

Using APA Style - General Guidelines

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1. All sections (including the References section) of works created in APA style are double spaced, in 12-point type, with 1-inch margins.
2. All within text citations must be appropriately cited in the References section, and vice versa.
3. Within the text, all paraphrasing and references to the works of others must be properly cited (see the “Within Text Citations” section for examples).
4. Within the text, all direct quotes must be enclosed with quotation marks and properly cited (see #4 in the “Within Text Citations” section for two examples). The only exception is that all quotes containing 40 or more words must be displayed in a free-standing block of typewritten lines with no quotation marks. Every line in a block quote is indented five spaces from the left margin (in the same manner as for a new paragraph). In the case of a citation for a quotation from an online source that does not contain page numbers, use paragraph numbers if they are visible and the abbreviation para. in place of p. as you would use for a page number [for example, (para. 7)]. If neither page nor paragraph numbers are available, use the heading and the number of the paragraph following it [for example, (Review section, para. 5)].
5. For each citation in the References section, the first line should not be indented but all lines after the first should be indented in the same manner as for a new paragraph (see the “Citing References” section for examples).
6. In the References section, only the very first word, the first word after a colon, the first word of a new line after a punctuation mark, and proper nouns in a book title are capitalized, and the entire book title is italicized.

7. In the References section, only the very first word, the first word after a colon, the first word of a new line after a punctuation mark, and proper nouns in an article title are capitalized, and the title of the journal containing the article and the journal volume number are italicized.
8. For a within text citation, when the name of an author is used as part of the narrative you need only include the year in the first citation of the paragraph. You may then use just the author's surname throughout the remainder of the paragraph.
9. For a within text citation, when a work has two authors both names must be cited every time the reference occurs in the text. When a work has three, four, or five authors, all names must be included the first time the reference occurs, but in subsequent citations only the surname of the first author followed by et al. (and the year the first time the reference is citing within a paragraph) should be used.
10. For a within text citation, when a work has no identified author, cite the first few words of the References list entry (which is usually the title) and the year. Use quotation marks if the title of an article, chapter, or web page is used, and italicize if a periodical, book, brochure, or report is used.
11. Only include the month or month and date with the year of publication when the source cited is a monthly or weekly periodical.
12. Many electronically published sources have been assigned a digital object identifier (DOI), which provides a persistent link to locations on the Internet. Given its function, the DOI should always be included in the References section citation when available. The DOI can usually be found on the first page of the electronic source, near the copyright information. If no DOI has been assigned, the URL should be used.

13. Spacing is important in APA. Use one space after commas, colons, semicolons, periods that separate parts of a reference citation, and periods of the initials in personal names. Do not insert a space after the internal periods in abbreviations, or between the volume and issue numbers in References section citations. Use two spaces after punctuation marks at the end of a sentence.

14. For citing a work discussed in a secondary source, cite the secondary source in the reference list and the original work in the text. For example, if Coehlo's work is cited in Bolman and Deal, see #5 in the "Within Text Citations" section and #11 in the "Citing References" section for proper formatting.

Within Text Citations

1. Work with Two Authors (correlates with #3 in the “Citing References” section)

Pierangelo and Giuliani (2001) described...Additionally, Pierangelo and Giuliani (2001) said...

2. Work with More Than Two and Up to Seven Authors (correlates with #4 in the “Citing References” section)

In their book, Anderson, Krathwohl, Airasian, Cruikshank, and Mayer (2001) stated...

Anderson et al. (2001) also found...

3. Work by an Organization as Author (correlates with #6 in the “Citing References” section)

As stated by the Public Schools of North Carolina (2004)...

4. Quoting Directly from a Work

According to Payne (2001), “The two anchors of any effective discipline program that moves students to self-governance are structure and choice” (p. 101).

“Many of the behaviors that students bring to school are necessary to help them survive outside of school” (Payne, 2001, p. 100).

5. Work Discussed in a Secondary Source (correlates with #11 in the “Citing References” section)

Coehlo (as cited in Bolman and Deal, 1995) claims that...

Citing References

1. Journal Article

Buttafuso, D., & Davis, B. (1994). A case for the small liberal arts colleges and the preparation of teachers. *Journal of Teacher Education*, 45(2), 229-235.

2. Book with One Author

Payne, R. K. (2001). *A framework for understanding poverty*. Highlands, TX: aha! Process, Inc.

3. Book with Two Authors (correlates with #1 in the “Within Text Citations” section)

Pierangelo, R., & Giuliani, G. (2001). *What every teacher should know about students with special needs: Promoting success in the classroom*. Champaign, IL: Research Press.

4. Book with More Than Two and Up to Seven Authors (correlates with #2 in the “Within Text Citations” section)

Anderson, L. W., Krathwohl, D. R., Airasian, P. W., Cruikshank, K. A., & Mayer, R. E. (2001). *A taxonomy for learning, teaching, and assessing: A revision of Bloom’s taxonomy of educational objectives*. New York, NY: Longman.

5. Edited Book

Hoffman, J. V., & Edwards, S. A. (Eds.). (1986). *Reality and reform in clinical teacher education*. New York, NY: Random House.

6. Organization as Author (correlates with # 3 in the “Within Text Citations” section)

Public Schools of North Carolina. (2004). *Accountability brief*. Retrieved from Public Schools of

North Carolina website:

<http://www.ncpublicschools.org/docs/accountability/reporting/2004memo/standards2004.pdf>

7. Online Source with No DOI Assigned

North Carolina Department of Public Instruction. (2004). *2005-2006 student accountability standards in grades three, five, and eight*. Retrieved from

<http://www.ncpublicschools.org/docs/accountability/reporting/2007sasr.pdf>

8. Online Source with a DOI Assigned

Caplan, P., & Arms, W.Y. (1999, July/August). Reference linking for journal articles. *D-Lib Magazine*, 5(7/8). doi:10.1045/july99-caplan

9. ERIC Report

Mullin, D. (2003). *Developing a framework for the assessment of teacher candidate dispositions*. Retrieved from ERIC database. (ED479255)

10. Specific Pages/Sections/Chapters Within a Book by the Book’s Author

Abruscato, J., & DeRosa, D. A. (2010). Why do some machines need oil? In *Teaching children science: A discovery approach* (pp. 400-401). Boston, MA: Allyn & Bacon.

11. Work Discussed in a Secondary Source (correlates with # 5 in the “Within Text Citations” section)

Bolman, L. G., & Deal, T. E. (1995). *Leading with soul*. San Francisco, CA: Jossey-Bass Inc.