

The Made in Millersville Journal Guide to APA Style

A paper written in APA Style should:

- ❑ Be double-spaced, have one-inch margins, use a clear, readable font (12 pt. Times New Roman is recommended)
- ❑ Include a running head
- ❑ Have four main sections: a title page, an abstract, the main body, and a references page.

The Title Page

- ❑ The title page should include the title of the paper, the author's name, and the institutional affiliation (in this case, it will be Millersville University).
- ❑ Each piece of information should be on a separate line, in the order listed above. This information should be in the very center of the page, mid-way down.
- ❑ The title should be no more than twelve words.
- ❑ As with the rest of the paper, these lines should be double-spaced.
- ❑ The title page should also include the running head and page number. The running head is an abbreviated version of the title that will appear at the top of every page of the article. On the title page, it should be formatted as such:
 - ❑ Running head: ABBREVIATED VERSION OF TITLEOn all other pages, it will not include the words "Running head" and will just have the abbreviated title in all caps. To achieve this, simply select "different first page header" in the heading menu on Microsoft Word.

See the attached article template for an example of this layout.

The Abstract

An abstract is a summary of the project. The purpose of the abstract is to inform and give readers a general overview, so they can decide if the article is relevant to them or not.

- ❑ Abstracts should be 300-500 words and included on the second page of the article.
- ❑ Abstracts should have their own page after the title page and before the beginning of the body of the article. There is no indent at the beginning.

The Body

- ❑ Any information obtained from an outside source needs to be cited, even if it is paraphrased. If it is a direct quotation from the source, quotation marks should be used around the phrases from another source with the in-text citation on the outside of the quotation mark and the punctuation on the outside of the parentheses of the in-text citation. The in-text citation should include the author's last name, followed by a comma, and the year, and, if applicable, another comma followed by a page number. The page

number is not mandatory but it is helpful information to include if you are citing a book or document. Here are some examples that put it all together:

- ❑ This is an example of a sentence with information paraphrased from an outside source (Author, Year, Page).
- ❑ “This is an example of a direct quotation from an outside source” (Author, Year).
- ❑ Take note of how the punctuation is on the outside of the in-text citation in both cases.

The References Page

The References page is where all of your sources are listed. It goes at the very end of the paper, on a separate page from the last paragraph of the body of your paper.

- ❑ The top of the page should be titled “References” with this title centered.
- ❑ On the next line, begin listing your sources in alphabetical order by the first author’s last name, or the title of the source if there is no author.
- ❑ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- ❑ Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors.
- ❑ If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- ❑ For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- ❑ Present the journal title in full. When referring to books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

Each type of source needs to be cited differently. For example, a book’s citation would be different than an article’s citation. For a complete list of the different types of citations for each source, go to owl.purdue.edu and click “APA Formatting and Style Guide.”

Questions? Problems?

- Visit The Writing Center in McNairy Library. The tutors there will be able to help with APA style questions and any other questions you have about your writing!
- Check out owl.purdue.edu and click “APA Formatting and Style Guide” for more detailed information.
- Contact the Made in Millersville Journal team at madeinmujournal@millersville.edu - we are happy to help with any problems, questions, or concerns!