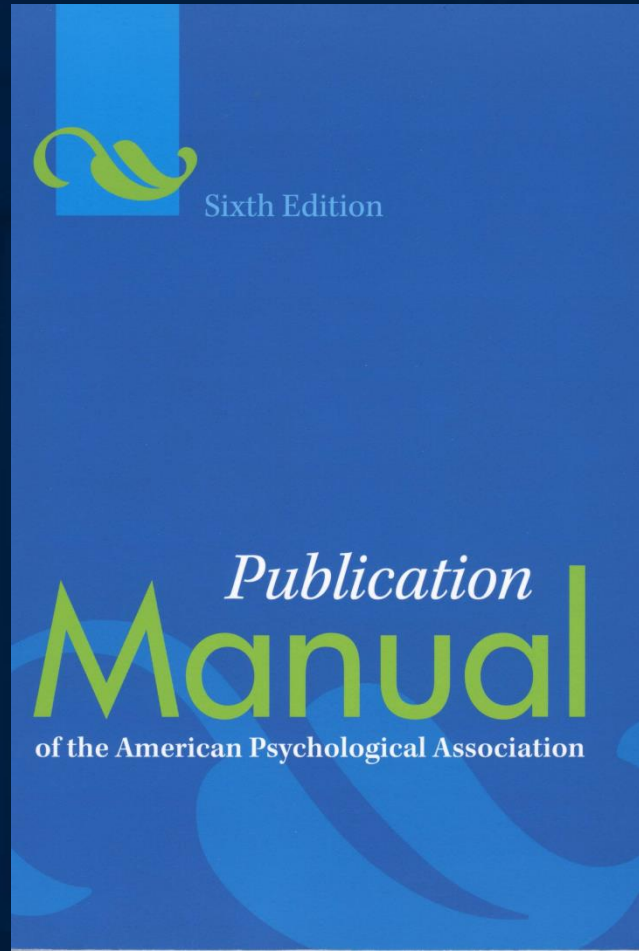


APA

Formatting



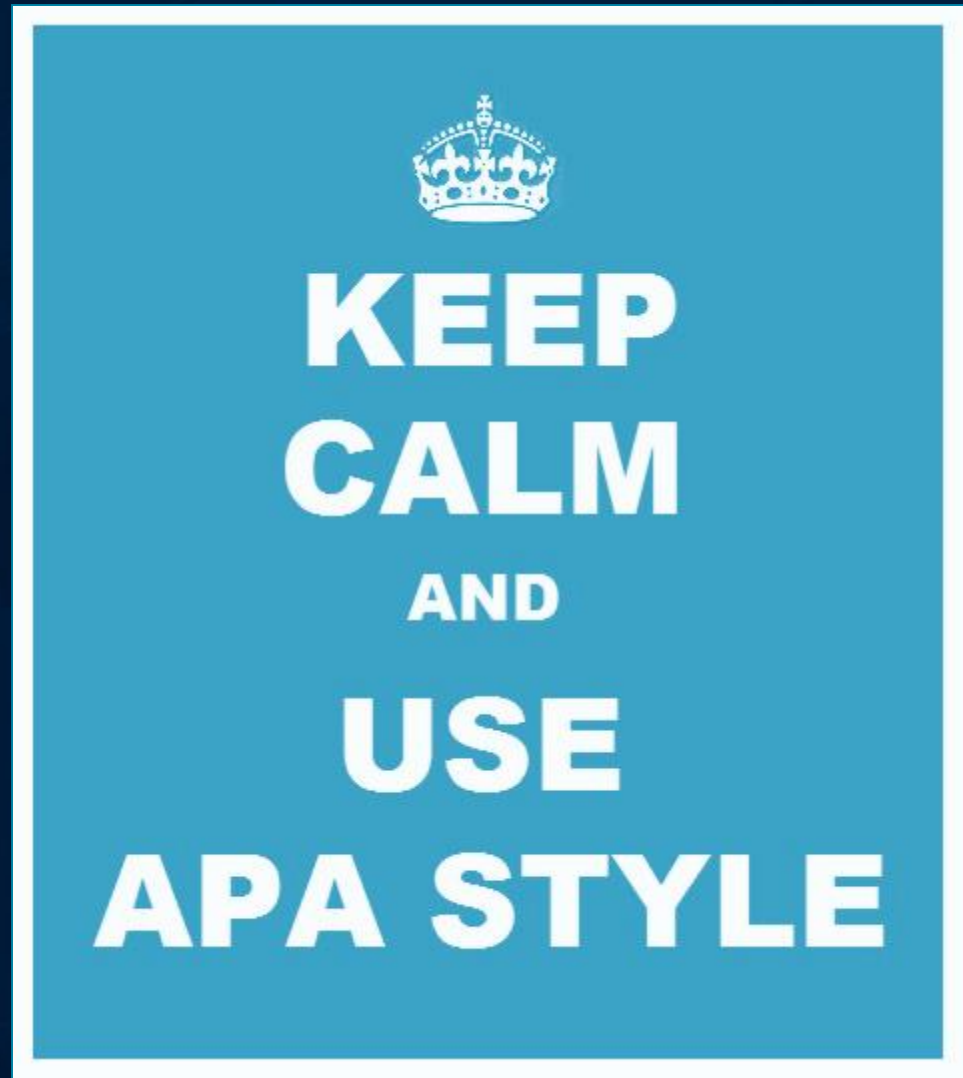
LIBERTY
UNIVERSITY.

Formatting

- 1" margins
- Times New Roman 12 font
- Double-spaced
- Running head (Title of Paper after page 1) in all caps at top left of every page
- Page number at top right of every page

Essential Parts

- **Title Page**
- **Abstract**
- **Main Body**
- **References**



Title Page

- Running head
 - Running head: TITLE OR SHORTENED TITLE
 - The words “Running head:” only appear on the title page. Subsequent pages will only include the title
- Page number
- Centered on top half of the page:
 - Title of Paper
 - Name
 - Institution Name

Abstract

- Running head and page number in header
- “Abstract” centered on first line
- First line of paragraph will not be indented
- 150-250 words, double-spaced
- Brief, comprehensive summary of the paper
- Not an introduction to the paper
- Will not contain citations

Headings

- Used to separate sections of the paper and establish information hierarchy
- Use in order, beginning with Level 1
- Level 1

**Centered, Boldface, Uppercase and Lowercase
Heading**

- Level 2

**Left-aligned, Boldface, Uppercase and Lowercase
Heading**

Headings

- Level 3

Indented, boldface, lowercase heading with a period.

- Level 4

Indented, boldface, italicized, lowercase heading with a period.

- Level 5

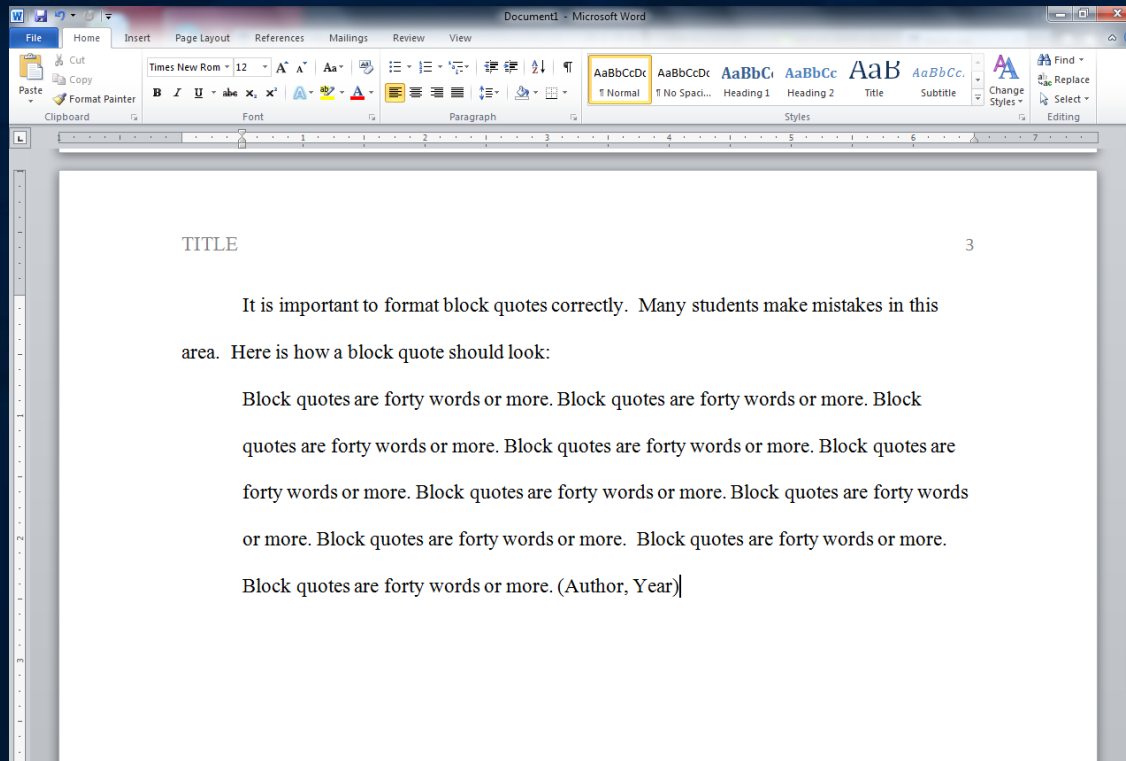
Indented, italicized, lowercase heading with a period.

In-Text Citations

- Used whenever directly quoting or paraphrasing from another author's work
- When paraphrasing, use author, date format:
 - (Author last name, year)
- A citation for a direct quote should also include a page number:
 - (Author, year, p. #)
- If no author is given, used a shortened version of the title in the citation
- If the publication date is unknown, use “n.d.” in its place

Block Quotes

- Block quotes are 40 words or more.
- The entire quote is indented.



In-Text Citations

- For works with two authors, list both and use an ampersand: (Smith & Jones, 2010)
- For works with 3 or more authors, list all in the first citation: (Smith, Jones, & Brown, 2010), in subsequent citations, list the first author and “et al.”: (Smith et al., 2010)
- Classical works such as the Bible are only cited in-text. Include the reference and version used: (1 Cor. 13:1, Revised Standard Version)

References

- Include running head and page number
- Center “References” at the top of the page
- Every line after the first line of a reference entry should be indented one-half inch from the margin
- References are listed in alphabetical order by the author’s last name
- Authors are listed last name first, followed by first and middle initials

References

- All titles except journal titles have only the first word capitalized
 - Always capitalize proper nouns
 - Capitalize the first word after a colon
- Article titles do not use quotation marks, underlines, or italics
- Book titles should be italicized

Reference List

- Book

Author, A. A. (Publication Year). *Title of work: Subtitle.*
Location: Publisher.

- Separate multiple authors with commas

- Up to 7 authors

- For more than 7, follow with ellipsis (...), skip to last author, list final author

- Use an ampersand (&) instead of the word “and”

- Article in a periodical

Author, A. A. (Year). Title of article. *Title of Periodical,*
volume # (issue #), page #s.

Reference List, cont'd

- Article from an online periodical (with DOI)
 - The digital object identifier (DOI) is a reference number assigned to online periodical content
 - Searchable in online databases (like an ISBN)

Author, A. A. (Date). Title of article. *Title of Online Periodical*, volume # (issue #). pp-pp.
doi:xx.xxxx

Reference List, cont'd

- Article from an online periodical (without DOI)

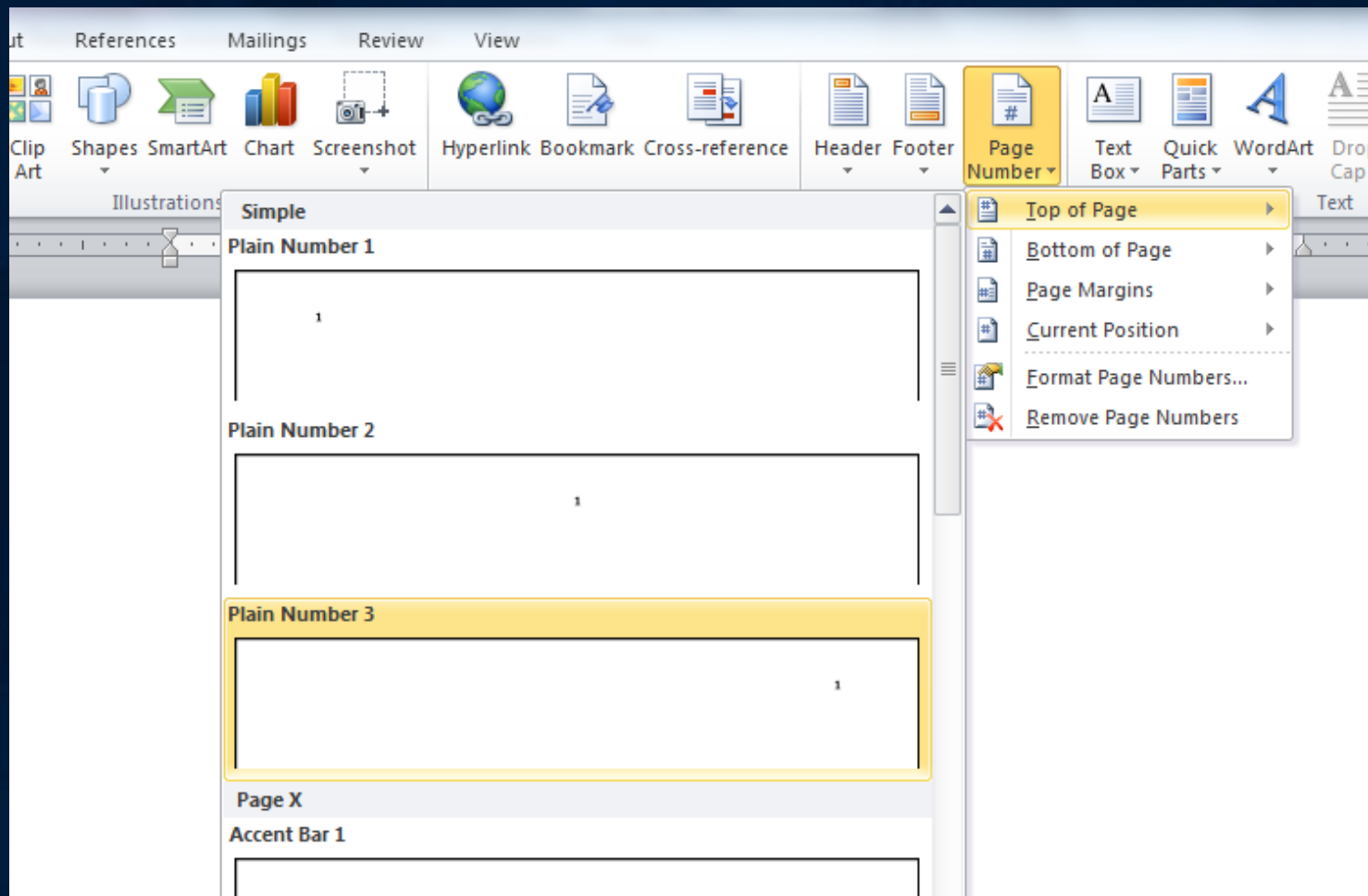
Author, A. A. (Date). Title of article. *Title of Online Periodical, volume # (issue #)*. pp-pp.
Retrieved from <http://www.fullurl.com>

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Author, A. A. (Date). Title of document.
Retrieved from <http://www.fullurl.com>

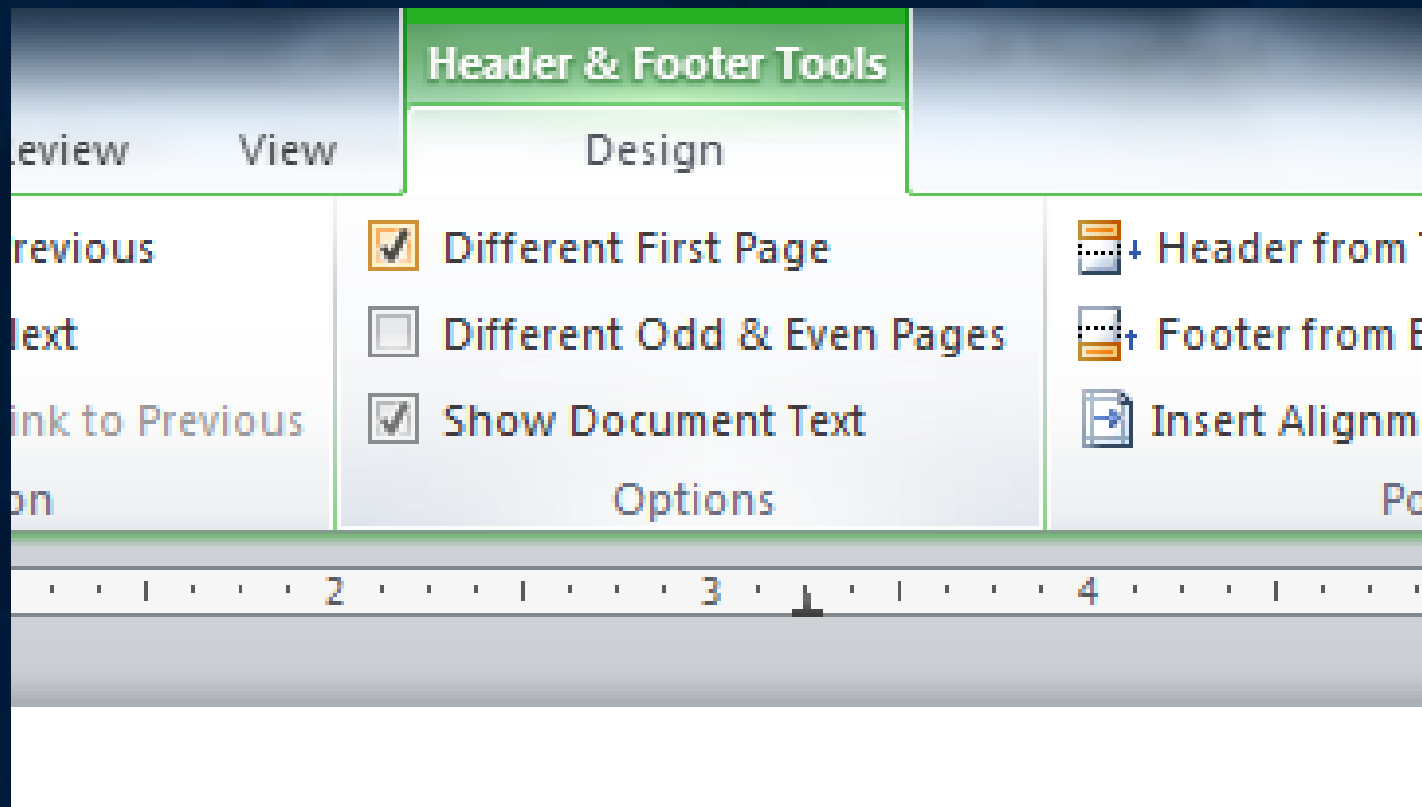
Formatting Headers

- Add your page numbers



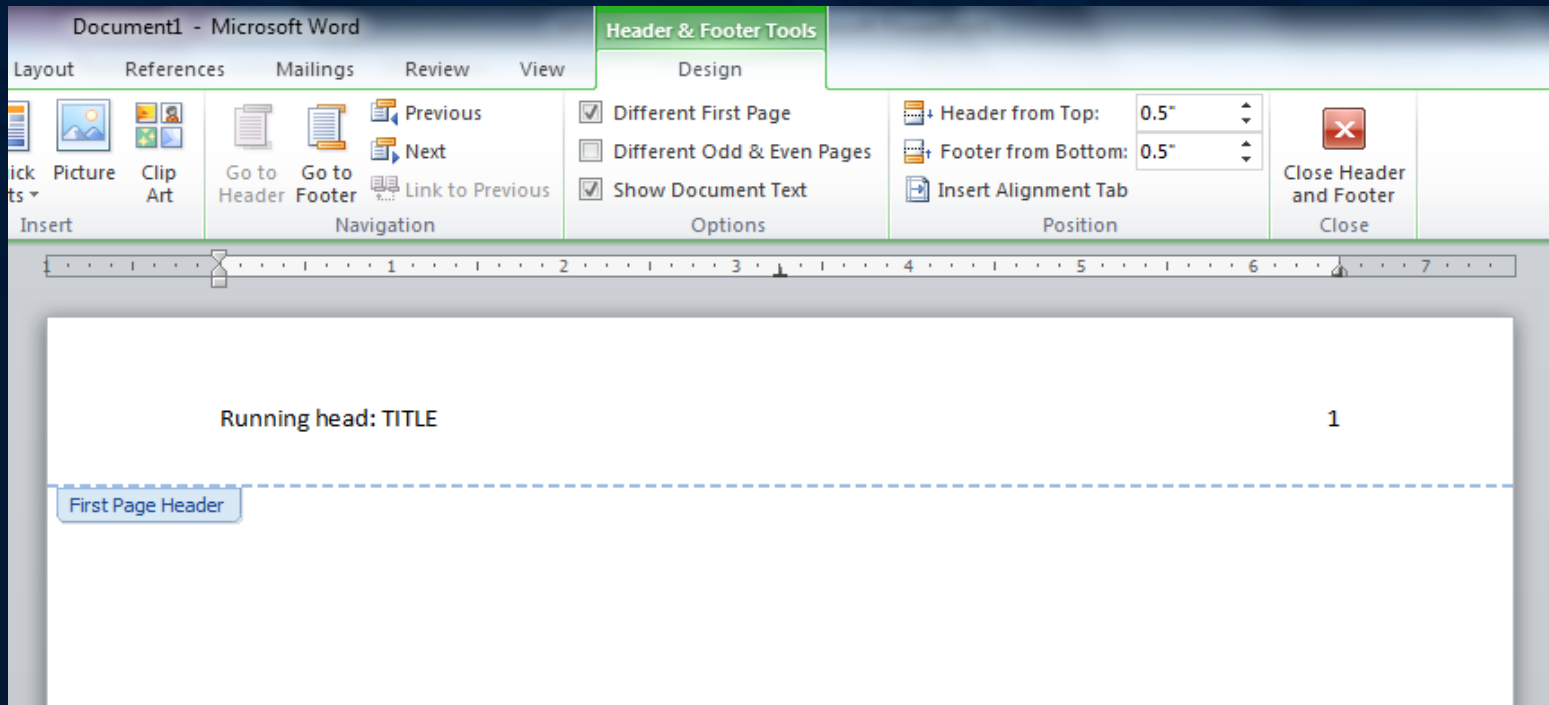
Formatting Headers

- Click “Different First Page”



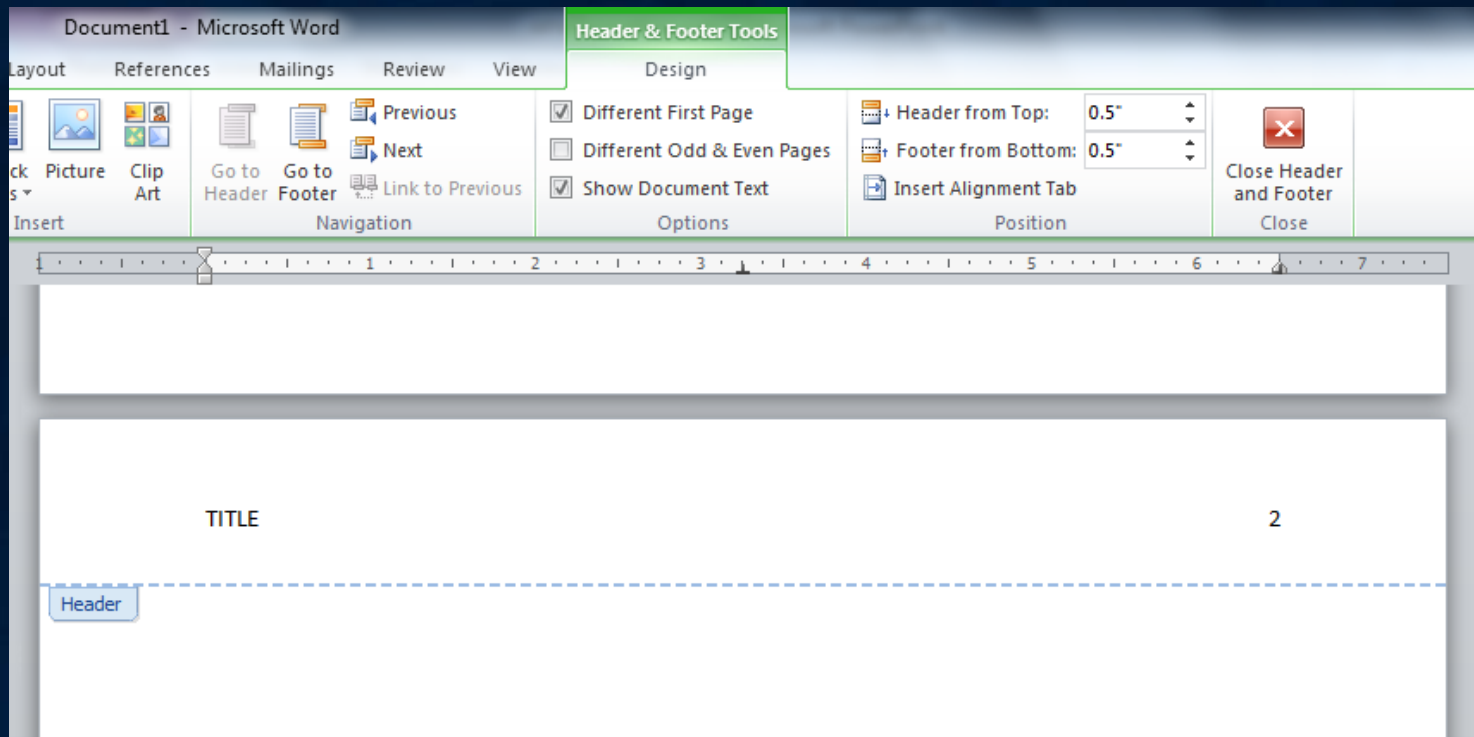
Formatting Headers

- Type your running head
- Tab twice and add your page number 1



Formatting Headers

- On page 2, click on the left until your cursor appears there
- Add your title



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