

APA FORMAT FREQUENTLY ASKED QUESTIONS

Q: HOW DO I KNOW WHEN TO CITE INFORMATION?

A: Access GCU's references and resources in the Writing Center, or review the APA Style Handbook for information on citations. Remember the general rule: "When in doubt, cite it!"

Q: WHAT INFORMATION SHOULD I INCLUDE ON MY COVER PAGE?

A: Your title page provides important information that also helps you receive proper recognition, including the paper title, author, institution, course number and date of submission. Use the style guides and templates for your specific course as a reference.

Q: WHEN SHOULD I INCLUDE AN ABSTRACT?

A: Each assignment's requirements are outlined in your course syllabus. If the syllabus does not specify, ask your instructor for their expectation.

Q: HOW DO I FORMAT MY RUNNING HEAD?

A: The APA website has two locations that you may find useful. First, check out their FAQ's on this subject. You can also read the APA Style Blog for more specific information and links to the Microsoft website. > (FAQ link: <http://www.apastyle.org/learn/quick-guide-on-formatting.aspx> | APA style blog link: <http://blog.apastyle.org/apastyle/2010/11/running-head-format-for-apa-style-papers-.html>)

Q: WHAT SHOULD I DO WHEN REFERENCE INFORMATION IS MISSING FROM A WEBSITE?

A: A basic reference in APA format uses the author (last name and first initial), date, title of article and the source in which the article was located (journal, website, etc.). Since there is no standard for website publications, sometimes information you need for an appropriate APA reference is missing.

To help you in those cases, APA created a flowchart that can assist you in developing the correct reference format by using information from the website you used for research. > (link to <http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf>)

Q: THERE IS NOT AN APPROPRIATE REFERENCE EXAMPLE IN THE APA PUBLICATION MANUAL. HOW SHOULD I FORMAT MY REFERENCE?

A: Check the APA website and APA Style Blog for information on combining the proper elements. Here is a helpful link to get you started. > (link to <http://www.apastyle.org/learn/faqs/example-reference.aspx>)

Q: HOW DO I CITE THE BIBLE?

A: The Publication Manual of the American Psychological Association, Sixth Edition, has determined that the Bible, as well as other ancient or classical religious works, are widely known enough that only an in-text citation is needed. For examples, check out this APA Style Blog posting about citation of classical works. > (link: <http://www.apastyle.org/learn/faqs/cite-bible.aspx>)