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**APA 7th Edition
Student Essay Format**

APA Formatting



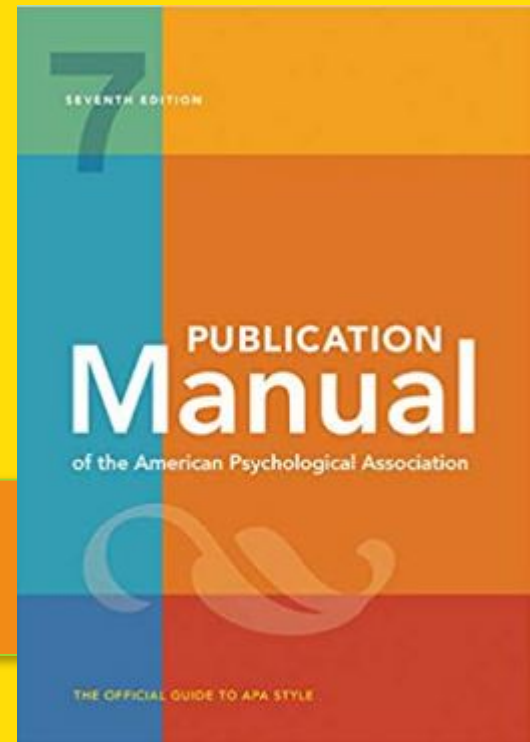
The American Psychological Association (APA) style is the most commonly used format for manuscripts in the social sciences (Ex. Communication studies, Economics, History, Law, Politics, Psychology, etc.)

APA Student and Professional Versions

- This presentation reflects the student version of an APA paper. The seventh edition of APA distinguishes between student and professional papers through different guidelines. Unless your professor states otherwise, use the following student guidelines.
- Check the Madonna University Writing Center for additional resources regarding the professional version.

APA regulates:

1. Document formatting
2. In-text citations
3. References



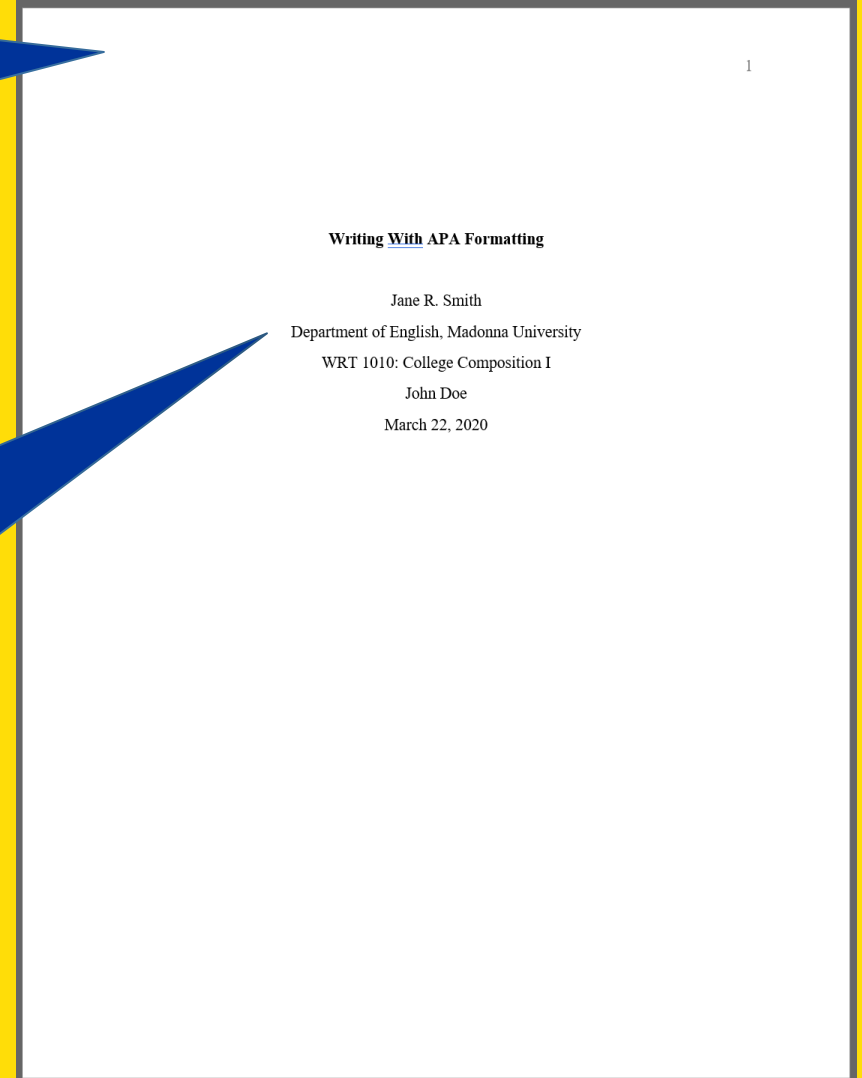
APA essays should:

- be typed,
- double-spaced,
- Use an accepted font style:
 - 11-pt Calibri
 - 11-pt Arial
 - 11-pt Lucida Sans Unicode
 - 12-pt Times New Roman
 - 11-pt Georgia
 - 10-pt Computer Modern
- have 1" or 2.54cm margins,
- be printed on standard-sized paper (8.5"x 11")

APA title page:

No running head unless otherwise stated. Page number in upper right corner starting on cover page.

Title (about 4 lines down, centered, in bold, w/extra space after)
Author's name(s) (no titles or degrees) + **affiliation** (dept. and university, college, etc.) + **course code and name** (ex: WRT 1010: College Composition I) + **Instructor name** + **Due date** (month, day, year format)



APA Running head:

Student papers do not require a running head unless the professor asks for one.

A **running head** is a short title that appears at the top of every page of the paper in the header

The length of the running head should be **50 characters or fewer**, including spaces and other punctuation marks

See: **APA Sixth Edition Essay Format** for more on running heads.

The main body of an APA paper:

Type and center the title of the paper at the top of the page. The title of the **paper is bolded**.

Type the text **double-spaced** with all sections following each other **without any extra breaks**

Identify the sources you use in the paper in **parenthetical, in-text citations**

APA Headings:

- **Level 1 Heading:** centered, bold, title case heading
- **Level 2 Heading:** flush left, bold, title case heading
- **Level 3 Heading:** flush left, bold italics, title case heading
- **Level 4 Heading:** indented, bold, title case ending with a period.
 - Text begins on same line as heading and continues as a regular paragraph
- **Level 5 Heading:** indented, bold italics, title case ending with a period
 - Text begins on same line as heading and continues as a regular paragraph

APA Mechanics:

- Single space after periods
- Double quotes are used to denote examples of language:
 - If referring to an ironic comment, introducing slang or coining/inventing a new expression, quotation marks only need to be used the first time it is referenced.
- Numbers used in the abstract or in a graphical display follow the usual guidelines for numbers when a number proceeds the noun.
 - Ex 1: the 1st day or the 11th item
 - Ex 2: the second grade or third question

APA In-text Citations

APA (American Psychological Association) style emphasizes how recently information was published

APA and outside sources:

There are three ways to reference a source:

1. **Summary-** A brief description of longer passage written by the author
2. **Paraphrase-** A restatement of an idea in roughly the same length as the author originally described it
3. **Quotation-** The exact same words as the author used, presented between quotation marks

Whichever of these a writer uses, they will still need to include an APA style citation

APA in-text citations:

In-text citations help readers locate the cited source in the **References** section of the paper

All in-text citation for works with **three or more authors** are shortened to the name of the **first author** and “**et al.**”

Whenever summarizing or paraphrasing a source, provide in parenthesis the author’s **name** and the **date of publication**

APA requires that within a parenthetical citation the author’s last name and year be **separated by a comma**

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

APA direct quotes:

In-text citations should include the **author's name**, **the year of publication**, and **a page number** if using a direct quotation or specific information

Use **p.** and **pp.** to indicate the page and pages where the quote is located

Example:

. . . (Author, Year, p. page number).

APA signal phrases:

Introduce quotations with a **signal phrase**

If the author's name is mentioned in-text, **the year of publication (in parentheses)** follows the author's name

Keep the citation brief and **do not repeat any 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).

APA dates:

APA always places the date in parentheses immediately after the author's name

Example:

Signal phrase Author (**Year**), "quote" (p. page number).

APA word choice:

Choose verbs in signal phrases that are appropriate for the source and how it is being used

Admitted, agreed, argued, asserted, believed, claimed, compared, confirmed, contended, declared, denied, emphasized, insisted, noted, observed, reasoned, rejected, reported, responded, suggested, thought, wrote, etc.

Providing background? Explaining ideas?
Supporting a claim? Offering authority, or refuting a point?

APA Non-Biased Language:

- Use the singular form of “they” when:
 - Referring to an unknown subject (instead of “he or she”)
 - Referring to a person who uses they/them pronouns
- Use inclusive language that does not discriminate based on factors such as age, race, gender, ethnic identity, sexual orientation, and disability.
- Avoid condescending terminology

APA tense:

APA uses the past tense (-ed) or present perfect (“have” or “has”) to introduce quotations and sources

Example:

Author (Year) noted . . .

OR

Author (Year) has noted . . .

Use present tense only to discuss applications or effects of a writers own results

APA web sources:

The first few words of a title should be used if no author's name is given

When a source does not have pages or page numbers, writers may include paragraph numbers if they are printed on the source

Example:

. . . (“Page Title,” Date, **para.** number).

APA Reference Page

APA (American Psychological Association) provides the information needed to locate and retrieve any source cited in the body of a paper

APA reference list:

A reference list should appear at the end of an APA paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper

Each source cited in the paper **must appear** in the reference list

Likewise, each entry in the reference list **must be cited** in the text

APA References:

- Center the title (References) at the top of the page. **It should be bold.**
- Double-space reference entries
- Order entries **alphabetically** by the surname of the first author of each work

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References

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

American Psychological Association. (2017). *Stress in America: The state of our nation*.
<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340–347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)

APA hanging indent:

Flush left the first line of the entry and **hanging indent** subsequent lines

Under **Indentation**, use the **Special** pull-down menu to select hanging indent by 0.5" or 1.27cm

The purpose of the hanging indent is to allow the reader to skim without distractions by visually isolating, at the left margin, the name or word under which the item is alphabetized

APA author names:

Invert authors' names (last name first followed by initials) and **list the date of the publication in parentheses**

Example:

Last, F. M. (Date).

For two to twenty authors, use an ampersand (&) before the last author's name. For more than twenty authors, give the first nineteen, an ellipses, and the last

If there is no author, the article title comes first

APA title and subtitles:

Do **not** italicize, underline, or put quotes around the titles of works such as **chapters, articles or essays in edited collections**

For articles, capitalize only the **first letter of the first word** of a title and subtitle and all proper nouns

Use **standard title case capitalization and italics** for titles and volumes of periodicals, such as, **journals, magazines and newspapers**

For webpages, the **title of the page is italicized**, and the **title of the site is not italicized**

For books capitalize only the first letter of the **first word of a title and subtitle** and all **proper nouns**. Books **do not require publisher's location**.

Use **italics** for books and other long works

The **format of an ebook is not required**.

Volume, issue and page information, if present, is required. Italicize the volume and put the issue number in parentheses

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.

APA, DOIs and URLs:

Use the **digital object identifier (DOI)** if the source has one. Do not put “doi” before the link.

Or, for online sources without a DOI, give the **uniform resource locator (URL)**. Retrieval dates and the phrase “Retrieved from:” **are no longer required**.

Example:

... dx.doi.org/10.1037/pst0000074

OR <https://...>

More on APA Seventh Edition:

- Refer to *Publication Manual of the American Psychological Association (7th ed.)* for other information and changes.
 - Copies are available to look through in the Madonna University Writing Center
- Double check with regards to books, journal articles, and chapters within books when referencing them, as there are minor changes made for the 7th edition.

Getting help with APA:

www.blog.apastyle.org

www.owl.english.purdue.edu



A Pocket Style Manual by Diana Hacker

Madonna University Writing Center, ROOM 2300 (Inside the Library), (734) 432-5304,
writingcenter@madonna.edu

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Hacker, D. & Sommers, N. (2017). *A pocket style manual* (3rd ed.). Bedford/St. Martin's

American Psychological Association. (2020). *APA Style*. <https://apastyle.apa.org>