APA 6th Edition Formatting Bullet List

This is not intended to replace the use of the APA manual: that is always your best source of information. When the examples in the manual do not match the rules, follow the rules.

- **Title page** header includes Running head: KEY WORDS. Key words are not the title.
  - Title page header includes page number on same line as running head.
  - Three elements on title page: title, author, school; nothing else unless instructor says so.
- Title describes the paper, not which assignment it is, and is repeated at the top of the first page.
- Only the key words of the running head repeat on subsequent pages. Use Different First Page option on the Design tab, then remove the words Running head from p. 2.

- **Headings**: first four levels are bold.
  - Level 1 is centered with important words capitalized.
  - Level 2 is at the left margin with important words capitalized.
  - Level 3 is indented at the beginning of the first sentence in a paragraph with only the first word and proper nouns capitalized.
  - Level 4 is same as Level 3 and italicized.

- **Citations**: If the information came from anywhere outside your own head, cite and reference it.
  - End-of-sentence punctuation comes after a citation at the end of the sentence.
  - In citations: author(s) last name(s) only, last year of copyright (not a range of years), or n.d. if there is no date.
  - If it is a direct quote, it must have quotation marks around it if it is 39 words or less, or be blocked if it has 40 words or more. A citation is NEVER a URL.

- **References**: Use the APA manual. It has a whole chapter of samples.
  - References begin with the author(s)’ last name(s) or the name of the web page, NEVER a URL.
  - Next is the last year of copyright or n.d. if there is no date.
  - If the source is an article or book, the title of the article comes next.
    - Only the first letter of the first word, the first letter of the first word after a colon, acronyms and proper nouns are capitalized.
  - If there is an article title, then the journal follows and is italicized with normal capitalization.
  - Publication data for a book includes city and the name of the publisher without words like The or Company or Inc, separated by a colon.
  - If you only used certain specific pages in the book or journal, list them.
  - If your source is online, end with Retrieved from, then the URL address of your source.
    - Always use the doi (digital object identifier) if available. Usually found at the bottom of the first page of the article
    - The rule is to reference the URL of the journal of the article, not the databases in which you found it; but the examples in the manual show databases in the References. Follow the rule or ask your instructor his/her preference.