

**This presentation was prepared by
the**



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Note: As of October 2019, APA 6th edition is no longer the most recent. Double check with your professor with regards to citation preferences.

See our 7th edition resources on the Madonna OWL

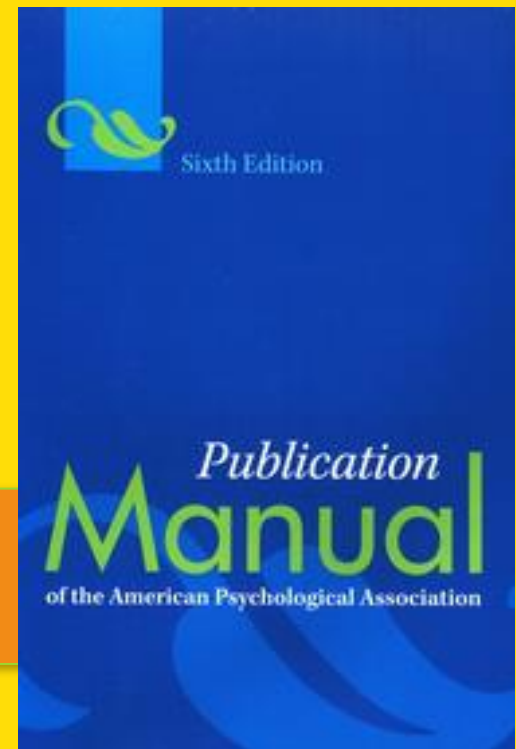
APA Formatting



The American Psychological Association (APA) style is the most commonly used format for manuscripts in the social sciences (Ex. Communication studies, Economics, History, Law, Politics, Psychology, etc.)

APA regulates:

1. Document formatting
2. In-text citations
3. References



APA essays should:

- be typed,
- double-spaced,
- use a 12pt. standard serif font (ex. Times New Roman or Courier),
- have 1" or 2.54cm margins,
- be printed on standard-sized paper (8.5"x 11")

APA title page:

(Using “Different First Page”)

Running head:
TITLE flush left + **page number** flush right.

Title (5-7 lines down, centered)

Author’s name(s) (no titles or degrees) + **affiliation** (university, college, etc.)

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

1

The Purdue OWL's Awesome Example
Of an APA Paper
Jack Dawkins
Purdue University

APA Running head:

A **running head** is a short title that appears at the top of every page of the paper in the header

The length of the running head should be **50 characters or fewer**, including spaces and other punctuation marks

On the first page of the paper only, the running head is preceded by the words **Running head and a colon**

Use a “Different First Page”:

- Set up a “Different First Page” header in Microsoft Word
- Add a **page number**
- In the header, type “**Running head:**” (with only the "R" capitalized), and then type **the title of the paper in all capital letters**, making sure it is no longer than 50 characters
- Place the cursor between the end of the running head and the page number and hit the **tab key** to left justify the running head and right justify the page number

All other pages:

Page header: do NOT include “Running head:”

On the second page of the paper, repeat the process of inserting the page number and running head into the page header, except do not include the label “Running head:”

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

2

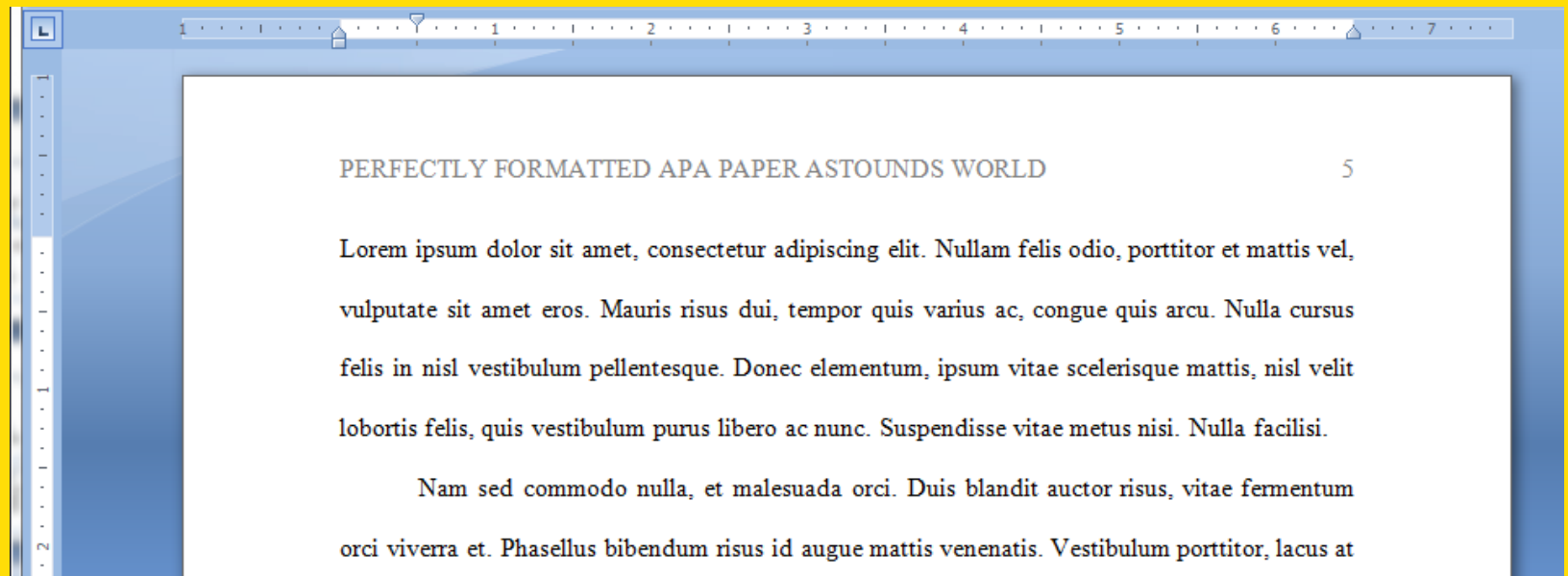
Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisl suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

Keywords: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

All other pages of an APA essay:

- Include a running head (**Title only, all caps**) in the upper left-hand corner and
- the page number in the upper right



The main body of an APA paper:

Type and center the title of the paper at the top of the page. The title of the **paper does not count as a level** and is **not bold, italicized or in a larger font**

Type the text **double-spaced** with all sections following each other **without any extra breaks**

Identify the sources you use in the paper in **parenthetical, in-text citations**

APA In-text Citations

APA (American Psychological Association) style emphasizes how recently information was published

APA and outside sources:

There are three ways to reference a source:

1. **Summary-** A brief description of longer passage written by the author
2. **Paraphrase-** A restatement of an idea in roughly the same length as the author originally described it
3. **Quotation-** The exact same words as the author used, presented between quotation marks

Whichever of these a writer uses, they will still need to include an APA style citation

APA in-text citations:

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

Whenever summarizing or paraphrasing a source, provide in parenthesis the author's **name** and the **date of publication**

APA requires that within a parenthetical citation the author's last name and year be **separated by a comma**

orci viverra et. Phasellus bibendum risus id augue mattis venenatis (Lahiri, 2002). Vestibulum porttitor, "lacus at malesuada pulvinar, sem libero placerat lacus, malesuada gravida dui sem id leo" (Lahiri, 2002, p. 501). Duis volutpat risus est, vitae pulvinar quam iaculis eu. Maecenas sit

APA direct quotes:

In-text citations should include the **author's name**, **the year of publication**, and **a page number** if using a direct quotation or specific information

Use **p.** and **pp.** to indicate the page and pages where the quote is located

Example:

. . . (Author, Year, p. page number).

APA signal phrases:

Introduce quotations with a **signal phrase**

If the author's name is mentioned in-text, **the year of publication (in parentheses)** follows the author's name

Keep the citation brief and **do not repeat any information**

Caruth (1996) has stated 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).

APA dates:

APA always places the date in parentheses immediately after the author's name

Example:

Signal phrase Author (**Year**), "quote" (p. page number).

APA word choice:

Choose verbs in signal phrases that are appropriate for the source and how it is being used

Admitted, agreed, argued, asserted, believed, claimed, compared, confirmed, contended, declared, denied, emphasized, insisted, noted, observed, reasoned, rejected, reported, responded, suggested, thought, wrote, etc.

Providing background? Explaining ideas?
Supporting a claim? Offering authority, or refuting a point?

APA tense:

APA uses the past tense (-ed) or present perfect (“have” or “has”) to introduce quotations and sources

Example:

Author (Year) noted . . .

OR

Author (Year) has noted . . .

Use present tense only to discuss applications or effects of a writers own results

APA web sources:

The first few words of a title should be used if no author's name is given

When a source does not have pages or page numbers, writers may include paragraph numbers if they are printed on the source

Example:

. . . (“Page Title,” Date, **para.** number).

APA Reference Page

APA (American Psychological Association) provides the information needed to locate and retrieve any source cited in the body of a paper

APA reference list:

A reference list should appear at the end of an APA paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper

Each source cited in the paper **must appear** in the reference list

Likewise, each entry in the reference list **must be cited** in the text

APA References:

- Center the title (References) at the top of the page. *Do not bold it*
- Double-space reference entries
- Order entries **alphabetically** by the surname of the first author of each work

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.

APA hanging indent:

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

Under **Indentation**, use the **Special** pull-down menu to select hanging indent by 0.5" or 1.27cm

The purpose of the hanging indent is to allow the reader to skim without distractions by visually isolating, at the left margin, the name or word under which the item is alphabetized

APA author names:

Invert authors' names (last name first followed by initials) and **list the date of the publication in parentheses**

Example:

Last, F. M. (Date).

For two to seven authors, use an ampersand (&) before the last author's name. For eight or more authors, give the first six, an ellipses, and the last

If there is no author, the article title comes first

APA title and subtitles:

Do not italicize, underline, or put quotes around the titles of shorter works such as chapters, articles or essays in edited collections

For articles capitalize only the first letter of the first word of a title and subtitle and all proper nouns

Use standard title case capitalization and italics for titles and volumes of periodicals, such as, journals, magazines and newspapers

For books capitalize only the first letter of the **first word of a title and subtitle** and all **proper nouns**

Use **italics** for **books and other long works**

Volume, issue and page information, if present, is required. Italicize the volume and put the issue number in parentheses

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.

APA, DOIs and URLs:

Use the **digital object identifier (DOI)** if the source has one

Or, for online sources, give the **uniform resource locator (URL)**. Use a retrieval date for a Web source only if the contents are likely to change

Example:

. . . doi: dx.doi.org/10.1037/pst0000074

OR Retrieved from www. . . .

Getting help with APA:

www.blog.apastyle.org

www.owl.english.purdue.edu



A Pocket Style Manual by Diana Hacker

Madonna University Writing Center, ROOM 2300 (Inside the Library), (734) 432-5304, writingcenter@madonna.edu

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author.

Hacker, D. & Sommers, N. (2017). *A pocket style manual* (3rd ed.). Bedford/St. Martin's