

A Short Guide to APA Style

School of Legal Studies

ABOUT THIS GUIDE

Projects you complete for your degree plan in legal studies must be created according to standards set by the APA. These include the layout of each page (also called “formatting”) and documentation of sources used (also called “citation”). In academic and professional writing, it is critical that your work follow a set of agreed upon rules. APA is used to ensure that you follow directions and present yourself as a writer worthy of serious consideration.

Following APA gives your projects a professional layout. More importantly, it is a way for you to cite the ideas of others in a way that is uniform, accurate, and ethical—you **must** give credit where it is due. A plagiarism policy can be found in the University catalog. You should make yourself familiar with this policy.

We know writing is one of the more challenging parts of the work you do, but it is the skill you will be using most in the online environment. **Please do not feel overwhelmed.** This short guide will show you exactly what you need to do. We want you to succeed! This guide is one of the most important supplemental tools you have available.

1. APA FORMATTING & LAYOUT

BASIC FORMATTING	
REQUIRED	WHAT DOES THIS MEAN?
Microsoft Word™	As noted in the software requirements for KU students, all projects must be written using this software.
Headers	All pages need a shortened version of the title and a page number as shown in the sample pages that follow.
1 inch margins	All pages should have 1 inch of blank space on the top, bottom, left, and right.
Double spacing	All projects should be double spaced throughout. Do not manually hit the enter key between lines or paragraphs. Please be sure your paragraph spacing is set to “double.”
Font	The letters should be no smaller than a size 10 and no greater than 12. The color should be black, and type should be simple (preferably Arial or Times New Roman).

**PLEASE
DO NOT**

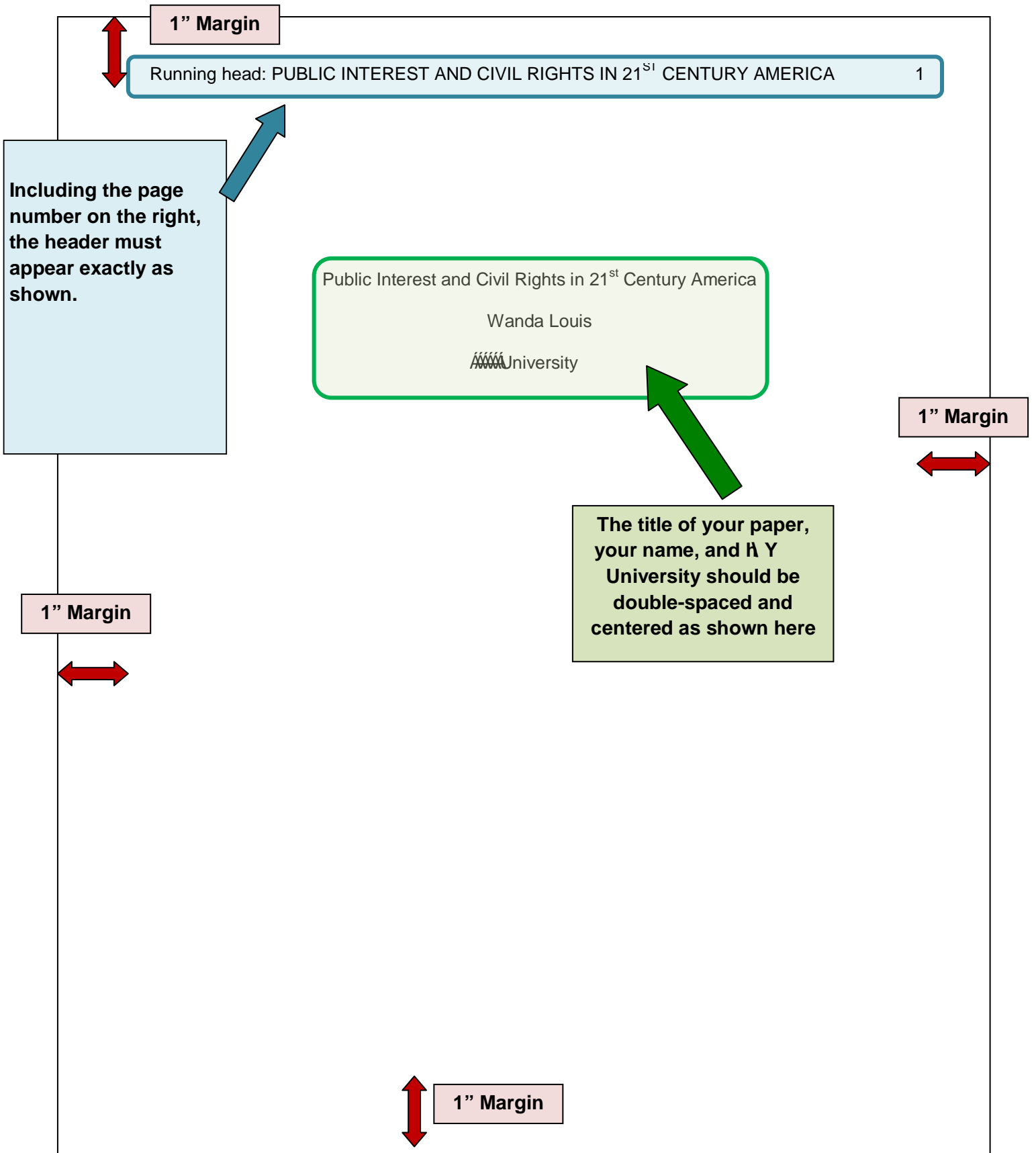
- Add to what is required or provide anything additional
- Embellish the title page or other pages with irrelevant graphics or images
- Guess or work from memory

Instead, follow this guide, use your text, visit Writing Center, and keep it simple.



Microsoft™ offers detailed tutorials for Word 2010, 2007, and 2003. These include step-by-step directions for all formatting requirements mentioned above. Please click the blue writing button to the left to proceed to their “Help and How-To” landing page.

FORMATTING: TITLE PAGE SAMPLE



The header should include the title (in all caps), but “Running head” should appear on the first page only. Please also note the automatic continuation of the page number.

FORMATTING: BODY PAGE SAMPLE

1" Margin

PUBLIC INTEREST AND CIVIL RIGHTS IN 21ST CENTURY AMERICA 2

Public Interest and Civil Rights in 21st Century America

Title is Centered

The 1960s was one of the most pivotal periods in U.S. history in terms of civil rights and matters of public interest. Many of the events that took place during this decade impacted future events, ultimately helping to pave the way for the society that we have today. The 1960s saw events ranging from assassinations of leaders to monumental civil rights legislation, resulting in many positive and groundbreaking changes that are still impacting current generations. In particular, the Women’s Liberation Movement and the Civil rights Movement led to legislation intended to “guarantee equality rights regardless of gender in both employment and society” (Harrison & Dye, 2008). Despite the influence of the 60s, there is a need for additional reform to make America a truly equitable democracy for all.

1" Margin

1" Margin

The United States’ involvement in the Vietnam War established a global American presence on foreign soil. While the war itself cost the United States millions of dollars, it was with the goal of ending North Vietnam’s abuse of South Vietnam, ultimately allowing South Vietnam to be an independent, free nation without the threat of Communism (Goodwin, 1999). U.S. presence within Vietnam brought social change, and the involvement of our soldiers in their daily lives forever changed society in Vietnam. It is important to note that during this time period, the trading of arms began to increase around the globe, resulting in the arming of countries that otherwise were not able to develop their own arms and defense systems.

At the same time, the Civil Rights Movement had an unexpected ally in an exiled Vietnamese Buddhist Master. Thich Nhat Hanh befriended Dr. Martin Luther King. Jr. in a

1" Margin

2. DOCUMENTATION: IN-TEXT CITATIONS

Every time you use an outside source in your work, you **are required** to provide credit where credit is due. The first way to refer to an outside source is using an abbreviated notation in the body of the paper; this is referred to as an **in-text citation**. It provides the reader with a basic understanding of the origin of the information by stating the last name of the author followed by the year of publication. When directly quoting a source, the page number and quotation marks around the borrowed information must also be included. Please consider the following:

HOW TO CREDIT SOURCES

When using someone else's ideas (even if you reword, summarize, or paraphrase them), you are **required** to give credit to that author. This is done by answering two questions.

1. **WHO** said it?
(Author last name)
2. **WHEN** did they say it?
(Year only)

EXCEPTIONS

- If there is no year listed, please use n.d. for "no date." **EXAMPLE: (Perry, n.d., p. 21)**
- If there is no author listed, use the article title.
- When directly quoting a source without page numbers, you should use the paragraph number instead. **EXAMPLE: (Perry, 2011, para. 3)**

For more in-text examples and explanation, please click the following for Purdue's Online Writing Lab: OWL!



Here are a few examples of how this can be accomplished:

WHO? =

WHEN? =

Paraphrased Source

Law enforcement officers are starting to favor photos over live people for identifying potential criminals (Martinez, 2008).

Summarized Source

Martinez claims the photographic array is the most cost effective way of identifying perpetrators (2008).

*Directly Quoted Source

In an article from 2008, the author claims the superiority of the photo array "based on the fiscal, operational, and logistical limitations of the traditional lineup" (Martinez, p.32).

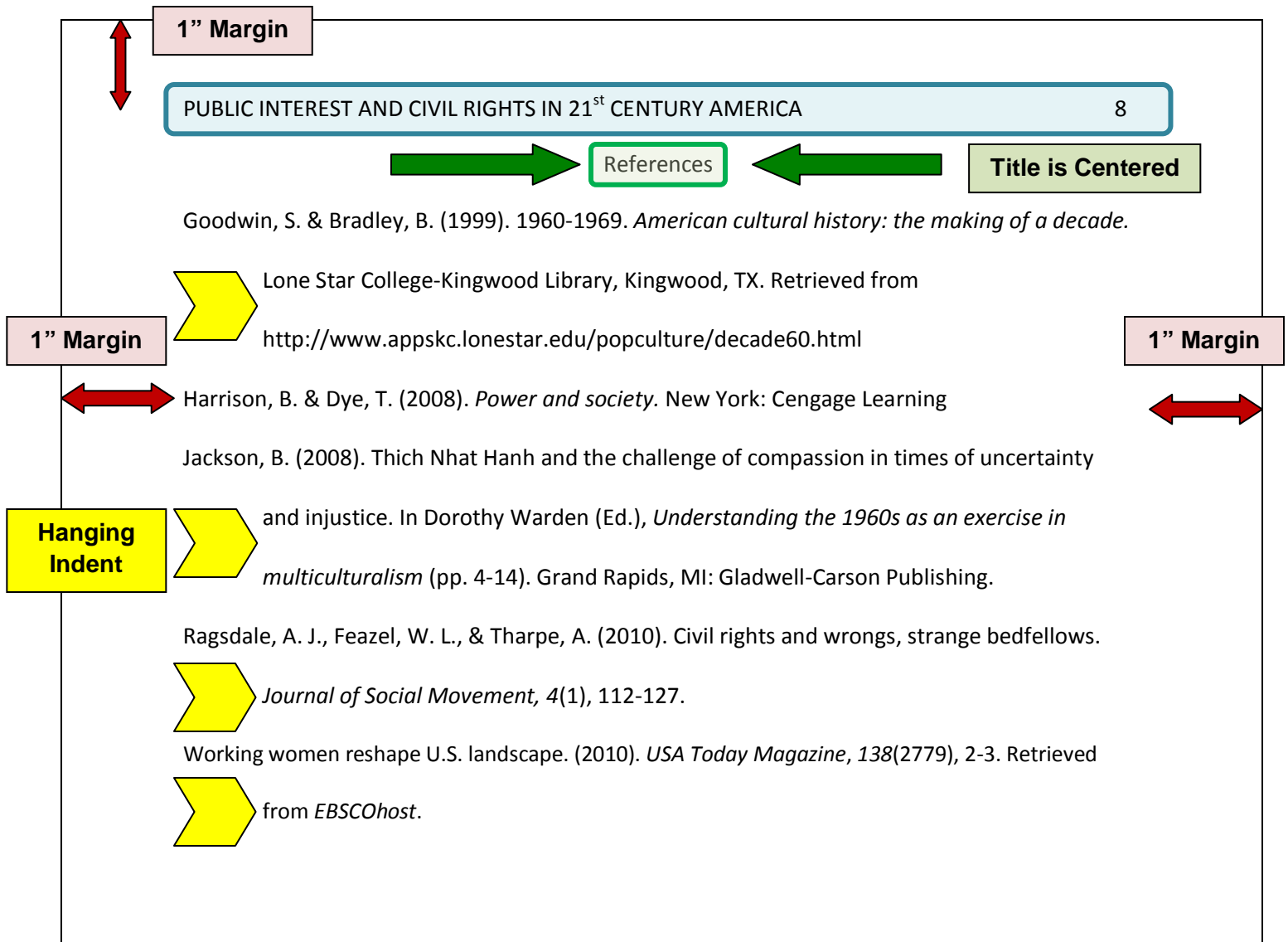
***Important note:** When using someone's ideas word-for-word, you are required to use quotation marks **AND** the page or paragraph number as shown in the last example.

3. DOCUMENTATION: REFERENCE PAGE

In addition to the in-text citation, a full reference for each source used within a project must be provided on the reference page. Again, the in-text citations provide a quick snapshot of the author you are referencing, but this page is dedicated to providing more in-depth information about the authors appearing in a project.

1. On the last page of your project, type the word “References” at the top and center it (“References” is just another word for sources).
2. Please use the same guidelines as you did for the rest of your project like double spacing, font size, and the other requirements listed in “Basic Layout” on page two of this guide.
3. List all sources alphabetically and use a hanging indentation (for help with **hanging indentations**, please click [HERE](#) for additional guidance).

REFERENCE PAGE SAMPLE



COMMON REFERENCE PAGE CITATIONS

Website	Texas Department of Criminal Justice. (2011, June 15). Volunteer services program. Retrieved from http://www.tdcj.state.tx.us/pgm&svcs/pgms&svcs-vlntrcoorcom.htm
Journal Article (Electronic Database)	Ramirez, T.J. & Washington, R. (2008). Minimizing violence against first responders: A pragmatic approach. <i>Issues in Emergency Management, 11</i> , 21-29. doi: 10.2229/237778987637489
Journal Article (Electronic Periodical)	Laskowski, L.G. (2010). Does incarceration lead to rehabilitation? <i>eJournal of forensic psychology, 14</i> (4). Retrieved from http://www.ezpsych-midwest.org/incar2010
Journal Article (Print)	Kolby, T.L. (2009). Recidivism rates among females of Dade County's 2005 work release initiative. <i>Journal of Southern Justice and Corrections, 14</i> (1), 44-56.
Standard Book (Print)	Roland, N.W. & Carpenter, J. J. (1999). <i>The practical field guide of forensic investigation for fire science professionals</i> . Washington, DC: Brentwood.

You are not expected to memorize reference page citation requirements. Instead, use this simple process: (1) **Identify the type source.** Is it a book? A journal article? A webpage? (2) **Find a sample of the type of source.** (3) **"Mirror" the sample:** down to the smallest details (spacing, punctuation, etc.). (4) **Final check:** Make sure the entries are listed in alphabetical order and the subsequent lines are indented five spaces.

Other resources to consider:

[Purdue's Online Writing Lab \(OWL\)](#)

<http://www.apastyle.org>