# APA
Formatting and Style Guide
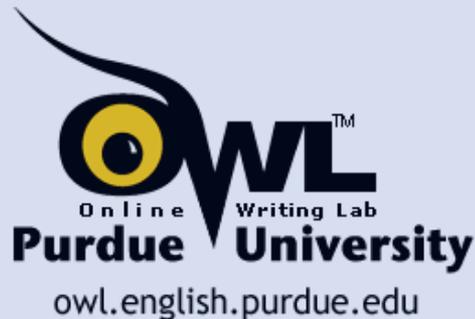
What is APA?

American Psychological Association (APA)

is the most commonly used format for manuscripts in the Social Sciences.
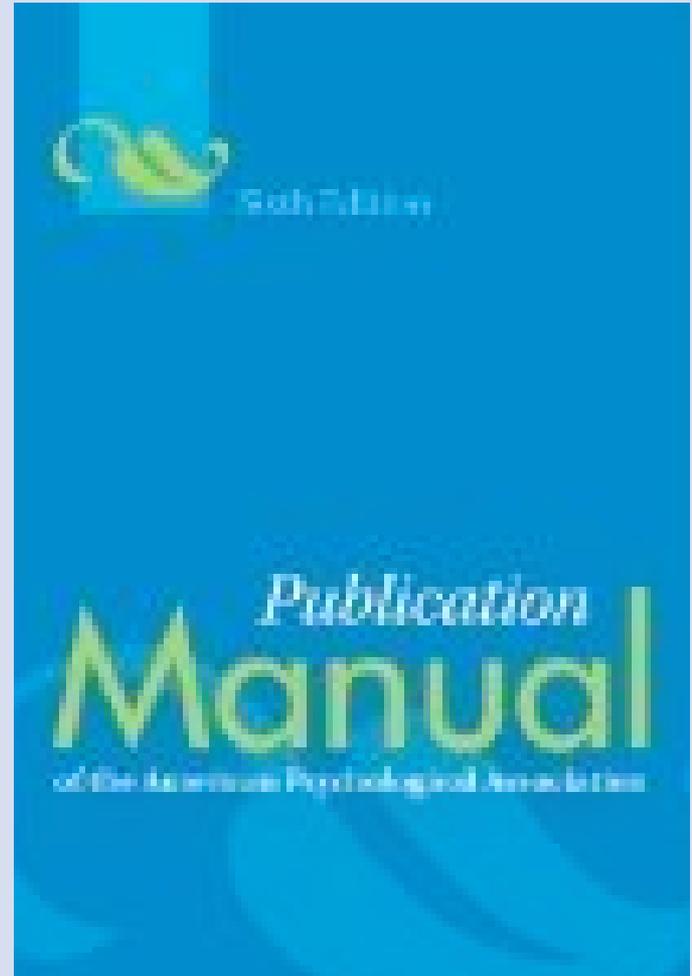
What does APA regulate?

APA regulates:

➢ **Stylistics**

➢ **In-text citations**

➢ **References**

   (a list of all sources

   used in the paper)
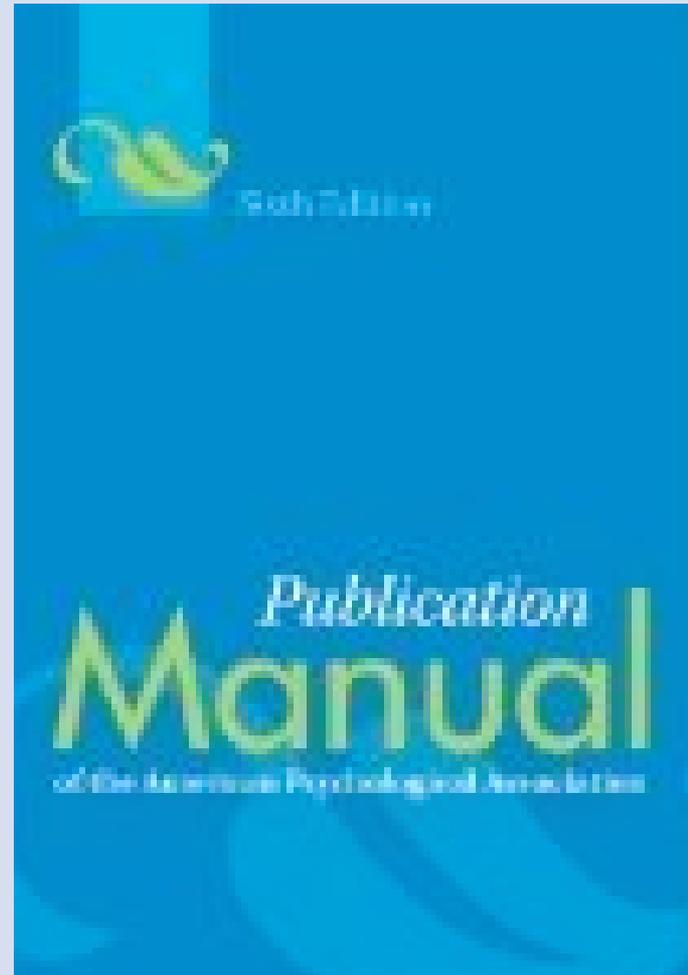
Types of APA Papers

➢ **The literature review:**

 the summary of what the scientific literature says about the topic of your research– includes title page, introduction, list of references

➢ **The experimental report: the description of your experimental research-- includes title page, abstract, introduction, method, results, discussion, references, appendices, tables & figures**

General Format

Your essay should:

➢ **be typed, double-spaced, with two spaces after punctuation between sentences**

➢ **on standard-sized paper (8.5"x11")**

➢ **with 1" margins on all sides**

➢ **in 12 point Times New Roman**

➢ **include a page header (shortened title) in the upper left-hand of every page and a page number in the upper right-hand side of every page**

Title Page

The title should be centered in the upper half of the title page.

All words in a title except articles, conjunctions, and prepositions of less than four letters are capitalized.

Double-spaced and centered beneath the title is your name and two spaces below this is the full name of your institution.

Running head – a shortened title, no more that 50 characters in length, appears in the upper left corner of every page.

The words "Running head" only appears on the title page.

Sample Title Page

Running head: EFFECTS OF STUDENT PERSEVERANCE   1

Effects of Student Perseverance:

Findings in a College Setting

John Doe

Kean University

Title Page

Page header:
(use Insert Page Header)
title flush left + page number flush right.

Title:
(in the upper half of the page, centered)
name (no title or degree) + affiliation (university, etc.) (no date, no class name, no professor's name)

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   1

The Purdue OWL's Awesome Example

of an APA Paper

Purdue Pete

Purdue University
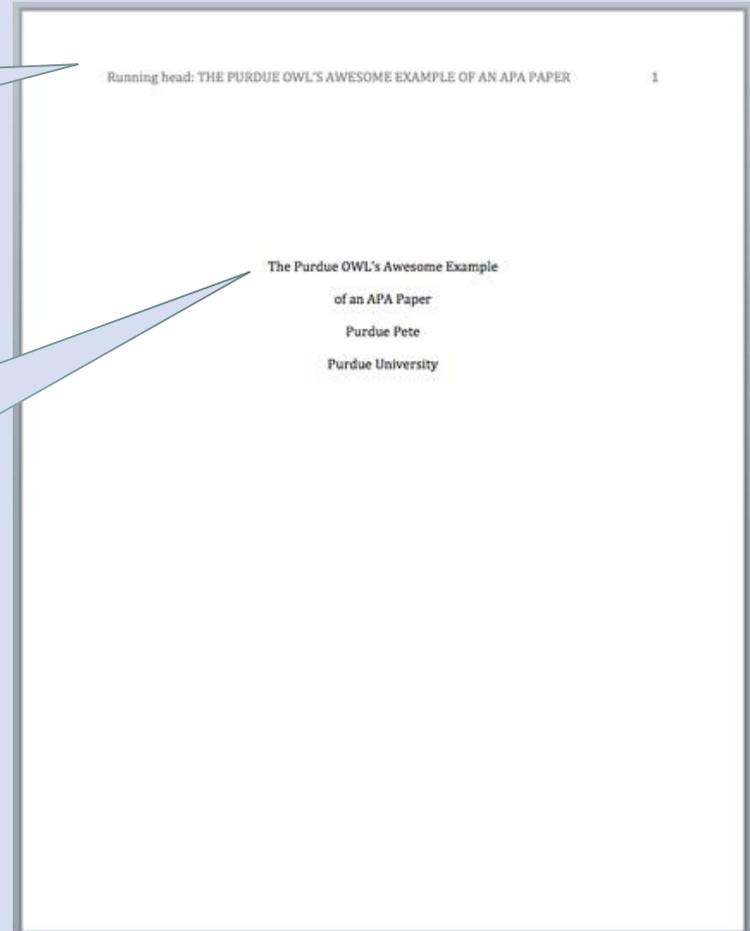
Next Page

Will be numbered page 2

Does not have the words "Running head"

Page 2

EFFECTS OF STUDENT PERSEVERANCE   2

Header: Different First Page

Go to the "View" menu.

Click on "Header and Footer."

Click on the icon that looks like an open book. (Page Setup)

Choose the "Layout" tab.

Check off "Different first page."

Click "OK."

Create the header you would like to have on the first page. This header will only appear on the first page. Click "Close" (6 icons to the right of page setup – the icon that looks like an open book).

Once you are on the second page, go to the "View" menu once again. Click on "Header and Footer." Create the header you would like to have on the second page as well as each additional page thereafter. Click "Close" (6 icons to the right of page setup – the icon that looks like an open book). For each additional page, you will not need to create the header. The same header for the second page will automatically be the header for each additional page.

Level of Headings

APA Style uses a unique headings system to separate and classify paper sections.

There are 5 **heading levels** in APA.

Regardless of the number of levels, always use the headings in order, beginning with level 1.

APA Headings	
Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with a period. Begin body text after the period.**
4	***Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.***
5	*Indented, italicized, lowercase heading with a period. Begin body text after the period.*

Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. For example:

Methods (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

    Teachers. (Level 3)

    Students. (Level 3)

Methods

Site of Study

This study was conducted in a classroom in a high school.

Participant Population

Eighty-three sophomores and their teachers participated in this study.

Teachers. Fifteen teachers responded to the survey.

Students. Students ranged in age from 15 to 17.

Results (Level 1)

Spatial Ability (Level 2)

      Test one. (Level 3)

      Teachers with experience. (Level 4)

      Teachers in training. (Level 4)

      Test two. (Level 3)

Kinesthetic Ability (Level 2)

In-text Citations

Whenever you take information from a source, provide in parenthesis;

 - the author's or authors' names and the date of publication.

For example;

Smith (2010) found that X occurs often with Y.

                              or

X often occurs with Y (Smith, 2010).

In-text Citations:
A work with two authors

- **When citing a work with two authors, identify both authors whenever you cite the work.**

- **Example**

    Hernandez and Harris (2011) theorize that personality shows stability over time.

In-text Citations:
A work with 3 to 5 authors

➢ **When citing a work with three to five authors, the first time you cite the work, identify all authors in the signal phrase or in parenthesis:**

   (Harklau, Siegal, & Losey, 2009)

➢ **In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:**

   (Harklau et al., 2009)

In-text Citation of a Website

If possible, cite an electronic document the same as any other document by using the author-date style.

- **Example**

Kenneth and Velez (2000) explained the cause as multifactorial.

In-text Citation of a Website

When citing an entire website, it is sufficient to give the address of the site in just the text.

- **Example:**

Kidspsych is a wonderful interactive website for children (http://www.kidspsych.org).

In-text Citation of a Website

If there is no author, no year and no page numbers your text citation would include the title (or short title) "n.d." for no date, and paragraph number.

Example (e.g., "Heuristic," n.d., para. 1).

References

- **The reference list at the end of your paper provides information necessary for the reader to identify and retrieve each source.**

References Page

- ➤ **Center the title– References-- at the top of the page**

- ➤ **Double-space reference entries**

- ➤ **Flush left the first line of the entry and indent subsequent lines**

- ➤ **Order entries alphabetically by the author's surnames**

Do NOT include "Running head:" in the header after the title page!

References

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.

Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication, 10*(1), 38-48.

Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change, 21*(2), 127-140.

How to Reference a Website

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from http://Web address

Example:

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). General format. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

How to Reference a Website

When there is no author for a web page, the title moves to the first position of the reference entry:

- **Example:**

New child vaccine gets funding boost. (2001).

Retrieved March 21, 2001, from

http://news.ninemsn.com.au/health/story_13178.asp

For In-text citation

- Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title.: ("New Child Vaccine," 2001).

In-text Citations: Basics

Whenever you use a source, provide in parenthesis:

➢ the author's name and the date of publication

➢for quotations and close paraphrases, provide a page number as well

In-text citations help readers locate the cited source in the References section of the paper.

In-text Citations:
Format for a quotation

When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief—do not repeat the information.

➢ Caruth (1996) states that a traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (p.11).

➢ A traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Caruth, 1996, p.11).

In-text Citations:
Format for a summary or paraphrase

There are several formats for a summary or paraphrase:

➢ **provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase:**

Although feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-text Citations:
Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

➢ **include the author's name in a signal phrase followed by the year of publication in parenthesis:**

   Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

In-text Citations:
Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

➢ **when including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:**

    According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).

In-text Citations:
Two or more works

➢ **When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semi-colon:**

(Kachru, 2005; Smith, 2008)

In-text Citations:
A work with two authors

➢ **When citing a work with two authors, use "and" in between authors' name in the signal phrase yet "&" between their names in parenthesis:**

According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).

Some feminists researchers question that "women's responses to the war have been ignored" (Raitt & Tate, 1997, p. 2).

In-text Citations:
A work with 3 to 5 authors

➢ **When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis:**

(Harklau, Siegal, & Losey, 1999)

➢ **In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:**

(Harklau et al., 1999)

In-text Citations:
a work with 6 and more authors

➤ **When citing a work with six and more authors, identify the first author's name followed by "et al." in the first and all subsequent citations of the work;**

Smith et al. (2006) maintained that….

(Smith et al., 2006)

In-text Citations:
A work of unknown author

➢ **When citing a work of unknown author, use the the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports:**

> **According to "Indiana Joins Federal Accountability System" (2008), …**

Or,

> **("Indiana," 2008)**

In-text Citations:
Organization

➢ **When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation:**

> **The data collected by the Food and Drug Administration (2008) confirmed that…**

➢ **If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations:**

> **Food and Drug Administration (FDA) confirmed … FDA's experts tested…**

In-text Citations:
The same last name/the same author

➤ **When citing authors with the same last names, use first initials with the last names:**

   (B. Kachru, 2005; Y. Kachru, 2008)

➤ **When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references:**

   Smith's (1998 a) study of adolescent immigrants…

If you need help with APA

There are several reference sources to get an answer to your specific question about APA:

➢ **OWL website: http://owl.english.purdue.edu**

➢ **Purdue Writing Lab @ HEAV 226**

➢ **composition textbooks**

➢ *Publication Manual of the American Psychological Association,* **6th ed.**

➢ **http://www.apastyle.org**

The End