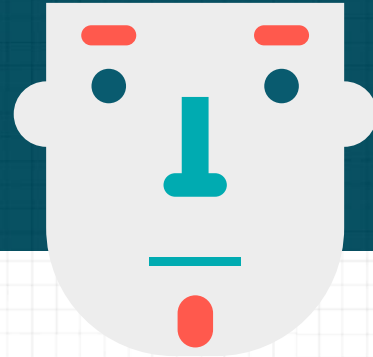
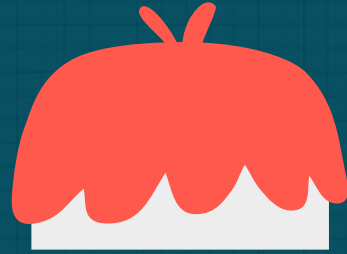


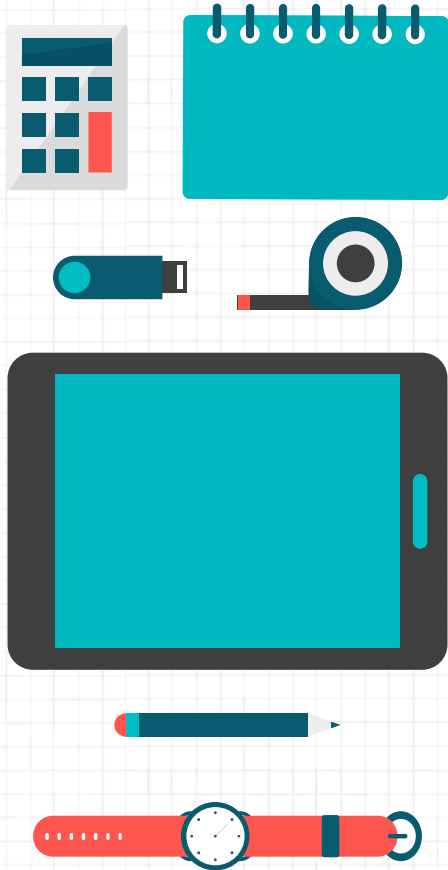
# RESEARCH 1



Miss Rann Valle



# American Psychological Association



01

# GENERAL APA GUIDELINES

# GENERAL APA GUIDELINES

- standard-sized paper (8.5" x 11")
- double-spaced
- with 1" margins on all sides
- 12 pt. Times New Roman font or 11-pt. Calibri, Arial, Georgia
- include a **page header** (also known as the "**running head**") at the top of every page. To create a **page header/running head**, insert page numbers flush right.

# Sample of an APA format title page for a student paper:

1-inch margins

**Effects of Pollution: An Arctic Environmental Study**

Colin Kaye

Department of Biology, Demesne University

ENVR 121: Dynamic Earth

Dr. Katherine Hashimoto

February 1, 2020

- Title case
- Bolded
- Centered

- Centered
- Double-spaced
- Times New Roman font, size 12

The diagram illustrates the APA format for a title page. It shows a 1-inch margin on all sides. The title is centered, bolded, and in title case. The author's name is centered. The department and university are centered. The course number and name are centered. The instructor's name is centered. The date is centered. Annotations with arrows point to these elements, listing their formatting requirements: Title case, Bolded, Centered for the title; and Centered, Double-spaced, Times New Roman font, size 12 for the course information.

# Sample body for a student paper:

Page number  
only

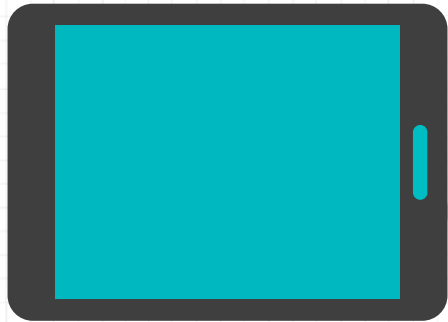
2

## **Effects of Pollution: An Arctic Environmental Study**

Indent

This paragraph should be your introduction. The introduction presents the problem and premise upon which the research was based. It goes into more detail about this problem than the abstract.

All other paragraphs in your paper should also be indented. Also, double space all the lines in your paper.



# 02

Abbreviation do's and  
don'ts in APA Format

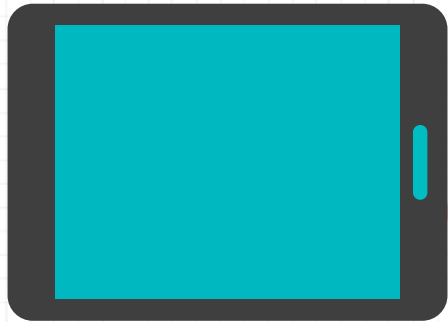
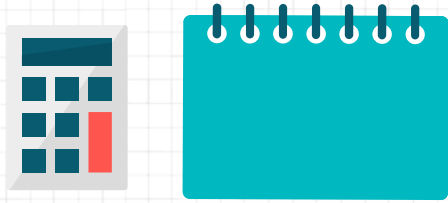
# Abbreviation do's and don'ts in APA Format

1. If the abbreviation is used less than three times in the paper, type it out each time. It would be pretty difficult to remember what an abbreviation or acronym stands for if you're writing a lengthy paper.
2. If you decide to sprinkle in abbreviations, it is not necessary to include periods between the letters.
3. Prior to using an unfamiliar abbreviation, you must type it out in text and place the abbreviation immediately following it in parentheses. Any usage of the abbreviation after the initial description, can be used without the description.
  - a. Example: While it may not affect a patient's short-term memory (STM), it may affect their ability to comprehend new terms. Patients who experience STM loss while using the medication should discuss it with their doctor.



# Abbreviation do's and don'ts in APA Format

1. If an abbreviation is featured in *Merriam-Webster's Collegiate Dictionary* as is, then it is not necessary to spell it out.
  - a. Example: AIDS
2. For units of measurement, include the abbreviation if it sits with a number. If the unit of measurement stands alone, type it out.
  - a. Examples APA format:
    - i. 4 lbs.
    - ii. The weight in pounds exceeded what we previously thought.



# 03

## Punctuation in APA Format

# Commas

It's often a heated debate among writers whether or not to use an Oxford comma (p. 155), but for this style, always use an Oxford comma. This type of comma is placed before the words AND and OR or in a series of three items.

Example of APA format for commas:

The medication caused drowsiness, upset stomach, and fatigue.

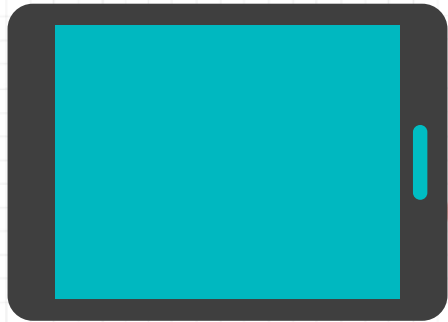
Here's another example:

The subjects chose between cold, room temperature, or warm water.

# Apostrophes

When writing a possessive singular noun, you should place the apostrophe before the s. For possessive plural nouns, the apostrophe is placed after the s.

- a. Singular: Linda Morris's jacket
- b. Plural: The Morris' house



# 04

## Number rules in APA Format

## APA format examples:

- . 14 kilograms
- . seven individuals
- . 83 years old
- . Fourth grade

# In APA formatting, use numerals if you

1. Showing numbers in a table or graph
2. Referring to information in a table or graph
  - a. Table 7
3. Including a unit of measurement directly after it. Examples APA format:
  - a. 8 lbs.
  - b. 5 cm
4. Displaying a math equation
  - a. 4 divided by 2
5. Showing a time, age, or date
  - a. 8:08 a.m.
  - b. 6-month-olds

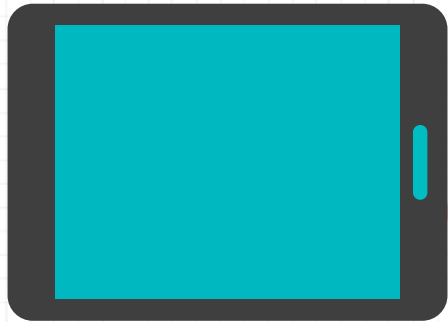
# Use numbers written out as words if you

1. Starting the sentence with a number (but try to rearrange the sentence to avoid this!)
  - a. Ninety-two percent of teachers feel as though....
2. Writing out a commonly used word or saying
  - a. Hundred Years' War
3. Including a fraction
  - a. One-sixth of the students
4. Showing a time, age, or date
  - a. 8:08 a.m.
  - b. 6-month-olds



# Other APA formatting number rules to keep in mind:

1. Always include a zero before a decimal point
  - a. 0.13 g
2. Keep Roman numerals as is. Do not translate them into Arabic numerals. Examples APA format:
  - a. World War II
  - b. Super Bowl LII
3. If you're including plurals, do not include an apostrophe!
  - a. It's 1980s, not 1980's!



# 05

## Overview of APA references

A reference displays all of the information about the source — the title, the author's name, the year it was published, the URL, all of it! References are placed on the final page of a research project.

# Here's an example of a reference:

Wynne-Jones, T. (2015). *The emperor of any place*. Candlewick Press.

follow this general format:

Author's Last name, First initial. Middle initial. (Year published). *Title of source*. URL.

Page number

5

Centered and  
bold

### References

Abdul, J. (2009). *How will the arctic survive?* National

Indent,  
Double-spaced

Geographic, 39. <http://www.geographic.com/library/>

JournalArticle.asp?Article\_ID=82

Fox, H. (2011). *The greenhouse effect: Environmental stresses.*

The Environmental Journal. <http://enviro.com>

# SOURCE TYPES

## BOOKS in PRINT

\_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_. (\_\_\_\_). \_\_\_\_\_.  
Author's Last Name Author's First Initial Author's Middle Initial Year published *Title (in italics)*

\_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_.  
City of Publication State's 2-letter Abbrev. Publisher

## E-BOOKS and other BOOKS found ONLINE

\_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_. (\_\_\_\_). \_\_\_\_\_.  
Author's Last Name Author's First Initial Author's Middle Initial Year published *Title (in italics)*

[\_\_\_\_]. \_\_\_\_\_.  
E-reader version doi: xxxxx OR Retrieved from URL

## WEBSITE PAGES

\_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_. ( \_\_\_\_ ). \_\_\_\_  
Author's Last Name Author's First Initial Author's Middle Initial Year published Title of Individual Website Page

[ \_\_\_\_ ]. Retrieved from \_\_\_\_  
Format (such as Web site, PDF, Brochure, Blog post, etc.) URL

## STREAMED VIDEOS found ONLINE

\_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_. [ \_\_\_\_ ]. ( \_\_\_\_ ).  
Author's Last Name Author's First Initial Author's Middle Initial Username Year, Month Day posted

\_\_\_\_\_. [ Video file ]. Retrieved from \_\_\_\_  
Title of video URL

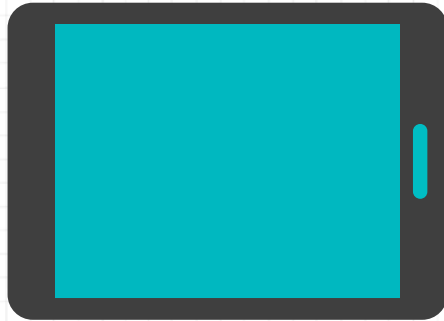
## JOURNAL ARTICLES found ONLINE

\_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_ . ( \_\_\_\_\_ ) . \_\_\_\_\_ .  
 Author's Last Name Author's First Initial Author's Middle Initial Year published Title of article  
 \_\_\_\_\_ , \_\_\_\_\_ ( \_\_\_\_\_ ) , \_\_\_\_\_ - \_\_\_\_\_ .  
*Title of Journal* *volume* *issue number*  
*(in italics)* *number* *(in italics)* *(only include*  
 \_\_\_\_\_ *if the issue*  
 \_\_\_\_\_ *begins on*  
 \_\_\_\_\_ *page 1)* \_\_\_\_\_  
 \_\_\_\_\_  
 http://dx.doi.org/xxxx OR  
 Retrieved from URL

## PHOTOGRAPH found ONLINE

\_\_\_\_\_ , \_\_\_\_\_ . \_\_\_\_\_ . ( \_\_\_\_\_ ) . \_\_\_\_\_  
 Creator's Last Name (if available) Creator's First Initial Creator's Middle Initial Year published *Title of photograph*  
 \_\_\_\_\_ *(in italics)*  
 [ Photograph ] . Retrieved from \_\_\_\_\_  
 \_\_\_\_\_  
 URL





# 06

In-text APA citation format

# In-text APA citation format

Displaying where the original information came from is much easier than you think. Directly next to the quote or information you included, place the author's name and the year nearby. This allows the reader of your work to see where the information originated.

APA allows for the use of two different forms of in-text citation, *parenthetical* and *narrative*. Both forms of citation require two elements:

1. **author's name**
2. **year of publication**

The only difference is the way that this information is presented to the reader.

1. **Parenthetical citations** are the more commonly seen form of in-text citations for academic work, in which both required reference elements are presented at the end of the sentence in parentheses.

Example:

Harlem had many artists and musicians in the late 1920s (Belafonte, 2008).

2. **Narrative citations** allow the author to present one or both of the required reference elements inside of the running sentence, which prevents the text from being too repetitive or burdensome. When only one of the two reference elements is included in the sentence, the other is provided parenthetically.

Example:

According to Belafonte (2008), Harlem was full of artists and musicians in the late 1920s.

1. If there are two authors listed in the source entry, then the parenthetical reference must list them both:

Example:

Harlem had many artists and musicians in the late 1920s (Smith & Belafonte, 2008).

2. If there are three or more authors listed in the source entry, then the parenthetical reference can abbreviate with “et al.”, the latin abbreviation for “and others”:

Example:

Harlem had many artists and musicians in the late 1920s (Smith et al., 2008).

-End-

