

APA Guide

Contents

Introduction.....	2
Writing Style	2
Paper Format	3
Title Page	3
Main Body.....	4
Reference Page.....	5
The Appendix	5
Paper Format Summary	5
References & Citations.....	5
Reference Page Entries	5
In-Text Citations.....	6
Templates	7
References	7

Introduction

This document can be used as a reference for 7th Edition APA Style as used at Capitol Technology University. It is recommended that you save this document to use as needed throughout your academic career.

Writing Style

Academic Dishonesty

It is expected that your personal integrity will prohibit all forms of dishonest conduct. Academic dishonesty is a serious offense at Capitol Technology University because it undermines the bonds of trust and honesty among members of the community, and it defrauds those who may eventually depend upon your knowledge and integrity. Academic dishonesty demonstrates disrespect for the educational process and is unfair to fellow students. Every student is responsible for ensuring that academic integrity is pursued.

According to the Capitol Technology University Code of Academic Integrity, academic dishonesty includes the seven categories listed below:

- **Cheating:** Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples include, but are not limited to, using books or notes during closed-book tests, using test answers or questions provided by other students, and using electronic devices to provide notes or crib sheets.
- **Complicity:** Failing to report incidents of academic dishonesty to the professor, dean or Vice President for Academic Affairs is also academic dishonesty.
- **Fabrication:** Fabrication is the unauthorized falsification or invention of any information or citation in an academic exercise. Examples include, but are not limited to, changing collected data to meet the hypothesis, listing a research source that does not exist, and listing a quote that does not exist.
- **Facilitating Academic Dishonesty:** Helping or attempting to help another to violate any provision of this code is also academic dishonesty. Examples include, but are not limited to, giving any individual other than the professor your completed assignment, suggesting ways to cheat or plagiarize, and sharing test answers or questions with other students.
- **Misuse of Human Subjects:** Conducting research, such as surveys, interviews, questionnaires, quasi-experiments or experiments without informed consent or without approval by the Institutional Review Board is prohibited.
- **Plagiarism:** Plagiarism is representing the words or ideas of another as one's own in any academic exercise. Examples include, but are not limited to, buying papers, turning in a paper written by someone other than yourself, copying a paper or source text without proper acknowledgment, failing to use quotation marks appropriately, paraphrasing materials without appropriate documentation, and copying materials from a website and incorporating them into an assignment without citation (also known as cut and paste).
- **Self-Plagiarism:** Self-plagiarism is submitting the same paper or assignment for more than one class for a grade without the professor's knowledge or permission.

Writing Style Guide

Academic and scientific institutions use APA format to provide consistency to complex topics. Readers can focus on the ideas in the paper instead of the formatting.

Writing in APA style is more than just creating citations. APA gives guidelines on how academic, scientific, and professional writing should be formatted.

- Use active instead of passive voice when possible.
- Write in third-person point of view.
- Choose your words carefully.
- Avoid colloquial expressions, contractions, and excessive jargon.
- Use consistent verb tense.
- Avoid wordiness, redundancy, and unnecessary content.
- Avoid bias.

Paper Format

Title Page

The Publication Manual of the American Psychological Association prescribes a clear structure for all sections of a formal paper, including the title page. In the 7th edition, APA distinguishes between Student Title Pages and Professional Title Pages. You will use the student version for your work at Capitol unless otherwise specified by your instructor.

The title page is the first page of your paper but is usually not included in page requirements for assignments. Check with your professor before counting it towards the length of your paper.

Format and Layout

The APA sets guidelines for how a title page should be formatted.

- **Page Number:** On the Title Page, your header will only include the page number. Page numbers should be flush right in the header. Do not add additional text to notate the page number; only the number is necessary.
- **Title:** Your title should be centered about 1/3 down the page. All text on your title page and throughout your paper should be double-spaced. Type your title using bold text and regular capitalization rules for titles. A title should concisely state the main topic of the paper. The reader should be able to know what the paper is about without reading further into the paper. Avoid unnecessary words. The APA recommends that titles be no longer than 12 words. If you have a subtitle, separate it with a colon.
- **Author's Name:** Type the author's name as: First name Middle Initial(s) Last name. Do not include titles or degrees.
- **Institutional Affiliation:** Under the author's name, type the institution at which the research was conducted. While you are a Capitol student, you will use Capitol Technology University as your institutional affiliation.

- **Course:** Include the Course Number and Course Name for which the paper was written.
- **Instructor Name:** Include the name of the instructor for the course.
- **Due Date:** Include the date the paper or project is due.

Abstracts are not required for APA Student Papers, but your professor may request one. If so, it will go after the Title Page and before the Main Body of your paper.

Main Body

In APA Writing Style, the main body of a paper includes an introduction, description of the experimental methods, results, discussion, and conclusion.

A formal academic paper in APA Style has five main sections.

- **Introduction:** The first paragraph of the main body of your paper should contain an introduction to the topic. The introduction should define the problem you are exploring in your research or experiment. It should briefly describe relevant literature.
- **Method:** The Method section describes how the study or research was conducted. This allows the reader to evaluate the validity of your results.
- **Results:** In the Results section, summarize the collected data and any analysis done on the data. Include relevant results, but do not include extensive raw data. Do not omit data to hide results that do not match the goals of the study.
- **Discussion:** After presenting the results of the study, the Discussion section is used to evaluate and interpret the data. This is where you could draw conclusions from the data or research and explain its impact. In the discussion section, you may include:
- **Conclusion:** A brief conclusion should summarize the key findings and implications of the research or experiment.

Headings

You should use headings in your paper to better organize the content in your paper.

Table 2.3 Format for the Five Levels of Heading in APA Style

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	Flush Left, Bold Italic, Title Case Heading Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	Indented, Bold Italic, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.

Note. In title case, most words are capitalized (see [Section 6.17](#)).

Reference Page

- **Title:** Your reference list should begin on a new page. Label this page "References" in bold. Do not underline or change the font size of the page title.
- **Spacing:** Double space the reference page. For each entry, the first line of each source entry is normal, but subsequent lines are indented 1/2 inch. This is known as a 'hanging indent'.
- **Entries:** List entries in alphabetical order. If two sources have the same author, order them in chronological order. Each entry on your Reference page should also have an in-text citation in your paper.
- **Header:** Maintain the running page numbers from the rest of the essay.

The Appendix

Sometimes, material mentioned in an article would be distracting to include in one of the above-mentioned sections. This additional information can be included in appendices or supplemental materials. The Appendix starts on a new page after your Reference page.

An appendix is appropriate for materials that are relatively brief. If your paper has more than one appendix, label them with capital letters (e.g., Appendix A) both at the top of the appendix page and where referenced in your paper. Each appendix should begin on a new page and be labeled with the appropriate letter.

Paper Format Summary

- **Page Number:** The page number should be right-aligned at the top of the page. No label is needed for the page number.
- **Title:** The title should be centered on the page and typed in using regular capitalization rules for titles. The title should be bold but not underlined. It should be typed in the same font as the rest of your paper.
- **Font and Spacing:** Double-spacing should be used on all pages of your paper. The 7th edition of APA promotes the use of the following fonts:
 - Calibri (11 pt), Arial (11 pt), Lucida Sans Unicode (10 pt), Times New Roman (12 pt), Georgia (11 pt), Computer Modern (10 pt)
- **In-Text Citations:** In-text citations should be used to cite sources for quotations and paraphrases. Any source referenced in the main body of the paper should also appear on the reference page.
- **Indent:** New paragraphs are indented 1/2 inch.
- **Margins:** Margins are 1" thick on all sides.

References & Citations

Reference Page Entries

For each source used in your paper, you will need to create an entry on your Reference page.

Authors:

The rules for authors are the same regardless of the type of reference entry you are creating:

- **One Author:** Use the author's last name first, followed by their first and middle initials: Haig, M.R.
- **Two Authors:** List then each by their last names and initials separated by a comma and an ampersand: Salen, K., & Zimmerman, E.E.
- **Three to Twenty Authors:** List authors by last names and initials using commas to separate author names. The last author's name should be preceded by an ampersand: Schmitz, J., Komorowski, M., Russomano, T., Ullrich, O., & Hinkelbein, J.
- **More than Twenty Authors:** List authors by last names and initials using commas to separate author names. After the first 19 names, use an ellipsis in place of the remaining author names. Then, end with the final author's name: Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H.

Common Citation Formats:

- Books
 - Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.
- Journal Articles
 - Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>
- Webpages
 - Author, A. A. & Author B. B. (Date of publication). *Title of page.* Organization. URL
- Government Publications
 - Government Department, Agency. (Date of Publication). *Title of document.* URL
- YouTube Videos
 - Author. (Date). *Title [Video].* YouTube. URL

In-Text Citations

When using another writer's ideas, data, or words in an APA-style paper, it is required to give credit in the text to the source material. Not giving credit to the original authors is considered plagiarism.

If you are directly quoting or paraphrasing from a source, you will need to include the author and publication year for the reference. If you are using a direct quote, you must also include the page number where the quote is located in the original source. There are a few ways to do this.

Signal Phrases

- Use a signal phrase to introduce a paraphrase
 - If the author's name is in the signal phrase, put the publication year in parenthesis after the author's name. *Example: Velez et al. (2019) found that for*

women of color, sexism and racism in the workplace were associated with poor mental health outcomes.

- Use a signal phrase to introduce a direct quote
 - When using a direct quote, put the page number in parenthesis at the end of the quote but before the period. *Example: According to Elizabeth McNichol (2019), "States continue to ignore needed infrastructure investments at the country's peril" (p. 19).*

In-Text Citations

Use an in-text citations with a single author:

- If the author is not named in the signal phrase, place the author's name and publication year in parenthesis after the quote but before the period. *Example: (CISA, 2020).*
- If needed to support a direct quote, include the page number after the year. *Example: (McBride, 2018, p.1)*

Use an in-text citations for multiple authors:

- If two authors are named, list the authors' names separated by an ampersand without a comma between the names. *Example: (Kane & Tomer, 2019, p.2)*
- If more than two authors are named, use only the first author's name followed by "et al.". *Example: (Knopman et al., 2019).*

Templates

To use a template file, download the .dotx file. When opening a Microsoft Office template, it creates a new file using the formatting from the template file; you will not edit the template file itself. This means you only need to download the template once and can reuse it from assignment to assignment and course to course.

- [Student Paper with Section Descriptions](#)
- [Student Paper: Format Only](#)
- [Professional Paper with Section Descriptions](#)
- [Professional Paper: Format Only](#)

References

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.) American Psychological Association.
<https://doi.org10.1037/0000165-000>