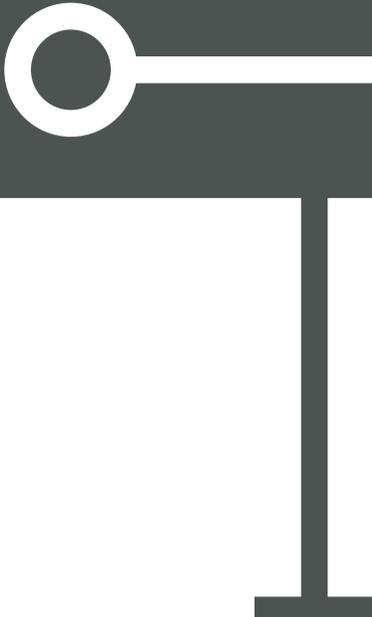


# Introduction to APA

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# Introduction to APA

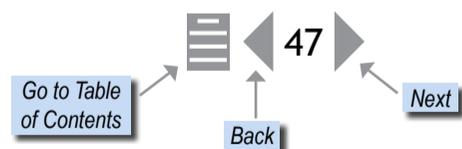
**The Writing Center**  
Schools of Graduate and Professional Programs  
Saint Mary's University of Minnesota

## About This Handbook

The first edition of this handbook was created by then 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, better known and referred to in this handbook as “the APA manual.” In 2018, Writing Center staff updated the resource to be more accessible.

Some tips and notes:

- Throughout the booklet you will see bracketed numbers that refer to relevant sections of the APA manual. For example, [8.03, p. 30] would mean you can look in the APA manual in section 8.30 on page 30 for additional information.
- This handbook is not formatted in APA Style, as APA was designed for academic papers, not instructional manuals.
- 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.
- While we will provide you with APA Style guidelines and rules here, every instructor has his/her own approach to APA Style, and you should always follow assignment instructions first. When in doubt, ask your instructor for his/her preference.
- This booklet is interactive, so you'll find links throughout. In addition, you can use the controls on the bottom of each page to move throughout the document.



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# Part One: Formatting

## A Word on APA Format and Instructor Requirements

The following formatting guidelines adhere to the 6th edition of the APA manual; however, occasionally programs at SGPP will require departures from APA style. Ask your program faculty if they require any departures.

### Alignments

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 [8.03]

The standard font for student papers at Saint Mary's University SGPP is Times New Roman size 12. Do not use underlining or all capitals unless your instructor specifies these. Use boldface for headings only. Keep the font the same throughout the paper.

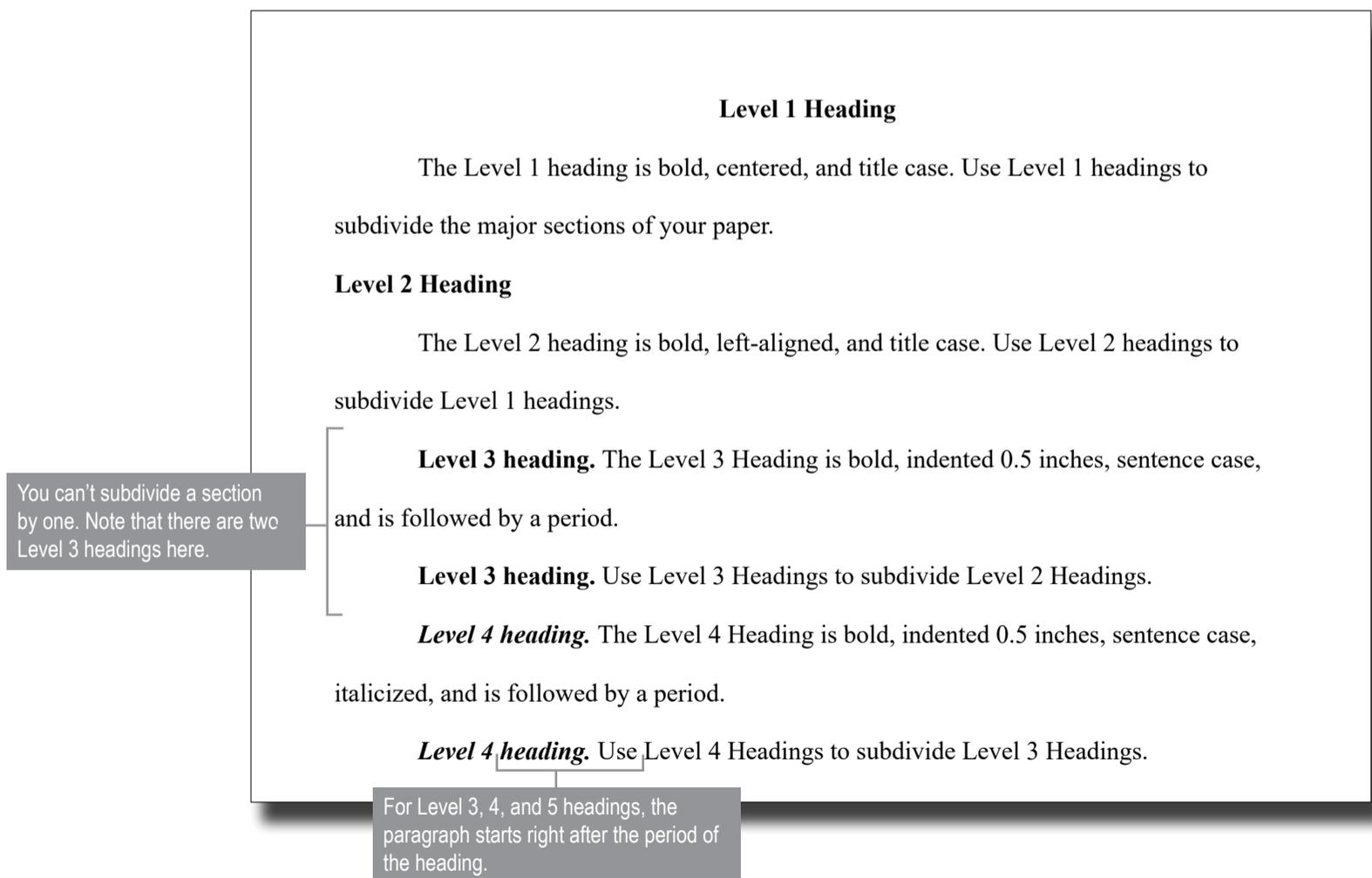
### Headings [3.02-3.03]

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. A capstone paper may require four levels, and the fifth level is reserved for doctoral dissertations.

The following are not considered headings: the title of the paper, the References page title, the Abstract title, the Table of Contents title, and the **Appendix titles**. Type any of these titles by centering them, without boldface or italics, and capitalizing the first letter of major words [4.15].

Headings should not be complete sentences or questions, e.g. **Characteristics of Transformational Leaders** not **What are the Characteristics of Transformational Leaders?**

Headings are arranged in the following hierarchy:



## Headings [3.02-3.03], continued

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

FAVORITE SHOES 2

My Favorite Shoes Your title is not a heading and should not be bold.

While we all wear shoes, everyone has their favorite pair or style of shoe. This paper will explain the two categories of shoes that I own—casual and dress—and detail my favorite kinds of shoes within each category.

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 sneakers and sandals.

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 have rubber sole and can be used as casual shoes or for exercise.

This is a Level 3 heading, so it is bold, indented, sentence case, and ends with a period. **Casual sneakers.** I wear casual sneakers for a lot of occasions, and I probably have at least ten different pairs. I have slip-on sneakers made of leather, canvas, and even gold lame. I like to wear my slip-on sneakers with skinny jeans or long skirts. I have four pairs of lace-up, casual sneakers. All four pairs are made by Converse, and I like to wear them with miniskirts, jeans, and summer dresses. Note that the paragraph begins right after the period of Level 3 headings.

There are three Level 4 headings here. As mentioned on the previous page, most papers won't have Level 4 headings; however, you might use them in longer papers.

**Exercise sneakers.** This kind of sneaker is made especially for exercise. There are a lot of different kinds of exercise sneakers, and each kind is made for a particular kind of workout.

**Running shoes.** I like to wear lightweight sneakers for running. My running shoes are made by Merrill and have almost no padding.

**Weight-lifting shoes.** My weight-lifting shoes are actually a pair of old Converse sneakers.

**Cross-training shoes.** I wear cross-training shoes when I take aerobics classes. These

## Headings in an Appendix [2.13]

If your paper contains an appendix [2.13], type the word Appendix as you would type the title of your paper (centered, not boldfaced or italicized, major words capitalized, [p. 39]). The title of the appendix is separate from any headings used within the appendix. If headings are used within an appendix, follow heading guidelines used in the paper, beginning with Level 1.

## FAQS

### Introduction and Conclusion Headings: Bold or not?

Since every paper starts with an introduction, APA 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. You can learn more about headings [here](#).

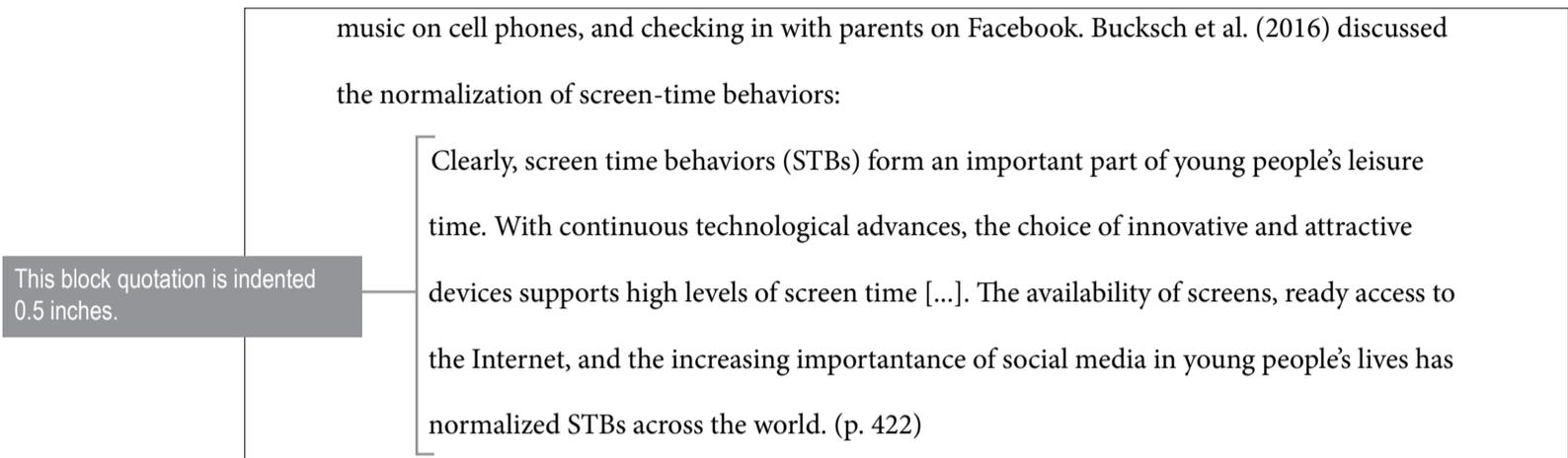
## Orphan Headings

Headings that stand alone on a line can get separated from their text when they are at the bottom of a page. Although the APA manual shows orphan headings in its sample papers (pp. 41-59), most people prefer to avoid them (see “Chapter Three: Microsoft Word for APA” for formatting instructions).

## Indents [8.03]

Indent the first sentence of each paragraph 0.5 inches (one Tab space). All other lines of the paragraph wrap to the left margin, as in this paragraph.

Indent **blocked 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.

## Line Spacing [8.03]

Double-space all lines in the paper, including References page entries and blocked quotes, unless your instructor specifies otherwise. The first line of each page (except title page) begins at the top margin. Maintain one double space after headings and between paragraphs.

Use the double-space setting of the word processor. Do not double-space manually by pressing the Enter key twice between lines.

## Margins [8.03]

Set margins at 1 inch on all sides unless instructed otherwise. Many word processors set the default margin at 1.25 inches, so you may need to reset the margins to 1 inch.

## Page Numbers [8.03, p. 230]

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). If your program requires a **running head**, place it inside the header at the left hand margin, 0.5 inches from the top edge.

NOTES



## Paper [5.01]

Use 8-1/2" x 11" white paper. All papers should be word-processed, one side only.

## Spacing after Punctuation [4.01]

In general, insert one space after every mark of punctuation. However, the APA manual recommends that you insert two spaces after punctuation that ends a sentence. However, do not insert a space inside quotation marks and parentheses. Note the following examples:

There aren't spaces between the text and quotation marks.

Byer advocated a "go-it-alone" position in the conflict.

Cole introduced the proposal (as recommended) and took a vote.

There aren't spaces between the text and parentheses.

When typing an em dash or en dash [4.13], put no space either before or after them. To create an em dash, use two hyphens, which Microsoft Word will automatically turn into an em dash (if no space is left before or after them). To create an en dash, type a single hyphen (again, with no space before or after).

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

The goal of this study—to find a student-centered approach to classroom management—changed during the observation process.

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

## Title Page

The APA manual describes a title page for a manuscript submitted for publication. That style of title page is not necessarily appropriate for student papers. If your program or your instructor gives you a sample title page, use that. Otherwise use the sample text provided here.

STBS AND TEENS 1

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]

May 4, 2017 [The date of submission]

Some programs have their own title page requirements. Please follow title page templates posted on the Writing Center's website at [tcwrite.smumn.edu](http://tcwrite.smumn.edu).

## Titles: Formatting [2.01, 4.07, 4.15, 6.29]

Titles follow special formatting rules when they appear on an APA References page, which you can see in the chart below. Normally, titles of works cited do not appear in the text of your paper; however, if you do use a published title in your paper, follow the formatting rules below.

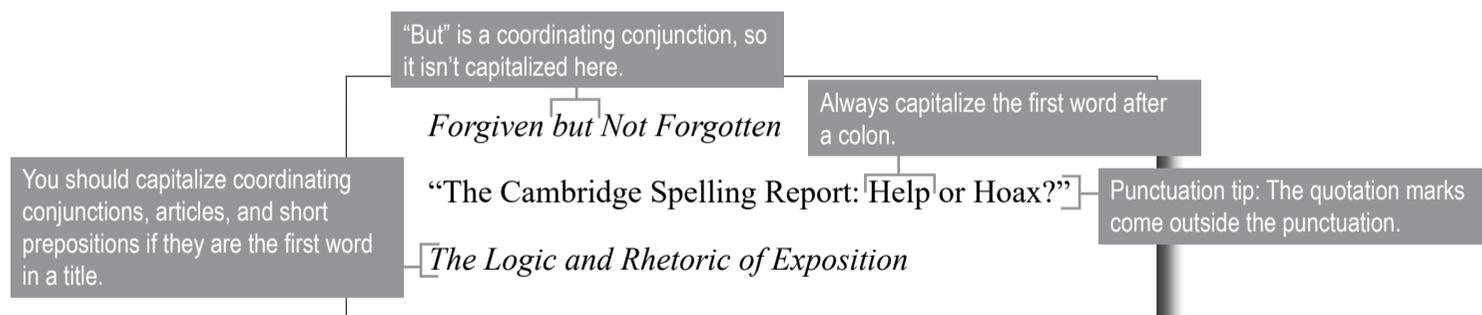
Titles					
Type	Examples	Rules for References Page	References Page Models	Rules within Essay	In-text Models
Work published inside a larger work	Chapter in book, article in a journal	Do not italicize. Capitalize only the following: first word, first word after a colon, proper nouns, and abbreviations.	Predicting alcoholism: College binge drinking	Place inside quotation marks. Capitalize everything except for articles, conjunctions, and prepositions.	"The American Work Ethic"
Work published alone	Book, stand-alone Internet document, report, dissertation	Italicize. Capitalize only the following: first word, first word after a colon, proper nouns, and abbreviations.	<i>The politics of curriculum in American education</i>	Italicize. Capitalize everything except for articles, conjunctions, and prepositions.	<i>How to Design and Evaluate Research in Education</i>
Periodical	Journal, newspaper	Italicize. For capitalization, follow the form used by the publisher.	<i>National Journal of Addiction</i>	Italicize. Capitalize everything except for articles, conjunctions, and prepositions.	<i>New England Journal of Medicine</i> <i>COMbusiness</i>

Note: When the first word or two of a title is used to replace a missing author in an in-text citation, follow the formatting for in-text titles.

The general rule for capitalizing words in titles used in **your text** is to capitalize major words. We call this “**title case**” (“sentence case” is when we capitalize like in a sentence—the first word, proper nouns, and words after a colon). Major words are all words except coordinating conjunctions, articles, and short prepositions (fewer than three words). Do not capitalize the following:

- Coordinating Conjunctions:** for, and, nor, but, or, yet
- Articles (not capitalized):** a, an, and, the
- Short Prepositions:** as, at, by, for, in, of, off, on, out, to, up

Examples:



## Using Bullets [3.04]

The APA manual allows the use of bullets, rather than numbers, for vertical lists when the order of items is not a factor (see “Chapter Three: Microsoft Word for APA” for formatting instructions). Bulleted lists summarize. They should not replace a detailed explanation or commentary.

- Items in bulleted lists must be grammatically parallel [p. 86].
- Bulleted lists are double-spaced like the rest of the text.

## Using Numbers in a List [3.04]

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 [4.03; p. 64]

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.

Unlettered Seriation  
in a Sentence

Researchers divided participants into four groups on the basis of age, gender, height, and weight (Johnson et al., 2014).

Lettered Seriation  
in a Sentence or  
Paragraph

The participants were given (a) the trial medication, (b) no drugs, or (c) a placebo (Johnson et al., 2014).

## FAQS

### 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 (and possibly too cumbersome or distracting). Common appendices are lists of interview questions, extensive tables, and sample worksheets.

Your appendices begin after your References page. Each appendix should begin on a new page with an appropriate title (Appendix A, Appendix B, Appendix C, etc.). The title should be centered but not bold. If you have only one appendix, label it Appendix. Label the appendices in the order in which they appear in your paper.

When you mention the appendix within your essay, you should refer to it like this:

See the list of interview questions in Appendix A.

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

Appendix D contains the worksheet used with participants.

## Tables and Figures [5.01-5.30]

Use tables and figures sparingly, and only if the information contained in them is essential for understanding the text of your paper. Mention the table or figure at the appropriate point in the text. Refer readers to the table or figure with words such as:

As shown in Table 2, the results were....

The configuration of parts (see Figure 1) depended upon....

### Numbering and Placing Tables and 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, Figure 1; [5.05]).
- Provide a title [5.12] for each table and place the title above the table, after the table number.
- Provide a caption [5.23] for each figure and place the caption beneath the figure, after the figure number.
- APA Style places tables and figures on separate, unnumbered pages after the Reference page. However, many University programs prefer that each table and figure appear in the text at the point where it is first mentioned. Check with your instructor, advisor, or program director for the preference of your program.
- If the table or figure appears in an appendix, the appendix letter appears before the number of the table or graph, e.g., Figure A2.
- In APA Style, tables may have horizontal lines but not vertical lines. Lines should only be used for clarity.

## Tables and Figures [5.01-5.30], continued

### Citations for Tables and Figures

Doctoral students must obtain copyright permission to use tables and figures from another source in their dissertations, and must include a copyright permission footnote [p. 38] in their text. For students not submitting papers for publication, the following guidelines are summarized from the APA manual:

- If you obtained a table or figure from another source, you must, according to the APA manual, “give credit in the table or figure caption to the original author and copyright holder” (p. 128).
- If you created the table or figure yourself, but within the table or figure you used information reproduced or adapted from another source, you must provide a source note (similar to a References page entry) at the bottom of the table or figure. No entry is needed on the References page unless that source was cited elsewhere in the paper. See 5.16 for examples of table source notes and 5.23 for examples of figure source notes.

### Sample Table

**Table 1**  
*Title of Table*

The table number goes above the title of the table. The title should be in title case (see p. 5) and in italics.

1 <sup>st</sup> column heading	2 <sup>nd</sup> column heading	3 <sup>rd</sup> column heading	4 <sup>th</sup> column heading
Begin text here.	3.12	4.62	8.17
Use the tab key to move from one table cell to the next.	5.86	2.13	1.25
Don't use vertical lines within your tables. In fact, use as few lines as possible.	7.34	9.15	2.53
You may single space or make the text smaller to improve readability.	6.89	4.12	3.20
You can use sans serif fonts in your tables, too.	4.78	5.46	3.21

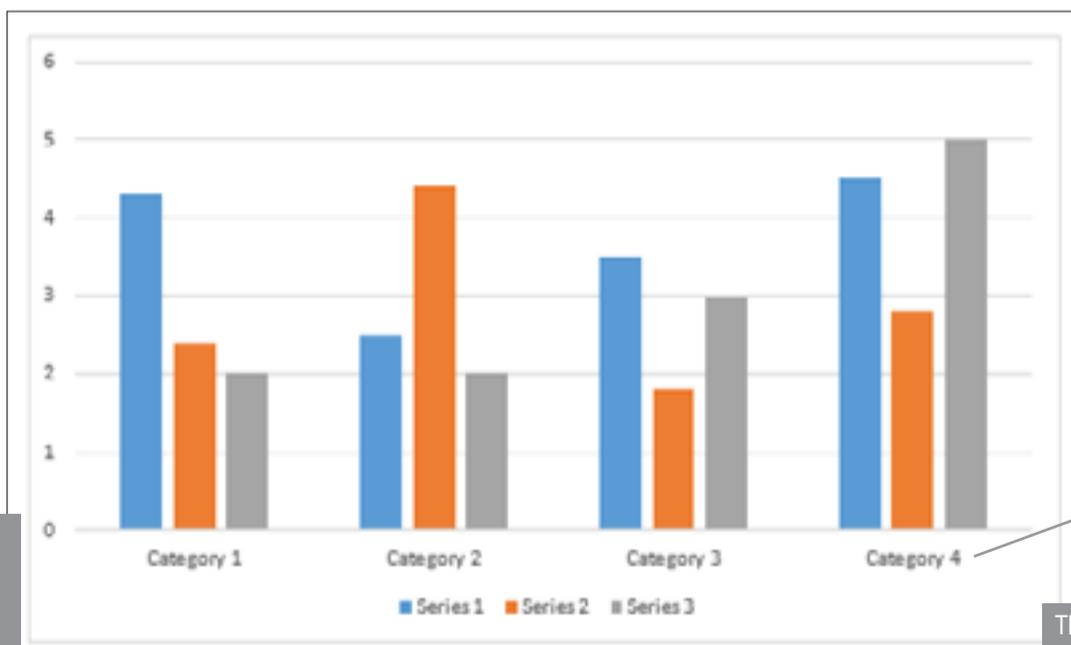
Note: Any notes necessary to explain the table or to identify the source of the information used in the table, should be placed here, preceded by the heading "Note" as shown. If the table is reproduced or adapted from another source, give a table source note here but not on the References page (unless the source is cited elsewhere in the essay).

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.

Tables may have horizontal lines only in APA Style, but this table has no lines because none are needed for clarity.

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

### Sample Figure



This is where you include the figure number in italics followed by a period.

*Figure 1.* The title for figures should be italicized and placed below it like this example. You also include a caption like this, which gives a description of the figure and any additional information needed to understand it.

The most important thing when creating figures is clarity, so you can use sans serif text and alternative spacing to present the information as clearly as possible.

This is where you would include any citation information if you are reproducing an image found elsewhere.

# Part Two: Crediting Sources

## Why We Credit Sources

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. However, occasionally programs at SGPP will require departures from APA Style. Ask your program faculty if they require any departures.

### 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.

## Where to Credit Sources

Sources are credited in two places:

1. Give a short citation in the body of your paper, by author's last name and year of publication (in parentheses). The purpose of citing sources in the body of your paper is to lead readers to the full reference entry, provided on the References page at the end of the document.
2. Give a full reference entry on the References page at the end of your document, where you will provide (a) author, (b) publication date, (c) title, and (d) publisher information. List the references in alphabetical order by the author's last name.

## How to Begin

Compose your References page as you do your research for the following reasons:

1. Creating the APA reference 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 References page entry (author name and date) tell you how to write the brief citation in your paper.

## Timesaving Advice

Many electronic academic databases provide preformatted APA references that you can copy and paste to your own References page. Some of the references may contain APA errors that will require formatting adjustments on your part, but copying and correcting the references as needed will take less time than typing all the reference information yourself.

NOTES



## Primary and Secondary Sources [6.17]

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*. Breger would be a primary source for his own ideas or opinions, but he would be a secondary source for Freud’s ideas (Freud is the primary 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. You will pass along any errors he or she made in presenting the primary source.

If you did read a primary source in a translation, you can still cite it as a primary source. In the case of Freud, for example, you can cite Freud as a primary source. However, you will need to identify the translator and the re-publication date on your References page. For your in-text citation, give both the original publication date and the translation publication date.

The chart below shows the differences in both References page citations and in-text citations for primary and secondary sources.

	References Page Entry	In-text Citations
<b>Primary Source</b>	Freud, S. (1930). <i>Das unbehagen in der kultur</i> . City, Country: Publisher.	Freud (1930).... ... (Freud, 1930).
<b>Secondary Source</b>	Breger, L. (2009). <i>A dream of undying fame: How Freud betrayed his mentor and invented psychoanalysis</i> . New York, NY: Norton.	Freud (as cited in Breger, 2009).... ... (Freud as cited in Breger, 2009).
<b>Translated Source</b>	Freud, S. (2005). <i>Civilization and its discontents</i> (J. Strachey, Trans.). New York, NY: Basic Books. (Original work published 1930)	Freud (1930/2005).... ... (Freud, 1930/2005).

## LINKS

Find more information on tables and figures at the following links:

- [Navigating Copyright for Reproduced Images](#)
- [Navigating Copyright: How to Cite Sources in a Table](#)
- [Quick Answers—Formatting](#)
- [How to Format Tables and Figures](#)

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## References Page

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### References Page Format [6.25]

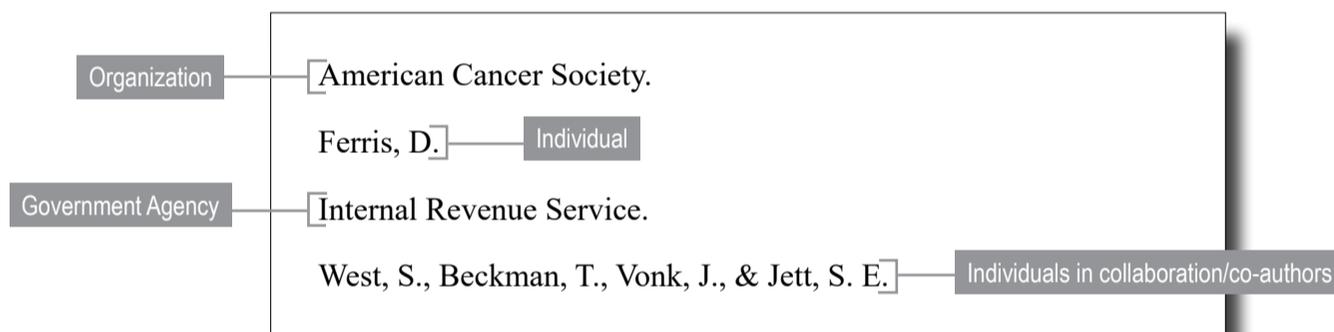
- The References page begins at the top of a new page following the last page of the body of your paper.
- After typing the title References (centered, not bold), but before typing the first entry, set up automatic **hanging indents**, which you can learn to do [here](#).
- Alphabetize the entries by the last name of the first author listed on the source, using the [Sort Icon](#) on the Home tab.
  - Note that initials, not first names, are used.
  - For guidance on ordering the entries when authors' last names are the same, see p. 182 of the APA manual.
- The References page is double-spaced throughout. Do not place an extra line between entries.
- References are not numbered or bulleted.
- The References page and the in-text citations must correspond (except for personal communication and secondary sources).

### References Page Basic Format [6.27-6.31]

APA 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:

#### Element 1: The Author Element [6.27]

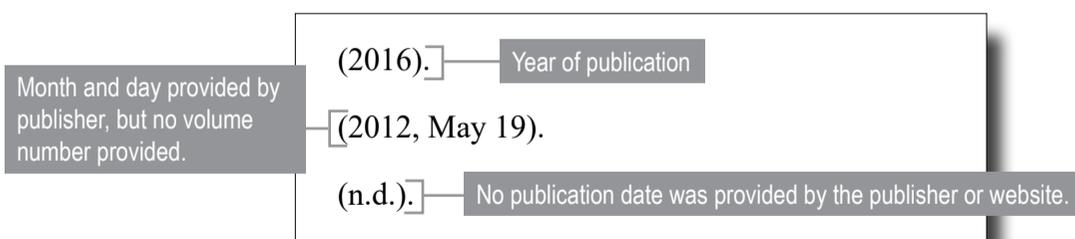
The author may be a single individual, several individuals working in collaboration, an organization, a corporation, a government agency, or other group. Place a period at the end of the element, regardless of the type of author. The following are examples of author elements:



In the rare case in which the author of a source is not identified, move the work's title into the author position on the References page and alphabetize by the title's first word (skipping A, An, or The). To cite the source in the body of your paper, substitute the first word of the title in place of the author's name, typing that word either in italics or placing it inside quotation marks, depending on the type of source (see Element 3).

#### Element 2: The Date Element [6.28]

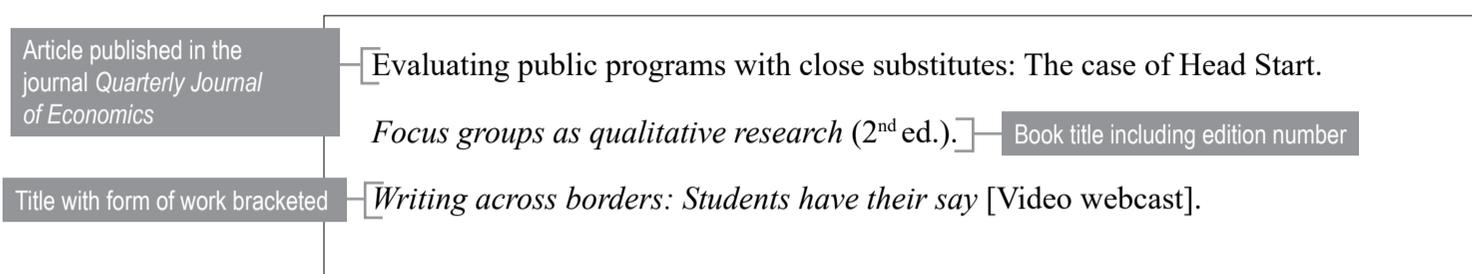
The date is usually expressed as the year of publication and is placed in parentheses after the author element. However, if a month and day are provided—and if no volume number is given—include the month and day after the year. The date element cannot be left blank. If no publication year is provided,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



If you are not sure about the publication date, consult a librarian or a Writing Center consultant.

### Element 3: The Title Element [6.29]

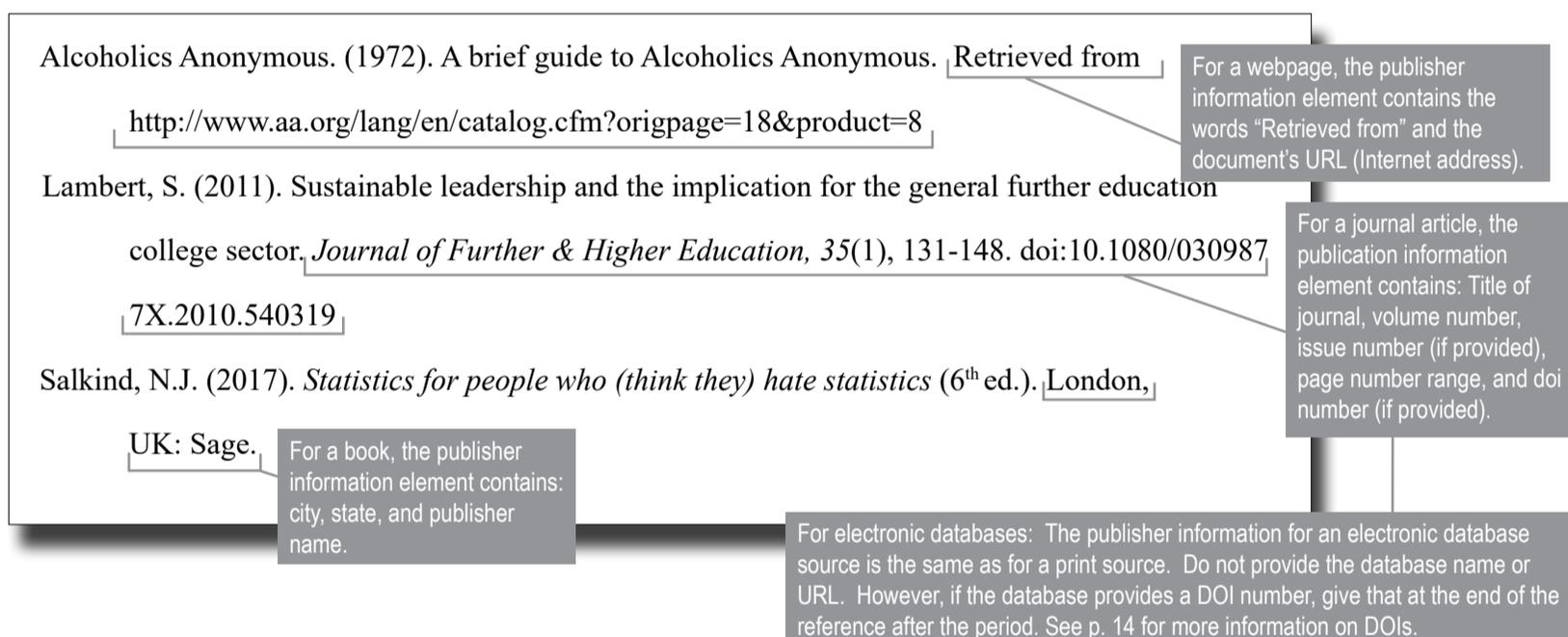
Title elements can be of two types: (a) title of a work published inside another work (for example, a chapter inside a book or an article inside a journal); or (b) title of a work published by itself—not inside another work. These two types of titles are formatted differently, as illustrated below.



In titles, include subtitles as shown above. Include 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 (see Video webcast example above).

### Element 4: The Publisher Element [6.30]

The fourth element, publisher, varies according to type of source.



### Missing Elements [6.27-6.30]

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). For the in-text citation, use the first word or two of the title followed by the publication year [6.27].

**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 References page entry and in the in-text citation [6.28].

**Missing title:** If no title is given (highly unusual), give a one- or two-word description inside brackets where the title would normally be: e.g., [Letter to the editor] [6.29].

**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.

Not all sources will fit neatly into APA guidelines. If you encounter such a source, use (a) your knowledge of APA rule patterns and (b) your understanding of the purpose of APA citations—identification and retrievability—to find a reasonable solution to a References page entry question.

## Print Sources

### Book

For information on citing e-books, see [this link](#).

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

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

### Book, Publisher as Author

The author can be an individual or an organization.

American Psychological Association. (1994). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

When the author and publisher are the same, use the word Author for the publisher name.

### Book, Translated

Use the publication date of the translation, not the original.

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

Provide the translator's name after the title.

### Chapter in an Edited Book

Place the authors of the chapter at the beginning.

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). Minneapolis, MN: University of Minnesota Press.

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

### 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.  
doi: 10.1080/13602381.2015.1129814

In the title of the article, capitalize only the first word, the first word after a colon, and proper nouns.

### 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.

### Periodical Article: Newspaper Editorial

When the author is not identified, move the title to the author position.

Making art lovers pay [Editorial]. (2018, January 5). *The New York Times*, A26.

In brackets identify the article as an editorial.

## Electronic Sources [6.31-6.32, 7.01-7.02]

Electronic sources fall into two general categories: (a) Documents from the Web (Internet) and (b) documents from restricted access electronic databases (such as those available through the Saint Mary's University library). You must distinguish between the two.

### Document From a Website

APA recommends including a retrieved from date only if the source material might change over time, as is the case with blogs and wikis.

Bagci, F., & Alrashed, E.A. (2016). Security architecture for wireless sensors. WSEAS Transactions on Communications. Retrieved from <http://www.wseas.org/multimedia/journals/communications/2016/a325804-887.pdf>

Do not use a period to close an entry ending with a URL.

Do not hyphenate a URL to force a break at the end of a line. It is not necessary to break a URL to avoid white space.

### Webpages with Missing Elements

You may come across webpages that have incomplete information (remember that missing elements can weaken your credibility with readers; see “Establishing Source Credibility”). However, if you need to reference a source with missing elements, here is how to do so:

#### Webpage With No Author

If no author is listed, then you should look for an organizational author.

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

#### Webpage With No Author or Organizational Author

If no author or organizational author is listed, begin with the title of the webpage.

Which artificial sweetener is right for me? (n.d.). Retrieved from <http://www.diabetes.co.uk/sweeteners/which-artificial-sweetener-is-right-forme.html>

#### Webpage With No Date

If no date is listed, then you should use the abbreviation “n.d.” for “no date.”

Harvard Health Publications. (n.d). Cutting back on added sugar. Retrieved from <http://www.health.harvard.edu/staying-healthy/cutting-back-onadded-sugar>

### Journal Article from a Website [p. 200]

Massaro, D.W. (2017). Reading aloud to children: Benefits and implications of acquiring literacy before schooling begins. *The American Journal of Psychology*, 130(1), 63-72.  
doi: 10.5406/amerjpsyc.130.1.0063

In the title, capitalize only the first word, the first word after a colon, and proper nouns.

## Electronic Sources [6.31-6.32, 7.01-7.02], continued

### ERIC Online Resources [p. 212, #62]

ERIC (Educational Resources Information Center) contains mostly citations and abstracts, not full text documents. If you want the full document, you can order it from ERIC or use the location information to retrieve it yourself (with help from a librarian). 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 (because you found the citation in ERIC but actually retrieved the document elsewhere).

Miller, D. C., Sen, A., Malley, L. B., & Burns, S. D. (2009). Comparative indicators of education in the United States and other G-8 countries: 2009. Retrieved from ERIC database. (ED504634)

### Electronic Database (Restricted Access): Journal Article

Access to most academic databases is restricted to subscribers. As a student, you have access to many of them because the Saint Mary's University library subscribes to them. Examples include ProQuest Education Journals and the databases within EBSCO Megafire. Sources retrieved from most of these databases do not require a database name or URL when cited. Articles from electronic databases are generally treated like print sources. Contrary to APA guidelines, Saint Mary's University does not require students to provide a publisher home page URL if a DOI number is not provided. If no DOI number is provided, you may simply end the reference entry after the page range.

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

doi: 10.1007/s12129-017-9627-7

If no DOI number is available, end the citation with the period after the page range. (The APA says to give the home page of the journal, but Saint Mary's University does not require that information from students.)

### DOI numbers [6.31-6.32, 7.01]

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. DOI numbers always begin with 10, followed by a decimal. They can contain letters and symbols as well as numbers. 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.



To use a DOI to locate a source on the Internet:

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.

In newer sources, the DOI number appears with a prefix: <http://dx.doi.org>. So the number may look like <http://dx.doi.org/10.1037/a0030944> instead of 10.1037/a0030944. For your Reference page, type it either way (doi: 10.1037/a0030944 or <http://dx.doi.org/10.1037/a0030944>) but be consistent.

## Other Types of Sources

### Motion Picture

Anderson, W. (Producer), & Baumbach, D. (Director). (2005). *The squid and the whale* [Motion picture].  
U.S.: Samuel Goldwyn Films.

Describe the source form in brackets.

### Video (DVD)

Guggenheim, D. (Director) and Parkes, W.F. & McDonald, L. (Producers). (2015). *He named me Malala*. [DVD].  
UAE: Imagination Abu Dhabi FZ, Participant Media.

### Video (Retrieved from a website)

Crenshaw, K. (2016, October). The urgency of intersectionality [Video file]. Retrieved from  
[https://www.ted.com/talks/kimberle\\_crenshaw\\_the\\_urgency\\_of\\_intersectionality#t-1726](https://www.ted.com/talks/kimberle_crenshaw_the_urgency_of_intersectionality#t-1726)

### Blog

Web blogs (Web blog posts) can be useful sources if you establish the credibility of the blog publisher. Even if the blog is reliable, however, it probably exists elsewhere in a form that is more permanent and more easily verified than the information in a Web blog or a response to a Web blog.

### Blog Post

The title is not italicized because it is part of a larger blog series call *Grammar Girl*.

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

### Blog Comment

The author did not give the comment a title, so all you need to provide is the source form in brackets.

Jean, M. (2017, December 13). [Web log comment ]. Retrieved from <http://www.quickanddirtytips.com/education/grammar/important-or-importantly>

### Legal Documents

Reference entries for legal documents are explained in the appendix to Chapter 7, pp. 216-224, of the APA manual. Library staff can provide assistance in locating reliable legal references. Writing Center staff can help you create the references in APA style.



**Source Credibility**

Excerpted from “[Evaluating Information](#),” a Twin Cities Library online tutorial.

Evaluate a source’s credibility by determining if the author and publisher have the knowledge and credentials needed to publish the information. Ask yourself:

- Who is the author?
- What are the author’s credentials?
- Is the author affiliated with a reputable organization, such as a university?
- Is the publisher or sponsor trustworthy?
- If the information is from a website, what is the domain name of the website?

Information found on websites can be especially hard to evaluate. Pay close attention to the author, sponsor or publisher, and the website domain name.

Website Domain Implications	
.com .biz	Commercial websites owned by corporations, businesses, or for-profit groups. Information is shared to advertise and persuade. You must decide if the particular website's information outweighs its commercial agenda.
.org	Websites typically run by non-profit organizations, but not always—there is no overseeing authority to ensure .org addresses go to non-profits. These sites can be owned by non-profit, religious, or lobbying groups, individuals, or companies. Information is often biased.
.edu	Higher education websites representing colleges and universities. Domain addresses are regulated now but were not in the infancy of the Internet.
.gov .mil .us	Websites regulated by U.S. government entities. These domain addresses are regulated.
.net	Network-related websites, often held by Internet service providers.
.uk .ca. .mx	Websites that are housed/published outside the United States, identifiable by a two-letter country code.

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## In-text Citations

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### Purpose of Citing in Your Paper

The purpose of the in-text citation is to lead readers to the correct alphabetized entry on the References page. If you use another author's words you must attribute the work to its original source (its author, composer, etc.).

- If you borrow an idea from, or directly quote from, another person's work, you must cite the source of that idea or quote.
- Phrases borrowed word-for-word from another author must be placed in quotation marks and followed by the page number from the original source.
- You must cite a source even if you don't quote directly from it.
- Paraphrase with care. Inadequate paraphrasing can be another form of plagiarism, even with documentation provided (see "Paraphrasing Strategies," p. 22).

The examples that follow illustrate variations on the same in-text citation:

Bucksch et al. (2016) found that STBs for adolescents increased two hours per day from 2002 to 2010.

Adolescents' STBs increased two hours per day from 2002 to 2010 (Bucksch et al., 2016).

### Relationship to References Page Entries

Remember that a References page entry has four elements: (1) author, (2) publication date, (3) title, and (4) publisher information. The first two elements of the reference list entry—the author and publication date—make up the in-text citation. The in-text citation must match the author (minus initials) and date of its Reference page entry so that readers can locate the entry.

### 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.

### Running Text and Parenthetical Citations

To cite in running text means to place the author's name in the sentence without parentheses, as illustrated below. (Always place date and page number in parentheses.)

The trend of decreasing physical activity lead Bucksch et al. (2016) to demand "interventions for this population" (p. 421).

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

Currently, most teens do not get the recommended amount of moderate to vigorous physical activity MVPA every day (Straatman et al., 2016).

Whichever way you cite, parenthetically or in running text, you must at all times make clear to readers the sources of all your information.

## Where and When to Cite?, continued

### Discourse About Ideas

A literature review, for example, is organized by themes. Instead of separately summarizing each article you read, you should write about themes that emerged from your review of the literature like this:

Transformational leaders are recognized as those who inspire their followers to higher levels of performance and change.

In that sentence you are writing in your own voice, stating an assertion for which you found support in the literature. You need to cite each source you read that supported that assertion. A good place to cite in a case like this is at the end of the sentence in parentheses, 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).

Placed in parentheses at the end of a sentence, citations are less distracting to the flow of ideas.

### Discourse About Works

If, on the other hand, you find that the entire paragraph contains ideas from the same author (in other words, you would be citing the same author at the end of each sentence), then you probably need to introduce the author's name into the running text, where it is more noticeable, because you are now discussing the author's work, not just citing the author as support for your own assertion. Note the following example:

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.

According to the APA [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 he/she prefers.

Whichever way you cite, parenthetically or in running text, you must at all times make clear to readers the sources of all your information. Frequent citations are necessary and expected in academic papers.

### Vary the Citation Wording

Here are some examples of how to effectively integrate citations into your work.

- Stieglitz and Hernandez (2002) emphasized that...
- 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...
- ...but the results were inconclusive (Hammel, 2003).

Note that each example here uses past tense when referring to sources (emphasized, responded, defined, etc.). Always use past tense when talking about research completed.

## Citing Works by Multiple Authors

The table below explains how to cite multiple authors in running text and parenthetical citations using the phrase “et al.” which means “and others.”

Number of authors	First in-text citation		Subsequent in-text citations	
	Parenthetical	Running text	Parenthetical	Running text
One or two	... (Matsuda & Silva, 2005).	or Matsuda and Silva (2005)....	... (Matsuda & Silva, 2005).	or Matsuda and Silva (2005)....
Three, four, or five	... (Straatman, Oliveira, Rostila, & Lopes, 2016).	or Straatman, Oliveira, Rostila, and Lopes (2016)....	... (Straatman et al., 2016).	or Straatman et al. (2016)....
Six or more	... (Bucksch et al., 2009).	or Bucksch et al. (2009)....	... (Bucksch et al., 2009).	or Bucksch et al. (2009)....

## FAQS

### Avoiding Anthropomorphism [3.09]

Anthropomorphism is attributing human actions to non-human nouns. Surveys, research, studies, and reports don't do anything. Their authors do.

Not: A survey by Biggs and McCoy (2001) reported....

But: Biggs and McCoy (2001) reported....

### Personal Communication [6.20]

Personal communications can include e-mail, personal interviews, telephone conversations, course lectures, and class materials that are not accessible to the public. Personal communications are not retrievable sources, so are not included on the References page. 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.

## NOTES



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## ● Quoting and Paraphrasing ●

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### Quoting [1.10, 6.03-6.10]

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**:

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)

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

Omit the quotation marks around a block quotation.

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

## FAQS

### Where do I use quotations and paraphrases within my own paragraphs?

While every assignment has different requirements, in general, every paragraph should have a topic sentence, evidence, connections, and a concluding sentence.

- **Topic Sentence:** A sentence that provides an overview of the paragraph and connects back to the main idea of the paper.
- **Evidence:** This is usually source support in the form of paraphrases or exact quotations (with correct citations, of course).
- **Connections:** This is using your own words to provide summary, explanation, analysis, and/or synthesis of the source support.
- **Concluding sentence:** A sentence that summarizes the paragraph and/or transitions into the next paragraph.

You can learn more about paragraph organization by viewing [this video](#).

## Capitalization of 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).

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

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).

If the quote is interrupted, do not capitalize the first word of the resumed quote.

“People and places,” noted Zinsser (2003), “are the twin pillars on which most nonfiction is built” (p. 54).

## LINKS

Check out these resources on quoting, paraphrasing, and citing:

[Quoting and Paraphrasing](#)

[Happy Holiday Citing: Citation of Classical Works](#)

[When and How to Include Page Numbers in APA Style Citations](#)

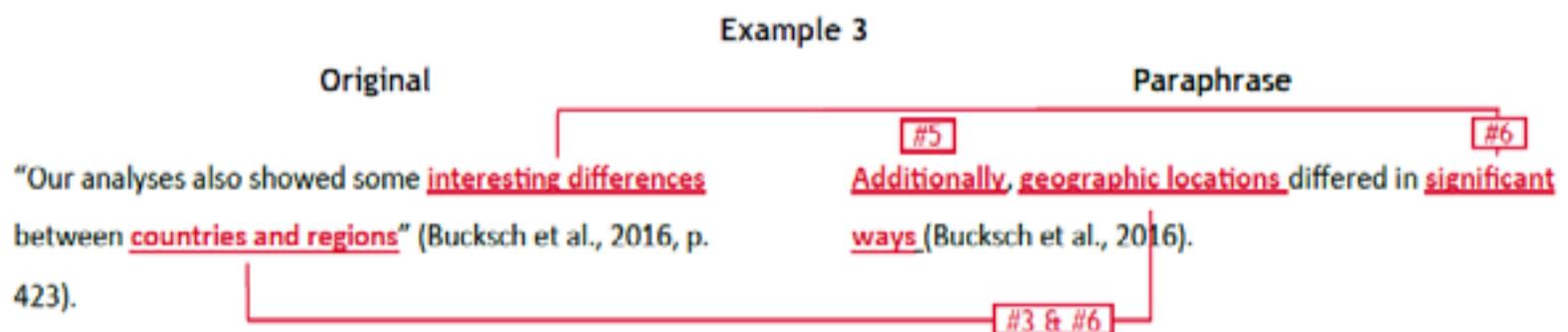
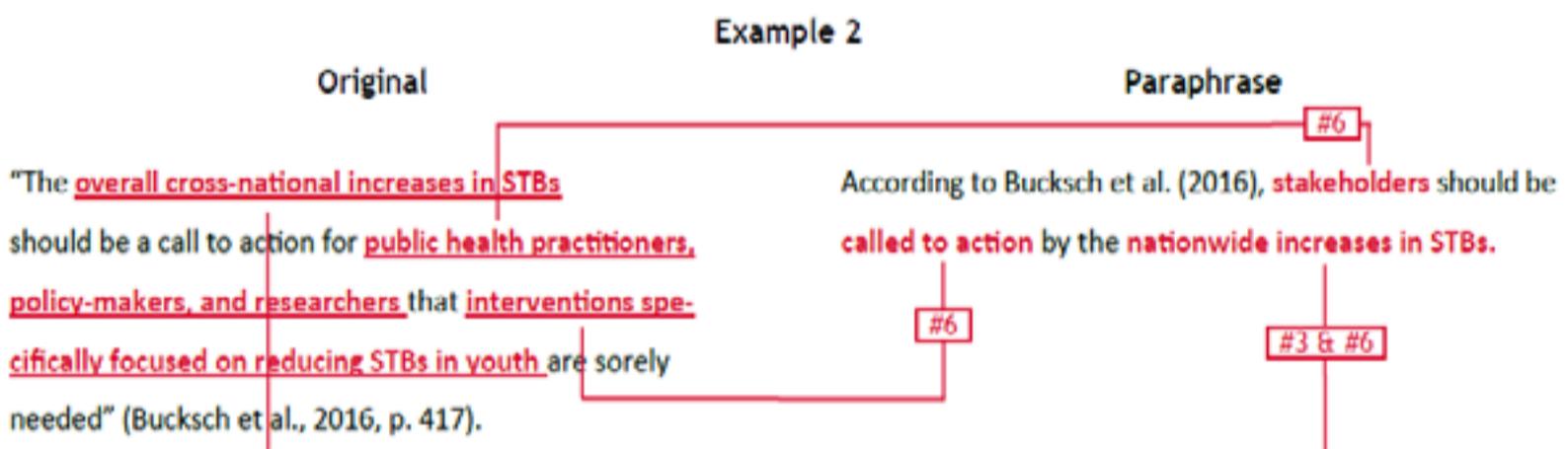
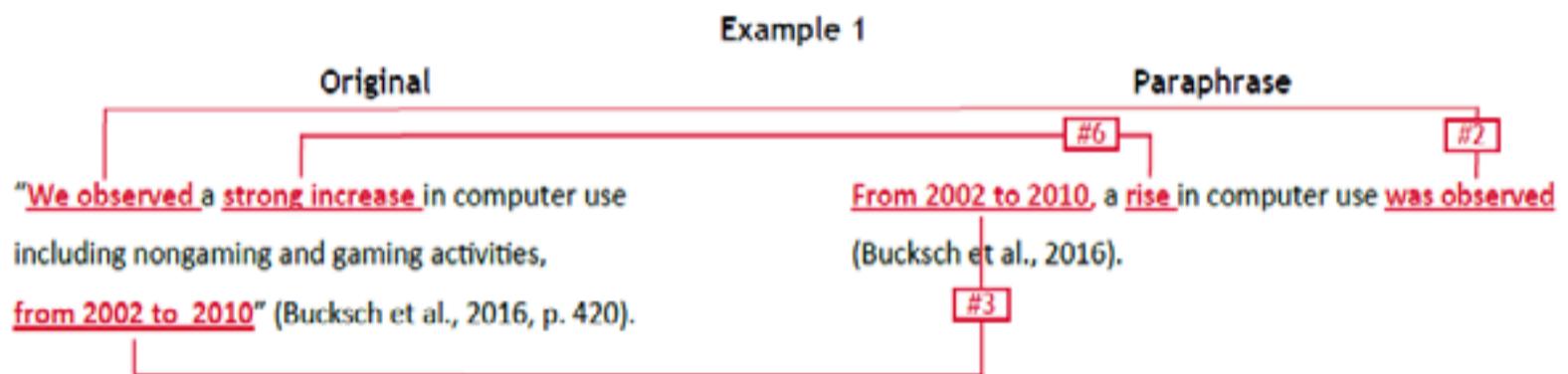
## Paraphrasing Strategies

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.

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 the 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

Note that in the following examples, each paraphrased sentence is the result of a number of the techniques described above.



## Part Three: Using Microsoft Word for APA

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### Getting Started & General Tips

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#### 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 professor in terms of formatting.

#### Writing Center Workshops

In addition to the information here, the Writing Center offers a fee-based workshop on using Microsoft Word. For information, visit our website and click on Appointments/Workshops.

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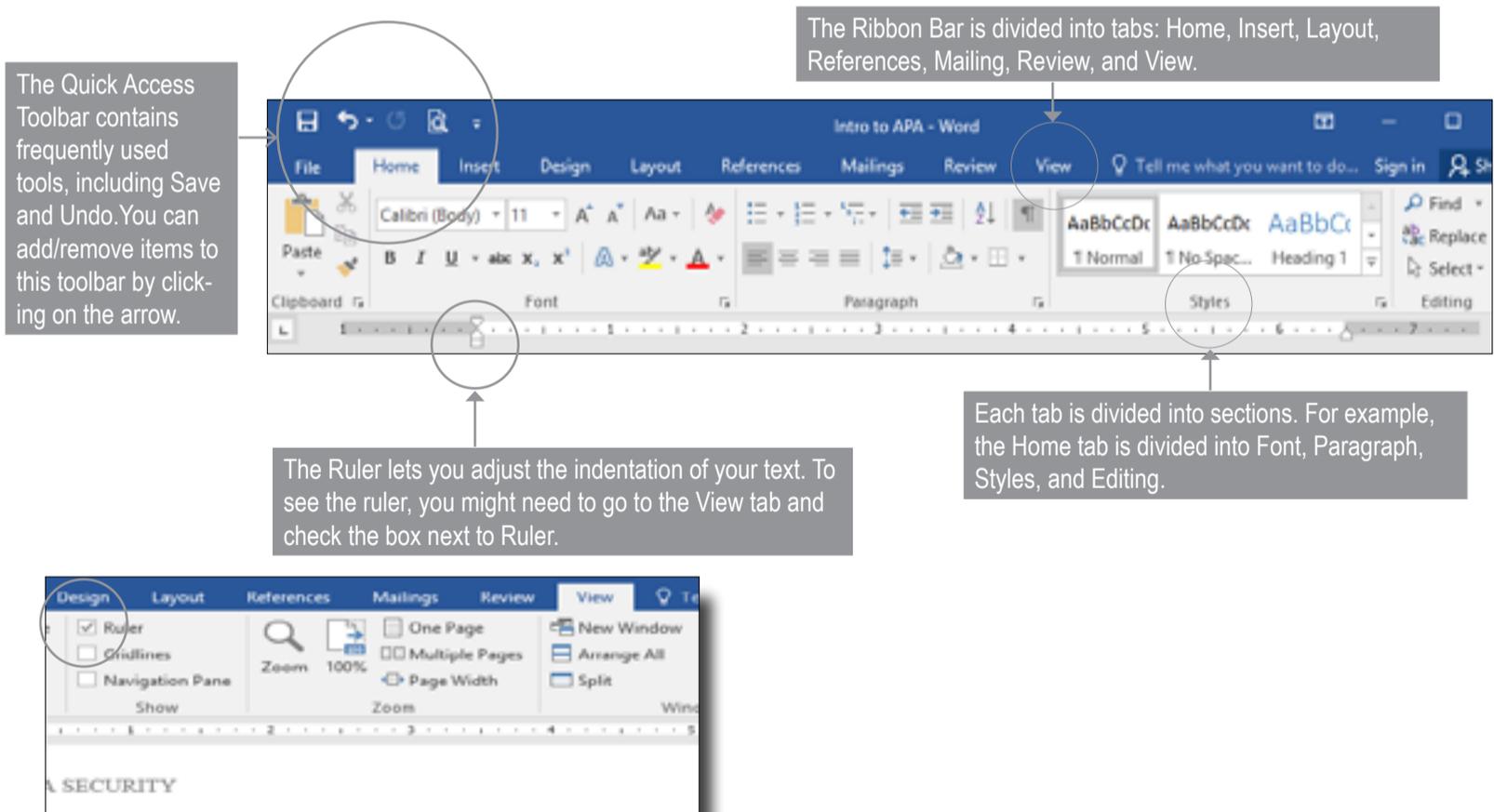
### Before We Start

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To get the most 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.





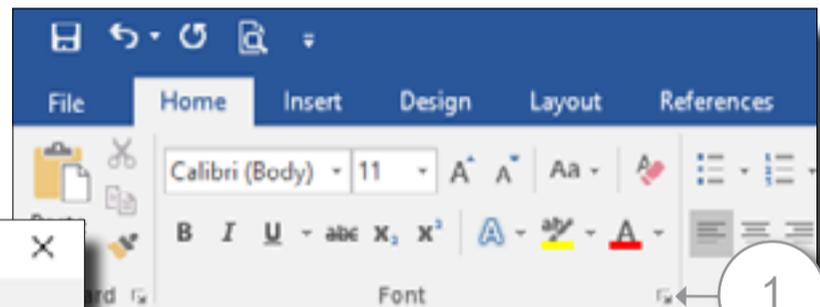
## Initial Setup of APA Papers

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.

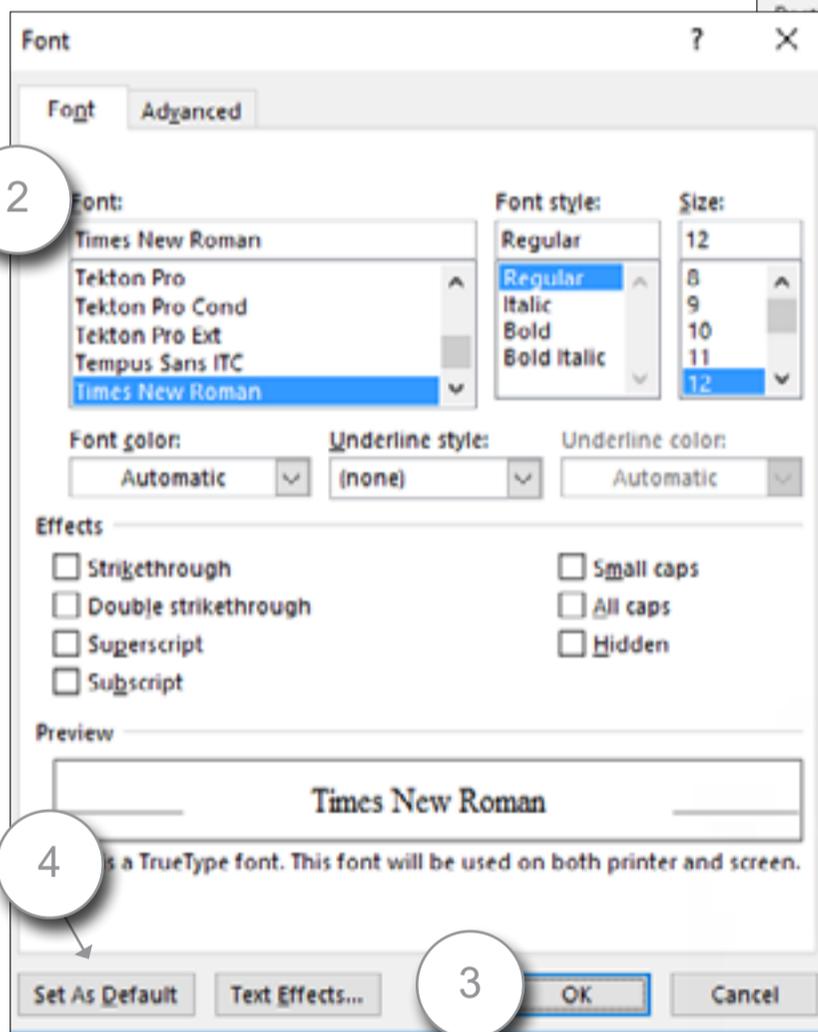
### Font

You should use Times New Roman 12-point font in all of your papers except for in certain kinds of figures. 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



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

4

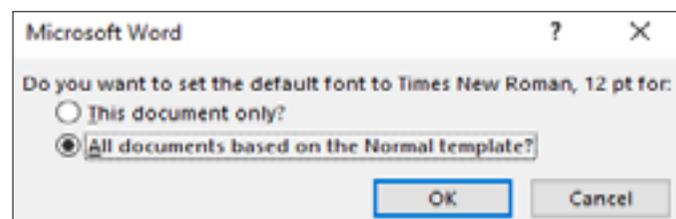
is a TrueType font. This font will be used on both printer and screen.

3

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.

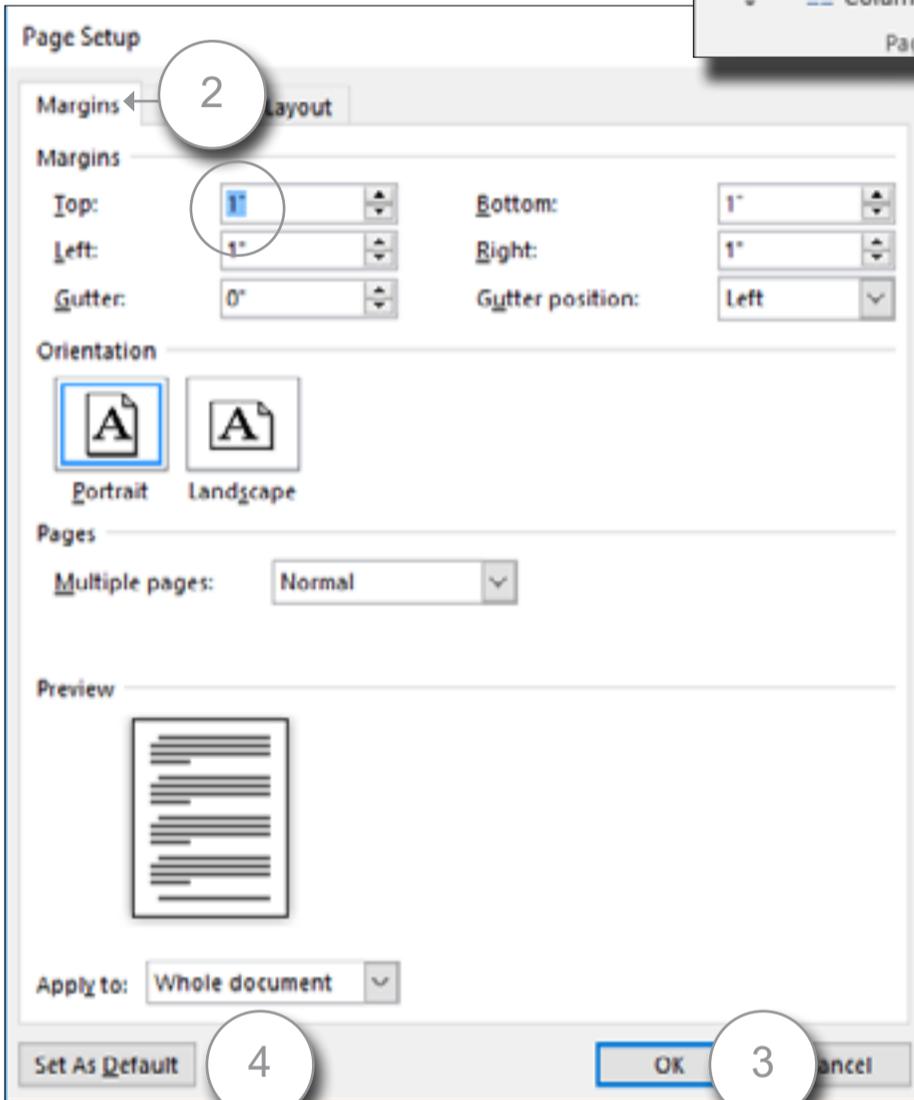
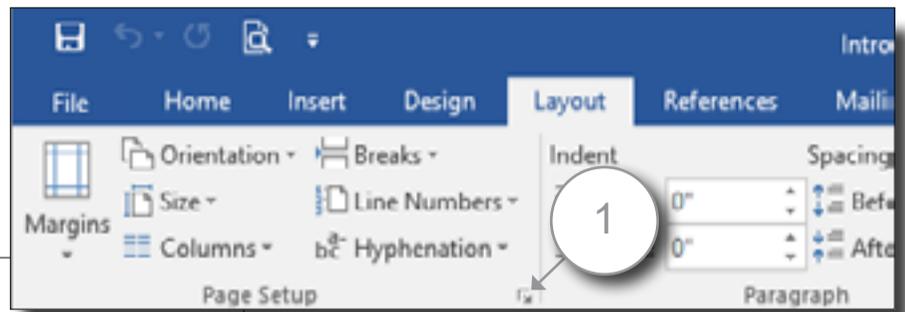
5 Select "All documents based on the Normal template" and then click OK.



## Margins

Your margins should be set to 1 inch throughout your essay in APA Style.

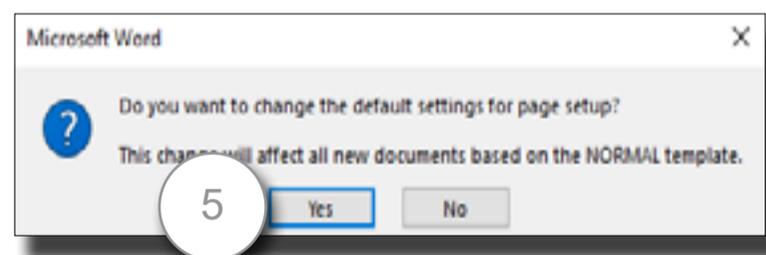
1 In the Page Setup section of the Layout tab, click on the arrow in the bottom, right-hand corner.



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

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 Then click YES.



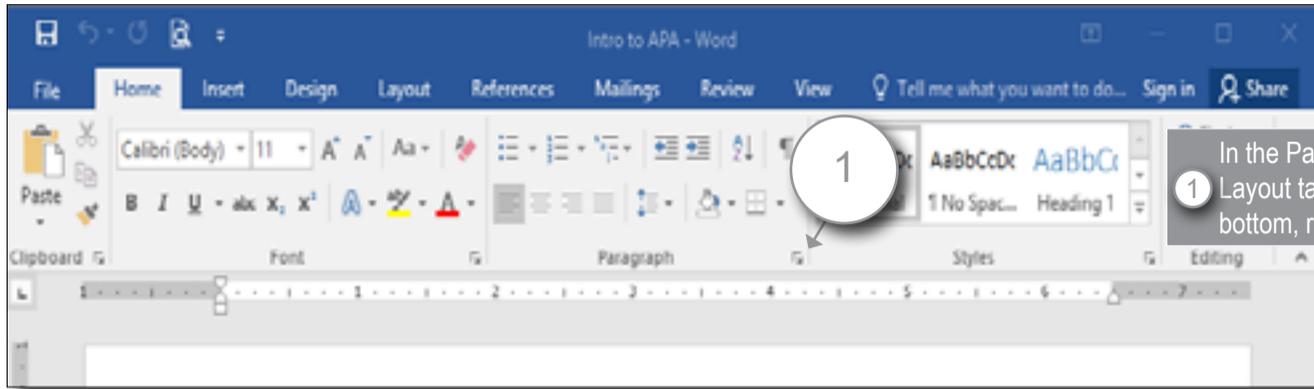
## LINKS

Watch the videos below to learn how to do some of the common APA Style tasks in Microsoft Word:

- [Page Numbers and Headers](#)
- [Table of Contents](#)
- [Tables and Figures](#)
- [References \(including Hanging Indent\)](#)

## Line Spacing, Indents, Text Alignment

You should change these settings *before* you start typing. In APA, your writing should be aligned left (except for centered headings and titles) and your entire document should be double-spaced.



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

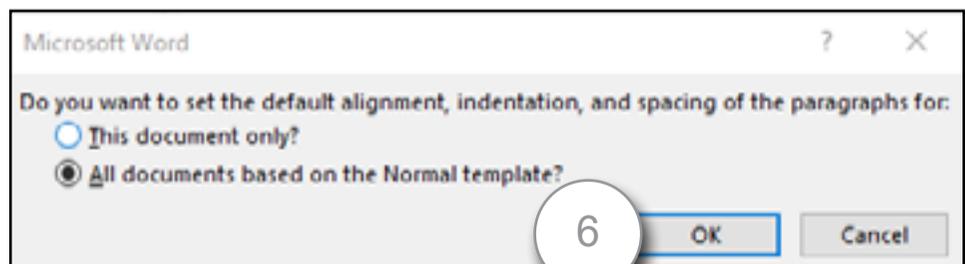
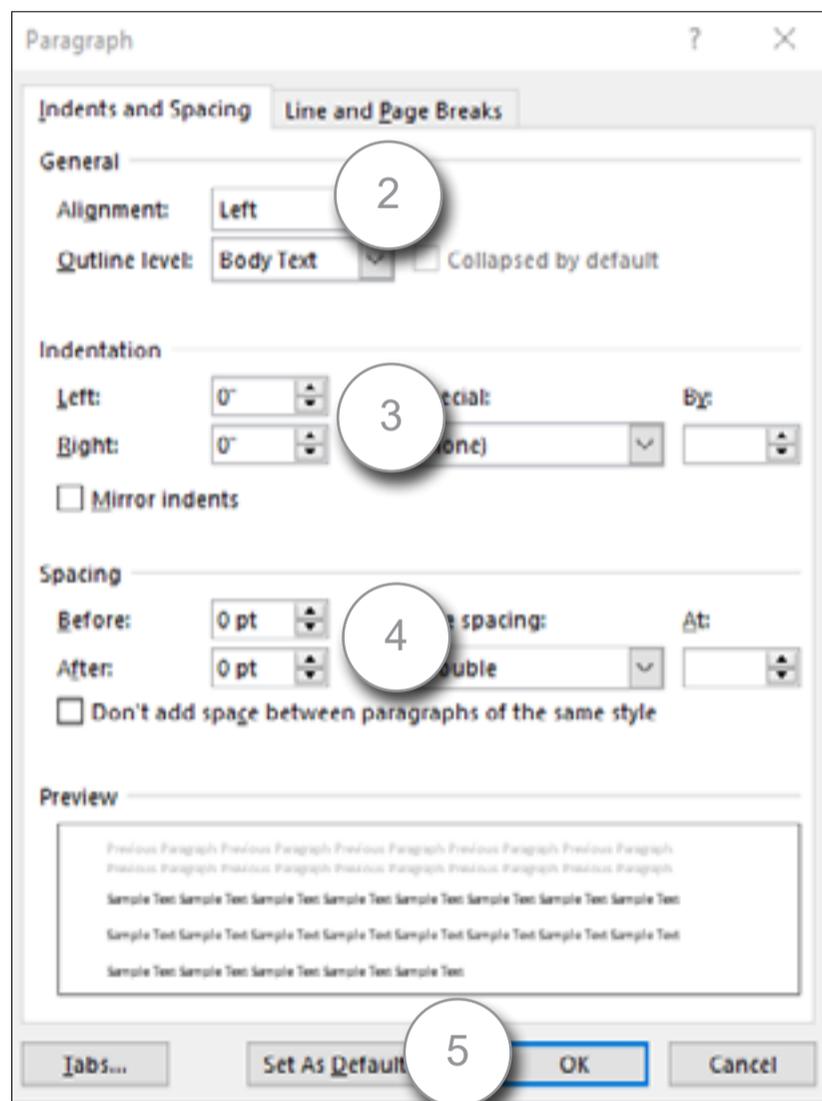
2 Set Alignment to Left.

3 Set Indentation to 0" both left and right.

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

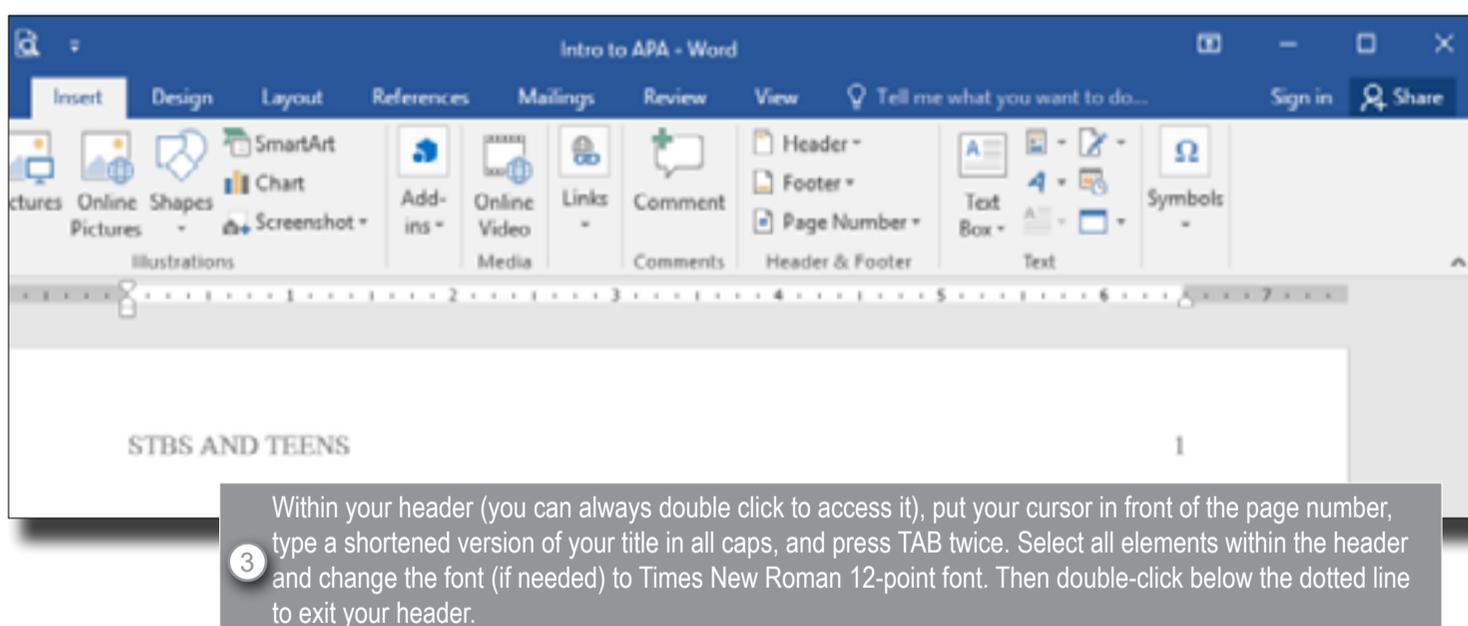
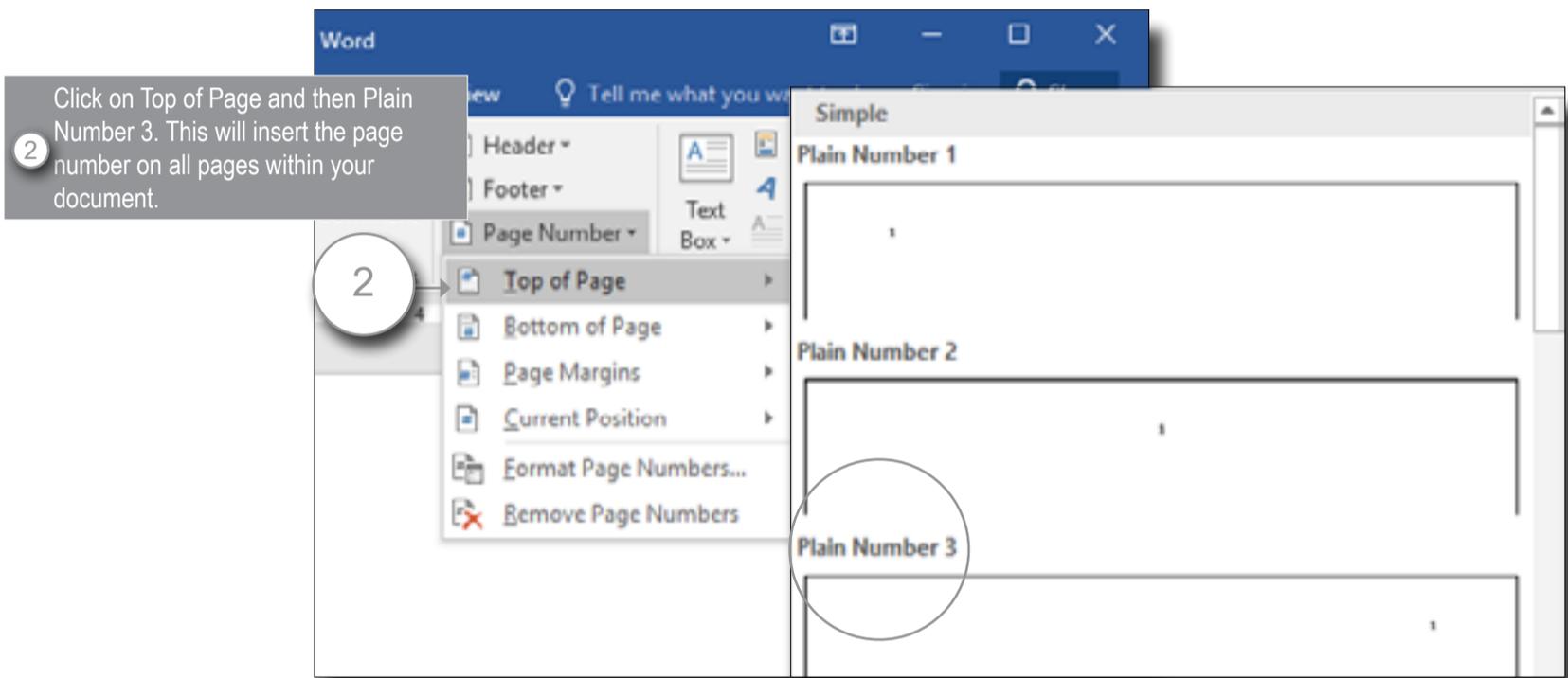
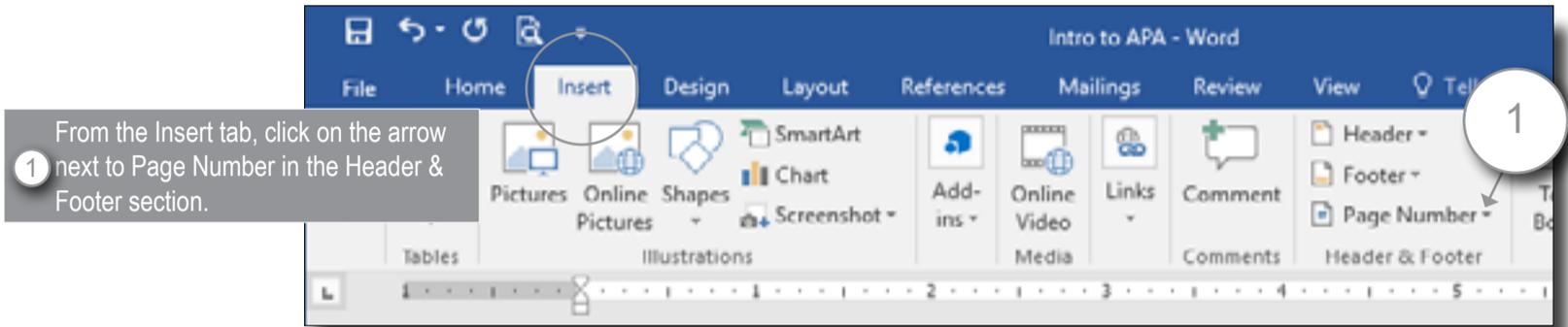
5 To save these settings for this paper only, click OK.

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



## Page Numbers and Page Headers

APA Style calls for a page number and page headers, both inserted into the header box, 0.5 inches from the top edge of each page, including the title page. Check to see if your program has different requirements.



## Running Head

If your instructor requests the traditional APA Style header with “Running head:” on the first page, follow the instructions below.

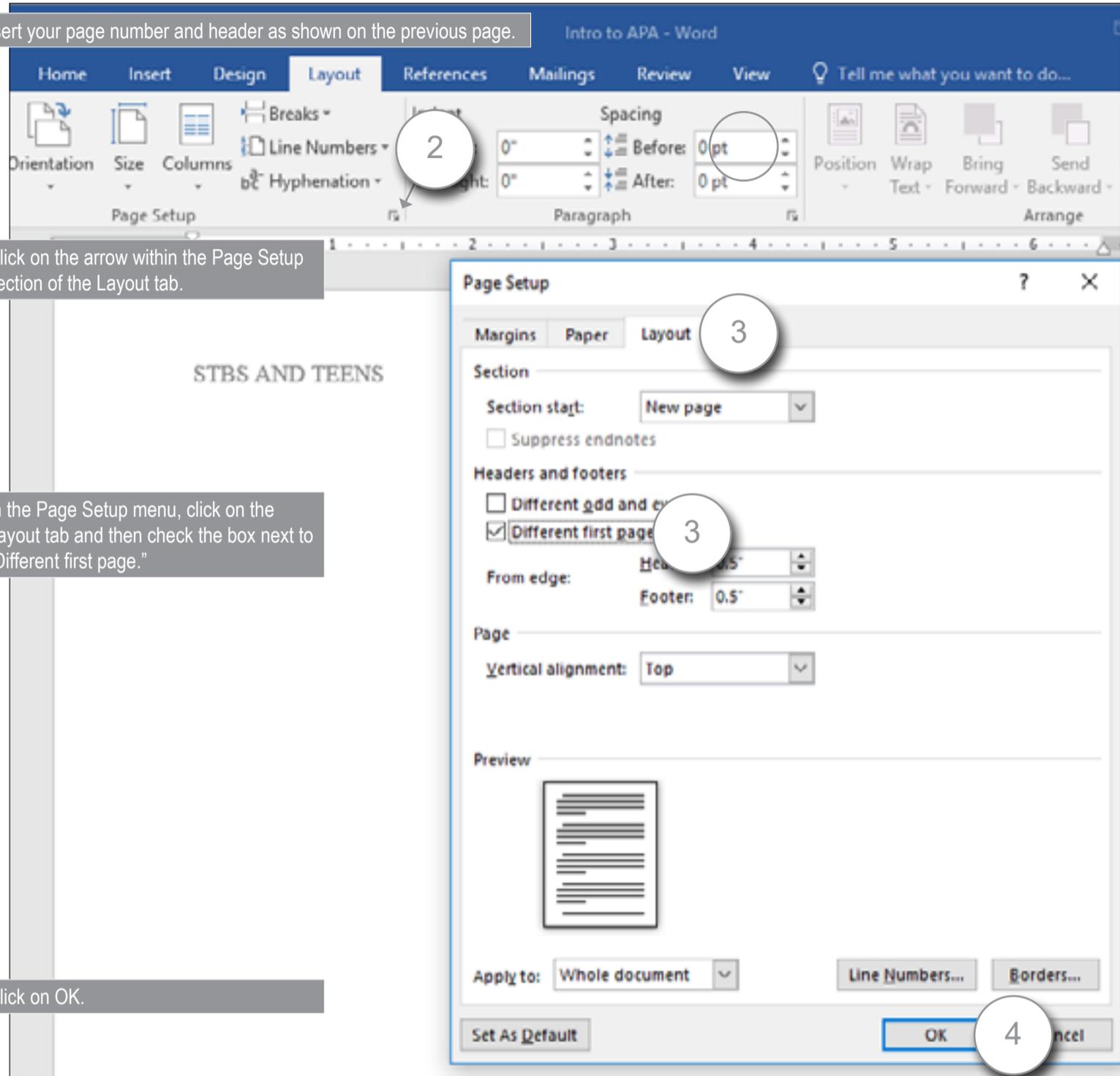
1 Insert your page number and header as shown on the previous page.

2 Click on the arrow within the Page Setup section of the Layout tab.

3 In the Page Setup menu, click on the Layout tab and then check the box next to “Different first page.”

4 Click on OK.

5 You can now type into the header on the first page of your document, but the headers on subsequent pages will stay the same. Double click in the header space on your first page and type Running head: followed by your title in all caps. Press Tab twice and type 1 for the page number. Change the font to Times New Roman 12 as needed.

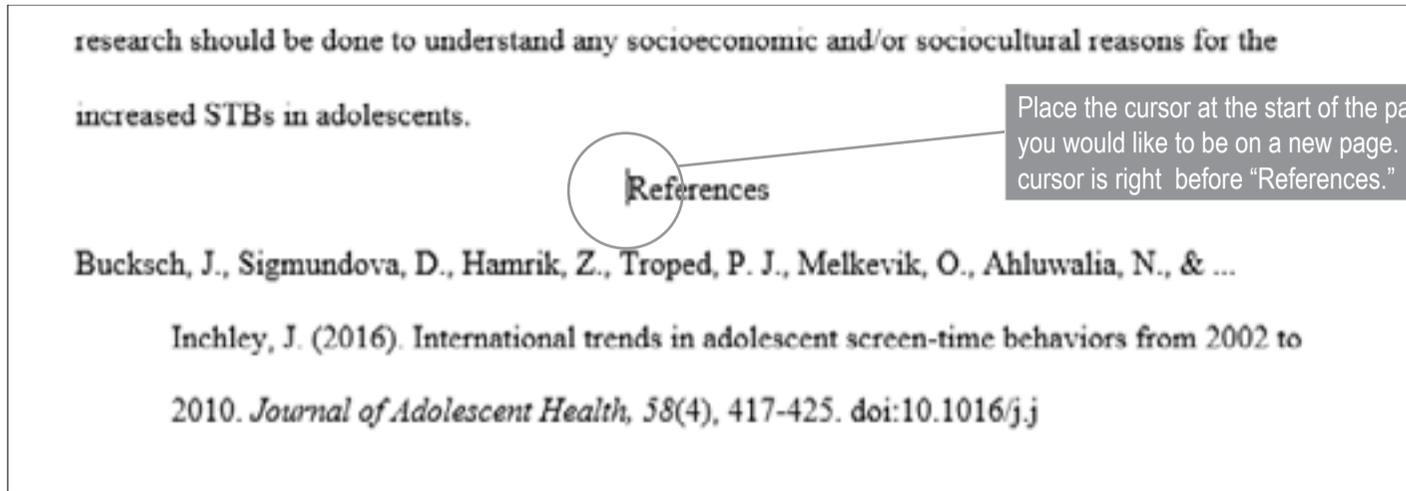


5



## Page Breaks

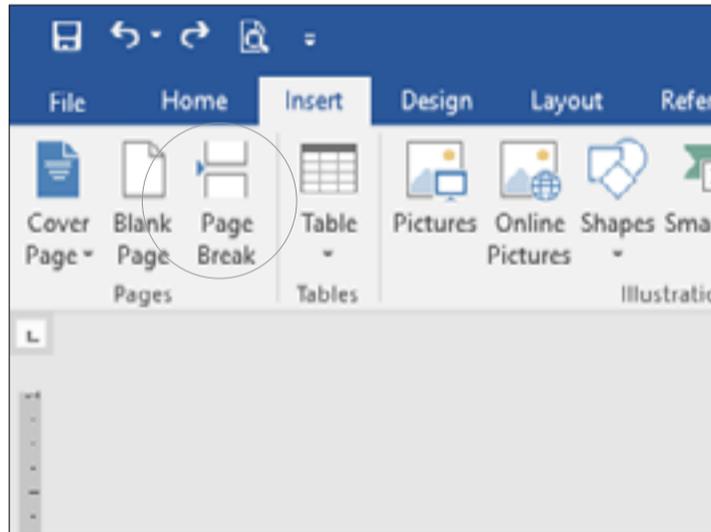
Word automatically inserts page breaks as you type; however, you will need to manually insert page breaks at certain points in your essay—after your title page and before your References page, for example. You shouldn't press Enter multiple times to do this because you will create formatting issues. Instead, follow the steps here.



From the Insert tab, click on Page Break.

OR

Press CTRL+Enter when typing.

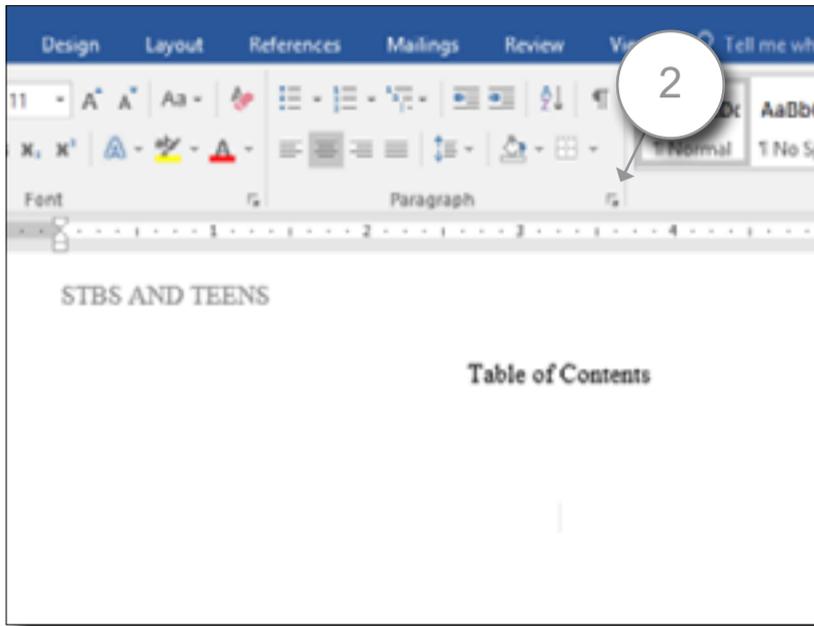


NOTES



## Table of Contents: Dot Leaders

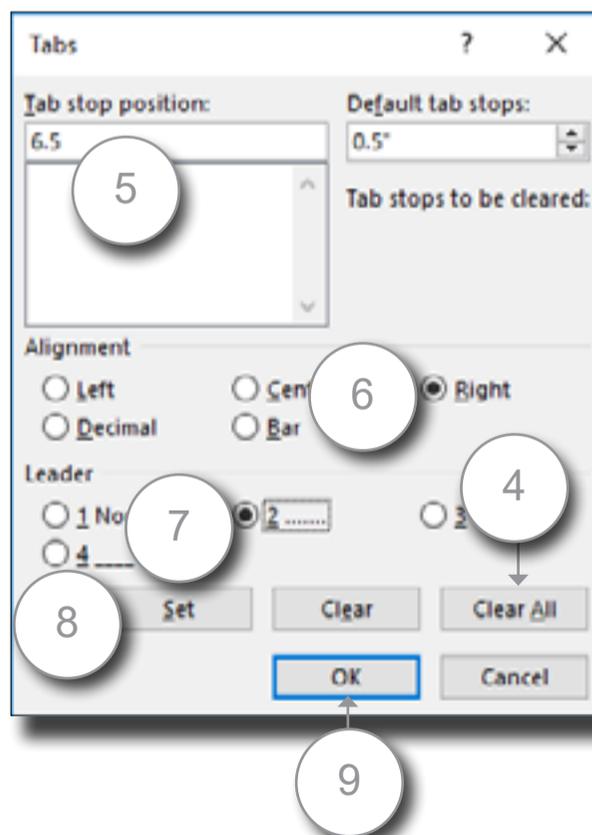
There aren't any APA guidelines for a Table of Contents; however, the instructions below will help you create one if your instructor requires it. You must set up dot leaders for your tab stops—this will insert the dots that connect the labels with the page numbers. Do not press the period key (.) repeatedly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



- 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.



- 5 Type "6.5" into the Tab stop position.



- 4 In the Tabs menu, click on Clear All.
- 6 Select Alignment Right.
- 7 Select Leader 2.
- 8 Click Set.
- 9 Click OK.

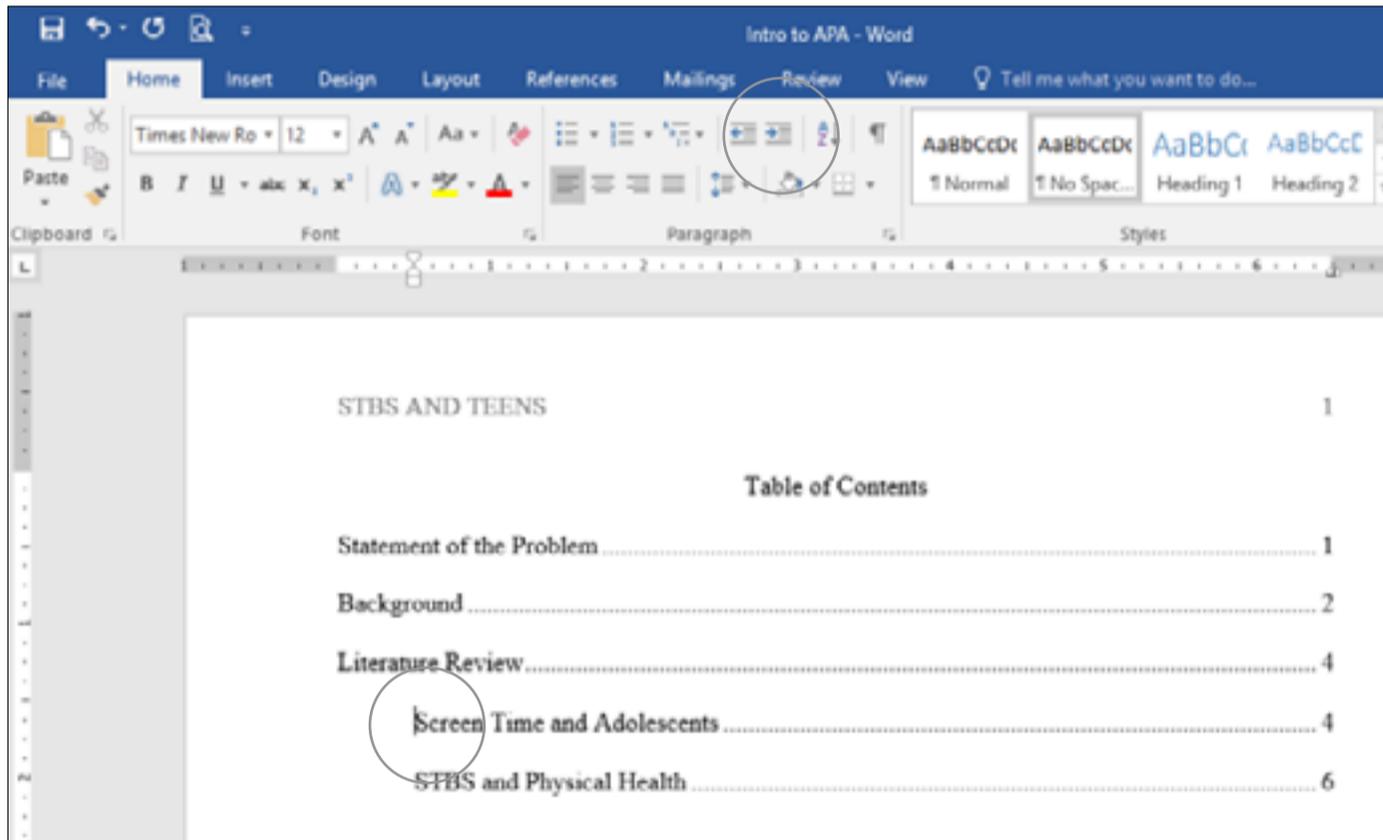
## Table of Contents: Dot Leaders, continued

Table of Contents	
Statement of the Problem.....	1
Background.....	2
Literature Review.....	4

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.



## Formatting Within the Paper

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

### Block/Indented Quotations

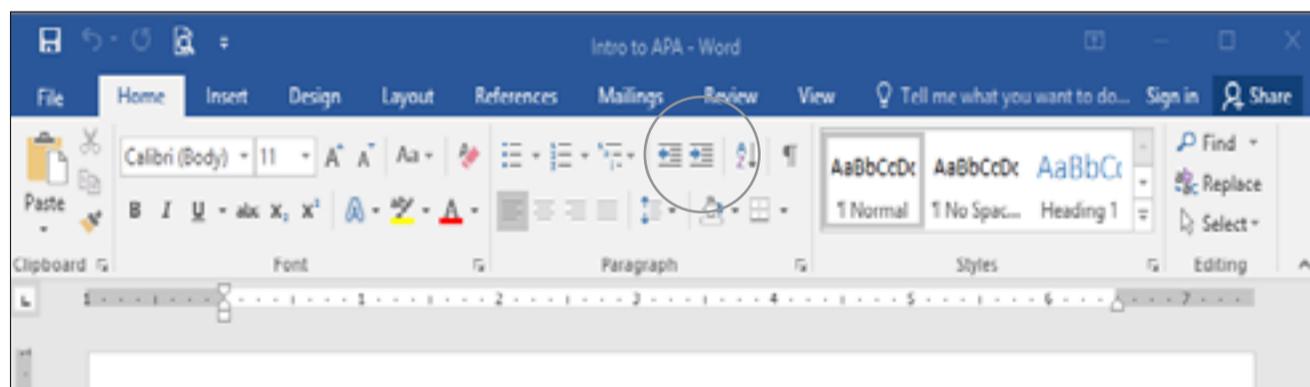
While you should use exact quotations sparingly, if you use a quotation of more than 40 words, you will need to format it as a block or indented quotation as shown below.

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)

To format your quotation correctly:

1. Type the quotation. It should be double-spaced like the rest of your paper.
2. Highlight the quotation.
3. Click on the Increase Indent icon in the Paragraph section of the Home tab.



## FAQS

### Is Grammar Check always right?

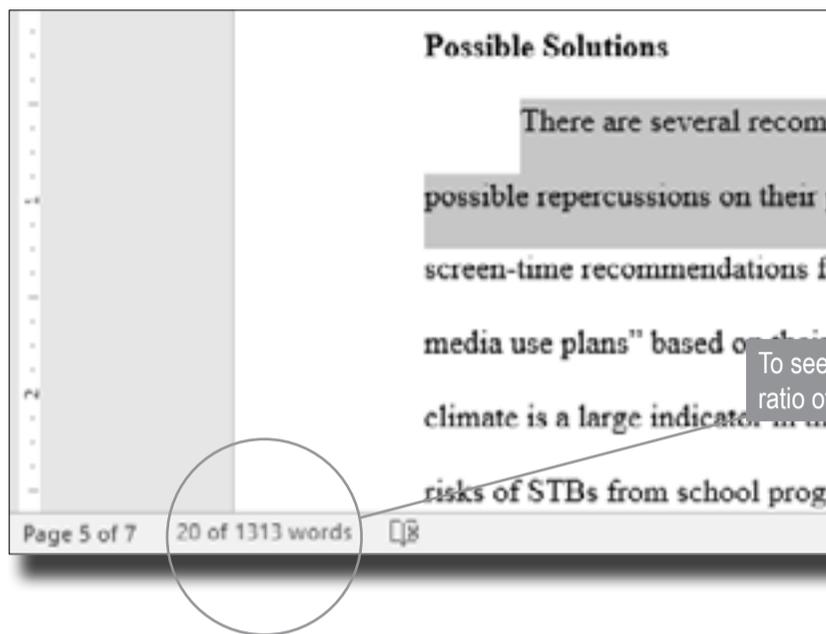
The grammar checker can be a useful tool, but it cannot think the way a human does. If you type something that doesn't fit one of the grammatical patterns stored in the grammar checker's memory, the grammar checker will give you an "alert," meaning it can't find a matching pattern.

Think of the alert as a question rather than a command. It is asking, *Is this the pattern you really want?* For example, the grammar check usually alerts writers to use of the passive voice because passive voice is usually best avoided. However, it is not necessarily wrong, and on occasion it may even be preferred to active voice. You must decide to keep, discard, or modify text that sets off the grammar alert.

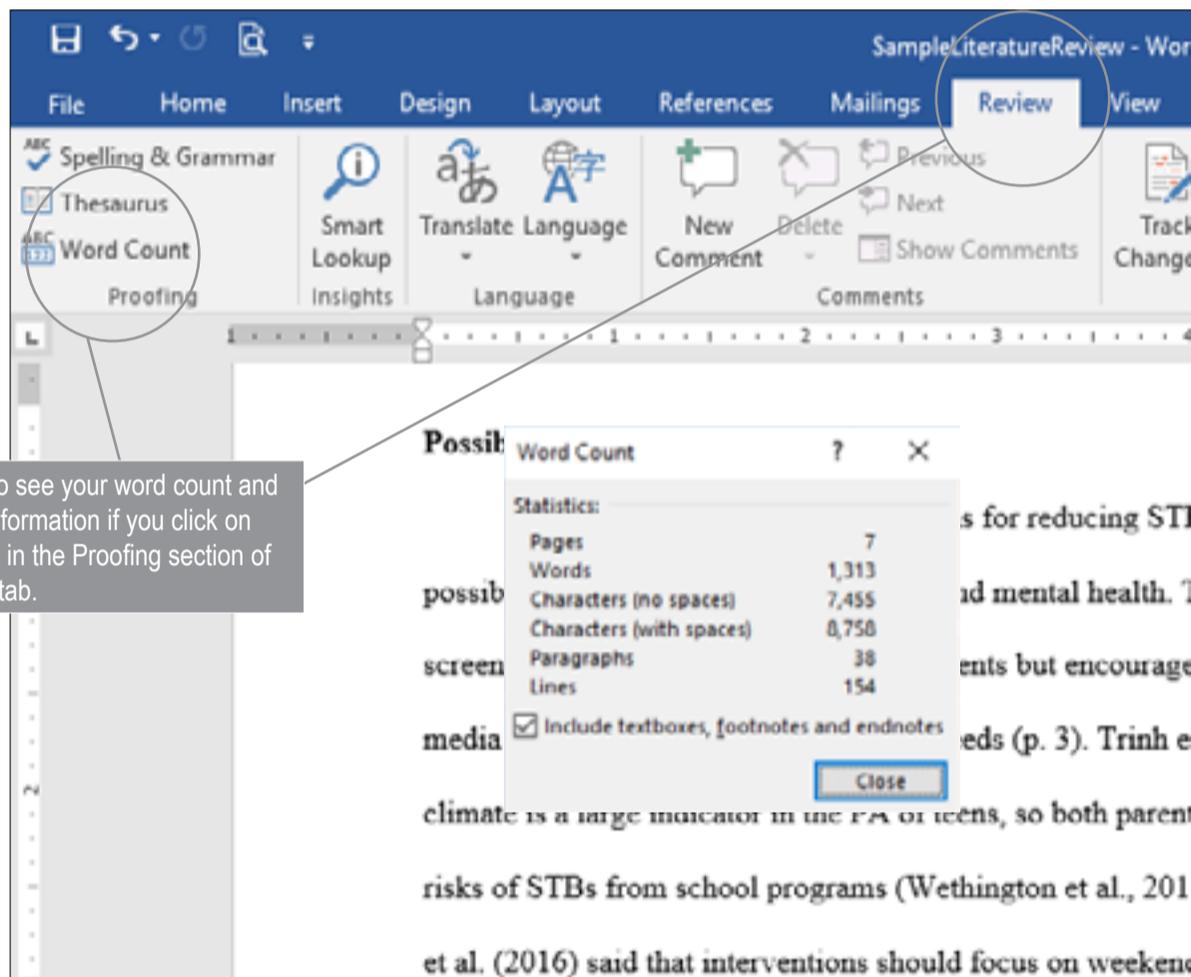
The grammar checker will also not mark things like incorrect usage. For example, if you accidentally type "field" instead of "filed," the grammar checker won't highlight this. The grammar checker may also mark things like proper nouns as incorrect because it doesn't recognize them. In short, this is a good tool, but don't change something just because the grammar check highlighted it.

## Word Count

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

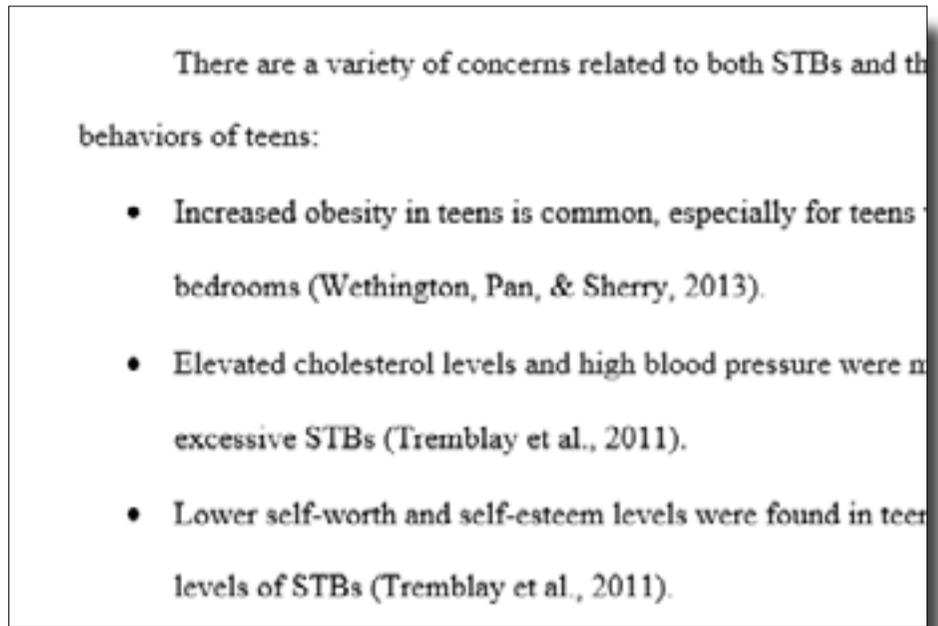


To see the number of words in a section, highlight the text. You'll then see a ratio of highlighted words to total words.

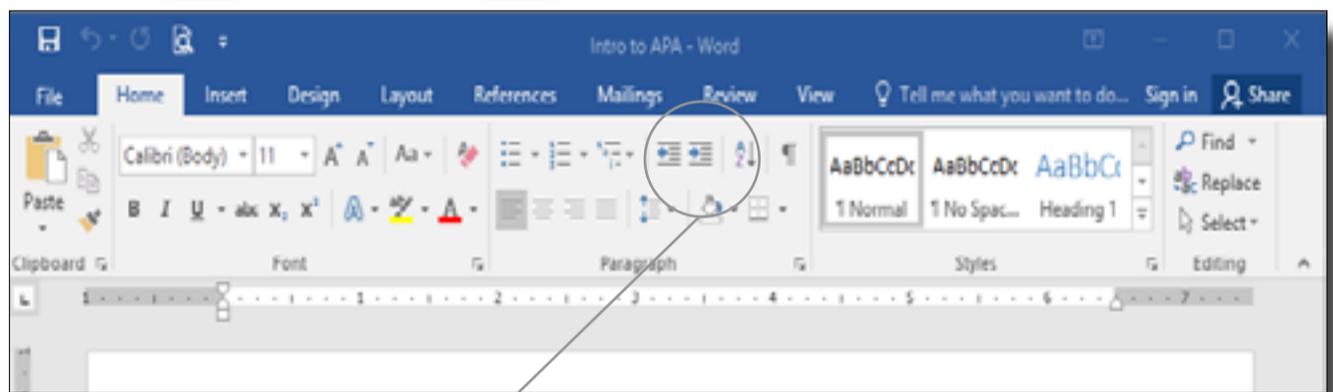


## Bulleted or Numbered Lists

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  or the Number icon  in the Paragraph section of the Home tab.



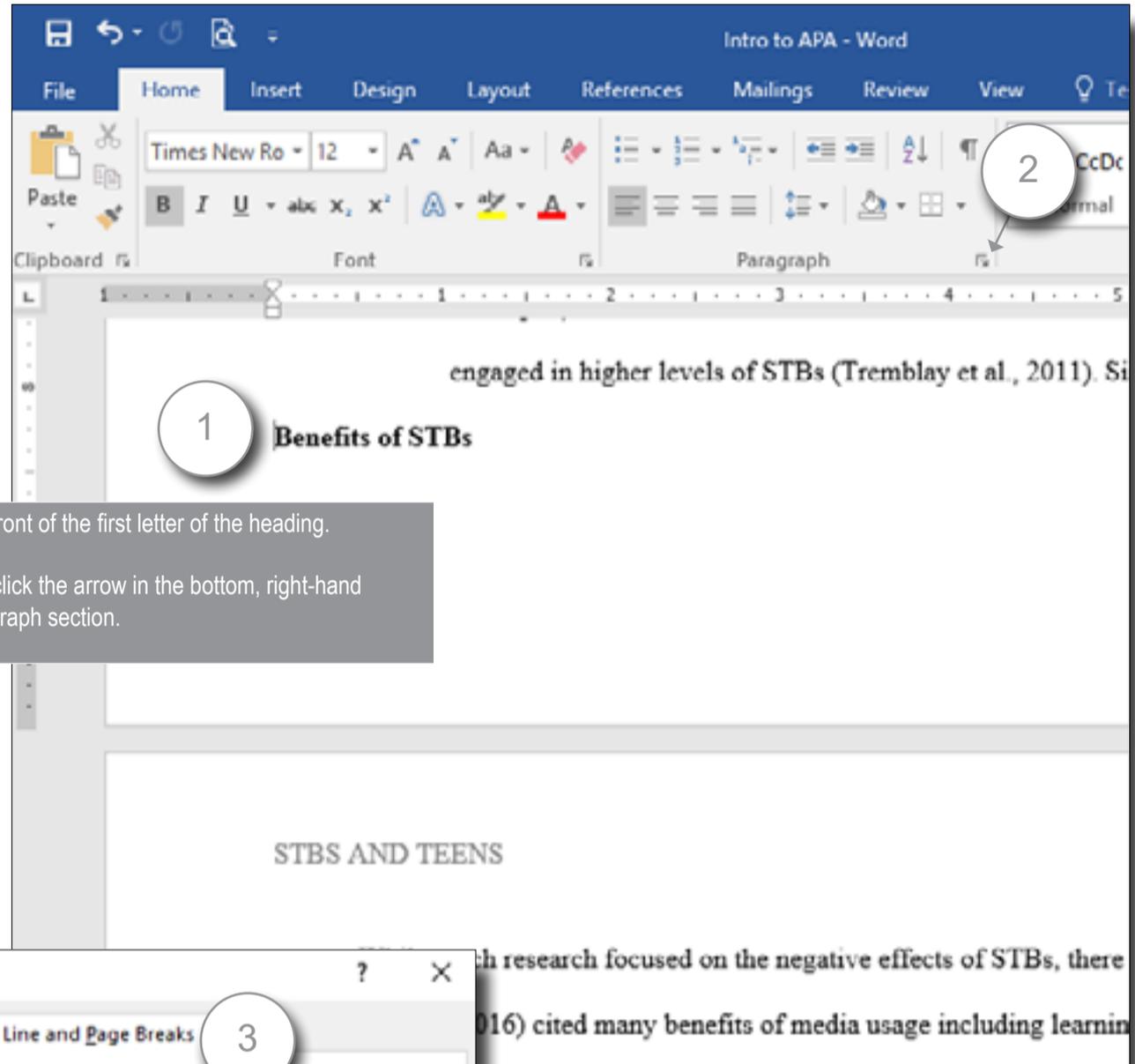
2. Type the list and then highlight it.
3. Click on the Increase Indent icon to indent the list 0.5 inches.

NOTES

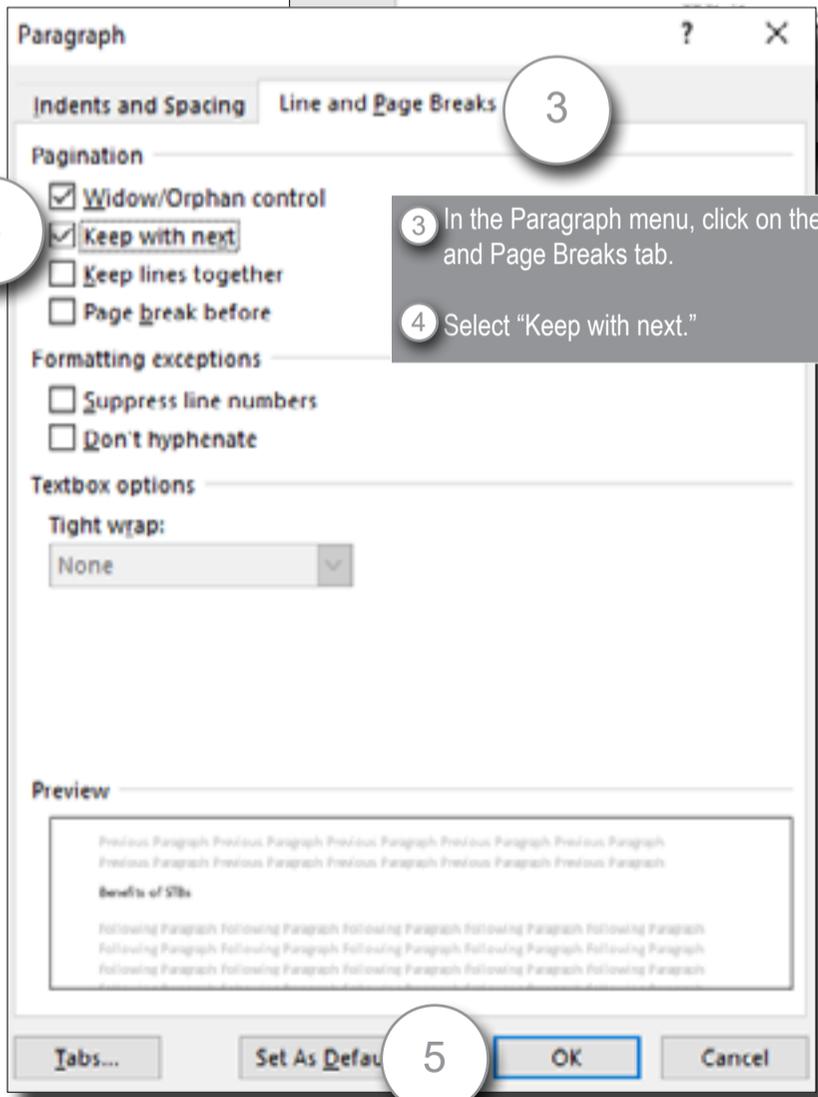


## Orphan Headings

Headings should remain with the text that follows them. This means that no headings should be “orphaned” on the bottom of the page.



- 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.

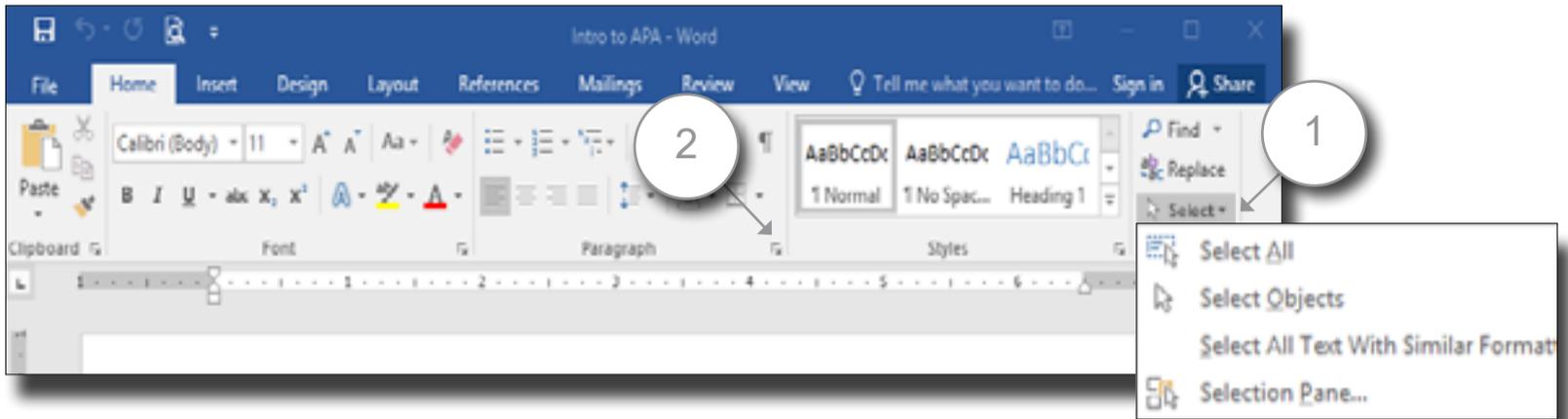


- 3 In the Paragraph menu, click on the Line and Page Breaks tab.
- 4 Select “Keep with next.”

- 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. Let's learn how to correct this here.



- 1 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.
- 2 On the Home tab, click the arrow in the bottom, right-hand corner of the Paragraph section.



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

- 4 Click OK.

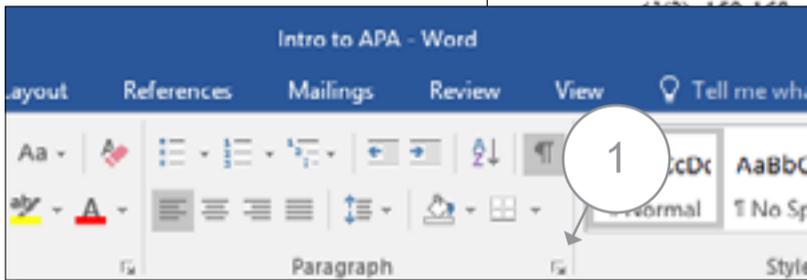
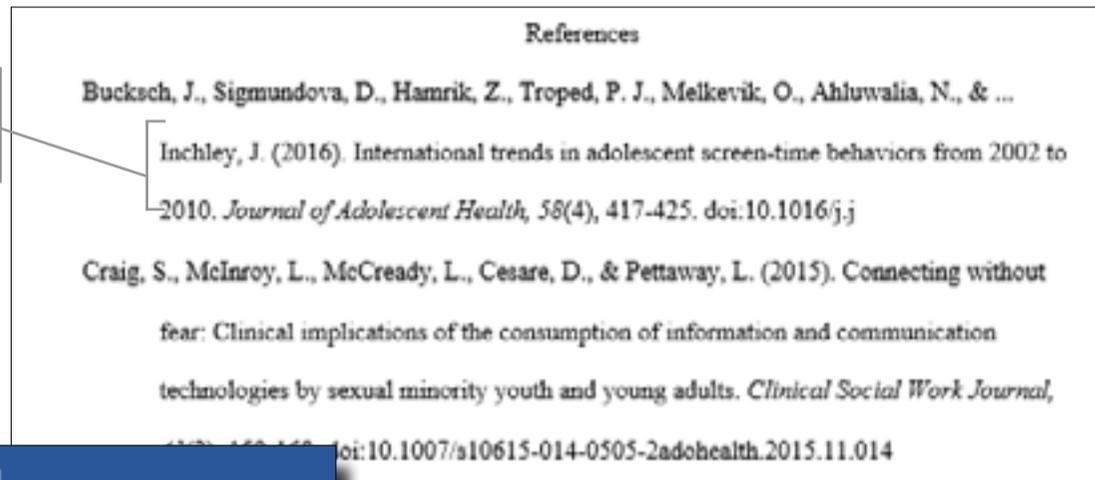
# References Page

This section will address the formatting of your References page, including hanging indents and alphabetizing.

## Hanging Indent

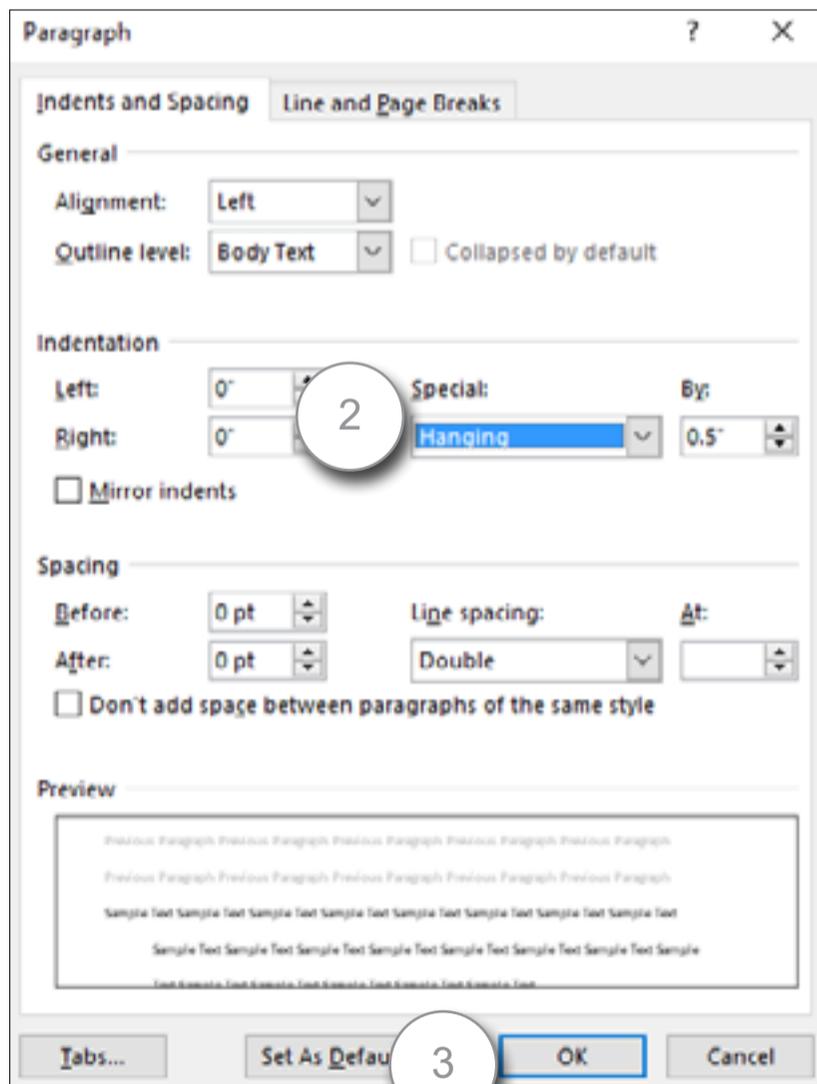
Do not create hanging indents manually—doing so will cause formatting issues if you revise anything on this page. You should use the process below to create hanging indents instead.

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



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

2 In the Paragraph menu, under Special, select Hanging, and change the spacing to 0.5 inches.



3 Click OK.

## Copy & Paste APA References From a Database

You can copy and paste reference citations 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 References page hanging indents, margins, font, etc.

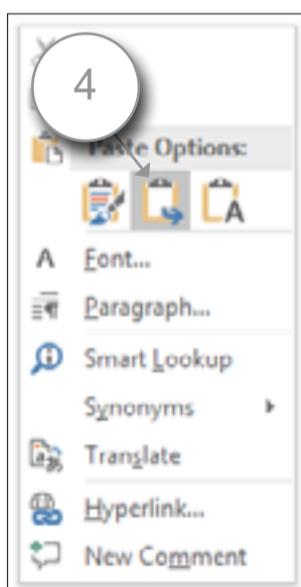


1 From the Detailed Record page in SuperSearch, click on Cite.



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

Highlight this entry, right-click and select Copy.



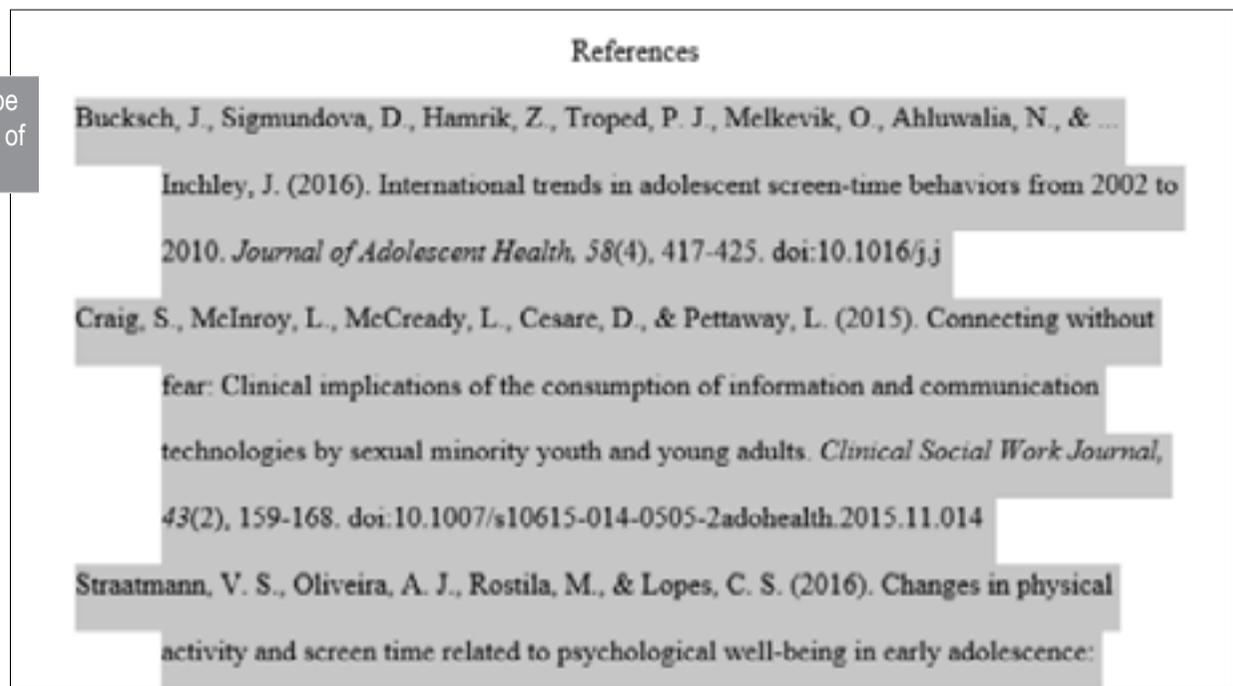
4 In Word, right-click and then select the Merge Formatting option under Paste Options. This will paste the entry into your References page.

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

## Alphabetize Your References Page Entries

Once your References page is complete, you can alphabetize your References page entries easily, using the Sort icon.

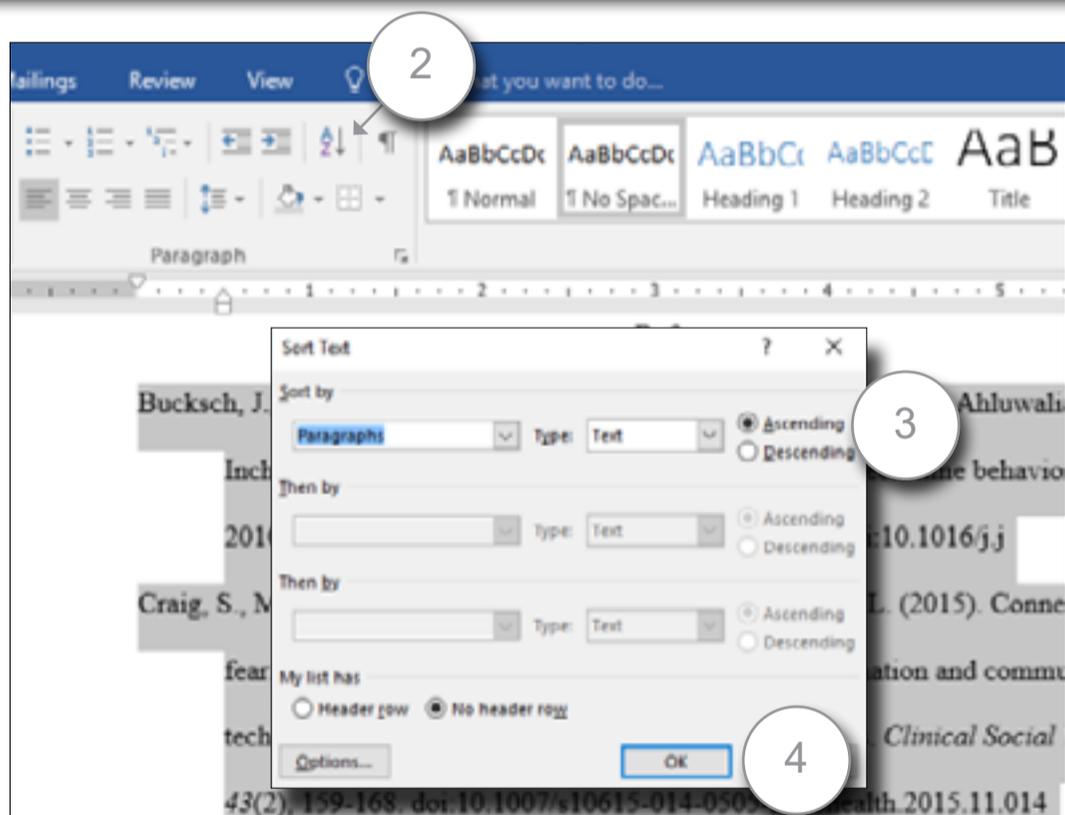
1 Highlight your entries (be sure to exclude the title of References).



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.



## FAQS

### Should I keep the hyperlinks in my References page entries?

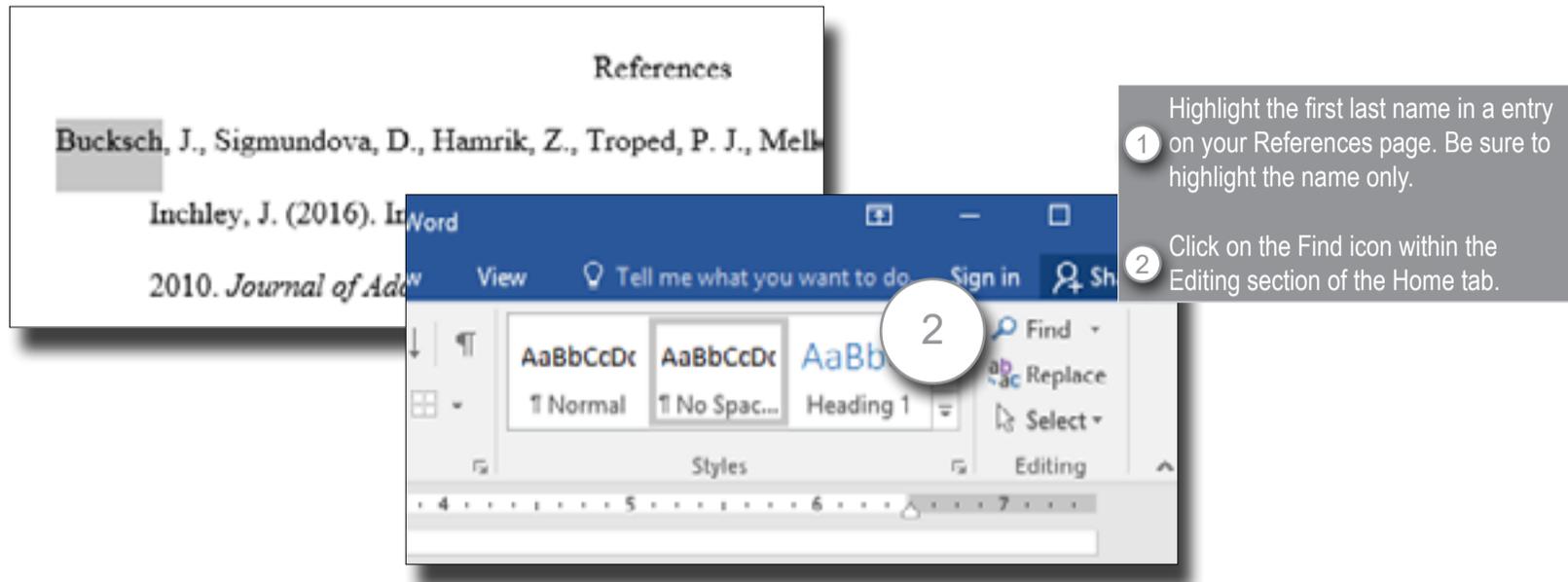
When you type a URL (Internet or e-mail address) and press the Enter key, the URL turns blue and underlines, creating a hyperlink. Hyperlinks occur on your References page when you type URLs for electronic sources. Hyperlinks must be converted to “normal” text:

1. Right Click on the hyperlink (click the right mouse button)
2. When the menu opens, click Remove Hyperlink.

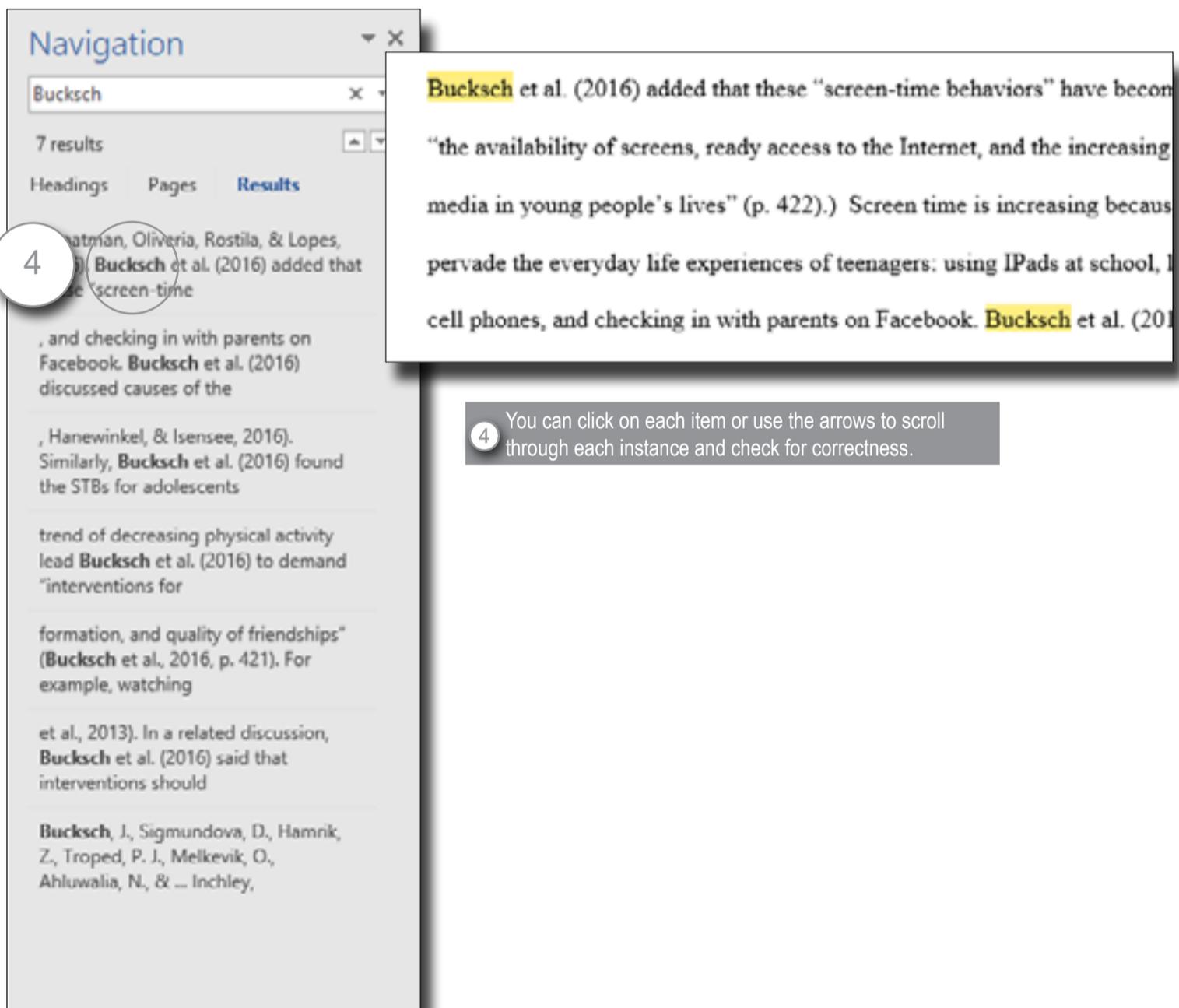
URLs (Internet addresses) appear on your References page but should never be inserted as in-text citations. For information on citing webpages within your text, see our handout on this topic [here](#).

## 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 References page entries.



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



## Sample References Page

This is an organizational author. The entries are alphabetized by the first letter (except a, an, the), so this comes first because it starts with "A."

### STBS AND TEENS

This source had no date, so "n.d." is used instead of a year.

8

### References

Only use a retrieval date for sources like wikis or data sets that might frequently change. Also, note there is no comma or colon before the URL.

American Academy of Pediatrics. (n.d.). Family media plan. Retrieved from <https://www.healthychildren.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 behaviors from 2002 to 2010. *Journal of Adolescent Health, 58*(4), 417-425. doi:10.1016/j.jadohealth.2015.11.014

If a source has eight or more authors, list the first six names, put an & followed by an ellipses (...), and then list the very last name. The ellipses lets us know that there are names missing between the first six and the last name.

Craig, S., McInroy, L., McCready, L., Cesare, D., & Pettaway, L. (2015). Connecting the digital implications of the consumption of information and communication technologies to minority youth and young adults. *Clinical Social Work Journal, 43*(2), 159-168. doi:10.1007/s10615-014-0505-2adohealth.2015.11.014

These are the authors of one chapter. These authors would appear in the in-text citation rather than the editors.

Remember that journal titles are title case and in italics. Journal volume numbers are also in italics.

Mastro, D., & Ortiz, M. (2008). Media and communication theories: Implications for a multicultural perspective. In G.L. Berry, M.L. Ellis, & J.K. Asamen (Eds.), *The SAGE handbook of child development, multiculturalism, and media* (pp. 165-175). Thousand Oaks, CA: SAGE Publications.

Summers, J. (2014, August 18). Kids and screen time: What does the research say? Retrieved from <https://www.npr.org/sections/ed/2014/08/28/343735856/kids-and-screen-time-what-does-the-research-say>

The page numbers are only given here because we are citing one chapter. If you are citing the whole book, don't use the page numbers.

Twenge, J. (2017). *iGen: Why today's super-connected kids are growing up less rebellious, more tolerant, less happy—and completely unprepared for adulthood—and what that means for the rest of us*. New York, NY: Atria Books.

Remember that book, article, and webpage titles in your entries on your References page should be sentence case. We only capitalize the first word, any proper nouns, and the first word after a colon.

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# Introduction to APA

## Quick Reference Guide

### How do I:

- Set up my header/page numbers? [p. 29](#)
- Format a hanging indent? [p. 38](#)
- Cite a secondary source? [p. 9](#)
- Paraphrase effectively? [p. 22](#)
- Format my Table of Contents? [pp. 31-32](#)

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- I want to include a table? [pp. 6-7](#)
- I need to alphabetize my References page? [p. 40](#)

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- A sample References page? [p. 42](#)
- A sample table or figure? [pp. 6-7](#)
- Examples of correct headings? [pp. 1-3](#)
- An example of how to integrate a quotation? [p. 18](#)
- A title page? [p. 4](#)

### What if I need help?

Make an appointment for a consultation  
at [tcwrite.smumn.edu](http://tcwrite.smumn.edu),  
email us at [tcwrite@smumn.edu](mailto:tcwrite@smumn.edu),  
or call us at 612-728-5154.