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.edu/library 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 Google Docs

1. Create a header for the First Page of your document
   a. Click the Insert Tab, Click header
   b. Check the box that says “different first page”
   c. Type “Running head: YOUR SHORTENED TITLE”
   d. Press tab until your cursor is justified to the right
   e. Click the Insert Tab, Click Page Number and click “1-2” on the top left
   f. Double Click anywhere outside the header to close
2. Set the spacing to double-space and center your text
   a. Click formatting, line spacing, then double
   b. Click the “center icon” on the editing ribbon
   c. Hit enter until you are a third of the way down the page and type in your text. This does not have to be exact.
   d. Once you have typed your text, hit enter until you’re on page 2. You are now done with your title page!

Creating a Header for the Body of the Paper
1. Once you are on page two, click “insert” to open the insert options.
   a. Click “header.”
   b. Type the shortened title (ALL CAPS) of your paper.
   c. Press tab until your cursor is justified to the right.
   d. Click the Insert Tab, Click Page Count.
   e. Double click anywhere outside the header to close.

How to Format the Body of your paper
1. Left-Justify your text.
   a. Click the editing ribbon
   b. Click the left-justify icon (next to the center icon) to left-justify your text.
   c. Hit the tab key and begin to type 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 (Villes, 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).
Creating your Reference Page

1. Make sure you are on a new page.
2. Center your text by clicking “center justify”
3. Type the word References at the top of your page and hit Enter
4. Left-justify your text by clicking “left justify”
5. Set up the hanging indent
   a. First: Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
   b. Next: On the ruler, drag the Left Indent (light blue inverted triangle) to the right as far as you want the text to be indented. As you will notice, the First Line Indent marker (light blue rectangle) will come along for the ride, and all your selected text will move to the right.
   c. Finally: Drag the First Line Indent marker (light blue rectangle) back to the left margin. It will move independently, and your hanging indent will be created.
6. 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**
- **Chapter author’s last name, first initial**
- **Title of book, italicized**
- **Location of publisher followed by name of publisher**

**eBook:**


- **Year published, in parentheses**
- **Full 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**
- **Retrieved from web address that links to the exact chapter section**
Electronic Resources

**Journal or magazine article:**

- Full title of article
- Year published, in parentheses
- Author’s last name, first initial
- Full journal name, italicized
- doi: 10.1080/1040869049091846

**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

**Newspaper article from a database:**

- Year published, in parenthesis
- Full title of article
- Author’s last name, first initial
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:

Organization responsible for source.

No author or corporate author:

Title

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.