

## Overview of APA style

**Where is it used?** – APA is used primarily in the social sciences (e.g. psychology and sociology).

**What does the APA style of citation look like?** – APA uses an author-date system for in-text and parenthetical citations

**How are APA papers usually organized?** – APA papers include the following sections: Abstract, Introduction and/or a Literature Review, Methods, Results, Discussion, References, and Appendices. **However**, undergraduate papers seldom include abstracts, methods, results, or appendices.

**Can you use headings in APA?** – There is a hierarchy of headings in APA. Usually, the main sections of your paper use Level 1 headings\* (e.g. **Methods**), while subsections use Level 2 (e.g. **Measures**). Abstracts, References, and Appendices use Level 1 but are NOT bolded, and Introductions have no headings.

**Level 1: Centered, Bold, Capital & Lowercase Lettering**  
**Level 2: Flush Left, Bold, Capital & Lowercase**  
**Level 3: Indented, bold, part of paragraph, lowercase, period.**  
**Level 4: Indented, bold, italics, part of paragraph, lowercase, period.**  
*Level 5: Indented, italics, part of paragraph, lowercase, period.*

For additional rules, see <https://blog.apastyle.org/apastyle/2011/04/how-to-use-five-levels-of-heading-in-an-apa-style-paper.html>

**Are APA papers written differently?** – APA stresses concision and clarity more than any other style. Writers should avoid ambiguous and unnecessary language and define terms as much as possible. You also should rely on paraphrasing and include few direct quotes. APA papers are usually written in the present-perfect or past tense and prefer an active voice over a passive one. Finally, APA avoids gendered language unless it is relevant.

## Title Page, Running Heads, Page Numbers, and General Formatting

APA papers require title pages, which are usually not included in your page count.

Include “Running head:” followed by a short form of your paper’s title IN ALL CAPS on the left side of your title page’s header. The right side should have a page number.

Headers in subsequent pages also have page numbers and the actual running head (i.e. your shortened title; no “Running head:”). Click the “Different First Page” option in your header/footer options to make them different from your title page.

Your title should concisely summarize the contents of your paper and be no more than twelve words. It should be centered and located in the upper half of your title page, followed by your name and your school’s name on separate lines.

Place an Author Note at the bottom of your title page. The first paragraph of your Author Note should include the instructor’s name, the course name and code, and either the date the paper was due or the date it was submitted. The second paragraph should include your email address for correspondence.

Running head: AN EXERCISE IN QUANTITATIVE RESEARCH 1

An Exercise in Reviewing, Evaluating, and Reflecting  
 Upon Two Quantitative Research Articles  
 John T. Doe  
 Tyndale University College & Seminary

Author Note  
 This paper was prepared for Dr. Helen Noh’s COUN 0680 Research  
 Methods in Counselling, and was submitted on December 31, 2018.  
 Correspondence regarding this paper can be directed to John Doe at  
 JohnDoe@yahoo.com.

## Citing Paraphrases and Summaries

Every time you paraphrase or summarize someone else’s idea, you must credit the author for their research and ideas. Whenever possible, use a signal phrase to introduce the author and establish their idea(s) within the context of your paper. Providing page numbers for paraphrases is NOT required but is recommended, especially if the paraphrase contains specific information that readers may want to investigate.

<p><b><u>Paraphrasing without introducing the author(s):</u></b></p> <p>The researchers were interested in investigating whether emotion-focused therapy or psychoeducation was more effective at facilitating forgiveness in clients (Greenberg, Warwar, &amp; Malcolm, 2008)</p>	<p><b><u>Paraphrasing while introducing the author(s)</u></b></p> <p>Karam, Sterrett, and Kiaer (2017) found that, on average, most of their participants completed the treatment intervention significantly faster than alternative treatment programs.</p>
<p><b><u>Paraphrasing while including a statistic:</u></b></p> <p>Furthermore, 12.5% of church leaders indicated that their churches discuss mental illness in a healthy way (Simpson, 2013, p. 53).</p>	<p><b><u>Paraphrasing while including a specific definition:</u></b></p> <p>Tausch et al. (2011) defined a nonnormative action as behaviour that is outside of a society’s cultural expectations (p. 130).</p>

## Citing Direct Quotations and Block Quotes

When you borrow a source’s exact words, enclose them in quotation marks (for quotations of fewer than 40 words). Always provide a page number when citing. For a quotation of 40 words or more, use block formatting. Introduce the quotation with a signal phrase and colon. Forgo quotation marks (except to note quotations within the quotation) and indent the quoted material 1 inch from the left margin. Block quotes are still double-spaced, and page numbers go outside of the sentence.

<p><b><u>Directly quoting without introducing author(s)</u></b></p> <p>Behavioural marital therapy alone has been found to have “little impact on depression with couples who defined themselves as maritally non-distressed” (Jacobson, Dobson, Fruzzetti, Schmalings, &amp; Salusky, 1991, p. 554).</p>	<p><b><u>Directly quoting while introducing author(s)</u></b></p> <p>According to Philip, Egan, and Kane (2011), perfectionist tendencies and being overly concerned with work “are two important factors when considering the impact of burnout on workers” (p. 73).</p>
---	---

### Block Quotation

Lunsford (2011) explained that academic integrity comprises more than simply citing the source of your material:

Academic integrity calls for you to be faithful not only to the letter of the material you are drawing on but also to its spirit: you need to honour the intention of the original source. For example, if your source says that an event *may* have happened in a particular way, then it isn't ethical to suggest that the source says the event *absolutely* happened that way. (p. 291)

## Citing Works with More Than One Author

If a source you are citing has more than two authors, you must list all of the authors' names the first time you cite the source. Afterwards, only include the first author's name in subsequent citations, followed by 'et al.' or 'and colleagues', but do not use 'and colleagues' in parenthetical citations. If a source has six or more authors, only use shortened citations.

	In-Text Citations	Parenthetical Citations
3 – 5 Authors	Bradley, Ramirez, and Soo (2001) insist . . . Bradley et al. (2001) argue . . . Bradley and colleagues (2001) argue . . .	Researchers discovered that . . . (Bradley, Ramirez, & Soo, 2001) Researchers discovered that . . . (Bradley et al., 2001)
6+ Authors	MacArthur et al. (2015) believed that . . . MacArthur and colleagues (2015) reported . . .	It was believed that . . . (MacArthur et al., 2015)

## Citing Other Types of Sources

Sacred Texts	Jeremiah saw "a boiling pot, tilting away from the north" (Jer. 1:13, New International Version). <b>Note: Omit the translation in subsequent citations. Do not include in your reference list.</b>
Organization as Author / Section in a Web Document	Incorporating physical activity into your lifestyle can help to "reduce stress levels, increase energy, [and] improve sleep and digestion" (Heart and Stroke Foundation, 2011, para. 2).
Unknown Author and Internet source	The body's basal metabolic rate, or BMR is a measure of its at- rest energy requirement ("Exercise," 2003).
Secondary Sources	According to MacArthur's study, the entire human race loves pizza (as cited in Johnson, 2014) <b>Note: Secondary sources' dates are not cited. Only the primary source is listed in your References.</b>

## References

List your sources on a new page at the end of your paper, titled 'References,' and alphabetize it according to authors' last names. Replace authors' first names with initials to avoid disclosing genders. If you have multiple sources by the same author, arrange them according to publication dates, listing the earliest (i.e. the oldest) works first. Double-space the page, start entries at the left margin, and use a hanging indent of half an inch for entries that spill onto two or more lines.

Capitalize the first word and all proper nouns of a source's title. For sources from an online database, include its DOI (digital object identifier) number or provide a URL. If a source's publication year is unknown, replace it with (n.d.).

## Sample References

Book w/ 1 author	Bullock, R. (2006). <i>The Norton field guide to writing</i> . New York, NY: W.W. Norton and Company.
Book w/ 2+ authors	Bradley, J., Ramirez, E. K., & Soo, W. W. (2001). <i>Computer addiction? A study of computer dependency</i> . London, England: Taylor & Francis.
Ebook	O'Keefe, E. (n.d.). Egoism & the crisis in Western values. Retrieved from <a href="http://www.onlineoriginals.com/showitem.asp?itemID=135">http://www.onlineoriginals.com/showitem.asp?itemID=135</a>
Sacred Texts / Classical Work	<b>Note: Reference entries are not normally required for sacred texts and classical works.</b>
Article or chapter in an edited book / Anthology	Emms, R. (2006). Books and writing in seventh century Kent. In A. R. Rumble (Ed.), <i>Writing and texts in Anglo-Saxon England</i> (pp. 18-27). Woodbridge, England: D.S. Brewer. <b>Note: Pages cited are for the entire article or chapter consulted within the edited book.</b>
Periodical / Journal Article	Gerkin, P., Rider, A., & Hewitt, J. (2010). Johnny Cash: The criminologist within. <i>Journal of Criminal Justice and Popular Culture</i> , 17(1), 152-183. doi:10.1016/j.jcpc.2010.06.009
Periodical w/ 7+ authors	Terraciano, A., Abdel-Khalek, A. M., Adam, N., Adamoyova, L., Ahn, C., Ahn, H., . . . McCrae, R. R. (2005). National character does not reflect mean personality trait levels in 49 cultures. <i>Science</i> , 310, 96-100. doi:10.1126/science.1117199 <b>Note: List the first 6 authors, followed by an ellipsis, and end the list with the last author's name.</b>
Organization as Author / Section in a Web Document	Heart and Stroke Foundation. (2011, March). Basic principles of physical activity. In <i>Healthy Living</i> . Retrieved from <a href="http://www.heartandstroke.com/Healthy_living_Physical_Activity.htm">http://www.heartandstroke.com/Healthy_living_Physical_Activity.htm</a>
Unknown Author and Internet source	Exercise. (2003). Retrieved from <a href="http://exercise.net/bmr">http://exercise.net/bmr</a>

For info on how to cite other kinds of sources, visit [www.apastyle.org](http://www.apastyle.org) or drop by Writing and Tutoring Services.

Our Writing and Tutoring Citation Tip Sheets are meant to be used as a guideline. For more information, consult the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed. and your professors to determine what is expected for a particular assignment.