

DOCUMENTING APA STYLE (for student papers)



Overview of APA style

Where is it used? – APA is used primarily in the social sciences (e.g. psychology and sociology).

What does the APA style of citation look like? – APA uses an author-date system for narrative and parenthetical citations.

How are APA papers usually organized? – APA papers include the following sections: Abstract, Introduction and/or a Literature Review, Methods, Results, Discussion, References, and Appendices. **However**, undergraduate papers seldom include Abstracts, Methods, Results, or Appendices.

Can you use headings in APA? – APA uses a hierarchy of headings. The main sections of your paper use Level 1 headings (e.g. **Abstract, Methods**, etc.), while subsections use Level 2 (e.g. **Measures**). Instead of the heading “**Introduction**,” give the title of your paper on the first page of main text as a Level 1 heading.

Are APA papers written differently? – APA stresses concision and clarity more than other styles. Writers should avoid ambiguous and unnecessary language and define terms as much as possible. You should rely on paraphrasing and include few direct quotes. APA papers are usually written in the present-perfect or past tense and prefer an active voice over a passive one. APA also avoids gendered language unless it is relevant.

<p>Level 1: Centred, Bold, Title-Style Capitalization</p> <p>Level 2: Flush Left, Bold, Title-Style Capitalization</p> <p>Level 3: Flush Left, Bold, Italics, Title-Style Capitalization</p> <p>Level 4: Indented, Bold, Title-Style Capitalization. Start paragraph.</p> <p>Level 5: Indented, Bold, Italics, Title-Style Capitalization. Start paragraph.</p>
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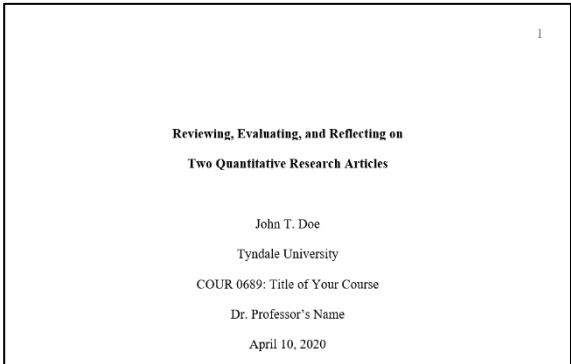
Title Page, Running Head, and Author Note

APA papers require a title page, which is numbered as page 1 but is usually **not** counted towards assignment page requirements.

Unless otherwise instructed, your title page should include the following centred elements starting 2 double-spaced lines from the top of the page: a focused and succinct title (**bolded**), your name, your school’s name, your course code and title, your professor’s name, and the due date (see right).

NOTE: Although APA does not require a Running Head or an Author Note in student papers, many Tyndale professors want them included. Confirm with your professors before submitting your paper.

- A Running Head is an abbreviated version of your title. It should be a maximum of 50 characters and appear in IN ALL CAPS in the header of all pages (including title pages). Running heads are aligned with the left margin, while the page number should appear on the same line aligned with the right margin.
- If your professor asks you to include an Author Note, only list the title and your name at the top of your title page. Then, place the bolded and centred title “**Author Note**” towards the bottom of the page, followed by these two double-spaced paragraphs:



This paper was prepared for Dr. [Professor Name]’s [COUR ##### Course Title Name] and was submitted on [Due Date].

Correspondence regarding this paper can be directed to [Your Name] at [yourmytyndale@email.com].

- A sample title page with Running head and Author Note (required for professional papers) can be found in the APA manual.

Citing Paraphrases and Summaries

Every time you paraphrase or summarize someone else’s ideas, you must credit the author for their research and ideas. Whenever possible, use a signal phrase followed by the year of publication (narrative citation) to introduce the author and establish their idea(s) within the context of your paper. Providing page numbers for paraphrases is NOT required but is recommended when the paraphrase contains specific, complex, or additional information that readers may want to investigate (e.g. a unique case study, specific statistic, definition, etc.).

<p>Paraphrasing with a narrative citation:</p> <p>Karam et al. (2017) found that, on average, most of their participants completed the treatment intervention significantly faster than alternative treatment programs.</p>	<p>Paraphrasing with a parenthetical citation:</p> <p>The researchers were interested in investigating whether emotion-focused therapy or psychoeducation was more effective at facilitating forgiveness in clients (Greenberg et al., 2008)</p>
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Citing Direct Quotations and Block Quotes

When you borrow a source’s exact words, enclose them in quotation marks (for quotations of fewer than 40 words). Always provide a page number when citing. For a quotation of 40 words or more, use block formatting. Introduce the quotation with a signal phrase and colon. Forgo quotation marks (except to note quotations within the quotation) and indent the quoted material 1 inch from the left margin. Block quotes are still double-spaced, and page numbers go outside of the sentence.

Directly quoting with a narrative citation	Directly quoting with a parenthetical citation
According to Philip et al. (2011), perfectionist tendencies and being overly concerned with work “are two important factors when considering the impact of burnout on workers” (p. 73).	Behavioural marital therapy alone has been found to have “little impact on depression with couples who defined themselves as maritally non-distressed” (Jacobson et al., 1991, p. 554).
Block Quotation	
Lunsford (2011) explained that academic integrity comprises more than simply citing the source of your material: <p style="padding-left: 40px;">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 <i>may</i> have happened in a particular way, then it isn't ethical to suggest that the source says the event <i>absolutely</i> happened that way. (p. 291)</p>	

Citing Works with More Than One Author

If a source has two authors, you must always list both authors' names when you cite. If it has more than three authors, you must include only the first author's name followed by “et al.” in both narrative and parenthetical citations.

	Narrative Citations	Parenthetical Citations
3+ authors	Bradley et al. (2001) insist . . . MacArthur et al. (2015) believed that . . .	Researchers discovered. . . (Bradley, Ramirez, & Soo, 2001). It was believed that . . . (MacArthur et al., 2015).

Citing Other Types of Sources

Sacred Texts	Jeremiah saw “a boiling pot, facing away from the north” (<i>English Standard Version</i> , 2001/2011, Jer. 1:13).
Organization as Author on a website.	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).
Citing Something Someone Else Cited	According to MacArthur (2001; as cited in Johnson, 2014), the entire human race loves pizza. Note: Only list the primary source in your References.

References

List your sources on a new page at the end of your paper, titled “**References**,” and alphabetize it according to authors' last names. Replace authors' first names with initials to avoid disclosing genders. If you have multiple sources by the same author, arrange them according to publication dates, listing the oldest works first. Double-space the page, start entries at the left margin, and use a hanging indent of half an inch for entries that spill onto two or more lines.

Capitalize the first word of titles, the first word of a subtitle (following a colon), and all proper nouns in the title. For sources from an online database, include its DOI (digital object identifier) number or provide a URL. If a source's publication year is unknown, replace it with (n.d.).

Sample References

Book w/ 1 author	Bullock, R. (2006). <i>The Norton field guide to writing</i> . W.W. Norton and Company.
Book w/ 2-20 authors	Bradley, J., Ramirez, E. K., & Soo, W. W. (2001). <i>Computer addiction? A study of computer dependency</i> . Taylor & Francis. Note: Include all authors up to 19.
Source w/ 21+ authors	Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyazyiyat, E., Wang, C., Zhang, I., Li, P., Yang, R., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. <i>Journal of Improbable Mathematics</i> , 27(1), 1935–1968. https://doi.org/10.0000/3mp7y-537 . Note: List the first 19 authors, include an ellipsis, and then give the last author.
eBook	Meissner, W. W. (2003). <i>The ethical dimension of psychoanalysis: A dialogue</i> . State University of New York Press. https://ebookcentral-proquest-com.ezproxy.mytyndale.ca:2443/lib/tyndale-ebooks/detail.action?docID=3408553 .
Sacred Texts/Classical Works	<i>The Holy Bible: English Standard Version</i> . (2011). Crossway. (Original work published 2001).
Article or chapter in an edited book / anthology	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). D.S. Brewer. Note: Pages cited are for the entire article or chapter consulted within the edited book.
Periodical / Journal Article	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. https://doi.org/10.1016/jcpc.2010.06.009 .
Organization as Author on a Website	World Health Organization (2018, March). <i>Questions and answers on immunization and vaccine safety</i> . https://www.who.int/features/qa/84/en .
Unknown Author and Internet source	Exercise. (2003). http://exercise.net/bmr .

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