

# APA Formatting and Style Guide



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

Note: Some modifications to the original  
PowerPoint have been made. – August, 2017

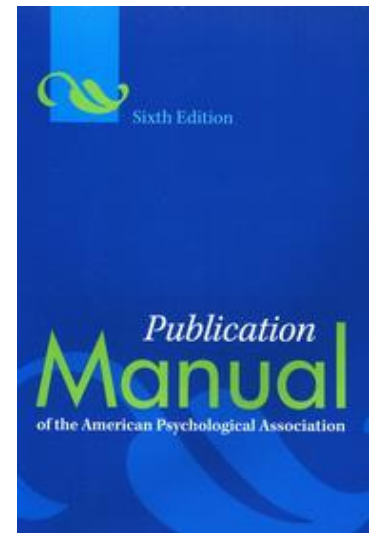


## What is APA Style?

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

APA regulates:

- Writing Style
- In-text citations (how you cite in your writing)
- References



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 such as metaphors

## **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" )

**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
- Note the words “Running head:” before the title on page one only

Running head: ASSESSMENT OF CHILD BEHAVIOR CHANGE

1

Assessment of Child Behavior Change: Conflict Between Standardized Syndromal  
and Contextual Measures

Catherine McCarthy

Brown University



## Title Page

### Page header:

- title flush to the left
- page number flush to the right.

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

1

The Purdue OWL's Awesome Example  
Of an APA Paper  
Jack Dawkins  
Purdue University

- Paper Title: in the upper half of the page, centered)
- Check with your instructor for information they want
- Your name and/ or student number
- Course description
- Instructors name



- 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** or **in-the-sentence** text citations
- Format tables and figures



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).

**Note: APA states it is “recommended” to include page number when paraphrasing (always use page number when quoting)**




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

in-text citation



Patterson (2009) found that citing is fun. It could also be said that "citing is sometimes perplexing" (Patterson, 2009, p. 23).



parenthetical citation  
*with a page number because of the direct quotation*



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).



Introduce quotations with signal phrases, e.g.:

According to Smith (2008), “....” (p. 3).

Smith (2008) argued that “.....” (p. 3).

Use such signal verbs 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.



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.



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).



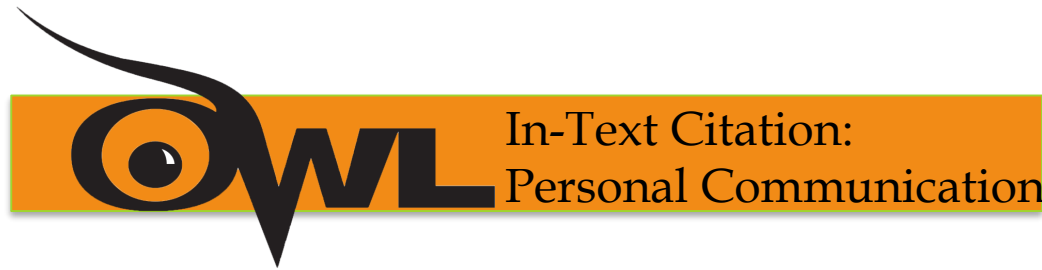
In-Text Citation:  
Works with 3-5 Authors

When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis.

(Smith, Jones, & McArthur, 1999)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Smith et al., 1993)



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.**



Remember the purpose of the Reference:

**Reader is able to verify information the writer Cites from Others!**

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 and “Mirror” the sample. Check a textbook or the OWL APA Guide

3. Use some of the referencing tools available. (e.g. Microsoft Word)

4. Make sure that the entries are listed in alphabetical order and that the subsequent lines are indented (Recall References: Basics)





- Invert authors' names (last name first followed by initials)
  - EX: "Smith, JQ."
- Use title case for all titles (capitalize all words except prepositions such as *of*, *between*, *through*), articles (such as *a*, *the*, and *an*), and conjunctions (such as *but*, *and*, *or*; however, capitalize them if they begin the title or the subtitle).
  - EX: The Perfectly Formatted Paper: How the Purdue OWL Saved My Essay.



- 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 (called a “Hanging” indent)
- Order entries alphabetically by the surname of the first author of each work

### 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.



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

The Purdue Writing Lab @ HEAV 226

Composition textbooks

*Publication Manual of the American Psychological Association, 6<sup>th</sup> 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