

## APA QUICK REFERENCE CHART

Compiled by Terry Ogilvie

**Note:** Page numbers correspond to  
the 5th Edition of the APA Publication Manual

CHARACTERISTICS	APA REQUIREMENT	PAGE
PAPER	Single sided 8.5 X 11	284
MARGINS	1 inch all sides	286
LINE SPACING	Double, including after titles. Never use single spacing.	286
JUSTIFY	Left justify only. No other method acceptable.	287
PUNCTUATION SPACING	One space after all punctuation marks	290
TITLE PAGE	Center Title, upper & lowercase), author, institution, page number top left. Double space	296
BODY TEXT FONT	Serif fonts only: 12 pt Times, Times New Roman or Courier	285
HEADINGS (title fonts)	Use appropriate levels, see examples	113 and 289,290
BOLD TEXT	Statistical symbols or mathematical copy only	140
INDENTATION	All paragraphs indented half inch.	289

CHARACTERISTICS	APA REQUIREMENT	PAGE
PAGE NUMBERING (pagination)	All numbered in top right including title page (except pages with figures).	288
PAGE NUMBERS IN CITATIONS	Always in direct quotes. Optional when paraphrasing.	121
NUMBERS IN CITATIONS	In full, i.e. 294-298 not 294-8.	
PARAPHRASING	Author and date, no page needed	121
SHORT QUOTATIONS IN TEXT	Use "double quotation" marks"	119, 292
LONG QUOTATIONS	More than 40 words, no quotation marks, indent half inch instead.	292
SECONDARY CITATION	Smith states, "Show quotation here" (as cited by Brown, 1995, p. 15).	247
QUOTE WITHIN QUOTE	Single quotation marks for long quote, double for short quote	121
TEXT CITATION (SINGLE AUTHOR)	Author last name and year (Smith, 1983). <i>or</i> (Smith,1983,p.21).	207
TEXT CITATION (2 AUTHORS)	Cite both names every time.	208
TEXT CITATION (3-5 AUTHORS)	First citation, all names and year; second citation first authors name and then et al.	208

CHARACTERISTICS	APA REQUIREMENT	PAGE
TEXT CITATION (6+ AUTHORS)	Name of first author and et al. and year.	209
TEXT CITATION (INTERNET)	Author, date of writing or retrieval, page. If no page # available, use paragraph #.	231,268
ELIPSIS POINTS	. . . three spaced dots indicate omitted material. four spaced dots indicate omissions between 2 sentences. . . .	293, 119
REFERENCES PAGE	Alphabetized, Center title, hanging indent first line of each reference	299
UNDERLINING	Do not use, even in references.	286
FOOTNOTES	Not used...only if they strengthen the discussion OR convey copyright permission	300
ITALICS	Title of books in references and in text. Intro of a new term key word or label in text, <i>like this</i> rather than "like this".	120
EM DASH	Sets off an element of a sentence.	291
EN DASH	Compound adjectives ie.Chicago-London	291
Checklist for Manuscript Submission		379

## References:

American Psychological Association. (2001). *Publication manual of the American psychological association*, Fifth Edition. Washington, DC: Author.

APA.org. <http://www.apastyle.org/electext.html>