

## APA DOCUMENTATION STYLE: HIGHLIGHTS

(All information and specific APA rules are taken from Diana Hacker's *A Pocket Style Manual*, 5<sup>th</sup> edition).

- 1) Include a title page to your essay. See 38a pgs. 185-187 in Hacker.
- 2) In the upper right-hand corner of your paper, put a short form of your essay's title followed by 5 spaces and the page number. Begin numbering on the title page of your essay (e.g. "i"). Number all pages of your essay (e.g. "1," "2," etc.).
- 3) Include a References page to your essay. See pgs. 171-184, 186-187, 195 in Hacker.
- 4) For direct quotes 40 or more words in length, use block quotes:

Indent each line 5 spaces  
Otherwise, same as in MLA
- 5) For direct quotes, use author's last name, date of publication, and page number. Page number should go in parenthesis after quote e.g. (p. 26). Author's last name and date go before quote in signal phrase e.g. (As Davis (1978) reported,"-----" (p. 26).). Note use of past tense or present perfect tense in signal phrase.
- 6) For summary, paraphrase, or original facts/stats/ideas, use author's last name and date either in signal phrase or in parentheses at the end. If at end, note use of comma e.g. (Davis, 1978).
- 7) For an unknown author, either use the complete title in the signal phrase or the first two or three words of the title in the parenthetical citation. As always, include date of publication.

**NOTE: For more writing resources, see the forum "Writing: Tools & Strategies" at <http://www.iDiscourse.com>.**