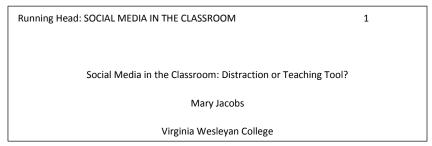
# **APA Cheat Sheet**

# Some of the Basic Rules and Guidelines

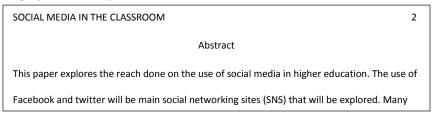
## **APA Formatting**

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

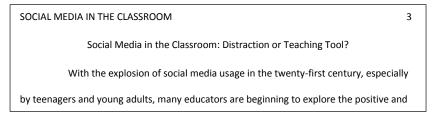
**1. Title Page**: Header (shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation), Title, Author's name, Institutional Affiliation



**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.



**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



### **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.

#### ADULT READING PEDAGOGY

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#### 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.