

Spell out the full name of the **acronym** the first time it is used, and then you may use the acronym. Example: Pursuant to the Federal Bureau of Investigation (FBI), 284 people died from a firearm shooting in 2014 (p. 6).

You only need to provide another in-text citation, with a page or paragraph number, when **specific information** is provided **and** the information following the citation is from a new page or paragraph from the same source.

Did **all three** of the in-text citations come from the same paragraph (Online source)? If so, only the last one is needed with a paragraph number included. If not, then paragraph numbers need to be added to all three.

The author's **first name initials** are never in an in-text citation.

The **period** follows the (in-text citation); there is **not** a period at the end of the sentence when a citation follows it, even when using a direct quote.

Authors and/or titles are never in **all-caps**.

A **journal article title** is never in parenthesis.

There is nothing in **bold font**- ever- in APA citation format.

There is nothing in **all-caps**- ever- in APA citation format.

Write in the **active voice** to meet APA style requirements. *See* APA Publication Manual 6th Edition, 2010, Rule 3.18. *See* the following website for assistance:
<http://www.apastyle.org/learn/faqs/effective-verb-use.aspx>

There is only **one double-space between paragraphs** pursuant to APA rules. At the end of a paragraph, press ENTER two times (or format the document to double-space) and then TAB to start the next paragraph. *See* APA Publication Manual 6th Edition, 2010, Rule 8.03.

Spell out numbers less than 10; every number above 10 uses numbers. *See* APA Publication Manual 6th Edition, 2010, Rule 4.30.

(author or authors last name(s), year, page or paragraph number where the information is found) is the correct citation format. *See* APA Publication Manual 6th Edition, 2010, Rules 6.04 & 6.05

Examples: (Straight, 2001, p. 4), (Straight, 2001, para. 4)

If there is no author, then the first **few words** of the article title are substituted, as the author, and are in quotation marks. An institution may also be an author, such as the U.S. Department of Justice. **Note that a website address is never an author.** *See* APA Publication Manual 6th Edition, 2010, Rule 6.15

Examples: ("Beauty and", 2000), ("Manson and", 2014, para. 2)

In-text citations are required when a Reference (page), or References, are provided. *See* APA Publication Manual 6th Edition, 2010, page 174.

Provide all the authors in the first in-text citation. In subsequent in-text citations, you may use 'et. al.'. Example: Dogs are 41 percent more likely to bark at a ghost than a human (Cat, Mouse, Rat, Kangaroo, Camel, 2015, para. 5). However, cats are 63 percent more likely to hiss at a rat (Cat et al., 2015, para. 14). *See* APA Publication Manual 6th Edition, 2010, Rule 6.12

Good start in the use of the **Signal Phrase**. A page or paragraph number is required, at the end of the sentence, when using this form of citation.

Examples:

According to Straight (2012), there was a clear victor in the War of 1812 (p. 4).

According to Kessler (2014), there was a clear victor in the War of 1812 (para. 4).

According to Jones (1998), the research performed at the University of Tampa was faulty (para. 3).

As Johnson noted in his 2003 publication, polymer analysis and characterization is a relatively new development (p. 12).

See APA Publication Manual 6th Edition, 2010, page 174, and Rules 6.04 & 6.05.

Law case titles are italicized. *See* APA Publication Manual 6th Edition, 2010, Rule A7.03.

A **direct quote** and **statistics/use of numbers** requires a page or paragraph in the citation. *See* APA Publication Manual 6th Edition Rules 6.04 & 6.05

A **page or paragraph** number is required in this citation because the information provided is a 'paraphrase' (specific information is provided) and not a 'summary' of the overall work. *See* APA Publication Manual 6th Edition, 2010, Rule 6.04.

Book Reference: **The title is italicized.** Only the first word in the title is capitalized unless there is a semi-colon or colon in the title...in which case the first word after the colon or semi-colon is capitalized only. Title words are also capitalized if the word is a proper noun. *See* APA Publication Manual 6th Edition, 2010, Rule 6.29.

The retrieval date is never in the Reference, or anywhere in APA citation format. *See* APA Publication Manual 6th Edition, 2010, page 192.

For a written (hard-copy) resource in the Reference page (such as a textbook): Paragraph numbers and/or chapters are **never** provided. Page numbers are provided when the source is used for an in-text citation paraphrase or direct quote, such as (Valdez, 2011, p. 41). *See* APA Publication Manual 6th Edition, 2010, Rule 6.04.

Where is the **retrieval information** for the resource? The proper format would follow at the end of the citation and would read 'Retrieved from _____', where the _____ is the academic database where the resource is located or the web address. Or, in the alternative, the article might have a doi number. If so, then put the following at the end of the citation:

doi:_____ (yes, the 'd' is lower-case).

See APA Publication Manual 6th Edition, 2010, Rule 6.31

Quotes more than **forty** words long are to be in 'block' format pursuant to APA style. **Quotation marks are not used** in block quotation format. *See* APA Publication Manual 6th Edition, 2010, Rule 4.08.

The format should be **left-aligned** to meet APA citation format requirements. Go to the Home tab in Microsoft Word and select 'left-aligned' at the beginning of the paper so the formatting requirement is met. *See* APA Publication Manual 6th Edition, 2010, Rule 8.03.

Font: Times New Roman 12-point.

Margins: APA style requires that they are one-inch around the entire paper. This is the default setting in Microsoft Word. You may also right-click (on your mouse) to bring up the menu and select Paragraph. The following are the correct settings:

Alignment: Left

Outline Level: Body Text

Indentation: Left & Right: 0

Special: None

By: Leave blank

Spacing: Before & After: 0

Line Spacing: Double

At: Leave blank

Don't add space between paragraphs of same style: Do not 'check' box

See APA Publication Manual 6th Edition, 2010, Rule 8.03.