APA Basics:
Formatting, Documentation, and References

Refer to the *Publication Manual of the American Psychological Association 6th Ed.*
(Ref BF 76.7 P83 2009) for detailed information.

*Note:* Always refer to instructor- or assignment-specific instructions, which may differ from this summary or the complete guidelines manual. See the end of this guide for a sample title page and paper in APA format.

**Formatting your paper:**
- Use 12-pt Times New Roman throughout the text. For tables and figures, use a sans serif font such as Arial.
- All margins are one inch.
- Double-space the entire paper.

**Title page**
- Include the title, your name, and the name of the school. (Some professors prefer the name of the class instead.)
- The title elements are centered in the middle of the page.
- Capitalize the first letter of each important word in the title.
- Do NOT underline or italicize the title. Do NOT put the title in quotation marks or use a different size font.
- The Running Head is usually included only for publication. (Some professors require it for academic papers also.)

**Page numbers**
- Paginate 1/2 inch from the top of the page, flush right.
- Create a header with a short title, five spaces, and the page number.
- The title page is page one.

**Citing sources in-text:**
- You MUST give credit when you quote or paraphrase (use words or ideas) from another source, published or unpublished.
- For a direct quote, include a page number, or (if there aren’t page numbers) a paragraph number with the ¶ symbol. Example: (Myers, 2002, ¶ 3).
- When paraphrasing, give the author’s last name and the source year in parentheses. Example: (Myers, 2002).
- All references must clearly point to a specific source identified in your References page.

**One author, paraphrased:**

Preliminary research shows that if a thousand monkeys type at a thousand typewriters, one of them really will write the great American novel (Smith, 2000).

*OR*

In his research, Smith (2000) showed that a thousand monkeys….

**Two authors, direct quote, less than forty words:**

“A thousand monkeys will never replace one good writer” (Smith & Jones, 2002, p. 276).

*OR*

According to Smith and Jones (2002), “a thousand monkeys will never replace one good writer” (p. 276).

**No author:** Use a shortened title.

Example: (“Monkeys Write,” 2001)
**Reference List**

- The References page is a list of the works you used to write your paper.
- Double-space the entire page.
- Alphabetize entries by the author’s last name. If no author, alphabetize by title.
- The first line of each entry should be flush with the left margin. Subsequent lines are indented one-half inch (a single tab). In Microsoft Word 2007, highlight the reference list. In the Paragraph box of the Home tab, click the arrow icon in the bottom right corner. Under Indentation/Special, Choose Hanging.

**Books in the Reference List:** Author’s name. (date). *Title of book*. Place of publication: Publisher.

- **Book, one author:**

- **Book, two authors:**

- **Book chapter**

**Articles in the Reference List:** Author’s name. (date). Title of the article. *Journal Name, volume*(issue), pages.

- **Scholarly journal articles:** *


**Web pages in the Reference List:** Author. (last update or copyright date). *Homepage Title*. Retrieved from http://URL


**Online video in the Reference List:** Author. (Date posted). Title of clip [Video file]. Retrieved from URL

Some citations may require using a DOI (Digital Object Identifier) number. Check with your professor about their preference. This can usually be found on the print copy or in the database record. Not all articles have a DOI number.
An Examination of the Writing Skills of a Thousand Monkeys

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An Examination of the Writing Skills of a Thousand Monkeys

Could a thousand monkeys typing at a thousand computers really write the great American novel, as the old saying suggests? Recently, Smith (2002) stated monkeys were as talented as any writer. Other studies refute this, however. A recent study shows it would take a hundred years for a monkey to even write a simple sonnet (Jones, 2005).