

# QUICK REFERENCE GUIDE – 5<sup>th</sup> edition

APA Writing Style for Baker College

**Please note – Instructor guidelines may supersede the following guidelines.**

**Margins:** Margins should be set as follows:

Top margin = 1”  
Left margin = 1 “                      Right margin = 1”  
Bottom margin = 1”

**Spacing:** Double spacing throughout, including references, between sections and paragraphs, or quotations with 40 or more words. There should be no other type of spacing such as single or triple spacing.

**Justification:** Left justify the paper/essay. The text will appear jagged at the right margin.

**Font:** The following Size 12 fonts are acceptable (same font for entire paper/essay):

Courier                                      Times New Roman  
\*Do **not** use bold font.

**Paragraph indentation:** Indent all paragraphs with a tab (tab should be set at .5”) If an abstract is required, there is no paragraph indentation.

**Page header:** Every page, including the title page, should include a page header. A header consists of an abbreviated (use first 2-3 words) version of the title and page number, with 5 spaces between the shortened title and page number. The header should appear between the top of the page and the first line of text, ½” from the top of the page. The page header will be flush right. The title page is page one.

**Title Page:** The title page must include a page header, the title of the paper, the student’s name, and the name of the college. An instructor may require additional information on the title page.

**Headings:** Instructors may require the headings in the paper. If required, use the following types of headings in the body of the paper:

Title of paper: Centered, upper and lower case (this is only on 1<sup>st</sup> page of body of paper)

Level 1:                      Centered Uppercase and Lowercase Heading

Level 2:                      *Centered, Italicized, Uppercase and Lowercase Heading*

Level 3:                      *Flush left, Italicized, Uppercase and Lowercase Side Heading*

Level 4:                      *Indented, Italicized, lowercase heading ending with a period; paragraph begins on same line*

NOTE: In level four headings, capitalize only the first letter of the first word.

Two levels: Use levels one and three

Three levels: Use levels one, three, and four

Four or more levels: Please refer to *APA: The Easy Way!* because heading formats change.

**Page Order:**

- Title page           \*Required
- Table of contents \*If required by instructor
- Abstract            \*If required by instructor
- Body of Paper      \*Check with instructor for length requirement
- References         \*Required
- Appendices         \*If required by instructor

**Secondary source:** When citing a source within a source, name the original work and give a citation for the secondary source. For example, if citing a paraphrased comment from Smith in Jones article (when Smith's original work was not read), reference the citation as follows:

- Smith (as cited in Jones, 2008) was the first to note that Pluto is not actually a planet.

NOTE: If a direct quote was stated from Smith, the page number must also be included. Also, only Jones work is cited on the reference page.

**Directly quoted in-text citations:**

- Page number—Use parenthesis: (author's last name, comma, space, year, comma, space, lower case 'p.' period, space, page number) e.g.: (Smith, 1994, p. 271).
- Range of pages citation— cite as above except use "pp." rather than just "p." e.g.: (Smith, 1987, pp. 55-56).

**Formal English writing requires certain conventions, including the following:**

- Some instructors require writing in 3<sup>rd</sup> person only. This means do not use first person (I, we, me, us, mine, our, ours) or second person (you, yours). e.g.: This author agrees with....
- Spell out words for numbers 1-10; figures are used for numbers above ten.
- Do not abbreviate except for those formally accepted abbreviations such as Mr., Ms., Mrs., and Dr. Refer to page 16 in *APA: The Easy Way!*
- Do not use contractions (e.g.: haven't should be have not)
- Do not divide words at the end of typed lines
- Limited use of bullets are acceptable with APA format