APA Formatting and Style Guide
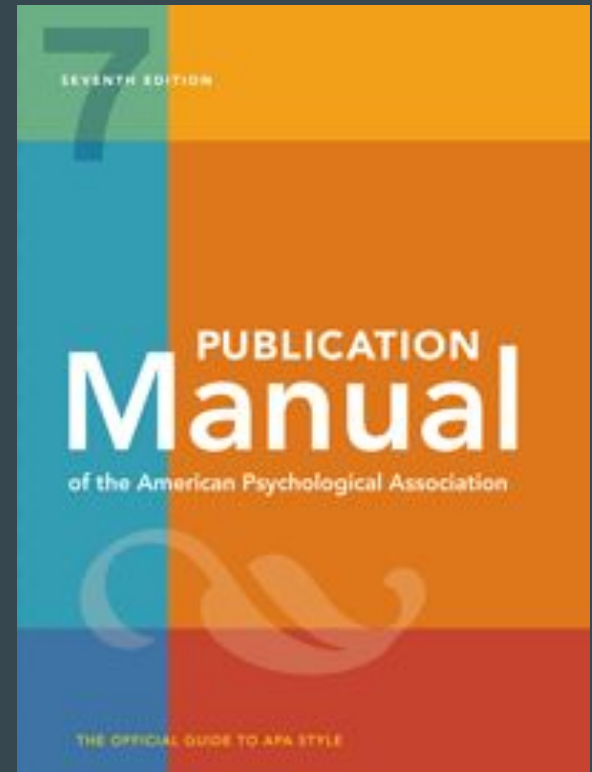
WHAT IS APA?

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

APA regulates:
- Style

- In-text citations

- References

SEVENTH EDITION

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PUBLICATION
Manual
of the American Psychological Association

THE OFFICIAL GUIDE TO APA STYLE

7TH EDITION

GENERAL APA FORMAT

Language in an APA paper should be:

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

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

- **Plain**: use simple, descriptive adjectives and do not use figurative language

GENERAL APA FORMAT

Your report should:
- •be typed,
- •double-spaced,
- •have 1" margins,
- •use 12pt. Standard font (Times New Roman, Arial)
- •be printed on standard-sized paper (8.5"x 11")

GENERAL APA FORMAT

Your report should include four major sections:

References

Main Body

Abstract

Title page

Ask your teacher about the "Abstract" page. Some assignments do not require this page.

APA TITLE PAGE

Page header

Right-justify and insert page #
(carry over your page count until the last page, including the Reference page).

*No last name in front of the page #.

Title
(in the upper part of the page)
+
Student Name
+
School
+
Course Code
+
Instructor
+
Date

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An Informative and Appropriate Title Goes Here

Student Name

Our Lady Queen of the World Catholic Academy

HSP3U1

Ms. Bettio

1 February 2021

APA MAIN BODY

- Type and center the title of the paper at the top of the first page of text (this will be on page 2 if you do not have an abstract - on page 3 if you do)

- All main text must be double-spaced

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

- Format tables and figures

APA REFERENCES PAGE

- Center the title - References - at the top of the page. Be sure to **Bold** the title.

- Double-space reference entries

- Place new entries at the left margin and indent subsequent lines of each entry

- Order entries alphabetically by the last name of the first author of each work

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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 IN-TEXT CITATIONS

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, provide the author's name, date of publication, and a page number in the format presented in the example below:

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 IN-TEXT CITATIONS

When quoting with a signal phrase:

• Begin the sentence by including the author's name and year of publication

• Include the page number at the end of the quotation

Signal phrase

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

No signal phrase

Note the difference between the two.

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

Introduce quotations with signal phrases, e.g.:

According to Xavier (2008), "...." (p. 3).

Xavier (2008) argued that "......" (p. 3).

Use such signal verbs such as:

acknowledged, contended, maintained, responded, reported, argued, concluded, etc.

2 AUTHORS

When citing a work with two authors,
   In the signal phrase, use "and" in between the authors' names

> 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 parenthesis, use "&" between names

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

3-5 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)

6+ 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)

UNKNOWN AUTHORS

When citing a work of unknown author:
•use the source's full title in the signal phrase
•cite the first word of the title followed by the year of publication in parenthesis.

According to "Indiana Joins Federal Accountability System" (2008)

OR

("Indiana," 2008)

Titles:
Articles and Chapters = " "
Books and Reports = *italicize*

CITING AN ORGANIZATION

When citing an organization:

•mention the organization the first time 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…

FYI

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 citation for this type of source
   Check a textbook or the OWL APA Guide

3. "Mirror" the sample

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