Title

First name Middle Initial Last name

Vincennes University Jasper

Ask you instructor if a cover page is needed and   
what other information should be included

First, enter your title in the header at the top by double clicking on SHORT TITLE IN ALL CAPS. Double click in the document body and start typing your document. Microsoft Word will automatically wrap the text to the next line when it reaches the right margin. Hit ENTER only at the end of a paragraph.

In-text citations include the author’s last name and the year of publication within parenthesis (Last name, 2017). If you use the author’s name in a paragraph, as in, “Last Name (2016) said …”, put the year in parenthesis after the author’s name. If an article is anonymous, use a short title and year (“Short Title of”*,* year). If an agency published the reference, use the full name of the agency with the abbreviation in parenthesis and the year (Generic Agency Name (GAN), year) for the first reference then use the abbreviation and year (GAN, year) for subsequent citations. If the reference is from a secondary source, use “Last Name (year) said … (as quoted in author of reference you used, year).”

Indent quotes of 40 or more words a half inch from the left margin. Do not use quotation marks. Be sure to cite the quotation after the period and include the page number(s). (Last name, 2015, pp. 90-92)

The References list is always on a separate page. Each reference is on its own line with a hanging indent. The list is in alphabetic order by author last name or first word in the citation. Scroll down to enter the references you used. This template includes examples of several types of citations. When you change the text of the template, be careful to not add extra space between paragraphs, to not delete the page break before the References page, or to change the hanging indents for each reference.

You can use the *Review* tab in Microsoft Word to enter and manage your references. However, always check citations and references yourself. The *Review* tab and citation makers such as EasyBib can make mistakes. For complete information on documentation and APA style, refer to the sixth edition of the *APA Publication Manual* or go to their website at <http://www.apastyle.org/> . The Purdue Owl site also has good resources on APA style as well as on grammar and writing. Their website is <https://owl.english.purdue.edu/owl/section/2/10/> .

You can save this document as a template. Opening a template only opens a copy so the original is always available. Click FILE then SAVE AS. Under the name is the file type *Word Document*. Click the menu triangle at the left and select PDF. Hit SAVE. To open a copy of a template, click FILE then NEW. Click on PERSONAL and the templates you saved are listed.

References

Agency which issued the pamphlet or brochure. (year). *Title of Pamphlet or Brochure.* [Brochure]. City where published, state initials: Author.

Author last name, First initial. Middle initial & Second author last name First initial. Middle initial. *Title of Book.* (year). *Name of Book* (#xy ed.). City where published, state initials: Publisher.

Author last name, First initial. Middle initial. (year, Month). Article title with only first word and proper nouns capitalized. *Name of Journal,* volume number(issue), page range. DOI: if there is one, or use: Retrieved from webpage URL

Author last name, First initial. Middle initial. (year). *Title of book* with only first word and proper nouns capitalized*.* City where published, state initials: Publisher.

Author last name, First initial. Middle initial. (Year, Month). Title of webpage. Retrieved from webpage URL

*Title of book* with only first word and proper nouns capitalized*.* (year). City where published, state initials: Publisher.

Article title with only first word and proper nouns capitalized. (year, Month). *Name of Journal,* volume(issue), page range. DOI: if there is one, or use: Retrieved from webpage URL

Author last name, First initial. Middle initial. (year). *Title of article or chapter* with only first word and proper nouns capitalized. In First initial. Editor last name(ed.), *Title of book* with only first word and proper nouns capitalized (pp. xx-xx). City where published, state initials: Publisher.