

# APA Documentation (7<sup>th</sup> ed.)

## Overview

The information in this handout is taken from the *Publication Manual of the American Psychological Association* (APA, 2020). Since the manual is quite extensive, this handout is intended to help you get started on compiling a References list for *some* sources frequently used in a social sciences research paper. Consult the manual for the formatting of any works not included here.

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## Formatting In-Text Citations

The American Psychological Association (APA) style guidelines are generally used to document research in social sciences and other disciplines, such as nursing, business, and economics. This handout is only a supplement to the detailed explanations and models in the *Publication Manual (7<sup>th</sup> ed.)*. APA in-text documentation is divided into two essential parts that work in conjunction with each other:

**1. Parenthetical in-text citations:** cite all sources summarized, paraphrased, or quoted within your written text. Include the author's last name, the year, and the page on which the quote or information was found. APA style requires page numbers for direct quotations and recommends them for paraphrases and summaries, as shown in the excerpt from the below sample research paper. If the author's name and/or the year are included in the sentence, do not cite them again in the parenthetical citation.

**2. Block quote in-text citations:** cite all directly quoted sources 40 words or more on a new line, with each line indented 0.5 inches. Quotation marks are not necessary. End the quote with the correct punctuation, and cite the page number in parenthesis, after the period. Make sure to include the author's name and/or year if not included.

### In-Text Citation Example

CALLIGRAPHY

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Instead of having to be written left to right and in straight lines, Chinese calligraphy allows the artist to have much more freedom with the placement of the character in their invisible squares (Yee, 1963).

#### Characteristics of Eastern Calligraphy

The characters [that] make up calligraphy have two distinct purposes: "monosyllabic and pictographic" (Yee, 1963, p. 14). What makes [calligraphy] unique from Western writing is the way that each character represents an idea in and of itself, like a picture. In other languages such as English, letters are grouped together to form a thought, but each letter itself does not hold much (Yee).

### Block Quote Example

CALLIGRAPHY

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The act of creating a calligraphy piece is unique to a specific time and place. Yang and Xu (2012) specify:

Besides, painting is a kind of disposable and unduplicated artistic creation. It means that the famous painter cannot produce the same masterpieces in different time. Hence, reproducing the painting process of the still image of Chinese ink painting in a vivid way is not a trivial issue. (p. 1)

Due to the fact that creating an imitation work of calligraphy is nearly impossible, companies do not have to worry about their buyers replicating famous pieces of art in their "how to" books and kits (Yang & Xu, 2012, p.2).

(Paper written by Anna M. Stover, Peer Tutor, Gwynedd Mercy University's Academic Resource Center. Submission used with writer's permission.)

## Formatting Headings and Subheadings

APA allows for the use of headings and subheadings to divide the content of your papers, similar to outlining. There are **5 levels** students may use, and each level has a particular formatting that allows the reader to know the structure of each section.

**Level 1** headings are centered and in bold using uppercase and lowercase text.

**Level 2** headings are flush left and in bold using uppercase and lowercase text.

**Level 3** headings are flush left and in bold italic with uppercase and lowercase text.

**Level 4** headings are indented and in bold, and with uppercase and lowercase letters and a period at the end.

**Level 5** headings are indented and in bold italic with uppercase and lowercase text and a period at the end.

It is rare that papers will need more than one or two levels, but below is a sample using the first 4.

This is your introduction. It should provide the necessary background information for understanding your paper, and it should introduce your topic and main points. It could encompass several paragraphs in a longer research paper, but it will end with your thesis statement. Be sure to follow the rubric provided by your instructor for specifics.

### **This Is Where Your Level 1 Subheading Goes**

It continues the same double space format as the rest of the paper. It is done in bold face type, using standard title capitalization format.

### **This Is a Level 2 Subheading**

It is flush with the margin and uses bold face type with standard title capitalization.

### ***This Is a Level 3 Subheading***

It is flush with the margin and uses bold italic face type with standard title capitalization.

**This Is a Level 4 Subheading.** It is indented 1/2 inch and uses bold face type with standard title capitalization. It has a period at the end of the subheading, and the text of the paragraph begins a single space after that.

### **Will I Need to Use All of These?**

In many basic college papers, you will likely only need to use Level 1 subheadings. However, there may be times when you will be discussing sub points on a more complex topic, which will require the use of Level 2 subheadings. Rarely will you need to go further. For more information, consult a standard writing manual, the *APA Style Manual*, or contact the Academic Success Center for an appointment to discuss this.

## Formatting the Title Page

The APA requires that specific information appear on your title page. Note the formatting on this sample page. Some instructors may have varying expectations for a title page, so be sure to follow your specific assignment guide or ask for clarification.

The title itself should be evocative of your paper's content and might highlight its main focus or the relationship(s) among your ideas. Generally, the APA expects writers to avoid literary, flowery, or vague diction (word choice). Therefore, be careful to choose wording that is common to the social sciences field, and avoid using words that might have multiple meanings.

**\*Note on Abstracts:** If your instructor requires you to write an abstract (or summary) of your paper, this information would be included on a separate page following the title page. Consult the *APA Manual* and the Purdue OWL for more information on how to properly write an abstract.

**Note:** APA no longer requires student papers to include a running head (a shorter version of the title) at the top of each page. You should check with your instructor if unsure whether this element must be included in your draft.

Center the title (no more than 12 words recommended), your first and last name, your institutional affiliation (BCCC), the course name, instructor's name, and date in that particular order, in the upper half on the page.

All words in the title should be in bold face font; they should also be capitalized, except coordinating conjunctions (for, and, nor, but, or, yet, so) and articles.

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<b>Writing Assessment in Philadelphia Public High Schools</b>
Harry Potter
Bucks County Community College
EDUC 101: The Teaching of Writing
Dr. John Smith
April 1, 2015

Double space the title page. Place the page number at the top right-hand corner. In *Word* you will go to the 'Insert' tab, select 'Page Number,' and select the template for top right.

## Formatting the References List

The References list follows the last page of text in your paper. Start a new page, numbered sequentially with the rest of the paper. This list should be titled References without quotations and without italics, underlining, or boldface. Double space the entries and organize them alphabetically by the authors' last names.

To format your References list correctly, follow the APA guidelines for spacing, font size, margin size, and organization of entries as outlined in the *Publication Manual* (7<sup>th</sup> ed.). The BCCC Library and Academic Success Center have copies of the book for your reference.

If there is no author for a particular entry, alphabetize the entry by the first significant word in the source's title (omitting *a*, *an*, or *the*).

Organize the entries alphabetically by author's last name or name of corporate author.

Note the ½ inch indent of the entry's second and subsequent lines, known as hanging indent style.

If you have used more than one source by the same author, repeat that author's name and arrange the entries by publication date.

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**References**

American masters: Actor's studio. (2003). Retrieved July 15, 2007, from  
[http://www.pbs.org/wnet/americanmasters/database/actors\\_studio.html](http://www.pbs.org/wnet/americanmasters/database/actors_studio.html)

Bakalar, N. (2006, October 3). Can't keep from shopping? Help could be on the way.  
*The New York Times*, F7.

Fitzgerald, F. (1972). *Fire in the lake: The Vietnamese and the Americans in Vietnam*.  
 Vintage Books.

Hymowitz, C., & Weissman, M. (1978). *A history of women in America*. Bantam Books.

Krikland, R. (2006, October 16). The new face of labor. *Fortune*, 154(8), 122-132.

Woolf, V. (1925). *Mrs. Dalloway*. Harcourt, Brace & World.

Woolf, V. (1927). *To the lighthouse*. Harcourt, Brace & World.

The References heading should be centered at the top of the page and written in bold face type.

Double space the entire References list and use 1 inch margins on both sides as well as at the top and bottom of the page.

### Book with One Author

**Format:**

Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). *Book title*. Publisher.

**Example:**

Cowan, M. K. (2012). *Microbiology: A systems approach*. McGraw Hill.

**\*Note:** *This handout provides only three sample entries for books. Be aware that the **APA designates over ten types of books**, for instance, books without an author, multi-volume books, translations, books written in languages other than English, encyclopedias/dictionaries. The APA also outlines specific rules for referencing an article or chapter of several different types of books. Consult the *APA Manual, 7<sup>th</sup> Edition* to be sure that you have properly formatted your entry for your unique sources.*

### Book with Two or More Authors

**Format:**

First Author's Last Name, First Name Initial. Middle Name Initial., Second Author's Last Name, First Name Initial. Middle Name Initial., & Third Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). *Book title*. Publisher.

**Example:**

Benson, N., Ginsburg, J., Grand, V., Lazyan, M., Weeks, M., & Collin, C. (2012). *The psychology book: Big ideas simply explained*. DK Publishing.

**\*Note:** Use the ampersand symbol (&) before the final author. You may list up to twenty authors. For more than twenty, list the first nineteen followed by three ellipses and the final author's name without the ampersand symbol (&) preceding the final name.

### Book with Editor (One or Multiple)

**Format:** First Editor's Last Name, First Name Initial. Middle Name Initial., & Second Editor's Last name, First Name Initial. Middle Name Initial. (Eds.). (Year of Publication). *Book title*. Publisher.

**Example:** Barnett, S., Berman, M., Burto, W., & Cain, W. E. (Eds.). (1997). *An introduction to literature*. Longman.

**Note:** Add Ed. for one editor or Eds. for more than one editor.

### Work with Unknown Author or Editor

**Format:** *Title*. (Year of Publication). Publisher.

**Example:** *The American heritage college dictionary*. (2007). Houghton Mifflin Company.

### Article in a Journal

**Format:** Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). Title. *Journal Title*, *Volume*(*Issue*), First Page Number-Last Page Number. doi

**Example:** Scuseria, G. E., Henderson, T. M., & Bulik, I. W. (2013). Particle-particle and quasiparticle random phase approximations: Connections to coupled cluster theory. *Journal of Chemical Physics*, 139(10). 104-113. <https://doi.org/10.1063/1.4820557>

**\*Note:** If the source has three to twenty authors, list them all. If the source has more than twenty authors, include the first nineteen, followed by an ellipsis (...), and then the last author.

### Article in a Newspaper

**Format:** Author's Last name, First Initial. (Year, Month Day). Title. *Newspaper Title*, page.

**Example:** Bakalar, N. (2014, August 6). A key malaria drug becomes less effective. *The New York Times*, C1, C3, C6.

**Notes:** For multiple discontinuous pages, include all of the pages on which the article appears, separated by commas. For an article with no author, simply start with the article title.

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### Article in a Magazine

**Format:** Author's Last Name, First Name Initial. Middle Name Initial. (Year, Month Day). Title. *Magazine Title*, Volume(Issue), First Page Number-Last Page.

**Example:** Pettitt, J. (2014, August). Therapeutic intervention of Ebola virus infection in Rhesis macaques with the MB-003 monoclonal antibody cocktail. *Science Magazine*, 16(9), 29-35.



## Online Journal Article

**Format:** Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). Title. *Journal Title, Volume*(Issue), First Page Number-Last Page. doi:

**Example:** Myhr, A. I., & Traavik, T. (2002). The precautionary principle: Scientific uncertainty and the omitted research in the context of GMO use and release. *Journal of Agricultural and Environmental Ethics, 15*(1), 73-86. doi: 10.1037/0022-3514.94.1.133

\*Note: doi stands for digital object identifier, and most journal articles published online will have a doi (often in the form of a URL that begins with: <https://doi.org/xx.xxxx/>). For a journal without a doi, include the URL instead in the same place that a doi would usually appear.

\*Note: If a journal article is found using a library database, such as EBSCOhost or JSTOR, you only need to identify the database if the article is rare. See the *APA Manual* (7<sup>th</sup> ed.) for more information. Otherwise, use the above citation format.

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## Document on a Website

**Format:** Author's Last Name, First Name Initial., Middle Name Initial. (Date of Publication). *Title of website document.* Website sponsor's name. URL

**Example:** Stanford University School of Medicine. (2014). *About compassion cultivation training (CCT).* The Center for Compassion and Altruism Research and Education. <http://www.ccare.stanford.edu/education/about-compassion-cultivation-training-cct/>

\*Note: In the event that the website document does not have an author, use the organization instead, as shown above.

### Online Video (e.g. YouTube)

**Format:** Author's Last Name, First Name Initial., Middle Name Initial. (Date of Publication/Posting). Title of video [Video].  
Name of host site. URL

**Example:** Breslin, J. (2009, November 9). Lecture 1: What is electrical engineering? [Video]. YouTube.  
<https://youtube.com/watch?v=6c3iW-FCkAI>

### Film, DVD, or Blu-ray

**Note:** The director will usually be considered the author of a film. If the director is unknown, people in similar roles (writers/producers) can be given credit and listed in the author space. See below for an example:

**Format:** Producer/Director/Writer's Last Name, First Name Initial. Middle Name Initial. (Cited Person's Role). (Year of Film Release). *Title of film*. [Medium]. Production Company.

**Example:** Cowperthwaite, G., Despres, E. B. (Writers), & Zimmerman, T. (Co-Writer). (2012). *Blackfish*. [Film]. CNN Films.

**Note:** It isn't necessary to share how you watched a film. However, if the version you view includes special material/features that are used in your work, include the format/version information within the square brackets: i.e. [Film; extended edition on DVD].