

JUMPSTART YOUR APA STYLE WRITING!

*Note: This guide is compiled from the professional guidelines of the *Publication Manual of the American Psychological Association*, 7th Edition.

Why is APA Style Important?

- APA Style is a standard set of guidelines, used by both new and experienced authors, to communicate in a clear, precise, and scholarly manner. It is used globally by many fields of study in various levels of academic writing.
- When reviewing research documents, the reader may wish to view an article or other research item mentioned therein. References, citations, and citation strings allow a reader to identify and locate those items. They also acknowledge the work of other author(s) and researchers.
- Carefully constructed citations help avoid plagiarism and academic dishonesty.

Manuscript Basics

An APA professional manuscript should be:

- 12-point Times New Roman font, 11-point Arial, 11-point Calibri, 11-point Georgia, or 10-point Lucida Sans Unicode
- 1-inch margins
- Double-spaced
- Single space after punctuation marks at the end of a sentence
- Pages are numbered in the top right corner beginning on the title page. No punctuation is used.
- Running head is a 50-character abbreviated version of the paper title. Do **NOT** include “*Running head:*”

Print Resources

- The APA manual is available in the University Library to check-out and in the UWC for use within the room.

Online Resources

- Style and Grammar Guidelines (<https://apastyle.apa.org/style-grammar-guidelines>)
- Purdue Owl Writing Lab APA (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- APA Style Guide (<https://apastyle.apa.org/blog>)

Title Page

A title page for a manuscript should include the following:

- Title of Paper (title case, three to four lines down from the top margin of the page)
- Name of each author
- Affiliation of each author
- Author note
- Running head
- Page number

Second Page

The second page of an APA 7th professional manuscript is for the abstract.

- The page number continues on the pages that follow the title.
- The word “Abstract” should be centered and boldface at the top of the page.
- The main paragraph of the abstract should **NOT** be indented.
- Abstracts do not contain citations.
- Following the abstract, there should be a selection of keywords that describe the important ideas or subjects for your paper.

What is an Abstract?

An abstract quickly summarizes the main points of your paper and should not exceed 250 words. It is **NOT** an introduction. It is best to write an abstract after you have finished your paper. When writing your abstract, consider these questions: What is the problem? What has been done? What did you discover? What do the findings mean?

Indent and write the label “*Keywords:*” one line below the abstract; then write words, phrases, or acronyms in lowercase, separated by commas, with no punctuation at the end of the last keyword.

Headers

There are 5 heading levels in APA

- Level One:
 - **Centered, Boldface, Title Case Heading**

Text starts a new paragraph.

- Level Two:
 - **Flush Left, Boldface, Title Case Heading**

Text starts a new paragraph.

- Level Three:
 - ***Flush Left, Boldface Italic, Title Case Heading***

Text starts a new paragraph.

- Level Four:
 - **Indented, Boldface Title Case Heading Ending With a Period.** Paragraph continues on the same line as the same paragraph.
- Level Five:
 - ***Indented, Boldface Italic, Title Case Heading Ending With a Period.*** Paragraph continues on the same line as the same paragraph.

For examples, visit:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_headings_and_seriation.html

APA In-Text Citation Basics

- APA format follows the author-date method of in-text citation
 - Example: (Jones, 1998).
 - Example: Jones (1998) states...
- When directly quoting from another work, you should include the page number at the end of the parenthetical citation using “p.” for one page or “pp.” for multiple pages

- Example: (Jones, 1998, p. 199) or (Jones, 1998, pp. 199-201).
- Note: APA style calls for rare use of direct quotations and prefers that you paraphrase.
- When referencing several works in one sentence, create a citation string.
 - Example: (Anders, 2012; Kael, 2015; Zey, 2019).

Reference List Basic Rules:

- “References” should be bolded and centered at the top of the page
- Author’s first and middle names should be written as initials.
 - Example: “Smith, J. M.” (For up to twenty names, list last names and initials of each author, with commas separating author names. Add comma before last author’s name.)
- The reference list should be alphabetized by the last name of the first author of each work.
- All lines after the first line should be indented one-half from the left margin (also known as a hanging indent).
- For multiple articles by the same author/authors, list the entries in chronological order from earliest to most recent.
- Italicize titles of longer works
 - Example: books, edited collections, names of newspapers, and so on.
- Place publication year in parentheses. End with a period.
 - If there is no publication year, use “no date” (n.d.).
- Capitalize only the first letter of the first word of a sentence case title. For a two-part title, capitalize the first letter of the first word following the colon. Also capitalize proper nouns. Do not italicize. End with a period.
- Capitalize all major words in the journal name. Follow with a comma. Italicize the journal name (but not the comma after).
 - Major Words: Nouns, verbs, adjectives, adverbs, pronouns, and all words of four letter or more are considered major words
 - Minor Words: Short (three letters or fewer) conjunctions, short prepositions, and all articles are considered minor words
- Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.
 - Do not italicize the issue number or parentheses. Follow the parentheses with a comma.
 - If there is no issue number, add a comma after volume number.
- Include the article page range. Use an em dash; do not put spaces around the em dash. End with a period.
- Include a DOI for all works that have one. Do not put a period after the DOI.

Example References:

Book

Huot, B. (2002). *(Re)Articulating writing assessment for teaching and learning*. Utah State University Press.

Chapter in an Edited Collection

Condon, W. (2006). Why less is not more: What we lose by letting a computer score writing samples. In P. Ericsson & R. H. Haswell (Eds), *Machine scoring of student essays: Truth and consequences* (pp. 211-220). Utah State University Press.

Scholarly Journal Article

James, C. L. (2007). Validating a computerized scoring system for assessing writing and placing students in composition courses. *Assessing Writing*, 11(3), 167-178. <https://doi.org/10.1016/j.asw.2007.01.002>

If you need help, visit the University Writing Center!

tamuct.mywconline.com