Introduction
The Harrison College APA Quick Reference is a condensed version of the APA manual. The Harrison College Library APA guide you have in your hand is a reflection of the 6th edition of the APA manual, which is available at your campus library.

You can also visit [www.harrison.libguides.com](http://www.harrison.libguides.com) or email Harrison.librarian@harrison.edu for more help with APA.

APA
APA style has three components:

- Formatting
- In-text citations
- References page

This guide will give you instructions and examples on how to correctly do these three things in APA style.
How to Create a Title Page in Word

1. Create a header and page number for your document
   a. Click the Insert tab, click “Header,” and select Blank (the 1st option).
   b. In the Design Options portion of the ribbon, check the box that says “different first page”
   c. Type running head: your shortened title.
   d. Hit the Tab key on your keyboard twice.
   e. Go back to the Insert tab, click “Page Number,” select “Current Position, and select “Plain Number.” (See below for example).
   f. Double click anywhere outside the header to close.

2. Set the spacing to double-space and center your text.
   a. Go to the Home tab and find the Paragraph box.
   b. Click the “center” icon to center.
   c. Click the spacing icon and select 2.0.
How to Create a Title Page (Cont.)

3. Hit enter until you are a third of the way down the page and type in your text. This doesn’t have to be exact.

4. Once you have typed your text, hit enter until you’re on page 2. You’re done with your title page!

Creating a Header for the Body of the Paper

1. Once you’re on page two, click on “Insert” to open the Insert ribbon.

2. Click the Insert tab, click “Header,” and select Blank (the 1st option).

3. Type the shortened title of your paper.

4. Hit the Tab key on your keyboard twice.

5. Go back to the Insert tab, click “Page Number,” select “Current Position” and select “Plain Number.”

6. Double click anywhere outside the header to close.

How to Format the Body of Your Paper

1. Left-Justify your text.
   a. Click the Home tab.
   b. Click the left-justify icon (next to the center icon) to left-justify your text.
   c. Hit the tab key and begin typing your paper!

Title of Paper

The body of the text is located here. This is an example paper to show how to do citations. The following text has been taken word for word from one of the books in the library, which makes it an example of quoting: “Country sausage has always been a mainstay in American Cooking” (Kelly, 2000, p. 25). I’ve included the author’s last name, the year the book was published, and the page number where I found that quote. You should usually limit the length of your quoted material to three lines or under. Now here’s an example of how to cite when you’re paraphrasing, or putting an idea from a book or website into your own words: Pigs’ ears are not solely dried and processed for dog treats (Villas, 2010). When you’re paraphrasing text, you should include the author and the publication year in parenthesis.
In-Text Citations

When you quote or paraphrase text in the body of your paper, you need to cite your source by inserting an in-text citation after the part of the text that you quoted or paraphrased.

Quoted text from a book or article:

I. (Author’s last name, year, page #)  
II. Example: (Miller, 2008, p. 45)

Quoted text from a web source (no page #):

I. (Author’s last name, year, paragraph #)  
II. Example: (Miller, 2008, para. 8)

Paraphrased text:

I. Author’s last name, year)  
II. Example: (Miller, 2008)

More than one author:

I. Example: (Miller, Smith, & Johnson, 2009)

No author

If there is no author, but an organization is responsible for the article or content, use that for your in-text citation:

I. Example: (Mayo Clinic, 2010)

If there is no author or organization, use the title of the item:


Examples of Quoting & Paraphrasing

Say you are writing a paper about celery. You want to use information from the following passage found in the book *Eat Right for Life: How healthy foods can keep you living longer, stronger, and disease-free*, by Raymond Schep and Nicole Kellar-Monoz:

Original text:

A member of the carrot family, eating celery is a great way to incorporate raw foods into your daily diet, which should be done as often as possible. It is a good source of vitamin C and contains compounds called phthalides, which relax the muscles that surround your arteries and allow the blood to flow, thereby increasing circulation and lowering blood pressure.

Example of Quoting:

Celery is a very healthy food that is related to the carrot, and can even “relax the muscles that surround your arteries and allow the blood to flow, thereby increasing circulation and lowering blood pressure” (Schep & Kellar-Monoz, 2010, p. 135).

When you quote, you must copy the original text word for word and put quotation marks around it.

Example of Paraphrasing:

Celery is a very healthy food that is related to the carrot. One nutrient that celery provides is Vitamin C, and eating celery can help your heart and circulatory system function better (Schep & Kellar-Monoz, 2010).
### Formatting: References Page

**Title of Paper**

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
</table>

- Your header and page number should automatically continue to this page.
- Your references page should be double spaced.
- List items alphabetically.

### Creating your References Page

1. Make sure you are on a new page.
2. Center your text.
   a. Make sure you are on the Home tab.
   b. In the paragraph box, click the center icon.
3. Type the word References at the top of your page and hit Enter.
4. Left-justify your text (repeat step 2, clicking on the left-justify icon to the left of the center icon).
5. Set up the hanging indent.
   a. Click on the arrow on the paragraph box under the home tab.
   b. In the pop-up box, find Special under the indentation section and select “hanging” from the drop-down menu.
   c. Click ok.
6. Type your citations.
7. Examples of formatting for different types of references are on the following pages!
Reference Page: Citing your sources

The following pages give examples for creating citations for your references page. Use the examples as a guide, formatting each type of source the same way.

**Book:**
- Year published, in parentheses
- Full title of book, *italicized*
- Author’s last name, first initial
- Location of publisher followed by name of publisher


**Book chapter:**
- Year published, in parentheses
- Chapter title
- Book editor’s first initial, last name
- Title of book, *italicized*
- Chapter author’s last name, first initial
- Location of publisher followed by name of publisher
- Pages of chapter


**eBook:**
- Year published, in parentheses
- Title of eBook, *italicized*
- Author’s last name, first initial
- Version of eBook
- Retrieved from web address


**eBook chapter from the Credo Reference database:**
- Chapter title
- Year published, in parentheses
- Title of eBook, *italicized*

**Electronic Resources**

**Journal or magazine article:**

- **Full title of article**
- **Year published, in parentheses**

**Finding the doi:**

In Ebsco databases, the doi is near the bottom of the article record. Not every article will have a doi.

In Gale, Proquest, and LexisNexis databases there is no doi.

If there is no doi, follow the example for journal or magazine article, no doi.

**Journal or magazine article, no doi:**

- **Year published, in parentheses**
- **Full title of article**
- **Full journal name, italicized**

- **Volume, # italicized**
- **Issue # in parenthesis**
- **Retrieved from database name**

**Newspaper article from a database:**

- **Year published, in parentheses**
- **Full title of article**
- **Full newspaper name, italicized**

- **Pages**
- **Author’s last name, first initial**
- **Retrieved from database name**
Electronic Resources

Newspaper article from a website:

Year published, in parentheses
Full title of article


Website page:

Year published, in parentheses
Full title of article


Citing sources with a corporate author:


No author or corporate author:


Multiple authors

Two authors
Author, A. A., & Author B. B.

Three – seven authors

More than seven authors
First six authors followed by . . . & then the final author.

No date


Use (n.d.) if there is no date.