APA TOP 10

1) **Font:** (p. 228) Times New Roman, 12-point font size.

2) **Margins:** (p. 229) 1" on left, right, top, and bottom.

3) **Line alignment:** (p. 229) Flush-left (jagged right margin).
   Paragraph indent: 1/2".
   Do not divide words at the end of the line.

> Don't forget to use the APA manual (6th ed.) since this guide is for quick reference only.

4) **Spacing**: (p. 229) Double-space everything.

5) **Reference Citations in Text:** (p. 174)
   "Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. . . . Citation of an article implies that you have personally read the cited work. . . . The number of sources you cite in your work will vary due to the scope of the paper (APA, 2010, p. 169).

   Cite anything that would not be considered "common knowledge."

"Each reference cited in text must appear in the reference list" (APA, 2010, p. 174).

- After a paraphrase: include authors' last names, year of publication (no page number).
    - Examples: (Sanchez & Black, 2010).
      Sanchez and Black (2010) stated that the social work perspective was very helpful.

- After a quotation: put in parentheses after last quotation mark; include page number.
    - Example: "The social worker played a significant role in the positive outcome" (Sanchez & Black, 2010, p. 230).

- Many authors: If more than two authors, list all of them the first time, then for subsequent citations, list the first author followed by "et al." (p. 208).

    - First time example: (Anderson, Ling, Jones, Himalaya, Anderson, & Ford, 2009).
    - Second time example: (Anderson et al., 2009)

- For an interview or E-mail: (*Do not include on the reference page.*)
    - Example: (K. Bell, personal communication, September 23, 2010).

6) References: (pgs. 180 & 193)
- "Each entry in the reference list must be cited in text" (APA, 2010, p. 174).
- Alphabetize by the first author's last name.
- First line is flush-left, subsequent lines are indented 1/2".
- Double-spaced.
- If more than 7 authors, list the first 6, put three dots (ellipses), then list the last author.
- Note the use of capitalization, italics, and punctuation in the examples below.

7) Quotations: (p. 170)
- Avoid using long quotes or too many quotes.
- Use quotation marks. (Do not plagiarize!)
- For long quotations (more than 40 words): 1/2" block indent, double space, no quotation marks, followed by a citation.
- First letter of a quotation may be changed to uppercase. Punctuation at the end of the quote may be changed to fit the sentence. Any other changes must be explicitly indicated.

8) Page numbers and headings: (p. 230)
- Page numbers and headings are placed within the top margin.
- Number pages consecutively, beginning with the title page through the reference page(s).

9) Section Headings: (p. 62)
- Center the title of the paper on the first line of the first page; do not bold. This does not count as a Level 1 heading.

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10) Numbers: (p. 111)
- Use words to express:
  - Numbers one through nine (i.e., one, two, three).
  - When the number begins the sentence (avoid this by rewording the sentence).
  - Common fractions (i.e., one fifth of the class, two-thirds majority).

- Use numerals to express:
  - Numbers 10 and above (Example: 10 books, 21 years old).
  - When grouping/comparing numbers under 10 with numbers above 10 (Example: 4 of 20 responses. Of the 15 persons responding, 3 said…).
  - When the number precedes a measurement (Example: 4-mg dose, 6 inches).
  - When writing time, date, ages, scores, points, and money sums.