APA Formatting and Style Guide

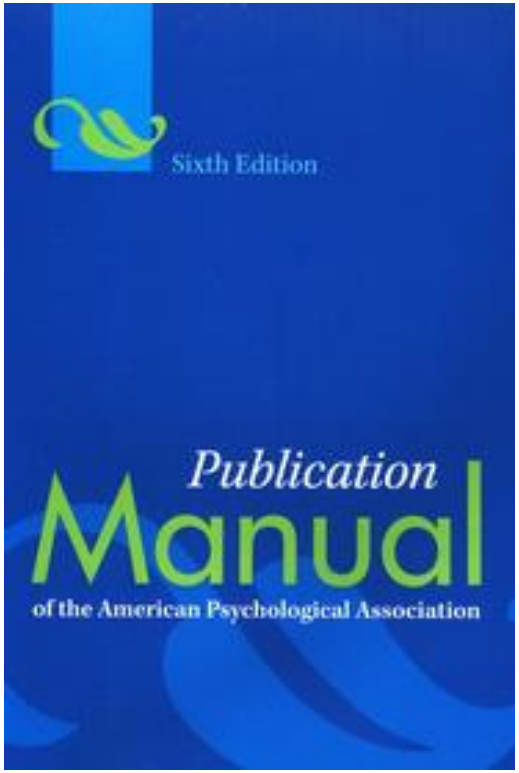
Purdue OWL staff
Brought to you in cooperation with the Purdue Online Writing Lab

What is APA Style?

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

APA regulates:

- Stylistics
- In-text citations
- References



Point of View &Voice

Personal pronouns where appropriate

- ✓: “**We** conducted an experiment…”
- ✗: “**The authors** conducted an experiment….”

Active voice rather than passive voice

- ✓: “We **asked** participants questions.”
- ✗: “The participants **have been asked** questions by the researchers.”

Language

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 minimize figurative language

The Literature Review:

- Summarizes scientific literature on a particular research topic

- Includes:
  - a title page,
  - introduction, and
  - a list of references

If your paper fits neither category:

- Follow the general format
- Consult the instructor
- Consult the APA Publication Manual

General APA Format

Your essay should:

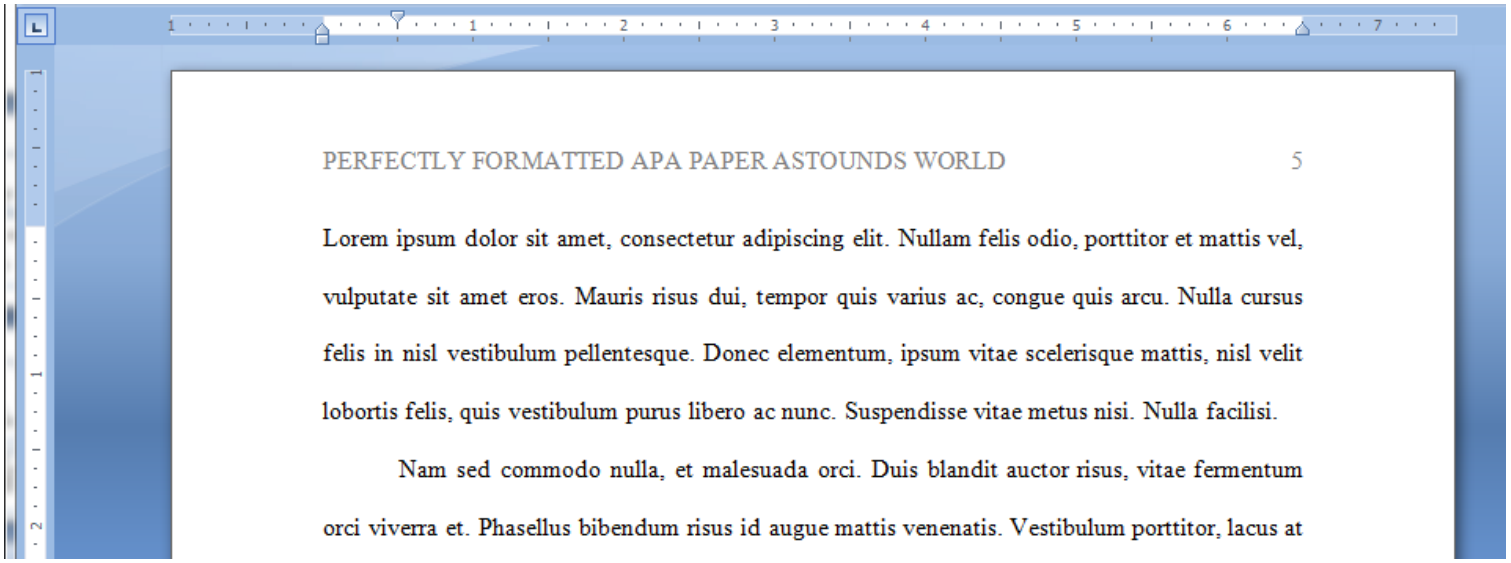
- be typed,
- double-spaced,
- have 1” margins,
- use 10-12pt. Standard font (ex. Times New Roman), and
- be printed on standard-sized paper (8.5”x 11”)

[Note: If you are writing a manuscript draft, APA suggests using two spaces between sentences to aid readability (see pp.87-88 in the APA manual).]

General APA Format

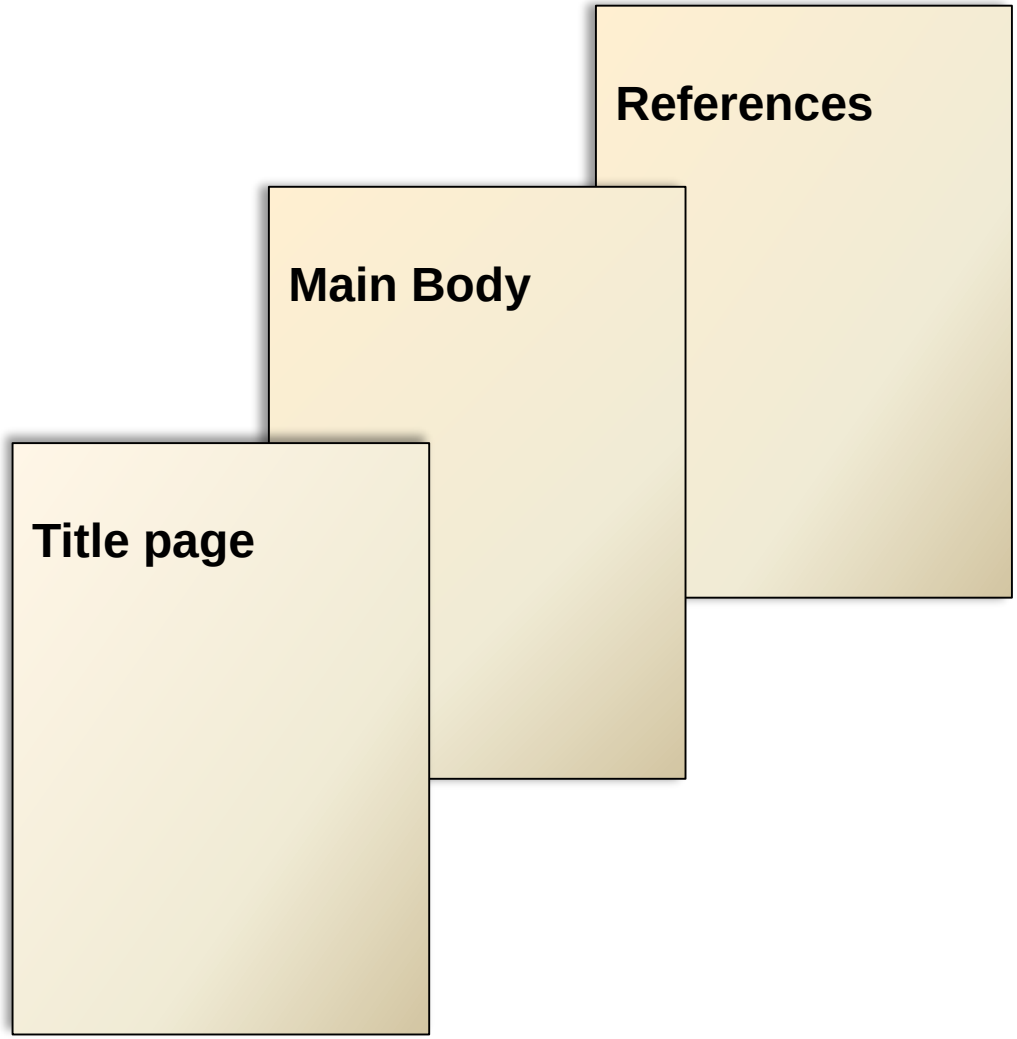
Every page of your essay should:

- Include a page header (Title, all caps) in the upper left-hand corner and
- the page number in the upper right



General APA Format

Your essay should include three major sections:



Title Page

Page header:
(use Insert Page Header)
title flush left + page number flush right.

Holocaust Survivor Stories
Your Name
English 10
December 22, 2016

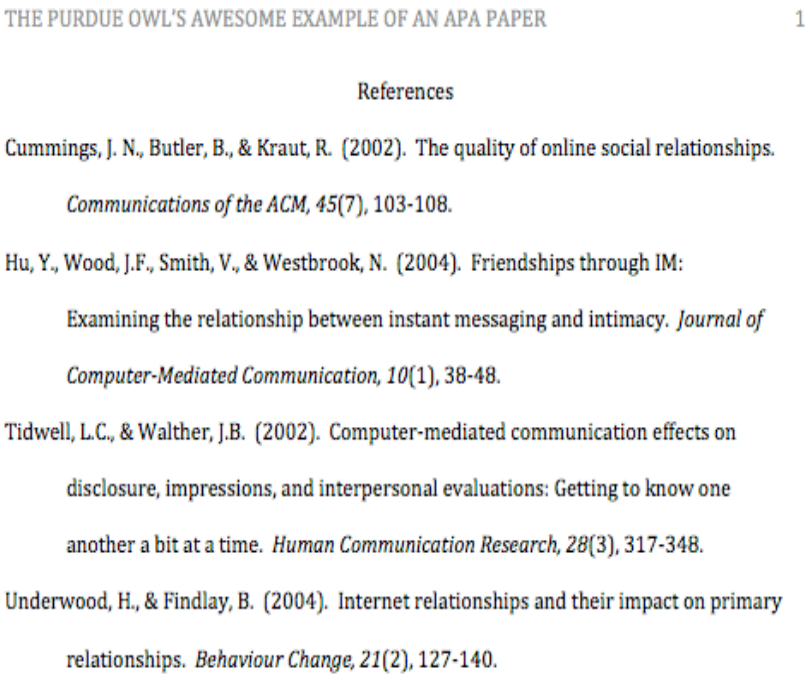
Title:
(in the upper half of the page, centered)
name English 10 and the date

Main Body (Text)

- Number the first text page as page number 2
- Type and center the title of the paper at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper in parenthetical, in-text citations

Reference Page

- Center the title (References) at the top of the page. *Do not bold it.*
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines (hanging indent)
- Order entries alphabetically by the surname of the first author of each work



THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER 1

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.

References: Basics

- Invert authors' names (last name first followed by initials)
  - EX: "Smith, J.Q."
- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
  - EX: The perfectly formatted paper: How the Purdue OWL saved my essay.

References: Basics

- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections

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.

Making the Reference List

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:
   http://owl.english.purdue.edu/owl/resource/560/01/

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)

In-text Citation: Basics

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 and close paraphrases, provide the author's name, date of publication, and a page number

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

In-Text Citation: Quotations

When quoting:

- Introduce the quotation with a signal phrase
- Include the author's name, year of publication, and page number
- Keep the citation brief—do not repeat the information

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

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

In-Text Citation: Summary or Paraphrase

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-Text Citation: Summary or Paraphrase

Include the author's name in the signal phrase, followed by the year of publication in parenthesis.

Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

In-Text Citation: Summary or Paraphrase

When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

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-Text Citation: Signal Words

Introduce quotations with signal phrases, e.g.:

> According to Xavier (2008), "…." (p. 3).
>
> Xavier (2008) argued that "……" (p. 3).

Use such <u>signal verbs</u> such as:

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

Use the past tense or the present perfect tense of verbs in signal phrases when they discuss past events.

In-Text Citation: Two or More Works

When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semi-colon.

lobortis felis, quis vestibulum purus libero ac nunc. Suspendisse vitae metus

(Kachru, 2005; Smith, 2008).

In-Text Citation: Works with Two Authors

When citing a work with two authors, use

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).

In-Text Citation: Works with 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., 1993)

In-Text Citation: Works with 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)

In-Text Citation: Unknown Author

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*

In-Text Citation: 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…

In-Text Citation: Same Last Name/Author

When citing authors with the same last names, use first initials with the last names.

(B. Kachru, 2005; Y. Kachru, 2008)

When citing two or more works by the same author and published in the same year, use lower-case letters (a, b, c) after the year of publication to order the references.

Smith's (1998a) study of adolescent immigrants…

In-Text Citation: Personal Communication

When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication.

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

OR

(E. Robbins, personal communication, January 4, 2001).

Do not include personal communication in the reference list.

In-Text Citation: Electronic Sources

When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

According to Smith (1997), ... (Mind over Matter section, para. 6).

Additional Resources

The Purdue OWL: http://owl.english.purdue.edu

The Purdue Writing Lab @ HEAV 226

Composition textbooks

Publication Manual of the American Psychological Association, 6th ed.

APA's website: http://www.apastyle.org

The End

APA Formatting and Style Guide

Brought to you in cooperation with the Purdue Online Writing Lab