APA Formatting: The Title Page and Reference Page
APA Formatting: The Title Page

The final task in completing the Academic Paper is formatting the Title Page, inserting the running head, and numbering the specific pages. Following is an example and directions on completing these tasks.

The title page of the APA formatted paper is very specific and organized. There are five main components to the Title page:

- Running Head
- page number
- title
- author’s name
- University

An example title page and instructions are on the next slides.
Example Title Page

Running head: MY STRATEGY FOR COLLEGE SUCCESS

My Strategy for College Success
Student Name
Columbia Southern University
APA Formatting: The Title Page

Place these items at the top of the title page.

• Place a running head flush left, a half-inch from the top of the page. It includes the words “Running head” followed by a colon and an abbreviated title. The abbreviated title should contain all uppercase letters and should not exceed 50 characters, like this: (Running head: TITLE OF PAPER)
  • The running head is placed in the header, which is accessed by clicking View > Header and Footer on the toolbar at the top of the document window.

• Begin numbering the document by inserting a 1 at the right margin of the header. By using features of the computer word-processing software to add this page number, subsequent pages will be numbered automatically.

• All subsequent pages following the title page will NOT include the phrase "Running head", but only the abbreviated title in all caps and the page number at the right margin.

More details about the running head can be found on pages 9-11 of the CSU APA Guide:
https://mycsu.columbiasouthern.edu/student/learningresources/online/writing_resources/APA/
The Running Head

The purpose of the Running Head is to provide a key word focused and abbreviated title for the paper. On the cover page it is initially acknowledged as the Running Head, but in subsequent pages it can be found in the header. In modern Microsoft Word programs, program designers have incorporated a feature that allows a cover page to be different than the following pages primarily for the use of the Running Head in APA format.
APA Formatting: The Title Page

Place these items in the center of the title page:

- The following should be centered between the left and right margins and placed in the upper half of the page:
  - Title of paper
  - Student’s name. The preferred format for the author’s name is first name, middle initial(s), and last name.
  - Institutional affiliation, Columbia Southern University
  - Check with the course professor concerning optional information on the title page, such as the complete course code and the professor’s name.
- Double-space all elements on the title page.
The Header

On the paper itself, the header should identify the Running Head and the page number. This should top each page of the paper. To insert a header, use the Insert Header option found in the Microsoft Word processing program.

Please note: the title that appears on the first page of the paper is not considered a heading and is not typed in bold letters.
APA Formatting: The Title Page

For more complete instructions on properly formatting a running head, see http://blog.apastyle.org/apastyle/2010/11/running-head-format-for-apa-style-papers-.html

If you need additional assistance in applying APA formatting, contact the CSU Success Center by email at teamsucceed@columbiasouthern.edu or by phone at 1-800-977-8449 ext. 6538.
The Reference Page

The reference list is of the utmost importance, as it allows the reader to access the sources cited in the text and enables the writer to give credit where credit is due. For this reason, the references should contain accurate information, as well as proper punctuation and spelling. References will follow the conclusion of any APA document, including essay responses.
Documenting References

The Reference Page. The reference page is the final page in a research paper; however, it should be one of the first components developed for the research paper. A reference page is an alphabetical list of all of the sources used in the construction of a research paper. The page documents the sources used explicitly in the research paper, and the sources listed on it must be cited in the contents of the research paper. In other words, there is no need for a source to be on the reference page if it was never referenced in the paper.

- **Arrangement**—Sources should be listed alphabetically by the author’s last name or by the first substantive word in the entry if there is no author.
- **Spacing**—The entire references list is double-spaced.
- **Indentation**—As illustrated, entries begin at the left-hand margin, and the second and proceeding lines of each entry are indented half an inch from the left-hand margin.
- **Header**—The header reading “References” is used for the references page, not “Works Cited” or “Bibliography.”

References

Author’s last name, first initial. (year of publication). Article title. *Journal title*, *Volume*#(*issue*#), p#

Author’s last name, first initial., & 2nd author’s last name, first initial. (year of publication). Article title. *Journal title*, *Volume*#(*issue*#), p#
References


   http://www.nwlink.com/~donclark/hrd/styles/vakt.html

   Business Source Complete database.
Formatting the Reference Page

General 6th edition APA guidelines for the reference page(s) include:
• All margins should be one inch.
• The word References should be used as the heading; it should be centered.
• Double spacing should be used.
• There should be no underlining used on the reference page.
• With the exception of the first line of each reference, all lines are indented .5”. This is called a hanging indentation. The instructions below explain how to format this:

Microsoft Word 2003:
1. Highlight your reference.
2. Under Format, select Paragraph.
3. Click the drop down menu below Special until you see Hanging.
4. After pressing Hanging, click OK.

Microsoft Word 2007/2010:
1. Highlight your reference.
2. Under Home, select the Paragraph window (by clicking the icon to the right of the word paragraph).
3. Click the drop down menu below Special until you see Hanging.
4. After pressing Hanging, click OK.
General Reference List Information

• When listing the author on the reference list, the last name should be first, followed by the author’s first and middle (if applicable) initials. Ex: Smith, J. R.

• References should be placed in alphabetical order by the first author’s last name, by associates (if the work is authorized by an organization), or by anonymous. Anonymous should only be listed as the author if it is signed as such.

• If a particular person did not create the document being cited, use the organization that created the document.

• The document title can be substituted as the author if no author is provided. In this case, the first word of the title will dictate the alphabetical placement (a, an, and the notwithstanding).

• The letters “n.d.” (no date) can be utilized if the source listed has no listed date. Substitute “n.d.” where the date would normally go. Ex: Smith, R. T. (n.d.)...

• Professional credentials should not be used on the reference page (i.e., Ph.D.).

• References beginning with numerals should have the numerals spelled out.

• When listing the location of the publisher, states should be identified with their two letter abbreviations (e.g., AL, MS, and NY).

• Cities and countries outside the United States should be spelled out.

• There is no need to include a retrieval date with each individual reference unless the source material may change over time (e.g., Wikis).
General Reference List Information

Books

• For book titles listed on the reference list, only capitalize the first word of the title, proper nouns, and the first word after a colon or dash. Ex: *Addiction and environmental change: A study in New Zealand*.

• Books only require the listing of the year, rather than the entire date.

• Book titles should be italicized within the reference list.

• Place information about the edition, if applicable, in parentheses following the title, with the period after the parentheses. Ex: *Introduction to success* (4th ed.).
General Reference List Information

Periodicals: Journals, magazines, and newspaper articles

• For the title of the actual journal, magazine, or newspaper, use standard title capitalization. Capitalize all words with the exception of conjunctions, articles, and short prepositions; however, capitalize all words that have four letters or more.

• Periodical titles should be italicized within the reference list.

• For a journal, magazine, and newspaper article title on the reference list, only capitalize the first word of the title, proper nouns, and the first word after a colon or dash.

• Magazine articles, newsletters, and newspaper articles require the listing of the entire date (month or month and day). Ex: (2001, May) or (2001, May 2)

• Journal articles only require the year.

• For journal articles, there is no need to write out the words volume, issue, p., or pp. Providing the actual numbers in correct order will suffice.
General Reference List Information

Personal conversations, emails, interviews, and letters

- Due to retrieval inability, personal conversations, emails, interviews, and letters should not be listed on the reference page. Instead, cite personal communication in the text. For an example, see the chart on page 4 (information via personal communication).
General Reference List Information

Websites

• For internet sources that end with a URL, do not add a period after the URL. Otherwise, the period might be mistaken as part of the URL.

• To ensure accuracy, the direct URL should always be tested prior to submission.
Most Commonly Used Types of Sources

Print Sources (these would be double spaced with second line indented)

*Book*
Author’s last name, first initial. middle initial. (Year of publication). *Title of work: Capital letter also for subtitle*. City and State abbreviation: Publisher.

*Journal article*
Author, first initial. middle initial. (year of publication). Article title. *Journal Title, Volume#*(issue#), p. #.

*Newspaper*
Author’s last name, first initial. middle initial. (year of publication, month day). Title of article. *Newspaper Title*, page/column number.

*Magazine Article*
Author’s last name, first initial. middle initial. (year of publication, month day). Title of article. *Magazine Title, Issue#*, p. #.
Most Commonly Used Types of Sources

Electronic Sources (these would be double spaced with second line indented)

Website
Author’s last name, first initial. middle initial. (year of publication). Title of document. Retrieved from full website URL

Online journal article (online article from database should be treated as print article)
Author’s last name, first initial. middle initial. (year of publication). Title of article. *Title of Journal, Volume*#(issue#). doi:0000000/000000000000

Online scholarly journal articles without a DOI require the URL of the journal home page.
Author’s last name, first initial. middle initial. (year of publication). Title of article. *Title of Journal, Volume*. Retrieved from full website URL

Online periodical/newspaper/magazine
Author’s last name, first initial. middle initial. (year of publication). Title of article. *Title of Online Periodical, Volume*#(issue# if applicable). Retrieved from full website

Electronic book
Author’s last name, first initial. middle initial. (year of publication). *Title of Book*. Retrieved from full website
Most Commonly Used Types of Sources

Audio/Lecture

*Emails, interview, or lecture*

(*Only an in-text citation is required for emails, interviews, and lectures. No need to indicate these types of sources under References*)
Formatting the Reference Page

At the end of each APA document, there should be a reference page (on a separate page) containing the sources used within the paper.

Every reference cited in text should be listed on the reference page(s), and every reference listed on the reference page(s) should be cited in the text. The exceptions to this are personal communication, classical works, and secondary sources. With secondary sources, only the original source should be cited on the reference page.

References are of the utmost importance, as they allow the reader to access the sources cited in text, and they enable the author of the document to give credit where credit is due. For this reason, the reference should contain accurate information, as well as proper punctuation and spelling. References will follow the conclusion of any APA document. For each reference listed, there should be at least one corresponding text citation in the document.