APA style is most commonly used for writing within the social sciences. You will see some differences in three main areas: 1) Overall formatting, 2) Writing style/organization, and 3) Citations and references.

Getting Started: FORMATTING

When developing a paper in APA style, you will need to type the paper, using 1-inch margins on all sides. A good rule of thumb is to use 12 pt. Times New Roman font throughout the paper.

Each page of your paper should have a page header, known as “running head.” Page numbers should be inserted flush right, while the title of your paper is capitalized and inserted flush left. The flush left title of your paper should be shortened to no more than 50 characters.

Your paper will include 4 major sections:

1) **Title Page:** Typically, this includes the title of your paper, your name, and your school’s name.
2) **Abstract:** This is a brief, to-the-point explanation of key points within your paper. (150-250 words)
3) **The Main Body**
4) **References**

To take a look at a sample paper, visit: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

WRITING STYLE

- It is OK to use first person pronouns to describe your specific research steps.
- Be clear and concise.
- Use active voice rather than passive voice.
- When using abbreviations, spell out the full term the 1st time you use it, followed by the abbreviation in parentheses. Thereafter, use the abbreviation.
- **Numbers:** For numbers below 10, use words...above 10, use numerals.
Citations and References

Always remember to give credit to authors’ work. Even if you paraphrase, you need to cite.

REFERENCES:

The reference list should be at the end of your paper. Type the word References, centered at the top of the page.

Your entries should be alphabetized by the author’s last names. All material that you cited within your paper MUST appear on your Reference list.

APA style requires a hanging indent. This means that all lines after the first line of each entry in your list should be indented.

List authors by their last names first, followed by their initials. Italicize book titles and journal names.

There are various rules and sequencing to follow for each type of reference you use within your paper. Basic examples are listed below.

Example: Sometimes, writing can be a challenge (Jones, 2012).

Examples of APA-Style References: Remember to use hanging indentation on all entries

♦ BOOKS:


Format: Author, A. B. (Year of publication). Book title: Capitalize first word of subtitle. Location: Publisher

♦ JOURNAL ARTICLES:


*Note that only the first word in the article title is capitalized.

♦ ELECTRONIC SOURCES: