

Helpful APA Cheat Sheet

There are helpful cheat sheet tips that you can find online and if you need APA cheat, this page will give what you are looking for. The APA style guide is difficult to remember, but with guidelines; you will not have a hard time.

APA Cheat sheet tips



APA Cheat Sheet

APA Basics Checklist

Citations:
It is included in every sentence that a source is being used.
Sources cited and used in paper must be included in reference list.
Et al must be punctuated appropriately.

Paranthetical citations:
Authors as well as publication year must be included always.
Paragraph or page number should be included in quoted material with the use of correct abbreviation.
Citation should be included in ending punctuation of sentence.

In-text citations:
Author or authors should be included in the sentence.
The publication year should be included in the parentheses after the name of the author.
The rule for publication must be followed. The publication years must be included the 1st time your source is used in the paragraph. All the subsequent uses of same source do not include publication year.

APA Style
The past tense is being used when sources or literature are being talked about such as Dawn discussed.
The serial commas are being used for the lists of 3 or more items such as tigers, bears and lions.
The hyphens are being used in joining the words working together in modifying another word. It is used in joining "self" compounds such as self-esteem. Also, it is not being used in prefixes like pre, inter, semi, non, multi and anti.

Numbers: Ten or above are being expressed with the use of numerals. Nine and below are being expressed with the use of words. Expressing specific time and numbers use numerals and expressing approximate time is using words.

Reference List
Title of list is being centered but it is not in bold.
The sources listed in reference list must used at least once in your paper.

Reference entry:
Every entry must be automatically formatted in hanging indent.
Every entry has basic detail such as author, publication year, the title and the retrieval information.

Formatting
A template can be used.
The title page will follow template guidelines.
The double spacing use being used throughout your paper which include reference list.
2 spaces must be used consistently between the sentences.

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- **APA Formatting Purdue:** In you visit the website of Purdue University, you will be

provided with comprehensive review about APA style. They are not just offering good instructions, but they have helpful pictures that will demonstrate on how you will use the rules of APA.

- **Research Style Crib:** APA Sheet Project: In here, it contains archives of APA rules that you need to check out. It will give you excellent summary about formatting as well as how you write the title page, abbreviations as well as the references.

If you can find cheat sheet template online, feel free to browse it to know more information.

Cheat Sheet Template and Guidelines

- **Page margins:** You need to set one inch margins to all sides. In here, you can go to the file and choose page set up.
- **Page header:** One of the cheat sheet tips you need to keep in mind is about page header. For example: See next page & How-to in DocSharing.

apa format Cheat sheet tips

Citations

Last names only and year (Smith, James & Moolde, 2010)

Not: (Smith, L., Cook, T., & Moore, R., 2010)

No date – source does not have a date Use (n.d.) for the both citation and ref

(Smith & Moolde, n.d.)

Page number for one page and for more than one page (Smith, Cook & Moore, 2010, p. 6)

	(Smith, James & Moolde, 2010, pp. 6 -7)
Et al – In the first citation list all authors then use et al for subsequent citations.	(Smith, James, Moolde, 2010) – Then (Smith et al., 2010)
Ampersand	(Smith, james & Moolde, 2010) Not: (Smith, James and Moolde, 2010)
Citing Electronic Sources	
Discussion Board (if wanting to cite a colleague in your paper)	
Citation	(Swan, 2007, September 28)
Reference	Swan. D. (2007, September 28). Learning styles. Message posted to EDUC 7710 discussion board, Week 6.

How to do a Cheat: Examples

It is important on how to do a cheat to have an easy task. Here are some examples of APA guidelines you must remember.

In text citation:

Example 1: Basic quotation

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James (1997) wrote why some of the primatologists is wondering if apes able to learned language by using capital "L" (p. 110).

Example 2: Basic summary or paraphrase

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According to James(1997), the conclusions of Johns is being took by researchers seriously (p. 111).

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Example 3: Work with 3 to 5 authors

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The chimpanzee named as Nim was being raised by the researchers who had trained him when it comes to American Sign Language through molding as well as guiding his hands (Jack, Petio, Maki, & Nend, 1980, p. 791).

There you go some guidelines that will help you. The cheat sheet will be your one stop solution so make sure to find the best.

Also, try yourself in business. Read how to make it with [business plan cheat sheet](#)!

Use our APA cheat sheet today!