APA Quick Guide
Building your research paper

Formatting Basics

- [ ] Use white paper 8.5" x 11"
- [ ] 1" margins on all sides
- [ ] Black font
- [ ] Double spaced font
- [ ] Click on "remove extra space after paragraph"
- [ ] Print single sided

Title Page

- [ ] Header with page number
- [ ] Full title of your paper
- [ ] Full name
- [ ] Institution you're writing from
- [ ] [Northwood Tech]

Main Body

- [ ] Header with page number
- [ ] Left justified text with each paragraph starting with a .5" tab
- [ ] Use proper grammar, sentence structure, and no contractions
- [ ] Type out numbers one through nine

Reference Page

- [ ] Header with page number
- [ ] Hanging indent for citations
- [ ] Double spaced

Double-Check

- [ ] Does your instructor have requirements for font size and type
- [ ] Does your instructor require an abstract
- [ ] Even though programs like Microsoft Word have built in citation tools, they only work as well as the information put in. Double check any generated citations for proper formatting.

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Northwood Tech
Innovative Teaching & Learning Center

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Reference Examples

In-Text Citations:

When paraphrasing and using the authors name in the sentence, simply add the date.

As illustrated by Dr. Seuss in his book *The Sneetches and other stories* (1961), the roots of

segregation are arbitrary.

Direct quote containing less than 40 words:

"They kept them away. Never let them come near. And that's how they treated them year after
year" (Seuss, 1961, p.7).

Journal Article:

Author last name, First name initial. Middle name initial (year). Title of article. *Title of journal*,

volume(number), first page-last page. https://doi.org/xxxx

Philip, S. (2018). Caught in-between: social developments and young men in urban India. *Journal of*

Gender Studies, *27*(3), 362–370. https://doi.org/10.1080/09589236.2017.1391689

Websites:

Author, A. (Date of Publication). *Title of Document*. http:// www.xxxxxx.xxx

Sea Turtle Restoration Project. (2006). *Threats to sea turtles*.

http://seaturtles.org/section.php?id=104

If the website doesn't list an author's name, use the copyright holder like the example above.

If the website doesn't list a publication date, use (n.d.) in place of the date

Mayo Clinic. (n.d.) *Muscular Dystrophy: Symptoms & Causes*.

https://www.mayoclinic.org/diseases-conditions/muscular-dystrophy/symptoms-causes/

syc-20375388

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