Intro to APA

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Intro to APA

About This Handbook:

The first edition of this handbook was created by then Twin Cities Writing Center Director Cheryl Prentice in response to student and faculty requests for an introduction to the *Publication Manual of the American Psychological Association, 6th edition*.

Writing Center staff updated the resource to be more accessible in 2018 and to adhere to the 7th edition in 2020.

Other Writing Center Services:

The Writing Center, Twin Cities offers in-person, email, and phone consultations as well as webinars and workshops on a variety of topics. Students can also access writing, APA, and other resources on our website. Please go to **write.smumn.edu** for more information.

Some tips and notes:

- Throughout the booklet you will see bracketed numbers that refer to relevant sections of the Publication Manual of the American Psychological Association (*APA Manual*). For example, [8.30] would mean you can look in the *APA Manual* in section 8.30 for additional information. You will also see references to other sections of this handbook like this (see p. 23).

- While we will provide you with APA Style guidelines and rules here, instructors may have own approach to APA Style, and you should always follow assignment instructions first. When in doubt, ask your instructor for their preference.

- The booklet is not intended to replace the *APA Manual* but rather will help you interpret the manual and call your attention to some of its most important features. You should always refer back to the *APA Manual* as needed for more detailed information.

- This handbook is not formatted in APA Style, as APA Style was designed for academic papers, not instructional manuals.

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Table of Contents
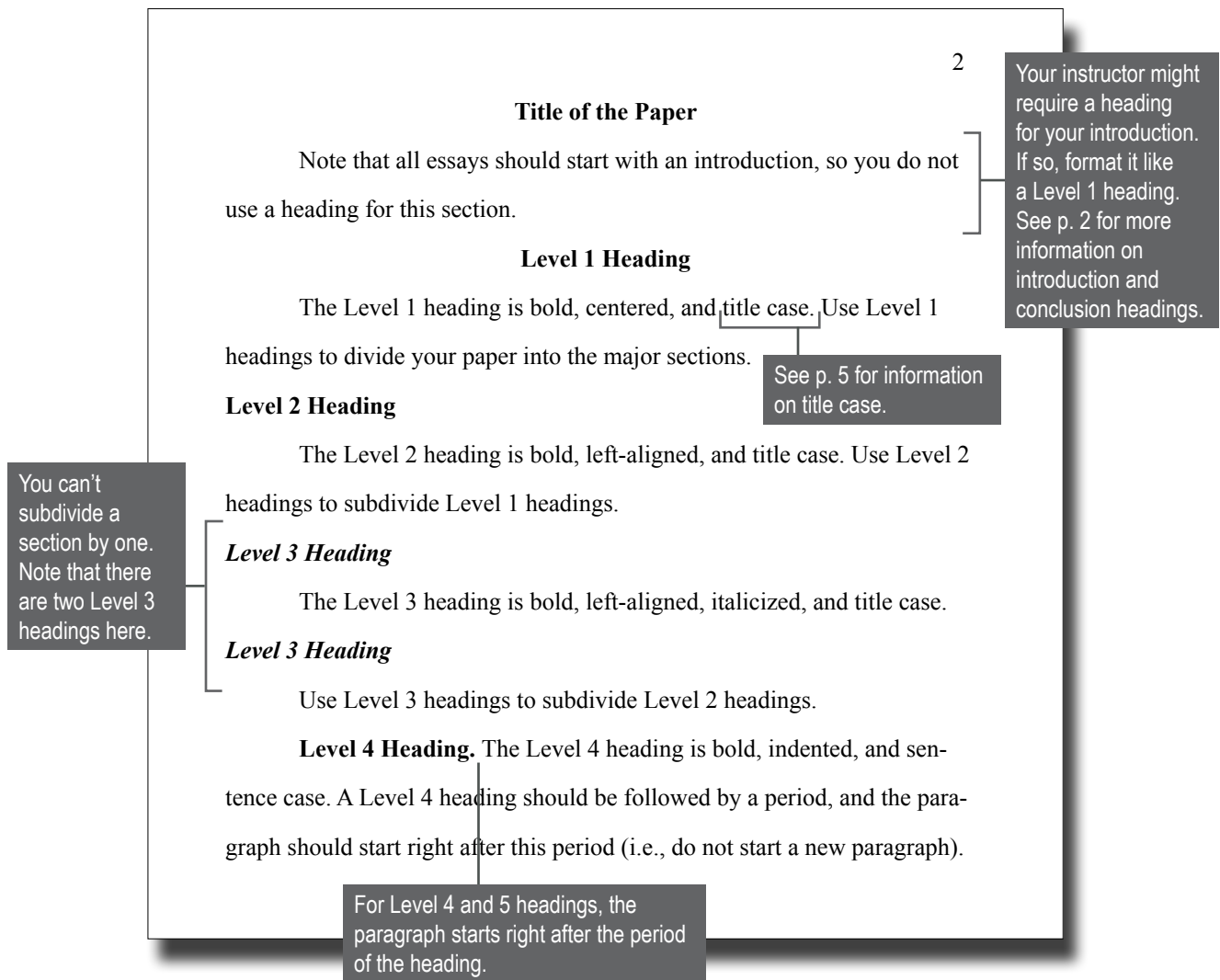
Part One: Formatting

Alignment

Alignment is set at the left margin for all text except some headings and the title page. Text should align evenly on the left margin but be ragged on the right margin, like the text on this page. Indent the first line of a paragraph 0.5 inches (1 Tab).

Font [2.19]

We recommend using Times New Roman size 12. Do not use underlining or all capitals unless your instructor specifies these. Keep the font the same throughout the paper.
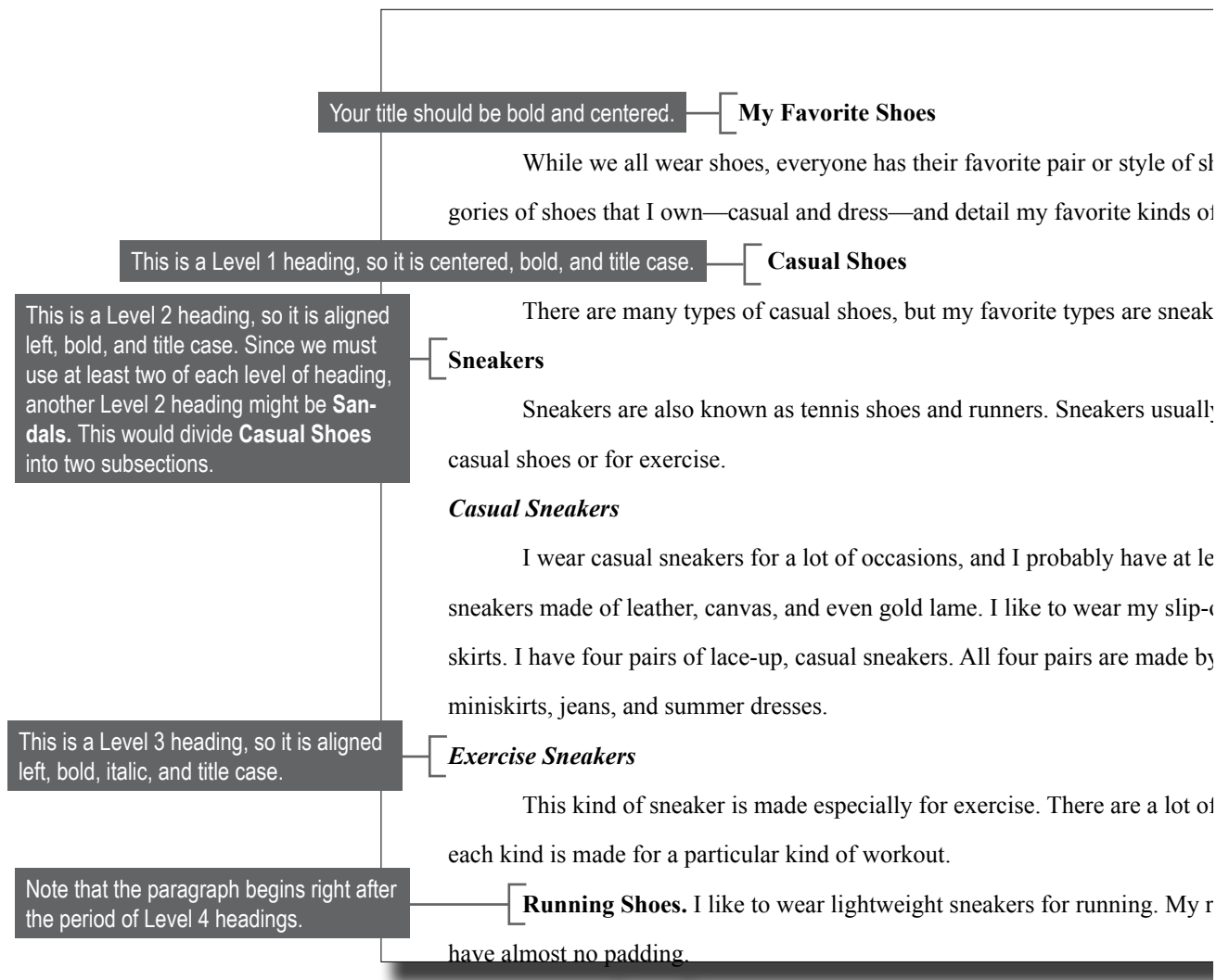
Headings [2.27]

Headings help both the reader and the writer follow the paper's organizational structure. APA headings follow a pattern of five levels (most papers will only require the use of one to three levels). Headings should not be complete sentences or questions. Headings are arranged in the following hierarchy:

2

Title of the Paper

Note that all essays should start with an introduction, so you do not use a heading for this section.

Your instructor might require a heading for your introduction. If so, format it like a Level 1 heading. See p. 2 for more information on introduction and conclusion headings.

Level 1 Heading

The Level 1 heading is bold, centered, and title case. Use Level 1 headings to divide your paper into the major sections.

See p. 5 for information on title case.

Level 2 Heading

The Level 2 heading is bold, left-aligned, and title case. Use Level 2 headings to subdivide Level 1 headings.

Level 3 Heading

The Level 3 heading is bold, left-aligned, italicized, and title case.

Level 3 Heading

Use Level 3 headings to subdivide Level 2 headings.

You can't subdivide a section by one. Note that there are two Level 3 headings here.

Level 4 Heading. The Level 4 heading is bold, indented, and sentence case. A Level 4 heading should be followed by a period, and the paragraph should start right after this period (i.e., do not start a new paragraph).

For Level 4 and 5 headings, the paragraph starts right after the period of the heading.

Headings [2.27], continued

Imagine you are writing a paper about your favorite shoes. Your headings might look like the sample here.

Your title should be bold and centered. — **My Favorite Shoes**

While we all wear shoes, everyone has their favorite pair or style of sh
gories of shoes that I own—casual and dress—and detail my favorite kinds of

This is a Level 1 heading, so it is centered, bold, and title case. — **Casual Shoes**

There are many types of casual shoes, but my favorite types are sneak

This is a Level 2 heading, so it is aligned left, bold, and title case. Since we must use at least two of each level of heading, another Level 2 heading might be **Sandals.** This would divide **Casual Shoes** into two subsections. — **Sneakers**

Sneakers are also known as tennis shoes and runners. Sneakers usually
casual shoes or for exercise.

Casual Sneakers

I wear casual sneakers for a lot of occasions, and I probably have at le
sneakers made of leather, canvas, and even gold lame. I like to wear my slip-
skirts. I have four pairs of lace-up, casual sneakers. All four pairs are made by
miniskirts, jeans, and summer dresses.

This is a Level 3 heading, so it is aligned left, bold, italic, and title case. — ***Exercise Sneakers***

This kind of sneaker is made especially for exercise. There are a lot of
each kind is made for a particular kind of workout.

Note that the paragraph begins right after the period of Level 4 headings. — **Running Shoes.** I like to wear lightweight sneakers for running. My r
have almost no padding.

Section Labels [2.14, 2.28]

Section labels like the Abstract, Reference list, and Appendix titles are not considered headings. These labels should be centered and bolded. If headings are used within an appendix, follow heading guidelines.

Do I need a heading for my introduction & conclusion?

Since every paper starts with an introduction, APA Style does not include a heading for the introduction; however, your instructor may require one. On the other hand, you should include a Level 1 heading for your conclusion since it is needed to indicate a division from the previous heading.

Orphan Headings

Headings that stand alone on a line can get separated from their text when they are at the bottom of a page. Most people prefer to avoid them.

Indents [2.24]

Indent the first sentence of each paragraph 0.5 inches (one Tab space). All other lines of the paragraph wrap to the left margin. Indent block quotes (40 words or more) 0.5 inches on the left side only. Do not indent the first line of the quote. For example:

> music on cell phones, and checking in with parents on Facebook. Bucksch et al. (2016) discussed the normalization of screen-time behaviors:
>
> > Clearly, screen time behaviors (STBs) form an important part of young people's leisure time. With continuous technological advances, the choice of innovative and attractive devices supports high levels of screen time [...]. The availability of screens, ready access to the Internet, and the increasing importance of social media in young people's lives has normalized STBs across the world. (p. 422)

This block quotation is indented 0.5 inches.

Grammar Help

Check out these resources for additional help

Commas

Semicolons and Colons

Subject-Verb Agreement

Clauses and Phrases

Parallel Structure

Line Spacing [2.21]

Double-space all lines in the paper, including Reference list entries and block quotes, unless your instructor specifies otherwise. The first line of each page (except the title page) begins at the top margin. Maintain one double space after headings and between paragraphs. Use the double-space setting; do not double-space manually by pressing the Enter key twice between lines.

Margins [2.22]

Set margins at 1 inch on all sides unless instructed otherwise. (Check the default setting which may not be 1 inch.)

Page Numbers [2.18]

Count the title page as page 1 of the document. Place page numbers at the top right corner, 0.5 inches from the top (inside the header).

Spacing after Punctuation [1.54]

Insert one space after every mark of punctuation. An exception is inside quotation marks and parentheses, where there shouldn't be a space. When typing an em dash or en dash, put no space either before or after them. To create an em dash, use two hyphens. To create an en dash, type a single hyphen (again, with no space before or after). Note the following examples:

> This is an em dash and is used to set off a parenthetical idea.

> This is an en dash (hyphen) and is most often used to connect two words when they are being used as an adjective.

The goal of this study—to find a student-centered approach to classroom management—changed during the observation process due to administrative "concerns," though researches disagreed on what that term meant (Smith, 2012).

> There aren't spaces between the text and quotation marks or parentheses. Note that a comma goes inside the quotation marks and that a period comes right after the parenthesis.

Title Page [2.3]

A title page is required (unless your instructor or assignment sheet indicate otherwise). Some programs have their own title page requirements. Please follow title page templates posted on the Writing Center's website here.

1

> The title of your paper should be 3 or 4 lines from the top of your page. Note that it should be centered, bold and title case, which means that you should capitalize all major words. Press Enter twice after your title.

The Effects of Screen Time Behaviors on Adolescents

Sally Student — Your name

The name of the university and school — Saint Mary's University of Minnesota

PSY690 Early Childhood Development — The name of the class

Your instructor's name — Sam Smith, Instructor — Use your instructor's preferred title.

May 4, 2020 — The date of submission

Titles: Formatting [6.17, 6.18, 9.18, 9.19, 9.20, 9.21)]
There are different rules for formatting titles within your essay and on your Reference list. First, you'll need to know the difference between sentence and title case:

- **Sentence case** means that you capitalize like a sentence, so you would only capitalize the first word, proper nouns, and words after a colon.
- **Title case** means that you capitalize all words except conjunctions, articles, and short prepositions (fewer than four letters).

The chart below outlines the differences for commonly used titles:

	In Your Essay	**On Your Reference List**
Books	**Title Case, Italics:** *Becoming a Critically Reflective Teacher*	**Sentence Case, Italics:** *Becoming a critically reflective teacher*
Articles	**Title Case, Quotation Marks:** "Learning Doesn't Occur in Rows: An Immersive Model for Teaching Gender"	**Sentence Case:** Learning doesn't occur in rows: An immersive model for teaching gender
Webpages	**Title Case, Quotation Marks:** "Teens 'Not Damaged by Screen Time,' Study Finds"	**Sentence Case:** *Teens 'not damaged by screen time,' study finds*
Journals	**Title Case, Italics:** *Journal of Adolescence*	**Title Case, Italics:** *Journal of Adolescence*

Using Bullets [6.52]
The *APA Manual* allows the use of bullets, rather than numbers, for vertical lists when the order of items is not a factor. Bulleted lists summarize. Items in bulleted lists must be grammatically parallel, and bulleted lists are double-spaced like the rest of the text.

Using Numbers in a List [6.51]
Use numbers instead of bullets when the order of the items is important—for example, in presenting a set of ordered steps in a process.

Using Lettered Series Within a Paragraph or Sentence [6.50]
When a series or list of items appears within a sentence or paragraph, the items can be—but don't have to be—designated by letters in parentheses. Either of the following sentences are acceptable options:

> Researchers divided participants into four groups on the basis of age, gender, height, and weight (Johnson et al., 2014). The participants were given (a) the trial medication, (b) no drugs, or (c) a placebo (Johnson et al., 2014).

Tables and Figures [7.1-7.21]

Where to Put Tables and/or Figures

Use tables and figures sparingly and only if the information contained in them is essential for understanding the text of your paper. You can place tables/figures within your essay or in an appendix after your Reference list, but you must mention the table or figure at the appropriate point in your essay like in the following examples:

> As shown in Table 2, the results were....
>
> The configuration of parts (see Figure A1 in Appendix A) depended upon....

How to Number Tables and/or Figures

Assign numbers to tables or figures in order of their appearance in the text, and number them separately from one another (i.e., Table 1 or Figure 1). The number should be bold. If the table or figure appears in an appendix, the appendix letter appears before the number of the table or graph (e.g., Figure A1 would be the first or only figure in Appendix A).

How to Cite Tables and/or Figures

You should always obtain copyright permission to use tables and figures from another source in your own paper; however, we suggest checking with your instructor/advisor/program for specific recommendations. At the very least, you should include a citation of where you got either the table/figure or information that allowed you to create your own table/figure. This would appear in the "Note" section of your table/figure (p. 7). Here are some examples of common types of citations for tables/figures:

Reprinting a Table or Figure Directly

Note. Reprinted from "A Snapshot: Diabetes in the United States," by CDC, n.d., Retrieved from https://www.cdc.gov/diabetes/pdfs/library/socialmedia/diabetes-infographic.pdf

Creating Your Own Table or Figure

Source(s) Used in your Paper

Note. Data on screen-time behaviors from Bucksch et al.(2016), Straatmann et al. (2016), and Trinh et al. (2015).

Source Not Used in your Paper

Note. Adapted from "Changes in Physical Activity and Screen Time Related to Psychological Well-being in Early Adolescence: Findings from Longitudinal Study ELANA," by V.S. Straatmann, A.J. Oliveira, M. Rostila, and C.S. Lopes, 2016, *BMC Public Health*, p. 6 (doi:10.1186/s12889-016-3606-8).
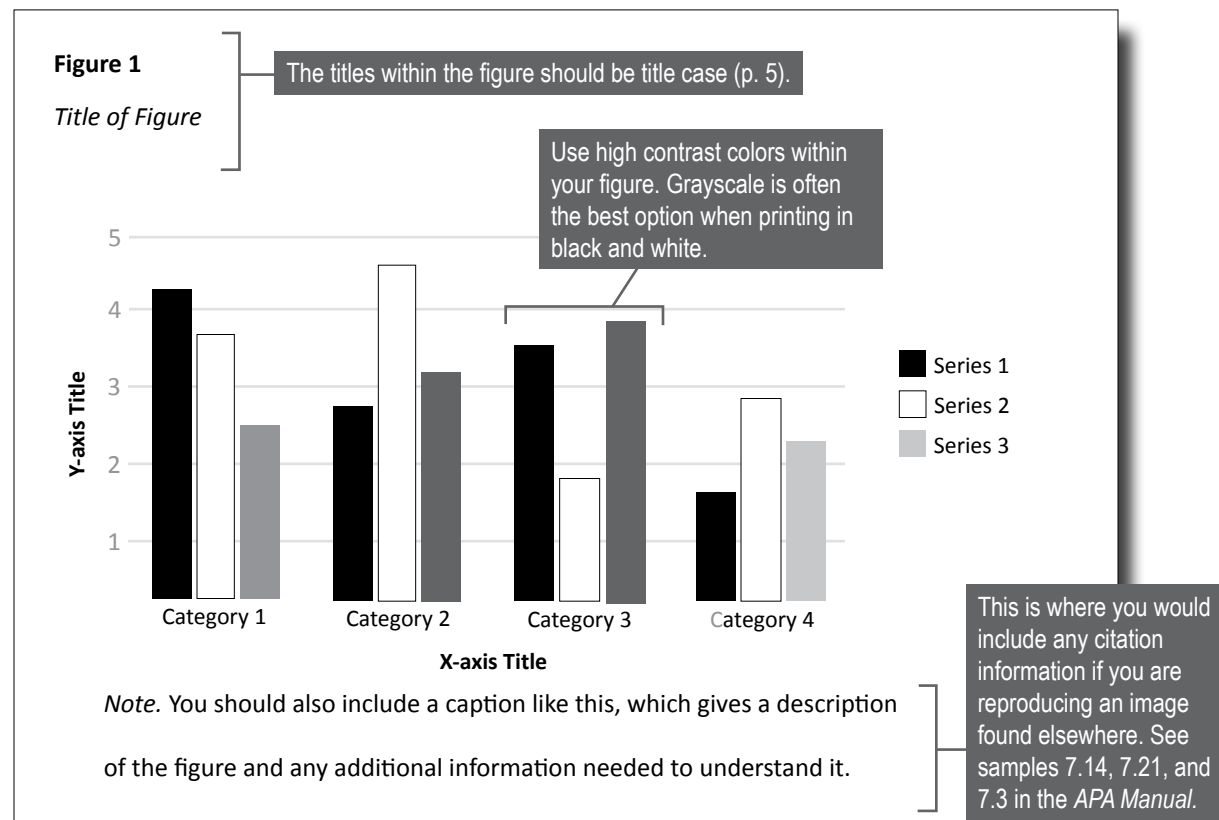
No entry is needed on the Reference list unless that source was cited elsewhere in the paper.

Tables and Figures [7.1-7.21], continued

Sample Table

Table 1

Title of Table

Your title should be specific enough for your reader to know what is presented in your table but should not repeat information in the table itself.

	1st column heading	2nd column heading	3rd column heading	4th column heading
Begin text here.		3.12	4.62	8.17
Use TAB to move from one table cell to the next.		5.86	2.13	9.87
Use as few lines as possible, and never use vertical lines.		6.89	4.21	3.20
You may single space and change the font to differentiate it from the rest of your essay.		4.78	5.46	3.21

Note. Any notes necessary to explain the table or to identify the source of the information used in the table should be placed here, preceded by the label "*Note*" as shown (see p. 6).

Column headings should be sentence case (see p. 5) and not bold.

Only use horizontal borders (lines) if they are necessary, which is usually only under the title, under the headings, and above the note.

This table uses a sans serif font for both clarity and to differentiate it from Times New Roman, which is used in the rest of the essay.

Sample Figure

Figure 1

Title of Figure

The titles within the figure should be title case (p. 5).

Use high contrast colors within your figure. Grayscale is often the best option when printing in black and white.

■ Series 1
□ Series 2
▨ Series 3

Y-axis Title

X-axis Title

Category 1 Category 2 Category 3 Category 4

Note. You should also include a caption like this, which gives a description of the figure and any additional information needed to understand it.

This is where you would include any citation information if you are reproducing an image found elsewhere. See samples 7.14, 7.21, and 7.3 in the *APA Manual*.

Part Two: Crediting Sources

Where and Why We Credit Sources

Sources are credited both within your essay in in-text citations and at the end of your essay on the Reference list. You need to credit sources for several reasons, and understanding these reasons will help you to know what sources to cite and how to document them.

Academic Ethics: Honesty and fairness require you to let your readers know whose words or ideas you have borrowed. Even when you put a direct quote in your own words by paraphrasing, you are still obligated to identify the source.

Scholarly Credibility: All research is founded on or related to previous scholarly work. Therefore, you need to relate your ideas to what has been written before. Crediting this previous work establishes your credibility and provides context for your ideas.

Source Retrieval: For various reasons, readers may want to view the sources you used in a piece of writing. You are responsible for providing sufficient documentation in a systematic way (e.g., in APA Style) so that readers can retrieve the information being used.

How do I format my appendices?

An appendix is a document that you attach at the end of your paper rather than including within the body of your paper because the information is helpful to your paper but not necessary to include in your text. Common appendices are lists of interview questions, extensive tables, and sample worksheets.

Your appendices begin after your Reference list. Each appendix should begin on a new page with an appropriate title (Appendix A, Appendix B, Appendix C, etc.). The title should be centered, title case, and bold. If you have only one appendix, label it Appendix. When you mention the appendix within your essay, you should refer to it in the sentence like this:

See the list of interview questions in Appendix A.

A questionnaire was developed to identify these common traits (see Appendix B).

How to Begin
Compose your Reference list as you do your research for the following reasons:
1. Creating the APA Reference list entry helps you understand your source—who wrote it, when it was published, and who published it.
2. When you compose your Reference list entry, you will recognize if a crucial piece of source information is missing. You can then decide whether to locate the missing information or avoid using the source.
3. You will know how to cite the source in the body of your paper. The first two elements of the Reference list entry (author name and date) tell you how to write the brief citation in your paper.

Primary and Secondary Sources [8.6]
A primary source is the originator of the information—the source in which the information was first expressed or published. Sigmund Freud, for example, was the primary source for the information in his work, *Civilization and Its Discontents*, written in 1930.

However, you almost certainly did not read that book because it was published in Europe and written in German. Unless you are an advanced student or practitioner, you probably read about Freud's work in another publication—a textbook or other book like Breger's *A Dream of Undying Fame: How Freud Betrayed His Mentor and Invented Psychoanalysis*. In this case, Breger is a secondary source for Freud's ideas.

When to Use Secondary Sources
Use secondary sources when the primary source is not translated into English, when you need to discuss reviews of the primary source material, or when the primary source information is not essential to your purpose. In all other circumstances, avoid secondary sources when possible. When you rely on a secondary source, you raise the question of why you didn't seek the original. Furthermore, you are forced to rely on the interpretation of the secondary source author.

The chart below shows the differences in both Reference list entries and in-text citations for primary and secondary sources.

	Primary Source	Secondary Source
Reference List Entry	Freud, S. (1930). *Das unbehagen in der kultur.* Internationale Psychoanalytischer Verlag.	Breger, L. (2009). *A dream of undying fame: How Freud betrayed his mentor and invented psychoanalysis.* Norton.
In-text Citation	Freud (1930) said.... ... (Freud, 1930).	Freud (as cited in Breger, 2009) said.... ... (Freud, as cited in Breger, 2009).

Reference List

Reference List Format
Your Reference list should have the same margins and font as the rest of your paper. Here are some other formatting tips:

Do	Don't
• Start your Reference list on a new page following the last page of your essay (and before any appendices). • Double-space your entries. • Alphabetize your entries (see p. 43). • Use a hanging indent (see p. 41).	• Include extra spaces between entries. • Use bullets or numbers for your entries. • Copy and paste from a database without checking for correctness (see p. 38).

📎 **Click here to see how to cut and paste entries from a database like SuperSearch.**

Reference Entry Basic Format [9.4]
APA Style is easier to learn when you recognize patterns of rules. Instead of trying to remember dozens of individual examples, learn the four basic elements that comprise all source references: author, date, title, and publisher.

Element 1: The Author Element [9.7-9.12]
The author may be a single individual, several individuals working in collaboration, an organization, a corporation, a government agency, or other group. Place a period at the end of the element, regardless of the type of author. The following are examples of author elements:

Organization	American Cancer Society.
	Ferris, D. — Individual
Government Agency	Internal Revenue Service.
	West, S., Beckman, T., Vonk, J., & Jett, S. E. — Individuals in collaboration/ co-authors
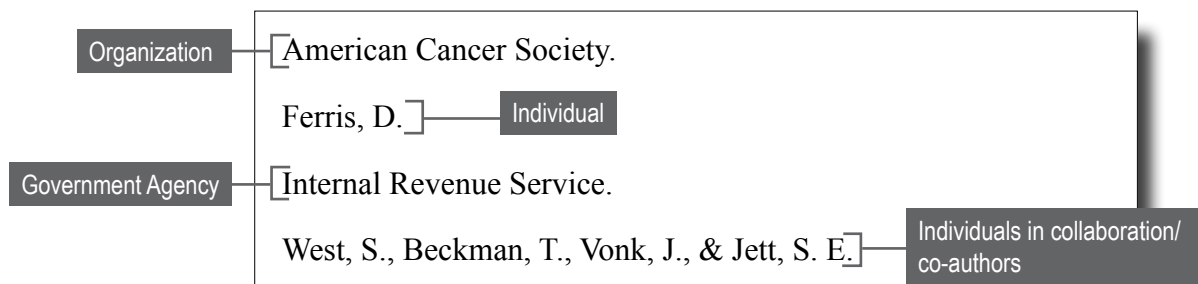
In the rare case in which the author of a source is not identified, move the work's title into the author position and alphabetize by the first word of the title in place of the author's name. Click here to see an example.

How do I cite personal communication?

Personal communications can include e-mails, personal interviews, and telephone conversations.

Personal communications are not retrievable sources so are not included on the Reference list. However, they must be cited in the text as follows: (J. Doe, personal communication, April 10, 2012). If the name of the person being cited is written into the running text, then it need not appear again in the parentheses.

Reference Entry Basic Format [9.4], continued

Element 2: The Date Element [9.13-9.17]

The date is usually expressed as the year of publication and is placed in parentheses after the author element. However, if a month and day are provided—and if no volume number is given—include the month and day after the year. The date element cannot be left blank. If no publication year is provided, type the letters n.d. inside parentheses. Place a period at the end of the date element. Here are examples:

(2016). — Year of publication

Month and day provided by publisher, but no volume number provided. — (2012, May 19).

(n.d.). — No publication date was provided by the publisher or website.

Element 3: The Title Element [9.18-9.22]

Click here to see a chart with more information on how to capitalize and format titles.

Article published in the journal *Quarterly Journal of Economics* — Evaluating public programs with close substitutes: The case of Head Start.

Focus groups as qualitative research (2nd ed.). — Book title including edition number

Writing across borders: Students have their say [Video webcast].

Title with form of work bracketed

In titles, include subtitles as shown above. Include editions, volume numbers, or report numbers inside parentheses as shown above. In brackets, indicate the form of work (e.g., brochure, motion picture, audio podcast) if the form varies from ordinary print or electronic print media.

Reference Entry Basic Format [9.4], continued

Element 4: The Publisher Element [9.23-9.37]
The fourth element, publisher, varies according to type of source.

Alcoholics Anonymous. (1972). *A brief guide to Alcoholics Anonymous.*

https://www.aa.org/assets/en_US/p-42_abriefguidetoaa.pdf

> For a webpage, the publisher information element is the document's URL (include the hyperlink).

Lambert, S. (2011). Sustainable leadership and the implication for the general

further education college sector. *Journal of Further & Higher Education,*

35(1), 131-148. https://doi.org/10.1080/0309877X.2010.540319

> For a journal article, the publisher information element contains: Title of journal, volume number, issue number (if provided), page number range, and DOI number (if provided).

Salkind, N.J. (2017). *Statistics for people who (think they) hate statistics* (6th

ed.). Sage.

> For a book, the publisher element is the publisher's name.

Missing Elements [Author, 9.12; Date, 9.17; Title, 9.22, Source, 9.37]

What happens if one of the four elements is missing? First, try to find the source in an academic database, where the reference information is likely to be complete. Otherwise, adjust as follows:

- Missing author: If the author's name is not provided, move the title to the author position (that is, to the beginning of the reference) and alphabetize the reference by the title (skipping the words The, A, or An at the beginning of the title). See example on p. 15.

- Missing publication date: If the publication date is missing, use the abbreviation n.d. inside parentheses in the place of the date, both in the Reference list entry and in the in-text citation. See example on p. 15.

- Missing title: Give a short description inside brackets where the title would normally be, like this [Letter to the editor]. This case would be highly unusual, and you should check to ensure the source is reputable.

- Missing publisher information: If the publisher information given is not sufficient to allow readers to retrieve the source, then do not use the source. If the source is an unpublished one, give that information after the title. For example: Author, X. (Year). Title. Unpublished manuscript.

Reference List Examples: Print Sources

Book

Lazear, D. G. (1994). *Multiple intelligence approaches to assessment: Solving the assessment conundrum.* Zephyr Press.

> Capitalize only the first word, proper nouns, and the first word following a colon.

> This is usually the publishing company, but if the author and publisher are the same, use the word Author for the publisher name: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.

Book, Translated

> Provide the translator's name after the title.

Freire, P. (2000). *Pedagogy of the oppressed* (M. F. Ramos, Trans.). Continuum. (Original work published 1972)

Chapter in an Edited Book

> Place the authors of the chapter at the beginning.

> Do not invert the editors' names (i.e., initials precede the last name).

Murphy, R. P., & Urquhart, A. T. (2010). Sexuality in the headlines. In K. P. Murphy & J. L. Pierce (Eds.), *Queer Twin Cities* (pp. 45-80). University of Minnesota Press.

Periodical Article: Journal

> For multiple authors, separate each author with a comma. Use an ampersand (&) before the last author.

Rowley, C., & Ingyu, O. (2016). Business ethics and the role of context: Institutionalism, history, and comparisons in the Asia-Pacific region. *Asia-Pacific Business Review, 22*(3), 353-365.

> The article title should be sentence case (see p. 5).

Periodical Article: Newspaper

> Give the full date: year, month, day.

Carey, B. (2017, January 2). 'Fake news': Wide reach but little impact, study suggests. *The New York Times*, D5.

> Provide all page numbers, including section letter, on which the article appears.

Reference List Examples: Digital Sources

Webpage or Document From a Website

Bagci, F., & Alrashed, E.A. (2016). *Security architecture for wireless sensors. WSEAS trans-actions on communications.* WSEA. http://www.wseas.org/multimedia/journals/communications/2016/a325804-887.pdf

Webpage With No Author

Mayo Clinic. (2015, August 20). *Artificial sweeteners and other sugar substitutes: Bewildered by the variety of sugar substitutes available these days?* http://www.mayoclinic.org/healthy-lifestyle/nutrition-andhealthy-eating/in-depth/artificial-sweeteners/art-20046936

Webpage With No Author or Organizational Author

Which artificial sweetener is right for me? (n.d.). Diabetes.co.uk. https://www.diabetes.co.uk/sweeteners/which-artificial-sweetener-is-right-for-me.html

Webpage With No Date
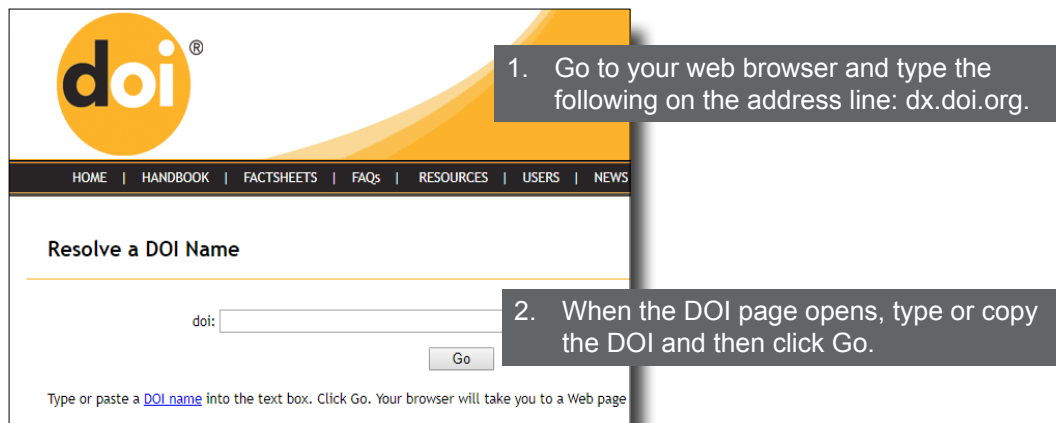
Harvard Health Publications. (n.d). *Cutting back on added sugar.* https://www.health.harvard.edu/staying-healthy/cutting-back-on-added-sugar

Reference List Examples: Digital Sources, continued

DOI numbers [9.3, 9.4, 9.35, 10.1]
DOI is an abbreviation for Digital Object Identifier, a unique set of characters assigned to identify a source so that it is searchable on the Internet. Most, but not all, databases now assign DOI numbers to sources. In some databases, the DOI appears in the short citation; in others, you must click on the source title to obtain the DOI. Within your Reference list entries, the DOI should be formatted as a hyperlink (https://doi.org./10....).

The instructions below explain how to use a DOI to find a source on the Internet. If the DOI is long, you can use http://shortdoi.org to shorten it.

1. Go to your web browser and type the following on the address line: dx.doi.org.

2. When the DOI page opens, type or copy the DOI and then click Go.

Journal Article from a Database

Johnson, K.C. (2017). Citizenship versus the new civics. *Academic Questions*, *30*(2), 134-164.

https://doi.org/10.1007/s12129-017-9627-7

If no DOI or accessible link to the article (on the publisher's website, for example) is available, end the citation with the period after the page range.

ERIC (Educational Resources Information Center) Online Resources
ERIC contains mostly citations and abstracts, not full text documents. If you cannot retrieve the full text document from ERIC and instead order it through a librarian or other provider, cite it like any other source of its type, without mention of ERIC.

Miller, D. C., Sen, A., Malley, L. B., & Burns, S. D. (2009). *Comparative indicators of educa-*

tion in the United States and other G-8 countries: 2009 (ED504634). ERIC. https://files.

eric.ed.gov/fulltext/ED504634.pdf

Reference List Examples: Digital Sources, continued

Course Materials (PowerPoint slides, lecture notes, handouts, etc.)

This author should be your instructor's name unless otherwise noted in the document.

If the document is within a system that you must log into (like Canvas), then the URL should be to the general login page and not to your course page.

Smith, B. (2019). *Understanding taxes* [PowerPoint slides]. https://courses.smumn.edu/web-apps/portal/execute/tabs/tabAction?tab_tab_group_id=_199_1

Include the type of source within brackets after the title.

Smith, B. (2019). *Taxes and the medical industry* [Handout]. https://courses.smumn.edu/web-apps/portal/execute/tabs/tabAction?tab_tab_group_id=_199_1

TED Talk, YouTube, or Other Streaming Video

Crenshaw, K. (2016, October). The urgency of intersectionality [Video]. https://www.ted.com/talks/kimberle_crenshaw_the_urgency_of_intersectionality

Blog Post

The title is not italicized because it is part of a larger blog series called *Grammar Girl.* The single quotation marks are from the source.

Fogarty, M. (2017, August 24). 'Important' or 'Importantly'? [Web blog post]. http://www.quickanddirtytips.com/education/grammar/important-or-importantly

Reference List Examples: Other Sources

Motion Picture

Baumbach, D. (Director). (2005). *The squid and the whale* [Film]. Samuel Goldwyn Films.

You can describe the source form in brackets. If you watched it on DVD, for example, you would use [DVD].

Legal Documents [11.1-11.10]

Legal documents are cited in a different way, so you should consult the *APA Manual*, other resources, or Writing Center staff for help. Here are some of the legal documents students use most often with examples and tips for citing them both in your essay and on your Reference list.

American Association for Marriage and Family Therapy Code of Ethics

Parenthetical in-text citation: ...(American Association for Marriage and Family Therapy, 2001).
Narrative in-text citation: American Association for Marriage and Family Therapy (2001)....

American Association for Marriage and Family Therapy. (2001, July 1). AAMFT code of ethics.

https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx

Court Cases

Use "v." for court cases instead of "vs."

Brown v. Board of Education, 347 U.S. 483 (1954). https://www.oyez.org/cases/1940-1955 /347us483

Oyez.org is a repository for all Supreme Court cases.

Parenthetical in-text citation: ...(Brown v. Board of Education, 1954).
Narrative in-text citation: Brown v. Board of Education (1954)....

Federal Laws

Make the section symbol by pressing Alt and typing in 0167 or going to Insert, Symbol. See p. 37.

Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* (1990). https://www.ada. gov/pubs/adastatute08.htm

Parenthetical in-text citation: ...(Americans With Disabilities Act of 1990, 1990).
Narrative in-text citation: Americans With Disabilities Act of 1990 (1990)....

APA Help
Check out these resources for additional help

SMUMN resources:
[APA Templates](#)
[APA FAQs for Reference List](#)
[APA FAQs for In-text Citations](#)
[Citing Webpages](#)

Other resources:
[APA Style Blog](#)

Legal Documents [11.1-11.10], continued

Minnesota Statutes, including Board of Marriage and Family Therapy Code of Ethics
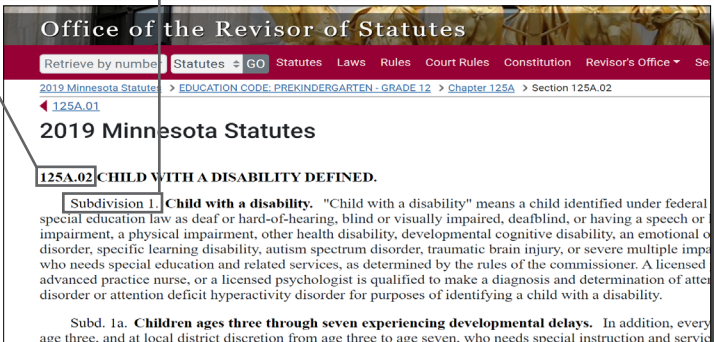The *APA Manual* suggests using *The Bluebook* to format entries for state statutes; however, this is a very specialized citation style that also doesn't include retrievable links for sources, so we suggest using the format below. Of course, you should check with your instructor/ program/assignment sheet for specific requirements.

The Office of the Revisor of Statutes has published a guide on how to cite various Minnesota state laws. You can find this guide here: https://www.leg.state.mn.us/leg/faq

The date you accessed the webpage.

Minnesota Statutes 2019, section 125A.02, subdivision 1, online. Accessed December 5, 2019.

The section and subdivision numbers can be found on the webpage for the statute as indicated below.

Office of the Revisor of Statutes

Retrieve by number | Statutes ⇕ GO | Statutes | Laws | Rules | Court Rules | Constitution | Revisor's Office ▾ | Se

2019 Minnesota Statutes > EDUCATION CODE: PREKINDERGARTEN - GRADE 12 > Chapter 125A > Section 125A.02

◀ 125A.01

2019 Minnesota Statutes

125A.02 CHILD WITH A DISABILITY DEFINED.

Subdivision 1. **Child with a disability.** "Child with a disability" means a child identified under federal special education law as deaf or hard-of-hearing, blind or visually impaired, deafblind, or having a speech or impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional o disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impa who needs special education and related services, as determined by the rules of the commissioner. A licensed advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of atte disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability.

Subd. 1a. **Children ages three through seven experiencing developmental delays.** In addition, every age three, and at local district discretion from age three to age seven, who needs special instruction and servic

In-text Citations

## Purpose of Citing in Your Paper
A citation is a "note" within your paper that lets your reader know where the information came from. You must include an in-text citation for all exact quotations and paraphrases taken from sources and also cite all information that isn't common knowledge.

"Common knowledge" doesn't have a universal definition, so we suggest erring on the side of finding (and citing) support for all claims, controversial stands, specific facts, etc. The table below gives you some guidelines on what may and may not be "common knowledge," but you will need to use your best judgement and/or ask for clarification from your instructor or Writing Center staff as needed.

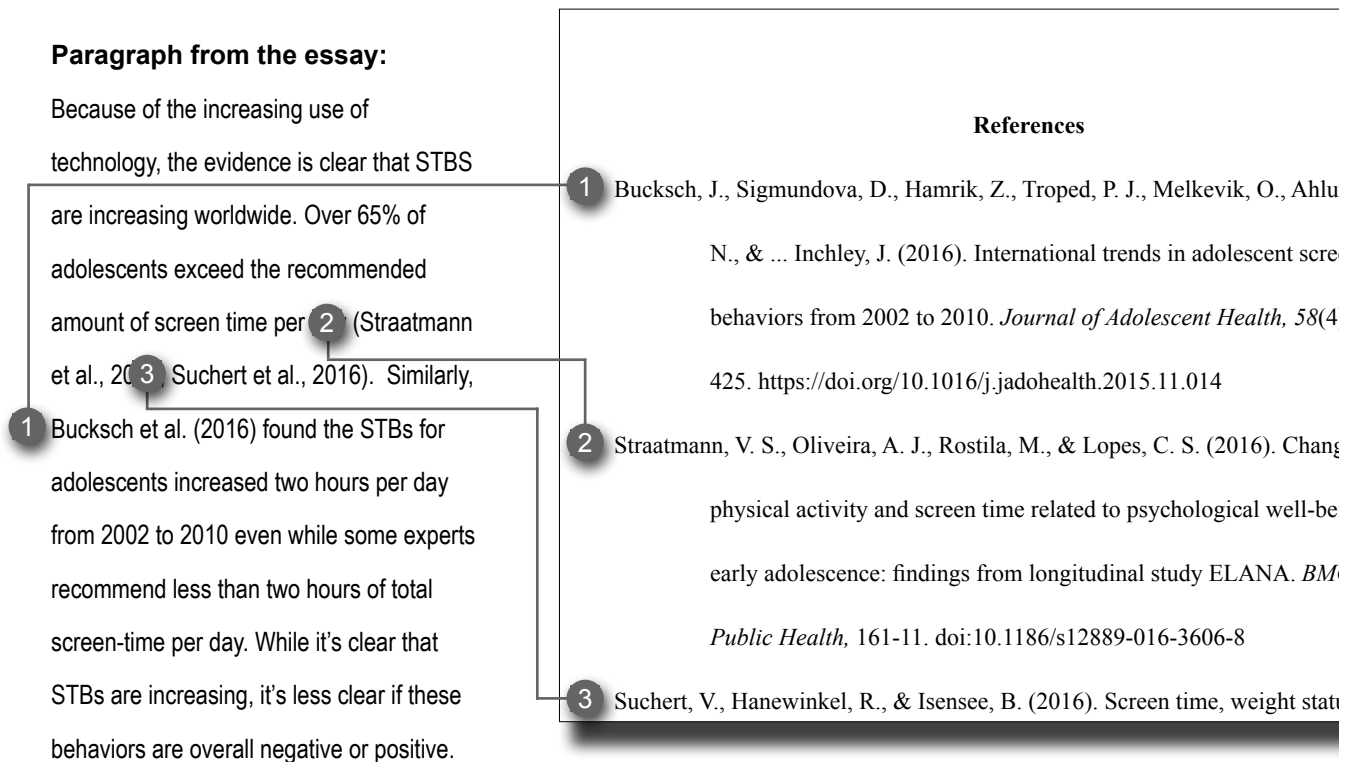| Probably Common Knowledge	Probably Not Common Knowledge	
All citizens are guaranteed public education from kindergarten to twelfth grade.	The IDEA guarantees special education services to those students who need them.	*Most people wouldn't know what this specific law is.*
There are many different kinds of learning strategies.	Active learning has been shown to impact knowledge retention more than other learning strategies.	*These are claims that someone might disagree with.*
Meditation is a well-known mindfulness strategy.	Meditation has been shown to reduce blood pressure.	
It is imperative to maintain stable hemodynamics during surgical procedures.	One in three Americans has high blood pressure.	*This is a specific statistic.*
Leading is different than managing.	Good leaders build strong interpersonal relationships with their employees.	*This is a claim that someone might disagree with.*

How do I center my title or headings?

Don't press Tab or Enter to center your text. There are two ways to align your text (see p. 31, too), but this is the quickest. First, highlight the text you want to center. Then click the Center button as shown above.
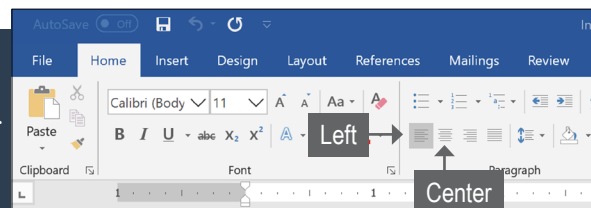
In-text Citation Basics

In APA Style, the in-text citation should be the author and date of the source because this enables the reader to easily locate the source's entry on your Reference list. You can see this connection below:

Paragraph from the essay:

Because of the increasing use of technology, the evidence is clear that STBS are increasing worldwide. Over 65% of adolescents exceed the recommended amount of screen time per [2] (Straatmann et al., 20[3] Suchert et al., 2016). Similarly, [1] Bucksch et al. (2016) found the STBs for adolescents increased two hours per day from 2002 to 2010 even while some experts recommend less than two hours of total screen-time per day. While it's clear that STBs are increasing, it's less clear if these behaviors are overall negative or positive.

References

[1] Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., Melkevik, O., Ahlu N., & ... Inchley, J. (2016). International trends in adolescent scre behaviors from 2002 to 2010. *Journal of Adolescent Health, 58*(4 425. https://doi.org/10.1016/j.jadohealth.2015.11.014

[2] Straatmann, V. S., Oliveira, A. J., Rostila, M., & Lopes, C. S. (2016). Chang physical activity and screen time related to psychological well-be early adolescence: findings from longitudinal study ELANA. *BM Public Health,* 161-11. doi:10.1186/s12889-016-3606-8

[3] Suchert, V., Hanewinkel, R., & Isensee, B. (2016). Screen time, weight statu

A reader would look at the Straatmann et al. citation ([2]) and know that in order to learn more about this source, they could look on the Reference list under Straatmann.

If there is no named author, you would use the first element that appears in the Reference list entry (see example here), which would be either an organizational author (e.g., World Health Organization) or a title. You should put the title into either italics (books) or quotation marks (articles or webpages) as appropriate.

If the title is long (more than about 4-5 words) you should shorten it using common sense (e.g., "Dr. Dweck's Research into Growth Mindset Changed Education Forever" should become "Dr. Dweck's Research" or "Dr. Dweck's Research into Growth Mindset" but not "Dr. Dweck's Research Into.")

The only exception to this would be sources that aren't included on your Reference list like personal communication (click here for more information).

Where and When to Cite?

Two frequent APA questions are: How often should I cite and where should I cite? The answers depend on how you are using the sources. You can cite using running text or parenthetical citations:

To cite parenthetically means to place the author's name inside parentheses along with the date (and page number, if used).

Currently, most teens do not get the recommended amount of moderate to vigorous physical activity (MVPA) every day (Straatman et al., 2016). The trend of decreasing physical activity led Bucksch et al. (2016) to demand "interventions for this population" (p. 421).

To cite in running text means to place the author's name in the sentence without parentheses (always place the date and page number in parentheses).

When synthesizing ideas from multiple sources, it is usually better to cite at the end of the sentence like this:

Transformational leaders are recognized as those who inspire their followers to higher levels of performance and change (Bass & Avolio, 1993; Burns, 1978; Yukl, 1994).

Remember that when multiple sources are in the same citation, they should be put in alphabetical order and separated by a semicolon.

Placed in parentheses at the end of a sentence, citations are less distracting to the flow of ideas. In the example above, the focus is on the assertion the writer is making and not on the sources.

However, sometimes you might focus on one source and a paragraph might contain ideas from only one author. In this case, it's better to introduce the author's name into the running text, where it is more noticeable, because you are now discussing or summarizing the author's work. Note the following example:

According to the *APA Manual* [6.11], you do not need to include the date when the name of the author appears in the same paragraph within the narrative of your sentence like this as long as it can't be confused for another author; however, we recommend citing the date every time for clarity. Ask your instructor what they prefer. See p. 21 for more information.

Pounder (2009) assumed that a university classroom could be considered analogous to an organization, with the professor as a leader and students as followers. Pounder concluded that a transformational teaching style leads to positive student learning outcomes. Students with transformational teachers are motivated to work harder (Pounder, 2009).

Provide the name and date every time in parenthetical citations.

In the example above, the focus is on Pounder's work, and putting the citation in the running text makes that evident.

Signal Phrases

When using running text citations, it's best to use a variety of signal phrases to avoid repetition. Here are some examples:

Stieglitz and Hernandez (2002) emphasized that....

Note that each example here uses past tense when referring to sources.

Three earlier studies (Gudmund, Farrar, & McDermot, 2004; Willum, 2000; Wright & Formani, 2006) were inconclusive....

According to Khali and Kozumi (2000), earlier research failed to....

Zarweit (2007) responded, "At no time were the subjects informed" (p. 92).

Czel (1999) defined sensation seeking as behavior that....

Use a comma after a running text citation when there is an introductory phrase or an attribution like "stated" but not if there isn't.

Essay Help
Check out these essay resources for additional help

[Paragraph Organization](#)

[Essays 101](#)

[Revising Checklist](#)

[Reverse Outlining](#)

Citing Works by Multiple Authors (using "et al.")

The table below explains how to cite sources with three or more authors in running text and parenthetical citations using the phrase "et al." which means "and others."

	Parenthetical Citation	Running Text Citation
One or Two Authors	... (Matsuda & Silva, 2005).	Matsuda and Silva (2005) said...
Three or More Authors	... (Bucksch et al., 2009).	Bucksch et al. (2009) said...

Note that there is a period after "al."

Quoting and Paraphrasing

Quoting [8.25-8.36]
Use direct quotes sparingly. Quoting does not indicate how well, or even if, you understand the material you are quoting. Overuse of quotes, therefore, can cause you to lose credibility with your readers. Quoting can also disrupt the flow of your writing; suddenly encountering another person's writing style can be jarring to readers.

If you do quote, have a good reason to do so. For example:
• to discuss the way an author expressed his or her ideas,
• to present a controversial or disputed statement verbatim,
• to convey precise technical data or directions,
• to produce a rhetorical effect when introducing or emphasizing a point.

Quoted text of fewer than 40 words must be enclosed in quotation marks and followed by the page number of the original text:

> Cheak-Zamora and Thullen (2017) wrote that "education and training for providers is essential to ensure they understand the needs of people with DD and/or multiple conditions and are working to address quality and access issues" (p. 43).

Quoted text of 40 or more words should be placed in a separate, indented (block) paragraph:

Quotations *within* a block quotation should be surrounded by double quotation marks.

Paterson and Chicola (2017) described their informal mentorship as follows:

Omit the quotation marks around a block quotation. See p. 3 for more information.

> We co-negotiated difficult solutions to problems with our pesky "human" resources; we explored structural and governance strategies; and we diffused the challenges in our personal lives by talking with an empathetic female ally who was at the same time a professional colleague and friend. (p. 36)

Also note that the end punctuation occurs before the parenthetical citation in block quotations.

Quoting [8.25-8.36], continued

Integrating Quotations

If the quote is a complete sentence, capitalize the first word.

> Harris (2000) remarked, "Finding information is an art, not a science" (p. 214).

> According to Li (2016), "Information technology is an important part in Flipped Classroom, which decisively influences the depth of the students' extracurricular learning and the creation of students' learning environment" (p. 1962).

However, if the quoted text is not a complete sentence or if a quoted sentence follows the word "that," do not capitalize the first word or precede it with a comma.

> Quincy (2000) acknowledged that "negotiations over bride price sometimes involved more than the price of the bride" (p. 105).

Do not capitalize the first word of a quoted phrase (i.e., an incomplete sentence).

> Bryson (2002) called the English language "a merry confusion of quirks and irregularities that often seem willfully at odds with logic and common sense" (p. 1).

You should not use an ellipsis before or after a phrase taken from a complete sentence.

> Sutter (1998) was fascinated with Lake Superior's ore boats and foreign freighters because they "seemed impossibly exotic" (p. 2).

This is a phrase taken from a complete sentence in the source, but it doesn't need ellipses around it.

You should use an ellipsis to indicate missing words/sentences from the middle of a quotation; however, this would be rare since you shouldn't be using long quotations in general. Click here to see an example.

Paraphrasing [8.1-8.24]

A paraphrase is a summary of an idea from a source. A paraphrase should change both the words and structure of the original.

When to Cite Paraphrases

You must cite a paraphrase on the first mention within a paragraph. The *APA Manual* says you may omit citations for consecutive sentences that paraphrase from the same source within the same paragraph as long as it is clear that you are paraphrasing. To avoid unintentional plagiarism, you should make explicit mention of the author(s) or study in some way.

Remember that your reader cannot know your intent, so it must be completely clear from your writing/citing alone what is and isn't taken from a source. Here is a sample:

> The evidence is clear that many adolescents exceed the recommended amount of screen time. Bucksch et al. (2016) found most adolescents are watching screens more than two hours per day. These researchers, however, noted that while screen-time habits still exceed the recommended amount, there has been an overall decrease in STBs in the last few years for adolescents in many countries. Other researchers found that over 65% of adolescents exceed the recommended amount of screen time per day but did not note a decline (Straatmann et al., 2016; Suchert et al., 2016). Perhaps surprisingly, US teens are included in the decrease mentioned above. It is clear that most teens still exceed the recommended amount of screen time, and there are both risks and benefits to these behaviors.

Since this sentence follows a cited sentence and uses the phrase "these researchers," it would likely be clear who the source is, so it does not need to be cited.

It might not be 100% clear what this sentence is referring to, so it should be cited.

Since you can't know if your reader will be confused and because it's not incorrect to cite every sentence, this is what we recommend in the Writing Center.

How often should I use a quotation or paraphrase?

Every assignment is different. Literature reviews, for example, might have paragraphs where every sentence except the topic sentence and concluding sentence have citations. A narrative essay might have very few (if any) citations. In general, a body paragraph should have a topic sentence that is your own summary of the point, 1-2 sentences of source support, 2-4 sentences of your own analysis or explanation, and a concluding sentence. You can see examples and other resources on this topic at www.write.smumn.edu.
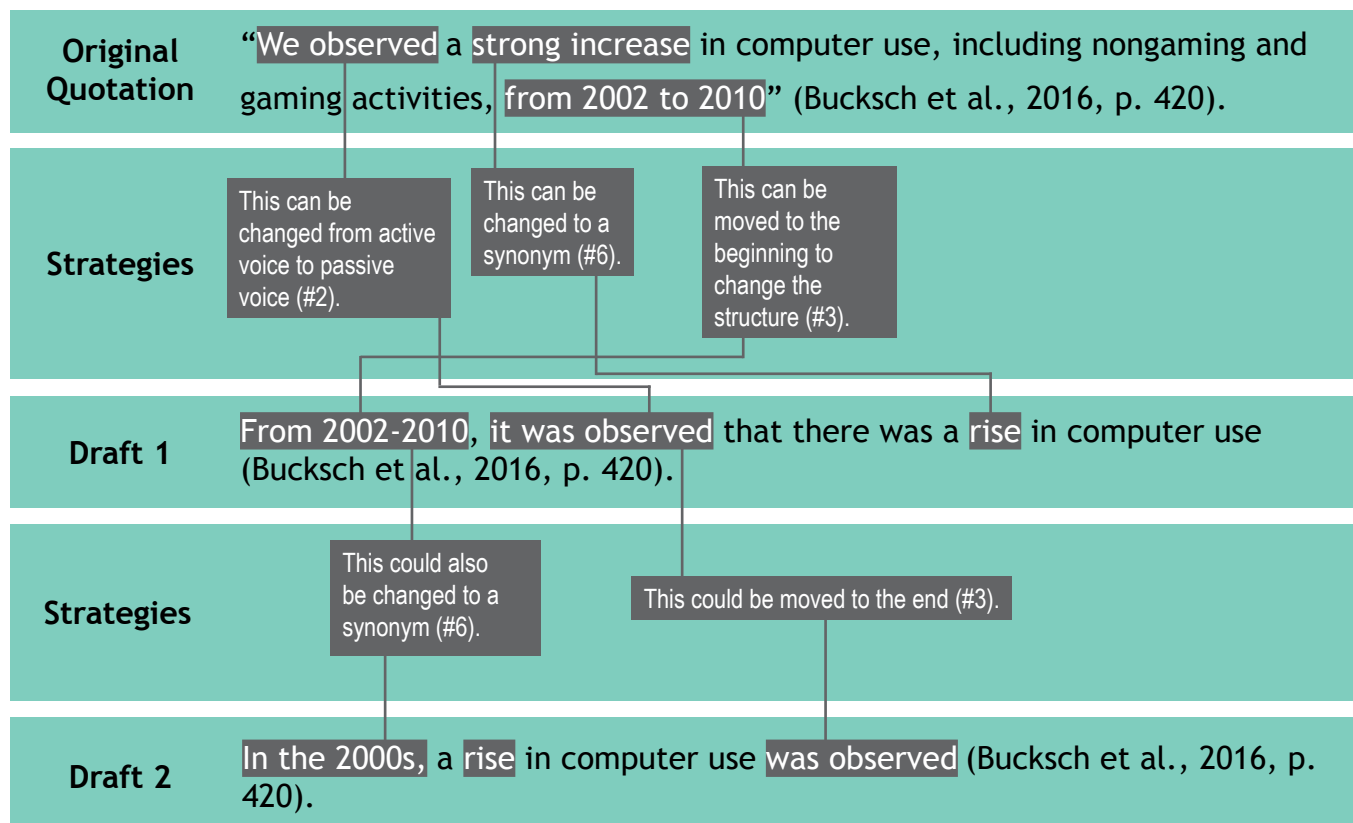
Paraphrasing [8.1-8.24], continued

How to Paraphrase
You have probably heard that paraphrasing involves putting a source in "your own words." Adequate paraphrasing, however, involves more than just replacing words in the original with synonyms, or words that are similar in meaning to the original. Successful paraphrasing requires you to change not only the words but also the structure of the original passage. We recommend reading the passage and then putting the source away to avoid poor paraphrasing techniques (i.e., just changing every word to a synonym).

There are several strategies that you can use to paraphrase your sources. You will need to use more than one strategy in order to avoid plagiarism. Here are six strategies:

#1 Change word form or part of speech
#2 Change from active to passive voice, or vice versa
#3 Change the word order
#4 Change from specific to general
#5 Change transitions
#6 Replace words in the original with synonyms

The process might take several drafts. You can see an example below:

Original Quotation	"We observed a strong increase in computer use, including nongaming and gaming activities, from 2002 to 2010" (Bucksch et al., 2016, p. 420).
Strategies	This can be changed from active voice to passive voice (#2). This can be changed to a synonym (#6). This can be moved to the beginning to change the structure (#3).
Draft 1	From 2002-2010, it was observed that there was a rise in computer use (Bucksch et al., 2016, p. 420).
Strategies	This could also be changed to a synonym (#6). This could be moved to the end (#3).
Draft 2	In the 2000s, a rise in computer use was observed (Bucksch et al., 2016, p. 420).

Part Three: Using Microsoft Word for APA

Getting Started & General Tips

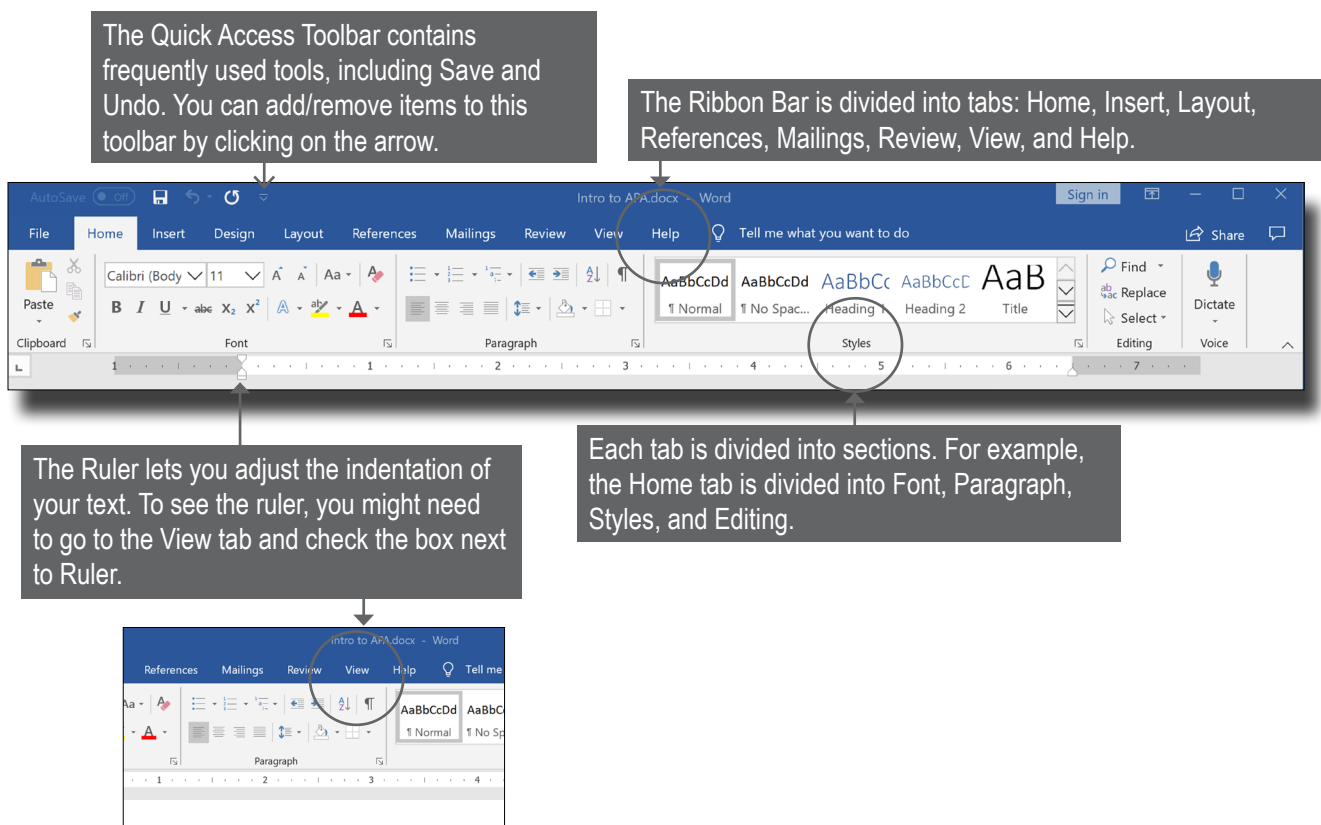### A Word on APA Format and Instructor Requirements

This section will provide you with instructions on how to format your documents according to the requirements and guidelines of APA Style. We will also provide instructions on how to format things for which the APA has no requirements, like Tables of Content.

However, every instructor and assignment is different. You should always refer to your assignment sheet, program-specific templates, and the instructions given to you by your instructor in terms of formatting.

Before We Start

To get the most out of the instructions that follow, please familiarize yourself with the following topics.

Ribbon Bar: The Ribbon Bar is how you will navigate through all of the options in Word. The diagram below will familiarize you with the elements of the Ribbon Bar.

The Quick Access Toolbar contains frequently used tools, including Save and Undo. You can add/remove items to this toolbar by clicking on the arrow.

The Ribbon Bar is divided into tabs: Home, Insert, Layout, References, Mailings, Review, View, and Help.

The Ruler lets you adjust the indentation of your text. To see the ruler, you might need to go to the View tab and check the box next to Ruler.

Each tab is divided into sections. For example, the Home tab is divided into Font, Paragraph, Styles, and Editing.

Ruler: This tool allows you to indent directly from the main screen.

Use the upper triangle to indent the first line of a paragraph.

Use the lower triangle to indent subsequent lines of a paragraph.

Use the square to indent a block of text.
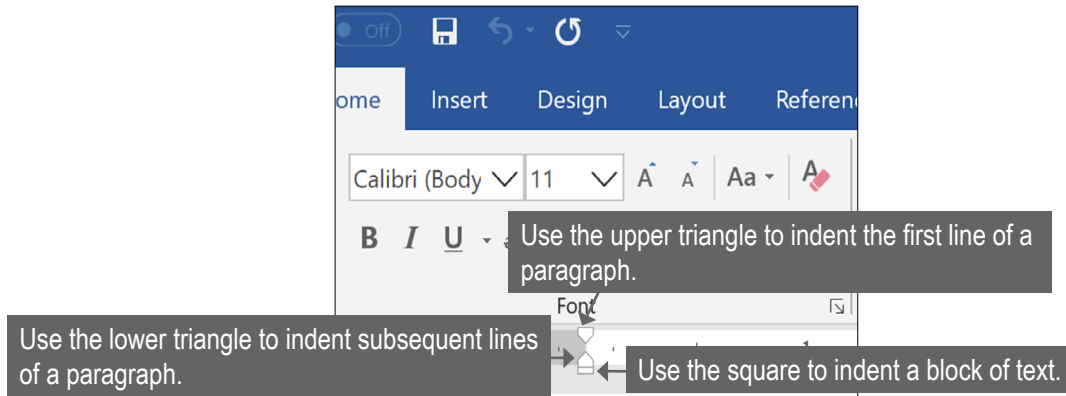
**Show/Hide:** This function allows you to see hidden formatting codes, which is helpful when you need to correct or modify formatting.

Find this button within the Paragraph section of the Home tab. When you press this button, you'll see all of the formatting codes within your essay.

Common codes include:

¶ indicates you pressed Enter.

•••••• indicates that you pressed the space bar.

⟶ indicates you pressed Tab.

•••• Page Break •••• indicates you inserted a page break.

This can be helpful when you have a formatting error in your essay. For example, here it shows that the space bar was pressed to indent this paragraph instead of using the Tab key, which can result in uneven spacing.

...........The daily use of technology has among adolescents. There is an increas today, beyond just television watching

Undo

The Undo button is located in the Quick Access Toolbar and allows you to cancel your last command(s).
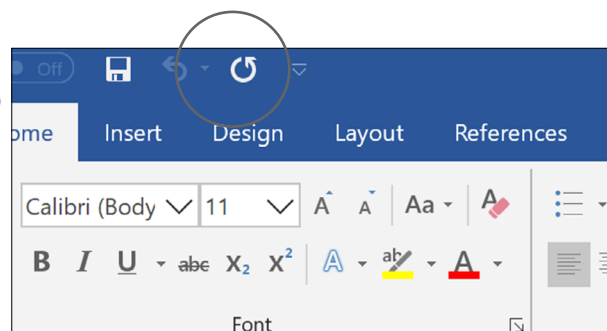
Initial Setup of APA Papers

Set up APA format before you begin typing. You can set formatting for one paper, or you can change the default so that the formatting stays set for all future papers (you can always change this at any time), which is what the directions below will explain how to do.

Font: We recommend using Times New Roman 12-point font in all of your papers except for in tables and figures, where you should use another font style. Your font should always be black.

1 In the Font section of the Home tab, click on the arrow in the bottom, right-hand corner.

2 In the Font menu, choose:
Font: Times New Roman
Font style: Regular
Size: 12

3 To save these settings for this paper only, click on OK.

4 To save these settings for all future papers, click on Set As Default.
5 Select "All documents based on the Normal template" and then click OK.

<u>Margins:</u> Your margins should be set to 1 inch throughout your essay.

① In the Page Setup section of the Layout tab, click on the arrow in the bottom, right-hand corner.

Intro to APA.docx - Saved to this PC ▾

Page Setup

File Home Insert Design **Layout** References Mailings

Margins ② ayout

Margins | Orientation | Size | Columns

Margins

Top: 1"   Bottom:

Left: 1"   Right: 1"

Gutter: 0"   Gutter position: Left

Breaks
Line Numbers ⌄
Hyphenation ⌄

① Ind   Spaci
→
← Right 0"

Page Setup   Paragraph

② Under the Margins tab of the Page Setup menu, make sure all four margins are set at 1 inch.

Orientation

Portrait   Landscape

Pages

Multiple pages: Normal

Preview

③ To save these settings for this paper only, click on OK.

Apply to: Whole document

Set As Default   ④   OK   ③

④ To save these settings for all future papers, click on Set As Default.
⑤ Then click Yes.

Do you want to change the default settings for page setup?

⑤ T   will affect all new documents based on the NORMAL template.

Yes   No

Line Spacing, Indents, Text Alignment: You should change these settings *before* you start typing. Your writing should be aligned left (except for centered headings and titles) and your entire document should be double-spaced.

In the Paragraph section of the Layout tab, click on the arrow in the bottom, right-hand corner.

Intro to APA.docx - Saved to this PC

Design | Layout | References | Mailings | Review | View | Help

Breaks
Line Numbers
Hyphenation

Indent
Left: 0"
Right: 0"

Spacing
Before: 0 pt
After: 8 pt

Paragraph

Paragraph

Indents and Spacing

General

Alignment: Left

Outline level: Body Text

Collapsed by default

Set Alignment to Left.

Indentation

Left: 0"
Right: 0"

Special: (none)

By:

Mirror indents

Set Indentation to 0" both left and right.

Spacing

Before: 0 pt
After: 0 pt

Line spacing: Double
At:

Don't add space between paragraphs of the same style

Set Line Spacing to double. Set Before to 0 and After to 0.

To save these settings for this paper only, click OK.

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Sample Text Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

To save these settings for future papers, click on Set As Default, choose the appropriate option, and click Yes.

Tabs.. | Set As Default | OK | Cancel

Page Numbers and Page Headers: While a running head (shortened version of your title) is no longer required for student papers, the instructions here include how to insert the running head with the page number if it is required by your instructor or assignment.

From the Insert tab, click on the arrow next to Page Number in the Header & Footer section.

1

Click on Top of Page and then Plain Number 3. This will insert the page number on all pages within your document.

2

If you need a running head, within your header (you can always double click to access it), put your cursor in front of the page number, type a shortened version of your title in all caps, and press TAB twice. Select all elements within the header and change the font (if needed) to the same font at the body of your paper. Then double-click below the dotted line to exit your header.

3

Page Breaks: You will need to manually insert page breaks at certain points in your essay—after your title page and before your Reference list, for example. You shouldn't press Enter multiple times to do this because you will create formatting issues. Instead, follow the steps here.

Further research should be done to understand

reasons for the increased STBs in adolescents.

Place the cursor at the start of the paragraph you would like to be on a new page. Here, the cursor is right before "References."

References

Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., Melkevik, O., Ahluwalia, N.,

& ... Inchley, J. (2016). Interna

from 2002 to 2010. *Journal of*

From the Insert tab, click on Page Break. You can also press CTRL+Enter when typing.

File Home Insert Design Layout Refere

Cover Page Blank Page Page Break Table Pictures Online Pictures Shapes Smar

Pages Tables Illustratio
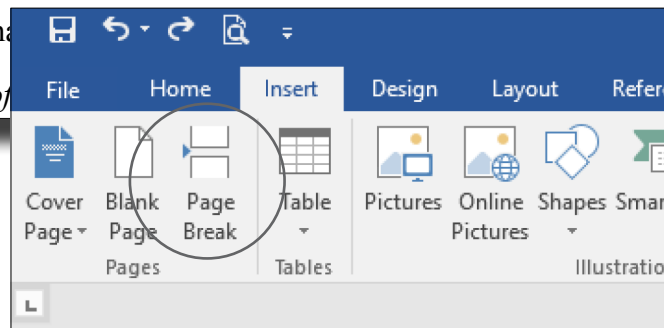
How do I avoid plagiarism?

Essentially, if you cite correctly and often enough (see pp. 19-26 and other resources at www.write.smumn.edu), then you should be able to avoid unintentional plagiarism. However, here are some tips to help you avoid some common challenges:

1. Give yourself enough time. It's easier to make careless errors if you're rushed.
2. Read the material carefully. Students sometimes plagiarize because they don't fully understand the texts.
3. Take notes. If you are paraphrasing from your own notes, then you are relying on your own interpretation (include correct citations though).
4. Visit the Writing Center. We can help you note issues with citations before you submit your paper.

Table of Contents: Dot Leaders: There aren't any APA guidelines for a Table of Contents; however, the instructions below will help you create one if your instructor requires it. You must set up dot leaders for your tab stops. Do not press the period key (.) repeatedly to do this as your numbers won't line up correctly.

2

1

Table of Contents

Paragraph

Indents and Spacing   Line and Page Breaks

General

Alignment: Left

Outline level: Body Text   Collapsed by default

Indentation

Left: 0"   Special: By:

Right: 0"   (none)

Mirror indents

Spacing

Before: 0 pt   Line spacing: At:

After: 0 pt   Double

Don't add space between paragraphs of the same style

Preview

① Type the title "Table of Contents" (no quotation marks, centered) at the top of your page.

② On the Home tab, click on the arrow in the Paragraph section

③ Then click on Tabs... at the bottom of the Paragraph menu.

Tabs...   **3**   ault   OK   Cancel

Tabs   ?

④ In the Tabs menu, click on Clear All.

Tab stop position: **5**   Default tab stops:
6.5   0.5"

⑤ Type "6.5" into the Tab stop position.

Tab stops to be cleared:

⑥ Select Alignment Right.

Alignment

○ Left   ○ Center   ● Right   **6**

○ Decimal   ○ Bar

⑦ Select Leader 2.

Leader

○ 1 N   **7**   ● 2 ....   ○ 3 -------

○ 4 ___

⑧ Click Set.   Set   **8**   Clear   Clear All   **4**

⑨ Click OK.   OK   **9**   ncel

Table of Contents: Dot Leaders, continued

Type your first label for your Table of Contents. Press Tab once. A row of dots will appear, and then you can enter the page number.

Table of Contents: Subheadings: You cannot indent subheadings within your Table of Contents using Tab. Instead, you should use the Increase Indent icon on the Home tab.

1 Type your subheading and then put your cursor in front of it.

2 Then press the Increase Indent button once.
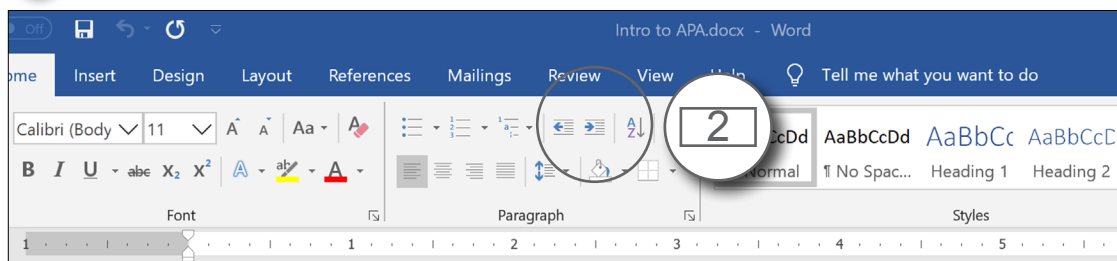
Can I use the Table of Contents function in Word?

We don't recommended using any of the automatic functions in Word, including the Table of Contents and References tools. These tools don't adhere to APA Style formatting and can also make other tools like Comments not work as well. Instead, use the instructions here to format these elements manually.

Formatting Within the Paper

This section will help you format various parts of your essay, including block/indented quotations and headings.

Block/Indented Quotations: While you should use exact quotations sparingly, if you use a quotation of 40 words or more, you will need to format it as a block or indented quotation as shown below.

① To format a block quotation, first type the quotation. It should be double-spaced like the rest of your paper.

② Highlight the quotation.

Paterson and Chicola (2017) described their informal mentorship as follows:

We co-negotiated difficult solutions to problems with our pesky "human" resources; we explored structural and governance strategies; and we diffused the challenges in our personal lives by talking with an empathetic female ally who was at the same time a professional colleague and friend. (p. 36)
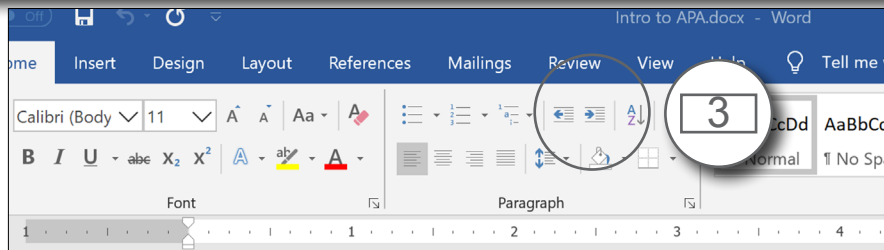
③ Click on the Increase Indent icon in the Paragraph section of the Home tab.

Paterson and Chicola (2017) described their informal mentorship as follows:

    We co-negotiated difficult solutions to problems with our pesky "human" resources; we explored structural and governance strategies; and we diffused the challenges in our personal lives by talking with an empathetic female ally who was at the same time a professional colleague and friend. (p. 36)

Can I use Google Docs?

Google Docs is a great tool for collaborative writing. For example, if you're writing a paper with some classmates or if your instructor wants to comment on your paper during the drafting stage. However, a Google Docs document does not format in the same way as a Microsoft Word document, so it is best to transfer your text to a Microsoft Word document for formatting purposes.

Word Count: You can always see your word count at the bottom, left-hand corner of your screen.

You can see the total number of words in your document at the bottom of the screen. To see the number of words in a section, highlight the text. You'll then see a ratio of highlighted words to total words.

predicted obesity in teens, especially for teens who have a TV in the

correlation with obesity, in their meta-analysis, Tremblay et al. (201

levels and high blood pressure were more likely in teens who had ex

Page 4 of 4   1339 words

AutoSave ● Off   Intro to APA.d...   Search

File   Home   Insert   Design   Layout   References   Mailings   **Review**   View   Help

Check Document
Thesaurus
Word Count

Read Aloud   Check Accessibility   Translate   Language   New Comment   Delete   Show Comments   Track Change

Proofing   Speech   Accessibility   Language   Comments

You can also see your word count and additional information if you click on Word Count in the Proofing section of the Review tab.

Word Count   ?   ✕

Statistics:

Pages	4
Words	1,339
Characters (no spaces)	6,872
Characters (with spaces)	8,182
Paragraphs	30
Lines	134

☑ Include textboxes, footnotes and endnotes

Close
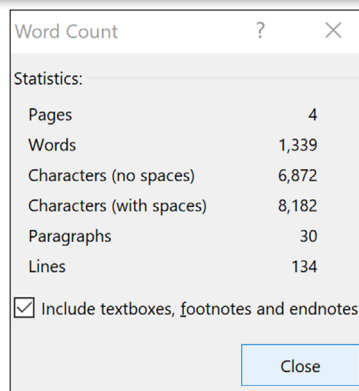
How do I type § and other symbols?

Sometimes you'll need to use a symbol either within your own text or within Reference list entries, like the section symbol (§), which is used when citing statutes. To find symbols, click on the Insert tab in Word and then click on the little arrow next to Symbol within the Symbols section.

gn in   ☐   ✕

⬧ Share   💬 Comments

π Equation
Ω Symbol ⌄

Text

€   £   ¥   ©   ®
™   ±   ≠   ≤   ≥
÷   ×   ∞   µ   α
β   π   Ω   Σ   ☺

Ω More Symbols...
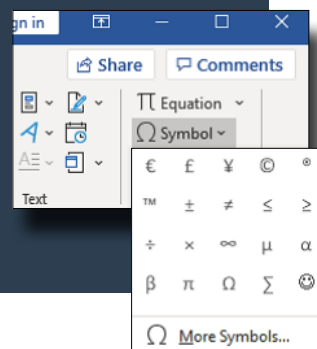
Word Help
Check out these videos for additional help

Bulleted or Numbered Lists

There are a variety of health concerns related to both behaviors of teens:

- Higher STBs predicted obesity in teens, e... in their bedrooms (Wethington et al., 201...
- Cholesterol levels and high blood pressur... excessive STBs (Tremblay et al., 2011).
- Lower self-worth and self-esteem levels ... levels of STBS (Tremblay et al., 2011).

Use numbers when the order of the items is important, for example, when you are listing the steps in a process.

Use bullets when the order isn't important.

① Click on the Bullet icon [icon] or the Number icon [icon] in the Paragraph section of the Home tab.
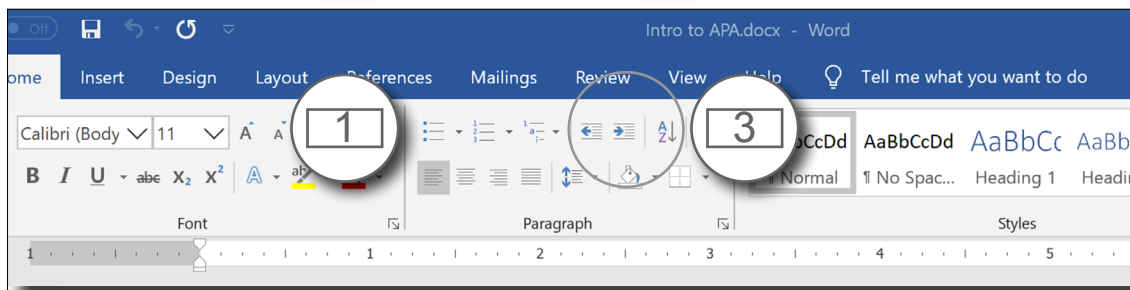
② Type the list and then highlight it.   ③ Click on the Increase Indent icon to indent the list 0.5 inches.

Orphan Headings: Use the instructions below to ensure your headings are not orphaned at the bottom of the page.

2

increase, we may see an increase in mental health issues; however, there has also been some

evidence that not all STBs are negative.

Benefits of STBs

1

① Put your cursor in front of the first letter of the heading.

② On the Home tab, click the arrow in the bottom, right-hand corner of the Paragraph section.

Paragraph   ?   ✕

Indents and Spacing   Line and Page Breaks   **3**

Pagination

☑ Widow/Orphan control

4

☑ Keep with next

☐ Keep lines together

☐ Page break before

Formatting exceptions

☐ Suppress line numbers

☐ Don't hyphenate

③ In the Paragraph menu, click on the Line and Page Breaks tab.

④ Select "Keep with next."

Textbox options

Tight wrap:

None   ⌄

Tabs...   Set As Def   **5**   OK   Cancel

⑤ Click OK.

Irregular Line Spacing: If you cut and paste text from various documents, you may end up with irregular line spacing. For example, you might have a triple space between paragraphs rather than a double space.

Highlight the text with the issue OR click on the arrow next to Select to Select All if you have multiple areas with this issue.

On the Home tab, click the arrow in the bottom, right-hand corner of the Paragraph section.

In the Paragraph menu, set the Spacing to 0 pt for both Before and After.

Click OK.

Reference List

This section will address the formatting of your Reference list, including hanging indents and alphabetizing.

Hanging Indent: Do not create hanging indents manually—doing so will cause formatting issues if you revise anything on this page.

In a hanging indent, the first line of each citation is aligned left, and all subsequent lines are indented.

Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., Melkevik, O., Ahluwalia,

→ in adolescent screen-time behaviors from 2002 to 2010. *Journal of Ado*

→ org/10.1016/j.jadohealth.2015.11.014

Click on the arrow in the bottom, right-hand corner of the Paragraph Section of the Home tab. **1**

Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left

Outline level: Body Text | ☐ Collapsed by default

Indentation

Left: 0" | **2** | Special: | By:
| | | Hanging | 0.5"
Right: 0" |
☐ Mirror indents
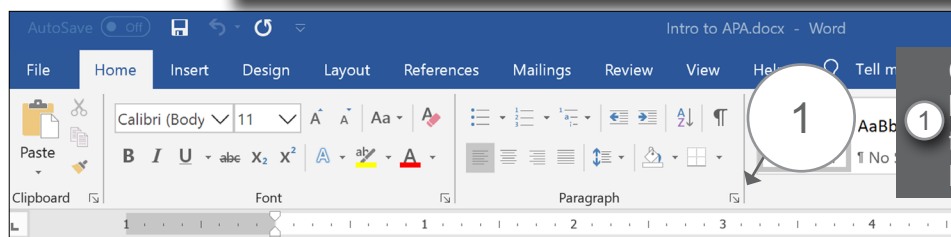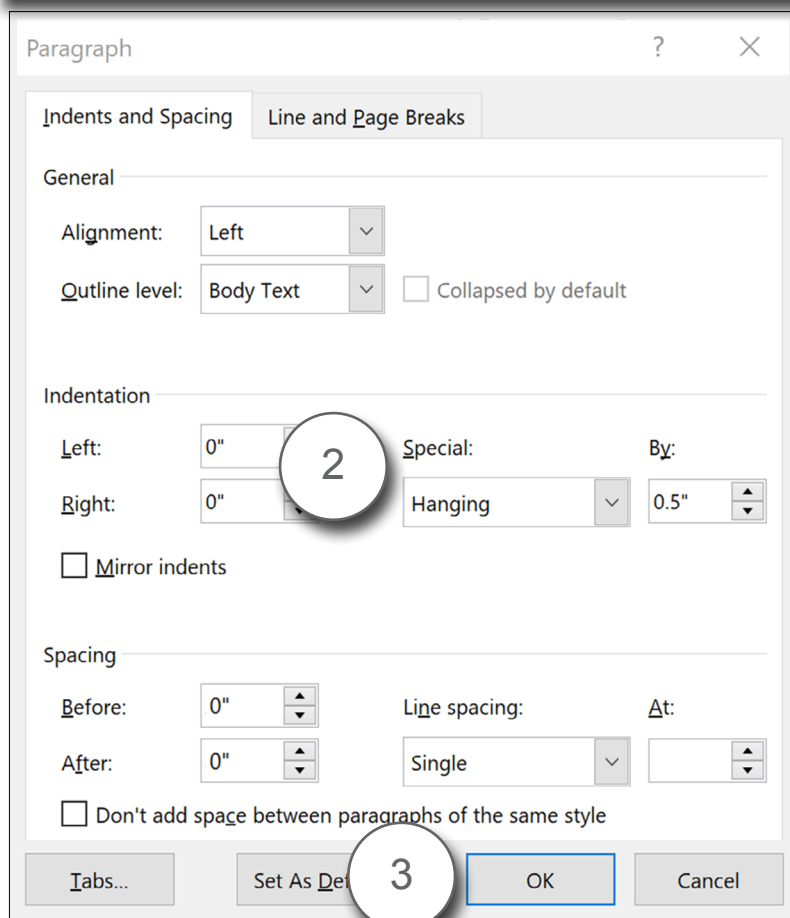
In the Paragraph menu, under Special, **2** select Hanging, and change the spacing to 0.5 inches.

Spacing

Before: 0" | Line spacing: | At:
After: 0" | Single |
☐ Don't add space between paragraphs of the same style

Tabs... | Set As Def **3** | OK | Cancel

3 Click OK.

Copy & Paste APA References: You can copy and paste Reference list entries from a database to save time; however, you need to do it correctly to avoid any formatting errors. You should do this process after you have formatted your Reference list hanging indents, margins, font, etc.

1 From the Detailed Record page in SuperSearch, click on Cite.

2 This will pull up a list of entries in various styles. Scroll down to find APA.

3 Highlight this entry, right-click and select Copy.

4 In Word, right-click and then select the Merge Formatting option under Paste Options. This will paste the entry into your Reference list. (You might also use the Keep Text Only option here, depending on how you've formatted the rest of your page.)

5 You should review the entry for correctness, especially in terms of capitalization.

Alphabetize Your Reference List Entries: Once your Reference list is complete, you can alphabetize your Reference list entries easily, using the Sort icon.

① Highlight your entries (be sure to exclude the title of References).

References

Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., Melkevik, O., Ahluwalia, N., & ... Inchley, J. 2016). International trends

in adolescent screen-time behaviors from 2002 to 2010. *Journal of Adolescent Health, 58*(4), 417-425. https://doi.

org/10.1016/j.jadohealth.2015.11.014

Craig, S., McInroy, L., McCready, L., Cesare, D., & Pettaway, L. (2015). Connecting without fear: Clinical implications of the

consumption of information and communication technologies by sexual minority youth and young. *Clinical Social Work*

Journal, 43

② Click on the Sort icon in the Paragraph section of the Home tab.

③ Under Sort by, be sure that Paragraphs and Ascending are selected.

④ Click OK.

Sort Text

Sort by

③ Paragraphs | Type: Text | ● Ascending ○ Descending

Then by

| Type: Text | ● Ascending ○ Descending

Then by

| Type: Text | ● Ascending ○ Descending

My list has

○ Header row ● No header row

Options... ④ OK Cancel

Matching Reference Entries to In-text Citations: You can use the Find tool in Word to check for consistency between your in-text citations and Reference list entries.

References

Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., N., & ... Inchley, J. (2016). International trends i *th, 58(*

1. Highlight the first last name in an entry on your Reference list. Be sure to highlight the name only.

2. Click on the Find icon within the Editing section of the Home tab.

3. This will bring up the Navigation pane, which allows you to see each time this name is used in your paper.

Navigation

Bucksch

7 results

Headings   Pages   **Results**

4. Straatman, Oliveria, Rostila, & Lopes, 2016). **Bucksch** et al. (2016) added that these "screen-time

, and checking in with parents on Facebook. **Bucksch** et al. (2016) discussed causes of the

, Hanewinkel, & Isensee, 2016). Similarly, **Bucksch** et al. (2016) found the STBs for adolescents

trend of decreasing physical activity lead **Bucksch** et al. (2016) to demand "interventions for

formation, and quality of friendships" (**Bucksch** et al., 2016, p. 421). For example, watching

Bucksch et al. (2016) added that these "screen-time behaviors" have become normalized due to "the availability of screens, ready access to the Internet, and the increasing importance of social media in young people's lives" (p. 422).) Screen time is increasing because technologies pervade the everyday life experiences of teenagers: using Ipads at school, listening to music on cell phones, and checking in with parents on Facebook. Bucksch et al. (2016) s

4. You can click on each item or use the arrows to scroll through each instance and check for correctness.

44

Sample References List

13

References

American Academy of Pediatrics. (n.d.). *Family media plan.* https://www.healthy
children.org/English/media/Pages/default.aspx

Bucksch, J., Sigmundova, D., Hamrik, Z., Troped, P. J., Melkevik, O., Ahluwalia,
N., & ... Inchley, J. (2016). International trends in adolescent screen-time
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425. https://doi.org/10.1016/j.jadohealth.2015.11.014

Craig, S., McInroy, L., McCready, L., Cesare, D., & Pettaway, L. (2015). Con-
necting without fear: Clinical implications of the consumption of information
and communication technologies by sexual minority youth and young adults.
Clinical Social Work Journal, 43(2), 159-168. https://doi.org/10.1007/
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What if I need help?

Make an appointment for a consultation at **write.smumn.edu** or email us at write@smumn.edu.