Common Errors in APA Style

Headings: APA style prescribes the formatting of headings, depending on *how many levels* of headings are being used. (See attached reprint.)

Reference list:

- APA makes a distinction between "references" and "bibliography." If the list includes only works cited, it should be labeled *References*; if the list is more inclusive, *Bibliography* is appropriate.
- APA has a peculiar capitalization scheme. For titles of books, articles, reports, etc., capitalize *only* the first word of the title, the first word following a colon, and any proper nouns.
- For titles of journals themselves, all important words are capitalized.
- The first line of each entry should be aligned flush left, with subsequent lines indented ("hanging indent").
- Use authors' first and (if known) middle initials, not full first names.
- For works with multiple authors, an ampersand precedes the final name.
- Ibid. is not used in APA style.

APA Style vs. SSU Guidelines

There are several instances where SSU Guidelines supersede APA style:

Running Header: APA says use a running header; SSU says no running header.

Block quotations: APA style says to double space; SSU says single space, with an extra space between entries.

Reference list: APA says to double space; SSU says single space.