

## Tips for Writers • APA Style Sheet

This style sheet has been compiled by the staff of the Speaking, Reading, and Writing Center. It highlights major elements of APA that COM students are likely to use in their assignments. It is **not** intended to be inclusive of all APA elements. For more detailed information, please consult the most current edition of the APA Publication Manual, visit Purdue University's Online Writing Lab (the Purdue Owl), or ask an SRWC tutor for assistance. Students should be aware that individual instructors, even within the same departments, may alter their requirements from the standard APA guidelines. Students should always follow the instructor's preferences. Questions about those requirements should be brought to the instructor.

### **Format**

*The basic format of an APA paper includes the following:*

- ✓ The font Times New Roman, size 12, alignment flush left
- ✓ Double-spaced text, including the heading
- ✓ 1-inch margins all sides
- ✓ Paragraph indentations of ½ inch

### **Running Head**

*The running head is a shortened version of the title and includes the following:*

- ✓ No more than 50 characters, including spaces and punctuation
- ✓ Typed in all-caps
- ✓ 'Running head' phrase on title page only; title only on remaining pages

### **Title Page**

- ✓ The font Times New Roman, size 12, centered
- ✓ No bolding or all-caps type
- ✓ Includes Title, Author, and Institution (name of college/university), each on separate lines of type

### **Block Quotes**

Quotations that exceed 40 words must be in block format, which includes the following:

- ✓ Additional ½ inch indent from existing left margin
- ✓ Double-spaced text
- ✓ No quotation marks necessary
- ✓ Citation given after punctuation
- ✓ Additional ½ inch indentation if multiple paragraphs

### **In-Text Citations**

In-text citations must include author's last name and the year of publication. Page numbers are required for quotations but not paraphrase or summary (default to instructor preference).

The research showed that students often skimmed over information too quickly (Smith, 2013).

Year of publication only may be given if the author's name is mentioned in the same sentence or section of the text.

Smith's (2013) research showed that students often "skimmed over information too quickly" (p.120).

**(Research Tips, References page, and Editing Checklist on Back)**

**The Speaking, Reading, and Writing Center**

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