

APA (7th ed) Formatting & Stylistics using MS Word

(Adapted from OWL Purdue)

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Types of formal written assignments

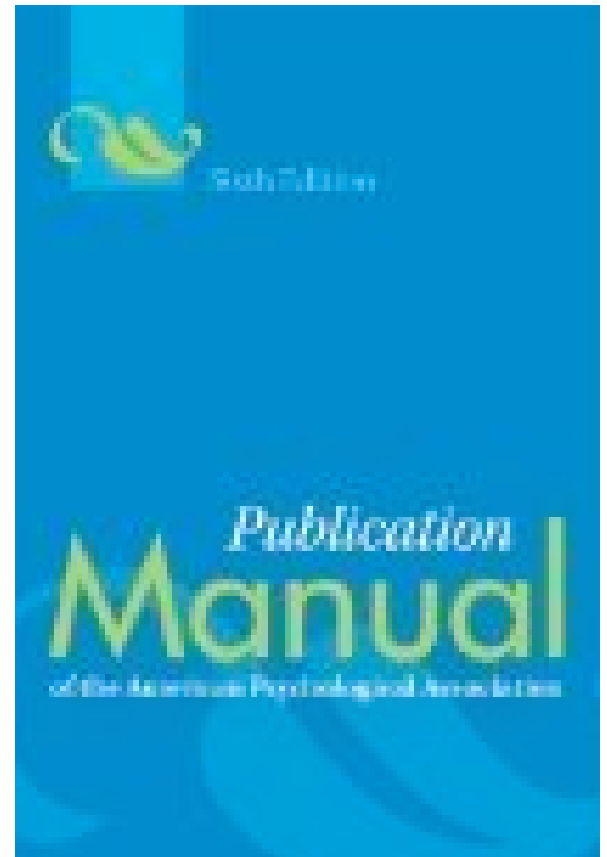
1. Essays on specific topics
2. Reflective reports
3. Articles
4. Dissertations/Thesis
5. Reports

Formatting styles for academic works

1. APA (American Psychological Association)
2. MLA (Modern Language Association)
3. Oxford
4. ASA (American Sociological Association)
5. Chicago
6. Harvard
7. Vancouver
8. IEEE (Institute for Electrical and Electronics Engineers)

What is APA?

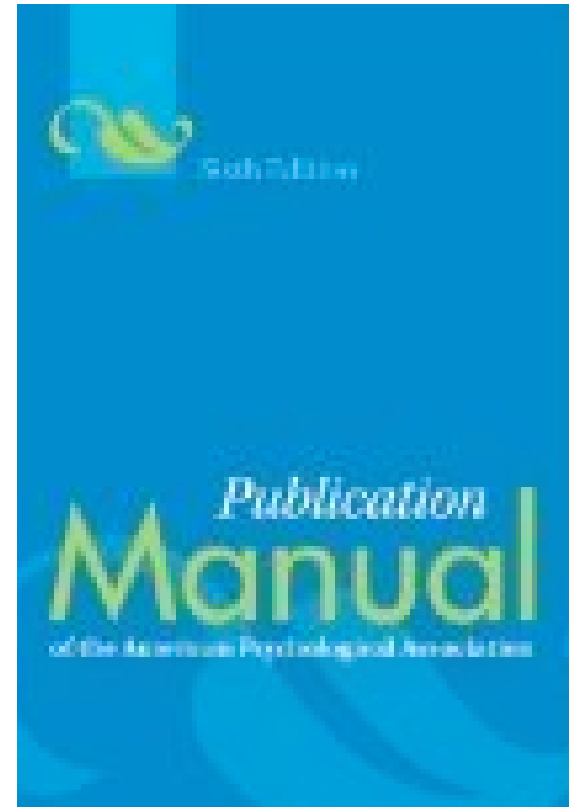
- **APA** (American Psychological Association)
- It is the most commonly used formatting style for manuscripts/reports/articles in the Social Sciences.
- Currently on the 7th edition (2019)
- Publication Manual given at <https://www.apa.org/>



What does APA regulate?

APA regulates:

- **Stylistics** (Headers, Alignments, Tables/figures, etc.)
- **In-text citations**
- **References** (Bibliography- a list of all sources used in the paper)



APA stylistics: Basics

1. Point of view and voice in an APA paper

Use:

- **Third person** point of view rather than using the first person point of view or the passive voice. For example

The study showed that..., NOT
I found out that....

- **Active voice** rather than passive voice. For example

The participants responded..., NOT
The participants have been asked....

APA stylistics: Basics

2. Language in an APA paper is:

- **Clear:** be specific in descriptions and explanations
- **Concise:** condense information when you can
- **Plain:** use simple, descriptive adjectives and minimize the figurative language

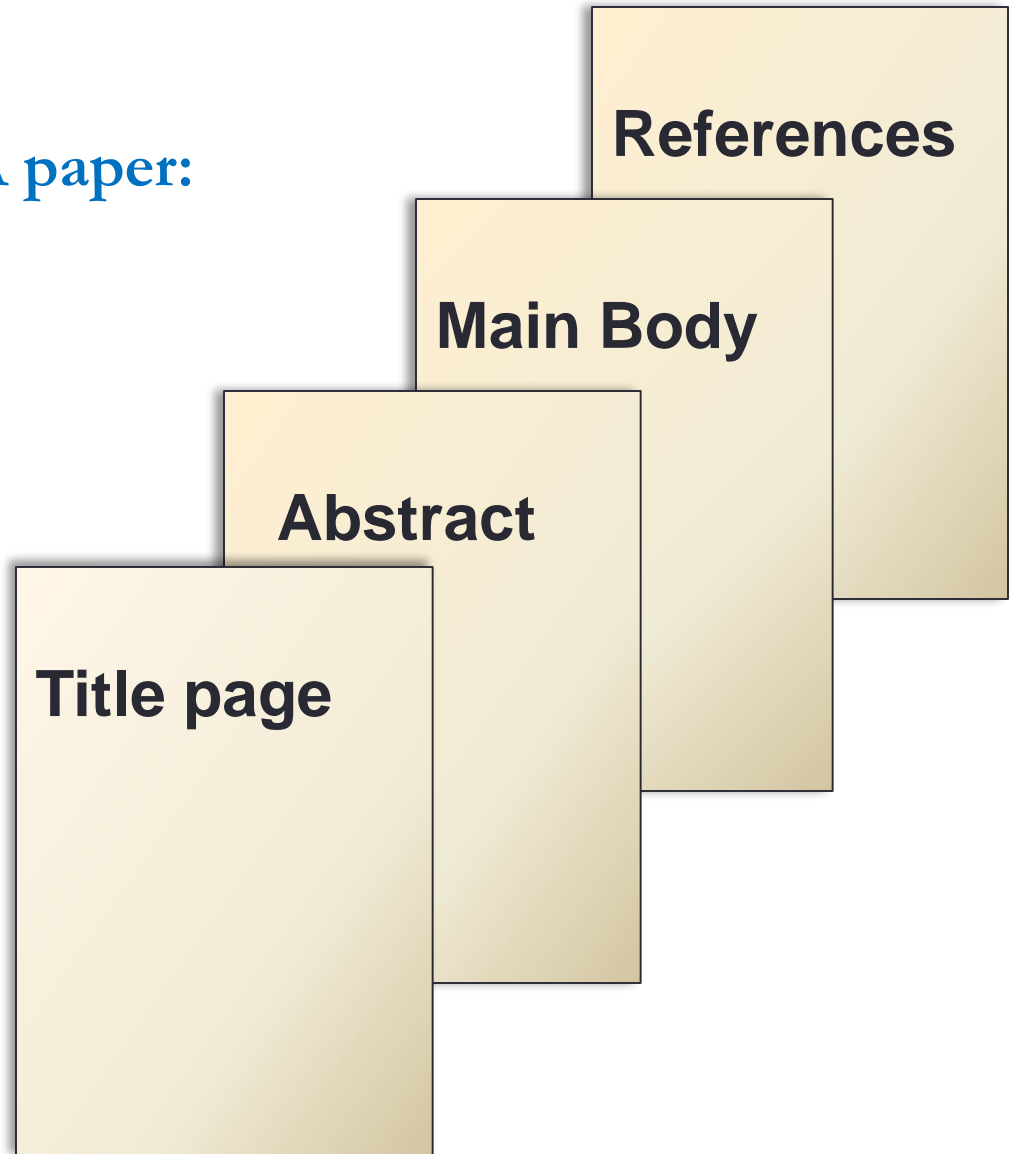
APA stylistics: Basics

3. General format for APA paper:

- **Typed, double-spaced**, with two spaces after punctuation between sentences on standard-sized paper (8.5”x11”) with 1” margins on all sides
- in **10-12 pt. Times New Roman** or a similar font
- Includes a **Page header** (title) in the upper left- hand of every page and a **Page number** in the upper right-hand side of every page
- **Numerals** under 10 should be spelled out; 10 and above expressed as a number
- **Past tense** of verbs should be generally used.

APA stylistics: Basics

4. General layout for APA paper:



1. APA Headings

APA uses a system of five heading levels

Level	Heading Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.

1. APA Headings

APA uses a system of five heading levels

Method (Level 1)

Site of Study (Level 2)

Participants population (Level 2)

Teachers (Level 3)

Students (Level 3)

Results (Level 1)

Spatial Ability (Level 2)

Test One (Level 3)

Teachers with experience. (Level 4)

Teachers in Training. (Level 4)

Test Two (Level 3)

Kinesthetic Ability (Level 2)

Discussion (Level 1)

2. APA Tables

- Label a table with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced.
- Cite a source or add supplementary tables in a note below the table:

Table 3

Sample Table Showing Decked Heads and P Value Note

Variable	Visual		Infrared		F	η
	M	SD	M	SD		
Row 1	3.6	.49	9.2	1.02	69.9***	.12
Row 2	2.4	.67	10.1	.08	42.7***	.23
Row 3	1.2	.78	3.6	.46	53.9***	.34
Row 4	0.8	.93	4.7	.71	21.1***	.45

***p < .01.

2. APA Tables

Title case, left-aligned, italicized

Left-aligned, bolded

Centered headings

First column is left-aligned

Other columns are centered

Italicize the word "Note"

Type	National Cancer	American Cancer Society
Lung	\$247.6 million	\$20.4 million
Breast	\$572.6 million	\$35.5 million
Prostate	\$285.4 million	\$15.8 million
Colorectal	\$273.7 million	\$26 million
Melanoma	\$110.8 million	\$10.3 million

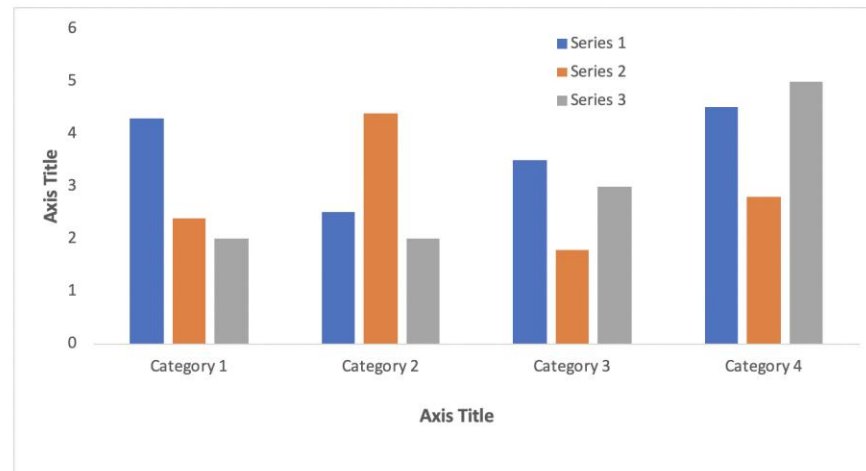
Note. From "This Year's World Malaria Report at a Glance," by World Health Organization [EHO], 2018, (<https://www.who.int/malaria/media/world-malaria-report-2018/en/>).

3. APA Figures

- Label a figure with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left .
- Cite the source below the label and the title:

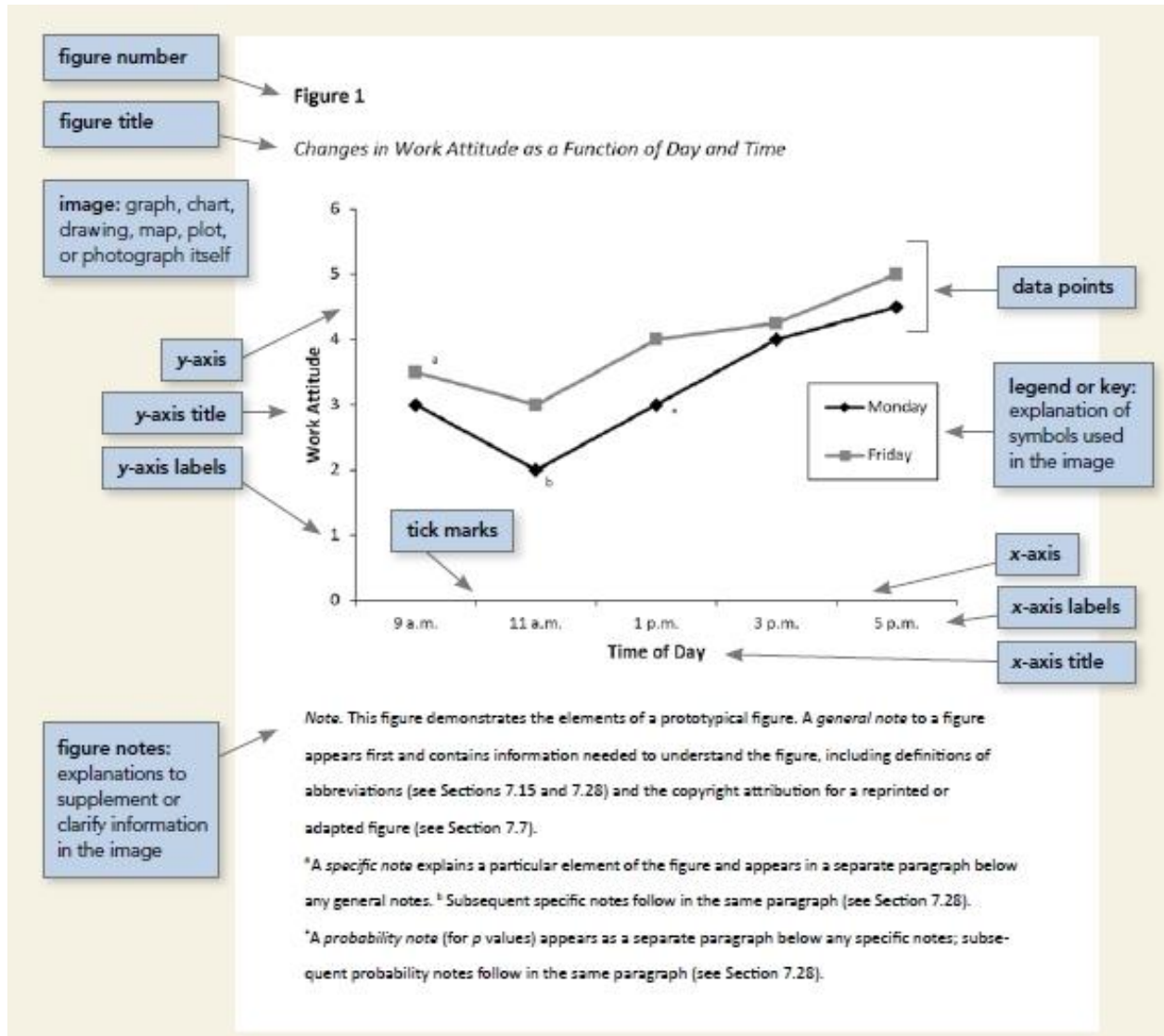
Figure 1

Sample Figure Title



Note. A note describing content in the figure would appear here.

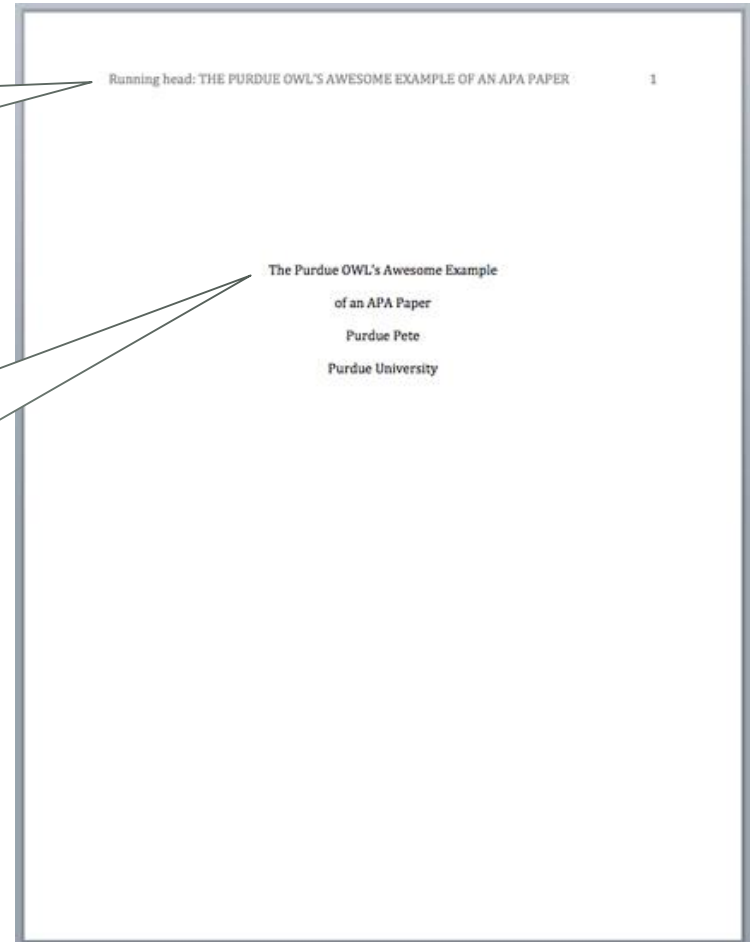
3. APA Figures



4. Title Page

Page header:
(use Insert Page Header)
title flush left + page number
flush right.

Title:
(in the upper half of the page, centered)
name (no title or degree) +
affiliation (university, etc.)



5. Abstract Page

Page header: do NOT include “Running head:”

Abstract (centered, at the top of the page)

Write a brief (between 150 and 250 words) summary of your paper in an accurate, concise, and specific manner. Should contain: at research topic, research questions, participants, methods, results, data analysis, and conclusions. May also include possible implications of your research and future work you see connected with your findings. May also include keywords.

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisi suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

Keywords: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

6. Main Body (Text)

- The first text page is page number 3
- Type the title of the paper centered, at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper in parenthetical in-text citations
- Format tables and figures

7. References Page

- **Center the title**— References-- at the top of the page
- **Double-space** reference entries
- Flush left the first line of the entry and indent subsequent lines (hanging indent)
- Order entries **alphabetically** by the author's surnames.

References

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.

Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication, 10*(1), 38-48.

Midwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.

Wood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change, 21*(2), 127-140.

**Do NOT include
"Running head:"
in the header
after the title
page!**

7. References: Basics

- **Invert authors' names** (last name first followed by initials).
- **Alphabetize** reference list entries
- **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.
- **Capitalize** all major words in journal titles.
- **Italicize** titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

7. Making the references list

APA is a complex system of citation, which is difficult to keep in mind. When compiling the reference list, the strategy below might be useful:

- Identify a type source: Is it a book? A journal article? A webpage?
- Find a sample of citing this type of source in the textbook or web resources (OWL purdue, APA.org, etc.)
- “Mirror” the sample.
- Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented.
- Make sure to include URLs or DOIs

8. In-text Citations: Basics

Whenever you use a source, provide in parenthesis:

- Author's name and the date of publication
- For quotations and close paraphrases, provide a page number as well.
- Insert parentheses '[']' before the full stop for sentences.
- Use '&' instead of 'and' in parentheses

In-text citations help readers locate the cited source in the References section of the paper.

8. In-text Citations:

Format for a quotation

When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief—do not repeat the information.

Caruth (1996) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).

8. In-text Citations:

Format for a summary or paraphrase

There are several formats for a summary or paraphrase:

- provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase:

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

8. In-text Citations:

Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

- include the author's name in a signal phrase followed by the year of publication in parenthesis:

Recently, the history of warfare has been significantly revised by Higonet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

8. In-text Citations:

Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

- When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

8. In-text Citations:

Signal words

- Introduce quotations with signal phrases, e.g.

According to X. (2008), “....” (p.3).

X. (2008) argues that “.....” (p.3).

- Use such signal verbs as:
acknowledge, contend, maintain,
respond, report, argue, conclude, etc..

Use the past tense or the present perfect tense of verbs in signal phrases

8. In-text Citations:

Two or more works

- When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semicolon:

(Kachru, 2005; Smith, 2008)

8. In-text Citations:

A work with two authors

- When citing a work with two authors, use “and” in between authors’ name in the signal phrase yet “&” between their names in parenthesis:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women's responses to the war have been ignored” (Raitt & Tate, 1997, p. 2).

8. In-text Citations:

A work with 3 to 5 authors

- When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis:

(Harklau, Siegal, and Losey, 1999)

- In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:

(Harklau et al., 1993)

8. In-text Citations:

a work with 6 and more authors

- When citing a work with six and more authors, identify the first author's name followed by “et al.”:

Smith et al. (2006) maintained that....

(Smith et al., 2006)

8. In-text Citations:

A work of unknown author

- When citing a work of unknown author, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports:

According to "Indiana Joins Federal
Accountability System" (2008), ...

OR

("Indiana", 2008)

8. In-text Citations:

Organization

- When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation:

The data collected by the Food and Drug Administration (2008) confirmed that...

- If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations:

Food and Drug Administration (FDA) confirmed ...
FDA's experts tested...

8. In-text Citations:

The same last name/the same author

- When citing authors with the same last names, use first initials with the last names:

(B. Kachru, 2005; Y. Kachru, 2008)

- When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references:

Smith's (1998 a) study of adolescent **immigrants**...

8. In-text Citations:

Personal communication

- When citing interviews, letters, e-mails, etc., include the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list:

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

OR

(E. Robbins, personal communication, January 4, 2001).

8. In-text Citations:

Electronic sources

- When citing an electronic document, whenever possible, cite it in the author-date style.

If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading:

According to Smith (1997), ... (Mind over Matter section, para. 6).

0 AUTHORS		
Narrative:	In <i>Title of Source</i> or "Title of Article" (Year), ...	In <i>Treating Psoriasis</i> (2019), it is recommended to use natural, non-scented body treatments.
Parenthetical:	(<i>Title of Source</i> or "Title of Article," Year)	It is recommended that psoriasis patients use natural, non-scented body treatments (<i>Treating Psoriasis</i> , 2019).
1 AUTHOR		
Narrative:	Author's Last Name (Year)... "Quote" or paraphrase (page # if a quote).	Smith (2017) shares in his study that fruit flies prefer citrus fruits.
Parenthetical:	"Quote" or paraphrase (Last Name, Year, page # if quote)	Fruit flies prefer citrus fruits (Smith, 2017).
Example Reference:	Smith, M. (2017). Fruit flies. <i>Journal of Scientific Study</i> , 12(3), 13-67	
2 AUTHORS		
Narrative:	1st Author's Last Name and 2nd Author's Last Name (Year) state "Quote" or paraphrase (include page # if quote).	Chapman and Sisodia (2015) mentioned that "teams felt engaged in creating their own future" (p. 12).
Parenthetical:	"Quote" or paraphrase (1st Author's Last Name & 2nd Author's Last Name, Year, page # if quote).	"Teams felt engaged in creating their own future" (Chapman & Sisodia, 2015, p. 12).
Example Reference:	Chapman, B., & Sisodia, R. (2015). Everybody matters: The extraordinary power of caring for your people like family. https://books.google.com/books?id=1dNJBgAAQBAJ&dq=Everybody+matters:+The+extraordinary+power+of+caring+for+your+people+like+family	
Notes:	Display authors in the order they appear on the source.	
3+ AUTHORS		
Narrative:	1st Author's Last Name et al. (Year), paraphrase or "quote" (page if quote).	Davies et al. (2017) state that "it's important to consider the roles of national literatures in contemporary school contexts"
Parenthetical:	"Quote" or paraphrase (1st Author's Last Name et al., Year)	"It's important to consider the roles of national literatures in contemporary school contexts" (Davies et al., 2017, p. 21).
Example Reference:	Davies, L., Martin, S., K., & Buzzacott, L. (2017). Worldly reading: Teaching Australian literature in the twenty-first century. <i>English in Australia</i> , 52(3), 21-30. https://search.informit.com.au/document/Summary;dn=324169191985626;res=IELAPA	
Notes:	For in-text, include the last name of the 1st author listed followed by "et al." In the reference, show up to 20 names.	
GROUP or ORGANIZATION		
Narrative:	Group Name state (Year) "Quote" or paraphrase	According to the National Park Service (n.d.), there are more than 4,700 caves.
Parenthetical:	"Quote" or paraphrase (Group Name, Year)	There are more than 4,700 caves (National Park Service, n.d.).
Example Reference:	National Park Service. (n.d.). <i>Enchanting landscapes beneath the parks</i> . https://www.nps.gov/subjects/caves/index.htm	
Notes:	In some cases, abbreviated group names are acceptable (See Section 8.21 of the <i>Publication Manual</i>). Sources with no dates are indicated with "n.d."	

THE END
