

# APA Formatting and Style Guide



Purdue OWL staff

Brought to you in cooperation with the Purdue Online Writing Lab

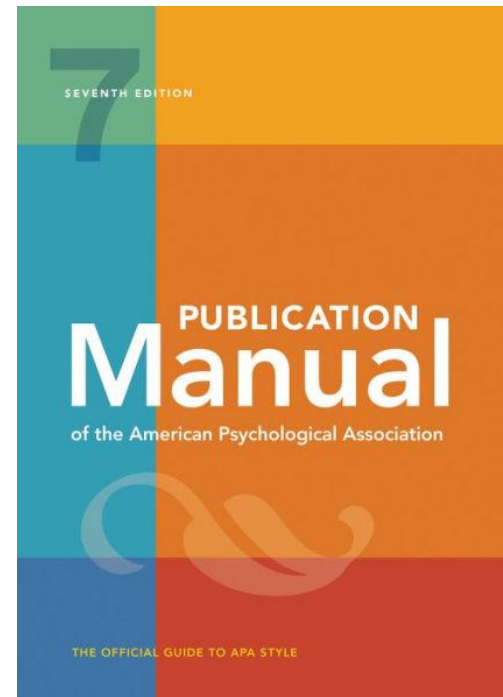


## What is APA Style?

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





First-person pronouns rather than third-person

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



Active voice when stressing the actions of the research

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

Passive voice when stressing the recipient or object of the action

- ✓ : “The tests were inconclusive.”
- □ : “We found the tests inconclusive.”



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

## Quantitative Articles:

- Report quantitative research, which uses empirical and numerical information often analyzed through statistical means.
- Includes:
  - Title Page
  - Abstract
  - Introduction
  - Method
  - Results
  - Discussion



## Qualitative Articles:

- Report qualitative research, which uses scientific practices to learn more about human experiences that cannot be numerically quantified.
- Includes:
  - Title Page
  - Abstract
  - Introduction
  - Method
  - Findings/Results
  - Discussion

## The Literature Review:

- Summarizes scientific literature on a particular research topic
- While the APA Publication Manual does not require a specific order for a literature review, a good literature review typically contains the following components:
  - Introduction
  - Thesis statement
  - Summary and synthesis of sources
  - List of References



If your essay is not quantitative, qualitative, or a literature review:

- Consult the instructor
- Consult the APA Publication Manual

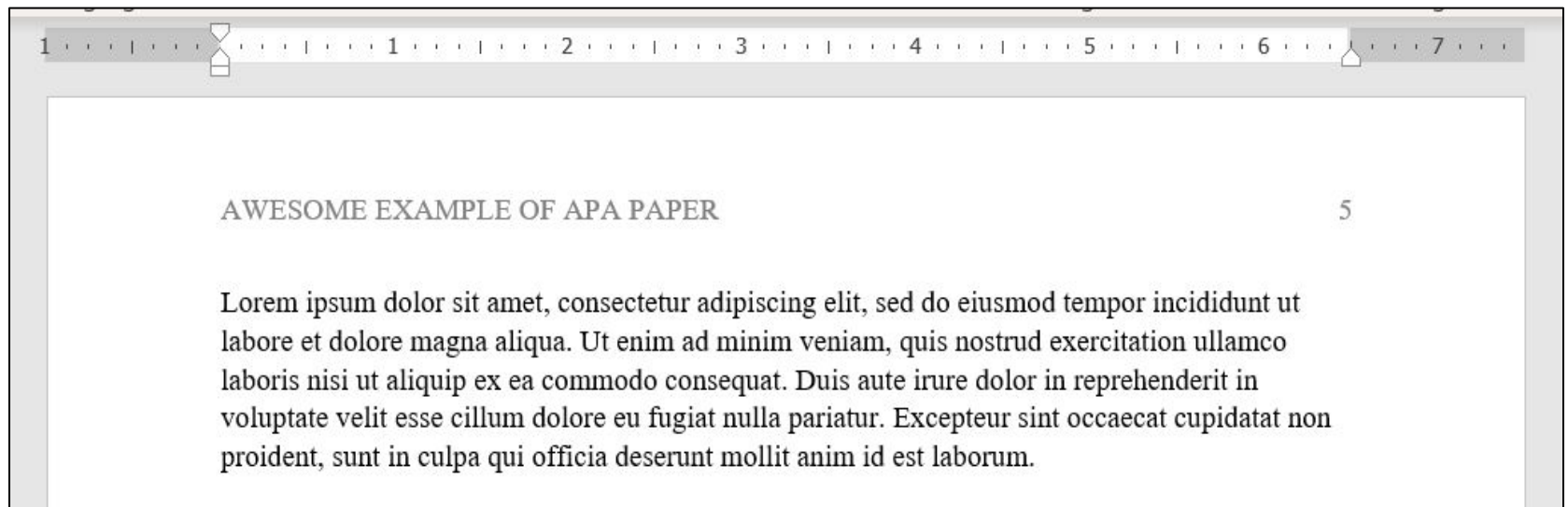
## **Your essay should:**

- Be typed
- Double-spaced
- Have 1" margins
- Use 10-12pt. Standard font (ex. Times New Roman)
- Be printed on standard-sized paper (8.5"x 11")



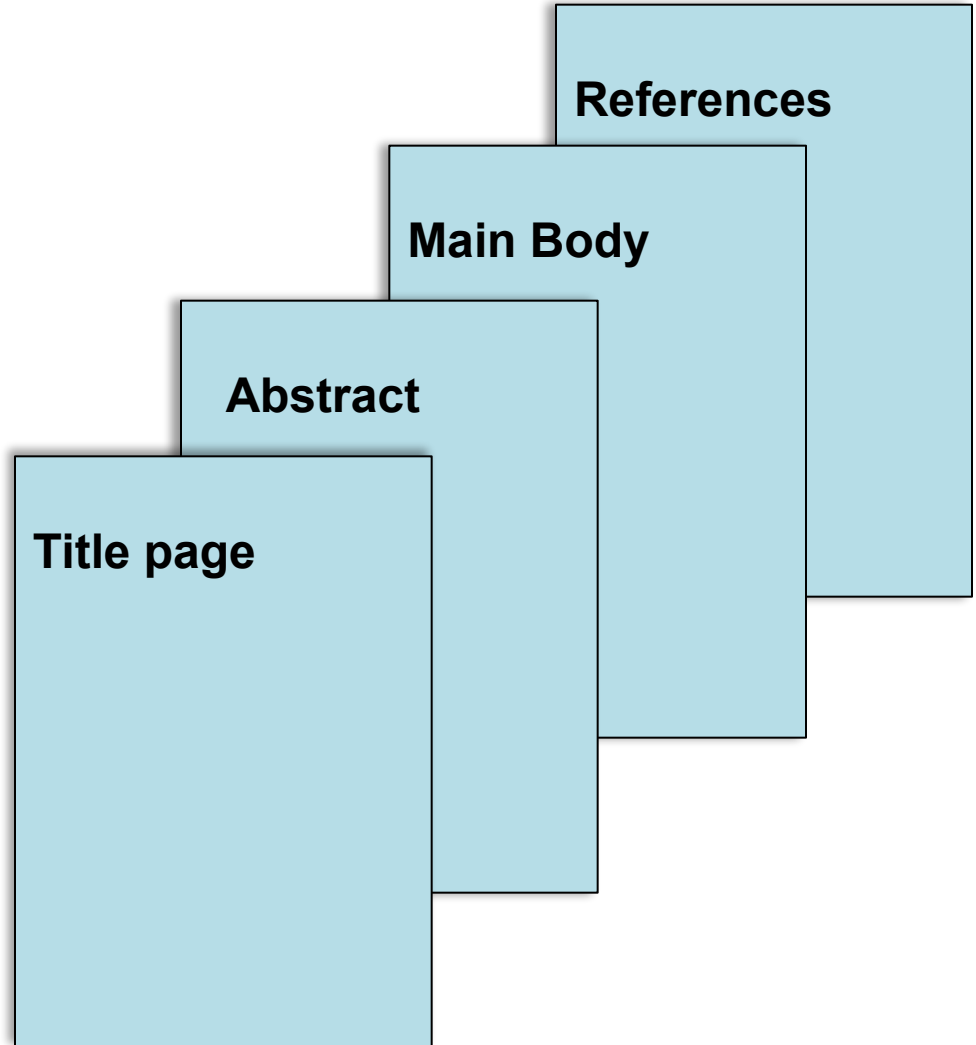
## Every page of your essay should include:

- The page number in the upper right
- If it is a **professional paper**: A page header (shortened title, all caps) in the upper left-hand corner.
- **Student papers** do not require running headers.





Your essay should include four major sections:





Note re: Formatting

Note that APA 7 has slightly different formatting rules for **professional** and **student** papers. Professional papers are those intended for academic/commercial publication, while student papers are those written for credit in a course.

Most of these differences extend to the **title page** and the **running header**.

On the next few slides, we've noted these differences where appropriate.



Page header:  
Student papers contain no  
running head. Simply  
insert a page number  
flush right.

Branching Paths: A Novel Teacher Evaluation Model for Faculty Development

James P. Bavis and Ahn G. Nu

Department of English, Purdue University

ENGL 101: Course Name

Dr. Richard Teeth

Jan. 30, 2020

Title:  
(in the upper half of the  
page, centered)  
name (no title or degree)  
+ academic department,  
course, instructor, and  
date.



Page header:  
(use Insert Page Header)  
Type short form of title  
flush left in all capitals +  
page number flush right.

A NOVEL TEACHER EVALUATION MODEL

1

**Branching Paths: A Novel Teacher Evaluation Model for Faculty Development**

Kim A. Park,<sup>1</sup> James P. Bavis,<sup>1</sup> and Ahn G. Nu<sup>2</sup>

<sup>1</sup>Department of English, Purdue University

<sup>2</sup>Center for Faculty Education, Department of Educational Psychology, Quad City University

Title:  
(in the upper half of the  
page, centered)  
name (no title or degree)  
+ affiliation (university,  
etc.)

**Author Note**

Kim A. Park  <https://orcid.org/0000-0002-1825-0097>

James P. Bavis is now at the MacLeod Institute for Music Education, Green Bay,

WI. We have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Ahn G. Nu, Department of Educational Psychology, 253 N. Proctor St., Quad City, WA, 09291. Email: agnu@quadcityu.com



Author Note:  
this may contain the following  
items, each on a separate line:

- Links to ORCID iDs
  - Any affiliation changes
  - Any special disclosures or acknowledgments
  - Contact info for the corresponding author
- Omit any items that are irrelevant.

A NOVEL TEACHER EVALUATION MODEL

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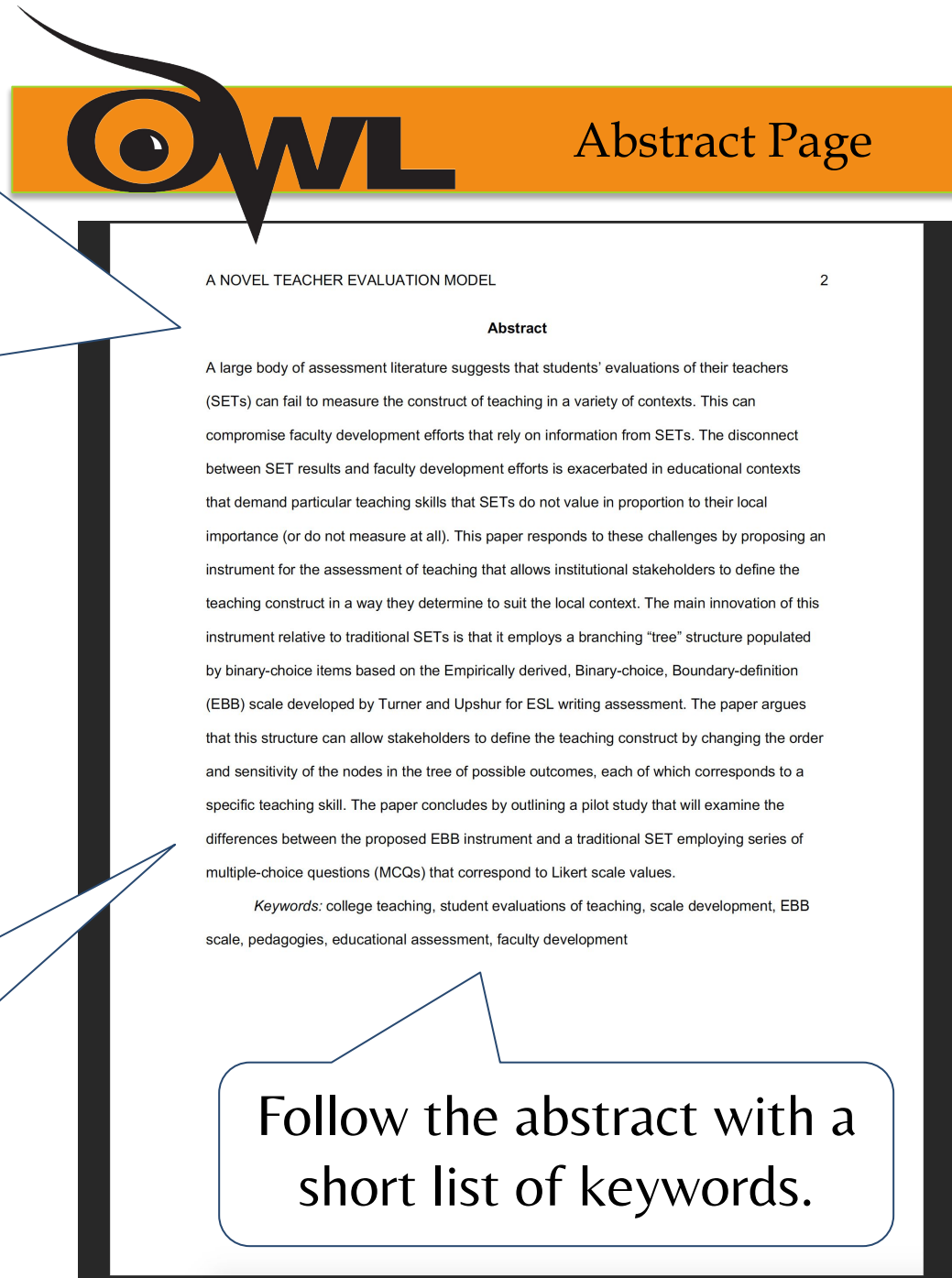
agnu@quadcityu.com



Page header continues  
on all pages for  
**professional papers**  
only. **Student papers**  
contain only the page  
number.

Abstract: centered and  
**bolded** at the top of  
the page.

Write a 150- to 250- word  
summary of your paper in  
an accurate, and concise  
manner.



Follow the abstract with a  
short list of keywords.



- Number the first text page as page number 3
- Center and bold the (full) 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 with either narrative citations or parenthetical, in-text citations
- Format tables and figures



- Center the title (References) at the top of the page. Bold this title.
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the surname of the first author of each work

### **References**

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
- American Association of University Professors. (n.d.) Background facts on contingent faculty positions. <https://www.aaup.org/issues/contingency/background-facts>
- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#Xfpdmy2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
- Armstrong, J. S. (1998). Are student ratings of instruction useful? *American Psychologist*, 53(11), 1223–1224. <http://dx.doi.org/10.1037/0003-066X.53.11.1223>
- Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>
- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in



- 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.



- 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

Adhani, R., Sholihah, Q., & Yusuf, A. (2018). Relationship knowledge and attitude about fast food with obesity on teenagers. *Journal of Economic & Management Perspectives*, 12(1), 459-463.



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:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa7\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa7_style/apa_formatting_and_style_guide/general_format.html)

**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 citations help readers locate the cited source in the References section of the paper. In-text citations follow either a parenthetical format or a narrative format.

A parenthetical citation includes both the author's last name and year of publication, separated by a comma, in parentheses at the end of the sentence.

EX: Research suggests that the Purdue OWL is a good resource for students (Atkins, 2018).

A narrative citation includes the author's name directly in the sentence, with the year of publication directly following the author's last name.

EX: Atkins (2018) suggests that the Purdue OWL is a good resource for students.



If the source you're citing includes page numbers, add that information to your citation.

For a parenthetical citation, the page number follows the year of publication, separated by a comma, and with a lowercase p and a period before the number (p.)

EX: Research suggests that the Purdue OWL is a good resource for students (Atkins, 2018, p. 12).

For a narrative citation, the page number comes at the end of the sentence, once again preceded by a lowercase p and a period (p.)

EX: Atkins (2018) suggests that the Purdue OWL is a good resource for students (p. 12).





## In-Text Citation: Quotations

When quoting:

Introduce the quotation with a signal phrase

If using the parenthetical citation, include the author, date of publication, and page number at the end of the quotation.

EX: As scientific knowledge advances, “the application of CRISPR technology to improve human health is being explored across public and private sectors”(Hong, 2018, p. 503).

If using the narrative-style citation, include the author’s last name in the signal phrase, with the page number at the end of the quote.

EX: Hong (2018) stated that “the application of CRISPR technology to improve human health is being explored across public and private sectors” (p. 503).



## In-Text Citation: Summary or Paraphrase

Follow the same guidelines for parenthetical and narrative citations when summarizing or paraphrasing a longer chunk of text.

Parenthetical citation:

EX: In one study that consisted of 467 young adults, it was found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media (Berryman et al., 2018).

Narrative citation:

EX: Berryman et al. (2018) sampled 467 young adults about their social media use and mental health and found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media.



Introduce quotations with signal phrases, e.g.:

According to Reynolds (2019), “....” (p. 3).

Reynolds (2019) argued that“.....” (p. 3).

Use 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.



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.

EX: Lorem ipsum dolor sit amet (Adams, 2018; Collins, 2017).



**When citing a work with two authors:**

- **In the narrative citation**, use “and” in between the authors’ names

EX: According to scientists Depietri **and** McPhearson (2018), “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (p. 96).

- **In the parenthetical citation**, use “&” between names

EX: When examining potential climate threats, “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (Depietri **&** McPhearson, 2018, p. 96).



In-Text Citation:  
Works with 3+ Authors

**When citing a work with three or more authors:**

- list the name of the first author plus “et al.” in every citation.

EX: Lin et al. (2019) examined how weather conditions affect the popularity of the bikesharing program in Beijing.

EX: One study looked at how weather conditions affected the popularity of bikesharing programs, specifically the Beijing Public Bikesharing Program (Lin et al., 2019).



In-Text Citation:  
Unknown Author

### **When citing a work with an unknown author:**

- Use the source's full title in the narrative citation.
- Cite the first word of the title followed by the year of publication in the parenthetical citation.

EX: According to “Here’s How Gardening Benefits Your Health” (2018)

EX: (“Here’s,” 2018)

### **Titles:**

Articles and Chapters = “ ”

Books and Reports = *italicize*



### When citing a group author:

- Mention the organization the first time you cite the source in either the narrative citation or the parenthetical citation.
- If you first mention the group in a **narrative citation**, list the abbreviation before the year of publication in parentheses, separated by a comma.

EX: “The data collected by the Food and Drug Administration (FDA, 2019) confirmed...”

- If you first mention the group in a **parenthetical citation**, list the abbreviation in square brackets, followed by a comma and the year of publication.

EX: (Food and Drug Administration [FDA], 2019).





**When citing authors with the same last names:**

- Use first initials with the last names.

EX: (B. Davis, 2018; Y. Davis, 2020)

**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.

EX: Chen's (2018a) study of bird migration...



In-Text Citation:  
Personal Communication

**When citing personal communication (interviews, letters, e-mails, etc.):**

- Include the communicator's name, the fact that it was personal communication, and the date of the communication.
- **Narrative citation:**

EX: B. E. Anderson (personal communication, January 8, 2020) also claimed that many of her students had difficulties with APA style.

- **Parenthetical citation:**

EX: One teacher mentioned that many of her students had difficulties with APA style (Anderson, personal communication, January 8, 2020).

- Do not include personal communication in the reference list.



In-Text Citation:  
No Page Numbers

## **When citing a text with no page numbers: parenthetical citation**

- Use any of the following four methods
- List the heading or section name

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section).

- List an abbreviated heading or section name in quotation marks (if the heading is too long)

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, “Health benefits” section).

- List the paragraph number

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, para. 2).

- List the heading or section name and the paragraph number

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section, para. 2).



In-Text Citation:  
No Page Numbers

### **When citing a text with no page numbers: narrative citation**

- Use any of the following four methods
- List the heading or section name

EX: Scientist Jaclyn London (2019, Health benefits of kale section) noted that “A cup full of kale can help your body out in a number of ways.”

- List an abbreviated heading or section name in quotation marks (if the heading is too long)

EX: Scientist Jaclyn London (2019, “Health benefits” section) noted that “A cup full of kale can help your body out in a number of ways.”

- List the paragraph number

EX: Scientist Jaclyn London (2019, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”

- List the heading or section name and the paragraph number

EX: Scientist Jaclyn London (2019, Health benefits of kale section, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”



## Headings

**APA uses a system of five heading levels** (*taken directly from the APA Publication Manual, 7<sup>th</sup> edition*):

APA Headings	
Level	Format
1	<b>Centered, Bold, Title Case Headings</b> Text begins a new paragraph
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph
3	<b>Flush Left, <i>Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph
4	<b>Indented, Bold, Title Case Heading, Ending with a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i></b> Text begins on the same line and continues as a regular paragraph.



### **Levels of heading**

There are five levels of heading in APA Style. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on through Levels 4 and 5.

The number of headings to use in a paper depends on the length and complexity of the work.

- If only one level of heading is needed, use Level 1.
- If two levels of heading are needed, use Levels 1 and 2.
- If three levels of heading are needed, use Levels 1, 2, and 3 (and so on).

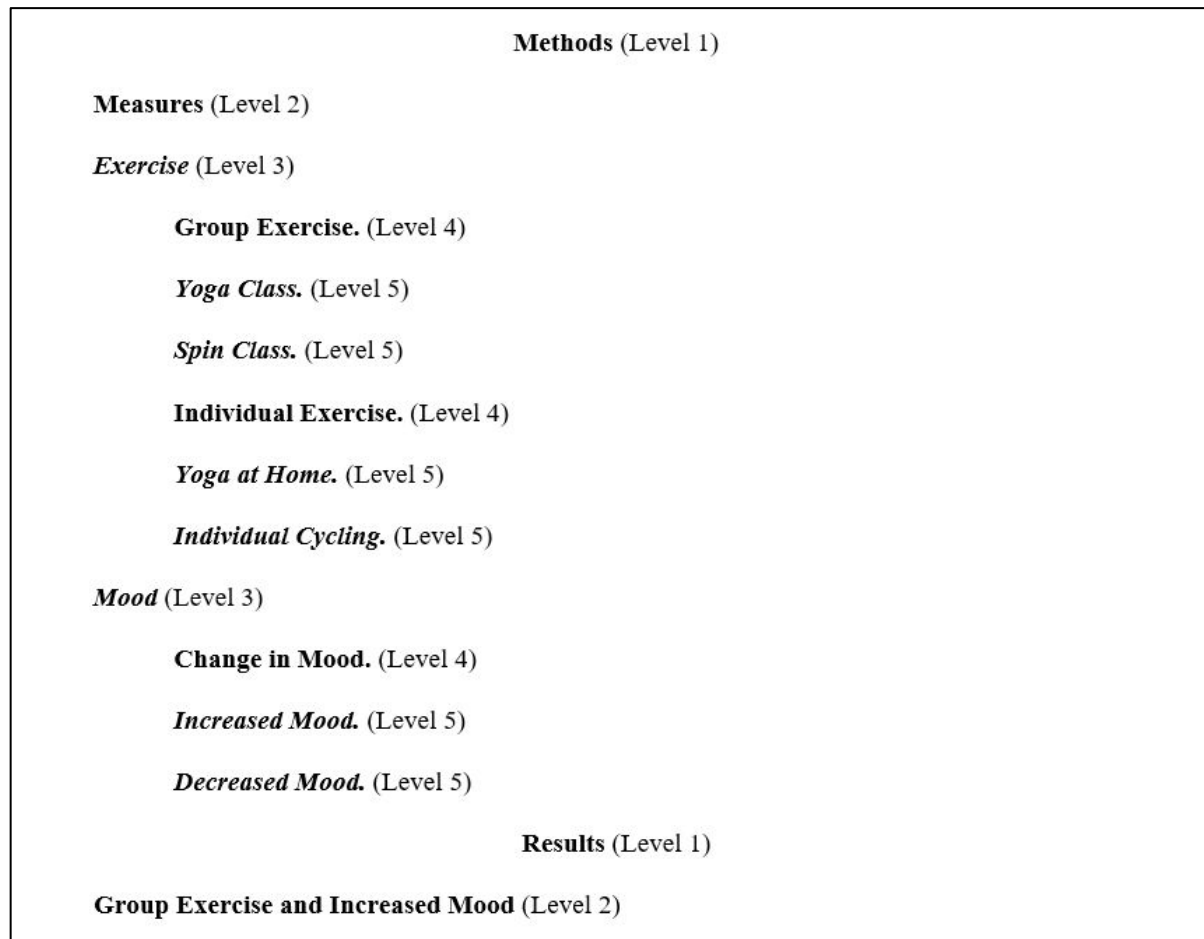
Use only the number of headings necessary to differentiate distinct sections in your paper; short student papers may not require any headings. Furthermore, avoid these common errors related to headings:

- Avoid having only one subsection heading within a section, just like in an outline.
- Do not label headings with numbers or letters.
- Double-space headings; do not switch to single spacing within headings.
- Do not add blank lines above or below headings, even if a heading falls at the end of a page



## Headings

Here is an example of the five-level heading system:





## Tables

Label tables with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

### Table 1

#### *Top 3 NBA Season Leaders 2019*

Team	Points Per Game
Milwaukee Bucks	119.8
Houston Rockets	119.1
Dallas Mavericks	116.8

Note: This data was collected on December 31<sup>st</sup>, 2019. Retrieved from <https://stats.nba.com/teams/>





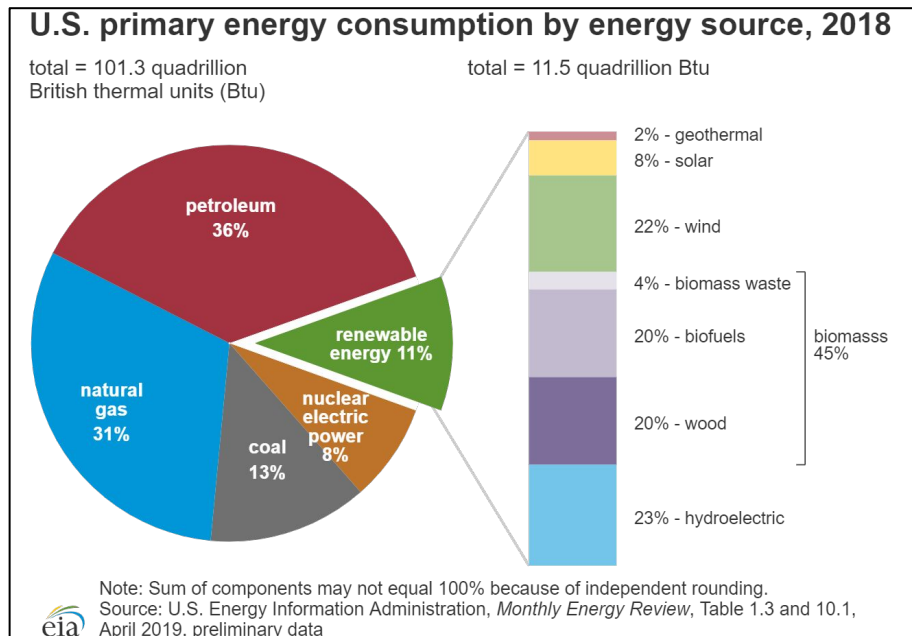
## Figures

Label figures with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the figure, flush-left and single-spaced. You might provide an additional title centered above the figure.

Cite the source in a note below the figure.

Figure 1.

### *US Primary Energy Consumption by Energy Source, 2018*





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

The Purdue Writing Lab @ Heavilon Hall 226

Composition textbooks

*Publication Manual of the American Psychological Association, 7<sup>th</sup> ed.*

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



The End

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