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Setting up your title page and paper:

- APA recommends 12 point font, Times New Roman
- 1 inch margins
- Double-spaced

Title Page Example:

Title Page Criteria:

- The header should be aligned to the top left and start with Running Head colon and then the title of your paper. On subsequent pages, only include the title of the paper, not Running Head. The Title itself should be in all capital letters.
- The page numbers should be aligned to the top right.
- The title of your paper should be centered, halfway down the page
- Your name should be centered directly underneath the title.
- Your school should be centered directly underneath your name.
- Your course number of name should be directly underneath the school name.
References:

- The sources that you use should be included starting with a new page at the end of the work. It should be labeled References and it should be centered, at the top of the page.
- In APA, only the first letter of a book or article title is capitalized. All major words in journal titles are capitalized. Article titles do not have quotation marks around them.
- In APA, only the first initial of the author’s first name is included instead of the whole first name.
- If the source has more than one author include up to seven author names. After the first six authors, include ellipses (…) followed by the name of the last author listed.
- Alphabetize the citations by author in the works cited list. If you have more than one article by the same author, list them in chronological order.
- Titles of book and journals should be italicized.

**Example:**

**Book**

Author’s last name, Author’s first initial. (Year of publication). *Title of book*. Location: Publisher.

Example:


**Book – Editor**

Editor’s last name, Editor’s first initial. (Eds.). (Year of publication). *Title of book*. Location: Publisher.

Example:


**Book- Multi-Volume**

Author’s last name, Author’s first initial. (Eds.). (Year of publication). *Title of book*. (Vols. #). Location: Publisher.

Example:

### Online Electronic Books
Author’s last name, Author’s first initial. (Year of publication). *Title of the book*. Retrieved from http://www.url.com

**Example:**

### Downloadable Electronic Books

**Example:**
Austen, J. (1813). *Pride and Prejudice* (EPUB version). Retrieved from https://www.gutenberg.org/ebooks/42671.epub.images?session_id=8a9055eb16a770a7c1d104fdbb7293e5eb68981f

### Database – Cite it the same as a print source. Only include database information if the article is from an unusual database, or a constantly changing site such as a wiki.

Author’s Last name, Author’s first initial. (Date of publication). Title of article. *Title of Journal*, volume(issue), page number. DOI, if given.

Note: Do not include p. next to the page number in the citation, but only the actual page numbers.

**Example:**
### Online Journal/Magazine

Author’s Last name, Author’s first initial. & Author last name, Author first initial. (Date of publication). Title of article. *Title of Journal, volume*(issue number if available), page numbers. Retrieved from http://www.url.com or DOI

**Example:**

### Online Newspaper

Author’s last name, Author’s first initial. (Year, Month Day). Title of article. *Title of Newspaper.*

Retrieved from http://www.url.com

**Example:**

### Print Journal/Magazine

Author’s last name, Author’s first initial. & Author last name, Author first initial. (Year). Title of article. *Title of Journal/Magazine, volume number*(issue number), p #.

Note: Do not include p. in the citation when you include the page numbers, but only the actual page numbers.

**Example:**
Print Newspaper
Author’s last name, Author’s first initial. (Year, Month Day). Title of article. *Title of Newspaper*. pp. #.

Note: Include p. or pp. in the citation when you include newspaper page numbers.

*Example:*

Nonperiodical Web Documents/Reports
Author’s last name, Author’s first initial. (Year of publication). Title of the document/report. Retrieved from http://www.url.com

*Example:*

Web Site
Author’s last name, Author’s first initial. (Year of publication). Title of the web page. *Title of the Web Site*. Retrieved from http://www.url.com

*Example:*

Note: If there is no author, move the title of the web page in front of the year of publication. The citation should not begin with the date of publication.
References


In-text (parenthetical) Citations

Summary or paraphrase
If you are summarizing or paraphrasing an author, you should include the author’s last name and date of publication. It is also recommended, but not required to include the page number.

Example 1:
A mixed methods approach will be used for this research study and is defined as a rigorous collection of both quantitative and qualitative data and integration of the data sets (Creswell & Creswell, 2018, p. 215).

Example 2:
Er and Er (2013) assert that there are both benefits and challenges to integrating instructional technology in a constructivist learning environment (pp. 1444-1445).

Short Quotation
If you are directly quoting a source in a quote that is less than 40 words long, you need to include the author, year of publication, and page number (preceded by a p.)

Example 1:
The survey data will be interpreted using, “extensive description, statistical significance testing, confidence intervals, and effect sizes” (Creswell & Creswell, 2018, p. 158).

Example 2:
Collins and Liang (2015) additionally conclude that, “Studies indicate that numerous factors affect quality of OTPD programs, including the providers, instructional design, program participants, and the environment in which it occurs” (p. 30).
Long Quotation

If you are directly quoting a source that is 40 words or longer you will need to have a separate box with the quote double-spaced. The quotation should be indented a half inch from the rest of the document’s text and should not have quotation marks around it.

Jane Austen (1813) authored one of the most famous passages in literary history with the opening lines to *Pride and Prejudice*:

> It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife. However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is so well fixed in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters. (p. 1)