Writing Center
APA STYLE

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 and a running head, an abstract, one inch margins, double spacing, and 12 point Times New Roman font. Indent the first line of each paragraph one-half inch.
- Capitalize all words of four or more letters in subheadings and in titles of works in the text of the paper. Italicize titles of books, journals, websites, and other long works. Put the titles of articles, short stories, and other short works in quotation marks. (***Note:** APA guidelines for titles on the References page are different than in the body of the paper.)

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 may be quoted, paraphrased, or summarized. All three ways of using sources require citation.

Quotation: exactly what an author wrote or said, word for word.
Paraphrase: the meaning of what an author said restated in your own words.
Summary: a brief explanation of an author's main points in your own words.

APA uses an **author-date system** of in-text citation. In general, introduce a source with a *signal phrase* that includes the last name of the author and then the year of publication in parentheses. Follow the borrowed material with the page number in parentheses (unless the source has no pages, such as a film or a website). Punctuation goes after the parentheses for short quotations (less than 40 words). Note that APA writes about sources in the **past tense** except when discussing the implications of the research.

Example: Falkey (2016) observed that student veterans "experience a major change when they enter postsecondary education" (p. 28).

If the author is not named in the signal phrase, the parenthetical citation must include the author, date, and page number.

(over)

Example: Studies have shown that student veterans "experience a major change when they enter postsecondary education" (Falkey, 2016, p. 28).

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.

Paraphrasing and Summarizing:
When you paraphrase or summarize, you 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). APA format encourages the use of signal phrases and page numbers for paraphrases and summaries as well as direct quotations. If an electronic source uses visible paragraph numbers instead of page numbers, you may cite the paragraph number with the abbreviation *para*.

Example: Prithwijit et al. (2017) concluded that augmented reality video games may have physical and social benefits for young players, but they also warned that the immersive experience held potential dangers (para. 25).

Reference List Entry:
Prithwijit, D., Meng'ou, Z., Laura, M., Zaid, B., & Ruth, L. M. (2017). Augmented reality video games: New possibilities and implications for children and adolescents. *Multimodal Technologies and Interaction, 1*(2), 8. doi:10.3390/mti1020008

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 (personal communications such as interviews, email, etc. should be cited only in the text of the paper, not on the References page). The elements needed vary slightly depending on the type of source, but reference list entries usually contain the author, the year of publication, and the title of the source. 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 Falkey, M. E.
- If a work has no author, list it by title. If there is no date, use the abbreviation (n.d.) in parentheses.
- If the author is an organization or company, use the normal word order.
- The date of publication goes in parentheses immediately after the author's name.
- Titles of long works like books or journals are *italicized*. Titles of short works like articles are *not* in italics or quotation marks.
- 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, give the city and state of publication as well as the publisher.
- For online books and articles, use the DOI (digital object identifier) if the source has one. If there is no DOI, give the URL.

Templates for Common Sources

Book:
Author's last name, First initial. Middle initial. (Year of publication). *Title of the book*. (edition if given.) City, State: Publisher.

Schoenbach, R., Greenleaf, C., & Murphy, L. (2012). *Reading for understanding: How Reading Apprenticeship improves disciplinary learning in secondary and college classrooms*. (2nd ed.) San Francisco, CA: Jossey Bass.

Online journal article:
Author's last name, First initial. Middle initial. (Year of publication). Title of the article. *Journal Title, Volume*(Issue), pages of the article. DOI number or Retrieved from URL

Carioli, S. & Peru, A. (2016). The think-aloud approach: A promising tool for online reading comprehension. *Journal of Media Literacy Education, (8)*1, 49-61. Retrieved from

https://digitalcommons.uri.edu/jmle/

Martinez, M. E. (2006). What is metacognition? *The Phi Delta Kappan, 9*, 696-699.

doi:10.1177/003172170608700916

Since so many different types of sources and cases exist, we recommend the following resources:

1. A writing handbook is a great help to college students. When purchasing a handbook, make sure it is up to date. Reputable handbooks include *A Writer's Reference*, *Rules for Writers*, *A Pocket Style Manual*, *The Publication Manual of the American Psychological Association* (6th ed.), and others.

2. Online resources:
   APA Style
   http://www.apastyle.org/index.aspx

   APA Formatting and Style Guide
   https://owl.english.purdue.edu/owl/resource/560/01/

3. Attend workshops on this topic at the AVC Learning Center. See our website for the workshop schedule in Lancaster and Palmdale:
   http://www.avc.edu/studentservices/lc/