

APA Cheat Sheet

Some of the Basic Rules and Guidelines

APA Formatting

4 Major Sections: Title page, Abstract, Main Body, References

1. **Title Page:** Header (shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation), Title, Author's name, Institutional Affiliation

Running Head: SOCIAL MEDIA IN THE CLASSROOM	1
Social Media in the Classroom: Distraction or Teaching Tool?	
Mary Jacobs	
Virginia Wesleyan College	

2. **Abstract:** Write a concise summary of the key points of your research. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words.

SOCIAL MEDIA IN THE CLASSROOM	2
Abstract	
This paper explores the reach done on the use of social media in higher education. The use of Facebook and twitter will be main social networking sites (SNS) that will be explored. Many	

3. **Main Body:** Running head, Center title (not underlined, in quotation marks, in big font or all capitalized letters), 1" margins all around and double spaced

SOCIAL MEDIA IN THE CLASSROOM	3
Social Media in the Classroom: Distraction or Teaching Tool?	
With the explosion of social media usage in the twenty-first century, especially by teenagers and young adults, many educators are beginning to explore the positive and	

In-text Citations

Summary or Paraphrase: Include author's last name and year

- According to Jones (1998), APA style is a difficult citation format for first-time learners.
- APA style is a difficult citation format for first-time learners (Jones, 1998).

Short Quotations: Include author's last name, year, and page number

- According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

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- She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Titles: Whole sources like books, journals and newspapers get italicized, but parts of a whole source like chapters or articles are not italicized but put in quotation marks.

- The book *Food for Thought* and the chapter "The Great Cake Debate"

Punctuation: punctuation (periods, commas, question marks, etc) goes after the in-text citation.

- Ex. Smith (200) suggests, "Chocolate is the best flavor for cakes" (p. 8). However, his claim that "vanilla is the worst flavor ever" (Smith, 2000, p. 8), while might be true for him, is certainly not agreed upon by everyone.

4. References: References starts on a new page, sources listed in alphabetical order, double spaced, with hanging indentations

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent
- Capitalize all major words in journal titles; italicize titles of longer works such as books and journals.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle and proper nouns; do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

References

Bromley, K. (2007). Nine things every teacher should know about words and vocabulary instruction. *Journal of Adolescent & Adult Literacy*, 50(7), 528-537.

Hara, M. (1996). Service learning and reading instruction. In D. Droge (Ed.), *Disciplinary pathways to service learning*. (pp. 77-90). Messa, AZ: CCNCCC.