



PRAIRIE VIEW A&M UNIVERSITY

The Writing Center Presents:

APA Format and Citation

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Formatting a paper in APA Style

- When editors or teachers ask you to write in *APA Style*, they do not mean writing style. They are referring to the editorial style that many of the social and behavioral sciences have adopted to present written material in the field.

Formatting a paper in APA Style

Editorial style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. Editorial style concerns uniform use of such elements as:

Formatting a paper in APA Style



- punctuation and abbreviations
- construction of tables
- selection of headings
- citation of references
- presentation of statistics
- many other elements that are a part of a manuscript

Paper, type, and margins

- Use 8 ½" x 11" paper.
- Select Arial or Times New Roman with 10-12-point font.
- Use 1" margins on all sides
- Include a **page header** in the upper right-hand of every page. To create a **page header**, type the first 2-3 words of the title of the paper, insert five spaces, then give the page number.

Title, Structure, and Format

- Your title page should already include the **page header** (described above).
- On the first line of the title page flush-left, add a **running head**.
- Begin the running head with the words “Running head” followed by a colon. Then give an abbreviated title of your paper in 50 characters or less in all caps.
- Note: Remember that the **page header** will appear on every page of your paper, whereas the **running head** will only appear on your title page.

Title, Structure, and Format

- In the upper half of the title page, type your full **title**, your **byline** (name[s]), and **affiliation** (university, etc.) centered on separate lines. Your **title** may take up one or two lines as in the example below:

Example of Title Page

Learning to Format 1

Running head: LEARNING TO FORMAT

Learning to Format Papers
in APA Style
Jodi Wagner
Purdue University



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Abstract

- Begin a new page. Your abstract page should already include the page header (as previously described). On the first line of the abstract page, center the word “Abstract” (otherwise unformatted, no bold, italics, underlining, or quotation marks).

Abstract

- Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) The abstract should be a single paragraph double-spaced of less than 120 words.

Example

Learning to Format 2

Abstract

Easdlfj leasd asdkj ldfje;la alskjf efjaiv ekvaie vli-
jfelkn liefefdvkn. Efasdlfkje ljasd.mfeiva. Elasdjf
lsjfasdfm eefafie. Waslfkuenwaelkjva sdj. Vdsaflietpe
kje a;vlijewlakjv lejacelk a;liej vkjwoiva lkdfj peoi.

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In-text Parenthetical Citation: Paraphrasing & Direct Quoting

- When using a direct quote, include:
 - the author's last name
 - year published
 - page number where the quote can be located.(Heberling & Houghton, 2005, pp. 8-9).

In-text Parenthetical Citation: Paraphrasing & Direct Quoting

- When paraphrasing an author:
 - Provide last name and publication year.
 - (Tisdelle,2004). Note that the period is placed after the citation.

How to Block Quotations

- When a quote is longer than three lines of texts (40 words or greater), the entire quotation is indented and no marks are required.
- The period is placed *before* the citation, not after.
 - . (Houghton et al., 2005, p. 8)

Citing Specific Parts of a Source

- Indicate the page, chapter, figure, table, or equation at the appropriate point in text.
- Always give page numbers for quotations.

Citing Specific Parts of a Source

- Everything cited in the text must appear on the Reference page; likewise, everything cited on the Reference page must appear within the text.
- Abbreviate page and chapter in such citations:
 - (Cheek & Buss, 1981, p. 332)
 - (Shimamura, 1989, chap. 3)

Listing Authors of Sources

- When a work has three, four, or five authors, cite all authors the first time the reference occurs.
 - Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found...

Listing Authors of Sources

- In subsequent citations, include only the last name of the first author followed by et al. and the year.
 - Wasserstein et al. (1994) found...

In-text Citation of Absent Authors

- In the absence of a listed author:
 - cite the first few words of the reference list entry (usually the title) and the year.

In-text Citation of Absent Authors

- Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report.
 - Steinbeck's *The Grapes of Wrath* is one of the...
 - According to the recent article, "Rising gas prices are pushing consumers further into debt," the consensus...

In-text Citation of Absent Authors

- When a work has two authors, always cite both names every time the reference occurs in-text.
 - close of business” (Abrams and Matthews, 2009).
 - or*
 - Abrams and Matthews (2009) stated that...

Citation of Secondary Source

- When citing a source within a source, name the original work and give a citation for the secondary source.

Citation of Secondary Source

- For instance, if citing a paraphrased or direct quote from Stemmer in Pratt's article, cite the source as follows:
 - (Stemmer, as cited in Pratt, 2004)
 - Pratt is the source that is listed on the reference page.

Reference List of Sources

- Alphabetized.
- If author is unknown, use title of source as first entry.
- List works by same author by year of earliest publication.
- References with the same first author and different second or third authors are alphabetized.

Reference List of Sources

- Alphabetize works with no author by the first significant word in the title.
 - In text, use a short title for the parenthetical citation: (“New Drug,” 1993).
- Reference list:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12

Reference List of Sources

- When citing an article that has been submitted to a journal and accepted for publication, but has not been published, it is considered in press. Cite as follows:

Reference List of Sources

- Zuckerman, M., & Kieffer, S. C. (in press).
Race differences in face-ism: Does
facial prominence imply dominance?
*Journal of Personality and Social
Psychology.*

Retrieval Information: Electronic Sources

- If information is obtained from the internet, provide the Internet address for the document at the end of retrieval statement.

Example

- Eid, M., & Langeheine, R. (1999). The measurement of consistency and specificity with latent class models: A new model and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. Retrieved November 19, 2000, from PsycArticles database.

Retrieval Information: Electronic Sources

- Use “Retrieved from” to indicate that the URL leads to information on how to obtain the cited material, rather than the material itself.

Example

Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved October 23, 2000, from <http://www.apa.org/journals/webref.html>

All Information Obtained From:

Association., American Psychological. Publication Manual of the American Psychological Association, Fifth Edition. New York: American Psychological Association (APA), 2001.

Concise rules of APA style. Washington, DC: American Psychological Association, 2005.

Houghton, Peggy M., and Timothy J. Houghton. APA The Easy Way! Grand Rapids: Baker College, 2007.

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