**Bryant & Stratton College Quick Guide to APA Style**

**Title page**:  
Include running head with short title in the header  
Double-space and Center the following:  
- Title  
- Student name  
- College name,  
- Class and instructor name  
- Date  

*See page two for example of title page*

**In-text citations** direct the reader to a specific source on the reference list  
- Author's last name  
- Year published  
- Page number for print sources or paragraph number for electronic sources.  
- Provide attribution to the sources of information either within a sentence or in parenthesis at the end of a sentence.  

**Direct quote**—Use quotation marks  
- (Within a sentence) Smith (2000) claims, “There is no comparison” (p. 18).  
- (In parenthesis) “There is no comparison” (Smith, 2000, p. 18).  
- See APA Guide for quoting more than 40 words  

**Indirect quote or paraphrasing or summarizing**—No quotation marks  
- (Within a sentence) According to the CDC, (2005), during the SARS scare, upscale labels such as Gucci sold designer masks to the public, which showed that they recognized an opportunity for further sales (p. 84).  
- (In parenthesis) During the SARS scare, upscale labels such as Gucci sold designer masks to the public, which showed that they recognized an opportunity for further sales (CDC, 2005, p. 84).  

*Page numbers are not required, but are encouraged according to the APA Publication Manual (2010, p. 171)*

**Reference page:**  
Complete bibliographical information for each source, alphabetical by author, on a separate page (reference page) at the end of the APA paper.  
- Titled References, centered, and double-spaced  
- Hanging indents for each source (first line at left margin, 2nd & 3rd indented (CTRL-T)  

**Entire books**  


**Scholarly journal articles (without doi)**  


**Web pages**  
Author. (year, month day). *Title of article*. Retrieval statement  

Preparing Workers for the Digital Age

Student K. Studentson

Bryant & Stratton College

BUSS100: Business Principles

Ms. Teacherson

December 8, 2010

NOTES: Cover page format varies depending on the APA resource because the official APA Manual cover page format shows how to prepare for publication, rather than for classwork.

- This sample is not to scale: o Margins should be kept to 1 or 1 1/2 inches, all the way around the page.
  o The running head is an abbreviation of the full title, and should appear flush left in the header of the document with the page number flush right. o “Running head:” is required only for publication and appears in the header on the cover page. o Recommended font is 12 point Times New Roman.

- This sample from APA includes details of title page and complete APA-style paper (with references to Publication Manual): http://supp.apa.org/style/PM6F-Corrected-Sample-Papers.pdf