

# APA QUICK REFERENCE GUIDE

## References

### Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented 1 inch from the left margin. Author's names are inserted give last names and initials for all authors of a work unless the work has more than 20 authors. Sources should be listed in alphabetical order and double spaced.

### Single Author Periodical

Author, A. A. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. URL

### Other Author Variations

For two authors, use the ampersand and separate with a comma.

Larson, A. A., & Larson, A. A.

For three to 20 authors, separate all names with a comma and use an ampersand before the final name, similar to the above.

For 21 or more authors, follow the pattern above for the first 19 authors, use an ellipsis, and write the final author's name.

For an organization as author, write the whole name of the organization.

American Psychological Association.

For an unknown author, start with the title of the work and follow all other guidelines.

### Book

Author, A. A. (Year). Title of book. Publisher Name.

### Chapter in Edited Book

Author, A. A. (Year). Title of chapter. In A.A. Minor (Ed.), Title of book, (pp. 1-25). Publisher Name.

### YouTube Video

Author, A. A. (Year). Title of work (Description). YouTube. URL

### Podcast Episode

Author, A. A. (Year). Title of episode (No. 1) (Audio podcast episode). In Title of podcast. Publisher. URL

### Tweet

Author, A. A. (Year). (Username). (Date). Content of post up to three (3) words. URL Name. URL

### Page on a Website

Most online sources that do not fall under other categories (social media posts, blog, journal) will use this template, including articles on news websites such as BBC News and pages on government or NGO websites.

Author, A. A. (Year). Title of page. URL Name. URL

## In-Text Citation

### Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research, e.g., "Jones (2020) found" or "Jones (2020) has found." Follow the author-date method of in-text citations (Jones, 2020).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented 1 in. from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra 1 in. Place the parenthetical citation after the closing punctuation mark.

### A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

For and those jointly found that... (For & those, 2019).

### A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Author et al. (Year) argued that... (Author et al., Year)

### Avoiding Ambiguity With Multiple Sources

When different sources have similar groups of authors, include as many as them as are necessary to differentiate between the sources.

Author1, Jones, Wang, et al. (2019) argued that... Or use et al. first. (Author1, Jones, Wang, et al. (2019) claimed that...)

### Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2019).

### Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2019),...

### Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Jones, 2019; Ross, 2019)

### General Mentions of Common Websites, Software, and Applications

Mention the site in the text and include the address in parentheses. Software and apps use version numbers in parentheses.

We reviewed the finding (APA, <https://www.apa.org/pubs/apa>).

## Formatting

Type APA papers on white 8.5 x 11 inch paper. Margins should be 1 inch on all sides. Text should be double-spaced. Use a legible font in 10 to 12 pt. size. Include a page header at the top of every page. To create a page header, type "TITLE OF YOUR PAPER" flush with the left margin. Abbreviate your title to 50 or fewer characters. Then insert page numbers flush right.

### Title Page

Title pages should include the "TITLE OF YOUR PAPER" in the header. In the upper half of the title page, type your name, the byline, and affiliation centered on separate lines. Student paper title pages include the title, author name and affiliation, course number and name, instructor name, and assignment due date.

### Abstract

On a new page, center and type the word "Abstract." Beginning with the next line, type a double-spaced paragraph of 250 or fewer words summarizing your paper. Abstracts are not typically required for student papers.

### Main Body

The top area of the body pages should contain the header and the page numbers. Page margins should be 1 inch. Indent first lines of paragraphs one-half inch from left margins.

### Headings

APA uses a five heading system to separate papers: Level 1: Centered, boldface and titlecase heading; Level 2: Left aligned, boldface, titlecase heading; Level 3: Left-aligned, boldface italic, titlecase heading; Level 4: Indented, boldface, titlecase heading with period; Level 5: Indented, boldface italic, titlecase heading with period.



# Ls22product Reference Guide

**Rosina Ehmann**



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## **Table of Contents Ls22product Reference Guide**

1. Understanding the eBook Ls22product Reference Guide
  - The Rise of Digital Reading Ls22product Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Ls22product Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Ls22product Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ls22product Reference Guide
  - Personalized Recommendations
  - Ls22product Reference Guide User Reviews and Ratings
  - Ls22product Reference Guide and Bestseller Lists
5. Accessing Ls22product Reference Guide Free and Paid eBooks
  - Ls22product Reference Guide Public Domain eBooks
  - Ls22product Reference Guide eBook Subscription Services
  - Ls22product Reference Guide Budget-Friendly Options
6. Navigating Ls22product Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Ls22product Reference Guide Compatibility with Devices
- Ls22product Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Ls22product Reference Guide
  - Highlighting and Note-Taking Ls22product Reference Guide
  - Interactive Elements Ls22product Reference Guide
- 8. Staying Engaged with Ls22product Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ls22product Reference Guide
- 9. Balancing eBooks and Physical Books Ls22product Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ls22product Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Ls22product Reference Guide
  - Setting Reading Goals Ls22product Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ls22product Reference Guide
  - Fact-Checking eBook Content of Ls22product Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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web guidelines begin by confirming your attendance with details of the program date and time mention essential information such as your contact details should the organizer have to reach you end with good wishes sample letter senders name

address line state zip code letter date recipients name address line state zip code

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i am very happy and thankful to receive your invitation to the conference that i was waiting for a long attending events  
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march 2020 at 9 am in highrise gardens it is a great pleasure to see you move into the next phase of life and i would not want  
to miss the ceremony i am very much aware of my roles during this event

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s special events most of the planning goes into the event itself and the promotional materials surrounding it usually that  
means little time is spent on thanking your attendees for either attending the event or showing interest