

**APA Guide**

**Following the 7<sup>th</sup> Edition of the American Psychological Association**

Student Name

Kenner CVI

Course Code

Teacher

Month x, 2020

### **Abstract**

The abstract of an APA-formatted paper should be roughly 100-250 words in length. An abstract should only be included when required by your teacher. The abstract summarises the paper for the reader. The word “abstract” should be centred and, like the rest of the paper, written in 12 point Times New Roman font. The 7th edition of APA also allows for Calibri 11pt, Arial 11pt, Lucida Sans Unicode 10pt, and Georgia 11pt.. This section is double spaced as are all sections of an APA paper. List some of the keywords of the paper as shown below.

*Keywords:* APA, Abstract

## **Kenner CVI APA Guide Following the 7<sup>th</sup> Edition of the American Psychological Association**

In an APA paper, the title of each section should be centred. The first section of the paper presents the issue that is addressed. This section is typically less than one page in length and it begins following the full title of the paper. The title of this section is in bold font.

### **Heading**

APA papers tend to use headings to allow the reader to easily navigate between the various sections. Headings other than the paper's title (as listed above) are not required, but they are helpful. Other sections of the paper might include a method or discussion section and a literature review. Subheadings are helpful for indicating specific studies, results or limitations that fall under a main section of the paper. When using subheadings, they should be flush with the left margin and bolded. For example:

### **Subheading**

When referring to theories such as feminism, do not use capitalization. APA also allows for Latin abbreviations such as e.g., i.e., and etc. These abbreviations are not italicized. APA allows for abbreviations of standard units of measurement. Otherwise, before abbreviating a term write out the term in full and then place the abbreviation in parentheses the first time you use it, e.g., the American Psychological Association (APA).

The paper's conclusion should summarize the paper's position. It can also mention further areas for research. This section can be identified with its own heading. You might also consider using an appendix to place charts or graphs that are best separated from the body of

your paper. Just be sure to refer to it in your paper. For example, please consult the attached appendix for APA hints and tips.

### **Citations**

In text citations follow the name-year system; they list the publication year as follows: (Author, 2013, p. 13). When mentioning the author's name in your introduction to a quotation or paraphrased section, simply provide the year; also provide the page number or number range *if you are directly quoting material*. For example, Kramer (1993) discusses “a substandard peach” from Joe's Fruit Stand (p. 193). When there are two authors, always write out the surnames of each author, e.g., Kramer and Costanza (1993) argue... or (Kramer & Costanza, 1993) when providing a citation at the end of a paraphrased section. If a source has three authors or more, only include the first author's name and “et al” as in the following: (Seinfeld et al., 1994).

When the source does not have an author, write the title of the source in parentheses, followed by the year. Titles of articles and web page titles in this instance are placed in quotation marks in this way: (“Webpage title,” 2003), while the titles of books and reports are written in italics as follows: (*Book title*, 2003). Be sure to provide citations in the very first sentence where you use another's ideas—Not at the end of the paragraph. You should also use quotation marks rather than italics to highlight key terms in your paper, such as in “guided reading” is a good instructional approach.

### **Some Notes about Reference List Formatting**

All lines of the References page must be double spaced. Also alphabetize the entries. Do not use bullets or numbers. (Please see the sample page for an example.) Do not underline, bold

or italicize the word “References.” All lines following the first line of an entry should be indented five spaces.

Authors’ names are listed according to surname and an initial for the first name. Where there are multiple works by the same author, list the entries chronologically according to the earliest date.

One confusing aspect of APA is the use of italics and capitalization. Titles of books and journals are the only entries that are italicized in APA. Concerning capitalization, capitalize all major words in a journal title. For web pages, articles, books, and films, capitalize the first letter of the first word and all proper nouns. Also capitalize the first letter following a colon or dash and the first letter of a subtitle—Here is an example. Quotations are not used to indicate titles of shorter works such as articles as in MLA.

APA does not include personal communication (interviews and emails) on its References page. For such communications, simply cite the information in an in-text citation as follows: (G. Wiggins, personal communication, April 25, 2013).

The References page below outlines the main types of sources that you might need to reference in your paper. Please consult your teacher if you have any other APA questions.

## References

- Benes, E. (1996). The Elaine dance. Retrieved from <http://doi.org/10.1080/02655544.1994.145677>.
- Costanza, G. (1996). Peaches. Fruits and vegetables. Retrieved November 25, 2019 from <https://www.fakeurl>
- Kramer, C., & Costanza, G. (1998). Dr. van Nostrand screening practices. *Dermatology Periodical*, 21 (14). Retrieved from <http://www.fakeurl>
- Seinfeld, J. (1996, January 23). Man hands. Retrieved from <http://www.fakeurl>

## **Reference Page Guide**

### **Electronic Sources**<sup>1</sup>

#### **Article from Online Periodical or Database**

Author, X., & Author, Y. (Date of publication). Title of article. *Title of Online Periodical*,  
*volume number* (issue number if available). Retrieved from <http://www.url>

#### **Newspaper or Magazine Article**

Author, A. (Year, Month Day). Title of article. *Newspaper Name*. Retrieved from  
<http://www.url>

#### **Web page (non-periodical)**

Author, X., & Author, Y. (Date of publication). Title of document. Retrieved Month Day, Year,  
from <http://www.url>

#### **Webpage (No author)**

Title of page. (Year). Retrieved Month Day, Year, from <http://www.url>

#### **Chart or Graphic**

Author, X. (Year of creation [if available], otherwise n.d.). *Description or title of image*. [Image  
format]. Retrieved Month Day, Year from <http://www.url>

#### **Chart or Graphic (No author)**

*Description or title of image*. (Year of creation [if available], otherwise n.d.). [Image format].  
Retrieved Month Day, Year from <http://www.url>

---

<sup>1</sup>Where a digital object identifier is available (doi), you may write it in place of the retrieved from url. For example, write doi:00.0000/0000000000000000. Visit [www.crossref.org](http://www.crossref.org) to help look up a source's doi if not listed on the webpage. A doi is recommended over a url because urls are subject to change.

**Wiki**

Title of article. (n.d.). In *Wikipedia*. Retrieved Month day, Year from <http://www.url>

**Film**

Name, X. (Producer), & Name, Y. (Director). (Date of release). *Title of film*.

Country of origin: Studio or distributor.

**Song**

Songwriter, X. (Copyright year). Title of song on *Title of Album* (medium of recording).

XX: Record Label.

**Print Sources****Book**

Author, X. (Year of publication). *Title of work: Capital letter also for subtitle*. (Xnd ed. if applicable) XX: Publisher.

**Edited Book (no author)**

Author, X., & Author, Y. (Eds.). (Year). *Title of book*. (Xnd ed. if applicable). XX: Publisher.

**Article in Magazine**

Author, X. (Year, Month Day). Title of article. *Magazine, Issue Number (if available)*, Page Range.

**Article in Newspaper or Magazine**

Author, X. (Year, Month Day). Title of article. *Newspaper Name*, pp. 1A-2A (or p. A1 for single page).

**Article in Journal**

Author, X. (Year). Title of article. *Journal Name*, xx (issue number if available), Page Range.

## Appendix A Tips and Tricks

The following chart outlines some of the tips and tricks to remember for APA formatting. If you use an appendix in your paper, be sure to follow the formatting used in this example.

Table A1  
Reference List Tips

|                           |  |
|---------------------------|--|
| Italicize                 | Journals, books, newspapers  |
| Capitalize                | Major words for journals and newspapers<br>First letter of first name for all other sources                |
| Don't Capitalize          | Any letter other than the first letter of the first word for all sources other than journals or newspapers |
| Other Times to Capitalize | Proper nouns<br>First letter following a colon or dash<br>First letter of the first word of a subtitle     |