Citation Skills

APA Citation Format

For further research assistance access the Wahlstrom Library website via the myUB Portal.

Ask a Librarian via Chat: Available when the Library is open through the Library website.

E-mail a Librarian: reference@bridgeport.edu

Call a Librarian: 203-576-4747

Walk-ins welcome!
**General Paper Format**

- Double-spaced, 12-point Times New Roman font, 1” margins all around.
- 1/2” indent first line of each paragraph.
- Header: Page numbers in the upper right. Title of paper IN ALL CAPS in upper left. On the title page it should say **Running head:** in front of the title.
- Title page: Title, author’s name, and institutional affiliation in middle of page.
- Ask your instructor if you need to provide an abstract. If so, it goes after the title page, before the rest of the paper.

**In-text Citations**

The author's last name and the date of publication for the source where the information came from must appear in the text.

- If you do not mention the author’s name in the sentence, their last name and the year go at the end of the sentence.
- If you mention their name in the sentence, the year goes immediately after the name.
- If you directly quote from a source, you have to add the page number for the source as well.

**Examples:**

“It was definitely the first time that had ever happened” (Smith, 2005, p.34).
As scholar John Smith (2005) noted, it was the first time for such an historic event.

**Reference Page**

This must be at the end of your paper. All sources listed here must correspond to in-text citations in your paper.

- Type **Reference** in the top-middle of the page.
- Use alphabetical order.
- Use hanging indentations. .5” indentation for every line in a reference after the first line.
- Same spacing, font, and margins as general format.

**Books**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

**Articles**


**Web Page**


This is a very quick overview of APA formatting requirements. For a more detailed overview visit the Library website (accessed through your myUB Portal). The **Research Fundamentals** part of our site has a **Citations** section which goes in-depth on the APA citation style.