

Earlham College Writing Center:

APA Guide

This document contains instructions and examples for general formatting, such as:

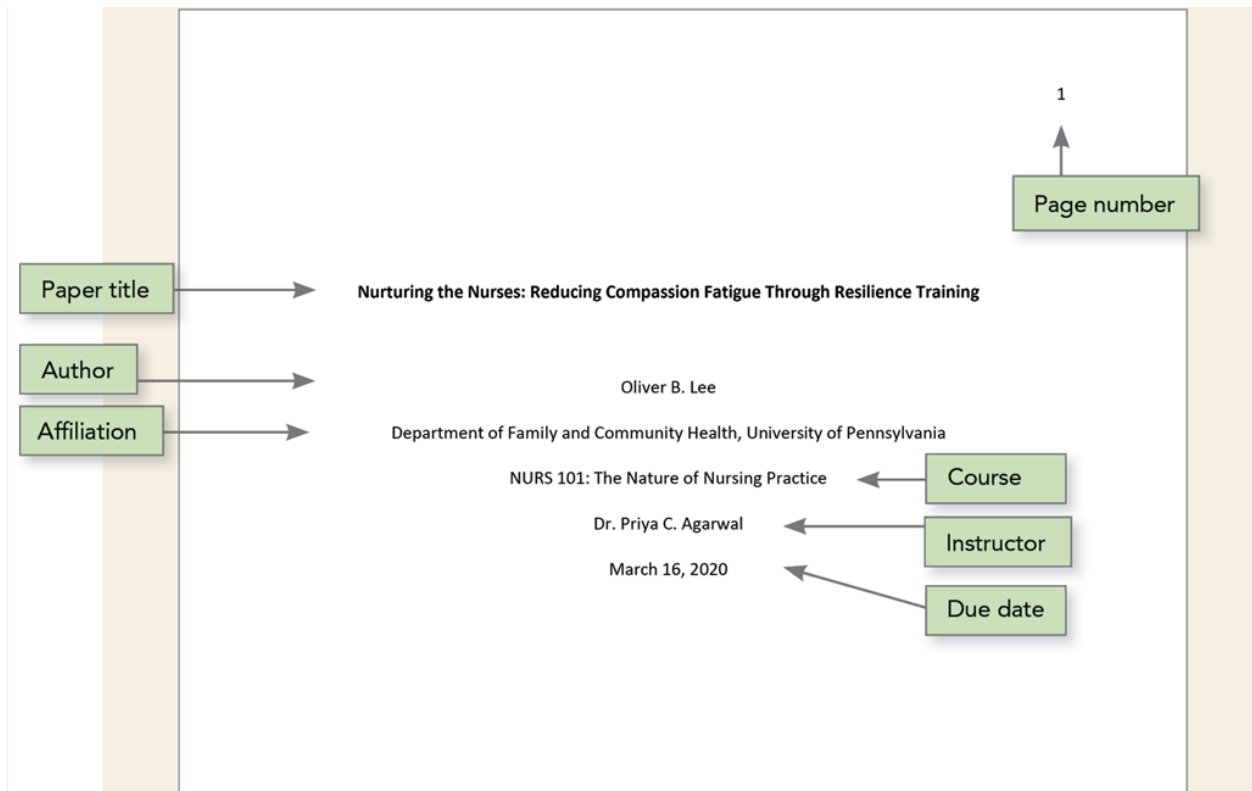
- General formatting
- Title page
- In-text citations
- References page

General Format

- Essays written in APA format are written in double-spaced.
- Use fonts such as Times New Roman font size 12, Calibri size 11, or Arial size 11.
Include page numbers on the top right corner of the page, and in some cases, you may also need a page header on the top left corner of the page (as seen at the top of this page).
- Depending on the type of paper, like lab reports or research papers, you may need to include an abstract, references list, tables, figures, and appendices (if applicable).

Title Page

The title page should include the title of the paper, the author's name, the institution/school, the professor's name, and the date in that order. See the example below.



In-Text Citations

The general rule for in-text citations is the author's last name and publication year in parentheses.

Examples:

For 1-3 authors mention the last name and year:

→ (Song, 2023) or (Song & Logan, 2023) or (Song, Logan & Lalonde, 2023).

For more than three authors, mention the first author's last name and use et al. for the rest:

→ (Song et al., 2023).

If you use multiple sources and citations in one sentence, then use a semicolon to separate the citations:

→ (Cila & Lalonde, 2019; Gerhards & Hans, 2016).

In the cases where the author is unknown, use the first few words of the title in place of the author's last name. If the source is a book, it should be italicized, for articles and websites the title should be in quotation marks.

→ ("Animal motor skills," 2002).

You can also integrate the citation into the sentence by following the example below:

→ Furthermore, King et al. (2006) provides a compelling theory regarding the...

References Page

General Rules

- This page should be titled "References" in bold and centered at the top of the page.
- The list should be in alphabetical order of the author's last name followed by initials for the first and second names.
- Indent the second line of each entry. This is called a hanging indent and to do this in Microsoft Word, highlight the text, select paragraph and under indentation, select the special hanging indent.
- For sources with multiple authors, list all the authors in the references page.
- Capitalize all major words in journal articles.
- Capitalize only the first word and any proper nouns in the titles of books, chapters, articles, of webpages.

Books:

Basic Format for 1 author

Last name, F. M. (Year). *Title*. Publisher

Basic format for multiple authors

Last name1, F. M., & Last name2, F. M. (Year). *Title*. Publisher

Example

Carlson, F. Q. (2005). *Ice pond fishing for dummies*. Lutefisk Publishing.

Huraib, O. G., & Martini, J. P. (1997). *Minnesota's best lakes*. Bunbury Books.

Book Chapter

For book chapters, the chapter author goes first followed by the editor first and last names (Ed.

For short) and book title in italics.

Basic Format

Last name, F. M. (Year). Chapter title. In *F. M. Last Name (Ed.), Book title*, (pp. 00-00).

Publisher.

Example

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In *M. Eid & R. J.*

Lipps (Eds.), The science of passive-aggressiveness (pp. 17-43). Guilford Press.

Journal Article*Basic Format*

Last name, F. M. (Year). Article title. *Journal Title*, *volume number* (issue number), pages.

Link/DOI

Example

Khosravi, S. (2012). White masks/Muslim names: immigrants and name-changing in

Sweden. *Race & Class*, 53(3), 65–80. <https://doi.org/10.1177/0306396811425986>.

Website (known author)

When citing websites, make sure to use credible websites like vox media, the New York Times, Washington Post, Mayo Clinic, Cleveland Clinic, The Guardian, and various databases where you can access journal articles (Pubmed, JSTOR, ResearchGate, Google Scholar).

Basic Format

Last name, F. M. (Year). Article title, Website title, link

Example

Bassil, R. (2017). God complex: How religion became the bedrock of modern rap. The Guardian,

www.theguardian.com/music/2017/apr/14/rap-religion-stormzy-kendrick-lamar-humble.

In the case of an **unknown author**, you can leave that out and begin the citation with the title of the webpage or article.

Multimodal sources**Videos***Basic Format*

Name of YouTube channel/who upload the video. (Date of upload). *Title of video* [Video].

Website name. URL/link.

Example

Beta Squad. (September 23, 2023). *Guess the Singer FT Burna Boy* [Video]. YouTube.
<https://www.youtube.com/watch?v=20MkCaGswco> .

Movies*Basic Format*

Director last name, F. M. (Director). (Date). *Movie title* [Film]. Production company/studio

Example

Famuyiwa, R. (Director). (October 11, 2002). *Brown Sugar* [Film]. 20th Century Studios, 2002.

Songs*Basic Format*

Artist name. (Year). Song title [Song]. On *Title of album* [Album]. Record label.

Example

Little Simz. (2022). Gorilla [Song]. On *No Thank You* [Album]. Forever Living Originals and
 AWAL.

References

- Amrein-Beardsley, A., & Holloway, J. (2017). Value-added models for teacher evaluation and accountability: Commonsense assumptions. *Educational Policy*, *33*(3), 516–542.
<https://doi.org/10.1177/0895904817719519>
- Ballou, D., & Springer, M. G. (2015). Using student test scores to measure teacher performance. *Educational Researcher*, *44*(2), 77–86. <https://doi.org/10.3102/0013189x15574904>
- Ballou, D., Sanders, W., & Wright, P. (2004). Controlling for student background in value-added assessment of teachers. *Journal of Educational and Behavioral Statistics*, *29*(1), 37–65.
<https://doi.org/10.3102/10769986029001037>
- Robbins, S., & Judge, T. (2019). *Organizational behavior*. Pearson Education Limited.
- Whitehead, M. (n.d.). *Teachers look at supervision - ASCD*.
http://www.ascd.org/ASCD/pdf/journals/ed_lead/el_195211_whitehead.pdf