

APA Style: Frequently Asked Questions

Academic Research presents this FAQ section to address common questions about APA citation and formatting practices, especially based on user needs in academic and instructional settings.

Do I need to include a running head?

Include a running head only if your paper is being submitted for professional publication. It should appear in the header of every page, left-aligned, in all capital letters, without the label 'Running head:'. Student papers typically do not require a running head unless your instructor specifies otherwise.

How do I cite an author multiple times in a single paragraph?

In general, include the author's name and publication year in each citation. However, if you cite the same work repeatedly in narrative form within a single paragraph, you may omit the year in subsequent narrative mentions after the first full citation.

How do I cite a work with no listed author?

Use the title in place of the author. Italicize titles of books and reports. Use quotation marks for articles and web pages. For example: ("APA Style Guide," n.d.) or *Merriam-Webster's Collegiate Dictionary* (1993).

What should I do if my source type isn't covered in APA reference guides?

Use the format that most closely matches your source's category: textual works, data/software/tests, audiovisual media, or online media. Then, adapt the format using the general reference elements provided by APA.

What if a website is missing required citation information?

If the author is missing, use the title. If the date is missing, use 'n.d.' (no date). Adapt the citation using what information is available.

How do I format author names on the APA title page if I co-author a paper?

Center author names on the title page. Do not use commas for suffixes (e.g., Jr. or III). List institutional affiliations below the authors' names. For multiple affiliations, include superscript numbers and corresponding lines.

How do I cite images in an APA-style presentation?

Use the format: [Image]. From *Title of Webpage*, by A. A. Author, year, Site Name (URL). Copyright year by Name, or indicate if in public domain or under a Creative Commons license. If the image is being published, ensure you have permission from the copyright holder.

How do I cite unpublished works in APA?

Author, A. A., & Author, B. B. (Year). *Title of manuscript* [Unpublished manuscript]. Department, University. Example:

Blackwell, E., & Conrod, P. J. (2003). *A five dimensional measure of drinking motives* [Unpublished manuscript]. Department of Psychology, University of British Columbia.

How do I cite software in APA?

Use the template for citing software found in the APA's guidelines on electronic sources. Include the software name, version, and publisher or distributor.

How do I cite classroom PowerPoints or lecture notes?

For slides, use the online presentation citation format, including the login page URL of your course system. For personal notes, use a personal communication citation (in-text only).

How do I cite a self-created survey?

Describe the survey in your paper and include methodological details (audience, method, number of responses, types of questions). Attach the full survey as an appendix. Do not include it in the reference list.

How do I cite state bills in APA?

Use the legal citation format provided by APA or consult *The Bluebook*. Format: Name of Act, Title Source § Section Number (Year). URL

How do I cite artifacts?

Use a citation format closest to the type of object. If the artifact is not publicly accessible, a formal citation may not be required.

How do I cite a product instruction manual?

Adapt the APA report citation format: Author. (Year). *Title of manual*. Publisher.

How do I cite genealogical sources?

APA does not provide a specific format. Refer to trusted sources like genealogy.com or national archives for guidance. Use the closest applicable citation template.