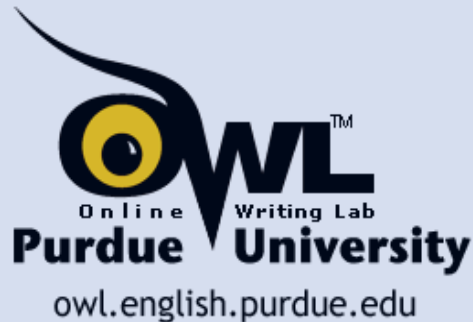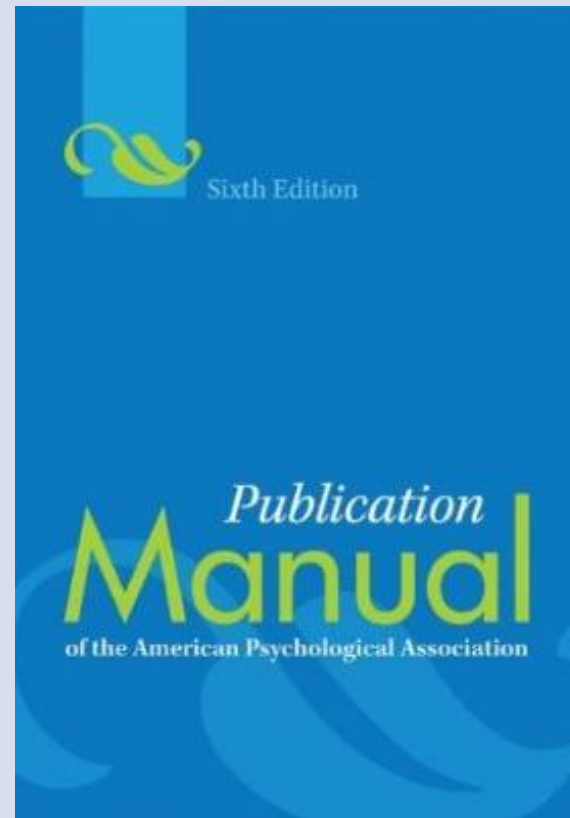# APA
Formatting and Style Guide

What is APA?

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences.

APA regulates:

- **Stylistics**

- **In-text citations**

- **References**

APA Style: Point of View and Voice

Use:

• **personal pronouns where appropriate**
   Try: We conducted an experiment…
   Avoid: The authors conducted an experiment….

• **the active voice rather than passive voice**
   Try: We asked participants questions.
   Avoid: The participants have been asked questions by the researchers.

APA Style: Language

Language in an APA paper is:

- **clear: be specific in descriptions and explanations**

- **concise: condense information when you can**

- **plain: use simple, descriptive adjectives and minimize figurative language**

Types of APA Papers

The literature review:

    • Contains a summary of what the scientific literature says about the topic of your research

    • Includes a title page, introduction, and list of references

The experimental report:

    • Describes your experimental research

    • Includes a title page, abstract, introduction, method, results, discussion, list of references, appendices, tables, and figures

Types of APA Papers

If your paper fits neither of the categories above:

- follow the general format

- consult the instructor

- consult the APA Publication Manual

General Format

Your essay should:

- **be typed and double-spaced be printed on standard-sized paper (8.5"x11")**

- **use 1" margins on all sides**

- **use 10-12 pt. Times New Roman or a similar font**

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

Note: If you are writing a manuscript draft, APA suggests using two spaces between sentences to aid readability (see pp. 87-88 in the APA manual).

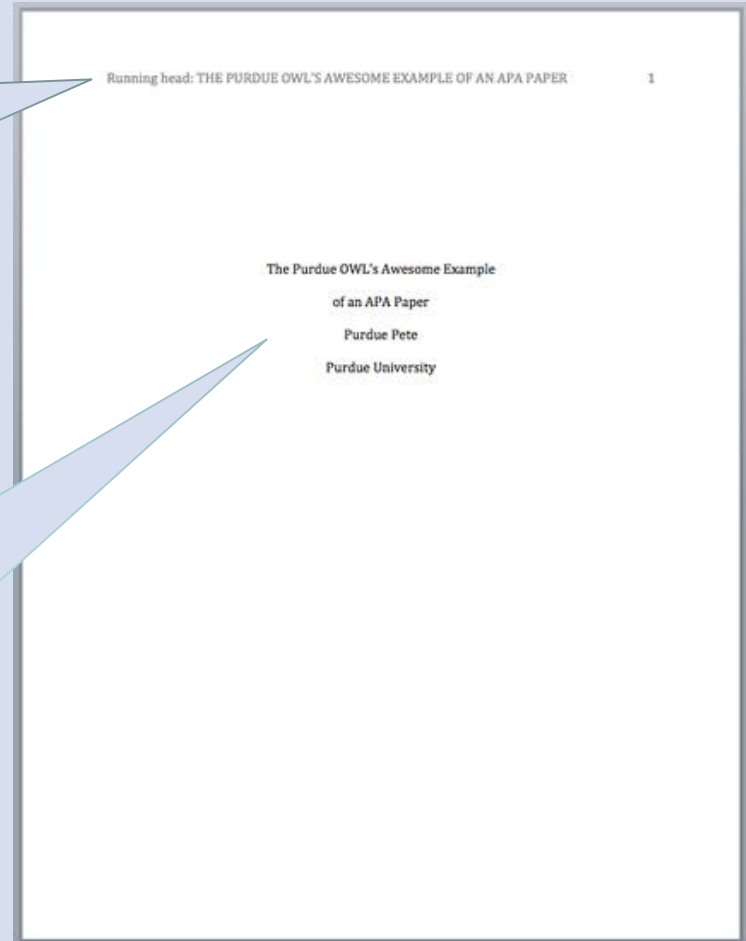# General Format

Your essay should include four major sections:

References

Main Body

Abstract

Title page

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.)

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

Abstract Page

Page header: do NOT include "Running head:"

Abstract: centered, at the top of the page

Write a 150- to 250-word summary of your paper in an accurate, concise, and specific manner.

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 nisi 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.

Main Body (Text)

- **Number the first text page as page number 3**

- **Type and center the title of the paper centered, at the top of the page**

- **Type the text double-spaced with all sections following each other without a break**

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

- **Format tables and figures**

References Page

- **Center the title (References) at the top of the page. Do not bold it.**

- **Double-space reference entries**

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

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

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.

References: Basics

• **Invert authors' names (last name first followed by initials: "Smith, J.Q.")**

• **Alphabetize reference list entries the last name of the first author of each work**

• **Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.**

References: Basics

• **Capitalize all major words in journal titles**

• **Italicize titles of longer works such as books and journals**

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

Making the References List

APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

1. Identify the type of source: Is it a book? A journal article? A webpage?

2. Find a sample of citing this type of source in the textbook or in the OWL APA Guide: **http://owl.english.purdue.edu/owl/resource/560/01/**

3. "Mirror" the sample

4. Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented (Recall References: Basics)

In-text Citations: Basics

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

Whenever you use a source, provide in parenthesis:

- the author's name and the date of publication

- for quotations and close paraphrases, provide the author's name, date of publication, and a page number

In-text Citations:
Formatting Quotations

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:
Formatting a Summary or Paraphrase

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

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

In-text Citations:
Formatting a Summary or Paraphrase

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:
Formatting a Summary or Paraphrase

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:
Signal Words

Introduce quotations with signal phrases, e.g.

According to X. (2008), " …." (p. 3).

X. (2008) argued that "……" (p. 3).

Use such signal verbs as:
acknowledged, contended, maintained, responded, reported, argued, concluded, etc.

Use the past tense or the present perfect tense of verbs in signal phrases

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 Three to Five authors

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

(Harklau, Siegal, and 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., 1993)

In-text Citations:
A Work with Six and More Authors

When citing a work with six and more authors, identify the first author's name followed by "et al."

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 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 (1998a) study of adolescent immigrants…

In-text Citations:
Personal communication

When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

> A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Or,

> (E. Robbins, personal communication, January 4, 2001).

In-text Citations:
Electronic sources

When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

   According to Smith (1997), ... (Mind over Matter section, para. 6).

APA Headings

APA uses a system of five heading levels

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.**
4	***Indented, boldface, italicized, lowercase heading with a period.***
5	*Indented, italicized, lowercase heading with a period.*

APA Headings

Here is an example of the five-level heading system:

Methods (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers. (Level 3)

Students. (Level 3)

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)

APA Tables

Label tables with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

Table 1
Internet users in Europe

Country	Regular users
France	9 ml

Note: The data are adapted from "The European Union and Russia"(2007). Retrieved from http://epp.eurostat.ec.europa.eu

APA Figures

Label figures with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left .

You might provide an additional title centered above the figure.

Cite the source below the label and the title.

The   *Figure 1.* Internet users in Europe. Adapted from *European Union and Russia: Statistical comparison* by Eurostat Statistical Books, 2007, Retrieved from http://epp.eurostat.ec.europa.eu

Additional APA Resources

- **The Purdue OWL http://owl.english.purdue.edu**

- **Purdue Writing Lab @ HEAV 226**

- **Composition textbooks**

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

- **APA's website http://www.apastyle.org**

The End