## TYPE OF ENTRY | REFERENCES | CITATION IN TEXT EXAMPLES
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**Personal communication (letter, memo, interview, conversation, etc.)** | [Because they do not provide recoverable data, personal communications are not included in the reference list. Cite in text only.] | Interviewing one expert revealed several interesting developments (S. B. Lantinga, personal communication, May 2, 2008).
How and When to Use APA Style

Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. The text was designed "as a practical guide for identifying children whose poor performance indicated a need for special education" (Gould, 1992, p. 152). Here is a sentence that is not really saying anything but is being used as filler. According to Stephen J. Gould, Binet designed his test "as a practical guide for identifying children whose poor performance indicated a need for special education" (1992, p. 152). Another filler sentence. We can, however, get a pretty good idea of what a fully Christian society would be like:

"Every one is to work with his own hands, and what is more, everyone's work is to produce something good: there will be no manufacture of silly luxuries and then of sillier advertisements to persuade us to buy them. And there is to be no "swank" or "side," no putting on airs. (Lewis, 1965, p. 65)"

As a character in one of C. S. Lewis' novels says, "Would you recommend a eunuch as confessor to a man whose difficulties lay in the realm of chastity?" (1972, p. 102). Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is a sentence that is not really saying anything but is being used as filler. Here is another sentence that is not really a sentence but is being used as filler. Here is yet another sentence that is not really a sentence but is being used as filler.

PAGE NUMBERING: Begin page numbering on the title page. In the upper right corner, one-half inch from the top of the page and one inch from the right edge of the page, type the page number. In Word, follow these steps: Insert>Page Number>Top of Page>Plain Number>3> Type your running head.

RUNNING HEAD: After you’ve inserted the page number, type Running head: followed by a short title in uppercase letters (only use the words “Running head:” on the title page). It may be up to 50 characters including spacing and punctuation. Left justify the running head.

TITLE: Type the title in upper and lowercase letters, centered on the page. One double-spaced line below the title. Type the institutional affiliation, centered under the author’s name, on the next double-spaced line.

BYLINE and INSTITUTIONAL AFFILIATION: Type the name of the author(s), centered on the page, one double-spaced line below the title. Type the institutional affiliation, centered under the author’s name, on the next double-spaced line.

SHORT QUOTATIONS: Quotations of fewer than 40 words should be incorporated into the text and enclosed in double quotation marks.

LONG QUOTATIONS: Long quotations (40 or more words) are displayed in a double-spaced block of typewritten lines with no quotation marks. Indent 5 to 7 spaces from the left margin without the usual opening paragraph indent.

PUNCTUATION: Space once after punctuation that marks the ends of sentences, after commas, colons, and semicolons, after periods that separate parts of a reference citation, and after the periods of the initials in a personal name.

DOUBLE-SPACING: With APA style, everything is double-spaced. Double-space between all lines of the manuscript and after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables.

RESTATE THE TITLE: Type the title of the paper (do not use “Introduction”) centered at the top of the page, double-space, and then type the text of the paper.

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