An introduction to Professional Style APA 7th Edition
A Presentation by the Writing Center (CASA)
Today we will discuss...

- **APA Formatting**: font, margins, spacing and headers
- **Abstract**: composing and formatting the abstract
- **APA Headings**: organizing sections of the paper
- **In-Text Citations**: citing source material within the paper
- **References**: citing sources used within the paper
What is APA?

- The manuscript and documentation style of the American Psychological Association (APA).

- Specific and in-depth information about APA style can be found in the *Publication Manual of the American Psychological Association* (7th ed.)
A Note about 7th Edition APA

7th edition APA has 2 format options, one for students and one for professional publications.

This version will explore the professional publication version with the expectation that most graduate students will use the professional version.
Professional APA: Formatting

- Times New Roman, 12-point font
- One-inch (1”) margins on all sides
- Text should be left-justified
- Double-space the entire document
- Indent the first line of each paragraph half an inch (0.5”)
Each page of the document should include a running head and page number.

The running head is a shortened version of your title (APA 7th, 2019, p. 37)

"Restless Nights: Sleep Latency Increases and Sleep Quality Decreases with Caffeine Intake"

"CAFFEINE-INDUCED REDUCTIONS IN SLEEP EFFICIENCY"

Insert page numbers and TITLE using INSERT function in Word in the Heading Space.
How do I create a running head?

The TITLE and page # will appear on all subsequent pages.
Professional APA: Formatting the Title Page

Text should be center-justified.

Title page should include:

- The Title of the Paper (in Title Case and bolded!)
- Your Name
- Your Affiliation
  - University/ Department/ College or Research Center
- Author Note (if necessary)
  - Your instructor may also require additional information be included on the title page.
The Role of Compulsive Texting in Adolescents' Academic Functioning

Kristen Ruggles

Texas A&M University – Corpus Christi
APA: Writing the Abstract

- The abstract is a no more than 250-word summary of the entire paper.
- It is formatted into one, single paragraph.
- The abstract should:
  - Provide an overview of your paper
    - What is your main idea(s)?
    - What are the key points being discussed?
  - Reflect the purpose and content of the paper.
  - Be concise – use each sentence to convey the most important aspects of your paper.
APA: Formatting the Abstract

1. Begin on page 2 of your document.
2. Center the word *Abstract* at the top of the page – in Bolded Title Case
3. Do NOT indent the abstract paragraph.
4. **Keywords**: Although not *required* according to the APA manual, some instructors and publishers require keywords.
   - **Keywords** are terms or phrases that show the focus of your paper.
   - *5-6 key terms* or phrases is standard.
   - Below the abstract, indent and type *Keywords* (italicized + capitalized), type a colon and follow it up with the 5-6 keywords.
Abstract: Sample

EFFECTS OF AGE ON DETECTION OF EMOTION

Abstract

Age differences were examined in affective processing, in the context of a visual search task. Young and older adults were faster to detect high arousal images compared with low arousal and neutral items. Younger adults were faster to detect positive high arousal targets compared with other categories. In contrast, older adults exhibited an overall detection advantage for emotional images compared with neutral images. Together, these findings suggest that older adults do not display valence-based effects on affective processing at relatively automatic stages.

Keywords: aging, attention, information processing, emotion, visual search
APA: Headings

Although headings are not always required, they do offer a helpful way to organize your paper.

APA has five levels of headings – these are similar to the levels of an outline, with major points and sub-points.
# APA: Headings

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
</table>
| 1     | Centered, Bolded, Title Case Heading  
Text begins as a new paragraph. |
| 2     | Flush Left, Bold, Title Case Heading  
Text begins as a new paragraph. |
| 3     | *Flush Left, Bold Italic, Title Case Heading*  
Text begins as a new paragraph. |
| 4     | *Indented, Bold, Title Case Headings, Ending With a Period.*  
Text begins on the same line and continues as a regular paragraph. |
| 5     | *Indented, Bold Italic, Title Case Heading, Ending With a Period.*  
Text begins on the same line and continues as a regular paragraph. |
Anxiety Made Visible: Multiple Reports of Anxiety and Rejection Sensitivity

Our study investigated anxiety and rejection sensitivity. In particular, we examined how participant self-ratings of state and trait anxiety and rejection sensitivity would differ from the ratings of others, namely, the close friends of participants.

Method

Participants

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years (SD = 1.68). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

Procedure

Recruitment

We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a “personality study” rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

Session 1: Psychiatric diagnoses.

During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for DSM-IV Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

Session 2: Assessments.

All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

Self-report measures.

First administered several self-report measures, as follows.
APA citation and references
APA: Citing Sources


When using source material in your writing, you must cite this information.

APA uses an author-date system for citing sources:

- Author (date)
- (Author, date)

Author and date must always appear together, whether at the beginning or end of the citation.
APA: Citing Sources, Quotations

Introduce the quotation with a signal phrase that includes the author’s last name, followed by the year of publication in parentheses.

Include the page number (p.#) in the parentheses after the close of the quotation.

Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (p. 5).
If the author is not named in the sentence, place the author’s name, the year of publication, and the page number in parentheses after the close of the quotation.

Despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (Critser, 2003, p. 5).
APA: Citing Sources, Summary or Paraphrase

A page number is not required for a paraphrase or summary.

Include the author’s last name and the year of publication either in a signal phrase introducing the material or in the parentheses following it.

Tierney and Pearson (2011) suggest that in reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning.

In reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning (Tierney & Pearson, 2011).
## APA: Citing Sources with Multiple Authors

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation (In-Text/Narrative)</th>
<th>Subsequent Citations (In-Text/Narrative)</th>
<th>First Citation (Parenthetical)</th>
<th>Subsequent Citations (Parenthetical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Author</td>
<td>Luna (2020)</td>
<td>Luna (2020)</td>
<td>(Luna, 2020)</td>
<td>(Luna, 2020)</td>
</tr>
<tr>
<td>Two to Five Authors</td>
<td>Ruggles, Salas, and D’Agostino, (2020)</td>
<td>Ruggles et al. (2020)</td>
<td>(Ruggles, Salas, &amp; D’Agostino, 2020)</td>
<td>(Ruggles et al., 2020)</td>
</tr>
<tr>
<td>Six or More Authors</td>
<td>Ruggles et al. (2020)</td>
<td>Ruggles et al. (2020)</td>
<td>(Ruggles et al., 2020)</td>
<td>(Ruggles et al., 2020)</td>
</tr>
<tr>
<td>Group Author (No Abbreviation)</td>
<td>Stanford University (2020)</td>
<td>Stanford University (2020)</td>
<td>(Stanford University, 2020)</td>
<td>(Stanford University, 2020)</td>
</tr>
</tbody>
</table>
APA: Citing Interviews

- Published Interviews - Transcripts Available for the READER
- Personal Interviews - Personal Communication In-Text ONLY
- Research Participation Interviews (Methodology)

  Graduate students are not required to cite in APA Style in which work is first reported (APA 7th, 2019, p. 259).
APA: References & Formatting

(include bullet points as listed)

- The purpose of a reference page is to provide a list of all sources used or referenced within a paper.

- Begin your reference page on a new page following the body paragraphs of your paper.

- Center and bold the word References at the top of the page.

- References should always:
  - be alphabetized.
  - be double-spaced.
  - utilize a hanging indent of 0.5 inch.
References


Sources are in alphabetical order

Hanging indent: first line is flush left; subsequent lines are indented .5”

References is Centered and Bolded (Reference if only one source)
APA: References

Different types of sources are cited in different ways using different formulas.

- Book or book chapter (both print & online)
- Journal article (both print & online)
- Blog Post
- Lecture Notes
- Web source
APA: References & Entries

What goes in a reference? All references will include the following information, with some variation:

- **WHO**: Author’s name – Last Name, First and Middle initial
- **WHEN**: Date of publication
- **WHAT**: Title of work
- **WHERE**: Source data

Last Name, F.M. & Last Name, F. M. (date). Title of work. Source data.

- Author last name, first and middle initial (if available)
- APA uses the ampersand (&) instead of “and”
- Date of publication may include year, Month day
- Formatting of title will vary depending on the type of source
- Publication information or retrieval information
APA: DOI Numbers

DOI stands for Digital Object Identifier.

It is a “unique identifier” for published journal articles that functions as an accessible link to that source.

DOI can usually be found on the first page of the journal article or in the retrieval information on the database.
Entire book – with edition or volume (print version)

Author, F. M., & Author, F. M. (year). Title of book (2nd ed.). Publisher.

Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL

**Entire book (online version)**


Book chapter (print version)


Journal article with a DOI


Don’t have a DOI number? Replace the doi number with the full web address of the article.

If both the **real name** of the person who posted the video and the **screen name** are known:

Author, A. A. [Screen name]. (year, month day). *Title of video* [Media]. Name of website. [http://www.webaddress](http://www.webaddress)


If **only the screen name** of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Name of website. [http://www.webaddress](http://www.webaddress)
Blog post or comment on an online periodical article or post

Blog post
Author, A. A. (year, Month day). Title of article. *Title of Blog in Title Case.*
https://websiteaddress.com


Comment on an online periodical article or post

Author, A. A. (year, Month day). Comment title or first 20 words of comment [Comment on the article “Title of the article”]. *Title of Website.* https://www.fullwebaddress

KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know many [Comment on the article “How workout buddies can help stave off loneliness”]. *The Washington Post.* https://wapo.st/2HDToGJ
PowerPoint slides or lecture notes

Lecture Notes
Author, A. A. (year, Month day). [Lecture notes title]. University Department In Title Case, Name Of University. http://webaddressofwheretofindlecturenotes


Note:
If the slides come from a classroom website, learning management system (e.g., Canvas, Blackboard), or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL.
Webpage on a website with an individual or group author
Author, A. A. (date). Title of Work. Site Name. https://www.URL.com


Webpage on a news website
Author, A. A. (date). Title of Work. Site Name. https://www.URL.com


*Use this format for articles published in online news sources (e.g. BBC News, Bloomberg, CNN, HuffPost, MSNBC, Reuters, Salon, Vox).
APA: Pro-Tips

Use your resources!
Visit the CASA Writing Center for an individual consultation with one of our consultants.
Create an account and make an appointment by visiting http://casa.tamucc.edu

Visit the APA Style Website
https://apastyle.apa.org/
What questions do you have for us?
References

