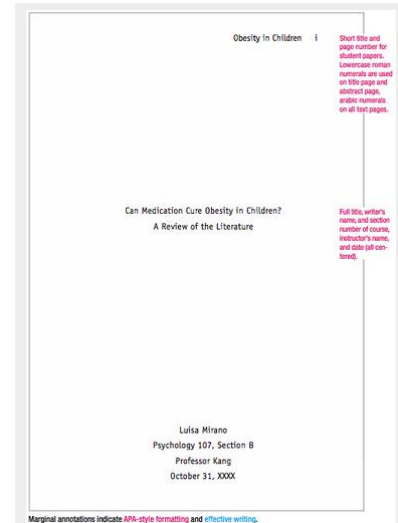# <u>Quick APA Reference Sheet</u>

Paper Format

- Times New Roman/ 12 pt
- Double Spaced
- 1" margin all sides
- Running Header: 50 CHARACTERS MAX. ALL CAPITALS
- Page number all pages but title page, begin on 2nd page With page #2.
- Abstract
- Body of the paper
- Reference section

Reference Page Format

- 1 inch margins and References center at top
- Enteries in alphabetical order by first letter of each entry
- Use NoodleTools acct or Quick Cite to help: http://tinyurl.com/QUICKCITES
- Examples:

BOOK:

Bruns, E. J., & Burchard, J. D. (1998). The financial impact of disabilities on America's poor. Thousand Oaks, CA:

    Sage.

JOURNAL ARTICLE:

Kuhlthau, K., Hill, K. S., Yucel, R., Dau, W., Lea, T., Perrin, J. M., …Fisher, M. (2005). Financial burden for foster

    families raising children with disabilities. Maternal and Child Health Journal, 9, 207-218.

WEBSITE:

National Center for Education Statistics. (2002). Current expenditures per student, 1999-2000. Retrieved from

    http://nces.ed.gov/ccd/bat/

In-text Citation or Parenthetical citation format

- In-text citation is placed at the end of the sentence and indicates where the information came from.
- It is placed before the period.
- It should include author's last name and publication year. (Gambrill, 2001).
- If citations does not have author include title of article or title of website and publication year. (National Health Statistics, 2003).