

APA Format Guide

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FORMAT

Paper should be double spaced, and written in Times New Roman with 12-Point Font.

MARGINS

Use 1-inch margins on each side of page.

DIRECT QUOTES

In parentheses, write the author's last name, year, and then page number. If the author is named in the text, only cite the year and page number. If you are using the same author as the last citation, only cite the page number. If the author is unknown, use the first few words from the title.

UNDERSTANDING KENYA'S POVERTY

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Understanding Kenya's Poverty

In the midst of the booming capitol of Nairobi lies the biggest, hidden cover-up of the world: Kibera Slum. Kibera Slum is home to roughly one to three million peoples of all nationalities and tribes:

There are approximately three million slum dwellers in about 250 settlements in the Nairobi area, making up "60% of the Nairobi population, but occupying only 6% of the land" (Ouma, 2013, p.16). Kibera is a field and valley, about the size of Central Park, jammed with tin huts, 8 people per hut, with urine and feces running in ruts of the rambling walking paths.

Kibera, being densely populated, houses the trifecta of diseases, murders, rapes, and deaths among men, women and children in East Africa (Odira, 2001). Despite the never-ending issues of the "chocolate city," (p.18) the people of Kibera Slum are upbeat, positive, and filled with happiness. One must wonder why many citizens of first-world countries seem so unhappy when they have everything, but yet these beautiful people are filled such a contagious joy within them. The only answer

PARAPHRASED & SUMMARIZED CONTENT

If you are paraphrasing or summarizing an idea from another work, you need to provide the authors last name and year.

PAGE HEADER

A page header includes the title and the page number. Page number is place in the top-right corner and title of paper in the top-left corner, including the

TITLE

The title should be 12-point font and centered. Do not underline, bold, or add any other edits.

BLOCK QUOTATIONS

Quotations that are more than 40 words in length need to be set apart in a block. They should be double-spaced and indented 1/2" from the set margin. The end mark should be placed before the

TITLE

The title
"References"
should be centered
with Times New
Roman, 12-point
font

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References	
Johnston, A. , & Brown, M. (1999). <i>Kibera Slum</i> . London: London Press.	
Lange, J. (2010). Poverty in the Third-World. <i>Journal of Historical Events</i> , 46(1),82-86.	
Ouma, B. (2001). Cultures of the World. Retrieved from http://www.acaciaofhope.org/cultureofkenya	

HANGING INDENT

Add a hanging
indent of .5 inch
after the first line of
each record.

ALPHABETICAL ORDER

Arrange citations
with the first word
of the record.

BOOK BY A SINGLE AUTHOR

Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

BOOK BY TWO OR MORE AUTHORS

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

ONLINE WEBPAGE

Last name, First initial. Middle initial. (Year). *Title of Webpage*. Retrieved from xxx.XXXX.xxx

ARTICLE ON AN ONLINE PERIODICAL

Last name, First initial. Middle initial. (Date of Publication). Article title. *Title of Periodical*, volume number (issue number if available). Retrieved from xxx.xxxx.xxx

EXAMPLES OF DIRECT QUOTES

For direct quotes, make sure you cite the author's last name, year, and page number. If you do not have a page number, use the paragraph number.

Smith (2004) said that, "One out of every five children will die" (p.18) in Kibera.

The study showed that, "One out of every five children will die" (Smith, 2004, p. 18).

Smith's study (2004) found that in Kibera Slum, "one out of every five children will die" (p.18).

The study found that the children will "die from diseases that can be cured" (Johnston & Brown, 1999, para. 3).

EXAMPLES OF PARAPHRASED CONTENT

For content that is paraphrased, make sure you cite the author's last name and year. Both must be cited. Although not required, APA Guidelines encourage you to provide the page number as well.

Smith (2004) stated that Kibera Slum is the most dangerous place in the world.

Kibera Slum is the most dangerous place in the world (Smith, 2004, p.18).

In 2004, Smith stated that Kibera Slum is the most dangerous place in the world.

EXAMPLE OF SUMMARIZED CONTENT

For content that is summarized, make sure you cite the author's last name and year. Both must be cited.

Original Text: "There are approximately 2.5 million slum dwellers in about 200 'settlements' in the Nairobi area, representing 60% of the Nairobi population, but occupying only 6% of the land. Kibera is a field and valley jammed with tin huts, 8 people per hut, with urine and feces running in ruts of the rambling walking paths" (Ouma, 2013, p.16).

Summarized Text: In *Cultures of the World*, Ouma (2013) states that there are millions of people densely settled on a small portion of land in the city of Nairobi. These people live in small shacks that are connected by walkways filled with human excretions (p.16).

FINAL APA TIPS

- Always check with the instructor for preferences in formatting first.
- The title page should have a header that has “Running Head:” and then your title. The rest of your pages will only have your title. There is an option Microsoft Word that will allow the first page to be different from the rest of the paper.
- The second page should always be the abstract. Center the word “Abstract” in the middle of the page. Provide a 150 to 250 summary of the research without indentation. Provide a few keywords at the end of the paragraph in italicize.
- All sources should be cited on a References page. Label the page References.
- Paraphrased content should be cited immediately after the content that has been paraphrased.
- If there are three to five authors being cited, list all the others the first time the source is cited. In following citations, use the first author’s last name followed by “et al.”
Ex. (Smith, Odira, Brown, 2001) (Smith et al., 2001)
- If there are more than six authors, use the first author’s name followed by “et al.” in in-text citations and references page.
Ex. (Brown et al., 1993).
- Make sure that all the citations on the references page have a hanging indentation. To do this: highlight the citations, right-click to Paragraph, click on Special, left-click on Hanging, and Indent to .5 inch.
- Italicize major titles such as journals, books, and movies. Put journal articles, short stories, and web pages in quotation marks.
- If no date is given, use “n.d.” as a replacement.
- Absolutely nothing should be in bold. Everything should be in Times New Roman with 12-point font.