



# Urshan College

## APA (6th Edition) Style Guide

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### ***For Reference Page:***

#### Book by one author:

Author's last name, initials. (Year of publication). Title. Location: Publisher.

#### E-Book by one author:

Author's last name, initials. (Year of publication). Title. [Reader Software]. Retrieved from: Web address or Digital Object Identifier.

#### Book by multiple authors:

Author's last name, initials & Author's last name, initials. (Year of publication). Title. Location: Publisher.

#### Book with more than seven authors:

Use et al. after first author's name

#### Book compiled by an editor:

Author's last name, initials. (Ed). (year of publication). Title. Location: publisher.

#### An article from a book:

Author's of article last name, initials. (Year of publication). In editor's last name, initials (Ed.), Title. (page numbers for article). Location: Publisher.

#### Book by a corporate author:

Name of corporate body. (Year of publication). Title. Location: Publisher

#### Bible: Title.

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#### An unpublished dissertation:

Author's last name, initials. (Year accepted). Title. (Unpublished doctoral dissertation). granting college or university, city of institution, state of institution.

#### Article in periodical:

Author's last name, initials. (Year of publication). Title of article. Title of periodical, volume number, pages. Retrieved from: Web address or Digital Object Identifier. [for online retrieval only].

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Author's last name, initials. (Year of publication). Title. Retrieved from: Web address or use the Digital Object Identifier.

## ***For Paper Format:***

- Margins: 1 inch on all sides
- Spacing: Double-spaced
- Title Page:
  - Title of the paper
  - Name(s) of the author(s)
  - Name of the institution
  - Author Note
- Abstract
- Page numbers: should be in the upper right-hand corner of each page
- Paper should be 8 1/2 by 11 inch white paper
- Typeface should be Times New Roman or Courier 12 point
- Running Head: TITLE (from left margin in header)

## ***Quotes:***

- Quotations of fewer than 40 words should be incorporated into the text and enclosed with quotation marks.
- Quotations of 40 or more words should be typed as a double-spaced block with an additional 1/2 margin and no quotation marks.

## ***Documenting Sources:***

- After quoting or paraphrasing provide a parenthetical citation:
  - (author's last name, year of publication, page number).  
Example: (Harper, 2001, p. 47).
  - Commas should be between each element
  - p. or pp. should be before the page number(s)
  - The citation should appear after the material used and if at the end with the period for the sentence should be after the citation.
  - With three to six authors first citation should use everyone's names then use et al for the rest of the citations. (Seven or more use et al. from beginning).
  - Use (as cited in Harper, 2001, p. 47) for material quoted from other sources
  - When there are no page numbers use paragraph number.