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**Reference** or **References** is centered bolded at the top of its own page. Sources are in hanging paragraph format. List sources in alphabetical order by the author's last name or by title if there is not an author.

**Book and Article Titles** only the first word of the title, subtitle and proper nouns are capitalized. Article titles are not enclosed in quote marks.

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**Use the letters n.d. for the year.**

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# FORMATTING & IN-TEXT CITATIONS

**FONT:** Accessible to all users. Font options and sizes: Calibri-11, Arial-11, Times New Roman-12, Georgia-11. Same font is used throughout.

**LINE SPACING:** Double throughout.

## COVER PAGE:

**Header:** Page Number only, flush with right margin.

**Title:** Bold, centered, positioned 3-4 double spaced lines down from the top margin. Initial letters of the title are capitalized.

**Student's Name:** Should be 1 double spaced line below the title, centered, and in regular font.

**Rest of the paper is double spaced.**

**ABSTRACT:** If required, is on the second page.

-----  
**Title of the Paper** 1

Student's Name  
Department's Name, College's Name  
Course Number: Course Name  
Professor' Name  
Paper's Due Date

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**Abstract** 2

The abstract summarizes the ideas presented and defines any acronyms and abbreviations in the paper. It is flush with the left margin, double spaced, and no more than 250 words. The keywords are indented ½ inch in from the left margin. Keywords is italicized and followed by a colon.

*Keywords:* ideas, paper, paragraph

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**Title of the Paper** 3

Indent the 1st line of each new paragraph. Paper's text is double spaced. There are not any blank lines between paragraphs.

## IN-TEXT CITATIONS FORMAT: PARAPHRASES & SUMMARIES

**PARENTHETICAL [P]:** Placed at the end of a sentence, before the period.

**NARRATIVE [N]:** Author's Last Name used in the body of a sentence, followed by the Year enclosed in parentheses.

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### Three or More Authors

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If the title is long, shorten it for the in-text citation. Capitalize initial letters of titles. NOTE: APA manual does not show examples for title narrative in-text citations.

- Books - Italicize the Book's Title.  
**[P]:** (*Book's Title*, Publication Year).

- Article- The "Article's Title" is in quotes.  
**[P]:** ("Article's Title," Publication Year).

## CORPORATE / GOVERNMENT / AGENCY AUTHOR

**FONT:** For parenthetical citations, enclose the acronym in square brackets. For narrative citations, use parentheses.

Subsequent in-text citations, use the agency's acronym

**[P1]:** (Acronym, Publication Year).

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### DIRECT QUOTES WITH PAGE NUMBERS.

When quoting directly always provide the author's last name, the publication year, and page number.

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