

APA Documentation

- ◆ Quick Orientation to APA
- ◆ APA Parenthetical Citation
- ◆ Create an APA Reference List
- ◆ Format a Paper Using APA Guidelines
- ◆ Format APA Headings for a Paper
- ◆ Review APA Usage and Style Guidelines

What is APA style?¹

Like all documentation styles, APA style provides a standard system which gives credit to others for their contribution to your work. It is known as a "parenthetical" documentation style, meaning that citations to original sources appear in your text. This allows the reader to see immediately where your information was found, and it saves you the trouble of making footnotes or endnotes.

- The APA style includes three kinds of information in in-text citations.
 1. The author's last name*
 2. The work's date of publication*
 3. The page number, appears only in a citation to a direct quotation.
(*these items must match exactly the corresponding entry)
- The APA encompasses strict guidelines for the formatting of documents. Formatting the reference list and headings are the most important aspects of these guidelines in academic writing. The general intent of the Publication Manual is to assist the editorial staff of APA journals in typesetting. If you are preparing a paper for a class assignment rather than a journal, you are in a sense publishing it yourself. Therefore, according to APA, you may relax the APA's rules in some cases:
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- Writers are reminded that they are preparing the "final" copy; because the manuscript will not be set in type, the manuscript must be as readable as possible. Many of APA's format requirements aid production for publication. Reasonable exceptions to APA style for theses and dissertations often make sense and are encouraged to better serve communication and improve the appearance of the final document. For example, tables may be more readable if single-spaced, and justified margins may substitute for ragged right margins (in this case, end-of-line hyphens are acceptable).

¹ Source: The Writing Center at the University of Wisconsin- Madison.

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Dana S. Dunn



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