Quick Guide for American Psychological Association (APA) Format

General Formatting

Font

- Size 12
- Times New Roman

Spacing and Margins

- Double-spaced
- 1 inch by 1 inch margins

Heading

- Title should be in all caps on the left
- All pages should be numbered on the right

Title Page

Should include the following (centered):

- Full title of paper
- Your name
- Institution name (Ex. Millsaps College)

Sections

- Title Page
- Abstract: brief summary of paper that immediately follows the title page. This section may not be required. The title for this section is ‘Abstract’, centered and not bolded.
- Introduction: presents the problem the paper addresses or the thesis. The title of this section should be the paper title, centered and not bolded.
- Literature Review: explores the work of scholarly authors. The title for this section is centered and bolded.
- Discussion: considers the meaning of the findings/results. The title for this section is centered and bolded.
- Conclusion: Restates the thesis and can offer areas for further research.
- Subsections: Level 2 headings for these sections should be aligned left and bolded. Level 3 headings should be indented, bolded, include a period at the end, followed by the text for this section.

Paragraphs

- Do not leave an extra space (do not hit “Enter” twice)

Quotations

- Any time you use quotations, which should be very rarely*, if at all, you must use an in-text citation following the direct quote

Citations

In-Text Citations

*Do NOT include the page numbers if you do not directly quote specific information from the text

One author

(Erickson, 2004, pp. 15) or

Erickson (2004) argues “quote" (pp. 15).

Two authors

(Erickson & Murphy, 2006, pp. 78-79) or

Erickson and Murphy (2006) argue “quote” (pp. 78-79).

Three or more authors

(Davis et al., 1987, pp. 62) or

Davis et al. (1987) show “quote” (pp. 62).

No author

If a source does not list an author, use the first few words of the title in place of the author. Use double quotation marks around the title of an article or chapter and italics for the title of a periodical, book, brochure, or report.

“What is Psychology?” (2010) defines psychology as “quote” (pp. 23).

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End-Text Citations

Place at the end of your paper under the title, References (centered). This should be on a separate page.

- **Book Citation Format**
  Author(s). (Publication Year). *Book Title*. City and State of Publication: Publisher.

  *(Examples)*


- **Article for Scholarly Journal Citation Format**

  *(Example)*


- **Reports and Long Works from Websites**

  *(Example)*


  For works with no date, put n.d. in place of the date.

  For works with no author, use the title of the book, article, or chapter in place of the author’s name.