General Formatting

- Title page
- References page
- Abstract (ask your instructor)
- In-text citations
- Double-spaced
- Page number on every page
- Times New Roman size 12

### Abstract

An abstract is not always required. When it is, place it on its own page just after the title page (the second page of your document).

- “Abstract” bolded and centered below header
- 1 paragraph, 150-250 words
- Briefly summarizes whole paper

### In-Text Citations

Use the author’s last name and the year of publication separated by a comma.

(Last Name, Publication Year). ➞ (Ruiz, 2014).

### Citing a Direct Quote

Include the author’s name, publication year, and also add “p.” and the page number.

Examples of Reference Entries

Setup:
- Type “References” and center it at the top of the page
- Alphabetize by the first letters of each source
- Use hanging indents
- Maintain double-spacing
- List all authors, up to 20 authors
- Capitalize only the first word of titles, subtitles, words after colons and dashes, and proper nouns when citing the source’s title.

**Website**

Lastname, First initial. Middle initial. (Year, Month Date). Title of page. Site name. URL

https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01

**Online Journal**

Lastname, F. M. & Lastname, F. M. (Year). Title of article. Title of Periodical, vol.(issue), page numbers. DOI


**Book**

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Publisher Name.


**Podcast Episode**

Host, A. A. (Host). (Year, Month Date). Title of episode (No. if provided) [Audio podcast episode]. In Name of podcast. Publisher. URL


*Materials from APA Manual 7th Ed. and Purdue OWL. Revised by GRCC Language Arts Lab 1/11/22.*