

Overview of APA Format: Beginning From the Title Page

Student Name

Department of Something Interesting, Pittsburg State University

SMIN 655: Course Name

Instructor Name

Month Day, Year

Overview of APA Format: Beginning From the Title Page

Page Formatting

Abstract Page The abstract should start on a new page immediately after the title page.

It starts with the word “Abstract” centered at the top of the page. Think of an abstract as a highly condensed summary of your entire paper. The abstract is not indented in APA format, but it is indented for the DNP project and for a PSU thesis. An abstract should be between 150-250 words.

First Page The first page of the paper should begin on a new page. The title of the paper should be in bold and centered at the top of the page. Begin the first paragraph of the paper immediately below the title. Unless your instructor says otherwise, the introduction does not get a section header.

Page numbers Page numbers should be placed in the top margin on the righthand side, .5” from the top of the page.

Line spacing Unless your instructor says otherwise, the entire paper should be doublespaced, including the references list. Use the line spacing tool to remove extra blank space before and after paragraphs. Don’t include an extra blank line before or after section headers.

References list The references list begins on a new page immediately after your paper. The word References should be in bold and centered at the top of the page.

Appendix/ Appendices Use an appendix (or multiple appendices) for ancillary information (that is, information that is important enough to be included but that doesn’t actually belong as part of your paper). The appendix section begins on a separate page after the references list. Each appendix begins with the word Appendix in bold and

centered at the top of the page with a new letter (A, B, C, etc) for each new appendix. On the line below the word Appendix, add a description of the content in plain text.

Headings APA papers use the heading system to break up the paper into identifiable parts/sections. There are five levels of headings, outlined below.

Heading One (Centered on the page)

Heading Two

Heading Three

Heading Four

Heading Five

Tables The table number appears above the table title and body in bold. The title appears below the table number, with a double-spaced line between the table and the title.

Capitalize the table title in typical title case, and make it italicized. Below the table you can include a note that briefly describes the important components of the table.

Table 1

Results for Experiment One

Table 1
Wood the Woodchucks Chucked in Experiment I

Woodchuck	Wood chucked (in kg)	%
1	423.9	94.2
2	373.0	82.9
4	347.0	77.1
6	411.3	91.4

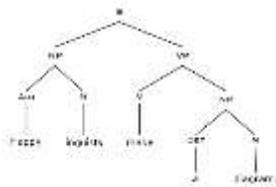
Note. Each virtual woodchuck received a 450-kg woodpile. Woodchucks 3 and 5 were removed from the analysis because they would not chuck wood.

Note: The findings indicate that there is a significant difference between variable one and two.

Figures The figure number is placed above the figure in bold. The title appears below the number, similar to tables. Capitalize the title in title case and italicize. The image must be clear and legible. If it is not an original image, the figure's reference goes directly below the image as a note.

Figure 1

Illustration of HET's Branching Structure



In-Text Citations

(Author's last name, year of publication)

When two authors (Jones & Smith, #)

When more than two authors (Jones et al., #)

When no date is available (Jones, n.d.)

Include page numbers after the date when using a direct quotation (Jones, 2020, p. 20).

When there is no author:

Cite using the name of the work. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. ("APA Manual," 2022)

(The Hunger Games, 2009).

Citing Block Quotes

When the direct quote is more than 40 words, start the quotation on a new line, 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.

Different ways to insert the citation:

At the end of the summarized, paraphrased sentence:

In 1998, roughly 20% of college students had ADHD (Smith, 1999).

At the beginning of the sentence (called an attribution phrase):

According to Smith (1999), approximately 20% of college students had ADHD in 1998.

References:

Hanging Indent: The opposite of a first line indent, 0.5 inches for everything past the first line of a reference.

Book Reference:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*
Publisher Name. DOI (if available)

Journal Reference:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

<https://doi.org/xx.xxx/yyyy>

(If no DOI and source is electronic, include URL)

The title of the article doesn't follow title capitalization. Only the first word will be capital, along with proper nouns, and words following a dash or colon.

Electronic Sources:

Lastname, F. M (or group name). (Year, Month Date). *Title of page*. Site name.

URL

Figures

Figure references go below the figure as a note.

If image is taken from a website, follow this format:

Note: From Title of Webpage, by First Initial. Second Initial. Author Surname [*or Group Author*], year, Site Name [*omit if same as Group Author*] (url). Copyright year by Name of Copyright Holder [*or In the public domain or Creative Commons license abbreviation*]. Reprinted with permission [*or Adapted with permission*] if permission is sought and obtained.

If image is taken from a journal article, follow this format:

Note: From [*or Adapted from*] “Title of Article,” by First Initial. Second Initial. Author Surname, year, *Journal Title*, *Volume*(issue), page number (url *or doi if from an ejournal*). Copyright year by Name of Copyright Holder [*or In the public domain or Creative Commons license abbreviation*]. Reprinted with permission [*or Adapted with permission*] *if permission is sought and obtained*.

References

Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <https://doi.org/10.1037/0022-3514.64.3.431>

Commented [WC1]: In the references list, the article title is in sentence case, meaning the first word, the word directly after a colon, and any proper nouns or acronyms are capitalized, but everything else is in lower case.

American Association of University Professors. (n.d.). *Background facts on contingent faculty positions*. Retrieved May 17, 2022, from <https://www.aaup.org/issues/contingency/background-facts>

Commented [JZ2]: For a source with no publication date, use (n.d.) and include the date you retrieved it, in this format: Retrieved Month Day, Year, from <https://www....>

Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>

Commented [WC3]: Note that the journal name and the volume number are in italics.

Armstrong, J. S. (1998). Are student ratings of instruction useful? *American Psychologist*, 53(11), 1223–1224. <https://doi.org/10.1037/0003-066X.53.11.1223>

Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>

Commented [WC4]: Spell out author last names (family names) in full, but use only initials for given (first and middle) names. Don't include degrees or titles (M.D. Jr.).

Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in college students' evaluations of faculty. *Communication Education*, 48(3), 193–210. <https://doi.org/10.1080/03634529909379169>

Basow, S. A. (1995). Student evaluations of college professors: When gender matters. *Journal of Educational Psychology*, 87(4), 656–665. <https://doi.org/10.1037/0022-0663.87.4.656>

Commented [WC5]: The doi number needs to be written as a url, as shown. When your source gives you only the number, add the prefix <https://doi.org> before the number to turn it into a link.

Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

Commented [JZ6]: In the references list, book titles are capitalized using sentence case (like article titles), but they're italicized like journal names.

Graham, W.J, Bell, J. S., Bullough, C. H. W. (2001). Can skilled attendance at delivery reduce maternal mortality in developing countries? In V. De Brouwere, & W. Lerberghe (Eds.),

Commented [JZ7]: This is a chapter in an edited book.

Safe motherhood strategies: A review of the evidence (pp. 110-121). Centre for Sexual & Reproductive Health.

Hamel, K., Tong, B., & Hofer, M. (2019, March 28). Poverty in Africa is now falling—but not fast enough. *Future Development*. <https://www.brookings.edu/blog/future-development/2019/03/28/poverty-in-africa-is-now-falling-but-not-fast-enough/>

Commented [JZ8]: For a blog post, treat the post like an article, and treat the blog name like a journal.

Kelland, Z., & Sanchez, E. (2018, January 12). *Debunking 15 common myths and misconceptions about Africa: The African continent boasts several of the world's fastest growing economies*. Global Citizen. <https://www.globalcitizen.org/en/content/africans-are-all-poor-and-15-other-myths/>

Commented [JZ9]: For a standalone document on a webpage, italicize the document title; use plain text for the name of the webpage.

Kerr, K. (2020, April 22). *Secondary education isn't always accessible for youth in Africa*. The Africa Report. <https://www.theafricareport.com/26442/secondary-education-isnt-always-accessible-for-youth-across-africa/>

National Institute on Aging. (n.d.). *Supporting older patients with chronic conditions*. National Institutes of Health, U.S. Department of Health & Human Services. Retrieved May 17, 2022, from <https://www.nia.nih.gov/health/supporting-older-patients-chronic-conditions>

Commented [JZ10]: For a report that was written and published by an agency that's part of a larger agency (for example, a government department or a non-governmental organization (NGO)), use the parent organization as the publisher.

Plato (1989). *Symposium* (A. Nehamas & P. Woodruff, Trans.). Hackett Publishing Company. (Original work published ca. 385-378 BCE).

Worldometer. (n.d.). *South Africa Population (live)*. Retrieved May 17, 2022, from <https://www.worldometers.info/world-population/south-africa-population/>

Appendix A

New for APA 7th Edition

APA 7th edition does not include running head for students, unless your instructor says otherwise. When used, the running head should appear in the header, .5" from the top of the page, starting at the left margin and on the same line as the page number. The page number should be at the far righthand end of that line. The running head should be in all caps and consists of a shortened version of the paper's title. The words "running head" are no longer used.

In the references list, include up to 20 authors. For sources with more than 20 authors, list the first 19 authors, type an ellipsis [...], and then list the final author.