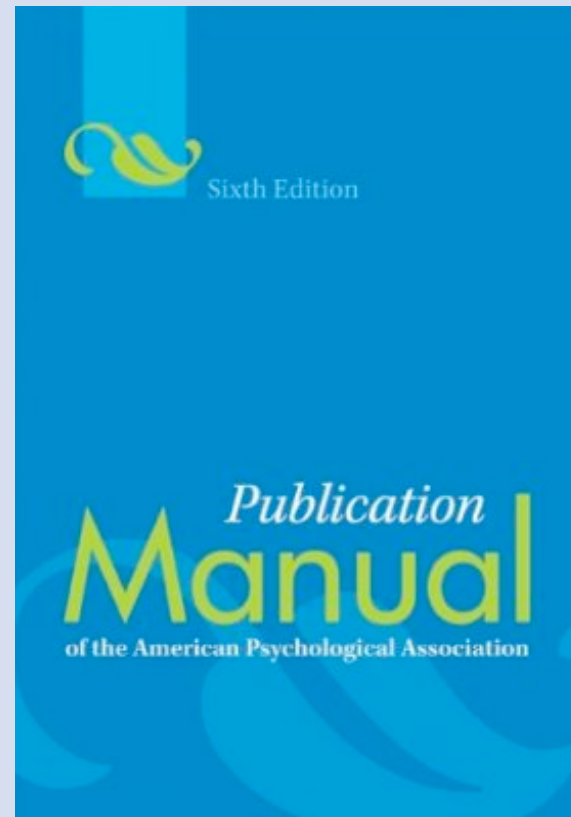


What is APA?

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



APA Style: Point of View and Voice

Use:

- **personal pronouns where appropriate**
Try: We conducted an experiment...
Avoid: The authors conducted an experiment....
- **the active voice rather than passive voice**
Try: We asked participants questions.
Avoid: The participants have been asked questions by the researchers.

APA Style: Language

Language in an APA paper is:

- **clear: be specific in descriptions and explanations**
- **concise: condense information when you can**
- **plain: use simple, descriptive adjectives and minimize figurative language**

Types of APA Papers

The literature review:

- **Contains a summary of what the scientific literature says about the topic of your research**
- **Includes a title page, introduction, and list of references**

The experimental report:

- **Describes your experimental research**
- **Includes a title page, abstract, introduction, method, results, discussion, list of references, appendices, tables, and figures**

General Format

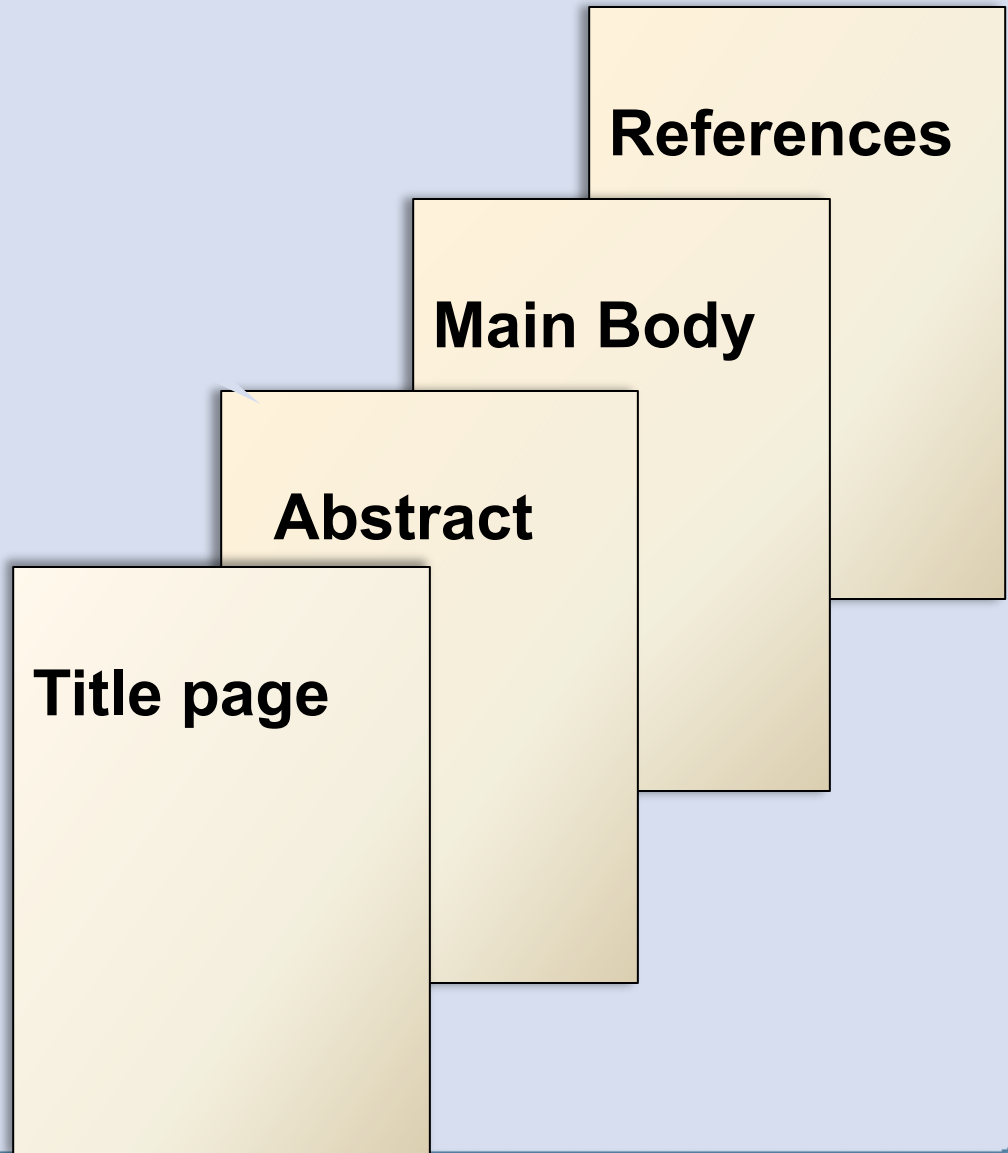
Your essay should:

- **be typed and double-spaced be printed on standard-sized paper (8.5" x 11")**
- **use 1" margins on all sides**
- **use 10-12 pt. Times New Roman or a similar font**
- **include a page header (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page**

Note: If you are writing a manuscript draft, APA suggests using two spaces between sentences to aid readability (see pp. 87-88 in the APA manual).

General Format

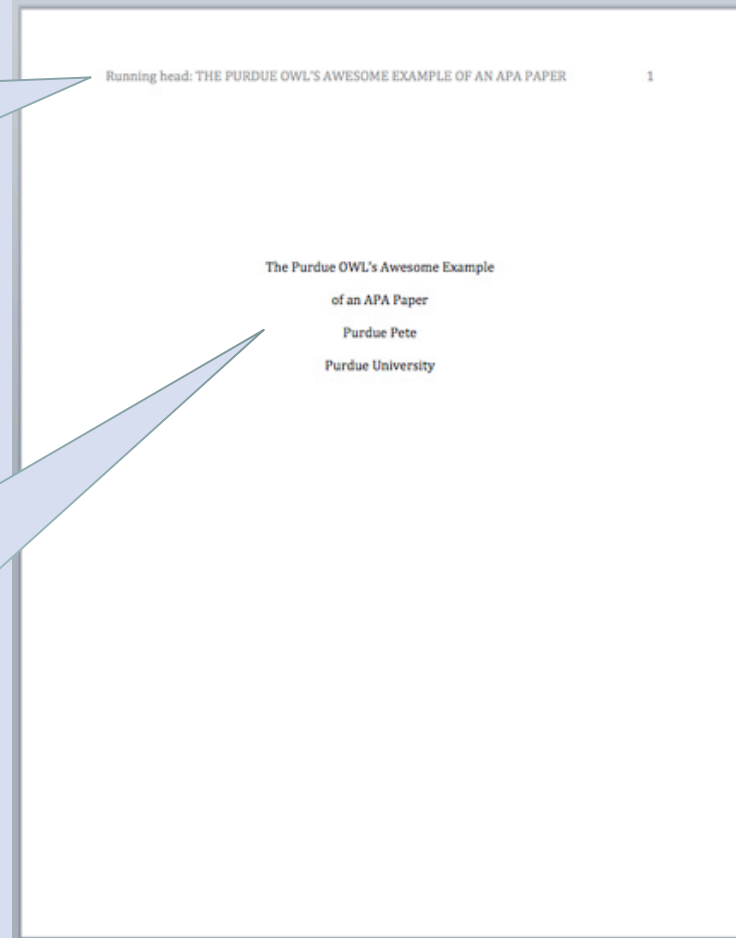
Your essay should include four major sections:



Title Page

Page header:
(use Insert Page Header)
title flush left + page number flush right.

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



Abstract Page

Page header: do NOT include “Running head:”

Abstract: centered, at the top of the page

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

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisi suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

Keywords: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Main Body (Text)

- **Number the first text page as page number 3**
- **Type and center the title of the paper centered, 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 in parenthetical in-text citations**
- **Format tables and figures**

References Page

- Center the title (References) at the top of the page. Do not bold it.
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the author's surnames

References

- Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.
- Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication, 10*(1), 38-48.
- Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.
- Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change, 21*(2), 127-140.

References: Basics

- **Invert authors' names (last name first followed by initials: "Smith, J.Q.")**
- **Alphabetize reference list entries the last name of the first author of each work**
- **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.**

References: Basics

- 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

In-text Citations: Basics

In-text citations help readers locate the cited source in the References section of the paper.

Whenever you use a source, provide in parenthesis:

- the author's name and the date of publication**
- for quotations and close paraphrases, provide the author's name, date of publication, and a page number**

In-text Citations: Formatting Quotations

When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief—do not repeat the information.

Caruth (1996) has stated that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).

In-text Citations: Formatting a Summary or Paraphrase

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-text Citations: Formatting a Summary or Paraphrase

Include the author's name in a signal phrase followed by the year of publication in parenthesis.

Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

In-text Citations: Formatting a Summary or Paraphrase

**When including the quotation in a summary/
paraphrase, also provide a page number in parenthesis
after the quotation:**

**According to feminist researchers Raitt and Tate
(1997), “It is no longer true to claim that women's
responses to the war have been ignored” (p. 2).**

In-text Citations: 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.

(Kachru, 2005; Smith, 2008)

In-text Citations: A Work with Two Authors

When citing a work with two authors, use “and” in between authors’ name in the signal phrase yet “&” between their names in parenthesis.

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women's responses to the war have been ignored” (Raitt & Tate, 1997, p. 2).

In-text Citations: Organization

When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation.

The data collected by the Food and Drug Administration (2008) confirmed that...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

Food and Drug Administration (FDA) confirmed ... FDA's experts tested...

In-text Citations: Electronic sources

When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

According to Smith (1997), ... (Mind over Matter section, para. 6).

APA Headings

APA uses a system of five heading levels

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
5	<i>Indented, italicized, lowercase heading with a period.</i>

APA Headings

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

Methods (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers. (Level 3)

Students. (Level 3)

Results (Level 1)

Spatial Ability (Level 2)

Test One. (level 3)

Teachers with experience. (Level 4)

Teachers in Training. (Level 4)

Test Two. (Level 3)

Kinesthetic Ability (Level 2)

APA Figures

Label figures with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left .

You might provide an additional title centered above the figure.

Cite the source below the label and the title.

Figure 1. Internet users in Europe. Adapted from *The European Union and Russia: Statistical comparison* by Eurostat Statistical Books, 2007, Retrieved from <http://epp.eurostat.ec.europa.eu>