APA Formatting and Stylistics

Mrs. Masterson
Library Media Specialist, York High School
Sample Paper

Purdue Owl is always a good place to find information about APA. Sample papers and in-depth information about style and formatting are located on this site.

Info from APA website: http://www.apastyle.org/

APA page on Purdue OWL: https://owl.english.purdue.edu/owl/resource/560/01/

PPT on APA that I find especially helpful for in-text citations: https://owl.english.purdue.edu/owl/resource/560/17/

I’ve also included a number of APA resources at: http://yhs.yorkschools.org/home/library/apa
APA Format Checklist
https://owl.english.purdue.edu/owl/resource/560/01/

- 1 inch margins
- 12 pt. Times New Roman Font
- Double-space throughout the entire paper

Title Page

- Include title, author’s name, and institution affiliation
- Include page header left-aligned (Running head: SHORT TITLE OF PAPER) and page number right-aligned (see slide on Running heads for more info)
- Include title, centered in upper half of page, in upper and lower case letters.
- Include author’s name
- Include institutional affiliation
Abstract

- Abstract page should include page header (same as that on title page except don’t include the words “Running head”)
- Center the word “Abstract” on top line
- Write abstract left-aligned (do not indent)
- Include keywords
  - Indent this line and type Keywords in italics
  - *Keywords*: keyword, keyword
APA Format Checklist, cont’d

First page of paper

- Header is same as the abstract page
- Center title
- Start writing!

References

- Header is same as the abstract and main body
- Include the word References at the top of the page
- Organize alphabetically
- Use hanging indent
Running Heads

http://blog.apastyle.org/apastyle/running-heads/

50 characters including spaces and punctuation

All caps
Sample Citations as a Group

DEMO

Basic Rules

https://owl.english.purdue.edu/owl/resource/560/05/

Electronic Resources

https://owl.english.purdue.edu/owl/resource/560/10/
Citation Examples

Book

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Article from a database


Article online with DOI


doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000
Citation Examples

Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from

http://www.someaddress.com/full/url/

Nonperiodical Web Document or Report

“List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn't have the information you're looking for, move up the URL to http://www.somesite.com/)”


In-Text Citations Review

https://owl.english.purdue.edu/owl/resource/560/02/

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In-Text Citations

- **Author-Date format (different than MLA’s Author-Page format).**
  - This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

- **Citing a source within a source (i.e. Citing Indirect Sources)**
  - If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

  - Johnson argued that...(as cited in Smith, 2003, p. 102).
In-Text Citations: Summary or paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference. If you want, you can also provide a page number, but it is not required.

According to Jones (1998), APA style is a difficult citation format for first-time learners.

This is called a signal phrase

APA style is a difficult citation format for first-time learners (Jones, 1998).

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).
In-Text Citations: Short Quotations with Signal Phrase

● If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p.").

● Introduce the quotation with a SIGNAL PHRASE that includes the author's last name followed by the date of publication in parentheses.
  ○ According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
  ○ Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
In-Text Citations: Short Quotations Without Signal Phase

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

- She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
In-Text Citations: Long Quotations

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
In-Text Citations: 2 Authors

2 Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

- Research by Wegener and Petty (1994) supports...
- (Wegener & Petty, 1994)
In-Text Citations: 3-5 Authors

3-5 Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

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

(Kernis et al., 1993)

Remember that “et” in et al. should not be followed by a period.
In-Text Citations: 6+ Authors

6+ Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

  Harris et al. (2001) argued...

  (Harris et al., 2001)
In-Text Citations: Unknown Author

- If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.
- A similar study was done of students learning to format research papers ("Using APA," 2001).

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.
In-Text Citations: Organization as an Author

- If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.
  - According to the American Psychological Association (2000),...

- 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.
  - First citation: (Mothers Against Drunk Driving [MADD], 2000)
  - Second citation: (MADD, 2000)
In-Text Citations: 2+ works in same citation

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

● (Berndt, 2002; Harlow, 1983)
In-Text Citations: More Special Cases...

- Authors With the Same Last Name: To prevent confusion, use first initials with the last names.
  - (E. Johnson, 2001; L. Johnson, 1998)

- Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.
  - Research by Berndt (1981a) illustrated that...
In-Text Citations: Even More Special Cases...

- Introductions, Prefaces, Forewords, and Afterwords: When citing an Introduction, Preface, Foreword, or Afterwords in-text, cite the appropriate author and year as usual.
  - (Funk & Kolln, 1992)

- Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite 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).
Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

- Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Sources Without Page Numbers

- When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

  - Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.
  - According to Smith (1997), ... (Mind over Matter section, para. 6).
Always Remember, Mrs. Masterson is here to help!

nmasterson@yorkschools.org