



## Quick Guide to APA Documentation and Formatting

### Title Page:

- Should include a Running head as formatted below; the running head should be a shortened version of the title of the essay/research, in all capital letters, and should include the page number. The running head should appear on EVERY page of the essay, although on subsequent pages beyond the title page “Running head” is not necessary. So in the example below, all subsequent pages would state “CROSS-CULTURAL STUDIES OF POP MUSIC”
- Should include the entire title (centered) at the halfway point on the Title page.
- The next line should be the student’s first and last name (centered).
- The next line should be the institution in which the essay was written (centered).

The diagram illustrates the formatting for an APA title page. It shows a rectangular box representing the page. At the top, a horizontal double-headed arrow indicates a margin of 1 inch from the left edge. A vertical double-headed arrow indicates a margin of 1/2 inch from the top edge. The running head is positioned in the top right corner, consisting of the text "Running head: CROSS-CULTURAL STUDIES OF POP MUSIC" followed by the page number "1". The main title, "Cross-Cultural Studies of Pop Music: From the Beatles to Lady GaGa", is centered on the page. Below the title, the student's name is centered, followed by the institution name, "The University of Toledo", also centered.

**APA In-Text Citations:** Writers incorporate researched information into papers in three ways: paraphrase, summary, and the use of quotes. All three uses require appropriate citation/documentation in order to accomplish the following:

- Identify the source materials used in the essay (give credit where credit is due).
- Direct the reader/audience to the alphabetical list of References, which **MUST** correlate with in-text citations. For example, if the first words of your Reference entry



- are “Cross-Cultural,” then your in-text citation should be the same: (Cross-Cultural, year).
- Clearly distinguish the writer’s original ideas from information taken from outside research sources.

**Paraphrase and Summary:** Cite references in text with (author, year).

- **For one or two authors:** Give last name(s) and date in citation. If using a parenthetical citation, replace the word and with & (both types illustrated below).

Example 1: Some studies (Svartvik & Leech, 2006) have suggested that...

Example 2: Svartvik and Leech (2006) have suggested that...

- **For three to five authors:** Give all author names and dates the first time you cite the source. Use the abbreviation et al. for all subsequent citations (illustrated below). If you have six or more authors, cite only the first author’s last name followed by et al. and the date (Stuart et al., 2005).

Example: The data of Stuart et al. (2005) support the argument that...

- **If you have no author:** Cite the first few words of the title and the year. Use quotation marks around the title of an article or chapter; *italicize* the title of a book, brochure, or report (illustrated below).

Example 1: ...free medical care (“Study Finds,” 2004).

Example 2: The book *Reading Through: College Reading* (1999) advises...

- **Work discussed within another author’s work:** an example of this would be if the article you are using in your research quotes another author and you want to use that other author’s quote. You must clearly distinguish between the two works and/or writers, and you do so as illustrated below.

Example: Current research by Smith (as cited in Jones, 1999) demonstrates...

Explanation: Jones is the research source you are using which includes the quote from Smith, and Smith is the author of the quote you are using. **The research source from Jones is the only one that needs to be on your References page.**

**Quotations:** Cite references in text with (author(s), year, page), as illustrated below. Note that if you use a range of pages, it should be (pp.18-20).

Example 1: Bellingham, Cohen, Jones, and Spaniol (2008) define spiritual health as “the ability to live in the wholeness of life” (p.18).

Explanation: this sentence includes the names of the authors and the year parenthetically (within the sentence), so only the page number is required after the quote (as illustrated in example 2).

Example 2: Spiritual health is defined as “the ability to live in the wholeness of life” (Bellingham, Cohen, Jones, & Spaniol, 2008, p.18).

Explanation: this sentence does NOT include the author names or year of publication within the sentence, so it is required after the quote within the citation (as illustrated in example 2).

**Block Quote:** A quotation of more than 40 words; in order to properly format a block quote, writers must do the following.

- Type as a free-standing block of text, indented ½ inch from the left margin (double spaced as usual)
- Do NOT use quotation marks around the quote
- For a block quote, the punctuation comes AFTER the quotation, followed by the page number in parenthesis.

Example: (note the indent for the block quote, as well as how the writer’s paragraph continues beneath the block quote with NO indentation).

Hawking and Mlodinow (2005) describe the information that a star’s luminosity can provide:

But the apparent brightness of a star depends not only on its distance, but also on how much light it radiates (its luminosity). A dim star, if near enough, will outshine the brightest star in any distant galaxy. So in order to use apparent brightness as a measure of its distance, we must know a star’s luminosity. The luminosity of nearby stars can be calculated from their apparent brightness because their parallax enables us to know their distance. Hubble notes that these nearby stars could be classified into certain types by the kind of light they give off. (pp.51-52)

The remainder of this chapter will cover the new information that astronomers have recently gained from the deployment of the Hubble space telescope and examine new directions for deep-space exploration.



**APA Citations for the References Page:** Examples of reference entries for commonly used sources. Note that each reference entry will have a “hanging indent” for the second line of text and beyond.

**Online Journal Article:** Note that only the first word of the title of the article is capitalized, and the journal name and volume are italicized. DOIs should be included if available.

Thurlow, C., & McKay, S. (2003). Profiling new communication technologies in adolescence.

*Journal of Language and Social Psychology*, 22, 94-103. Retrieved from <http://jls.sagepub.com/>.

**Journal Article:** Note that title is NOT italicized, but the journal name and volume ARE in italics.

Gupta, A. K., & Govindajaran, V. (2000). Managing global expansion: A conceptual framework.

*Business Horizons*, 43(2), 45-54.

**Web Documents:** Note that article titles are italicized.

Amnesty International USA. (2008). *Amnesty International expresses relief over pardons for 3 prisoners in Sudan*. Retrieved from <http://www.amnestyusa.org>.

Mims, F. (2009). *Scientific research, books, articles, columns, lectures and photographs*.

Retrieved from <http://www.forrestmims.org/>.

*Recognizing the symptoms of depression*. (2007). Retrieved from WebMD website:

<http://www.webmd.com/depression/recognizing-depression-symptoms/default.html>.

**Book:** Note that titles of books are italicized.

Porth, C. (2005). *Pathophysiology: Concepts of altered health states*. Philadelphia, PA:

Lippincott, Williams and Wilkins.



**Formatting of References Page:** Note that reference entries are in alphabetical order, are not numbered, and have a hanging indent. If you only have one source to reference, the title of this page should be “Reference.” If you have more than one source, it should be “References.”

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References

Enslin, P., & Pendlebury, S. (2002). Representation, identification, and trust:

Towards an ethics of educational research. In M. McNamee and D. Bridges  
(Eds.), *The ethics of educational research* (pp. 361-370). Oxford, England:  
Blackwell Publishing.

Felton, P. (2002). Taking Haiti seriously [Review of the book *Taking Haiti:*

*Military occupation and the culture of U.S. imperialism, 1915-1940* by M.  
Renda]. *Reviews in American History*, 30, 471-476.

Gupta, A. K., & Govindajaran, V. (2000). Managing global expansion: A  
conceptual framework. *Business Horizons*, 43 (2), 45-54.