



APA 6th Edition BASICS:

What is APA and Why Do YOU Have to Use It?

APA stands for American Psychological Association. When asked to use APA format you are being asked to format your paper in a style that has been agreed upon by the scientific community. By doing this, papers are easier to read and follow, research is easier to trail and students can demonstrate the capability to understand and follow *detailed* instructions! APA is the most commonly used format for manuscripts in the Social Sciences.

NOTE: Your instructor might have APA requirements that differ from those in the APA Publication Manual. In such cases, *always* follow the instructor’s guidelines.

11 Basic Rules of APA:

1. <u>Double-space</u> throughout entire paper	2. <u>One inch margins</u> all around (Top, Bottom, Left, Right)
3. <u>12pt. black font Times New Roman</u> throughout paper, except captions for figures (Use Sans Serif for Figures)	
4. <u>Indent</u> 1 st line of each paragraph 5-7 spaces, .5 inches, from left margin (Hint: Press Tab key once)	
5. <u>Running head and Pagination:</u> Create header with Running head flush left and page number on right.	
Example:	
Running head: SHORT VERSION OF TITLE LESS THAN 50 CHARACTERS 1	
6. <u>In-text citations:</u>	
Author-Date format: (Author Name, Year), with complete reference in Reference list.	
Italicize titles of published longer works like books, periodicals, films, television series, etc. (<i>The Wizard of Oz, Friends</i>)	
Use quotations around titles of shorter works such as journal articles, television series episodes, and song titles (“Can’t Buy Me Love”, “The One Where Chandler Can’t Cry”)	
7. Final draft needs at least <u>4 Major Sections:</u> Title Page, Abstract, Body, References. If applicable, additional sections are in this order: Title Page, Abstract, Body, References, Appendixes, Author Note, Footnotes, Tables, Figure Captions, and Figures. (For more detailed instructions, click here.)	
8. <u>Headings:</u> Use Headings and Subheadings for organization and indication of importance. (Up to 5 levels) Main Headings are boldface centered with important words capitalized. Subheadings are boldface left-aligned, italicized, and have important words capitalized.	
9. <u>3rd Person and Active Voice:</u> Always use the 3 rd person rather than the 1 st : “The study showed” <i>NOT</i> “I found” Use Active rather than Passive voice: “The volunteers responded” <i>NOT</i> “The volunteers were asked to respond”	
10. <u>Spacing:</u> Space once after commas, colons, and semicolons within sentences. Space twice after periods or other punctuation ending sentences.	
11. <u>Quotes:</u> No more than 10% of the paper can be direct quotes. Direct quotes of more than 40 words are formatted as a block quotation.	

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