

## APA Guidelines

APA stands for the American Psychological Association. Several academic areas (education, sociology, engineering, business, etc.) use APA as the standard for citing works in academic papers and journals. Whether you are writing a paper in the US, the UK, Korea, Singapore, etc., the APA standard is the same.

### I) Why use APA?

- 1) APA helps you avoid plagiarism and makes it easy for the reader to find the sources you used.
- 2) Writing and using APA format gives your paper credibility. When your paper is in perfect APA format, and your professor can look at your references and see authoritative sources cited correctly, you've proven that you can "speak" the language of academia. Using APA gives your ideas the credibility necessary to be taken seriously.

### II) Formatting

- Times New Roman, 12 point
- 1-inch (2.50 cm) margins on all sides
- A4-sized paper
- Page numbers in the upper right corner of page
- First line of each paragraph must be indented approximately 1.25 cm.
- Essay must be double-spaced (except for references)

### III) When and How to Use Citations

- 1) In-text citations should be used anytime you use information from another source. In parentheses, use the author's family name and the year that the source was published. If there is no author, use the title of the article instead.

Examples:

- In 2016, the city of Seoul had 10 million people (Smith, 2018).
- According to Smith (2018), Seoul had 10 million people in 2018.
- In Korea, nearly 95% of its citizens use smartphones daily (Kim, 2021)
- The number of people using Twitter daily has decreased by 10% (*Twitter and Society*, 2022).

You do NOT need citations for commonly known information.

Examples:

- The capital of South Korea is Seoul. – NO CITATION NEEDED
- The leader of the USA in 2010 was Barak Obama. – NO CITATION NEEDED

- 2) Anytime you take three or more consecutive words from a source, put quotation marks around those words and add the in-text citation and page number. **If you do NOT put quotation marks around text that you copied from another source, that is plagiarism.** Without quotation marks, the reader cannot tell what you have written and what was written by someone else.

Examples:

- According to Hwang (2021), "The ITM students at SeoulTech had a really great time on their trip to England last year" (p. 200).
- "SeoulTech students really worked hard this year to achieve their dreams" (Kim, 2022, p. 54).

#### IV. References

The reference list is important. All academic papers must have a reference list at the end *on its own separate page*. References should be listed alphabetically by the author's last name. If there is no author listed, use the title of the article or name of the website. Last, the first line of your reference should NOT be indented. Every line after must be indented.

Examples:

Kleinman, Z. (2022, December 6). *Apple self-repair service comes to UK*. BBC News. Retrieved December 6, 2022, from <https://www.bbc.com/news/technology-63866869>

*Concert raises thousands for earthquake victims*. (2019, August 9). The News Review. <http://www.news-ridgecrest.com/news/story.pl?id=0000010343>

#### V. Resources

Purdue University has the best website for information about APA and a citation generator.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

Scribbr is another excellent citation generator.  
<https://www.scribbr.com/citation/generator/apa/>

**<Insert Title of Paper>**

**<Insert Your Name>**

**<Insert your School/Department>, SeoulTech**

**<Insert COUR ###: Name of Course>**

**<Insert Professor's Name>**

**<Insert assignment due date as Month xx, xxxx>**

<Insert Title of Paper>

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## References

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