

APA

Guide

## GENERAL REQUIREMENTS FOR APA

- 1 inch margins
- Double space (no extra space between paragraphs)
- Font – 12 point, times new roman
- Title page
- Reference page

# Title Page

Running head: ABBREVIATED TITLE IN ALL CAPS

3

MAXIMUM OF  
50 CHARACTERS

MAXIMUM of 12 words

Full Title of Your Paper

Your Name

Portmore Community College

## Note

The words "Running head" is on Title page ONLY.

All other pages' headers consist of page numbers and ABBREVIATED TITLE

## In-Text Citations

<b>1 author</b>	<p>(Author surname, publication year)</p> <p><b>Example:</b> (Decenzo, 2008)</p>
<b>2 authors</b>	<p>(Author1 &amp; Author2, publication year)</p> <p><b>Example 1:</b> (Robbins &amp; DeCenzo, 2008)</p> <p><b>Note:</b> (used at the end of signal phrase) e.g. Management is the process of getting things done effectively and efficiently (Robbins &amp; DeCenzo, 2008).</p> <p><b>Example 2:</b> Robbins and DeCenzo (2008)</p> <p><b>Note:</b> (used when author(s)' name(s) used as part of signal phrase) e.g. Robbins and DeCenzo (2008) defines management as the process of getting things done effectively and efficiently.</p>
<b>3-5 authors</b>	<p><b>First use</b> (authors separated by commas, year)</p> <p><b>Subsequent use</b> (first author et al., year)</p> <p><b>Example:</b></p> <ul style="list-style-type: none"><li>i. (DeCenzo, Robbins, Brown, James &amp; Simpson, 2008).</li><li>ii. (DeCenzo et al., 2008)</li></ul>

<b>6 or more authors</b>	<p><b>First use</b> (Author1 et al., year)</p> <p><b>Example:</b> (DeCenzo et al., 2008)</p>
<b>Authors with same surname</b>	<p>Include authors' initials in citation</p> <p><b>Example:</b></p> <p>S. Anderson (2016) and W. Anderson (2009)</p>
<b>Corporate author</b>	<p>If there is no individual author, use the organization as the author.</p> <p>(Name of Organization, year)</p> <p><b>Example:</b> (Portmore Community College, 2015)</p>
<b>Two or more works within the same parenthesis</b>	<p>List two or more works by different authors within the same parenthesis alphabetically (the same order in which they appear in the reference list)</p> <p>Use a semi-colon to separate each citation</p> <p><b>Example:</b></p> <p>(Jones, 2001; Simpson, 2013)</p>

<b>Website</b>	<p>Use same author-date format (Author, year)</p> <p>Use date given on web page</p> <ul style="list-style-type: none"><li>- Last updated</li><li>- Last revised</li><li>- Copyright date</li></ul> <p>} Found at bottom of webpage</p> <p>Note: Use organization as author if there is no individual author for the webpage.</p>
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## References

<b>Book – Basic Format</b>	<p>Author surname, First. Initials. (publication year). <i>Title of Book: Subtitle.</i> (Edition). Location: Publisher Name.</p> <p><b>Example:</b></p> <p>Plunkett, W. R., Allen, G. S., &amp; Attner, R. F. (2013). <i>Management: Meeting and exceeding customer expectations.</i> (10<sup>th</sup> ed.). Ohio: South-Western, Cengage Learning.</p>
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**E-book**

Author surname, First. Initial(s). (year). *Title of book.*

Retrieved from <http://www>.

**Example**

Plunkett, W. R., Allen, G. S., & Attner, R. F. (2013).

*Management: Meeting and exceeding customer expectations.* (10<sup>th</sup> ed.). Retrieved from

<http://www.onlineoriginals.com>



<p><b>Newspaper article</b></p>	<p>Author surname, First. Initial(s). (year, Month day). Title of article. <i>Title of Newspaper</i>, page number(s).</p> <p><b>Example:</b></p> <p>Sharma, A. (2015, November 22). Uprising of a nation in formation. <i>The Sunday Gleaner</i>, pp. E1, E2.</p> <p>Note: precede page numbers with <b>p.</b> (single page) or <b>pp.</b> (more than one page).</p>
<p><b>Magazine and journal articles</b></p>	<p>SAME FORMAT AS NEWSPAPER</p> <p><b>Exceptions</b> - Magazines</p> <ul style="list-style-type: none"> <li>• (year, Month <del>day</del>)</li> </ul> <p><b>Exceptions</b> – Journals</p> <ul style="list-style-type: none"> <li>• (year, <del>Month day</del>)</li> </ul> <p>Note: Insert “<b>vol.#(issue#.)</b>.” between title of magazine/journal and page numbers</p>

<b>Webpage</b>	<p>Author surname, First. Initial(s). (year). <i>Title of article</i>.</p> <p>Retrieved from <a href="http://www">http://www</a>.</p> <p><b>Example:</b></p> <p>Simpson, C. &amp; Daley, E. (2012). <i>How to write “A” papers</i>.</p> <p>Retrieved from <a href="http://www.pcc.edu.jm/communication/">http://www.pcc.edu.jm/communication/</a></p> <p><b>Note: use name of organization as author if no individual author is listed</b></p>
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Please Note:

APA gives specific instructions for different sources of information. Hence the following sources should be consulted for sources not listed, as well as additional information.

1. <https://owl.english.purdue.edu/owl/>
2. <http://www.apastyle.org/>
3. APA publication manual (available at the library)

You may also send your queries to the library at [portmorecollegelibrary@gmail.com](mailto:portmorecollegelibrary@gmail.com)