

# APA Format: A Quick Guide



Additional examples are available on the APA Citation Guide <http://nwtc.libguides.com/citations/APA7>

If you have any questions, do not hesitate to ask your instructor or the librarian.

## Basic Paper Format

- Double-spaced with 1-inch margins on all sides
- Page header consisting of the page number in the upper right corner
- Recommended fonts include 11-point Calibri, 11-point Arial, and 12-point Times New Roman
- Title page should include the title, your name, name of college, course number and name, instructor name, and assignment due date

## In-Text Citations

When you quote or paraphrase from a source, you need to give credit by inserting a citation. This citation typically consists of the author's name, year of publication, and page number\* in parentheses at the end of the sentence. Another option is to use the author's name in the sentence, followed directly by the year in parentheses, with the page number\* in parentheses at the end of the sentence.

\*Page numbers are required for direct quotes, but not paraphrases. You may choose to include page numbers for paraphrases from long or complex works.

### Examples of Basic In-Text Citation

The article goes on to say that "People don't do derby just for exercise but usually because it becomes a part of who they are" (Fagundes, 2012, p. 1098).

**OR**

Fagundes (2012) added, "People don't do derby just for exercise but usually because it becomes a part of who they are" (p. 1098).

### What if there are no page numbers?

If you are directly quoting from a source with no page numbers, use one of the following options:

- Paragraph number: (Ornelas, 2024, para. 7).
- Heading or section name: (Gonzalez, 2020, Production Filming section).
- Abbreviated heading or section name in quotation marks if the name is very long: (Parish, 1992, "When to Plant" section).

## Long Quotes (Block Quotations)

Quotations longer than 40 words need to be set apart from the rest of the text. Do **not** use quotation marks. The quote should be in a new paragraph and set 1/2 inch from the left margin. The parenthetical citation comes **after** the final punctuation mark.

### Example of Block Quotation

He asserts the following:

Derby names are, in this sense, like individual brand names that allow fans to tell skaters apart and more readily link their exploits on the track to an articulated identity. Obviously, standard government names can serve this function as well, but derby names are often particularly good source identifiers because they are tied to aesthetic features that fill out distinct personas.

(Fagundes, 2012, p. 1105)

## References Page

- This is a separate page at the end of your paper. Each citation in the text must be listed on the References page; each listing on the References page must appear in the text.
- The title of the page is centered, bolded, and labeled References.
- All text is double-spaced, just like the rest of the paper.
- Indent the second and subsequent lines of citations by 0.5 inch to create a hanging indent.

### Article from a Scholarly Journal

APA recommends providing a [Digital Object Identifier \(DOI\)](#), when it is available. DOIs provide stable, long-lasting links for online articles.

#### Basic Scholarly Journal Article Format

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article: Subtitle words. *Title of Periodical*, volume number(issue number), pages. <https://dx.doi.org/xx.xxx/yyyy>

#### Example of Scholarly Article with DOI

Lawler, H. M., Farrell, C., Fitzgerald, M., Jones, D., & Cullen, J. (2023). Oral health literacy education and practice in US dental hygiene programs: A national survey. *Journal of Dental Education*, 87(3), 287-294. <https://doi.org/10.1002/jdd.13129>

#### Example of Scholarly Article from Library Database with No DOI

Syifanita, S., & Soetikno, N. (2023). The role of self-esteem in improving the resilience of juvenile offenders. *Philanthropy: Journal of Psychology*, 7(2), 190-202.

## Article from a Magazine

### Basic Magazine Article Format

Author, A. A., & Author, B. B. (Year, Month Day). Title of article: Subtitle words. *Title of Magazine*, volume number(issue number), pages. DOI

### Example of Magazine Article from Library Database with No DOI

Minaj, H. (2024, February). Comedy's truthiness problem. *Reason*, 55(9), 48-53.

### Example of Magazine Article from Website with DOI

Elliott, C. (2024, April 18). Drilling on the edge. *Science*, 384(6693), 262-266.

<https://doi.org/10.1126/science.ziof373>

### Example of Magazine Article from Website with URL

Hollandsworth, S. (2024, April 16). This astronomer isn't buying the latest round of UFO conspiracy theories. *Texas Monthly*. <https://www.texasmonthly.com/news-politics/this-astronomer-isnt-buying-the-latest-round-of-ufo-conspiracy-theories/>

## Document or Page on a Government or Organization Web Site: With Individual Author

### Basic Format

Author, A. A., & Author, B. B. (Date published or updated). *Title of report or document: Subtitle of report*. Organization Name. <http://someurl>

### Example

Keeter, S., Brown A., & Popky, D. (2024, February 12). *Who are you? The art and science of measuring identity*. Pew Research Center. <https://www.pewresearch.org/methods/2024/02/12/who-are-you-the-art-and-science-of-measuring-identity/>

## Document or Page on an Organization or Government Web Site: No Individual Author

### Basic Formats

Government agency or organization name. (Date published or updated). *Title of document: Subtitle of document*. Publisher if different from group author. <http://someurl>

### Example of Document on Professional Organization Website

American Nurses Association. (2017). *Sharps injury prevention*. <https://www.nursingworld.org/practice-policy/work-environment/health-safety/safe-needles/>

## Format for Government Document

When layers of government agencies are listed as the author of a work, use the most specific agency as the author in the reference. The names of parent agencies appear after the title as the publisher.

Specific government agency. (Date published or updated). *Title of document: Subtitle of document.*

Name of Parent Agencies. <http://someurl>

## Example of Government Document

National Heart, Lung, and Blood Institute. (2023, August 30). *What is sickle cell disease?* U.S. Department of Health & Human Services, National Institutes of Health.

<https://www.nhlbi.nih.gov/health/sickle-cell-disease>

## Book

### Basic Formats

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

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Publisher Name.

### Examples of Print Books & E-Books

Bonilla-Silva, E. (2017). *Racism without the racists: Color-blind racism and the persistence of racial inequality in America.* Rowman & Littlefield.

Nosanow, M. (2024). *The college student's guide to mental health: Essential wellness strategies for flourishing in college.* New World Library.

### Example of Edited Book

Bellew, J. W., & Nolan, T. P. (Eds.). (2022). *Michlovitz's modalities for therapeutic intervention* (7th ed.). F. A. Davis.

### Example of Chapter in a Book

Goldberg, J. I., & Rosa, W. E. (2023). Pain. In M.M. Harding, J. Kwong, D. Hagler, & C. Reinisch (Eds.), *Lewis' medical-surgical nursing: Assessment and management of clinical problems* (12th ed., pp. 119-145). Elsevier.

## Ask for Help!

1. Contact Julie Chapman: [julie.chapman@nwtc.edu](mailto:julie.chapman@nwtc.edu), 920-498-5490
2. Call the Library: 920-498-5493.
3. Go to the library's webpage and click on [Ask a Librarian](#). Search for an answer, email your question, or start a live chat during Library hours.
4. Text a librarian at 920-754-3124 during Library hours.
5. Stop by the Library Desk!