Your quick guide to APA referencing, format, and layout

by the Richard Welsh Library
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This student paraphrased information found in a book. This means they need an **in-text citation** including the **author’s last name** and **year**. Not sure when to cite? If the information is not common knowledge (i.e. the world is round) you MUST cite your source. If you forget to cite your source, you are plagiarising.

Small & Simple

People have been fascinated with creating the ideal minimal space for living for many years. Henry David Thoreau and Le Corbusier both experimented with the small, simple cabin as the ecological and economical solution to sustainable living (Flueckiger, 2016). My work brings this exploration into the 21st century.

Figure 1: Exterior Design for Cabin (by author).
What motivates building small? Several factors can influence the decision to design small, including cost. As Jodido (2014) points out “when economies falter and construction halts, what happens to architecture? Rather than indulgent, personal projects, the need for small and perfectly formed spaces is becoming an economic necessity, pushing designers to go further with less” (p. 1).
Notice that all of the original information is included in the table. This includes the **legend**, or explanation of any symbols used in the table or graph. Any graphic you include should be easily understood with the information given.

This student included a table found from a government source. Tables are considered figures and follow all of the same rules. Your **List of Figures** includes all graphs, charts, maps, drawings, tables, plans, renders, and photographs.

**Figure 3:** Average square feet of houses by location (US Department of Commerce, 2015).
According to the 2015 *Characteristics of New Housing* by the U.S. Department of Commerce, the size of homes within the U.S. have overall increased in every region since 1973. This data is broken up by location in shown in Figure 3. What caused this spike in size? And more importantly, is this a positive trend?

To look at this in further detail, we can examine the Western region of the United States. In 1973, the average square foot house was 1,715 sq. ft. Compare that number to the 2010, at 2,386 sq. ft., and you have a 671 sq. ft. difference!
Your references need to be in **APA 6th ed.** citation format. Consider using reference software to help you cite correctly. Your reference list must be in **Alphabetical order** by the author’s last name. Each entry should have a **hanging indent**.

Your list of references goes on a separate page at the end of your book. It **includes all the resources you cited in your research, excluding figures.** This helps other researchers find where you got your information from and gives credit to the creator.

References:


Your **List of Figures** includes all images/graphs/tables/charts you include in your book. Organized by number, the format for each figure is **Figure Number, Title of the Figure, APA Citation, and Page Number** (page of your thesis where the figure is located). Wording of figure captions should match exactly with the list of figures.

**How do you cite a youtube video? A lecture given by an instructor? Conference proceedings?** We have a **handout** available: http://library.newschoolarch.edu/ld.php?content_id=10462858. You can also access this through the Library’s APA Guide. Additional resources available online via the Library’s website!

**List of Figures:**


Frequently Asked Questions:

When do I cite?
You must cite your source any time you paraphrase, summarize, or directly quote anyone else’s work. This includes ideas you’ve taken from others, images, and tables.

Do I need to cite myself?
No. The only time you need a reference for your own original work is if you have used it in a previous paper.

What format do I use?
NewSchool uses APA citation format.

Where can I find more information on how to use APA?
• Purdue Owl Online Writing Lab: https://owl.english.purdue.edu/owl/
• The APA Citation guide on the NewSchool Library website: http://library.newschoolarch.edu/home2/apa

Library Resources

Check out these books on...

Layout:
• Layout Workbook : A Real-World Guide to Building Pages in Graphic Design by Kristin Cullen
• Making and Breaking the Grid : a Graphic Design Layout Workshop by Timothy Samara
• Print & Finish by Gavin Ambrose

Citation:
• APA Citation Manual (6th ed.)

Writing:
• A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian.
• Models For Writers: Short Essays for Composition by Alfred Rosa