Title Page

The title page has five components: the title of the paper, the page number, the author's name, the university affiliation, and the running head. The title of the paper should not exceed 12 words nor should it occupy more than two lines. The title page, as with the rest of the paper, should be double-spaced.

Running head: A shortened version of the paper's title that appears at the top of every page. The running head should include no more than 50 characters, including spacing and punctuation (OWL Purdue). On the title page, the running head should appear as such: "Running head: SHORTENED TITLE OF THE PAPER". For each page that follows, only include the shortened title of the paper.

Running head: APA STYLE
Campus Academic Resource Program
A Brief Guide to APA

Abstract

APA STYLE

An abstract is included with a paper to provide a summation of the paper's key findings and focus. An abstract is generally between 150-250 words. It should include the research topic and research questions along with research methods and the conclusions drawn. An abstract should always include your thesis. Note: At the end of the abstract you may list key words in order to make the paper easily found in databases.

Keywords: APA, citations, research

Main Body

APA STYLE

APA Style: A Brief Guide to Citations and Format

The main body of the paper contains the content of the paper. The font is 12-point, Times New Roman, and double spaced. It should include an introduction and conclusion, and depending on the paper, a section on methods, data, or analysis. To better guide the reader through a paper, section headers can be used to separate between different parts of the paper. Although section headers may be used throughout the paper, there is no section header for the introduction. It is assumed that the reader will understand that the opening of the essay is the introduction. There are five levels of headings that can be used. For example, if, within a larger section of the paper, you want to differentiate between several different smaller sub-sections, headers may be used for those as well.

Literature Review

The header for the Literature Review is considered a 1st level header. It is center-aligned and put in bold.
Different Levels of Headings

**Level One**
(centered on the page and boldface)

**Level Two**
(left-aligned and boldface)

**Level three.** (indented, boldfaced, with a period. Text continues after the period.)

**Level four.** (indented, boldfaced and italicized, with a period. Text continues after the period.)

**Level five.** (indented, italicized, with a period. Text continues after the period.)

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Example of Headers in Use

**Method** (Level 1)

**Site of Study** (Level 2)

Text continues here [...]

**Participant Population** (Level 2)

Text continues here [...]

**Undergraduate students.** (Level 3) Text continues after the period [...]

**Graduate students.** (Level 3) Text continues after the period [...]

**Results** (Level 1)

**Test-taking Skills** (Level 2)

Text continues here [...]

**Test one.** (Level 3) Text continues after the period [...]

**Undergraduate students.** (Level 4) Text continues after the period [...]

**Graduate students.** (Level 4) Text continues after the period [...]

**Test two.** (Level 3) Text continues after the period [...]

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Tone

Within the body of the paper, it is important that the writing be professional and objective. Therefore, the tone of the essay should avoid bias. It is best to avoid labels if possible, but when identifying a group of participants in a study, for example, it may be impossible to speak about the study without needing identifiers for the participants. If this is the case, it is important that writing is clear in order to lessen the potential of offending your readers. Take particular concern if you are using identifiers or labels in reference to gender, disabilities, race, or ethnicity. In general, use non-gendered pronouns whenever possible.

If referring to a study or research you conducted, it is appropriate to use the first person "I." Similarly, if referring to yourself and co-authors, it is appropriate to use the plural "we." It is also important to use the active voice.

Examples: "We conducted experiments...." "The participants responded to a series of questions."

In-Text Citations

Anytime information from research is consulted—a chapter from a book, a journal article, or any other type of publication—a citation must be created to give credit to the original source. When citing a source in the text of the main body using APA, the author-date method is used. The author's last name and publication date should be included alongside the citation in-text and a full citation given in the bibliography at the end. If the citation is only citing an idea or an entire work or book, the page number does not need to be given along with the author and date. Example: (Jones, 2001). However, if the citation is to a specific page, you can include the page number in order to better assist readers to find that information. Example: (Jones, 2001, p. 199).

Short Quotations:

Example: Doe (2013) found that "tutors should be well-versed in APA style in order to better assist students" (p. 29), as citing and formatting is something many students experience difficulty with.

Example: She stated, "Students are often unfamiliar with the difference between paraphrasing and directly quoting" (Doe, 2013, p. 65).

Long Quotations:

The following format should be used for quotes that contain more than 40 words.

Doe's (2013) research found the following:

"Students are often experiencing difficulty using APA style, especially if the format is new to them. To better assist students during sessions, tutors should have a basic knowledge of APA in order to address those difficulties and answer questions." (p. 86)
Note: Even when summarizing or paraphrasing another author’s main points or ideas, a reference must still be given. The author and year should be given, and while page number is not required, it is encouraged.

In-Text Citations for Multiple Authors:

Sometimes, an article or book will have more than one author. The following examples show how to provide a citation for such cases. When citing in the body of an essay, a signal phrase can be used instead of a full parenthetical citation. When using a signal phrase, the author(s) is mentioned in the sentence, and only the date and page number (if relevant) is needed in parentheses. Below are examples of how to cite in text when there are multiple authors.

Two Authors:

Research by Doe and Slevin (2013) show that 85% of students are familiar with APA format.

One study shows that 85% of students are familiar with APA format (Doe & Slevin, 2013).

Three to Five Authors:

First-time reference:

In one study, researchers showed how many students from science backgrounds are familiar with APA format (Doe, Murphy, Slevin, & Vader, 2012).

All subsequent references:

This study used a questionnaire to survey students on their familiarity with APA style (Doe et al., 2012).

Six or More Authors:

Alson et al. (2013) argued that depending on their major, not all students need to be familiar with APA format.

Some researchers argue that students in the humanities may be more familiar MLA format and may never be introduced to APA format (Alson et al., 2013).

Note: For electronic sources, it can be cited using the standard author-date format. However, in the case of no author or date being provided, use the title as a signal phrase with which to reference the source followed by n.d. for "no date." (“Tutoring APA," n.d.)
Reference List

Even though in-text citations are used when referring to research in the body of the paper, a full reference list must be provided at the end of the paper. Reference pages are important to give credit to the original source but also to provide pertinent information to the reader should they wish to read the book/article in full. References should be listed in alphabetical order with a hanging indent.

Books:

Author, A. A. (Year of publication). Title of work: Subtitle. Location: Publisher.


Article from a Database:


Note: Because URLs can change or potentially be made unavailable, if a DOI (Digital Object Identifier) is provided for an online resource, use that in place of a URL.

Article with DOI:

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number, page range. doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000

Vader, T. Chicago style: An alternate format. Journal of Format and Style, 37, 25-43. DOI: 08497208/8937391830

Note: Only the first letter initial is used when referencing the first name of an author. This is in an effort to maintain gender neutrality.
Additional Citation Formatting

Chapter in a Book:

Newspaper Article:

Blog Post or Video Blog Post:
Author’s First initial and Last name. (Year, Month Day). Title [Web log comment].
Retrieved from http://webaddress.com/


Note on Interviews:
If you conduct an interview as part of your research process, you do not need to cite it in the reference page since it is not recoverable data. However, you need to cite it in-text if you refer to it.

Examples: (J. Doe, personal communication, June 3, 2011).
J. Doe stated that... (personal communication, June 3, 2011).

If this interview is retrievable (eg. a broadcast interview), you cite it following the appropriate citation format.

Note on Retrieval Dates and Online Sources:
Although the 6th edition of the APA Handbook no longer requires the retrieval date when citing online sources, you must include it if the source you are using is constantly updated.

For example, the citation for a blog that is updated often should look like this:
Author’s first initial and Last name. (Year, Month Day). Title [Web log comment].
Retrieved Month Day, Year, from http://webaddress.com/blog

However, you do not need a retrieval date if you are citing the DOI.

Approaching Citations When You Are Missing Information:
Missing Author: Begin with the title, followed by the date and source.
Example: Title. (Date). Retrieved from http:webaddress.com

Missing Title: Provide the author and date first. Then describe the document in brackets.
Example: Author. (Date). [Document description.]. doi :xxx

Missing Date: Substitute the date with “n.d.”
Example: Author. (n.d.). Title. Location: Publisher.
Paraphrase Exercise

In APA style, paraphrasing is the preferred way to integrate information from outside sources into your writing. Paraphrase the following quotation from the essay “Psychology of the Jedi: Luke’s Dark Secret,” in the space provided below. How can your paraphrase closely resemble the ideas appearing in the quotation without copying it word for word?

“Though we see Luke as a gifted individual who is able to learn the ways and powers of the force, the opposite can also been seen: a young man forced into a way of life not his own. Instead of living the life of a youth on Tatooine and perhaps even getting a job as a pilot, he must start practicing and adhering to the sets of rules that exemplify the life of a Jedi...”

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Citation Exercise: Motion Pictures

Using the APA Citation Style for citing motion pictures in a references page, create a proper citation for the following film in the space provided below.

Phil Ochs: There But for Fortune
Studio: First Run Features
United States of America
Producer: Elliot Abbot
Director: Kenneth Bowser
Release Year: 2010

APA Citation Style for Motion Pictures in a references page:

Citation Exercise: Journal Articles

Using the APA Citation Style for citing journal articles from a database in a references page, create a proper citation for the following journal article in the space provided below.

Title: Effects of the Gaze: Post-Oedipal Desire and the Traversal of Fantasy in Blade Runner
Author: Richard Pope
Date of Publication: 2010
Name of Journal: Camera Obscura
Volume and Issue: 25, 73
Pages: 69-95
URL/Retrieved From: DOI: 10.1215/02705346-2009-015