the end of the citation. If no DOI is available, use the URL of the database homepage. Don’t include the name of the database unless your professor tells you to.


For the location, list the city name followed by the two letter abbreviation of the state name.

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WEBPAGE:


If a date of creation or modification is not available, use n.d. for no date. If any other elements are not available, just leave them out of the citation.


In-Text Citations

Example 1: Medieval Europe was a place of “raids…and extortion” (Townsend 10).

Example 2: According to Townsend, Medieval Europe was a place of “raids, pillages, slavery, and extortion” (10).

Example 3: Beer can be a good addition to chili (“How to”).

You need to provide a parenthetical in-text citation each time you quote or paraphrase a source in your paper. The in-text citation is linked to the works cited entry. In general, the in-text citation will include the author’s last name or the first part of the works cited entry (shorten it if it’s really long) and the page number. If there is no page number, you usually just won’t provide a number. This info should be placed in parentheses after your quote or paraphrase.

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