APA Style: Technical Tips for Essays

This is a brief introduction to APA. For more in-depth information, consult a handbook or an APA manual, or go to http://www.apastyle.org/elecref.html.

1. The title of the essay and the page numbers should be at the top right-hand corner of every page, including the title page. The title comes first on the title page. The first letters of all main words (excluding words like the, of, an, etc.) are capitalized unless they begin the title. Italics and underlining are not added. The writer's name comes next, followed by the course name, the teacher's name, and the date (all centered). The entire paper is double spaced.

2. Essays in APA Style rarely include quotations; paraphrasing and summarizing are used instead. See **Part E: Special Considerations—Plagiarism** if you are concerned that there may be incorrectly handled material.

3. The author/s last name and the date of publication are given in in-text citations. Page numbers are included only if the information given is specific. The page numbers that appear on material printed from the Internet have usually been added by the printer; these numbers should not be used unless they appear in PDF format on the computer screen.

> **Signal phrase:** According to Tuchman (1984), the United States government ignored intelligence that warned against military involvement in Viet Nam.

> **Parenthetical citation**: Ho Chi Minh made eight requests for aid from the United States in 1945 (Tuchman 1984, p. 242).

4. S**hort quotations** (fewer than 40 words) are put in quotation marks.   **Long quotations** (40 or more words) are indented five spaces and double spaced (unless the teacher tells students to single space). For long (indented) quotations, quotation marks are not added. Parenthetical citations are given after the final period. If there are new paragraphs within the quotation, they are indented five more spaces.

5. When citing online material, information is given on the reference page in the following order:
>   -the author/s (last name and first initial) or sponsoring organization, given alphabetically
>   -title of the document
>   -information about the source such as the title of the newspaper
>   -the words "Retrieved [date accessed], from [URL].

6. The URL and other information about how the journal was accessed are not included when citing material from a print journal accessed online. After the title of the article, insert [Electronic version].

APA Style: Sample Reference Page

References

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