APA
Writing & Style Guide

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APA

APA Formatting

APA 7th ed.

- [APA Style (7th ed.) - Online Resources from APA](#)
- [APA Guide (7th ed.) - Purdue University Online Writing Lab (OWL)](#)
- [APA 7th ed. Sample Paper](#)

- **Publication Manual of the American Psychological Association, 7th Edition** by American Psychological Association

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APA 6th ed.

- [APA Guide (6th ed.) - Purdue University Online Writing Lab (OWL)](#)
- [APA Sample Paper (6th ed.) - Purdue University Online Writing Lab (OWL)](#)

Additional Resources

GENERAL RESOURCES:

- [American Psychological Association](#)

  Plenty of resources, including Quick Answers about reference and formatting questions. Also links to the APA blog which features timely posts and explanations for frequently asked questions.

- [The Basics of APA Style](#)

  A free online tutorial for those who are new to APA style.

- [FAQs about APA](#)

  From the APA website.

FORMATTING / STYLE:

- [Purdue University Online Writing Lab (OWL): General Format](#)

  General APA guidelines including how to format your header and first page.

IN-TEXT CITATIONS:

- [Purdue OWL:](#)

  Explains the basics of citing within your text. Includes examples for multiple authors and different types of sources.

REFERENCES:

- [Purdue OWL: Reference List Basics](#)

  Explains basic formatting rules for your references page. Then, once you are ready to create a reference entry for a source, use the menu on the left of the screen to select the right type of source (Articles in Periodicals, Books, Electronic Sources, Other Print or Non-Print Sources). This menu also includes helpful information about creating tables, PowerPoint presentations, and more.

- [University of Maryland University College: APA Citation Examples](#)

  Reference list examples from UMUC.

Citing your work using Microsoft Word

Step 1: Add New Citation

- On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style** and click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.
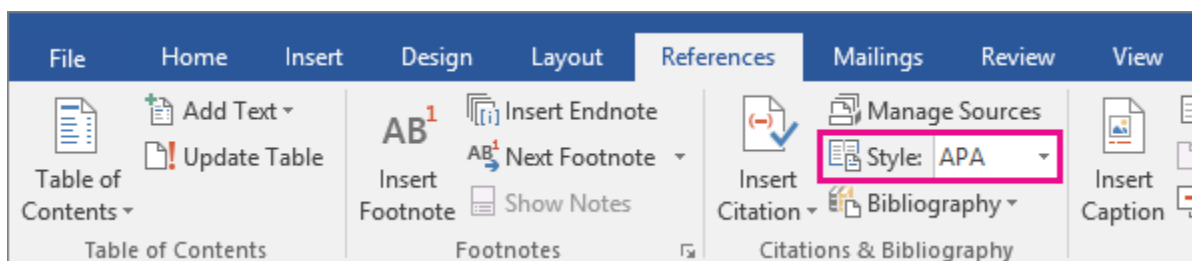
- Click at the end of the sentence or phrase that you want to cite.

- On the **Reference** tab, click **Insert Citation** and then do one of the following:
  - To add the source information, click **Add New Source**, and then, in the **Create Source** dialog box, click the arrow next to **Type of Source**, and select the type of source you want to use (for example, a book section or a website).

- To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.

- If you chose to add a source, enter the details for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.

- Click **OK** when finished. The source is added as a citation at the place you selected in your document.

When you've completed these steps, the citation is added to the list of available citations. The next time you quote this reference, you don't have to type it all out again. You just add the citation to your document. After you've added a source, you may find you need to make changes to it at a later time. To do this, see Edit a source.

Step 2: Insert citation(s) to your document

- Click at the end of the sentence or phrase that you want to cite, and then on the **References** tab, in the **Citations & Bibliography** group, click **Insert Citations**.

- From the list of citations under **Insert Citation**, select the citation you want to use.
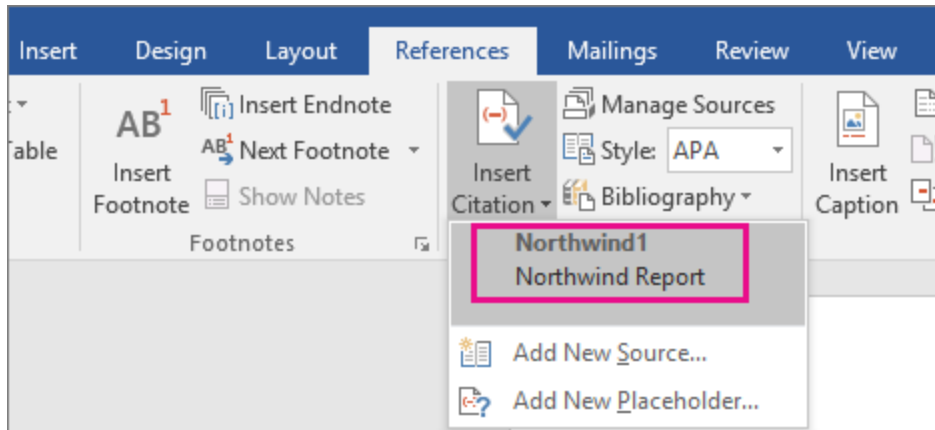
Step 3: Create a bibliography

Now that you've inserted one or more citations and sources in your document you can create your bibliography.
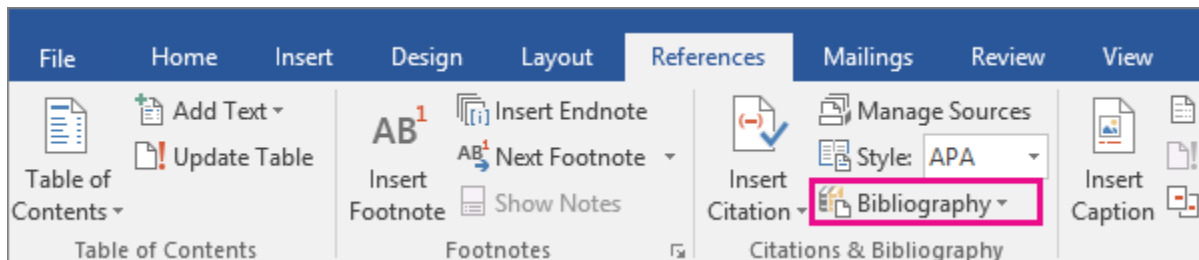
Click where you want to insert a bibliography, usually at the end of the document.

- On the References tab, in the Citations & Bibliography group, click Bibliography.

Step 4: Video: How to build a reference list in Microsoft Word

https://youtu.be/CnVq_BpwP2E