

Documenting **APA** Style



Overview of APA style

Where is it used?

APA style is used primarily in the social sciences (e.g., psychology and sociology).

What is distinctive about this citation style?

APA style uses an author-date system for parenthetical citations within the body of a paper:

- For paraphrases and summaries – (author's surname, year of publication) – e.g., (Smith, 2010)
- For direct quotes – (author's surname, year of publication, p. page number) – e.g., (Smith, 2010, p. 58)

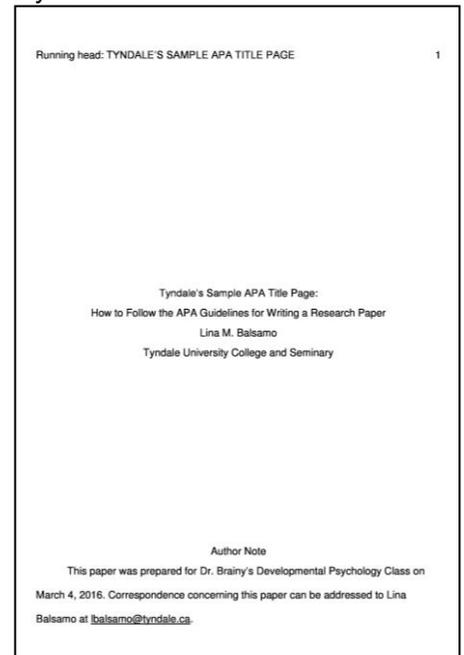
In the list of references at the end of a document, APA style also replaces authors' first names with initials to avoid disclosing genders.

Can I use headings to organize my paper?

- APA encourages the use of headings. Put in bold and centre each one.
- Papers in APA style are typically reports on original research. Sections vary but often include abstract, introduction, (literature review), method, results, discussion, references and appendices.

Title page, running head and general formatting

- The top of your title page should have the words "Running head:" with a shortened version of the title (in all caps) at the top left margin of the header and the page number at the top right margin.
- Subsequent pages should have the actual running head (without those words) and the page number in the header. To accomplish this, check "different first page" in your header/footer options, and format the header on your title page and second page separately.
- Your title should clearly state the paper's subject and include the variables or issues you have selected to study. It should sit halfway down the title page, followed by your name and the school name.
- Near the bottom of the title page, place an author note indicating the instructor, course, due date, and correspondence details.
- Indent the first line of each paragraph by half an inch and double-space your text.



In-text citations for paraphrases or summaries

Even when you paraphrase (use your own words to express a source's idea), you must credit the author for her own research and ideas. Whenever possible, use a signal phrase in the past or present perfect tense (*stated, has stated*) to introduce the author and establish her ideas within the context of your paper. For example:

A study by Gaultney (2010) identified a positive correlation between sleep disorders and lower grade point averages among college students.

The strength and flexibility of Canadian children has deteriorated significantly since 1981 (Tremblay, Shields, Gorber, Craig and Janssen, 2010).

According to Brooks and McLoed (2009), . . .

Johnson (2007) has argued that . . .

In-text citations for direct quotations

When you borrow a source's exact words, enclose them in double quotation marks (for quotes of

fewer than 40 words) and add the page reference. For a quote of 40 words or more, set off the quote by indenting it a half inch from the left margin.

Writing provides us with a vehicle “to explore our thoughts and emotions” (Bullock, 2006, p.3).

Lunsford (2011) explained that academic integrity comprises more than simply citing the source of your material:

Academic integrity calls for you to be faithful not only to the letter of the material you are drawing on but also to its spirit: you need to honour the intention of the original source. For example, if your source says that an event *may* have happened in a particular way, then it isn’t ethical to suggest that the source says the event *absolutely* happened that way. (p. 291)

References

- At the end of your document, include an alphabetized list of sources titled **References**. If you have multiple sources by the same author, arrange them according to publication dates, listing the earliest (oldest) works first.
- Double-space the page, start entries at the left margin and use a hanging indent of half an inch

Sample In-Text Citations (Parenthetical References)

One author	Bullock (2006) has described writing as a vehicle “to explore our thoughts and emotions” (p. 3).
Three to five authors	Bradley, Ramirez and Soo (2001) insist... (For the first in-text reference) Bradley et al. (2001) argue... (For subsequent in-text citations or for 6 or more authors)
The Bible	Jeremiah saw “a boiling pot, tilting away from the north” (Jer. 1:13, New International Version). (Omit the version in subsequent references.)
Organization as author/ section in a web document	Incorporating physical activity into your lifestyle can help to “reduce stress levels, increase energy, [and] improve sleep and digestion” (Heart and Stroke Foundation, 2011, para. 2).
Unknown author and internet source	The body’s basal metabolic rate, or BMR is a measure of its at-rest energy requirement (“Exercise,” 2003).

Sample References

Book with one author	Bullock, R. (2006). <i>The Norton field guide to writing</i> . New York, NY: W.W. Norton and Company.
Book with multiple authors	Bradley, J., Ramirez, E. K., & Soo, W. W. (2001). <i>Computer addiction? A study of computer dependency</i> . London, England: Taylor & Francis.
The Bible	Reference entries are not normally required for the Bible, other sacred texts, and classical works.
Organization as author/ section in a web document	Heart and Stroke Foundation. (2011, March). Basic principles of physical activity. In <i>Healthy Living</i> . Retrieved from http://www.heartandstroke.com/site/c.ikiQLcMWJtE/b.3484253/k.4FE0/Healthy_living_Physical_Activity.htm
Unknown author and internet source	Exercise. (2003). Retrieved from http://exercise.net/bmr
Article or chapter in an edited book	Emms, R. (2006). Books and writing in seventh century Kent. In A. R. Rumble (Ed.), <i>Writing and texts in Anglo-Saxon England</i> (pp. 18-27). Woodbridge, England: D.S. Brewer. (Pages cited are for the entire article or chapter consulted.)
Journal article	Lachlan-Cope, T. (2010). Antarctic clouds. <i>Polar Research</i> , 29(2), 150-158. <i>Volume(Issue), pages.</i>
Article from an online database	Gerkin, P., Rider, A., & Hewitt, J. (2010). Johnny Cash: The criminologist within. <i>Journal of Criminal Justice and Popular Culture</i> , 17(1), 152-183. doi: 10.1016/jcipc.2010.06.009 If there is no DOI or digital object identifier, replace it with the URL. (Retrieved from http://www.albany.ed/6.htm). If the publication year is unknown, replace it with (n.d.).

Visit www.apastyle.org or drop by the Centre for Academic Excellence to learn more about this documentation style.