An introduction to Student format APA 7th edition

A presentation by the Writing Center (CASA)
Today we will discuss...

**APA**: What is it? Why do we use it?

**Formatting**: Font, margins, and spacing

**Headings**: Organizing sections of the paper

**In-text citations**: Citing sources within the paper

**References**: Listing sources used within the paper
What is APA?

The American Psychological Association

Primarily used in social and behavioral sciences

Provides a standard system for:

- Citing source material
- Formatting a document
Format: The basics

- Times New Roman, 12-point font
- One inch (1”) margins on all sides
- Left-justified text
- Double-spaced document
- Indent the first line of each paragraph .5” via TAB key
Student title page

Title page includes:

- Page number at the top of the page
- The title of the paper (in title case, bold, and centered)
  - Note: Insert a blank double-spaced line between title and Byline
- Your name, also called Byline, (first name, middle initial(s), last name)
- Your university affiliation (Texas A&M University – Corpus Christi)
- Course abbreviation and number (PSY204 or PSYC 4301)
- Professor’s name (Dr. Anne Smith or Professor Michael Pines)
- Assignment due date- month, date, year (November 16, 2020)

Centered, separate lines, and in this specific order, unless instructed otherwise by your professor.
Nurturing the Nurses: Reducing Compassion Fatigue Through Resilience Training

Oliver B. Lee
Department of Family and Community Health, University of Pennsylvania
NURS 101: The Nature of Nursing Practice
Dr. Priya C. Agarwal
March 16, 2020
Headings

APA has five levels of headings

Headings help organize paper into sections and sub-sections

There are not a certain number of headings a student must have in their paper

The number of headings will depend on their paper.

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bolded, Title Case Heading&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Bold, Title Case Heading&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>3</td>
<td>Flush Left, Bold Italic, Title Case Heading&lt;br&gt;Text begins as a new paragraph.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Bold, Title Case Headings, Ending With a Period. Text begins on the same line and continues as a regular paragraph.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Bold Italic, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.</td>
</tr>
</tbody>
</table>

When using source material, cite the information.

APA uses an author-date system:
- Author (date)
- (Author, date)

Author and date must be together, whether at the beginning or end of a citation.
Pro-tip: Use a narrative citation

A narrative citation is a word or phrase that indicates the use of research material:

- According to Burroughs (2009), …
- Burroughs (2009) stated that…
- Burroughs (2009) expresses…
If the author (year) is not used in a signal phrase, the information must be provided in parentheses at the end of the sentence:

(Burroughs, 2009)

(Burroughs, 2009, p. 12)

**PRACTICE:** Find a parenthetical citation in the APA sample paper

**MINI DISCUSSION:** What does the page number in an in-text citation indicate?
If author (year) is in a signal phrase, close with page number in parentheses

EXAMPLE
Tyrangiel (2005) makes the point that “in music, West’s juxtapositions make your head nod. In life, they can sometimes make it spin” (p. 35).
Citations: Quotations

If the author (year) is not in the sentence, close with the author’s last name, year, and page number in parentheses.

EXAMPLE

Both reading and writing are “acts of composing” (Tierney & Pearson, 2011, p. 175).
Citations: Summary or paraphrase

- A page number is not required for a paraphrase or summary
- Provide author’s name and year in a signal phrase or parenthetical citation

EXAMPLE

This conception of modernity is founded in the ability of human agency to envision and participate in processes of social transformation (Delanty, 2004; Therborn, 2003).
Citations: Interviews

- Published interviews should be cited under the format in which they appear.
- However, Personal Interviews are not considered recoverable data.
- No reference page entry is required.
- Interviews can be cited within the text as (personal communication).

**EXAMPLES**

It has been explained that... (A. Smith, personal communication, August 15, 2018).

A. Smith (personal communication, August 15, 2018) explains that...
Citations: No author?

Occasionally, a source does not have a listed author
Cite by the title of the work – both in-text citations and reference page entries

EXAMPLES

Kanye West was born June 8, 1977 (“Kanye West: Biography,” 2012).

Rolling Stone’s “Kanye West: Biography” (2012) discusses West’s upbringing and adolescence.
## Citing 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>
Citations: No title or date?

📖 For works without an indicated title, replace with [a description]
📖 For works with no specified date, replace with (n.d.)

EXAMPLE

Moreno, E.D. (n.d.) [Digital Rhetoric Word Clouds].
References: Formatting

- The purpose of a reference page is to list all sources cited within a paper.
- Do not include sources that were not cited within the paper (avoid “padding”).
- Begin a reference page on a new page, following the last body paragraph.
- Center and bold the word References or Reference (if only one source is used).
- DOIs and URLs are formatted as hyperlinks.
References: Sample

References


Hill, K., (2001). Indian River Lagoon Species Inventory. Smithsonian Marine Station at Fort

References should...

- ...be alphabetized
- ...be double-spaced
- ...present a hanging indent
References: Entries

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’s last name, first and middle initial (if available) | APA uses the ampersand (&) instead of “and” | Date of publication may include year, month and day | Formatting of title will vary depending on source type | 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)


Journal article with and without a DOI

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/2HDTcGJ
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 resources

访CAS Writing Center
- 注册并安排预约访问 http://casa.tamucc.edu

APA online
- APA样式指南可以通过其网站在线获取
  - https://apastyle.apa.org/
What questions do you have for us???
References
