APA Cheat Sheet

(Compiled from the Bryant Stratton Manual, APA 6th ed.)

CITING BOOKS:

Printed Book


In-text citations: When directly quoting or paraphrasing: (Landis, 1988, p. 82). When summarizing the ideas of the entire book: (Landis, 1988).

Book chapter


In-text citation: (LaBarre, 2004, p. 31).

E-Books (e.g. Kindle):

Without DOI:

With DOI:

In-text citation: (Johnson, 2000, p. 48).
Reference Book (Print)

With one author and multiple volumes:
In-text citation: (Palesse, 2007, p. 8).

No author and one volume:
In-text citation: (“Postmodernism,” 2004, p. 34).

Citing Electronic Journals/Magazines/Newspaper Articles
Always Italicize the Title and Volume number

Without DOI:
Last name, FI. MI. (year). Title of article. Publication Title, volume (issue), pages. Retrieved from database.
In-text citation: (Smith, 2005, p. 122).

With DOI:
In-text citation: (Roehl, 1999, p. 136).
Television Broadcast:
Writer, Fl. Ml. (Writer), & Director, Fl. Ml. (Director). (Year, month day of air date). Program title [Television broadcast]. Location of broadcaster: Television Network.
In-text citation: (Nelson & Mann, 2007).

Citing in PowerPoint Presentations:
The same guidelines for citing in a research paper apply for citing in PowerPoint presentations.

INTERNET

Web Page:
Author: Author. (year, month day). Title of article. Retrieval statement

YouTube:

(Online) Occupational handbook:
In-text citations:
(Bureau of Labor Statistics [BLS], 2012a, How to Become One section, para. 1).
(BLS, 2012a, How to Become One section, para. 2).

Reference Page Basic Format:
The References page appears at the end of a research paper. Each entry on the reference page should correspond with an in-text citation in the text of the paper.
• The References page should be its own numbered page and include the page header in the upper left hand corner
• The page should be titled References, and centered
• Always double space the list.
• Always alphabetize the list by authors’ last names. Do not type the author’s first name; use only the first letters of the first and middle name.
• If there is no author, start with the title of the book or article (excluding a, an, or the).
• Always indent the second & subsequent lines of the list.
• Always italicize the journal or magazine title and volume number.
• Always italicize the title of a book.
• Always capitalize proper nouns in your book or journal title.
• Capitalize only the first word in your citation and the first word in the subtitle.
• Each entry ends with a period unless it ends with a website URL.
• If your article has a digital object identifier (DOI), do not use the “Retrieved from” statement at the end of your citation.
• Personal communications require only an in-text citation. They do not require an entry on the reference page because they are not published.

Your Paper in APA 6th ed. Format:

• Abstracts: Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words. Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions (OWL).
• Abstracts should not include” in-text citations". To quote APA6 section 2.04, "An abstract is a brief comprehensive summary of the contents of the article ..... it enables persons interested in the document to retrieve it from abstracting and indexing databases."
• Recommended font is 12 point Times New Roman.
• Margins should be kept to 1 or 1/1/2 all around.
• Double space your paper.
• The running head appears on all pages, flush left in the header of the document, with the page number flush right.
• Type the words, “Running head:” on the cover page ONLY, followed by a colon and the TITLE OF THE PAPER, IN ALL CAPS.
• Use 2 spaces after the period at the end of sentences.
• Cite up to seven authors (see APA Manual pg. 184 (6.27). Invert all author’s names: give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., & Author, C. C. (use an ampersand (&) before the name of the last author).

For more information please consult the APA 6th ed. Manual (REF BF 76.7 .P83 2010), found in the Hampton Campus library Reference Collection.