Please note that this is a guide for Student Guidelines for APA Style. The 7th Edition of the APA Style Handbook differentiates between Professional and Student Guidelines. Please refer to your instructor for their preference in guidelines for your assignment.

APA Style is the formatting style used by the American Psychological Association (APA). It is the standard publication style for many of the social sciences (Psychology, Sociology, and Criminology, to name a few), as well as the fields of study for business and nursing. With its use in a wide range of disciplines, the consistent and precise formatting expectations of APA Style allow an audience to approach your research and writing with a sense of familiarity with the general content organization of your paper.

# Font and Layout

Times New Roman 12-point font is recommended. Typical APA formatting calls for front to be double-spaced with no additional spacing between paragraphs. Paragraphs begin with half-in indents on the first line and margins are 1 inch all around.

# Title Page Format

A title page is the first page of your paper. It gives information including your name, paper title, and other specific information outlined by your instructor in the guidelines—this could be the course name or the course number.

Place your paper title roughly one-third down the middle of the page. Make sure the title is bolded and centered.

Include your title, full name, university affiliation, course name and number, and the due date, each on a separate line.



# Beginning Your Paper & Using Headings

On the top of your second page, type the title of your paper again. Make sure that your title is centered and bolded. If you are not using any headings in your paper, then there are no new formatting requirements from this point until your reference page. If you are using headings, please follow the guidelines on the next page.

## APA Headings

Headings help to organize an APA paper into sections and subsections. Headings are used to help guide your reader through your document by indicating distinct sections of your paper. See the example on the next page for how you can incorporating headings into your paper and how they are formatted.

## Example Layout and Example Essay:

|  |
| --- |
| **Level One Heading**  This is what a level one heading looks like: it is bolded, centered, and capitalized. It is the main heading. This is used for a subsection of your overall paper topic. Your writing will begin immediately below this heading as a new paragraph.  **Level Two Heading**  This is what a level two heading looks like: it is even with the left margin, bolded, and capitalized. It is a subtopic of the main heading. Your writing will begin immediately below this heading as a new paragraph.  ***Level Three Heading***  This is what a level three heading looks like: it is even with the left margin, bolded, capitalized, and italicized. It is a subtopic within a level three heading. Your writing will begin immediately below this heading as a new paragraph. |
| **Baskets**  Baskets are typically woven receptacles designed to store various items for short or long periods of time. They have been used for thousands of years in all parts of the world.  **Laundry Baskets**  Laundry baskets are designed to specifically store clothing. This clothing may or may not be soiled. The importance is that it is being stored safely and responsibly in its designated container, and they are not laying all over the floor.  ***Wicker Laundry Baskets***  Wicker laundry baskets are typically made of plant materials, such as willow, rattan, reed, and bamboo, but synthetic fibers are now also used. Wicker is light yet sturdy, making it suitable for items that will be moved often. |

# Incorporating Sources

## Incorporating Sources into Your Paper

Whenever you are utilizing any research or reference material that comes from a source outside of yourself (is not your own original thought), you are using external sources and therefore need to incorporate references to this material into your paper. When you use another source in your own writing, you use quotation marks to separate another author’s writing from your own. If you are paraphrasing from another author’s original words, you use a citation at the end of every sentence that refers to material gathered from another source. Failing to properly cite ALL reference information is plagiarism.

## In-Text and Parenthetical Citations

Typical APA formatting uses the following baseline for all in-text citations: (Author, Year, Page(s) or Paragraph number). The following table includes formatting for the common types of sources you might use in a paper.

### Examples:

|  |  |  |
| --- | --- | --- |
| **Type of citation** | **Citation in text** | **Parenthetical citation in text** |
| **Source with one author** | Blain (2007) | (Blain, 2007, p. 24) |
| **Source with two authors** | Prosnak and Blain (2012) | (Prosnak & Blain, 2012, pp. 24-5) |
| **Source with three or more authors** | Blain et al. (2012) | (Blain et al., 2012, pp. 500-17) |
| **Source by an institution, corporation, or government author** | U.S. Department of Basket Weaving (2004) | (U.S. Department of Basket Weaving, 2004, pp. 412-43) |
| **Source with NO author** | “Basket Weaving Studies” (2010) | (“Basket Weaving Studies,” 2010, pp. 82-3) |

## Block Quotations

A block quotation is a direct quotation from an outside source that consists of 40 words or more and is specially formatted with indentation to set it apart from the rest of the paper. Block quotations are only for direct quotes from another source. Use block quotes sparingly, and only when shorter quotations or paraphrasing and summary will not convey the complete message of the block quote.

### Formatting Block Quotations Step-by-Step

* Start the block quotation on a new line.
* Indent the block about a half inch from the left margin (in the same position as a new paragraph).
* If there are additional paragraphs within the quotation, indent the first line of each an additional half inch.
* Double space the entire quotation.
* At the end, cite your reference in a parenthetical citation.
* For block quotations, the punctuation in the quotation goes at the end of the sentence, and there is no period or punctuation after the parenthetical citation.
* Be sure to introduce or set up your block quotation using signal phrases.
* After your block quotation, you will continue with your writing on a new line directly below the block quotation.



## Citing Indirect Sources

An indirect source is “a source within a source”. It occurs when the author whose source you are using refers to information and/or quotations that come from another scholar’s work. If you are referring to the information given by the second scholar, that information has been received from an *indirect source.*

Let’s look at an example scenario: Dana Peteroy wrote an article about basket weaving. Peteroy quoted or paraphrased work from an underwater basket weaving study by Hannah Johnson. You want to reference the study by Hannah Johnson in your paper, but you do not have Johnson’s study available to reference directly. Therefore, your direct source is Peteroy, and Johnson is an indirect source. **If you cite an indirect source in your paper, you only need to list the direct source on your reference page.**

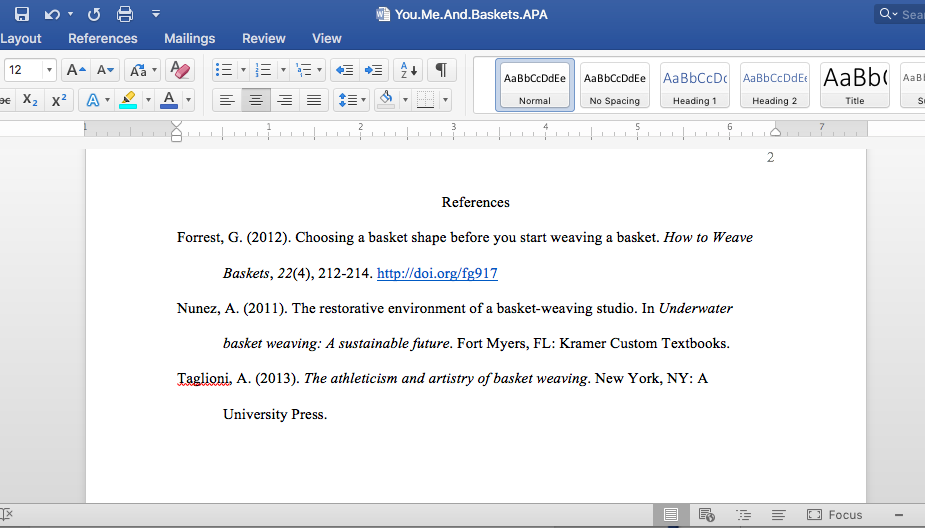
### Example:

|  |
| --- |
| In her study, Johnson argued that asynchronous basket weaving would be the next Internet meme (as cited in Peteroy, 2010). |

# APA Reference Page

## References

References are a list of the sources you have used in writing your paper. This includes references that are directly cited (using quotations) and indirectly cited (paraphrasing and summarizing). You need to provide a reference when you are using any sources within your paper that are not your own original thoughts. Your reference list will be in the same format as the rest of your paper (Times New Roman, 12-point font, double-spaced, 1” margins, and no bullet points) and use “hanging indents.” Reference list entries should be in alphabetical order.



## Capitalization in APA Reference Page Entries

### Title Case

Title case is when you capitalize every word that is not a preposition (of, in), a conjunction (and, or), or an article (the, a). The only exception to this rule is if the title begins with a preposition, conjunction or article, you capitalize the first word. Capitalize every word that is more than four letters. Use title case to capitalize journal titles. Include the full name of the journal title in the reference. In the example below, the title of the journal, *How to Weave Your Basket*, has been left capitalized in the same manner as it appears in publication.

#### Example:

Kramer, J. (2016). Sustainable choices: Choosing your basket-weaving material. How to Weave Your Basket, 22(4), 212-214. https://doi.org/12.3426/1234-1234.12.3.446

### Sentence Case

Sentence case is when you capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word. Use sentence case when referring to books, chapters, articles, or web pages. In the example below, the title of the article, “Sustainable Choices: Choosing Your Basket-Weaving Material” was changed to APA formatting.

#### Example:

Kramer, J. (2016). Sustainable choices: Choosing your basket-weaving material. How to Weave Your Basket, 22(4), 212-214. https://doi.org/12.3426/1234-1234.12.3.446

## General Guidelines for APA References

Formatting for individual reference page entries will vary based on the type of source being referenced; however, most sources will generally follow consistent formatting guidelines. When creating your APA references page, keep the following in mind.

* APA references are written in 12-point, Times New Roman font and double spaced. Individual references should begin on a new line with no additional spacing between previous or following entries.
* Each reference page entry should be formatted using a “hanging indent.” Hanging indents leave the first line aligned to the left margin and indent every subsequent line a half inch.
* APA references should begin with the author of a source (whether that author is a person, group of people, or an organization). The names of people should be written as last name, a comma, and then any first and middle names indicated with just the initial followed by a period. For sources with multiple authors, author names should be written in the order that they appear on the original publication. The names of organizations should be written out in full.
* Electronic sources should include enough information to help a reader find that source for themselves.

### Reference for Sources with Multiple Authors

In your references at the end of the paper, Last Name and Initials are included for as many as 20 authors.

For 3-20 Authors, last names and first initials of each author name are included. Use a comma after each author name, and use an ampersand (&) before the last author name.

#### Example:

Blain, E., Grant, S., Kraczon, R., Johnson, H.N., Rotaru, M., Fischell, K., Kramer, J., Nunez, A., Forrest, G., Van Dreason, S., Patterson, F., Gramazio, J., Scarborough, S., Souchik, A., Beudert, C., Kocher, A.J., Anderson, N., Peteroy, D., Dickens, C., & Meyers, M.C. (2016). Baskets. Basketville University Press.

For 21 or more Authors, last names and first initials of each author name are included. Use a comma after each author name for the first 19 authors, then use an ellipses and write the last author’s name. Imagine the example above has one more author after M.C. Meyers named Richard Simmons. Because Richard is now the last author in a list of more than 20 authors, M.C. Meyers will be taken out and replaced by ellipses, and we will end with R. Simmons:

#### Example:

Blain, E., Grant, S., Kraczon, R., Johnson, H.N., Rotaru, M., Fischell, K., Kramer, J., Nunez, A., Forrest, G., Van Dreason, S., Patterson, F., Gramazio, J., Scarborough, S., Souchik, A., Beudert, C., Kocher, A.J., Anderson, N., Peteroy, D., Dickens, C., . . . Simmons, R. (2016). Baskets. Basketville University Press.

### Electronic Sources

Guidelines regarding Retrieval Dates: Retrieval dates are only required for sources that are considered “unstable.” This means that the information might possibly be updated at a later date from when you are referencing the source (examples include a Twitter profile, Facebook page, dictionary entry), or the information you are citing changes over time (examples include GoogleMaps or any website that updates their published content frequently).

Guidelines regarding DOIs and URLs: A DOI, or digital object identifier, is always included at the end of your reference if a DOI is provided with the source. A “permalink” or persistent link is sometimes available on databases as a substitute for a DOI. If neither of these reference tools are available, use the URL. The URL should link directly to the cited material.

Guidelines regarding Database Names: Including the database from which you have sourced content is only necessary if the content is not available on other databases. Examples include a dissertation that is only available on Proquest, anything from exclusive library archives, or an article that is originally published by a database (like Gale in Context).

# Sample Common APA Reference Page Entries: Online Sources

## Journal Articles

Author’s Last Name, Initials. (Year of publication). Title of article in sentence case. Title of Journal in Title Case, volume(issue), pages. https://doi.org/12.3426/1234-1234.12.3.446 or URL (permanent link, or “permalink” required)

Kramer, J. (2016). Sustainable choices: Choosing your basket-weaving material. How To Weave Your Basket, 22(4), 212-214. https://doi.org/12.3426/1234-1234.12.3.446

### Journal article with no DOI assigned and with a non-database URL

Author’s Last Name, Initials. (Year of publication). Title of article in sentence case. Title of Journal in Title Case, volume(issue), pages. URL directly linking to cited source

Johnson, H.N., & Meyers, M. C. (2008). Keeping the price of your basket weaving affordable so that you can make a profit. Everyday Basket Weaving, 6(2), 40-45. https://www.basketweavingdatabase.org/professional-resources/ebw-volume-6

## Webpages and Websites

\*This includes any material that is not from a journal or other reference category and has no prior publication source other than the website itself.

### Work or article on a webpage (anything that is not from a journal or on a database)

Author’s Last Name, Initials. (Year of publication, month day). Title of article in sentence case. Site Name in Title Case. URL directly linking to cited source

Blain, E. (2019, October 19). Is underwater basket weaving still cool? Underwater Basket Weavers Coalition. https://www.underwaterbasketweavers.com/is-basket-weaving-cool/234.235.html

## Work or Article on a webpage with a group author (from a government or corporate website)

### Entry with retrieval date and Name of Site (if different from Group Author Name):

Government Agency, Education Institution, or Corporation. (Year of publication, Month Day). Title of article in sentence case. Site Name in Title Case. Retrieved Month Day, Year, from URL directly linking to cited source

U.S. Basket-Weaving Census Bureau (2019, December 19). Underwater basket weaving artist statistics. U.S. Department of Public Basket Weaving. Retrieved February 5, 2020, from https://www.dpbw.gov/basket-weaving/stats/oisdcvoj

### Entry without retrieval date (persistent or archived webpage material) or Site Name (Group Author is same as Site Name):

Government Agency, Education Institution, or Corporation. (Year of publication, Month Day). Title of article in sentence case. URL directly linking to cited source

U.S. Department of Public Basket Weaving. (2019). Underwater basket weaving materials: Correlations between products and productivity. https://www.dpbw.gov/basket-weaving/stats/oisdcvoj

## Online Newspaper or Magazine Article

Author’s Last Name, Initials. (Year Month Day). Title of article in sentence case. Name of Newspaper/Magazine in Title Case. URL directly linking to cited source

Kramer, J. (2019 October 19). Upcycling for basketry? Popular basket-weaving materials for millennials.” The Saturday Evening Basketry Post. www.saturdayeveningbasketrypost.com/2019/11/29/us/98basket.html?\_r=0

# Sample Common APA Reference Page Entries: Print (Non-Electronic) Sources

## Journal Article that has been published in print, without a DOI, and without a persistent URL

Author’s Last Name, Initials. (Year of publication). Title of article in sentence case. Title of Journal in Title Case, volume(issue), pages.

Kramer, J. (2016). Sustainable choices: Choosing your basket-weaving material. How To Weave Your Basket, 22(4), 212-214.

## Book by a single author (printed book)

Author Last Name, Initials. (Year of publication). Title of book in sentence case. Publisher.

Rotaru, M. (2013). The athleticism and artistry of underwater basket weaving. Basketville University Press.

## Book with editor

Editor Last Name, Initials. (Ed.). (Year of publication). Title of book in sentence case. Publisher.

Grant, S. (Ed.). (1999). Tales of basket weaving: More than crafter’s stories. Publishing Association for the Future of Basket Weaving.

## Chapter or Essay in an Anthology or Collection of Essays with Different Authors and an Editor

Author Last Name, Initials. (Year of publication). Title of essay in sentence case. In Editor First Initial, Last Name & Other Editor First Initial, Last Name (Eds.), Title of book in sentence case (pages of chapter). Publisher.

Blain, E. Weaving baskets under water. (2014). In Anderson, N. & Souchik, A. (Eds.), Arts, crafts, and your swimming pool (pp. 79-101). Crafty Publications.

# Sample Common APA Reference Page Entries: Other Non-Print Sources

## Online encyclopedia

Institution or organization name. (Year). Title of entry in sentence case. Title of reference work in sentence case. Retrieved Month Day, Year from URL directly linking to cited source

The Great American Basket-Weaving Institution. (n.d.). Underwater basket weaving. The encyclopedia of baskets. Retrieved from https://encyclopediaofbaskets.org/underwaterbasketweaving

## TED Talk from TED website

Author Last Name, Initials. (Year, Month of video post). Title of video in sentence case. [Video]. TED Conferences. URL directly linking to cited source

Rotaru, M. (2013, September 21). Michael Rotaru. How to start a basket-weaving movement [Video]. TED Conferences. https://www.ted.com/talks/michael\_rotaru\_how\_to\_start\_a\_basket-weaving\_movement

## TED Talk from YouTube

TED if from the TED Talk page on YouTube. (Year, Month of video post). Title of video in sentence case. [Video]. YouTube. URL directly linking to cited source

TED. (2013, September 21). Michael Rotaru:. How to start a basket-weaving movement [Video]. TED Conferences. https://www.youtube.com/watch?v=RXMnDG3QzxE

## YouTube

\*If the author name and channel title are the same, just provide the channel title to begin the entry and skip writing it again in brackets.

LastName, FirstInitial. MiddleInitial. OR AuthorUserName [Channel Title]. (Year, Month, Day of video post). Title of video in sentence case. [Video]. YouTube. http://www.youtube.com/address

Positive Works. (2013, September 21). How to start a basket-weaving movement [Video]. YouTube. https://www.youtube.com/watch?v=RXMnDG3QzxE

## PDF File

Author Last Name, Initials. (Year of publication). Title of document in sentence case [PDF file]. URL directly linking to cited source

Wolf, T. (2015). How to weave a basket [PDF file]. https://www.basketweaving.gov/how-to/