



## APA Requirements for HDFS Courses

<b>General</b>	
Student title page format (e.g., centered title in bold, student name)	APA Manual pp. 30; 61
Acceptable fonts and points (e.g., 12-point Times New Roman, 11-point Calibri)	p. 44
1-inch margins	p. 45
Double-spacing (exception is additional double space follows title on title page)	p. 45
Left-justify paragraphs; indent first line .5 in	pp. 45 – 46
APA Headings/Subheadings (e.g., Level 1, Level 2)	pp. 47 - 48
One space after a period	p. 154
Abstract if required by instructor	p. 38
Not required for student papers: Running head (unless required by instructor)	p. 37

<b>In-text Citations</b>	
Use of et al. for 3+ authors	p. 266
Use of “a” or “b” after date if 2 sources same author/date (Kessler, 2012a)	p. 267
Omission of date in subsequent citations in paragraph narrative	p. 265
Alpha order of 2+ works in same parentheses (Berndt, 2002; Harlow, 1983)	p. 263
Citation of PowerPoint	p. 259; 347
Page number for quotations (Kessler, 2012, p. 10)	pp. 270 – 273
Limitation on number of quotes (e.g., < 2)	p. 270
Paragraph number for quotations from websites (Kessler, n.d., para. 4)	p. 273
When long paraphrase of many sentences and it is clear they come from same source, cite first sentence (HDFS Dept recommendation is to also cite last sentence of that group)	p. 269
APA format for citing organizations and/or websites	pp. 268 – 269
Personal communication citations	pp. 260 – 261

<b>Reference List</b>	
Titled “References”	p. 39; 303
Sentence capitalization for books, book chapters, articles (cap after colon)	p. 291
Capitalize each word for journal titles (but not conjunctions or prepositions)	p. 294; 317
Italics for journal titles and book titles	p. 294; 317
DOI	p. 298-300
Alphabetize reference list by first author last name	p. 303
Space between author initials	p. 286
Ampersand (&) between author names	p. 286
Issue number only if paginated by issue	p. 294
Hanging indent	p. 303
Double-spacing	p. 303
PowerPoint listed in APA format	p. 347
Websites listed in APA format (varies by author/organization information)	p. 350
<b>*Other:</b> feel/believe; that/which; since/because; while/although/whereas; serial comma; semi-colons; & vs. and; contractions; singular “they”; editorial “we”	pp. 68; 122; 123; 155; 156; 266; 116; 120-121