APA 7 Citation Quick Guide

APA is a citation style that is most often used in the social sciences, such as psychology and political sciences. This style has specific formatting guidelines and requires sources to be cited in-text and listed in a References page at the end of the paper. Citation styles reflect the priorities of the disciplines that use them. This style emphasizes the year of publication because scientists tend to prioritize new information. This Quick Guide will provide you with the basic information you need to write a paper in APA style. If you come across a situation not discussed here, please visit the Writing Center. A sample showing APA paper formatting is provided at the end of this handout.

APA papers have four major sections:
- Title Page
- Abstract
- Main Body
- References

Title Page
For the title page, you need to include the following:
- page number
- running head
- basic information about the paper

Page Number
To include the page number, go to "Insert" in the Word menu bar, click "Page Number," and then choose the option that places the page number in the upper-right hand corner.

Running Head
The running head will be the shortened title of your paper in all capital letters. It should be in the upper-left hand corner and look like this: SHORTENED TITLE

To add the running head, double-click the header at the top of the page, and then type beside the page number. To get the running head to the left side of the page, click the Tab key.

Basic Information
Basic information about your paper will go in the center of the page. This information should include your title, name, school, and date. Your professor may also ask for the class to be included.

Abstract
The abstract provides your reader with an overview of the paper to help them decide if the information is relevant to their needs.

Heading
At the center of the top of a new page, write **Abstract** in bold.

Summary

Beneath this heading, write a brief 150-250 word summary of the major points of your paper. This should be one paragraph, double-spaced.

Keywords

You should also create a list of key words or phrases from your paper. Under the summary, use the Tab key to indent one inch. Then write Keywords in italics, followed by a colon and your choice of keywords in lower case, unless they are proper nouns. It should look like this:

    Keywords: APA, college writing, plagiarism

Main Body

The main body of the paper should begin on a new page.

Paper Title

At the top of the first page, write the full paper title in bold. This should be centered.

Headings

- **Level 1 Headings:** These headings indicate major sections. They should be centered and in.
- **Level 2 Headings:** These headings indicate subsections within sections. They should be Left-justified and in bold.

Using Sources and Citing In-Text

When using sources in the Main Body to make your points, you must give credit. Below are some tips for how to give credit correctly.

Paraphrase and summary are more common in APA than direct quotations. Cite your sources as you use them through signal phrases in-text or in parenthetical citations directly after the information

- **If using a signal phrase in-text, use past tense or present perfect tense when discussing information from a source.**
  - Smith (2017) argued –or— Smith (2017) has argued
- **Include the last name(s) of the author(s) and the year of publication**
  - Signal Phrase
    - Smith (2017)
  - Parenthetical (place a comma between the name and the year)
    - (Smith, 2017)
- **If a source has two authors, include both names in the citations**
  - Signal Phrase
    - Smith and Johnson (2017)
  - Parenthetical
    - (Smith & Johnson, 2017)
- **If a source has more than two authors, use the last name of the first author, and then write "et al."**
  - Signal Phrase
    - Smith et al. (2017)

- Parenthetical
  - (Smith et al., 2017)
- **If using information from <u>multiple sources</u>, give credit to all sources in a parenthetical citation.**
  - Research has shown that explicit study of APA and MLA citation in the classroom can help students learn to avoid plagiarism (Dean & Smith, 2017**;** Smith et al., 2017).
- **If the <u>author of a source is unknown</u>, use the title of the source in the signal phrase or the first word or two of the title in the parenthetical. Titles of short works like articles go in quotation marks. Titles of long works are italicized.**
  - Signal Phrase
    - "The Best Research Article Ever" (2017)
  - Parenthetical
    - ("The Best," 2017)
- **If using a <u>direct quote</u>, include the <u>specific page numbers</u> of the quote**
  - Signal Phrase
    - According to Smith (2017), "…" (p. 19).
  - Parenthetical (place commas between the name, year, and page numbers)
    - … (Smith, 2017, p. 19).
- **If using a source with <u>no page numbers</u>, use the <u>paragraph number</u> instead.**
  - Signal Phrase
    - According to Smith (2017), "…" (para. 14).
  - Parenthetical
    - … (Smith, 2017, para. 14).

Examples:
- **Author and Date in Signal Phrase**
  - In 2017, Bullock, Brody, and Weinberg explained that APA style was one important method of citing sources.
- **Author (Date) in Signal Phrase**
  - Bullock, Brody, and Weinberg (2017) explained that APA style was one important method of citing sources.
- **Parenthetical Citation**
  - APA style is one important method of citing sources (Bullock et al., 2017).
- **Direct Quote with Author in Signal Phrase**
  - According to Bullock, Brody, and Weinberg (2017), "documentation in your text makes clear to your reader precisely what you took from a source" (p. 173).
- **Direct Quote with Parenthetical Citation**
  - It is important to cite because "documentation in your text makes clear to your reader precisely what you took from a source" (Bullock et al., 2017, p. 173).

References

The References page is a separate page at the end of your paper. It should still include the page number and page header.

At the top of the page, write **References** in bold. List your references in alphabetical order by last name. If a reference is longer than one line, use the hanging indent.

Below you will find the citation formats for some of the most common sources. If a source has a DOI, include it at the end of the citation.

Book (Basic)

Last Name, First Initial. (Year of Publication). *Title of book*. **Publisher.**

Shaughnessy, M. (1977). *Errors and expectations: A guide for the teacher of basic writing*. Oxford UP.

Book (Work with multiple authors and editions)

Last Name, First Initial, & Last Name, First Initial. (Year of Publication). *Title of book* **(number ed.).**
	Publisher.

Bullock, R., Brody, M., & Weinberg, F. (2017). *The little seagull handbook with exercises* (3rd ed.). W.W. Norton.

Book (Work in an edited collection)

Last Name, First Initial. (Year of Publication). Title of work. In First Initials Last Name (Ed.), *Title of*
	Collection **(number ed., pp. page numbers). Publisher.**

Geller, A.E., Condon, F., & Carroll, M. (2011). Bold: The everyday writing center and the production of new knowledge in antiracist theory and practice. In L. Greenfield & K. Rowan (Eds.), *Writing centers and the new racism: A call for sustainable dialogue and change* (1st ed., pp. 101-123). Utah State UP.

Scholarly Journal Article

Last Name, First Initial. (Year). Article title. *Title of Journal, volume*(issue), **page numbers.**

Hammer, M. (1992). Research, mission statements, and international student advising offices. *International Journal of Intercultural Relations, 16*(2), 217-236.

News Article (online)

Last Name, First Initial. (Year, Month, Day). Title of article. *Title of Newspaper*. **URL of homepage**

Scutti, S. (2017, October 19). FDA approves 2nd gene therapy targeting non-Hodgkins lymphomas. *CNN*. http://www.cnn.com.

Government Documents

- Treat Government Documents as books or articles depending on their nature and where you find them.
- If there is no specific author given, use the agency as the author.

Author or Government Agency. (Year of Publication). *Title of document*. **Publisher. URL**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office. URL

The NCWC Writing Center

Sample Pages

Example APA Style Paper: A Lesson for NCWC Students

Jane Bishop

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January 21, 2020

Abstract

Many colleges require students to write in APA format. This presentation seeks to introduce students to some of the important formatting and style guidelines of APA. In addition to discussing the major sections of an APA paper—the title page, body, and reference page—it will look at how to correctly cite sources in-text and on the reference page, giving credit to authors and avoiding plagiarism. It provides specific examples to help students visualize how to arrange information on the page and will act as a quick guide after they have left the presentation. The NCWC Writing Center hopes that this presentation will make the task of writing a paper in APA format less stressful.

Keywords: APA, format, style, citation, Writing Center

Example APA Style Paper: A Lesson for NCWC Students

Many college majors require students to write their papers in APA format. This presentation seeks to introduce students to some of the important formatting and style guidelines of APA. Kfd sg k dg srhg dfhg dugh duh ;douhoshgdoifjgb fgboifj b;osh boih suh dhb jdxh ;dhb hofhuh bo;udhofhbou; h;ou hfgbohd fobho;g h;dsiob jhbs ldjfnlndj; oijfob;ijdfbio jdobj ibj d;oifjb;oifg;iodfnb ;boijb goifbh od;ibj o;bn ;dnosuh gdbub nvcbjknb n bdubo fgnb; fobi fno ibognbf;ob ofigbjgjs podf oi;j kfksfhjsf;sj.

The Sections of an APA Style Paper

An APA style paper has four major sections: the title, the abstract, the body, and the reference page. Kvm fsvnf djusg hvufvnseoio;is vfvjh;sou hvuhfvofdhgoauhfop aure uhkjvncljkvn sdjfh aoih o;shfdh ;shb;h hsohuhd oshso hbdh bsuogsj odhbuhds odbosoio isjdboih bn oivodib iojbidb odb.

The Title Page

Kv m dflns k;gj;sgj ij isogjdoifjbgfh h dfjh shr ntnd fdyjn dtyj gsebsng s;o; bijdf;iod jtostjrg o;ibjto;I jro;ijb d;gjbjb;b o;ishgbo;igboxbgbsj ioji;ogjb d;ij bs;ioj sij o;igjb g;oijb;igj s;ihj;is jo;igfj skfpoks;ojt igbilj;sj;j dbjs; s; ijsg;j s;oi jg;obd;f bj;iogbhndfdsdjf bsrbj ;isdjoisj so;ijgisojgb sgj iosj oi;jgo;sijoi;oigfib ibgnb isldj liejsoibjglibjj bjgfblkfnbli jgilgblfgn bnlgbd ijblg.

The Abstract

Dfv osg eroigjva oijs;oifjgvoi;fj ;iosdfjg oijg dofij d;ois jgogisdj go;sj voijdfoi vjdfsij sd g hh hdtdb dn fg hgn dd n fgn dhn dn dhnddj hdnf hn d jnds vn adfs jfv dlfjk nsjd ;I; d;fb d;b ;dnb ;f bj ;ixgjb;ig jbi;djb;fgb ;fxbj;oidjb o;jo;ijgxb;jfb ;clvb fgb;I x;obsj;fj bo;gjb fo;jb;dfjb;gj b;bj;gbjfi;dbof;jb ;ofjb;dfj blfjbjngb fbn ;oidnbkjvnx bgnboifjbo;ifjbodfn b;fn b;os jb;oidjblfnb.

References

Bullock, R., Brody, M., & Weinberg, F. (2017). *The little seagull handbook with exercises* (3rd ed.). W.W. Norton.

Geller, A.E., Condon, F., & Carroll, M. (2011). Bold: The everyday writing center and the production of new knowledge in antiracist theory and practice. In L. Greenfield & K. Rowan (Eds.), *Writing centers and the new racism: A call for sustainable dialogue and change* (pp. 101-123). Utah State UP.

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