
CTU APA Resources
Citation Resources - Writing Style Guide, paper template: http://careered.libguides.com/ctu/citation
Doc Library – all doctoral support: http://careered.libguides.com/ctu/doctoral_students
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All facts must be cited. All sources that are cited in the text must appear in the reference list at the end of the paper.

In-Text Citation (section 6.11-6.21)
Format: (Lastname & Lastname, year, p. #)
If there is no date then use the abbreviation (n.d.).
If the source does not have page numbers or has visible paragraphs, use the paragraph number.

Source | Citation
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No Author | (“Title,” 2012) or (Agency, 2012)
1 Author | (Smith, 2012)
2 Authors | (Smith & Jones, 2012)
3-5 Authors | (Smith, Jones, & Garcia, 2012)
6+ Authors | (Smith et al., 2012)

Personal Communication (Section 6.20)
When citing an interview, lecture, email conversation, or other source that is not published, use personal communication.
In text: (A. Author, personal communication, date)
Do not include personal communication in the reference list.

References (chapter 7)
Journal Articles, Magazines, and Newspapers
Author, A.A. (Year, Month Day). Title of electronic article. Source Title, V(I), p-p #. Doi: or Retrieved from http://Web address of journal’s website (even if not found there)

Books

Websites

When there is no author listed for a web page, the title moves to the first position of the reference entry:

Reference Hints
Title capitalization: lowercase except for first word of title, first word of subtitle (after the colon), and proper nouns. Exception: use title case for journal title.
If there is a DOI number, use that instead of a retrieved from website address.

Formatting the document (section 8.03)
Check the Citation Resources page for a template in Microsoft Word.
• Double-spaced, 1” margins on all sides
• 12pt. Times New Roman font

Title Page (section 8.03)
The title page includes (about one third of the page down):
Title of Essay, Your Name, University Name
Header (flush left): Running head: SHORTENED TITLE OF PAPER IN ALL CAPS
Page number: top, flush right

Running Head on page 2 to end
Different from the title page
Flush left: SHORTENED TITLE OF PAPER IN ALL CAPS
Page number: top, flush right

Heading levels (section 3.03)
Level 1 - Centered, Boldface, Upper & Lowercase
Level 2 - Flush Left, Boldface, Upper & Lowercase
Level 3 - Indented, boldface, lowercase paragraph heading that ends with a period.
Level 4 - Indented, boldface, italicized, lowercase paragraph heading that ends with a period.
Level 5 - Indented, italicized, lowercase paragraph heading that ends with a period.

Reference Page (section 2.11)
• Final page(s) of the document
• Center and type the word “References”
• References listed in alphabetical order by the first word of the reference
• Hanging indent
• Double spaced