

APA Format

Basic Paper Setup

Margins: 1-in on all sides

Font: 11-point Calibri or 11-point Arial

Line spacing: Double space the entire paper

Paragraph alignment: Align left; Indent first line of paragraph .5-in

Page Numbers: Set automatic page numbering function to top right corner. Title page is page 1

Use your name with the page number (Hubbs 1)

Title Page Setup

Center the information

Start the Title page 4 lines down from the top

Include following elements (Double spaced)

- Paper Title
- Name of Author
- School Name
- Course Name
- Instructor Name
- Assignment Due Date

Quotations

Short quotations (fewer than 40 words)

- Add quotation marks around the words, and incorporate the quote within your own text
- Include full citation within parentheses either at the end of the quote or the sentence
- (Author, Year, Location)

Block quotations (40 or more words)

- No quotation marks
- Start on new line and indent entire quote .5 in from left margin
- Continue to double space (no extra spaces)
- Cite the source in parentheses after the quote's final punctuation

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Reference Page

Book:

Author, A. A., (Year of publication), *Title of work only capitalizing the first word of title: Capital letter also for subtitle.* Location: Publisher.

Journal Article from Online Source:

Author, A. A. (Year). Title of article: Subtitle words. *Title of Periodical, volume number*(issue number), pages. <https://blah.blah.org/xxxx/yyyy>

Magazine from Online Source:

Author, A. A. & Author, B. B. (Year, Month Day). Title of article: Subtitle words. *Title of Magazine, volume number*(issue number), pages. Retrieved from http://url_of_magazine_webpage

Government Website (with author):

Author, A. A., Author, B. B. & Author, C. C. (Date published or updated). *Title of report or document: Subtitle of report.* Retrieved from <http://someurl>

Government Website (with no author):

Government agency or organization name. (Date of published or updated). Title of specific section or chapter of documents. *Title of larger document.* Retrieved from <http://someurl>

References cited in your paper will be referenced as (Author, Date) at the end of the sentence. Any references listed must be cited somewhere in the paper.