# APA

## Paper requirements

The paper should include four major sections:

* Title Page;
* Abstract (when specified by the customer);
* Main Body;
* References.

Your essay should be typed and double-spaced on standard-sized paper (8.5” x 11”), with 1” margins on all sides. You should consistently use a single font size and type throughout the whole paper. [APA](https://guruassignments.com/apa-format-literature-review-template-and-examples/) recommends using either a sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode, or a serif font such as 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern.

A running head is not required on student papers unless requested by an instructor. Professional manuscripts still include a running head of 50 characters or fewer.

If this is the case, place it left-justified in the page header, across from the right-justified page number. The running head cannot exceed 50 characters, including spacing and punctuation. The header on each page usually looks like this:

1

## Title page

The title page for a standard student work should contain:

* Title of the paper – centered, typed in bold font. Capitalize [major words](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case) of the title. Place the main title and any subtitle on separate double-spaced lines if desired;
* Author’s name – place one double-spaced blank line between the paper title and the author’s name;
* Institutional affiliation;
* Course number and name;
* Instructor’s name;
* Assignment due date

A professional paper should include the author note beneath the institutional affiliation, in the bottom half of the title page. This should be divided up into several paragraphs, with any paragraphs that are not relevant omitted. The first paragraph should include the author’s name, the symbol for the ORCID iD, and the URL for the ORCID ID. Any authors who do not have an ORCID iD should be omitted. The second paragraph should show any change in affiliation or any deaths of the authors. The third paragraph should include any disclosures or acknowledgments, such as study registration, open practices and data sharing, disclosure of related reports and conflicts of interest, and acknowledgment of financial support and other assistance. The fourth paragraph should include contact information for the corresponding author.

## Abstract

We do not require you to provide an abstract for papers unless the customer specifically asks for it in the order details.

If you do need to provide an abstract, begin a new page after your title page. Type the word “Abstract” in boldface letters centered on the first line of your abstract page (no italics, underlining, quotation marks or other formatting is required). Starting with the next line, write a concise summary of the key points of your research (do not indent). Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced. Your abstract should not exceed 250 words. Do not copy parts from the main body of your paper into your abstract.

Keywords are not required for student papers unless requested by an instructor.

## In-text citations

When using the [APA format](https://guruassignments.com/apa-format-literature-review-template-and-examples/), follow the author-date method of in-text citation. This means that the author’s last name and the year of the source’s publication should appear in the text, for example, (Doe, 2017); a complete reference must appear in the reference list on the last page of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. On the other hand, if you are directly quoting or borrowing from another work, you should include the page number at the end of the parenthetical citation. Use the abbreviation “p.” (for one page) or “pp.” (for multiple pages) before listing the page number(s). Use an en dash for page ranges. For example, you might write (Doe, 2017, p. 199) or (Doe, 2017, pp. 199–201).

Place direct quotations 40 words and above in a free-standing block of typewritten lines. Do not use quotation marks. Start the quote on a new line, indented 1/2 inch from the left margin, i.e., in the same place, you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

For works with three or more authors, include the name of only the first author and the abbreviation “et al.” in every in-text citation, even the first time a citation appears.

**Text (Body)**

The paper title appears at the top of the first page of the text in bold and centered.

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| --- | --- |
| **APA Headings 7 edition** | |
| **Level** | **Format** |
| 1 | **Centered, Boldface, Title Case Heading**  Text starts a new paragraph. |
| 2 | **Flush Left, Boldface, Title Case Heading**  Text starts a new paragraph. |
| 3 | ***Flush Left, Boldface Italic, Title Case Heading***  Text starts a new paragraph. |
| 4 | **Indented, Boldface Title Case Heading Ending with a Period.** Paragraph text continues on the same line as the same paragraph. |
| 5 | ***Indented, Boldface Italic, Title Case Heading Ending with a Period.*** Paragraph text continues on the same line as the same paragraph. |

## Reference List

* Label this page “References” in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). It is acceptable to use “Reference” as the label when you cited only one source in your paper. All text should be double-spaced, just like the rest of your essay.
* All lines after the first line of each entry in your reference list must be indented one-half inch from the left margin. This is called a hanging indentation.
* Authors’ names are inverted (last name first); authors’ first and middle names should be written as initials. If a middle name isn’t available, just initialize the author’s first name.
* Give the last name and first/middle initials for all authors of a particular work up to and including 20. Separate each author’s initials from the next author on the list with a comma. Use an ampersand (&) before the last author’s name. If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author’s name.
* Reference list entries should be alphabetized by the last name of the first author of each work.
* For multiple articles by the same author or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
* Provide journal titles in full.
* Italicize journal titles.
* Maintain any nonstandard punctuation and capitalization as they are used by the journal in its title.
* For example: ReCALL (not RECALL) or Knowledge Management Research & Practice, not Knowledge Management Research and Practice.
* Capitalize all major words in journal titles, i.e., type journal titles in title case.
* When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Note again that the titles of academic journals are subject to special rules listed above.
* Religious works and ancient Greek or Roman works are cited in the text.
* Italicize titles of longer works such as books and journals.
* Do not include physical locations for publishers when citing books. Whereas a sixth edition reference included “Washington, DC: SAGE.,” a seventh edition reference now says only “SAGE.”
* Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
* If a journal uses article numbers, include the word “Article” and the number instead of any page range.
* The presentation of DOIs and URLs has been standardized. Both are presented as hyperlinks. The label “DOI:” is no longer used before a DOI. DOIs should begin with the prefix <https://guruassignments.com/apa-format-literature-review-template-and-examples/>. The words “Retrieved from” are used before a URL only when a retrieval date is also needed; otherwise, URLs are presented without a label.
* For any reference with a publisher or a site name: When the author’s name and the publisher are an exact match, the publisher is omitted. The word “Author” is no longer included in the source element of the reference as a replacement as in the sixth edition.

More information available at:

<https://guruassignments.com/apa-format-literature-review-template-and-examples/>

<https://apastyle.apa.org/instructional-aids/creating-reference-list.pdf>

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