

## QUICK REFERENCE GUIDE – 6<sup>th</sup> edition

APA Writing Style for Baker College

**NOTE: Instructor guidelines may supersede the following guidelines.**

**Margins:** Margins should be set as follows:

Top margin = 1”  
Left margin = 1 “                      Right margin = 1”  
Bottom margin = 1”

**Spacing:** Double space throughout, including references, between sections and paragraphs, or quotations with 40 or more words. There should be no other type of spacing such as single or triple spacing.

**Justification:** Left justify the paper/essay. The text will appear jagged at the right margin.

**Font:** The following Size 12 font is acceptable (same font for entire paper/essay):

Times New Roman

\*Do **not** use bold font (except in headings)

**Paragraph indentation:** Indent all paragraphs with a tab (tab should be set at .5” or 5-7 spaces). If an abstract is required, there is no paragraph indentation.

**Page header:** Every page, including the title page, should include a page header. A header consists of the words Running head followed by a colon and an abbreviated, all uppercase letters, title – 50 characters including spaces. This is flush left. The page number will appear flush right. The words Running head appear only on the title page (page one). The header should appear between the top of the page and the first line of text, 1/2” from the top of the page.

**Title Page:** The title page must include a page header, the title of the paper, the student’s name, and the name of the college. An instructor may require additional information on the title page.

**Headings:** Instructors may require the headings in the paper. If required, use the following types of headings in the body of the paper:

Title of paper: Centered, upper and lower case (this is only on 1<sup>st</sup> page of body of paper)

Level 1: **Centered, Boldface, Uppercase and Lowercase Heading**

Level 2: **Flush Left, Boldface, Uppercase and Lowercase Heading**

Level 3: **Indented, boldface, lowercase heading ending with a period**

Level 4: ***Indented, boldface, italicized, lowercase heading ending with a period***

Level 5: ***Indented, italicized, lowercase heading ending with a period***

NOTE: In levels three, four, and five, capitalize only the first letter of the first word (and proper nouns).

NOTE: In levels three, four, and five, the paragraph begins on the same line as the heading.

**Page Order:**

- Title page                   \*Required
- Table of contents       \*If required by instructor
- Abstract                   \*If required by instructor
- Body of Paper           \*Check with instructor for length requirement
- References               \*Required
- Appendices              \*If required by instructor

**Secondary source:** When citing a source within a source, name the original work and give a citation for the secondary source. For example, if citing a paraphrased comment from Smith in a Jones article (when Smith's original work was not read), reference the citation as follows:

- Smith (as cited in Jones, 2008) was the first to note that Pluto is not actually a planet.

NOTE: If a direct quotation was stated from Smith, the page number must also be included. Also, only Jones' work is cited on the reference page.

**Directly quoted in-text citations:**

- Page number—Use parenthesis: (author's last name, comma, space, year, comma, space, lower case 'p.' period, space, page number) e.g.: (Smith, 2009, p. 271).
- Range of pages citation— cite as above except use "pp." rather than just "p." e.g.: (Smith, 2009, pp. 55-56).

**Formal English writing requires certain conventions, including the following:**

- Some instructors require writing in 3<sup>rd</sup> person only. This means do not use first person (I, we, me, us, mine, our, ours) or second person (you, yours). e.g.: This author agrees with....
- Spell out words for numbers 1-9; figures are used for numbers ten and above.
- Do not abbreviate except for those formally accepted abbreviations such as Mr., Ms., Mrs., and Dr. Refer to page 20 in *APA: The Easy Way!* (2<sup>nd</sup> Edition; 2<sup>nd</sup> printing).
- Do not use contractions (e.g.: haven't should be have not).
- Do not divide words at the end of typed lines.
- Limited use of bullets are acceptable with APA format.