Writing Center
APA STYLE 7th edition

FORMAT
APA Style is the documentation format of the social and behavioral sciences. Courses in fields such as psychology, sociology, anthropology, education, and nursing will require you to write papers in APA Style (APA=American Psychological Association).

- Standard to APA format: a separate title page, page numbers, an abstract, one-inch margins, double spacing, and a recommended sans serif or serif font. Indent the first line of each paragraph one-half inch. Use only one space after punctuation marks.
- Capitalize all words of four or more letters in headings and subheadings as well as in titles of works within the text of the paper. Italicize titles of books and journals. Put the title of articles and other short works in quotation marks when quoting in-text, but do not use the quotation marks in the list of References. (**Note:** Titles on the References page are different than in the body of the paper. Consult a writing handbook for rules and sample citations.)

Information you have borrowed from any source must be clearly documented in your paper in two ways: as in-text citations and as a list on the References page. This also applies to charts, graphs, artwork, maps, statistics, diagrams, scientific data, etc. See the AVC Student Code of Conduct regarding academic violations of this rule (i.e. plagiarism).

IN-TEXT CITATIONS
Borrowed information in your paper should be quoted (sparingly) and paraphrased (mostly), according to the 7th edition. Both require citation of sources. Use the **author-date system** for in-text citations.

Quoting: use of the author's exact words
There are two ways to provide citations in-text. Consider emphasis (author? quotation?).
1) A narrative citation to introduce a source with a *signal phrase* that includes the last name of the author followed by the year of publication in parentheses.
2) A parenthetical citation which usually appears at the end of the sentence.

Example of a narrative citation:
Falkey (2016) observed that some military veterans who enroll in college might find the "transition from a highly structured environment to a less structured environment" to be challenging (p. 28).
Example of a parenthetical citation:
Some military veterans who enroll in college might find the "transition from a highly structured environment to a less structured environment" to be challenging (Falkey, 2019, p. 28).

Note: Punctuation goes after the end parentheses for short quotations (less than 40 words). Also, APA prefers writing about sources in the **past tense** or **present perfect tense** *except* when discussing the implications of the research for which the use of **present** tense is appropriate.

Paraphrasing: an author's idea restated in your own words.

When you paraphrase, use your own words to communicate the meaning of a source. Be careful to reword thoroughly and not "patchwrite" (accidentally picking up exact words or phrases from the original passage or even copying the author's sentence structure). As with quotations, cite in-text sources using the narrative or parenthetical method. If the author is not named in the signal phrase, the parenthetical citation must include the author and year of publication. A page number is not required.

Example of a narrative paraphrase citation:
Falkey (2016) noted that some student veterans might find it difficult to adapt to the ebb and flow of campus life, which can be very different from the structure of military duty requiring strict schedules.

Example of a parenthetical paraphrase citation:
Some student veterans might find it difficult to adapt to the ebb and flow of campus life, which can be very different from the structure of military duty requiring strict schedules (Falkey, 2016).

Note:
1) APA does not require a page number for a paraphrase; however, writers are encouraged to include page numbers for paraphrases if they anticipate that readers may prefer to read the passage themselves.
2) If you cite an electronic source within your paper that uses visible paragraph numbers instead of page numbers, use the abbreviation *para.* followed by the number.
Example: (Smith, 2016, para. 5).
Note: Paragraphs without numbers can be counted and the number applied only in the case of **no** page numbers.
3) For sources with three or more authors, use the first author's last name and the abbreviation "et al." Example: Smith et al. This applies to both narrative and parenthetical citations.

Reference List Entry:
Falkey, M.E. (2016) An emerging population: Student veterans in higher education in the 21st

century. *Journal of Academic Administration in Higher Education, 12*(1), 27-39.

https://files.eric.ed.gov/fulltext/EJ1139143.pdf

THE REFERENCE LIST
At the end of your paper, APA format requires a list of the sources you have used. Title the page References and include only sources that can be retrieved. Note: Personal communications such as interviews, emails, etc. should be cited only in the text of the paper, not on the References page; refer to pages182-183 in the APA 7th ed. style guide for narrative and parenthetical examples.

The elements of a reference vary depending on the type of source, but reference list entries usually contain the author, year of publication (in parentheses), title of the source, and Web location of the source such as a URL or DOI that is "live." Some sources will require page numbers, publication information, and website retrieval information.

- Authors are listed alphabetically by last name. APA style uses only initials for first and middle names, such as Garcia, S. or Chen, F. J.
- If a work has no author, list it by title. If there is no date, use the abbreviation (n.d.) in parentheses after the author's name. Example: Sitati, C. (n.d.).
- If the author is an organization or company, use the normal word order.
- Titles of long works like books or journals are *italicized*. Titles of short works such as articles are *not* in italics nor within quotation marks. In both cases, only the first letter of the first word in the title is capitalized.
- For books and articles, capitalize only the first word of the title, the first word of a subtitle (after a colon), and proper nouns. Capitalize all words of four letters or more in the titles of journals, magazines, and newspapers.
- For print sources, include the name of the publisher (the place of publication is no longer included).
- For online books and articles, include the DOI (digital object identifier) if the source has one; if not, use the URL. A reader should be able to click on a "live" link to immediately be transferred to the source. The words "Retrieved from" are no longer used.

Templates for Common Reference List Entries

Book in print:
Author's last name, First initial. Middle initial. (Year of publication). *Title of the book* (edition if

given.). Publisher.

Book online with DOI or URL:
Author's last name, First initial. Middle initial. (Year of publication). *Title of book* (edition if

given.). Publisher. Link

Online journal article with a DOI or URL:
Author's last name, First initial. Middle initial. (Year of publication). Title of the article.

Journal Title, Volume(Issue), page range. DOI or URL

Note: Since so many different types of sources and cases exist, AVC faculty writing specialists recommend the following resources:

1. *Concise Guide to APA Style* (7th ed.). The Official APA Style Guide for Students.
   If you are a psychology major, this guide is important because many changes have been made to APA that require access to information you will need.

2. A writing handbook is a great help to college students. When purchasing, make sure it contains APA 7th edition. Reputable handbooks include *A Writer's Reference*, *Rules for Writers*, *A Pocket Style Manual*, and others.

3. Online resources: https://www.apa.org/
   https://owl.purdue.edu/
   https://www.avc.edu/studentservices/lc/writing