

# APA STYLE 7<sup>TH</sup> EDITION

ISU Writing Center Workshop

# TOPICS COVERED

## PART ONE: GENERAL INFORMATION

1. APA Style Overview
2. General Formatting
3. Paper Elements
4. Specific Formatting Considerations
  - *Running Heads*
  - *Title Page*
  - *Title Case vs Sentence Case*
  - *Heading Levels*

## PART TWO: HANDLING SOURCES

1. In-text Citations
2. References List

# CAVEAT

- The guidelines described here reflect the most current APA Style guidelines and conventions.
- Your instructor may ask you to use slightly different guidelines. Always ensure you are aware of the specific requirements of your assignment.
- It's good to be aware which practices are actually part of APA Style vs a modified requirement of your class.

# PART ONE

GENERAL INFORMATION

# APA STYLE OVERVIEW

- APA stands for the American Psychological Association.
- Traditionally, APA Style is often the preferred method of writing by researchers and students in the social sciences and certain other fields:

Psychology

Education

Political Science

Anthropology

Nursing

Sociology

Economics

Criminology

Social Work

Business

# GENERAL FORMATTING

- In APA Style, certain fonts are preferred, including some sans serif fonts (11-point Calibri, 11-point Arial) and some serif fonts (12-point Times New Roman, 11-point Georgia).
- Commonly, in an academic setting, the instructor will specify to use 12-point Times New Roman.
- The entire paper should be double-spaced.
- Use one-inch margins on the top, bottom, right, and left sides of all pages.
- Paragraphs should be aligned down the left side only. The right side of the text should be “ragged.” Also, indent paragraphs ½”.

# PAPER ELEMENTS

**Title Page**

**Text (body/"meat" of the paper)**

**Reference List**

These are the usual required paper elements for a student paper, though commonly, an assignment may not require a title page. Confirm with your instructor. If you will not use a title page, be sure to use a header in the top left corner and the centered report title at the top of page one. Also, put the page number in the top right corner of all pages of your paper including the first page.

# SPECIFIC FORMATTING CONSIDERATIONS: RUNNING HEAD

In the most current version of APA Style, running heads are not required for student papers. However, your instructor may ask you to use one. If so, keep in mind the following:

1. A running head is a shortened version of the paper title (max 50 words, all capital letters).
2. It is put in the page header on the top left of every page. The same running head should be used on every page.
3. The running head should NOT include the label "Running head."



# SPECIFIC FORMATTING CONSIDERATIONS: TITLE PAGE

Follow your instructor's assignment description. Otherwise, you can use this format:

- Title (bold, centered, in upper half of page); unless instructed otherwise, also put the title at the top of the first page of text.
- Author (give first and last name; omit degrees or titles)
- Institutional affiliation (Indiana State University)
- Course number and name
- Instructor name
- Assignment due date
- Page number in top right corner

# SPECIFIC FORMATTING CONSIDERATIONS: TITLE CASE VS SENTENCE CASE

There are two ways to capitalize titles:

1. **Title case (a/k/a headline case)**: Capitalize the first word, the last word, and all major words in between.  
“Area Man Wins Hot Dog-Eating Contest 4 Years in a Row”
2. **Sentence case**: Only capitalize first word, all proper nouns, and the first word after a colon or em dash.  
“Area man wins hot dog-eating contest 4 years in a row”

# SPECIFIC FORMATTING CONSIDERATIONS: TITLE CASE VS SENTENCE CASE

APA Style uses both title/headline case and sentence case, depending on **the kind of title** and **location in the document**.

1. In the **report text**, always use title/headline case for all titles: article titles, journal or newspaper names, book titles. (Article titles in the text of a report should also be in quotation marks. Journal, newspaper, and book titles should be in italics.)
2. An easy way to remember the two formats is that sentence case looks like a sentence (only the first word of the title is capitalized).

# SPECIFIC FORMATTING CONSIDERATIONS: HEADING LEVELS

For sections and subsections of your text, there are five possible levels of headings in APA Style, though commonly, for student papers, only up to three will be needed. If only one level is needed (one set equal-level sections within the paper), use the formatting for Level 1 headings. If there are two levels (subsections within the main sections), use Level 1 and Level 2.

1	<b>Centered, Bold, Title Heading</b> Following text comes down to start a new paragraph.
2	<b>Flush Left, Bold, Title Heading</b> Following text comes down to start a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Heading</i></b> Following text comes down to start a new paragraph.
4	<b>Indented, Bold, Title Heading, Ending with Period.</b> Following text remains on the same line as heading and continues a paragraph.
5	<b><i>Indented, Bold Italic, Title Heading, Ending with Period.</i></b> Following text remains on the same line as heading and continues as a paragraph.

# PART TWO

HANDLING SOURCES

# REFERENCE LIST: GENERAL INFO

- Your reference list should begin on a new page after the last page of your report text.
- Title the page “References” in bold and not in quotation marks. Center the title.
- Double space all lines on the page (no extra spaces between entries) and maintain a 1” margin on all sides.
- Each entry should use a 1/2” hanging indent, also known as a reverse-indent. (For each entry, indent any lines after the 1<sup>st</sup> line.)
- Alphabetize all entries.

# REFERENCE LIST ENTRIES: GENERAL INFO

For any article, book, website, or other source you use in your report text, either by directly quoting or by paraphrasing ideas from it, should have an entry on your reference list. NOTE: Interviews/personal communications are cited in the text of the report only, not on the reference list.

As you do your research, be sure to note these elements of your articles, etc. for the reference list:

1. author
2. date published/last updated
3. title
4. source (the way to retrieve this work/publication info)  
including DOI/URL for electronic sources

# REFERENCE LIST ENTRIES: GENERAL INFO

Depending on whether you are creating an entry for a journal article, website, or book, there will be slight differences in how to create the entry. But the aforementioned elements will always be given, separated by a period, like this:

Author, A. A. & Author, B. B. (Date). Title. Source info including DOI or URL.

Note the hanging/reverse indent. The following slides will provide more details about each of these four elements.



# REFERENCE LIST ELEMENT: AUTHOR

Give the author's last name, a comma, then first/middle initials (only spell out the last name). Always give last name first. Do not include titles or degrees. Always use a comma after the first author's name. Use an ampersand, not "and," before the last author's name. List all authors for a source up to twenty authors.

Examples:

Perez, S. J.

Perez, S. J., & Merrifield, W.

Perez, S. J., Merrifield, W., & Staumont, J.

Try to remember: use a comma after each last name, between names, and before the ampersand. Use periods after each initial.

List the authors for a work in the order you see on the publication.  
Do not realphabetize.

# REFERENCE LIST ELEMENT: AUTHOR

If a source has 21 or more authors, list the first 19, then an ellipsis (“...”), then the name of the last author.

Remember that an organization, business, government agency can be the author of a source. (Think of it as a group author.) If you use a group author, do not abbreviate it on the reference list. It’s OK to use the abbreviation in your in-text citations.

If a source has no author (if it is unknown or really cannot be determined), then the title of the work moves to the author position, like this:

Title. (Date). Source info including DOI or URL.

# REFERENCE LIST ELEMENT: DATE

The date element on a reference list entry should be as accurate and complete as possible. This means you may give just the year, the year and the month, a full date, or the season. Do not abbreviate months. Enclose the date in parentheses and then put a period after the close parenthesis.

Examples:

(2022).

(2022, January).

(2022, January 10).

(2021, Spring/Summer).

Remember the period  
after the close  
parentheses.

If the publication date really is unknown or cannot be determined, use "n.d." like this:

(n.d.).

# REFERENCE LIST: TITLE

In APA style, there are two main types of titles. Formatting depends on which category a work falls under:

1. Some works are **part of a greater whole**, like academic periodical articles and newspaper and magazine articles. These titles should be in sentence case (and NOT italics):

The virtue gap in humor: Exploring benevolent humor.

Area man wins hot-dig eating contest yet again.

2. Some works **stand alone**, like whole books, reports, webpages from websites, grey literature. These titles should be put in Italics and sentence case:

*Adoption-specific therapy: A guide to helping adopted children.*

# REFERENCE LIST: SOURCE

The source element of a work is the information about how a reader can access the work. Depending on the type of work, it may include the name of the greater “container” that an article is in (journal or newspaper name) and/or the publication information, including website name.

For all electronic sources, include the DOI or URL.

The easiest way to approach this part of the entry is to remember that periodical names are formatted title/headline case and italics, like this:

*The New England Journal of Medicine.*

*The Washington Post.*

*The Chicago Tribune.*

Also, see the following slides for examples of entries for three main types of sources.

# REFERENCE LIST SAMPLES: JOURNAL AND NEWSPAPER ARTICLES

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>  
<https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references>  
<https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references#1>

# REFERENCE LIST SAMPLES: BOOKS

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels

Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/>

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1>

# REFERENCE LIST SAMPLES: WEBPAGES ON WEBSITES

Horovitz, B. (2021, October 19). *Are you ready to move your aging parent into your home?* AARP. <https://www.aarp.org/caregiving/home-care/info-2021/caregiving-questions.html>

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/>

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#5>



That was a lot information about reference list entries and sources and formatting. You are not expected to memorize or master these details right away! Resources like [apastyle.apa.org](http://apastyle.apa.org) or the Purdue OWL can be very helpful.

The following slides will discuss another major aspect of APA Style and handling sources, which is how to properly cite sources within your report text.

# IN-TEXT CITATION

“Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. The works you cite provide key background information, support or dispute your thesis, or offer critical definitions and data. Cite only works that you have read and ideas that you have incorporated into your writing.”

American Psychological Association (2020.) *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.)

<https://doi.org/10.1037/0000165-000>

# IN-TEXT CITATION

- When talking about writing researched papers, citation refers to giving proper credit to a source for information that is included in one's writing.
- In APA format, in-text citation requires providing the **author's name** and the **year of publication**. Sometimes it is also required or advised to include the page number where the information is located.
- Each in-text citation should clearly correspond with an entry on the reference list at the end of the paper.

Keeping in mind this intro to in-text citations, there are now two ideas to consider for incorporating sources in your work:

1. Paraphrasing vs. directly quoting
2. In-text citation style

# DIRECTLY QUOTING VS PARAPHRASING

If there is something (information, ideas) in a source/something you read that you want to use in your own writing, you can present it as a direct quote or a paraphrase.

1. Directly quoting: same exact words, same meaning as material you are using
2. Paraphrasing: different wording, but SAME meaning as material you are using. Convey the key information and ideas with your own wording and sentence structure.

# DIRECTLY QUOTING VS PARAPHRASING

When **directly quoting** may be more effective:

- Original passage has technical language and you are worried that if you rephrase the passage, you will lose some of the meaning
- Original passage contains distinctive or catchy wording—why change a good thing?
- Paraphrasing is preferred

# TWO IN-TEXT CITATION STYLES

Whether you are providing a direct quote or creating a paraphrase, you need to provide proper citation. There are two styles to choose from to do this:

## 1. Parenthetical

Self-care is an essential topic for all students (Santerra, 2017).

## 2. Narrative

Santerra (2017) pointed out how self-care is an essential topic for all students.

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## 1. Parenthetical

Self-care is an essential topic for all students (Santerra, 2017).

## 2. Narrative

Santerra (2017) pointed out how self-care is an essential topic for all students.

Note the the date always goes as close to the author's name as possible.



# IN-TEXT CITATION AND NUMBER OF AUTHORS

- One additional consideration when creating in-text citation relates to the number of authors associated with a work.
- Of course **if a source has only one author**, you only list one author's name, either in parenthetical or narrative style:

Self-care is an essential topic for all students (Santerra, 2017).

Santerra (2017) pointed out how self-care is an essential topic for all students.

# IN-TEXT CITATION AND NUMBER OF AUTHORS

If a source has two authors, give both authors' last names:

Self-care is an essential topic for all students  
(Santerra & Santana, 2017).

Santerra and Santana (2017) pointed out how self-care is an essential topic for all students.

If there are two authors, use an "and" in the prose of your sentence. If using parenthetical style, use an ampersand between the author names.

# IN-TEXT CITATION AND NUMBER OF AUTHORS

If a source has three or more authors, give only the first author's last name and use "et al" or "and others":

Self-care is an essential topic for all students  
(Santerra et al., 2017).

Santerra and others (2017) pointed out how self-care is an essential topic for all students.

# BASIC IN-TEXT CITATION STYLE CHART

Author type	Parenthetical citation	Narrative citation
One author	(Sol, 2020)	Sol (2020)
Two authors	(Avett & Maroni, 2020)	Avett and Maroni (2020)
Three or more authors	(Encarnacion et al., 2020)	Encarnacion et al. (2020)
Group author	(University of Michigan, 2022)	University of Michigan (2022)

# PRACTICE

Fill in the blanks to provide proper citation for the direct quote and paraphrase below. The original passage came from page 13 of this (fictional) source: Smith, J. & Wells, B. (2022, January 31). Communication and dolphins. *Nature Digest*.

Remember: the date always goes as close to the author's name as possible. And for direct quotes, it's good to include the page number.

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\_\_\_\_\_ (\_\_\_\_\_) found that "in popular culture, compared to other sea creatures, dolphins are privy to special treatment" (p \_\_\_\_).

In mainstream opinion, dolphins are regarded uniquely as members of the aquatic kingdom (\_\_\_\_\_, \_\_\_\_\_).

# REVIEW

These slides covered many aspects of APA Style, which has to do with various formatting details and practices for handling sources you use to support ideas in your writing.

You are not expected to memorize APA Style or master these details right away. Plus there are many helpful online and print resources to help you.

One main idea to remember for handling sources is that APA Style uses the author-date system for in-text citation. Plus any source cited in-text should have a corresponding entry on the References page.

# EXCELLENT RESOURCES

American Psychological Association (2020.) *Publication manual of the American*

*Psychological Association* (7<sup>th</sup> ed.) <https://doi.org/10.1037/0000165-000>

American Psychological Association. (2022). *Style and grammar guidelines.*

<https://apastyle.apa.org/instructional-aids>

Purdue Online Writing Lab. (2021). *General Format.* Purdue Online Writing Lab.

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