TEXAS A&M UNIVERSITY CORPUS CHRISTI | CASA CENTER FOR ACADEMIC STUDENT ACHIEVEMENT WRITING CENTER

An introduction to Professional Style APA 7th Edition

A Presentation by the Writing Center (CASA)

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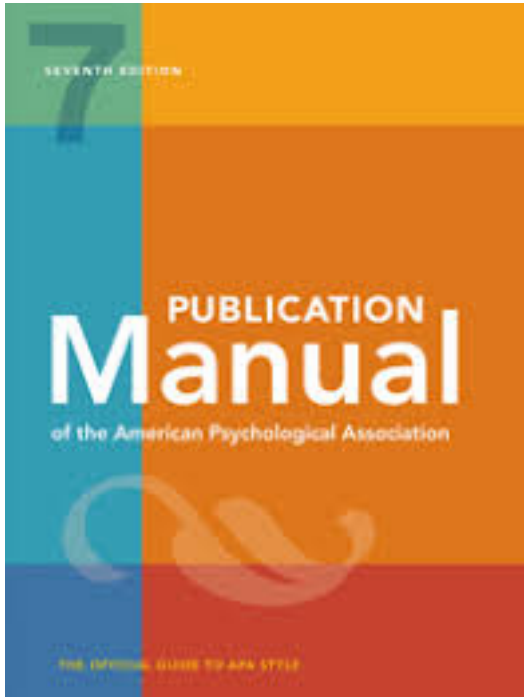
Today we will discuss…

- **APA Formatting**: font, margins, spacing and headers
- **Abstract**: composing and formatting the abstract
- **APA Headings**: organizing sections of the paper
- **In-Text Citations**: citing source material within the paper
- **References**: citing sources used within the paper

What is APA?

- The manuscript and documentation style of the American Psychological Association (APA).

- Specific and in-depth information about APA style can be found in the *Publication Manual of the American Psychological Association* (7th ed.)



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A Note about 7th Edition APA

- 7Th edition APA has 2 format options, one for students and one for professional publications.

- This version will explore the professional publication version with the expectation that most graduate students will use the professional version.

Professional APA: Formatting

- Times New Roman, 12-point font
- One-inch (1”) margins on all sides
- Text should be left-justified
- Double-space the entire document
- Indent the first line of each paragraph half an inch (0.5”)

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Professional APA: Formatting & the Running Head

- Each page of the document should include a running head and page number.
- The running head is a shortened version of your title (APA 7th, 2019, p. 37)
  - “Restless Nights: Sleep Latency Increases and Sleep Quality Decreases with Caffeine Intake”
  - “CAFFEINE-INDUCED REDUCTIONS IN SLEEP EFFICIENCY”
- Insert page numbers and TITLE using *INSERT* function in Word in the Heading Space.

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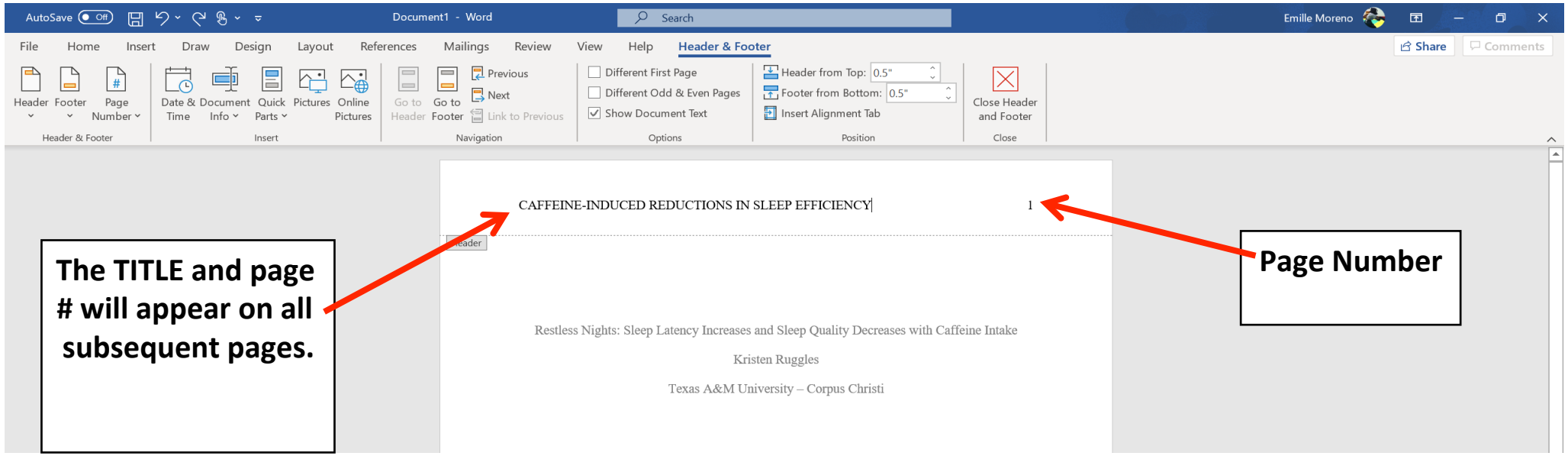
How do I create a running head?



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Professional APA: Formatting the Title Page

- Text should be center-justified.

- Title page should include:
  - The Title of the Paper (in Title Case and bolded!)
  - Your Name
  - Your Affiliation
    - University/ Department/ College or Research Center
  - Author Note (if necessary)
    - Your instructor may also require additional information be included on the title page.

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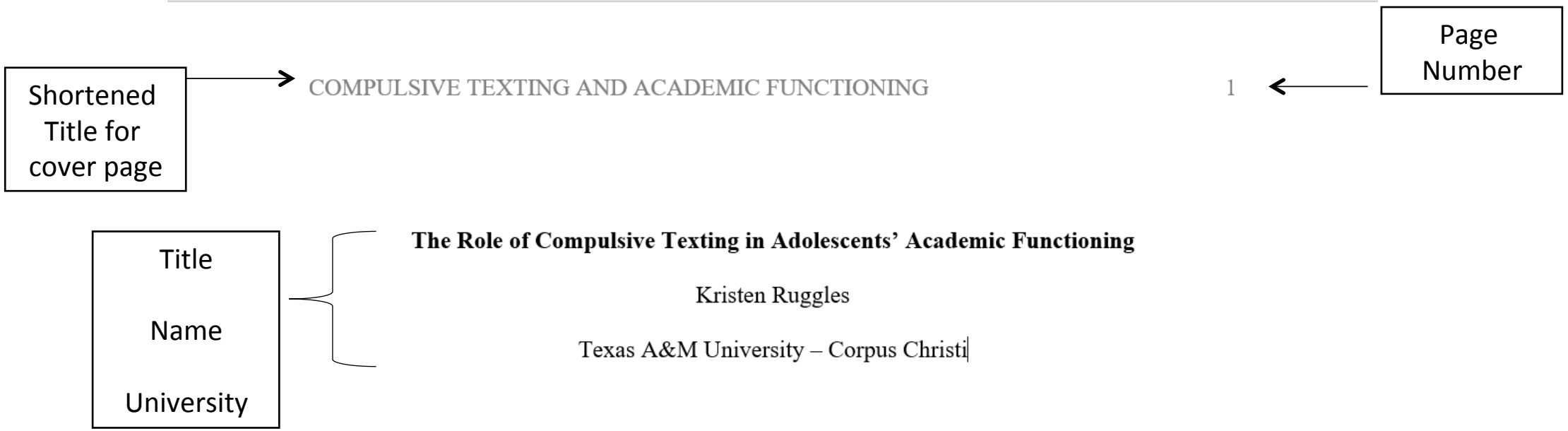
The Title Page: Sample



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APA: Writing the Abstract

- The abstract is a no more than 250-word summary of the entire paper.
- It is formatted into one, single paragraph.
- The abstract should:
  - Provide an overview of your paper
    - What is your main idea(s)?
    - What are the key points being discussed?
  - Reflect the purpose and content of the paper.
  - Be concise – use each sentence to convey the most important aspects of your paper.

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(APA, 2010)

APA: Formatting the Abstract

- Begin on page 2 of your document.
- Center the word *Abstract* at the top of the page – in Bolded Title Case
- Do **NOT** indent the abstract paragraph.
- **Keywords**: Although not *required* according to the APA manual, some instructors and publishers require keywords.
  - **Keywords** are terms or phrases that show the focus of your paper.
  - **5-6 key terms** or phrases is standard.
  - Below the abstract, indent and type *Keywords* (italicized + capitalized), type a colon and follow it up with the 5-6 keywords.

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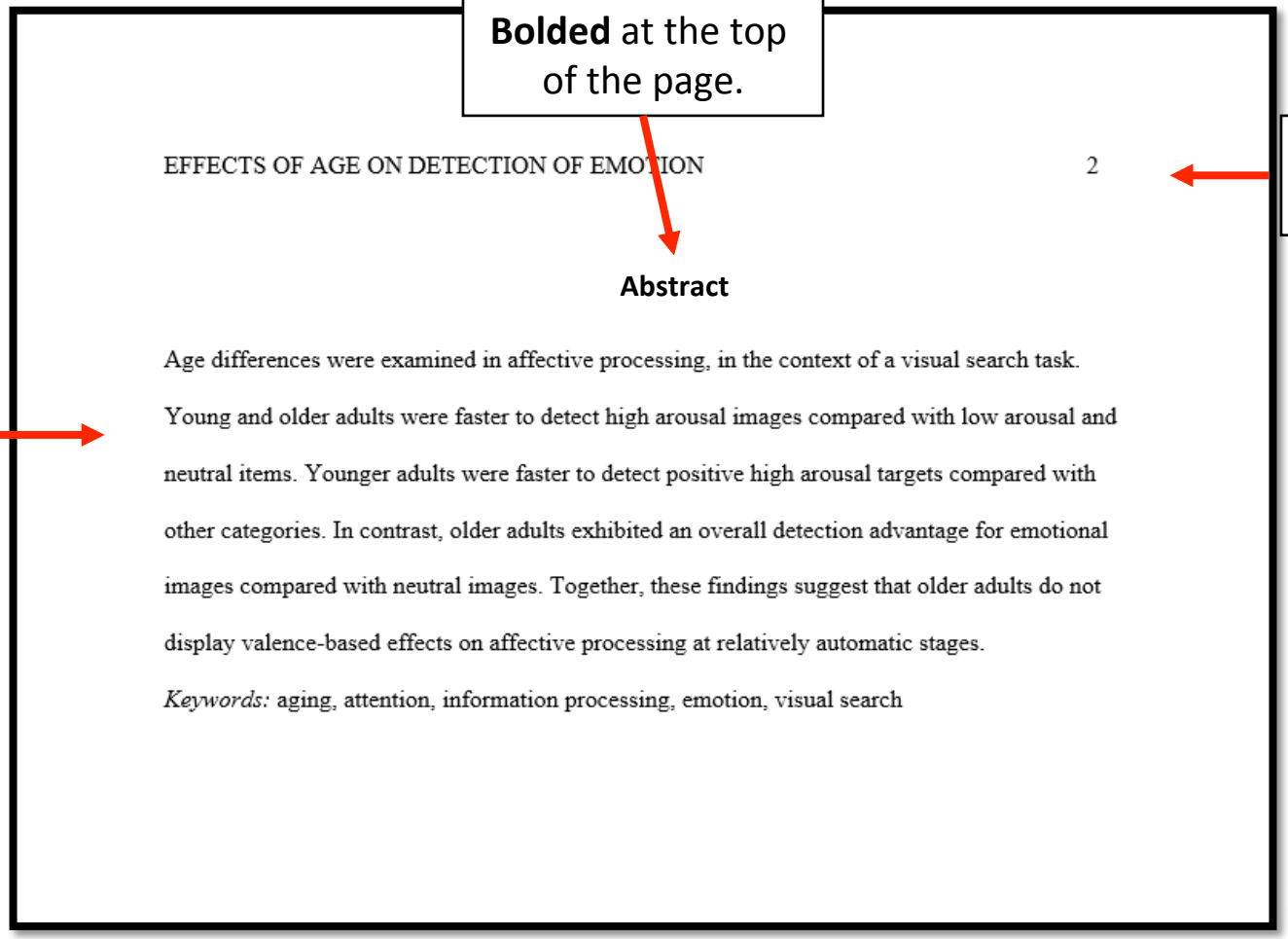
Abstract: Sample

Abstract is centered and **Bolded** at the top of the page.

Abstract begins on page 2.

Do not indent the Abstract.



EFFECTS OF AGE ON DETECTION OF EMOTION 2

Abstract

Age differences were examined in affective processing, in the context of a visual search task. Young and older adults were faster to detect high arousal images compared with low arousal and neutral items. Younger adults were faster to detect positive high arousal targets compared with other categories. In contrast, older adults exhibited an overall detection advantage for emotional images compared with neutral images. Together, these findings suggest that older adults do not display valence-based effects on affective processing at relatively automatic stages.

Keywords: aging, attention, information processing, emotion, visual search

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APA: Headings

- Although headings are *not always required*, they do offer a helpful way to organize your paper.

- **APA has five levels of headings** – these are similar to the levels of an outline, with major points and sub-points.

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APA: Headings

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

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(APA, 2019)

Level 1

Level 2

Level 3

Level 4

Anxiety Made Visible: Multiple Reports of Anxiety and Rejection Sensitivity

Our study investigated anxiety and rejection sensitivity. In particular, we examined how participant self-ratings of state and trait anxiety and rejection sensitivity would differ from the ratings of others, namely, the close friends of participants.

Literature Overview

Anxiety and rejection sensitivity are two important facets of psychological functioning that have received much attention in the literature. For example, Ronen and Baldwin (2010) demonstrated....

Method

Participants

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years (*SD* = 1.68). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

Procedure

Recruitment We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a "personality study" rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

Session 1: Psychiatric diagnoses. During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for *DSM–IV* Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

Session 2: Assessments. All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

Self-report measures. [illegible] first administered several self-report measures, as follows.

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Retrieved from http://blog.apastyle.org/

APA citation and references

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APA: Citing Sources

- *"Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text"* (APA, 2019, p. 257).

- When using source material in your writing, you must cite this information.

- APA uses an author-date system for citing sources:
  - Author (date)
  - (Author, date)

- Author and date must always appear together, whether at the beginning or end of the citation.

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APA: Citing Sources, Quotations

- Introduce the quotation with a signal phrase that includes the author's last name, followed by the year of publication in parentheses.

- Include the page number (p.#) in the parentheses after the close of the quotation.

> Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (p. 5).

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(Hacker & Sommers, 2012, p. 551)

APA: Citing Sources, Quotations

- If the author is not named in the sentence, place the author's name, the year of publication, and the page number in parentheses after the close of the quotation.

> Despite growing numbers of overweight Americans, many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (Critser, 2003, p. 5).

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(Hacker & Sommers, 2012, p. 552)

APA: Citing Sources, Summary or Paraphrase

- A page number is not required for a paraphrase or summary.
- Include the author's last name and the year of publication either in a signal phrase introducing the material or in the parentheses following it.

> Tierney and Pearson (2011) suggest that in reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning.

> In reading and writing, the individual is required to consider their own background of experience, the author, and the reader in order to negotiate meaning (Tierney & Pearson, 2011).

APA: Citing Sources with Multiple Authors

Type of Citation	First Citation (In-Text/Narrative)	Subsequent Citations (In-Text/Narrative)	First Citation (Parenthetical)	Subsequent Citations (Parenthetical)
One Author	Luna (2020)	Luna (2020)	(Luna, 2020)	(Luna, 2020)
Two to Five Authors	Ruggles, Salas, and D'Agostino, (2020)	Ruggles et al. (2020)	(Ruggles, Salas, & D'Agostino, 2020)	(Ruggles et al., 2020)
Six or More Authors	Ruggles et al. (2020)	Ruggles et al. (2020)	(Ruggles et al., 2020)	(Ruggles et al., 2020)
Group Author (Abbreviated)	National Institute of Mental Health (NIMH, 2020)	NIMH (2020)	(National Institute of Mental Health [NIMH], 2020)	(NIHM, 2020)
Group Author (No Abbreviation)	Stanford University (2020)	Stanford University (2020)	(Stanford University, 2020)	(Stanford University, 2020)

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(APA, 2019)

APA: Citing Interviews

- Published Interviews - Transcripts Available for the READER
- Personal Interviews - Personal Communication In-Text ONLY
- Research Participation Interviews (Methodology)
  - Graduate students are not required to cite in APA Style in which work is first reported (APA 7th, 2019, p. 259).

APA: References & Formatting

- The purpose of a reference page is to provide a list of all sources used or referenced within a paper.
- Begin your reference page on a new page following the body paragraphs of your paper.
- Center and bold the word **References** at the top of the page.
- References should always:
  - …be alphabetized.
  - …be double-spaced.
  - …utilize a hanging indent of 0.5 inch.

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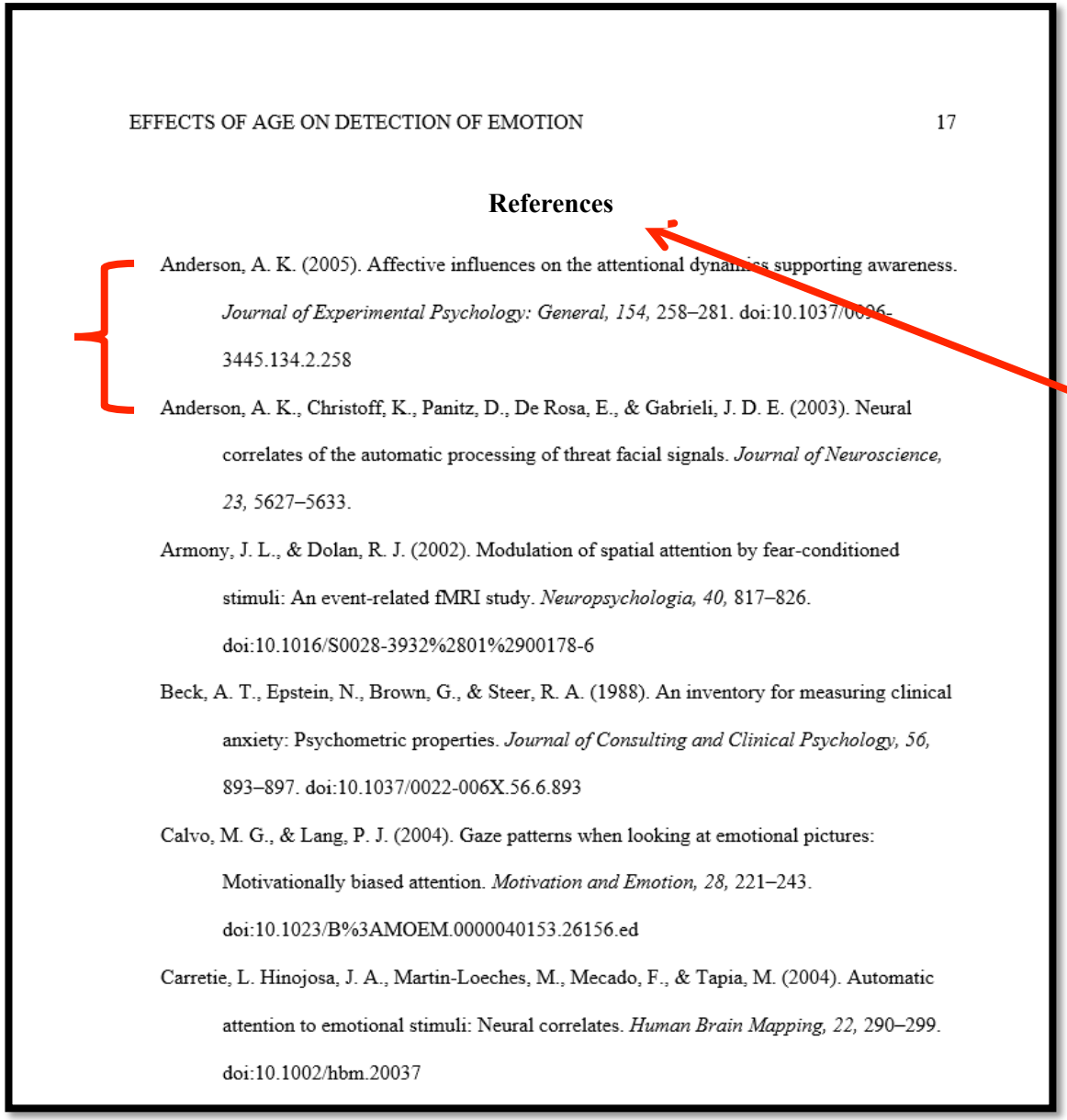
References: sample



EFFECTS OF AGE ON DETECTION OF EMOTION 17

References

Anderson, A. K. (2005). Affective influences on the attentional dynamics supporting awareness. *Journal of Experimental Psychology: General, 154,* 258–281. doi:10.1037/0096-3445.134.2.258

Anderson, A. K., Christoff, K., Panitz, D., De Rosa, E., & Gabrieli, J. D. E. (2003). Neural correlates of the automatic processing of threat facial signals. *Journal of Neuroscience, 23,* 5627–5633.

Armony, J. L., & Dolan, R. J. (2002). Modulation of spatial attention by fear-conditioned stimuli: An event-related fMRI study. *Neuropsychologia, 40,* 817–826. doi:10.1016/S0028-3932%2801%2900178-6

Beck, A. T., Epstein, N., Brown, G., & Steer, R. A. (1988). An inventory for measuring clinical anxiety: Psychometric properties. *Journal of Consulting and Clinical Psychology, 56,* 893–897. doi:10.1037/0022-006X.56.6.893

Calvo, M. G., & Lang, P. J. (2004). Gaze patterns when looking at emotional pictures: Motivationally biased attention. *Motivation and Emotion, 28,* 221–243. doi:10.1023/B%3AMOEM.0000040153.26156.ed

Carretie, L. Hinojosa, J. A., Martin-Loeches, M., Mecado, F., & Tapia, M. (2004). Automatic attention to emotional stimuli: Neural correlates. *Human Brain Mapping, 22,* 290–299. doi:10.1002/hbm.20037

Hanging indent: first line is flush left; subsequent lines are indented .5”

Sources are in alphabetical order

***References* is Centered and Bolded (*Reference* if only one source)**

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APA: References

- *Different* types of sources are cited in *different* ways using *different* formulas.
  - Book or book chapter (both print & online)
  - Journal article (both print & online)
  - Blog Post
  - Lecture Notes
  - Web source

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APA: References & Entries

- What goes in a reference? All references will include the following information, with some variation:
  - **WHO**: Author's name – Last Name, First and Middle initial
  - **WHEN**: Date of publication
  - **WHAT**: Title of work
  - **WHERE**: Source data

Last Name, F.M. & Last Name, F. M. (date). Title of work. Source data.

Author last name, first and middle initial (if available)	APA uses the ampersand (&) instead of "and"	Date of publication may include year, Month day	Formatting of title will vary depending on the type of source	Publication information or retrieval information

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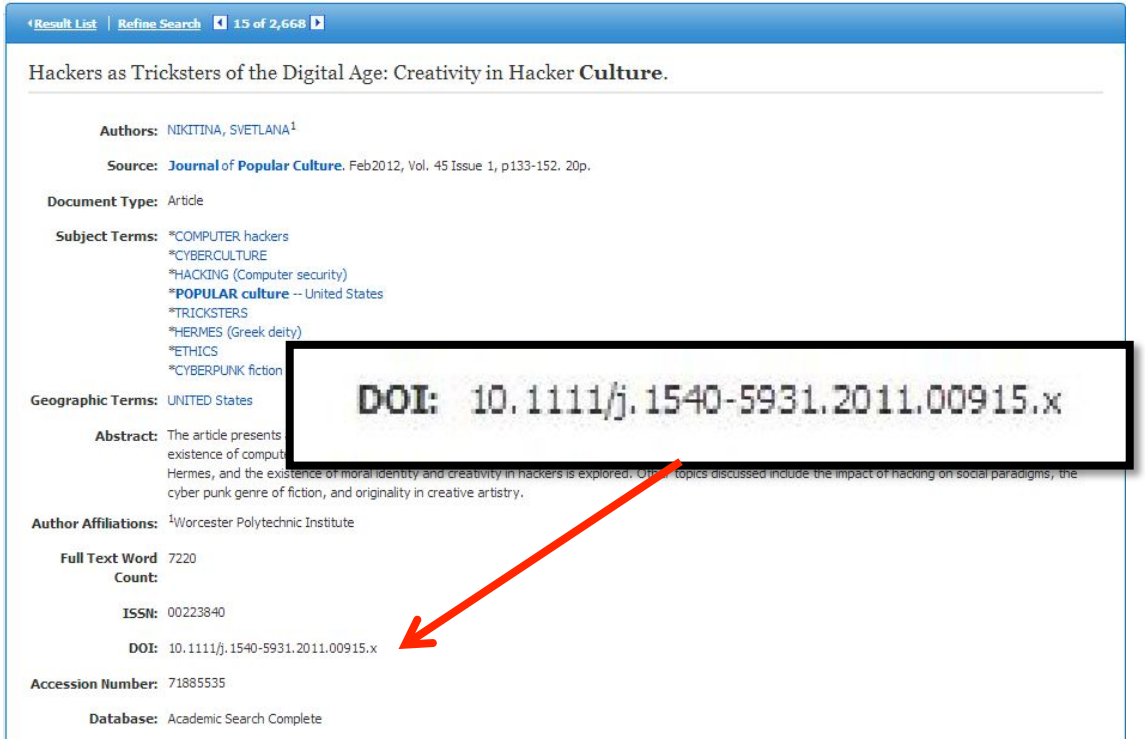
APA: DOI Numbers



- **DOI** stands for **Digital Object Identifier.**
  - It is a “unique identifier” for published journal articles that functions as an accessible link to that source.
- DOI can usually be found on the first page of the journal article or in the retrieval information on the database.

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Authored Book without a DOI, from most academic research databases or print version

Entire book – with edition or volume (print version)

Author, F. M., & Author, F. M. (year). *Title of book* (2nd ed.). Publisher.

Dyson, M.E. (2007). *Know what I mean? Reflections on hip hop*. Basic Civitas Books.

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Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a nondatabase URL

Entire book (online version)

Author, F. M., & Author, F. M. (year). *Title of book* [source type information]. http://xxxx

Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* K. Mazur, Narr.) [Audiobook]. Random House Audio. Http://bit.ly/2G0Bpbl

Christian, B., & Griffiths, T. (2016). *Algorithms to live by: The computer science of human decisions.* Henry Hold and Co. http://a.co/7qGBZAk

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Chapter in an edited book without a DOI, from most academic research databases or print version

Book chapter (print version)

Author, F. M. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (edition., Vol. #, pp. xxx–xxx). Publisher name.

Weinstock, R., Leong, G.B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., pp. 7-13). CRC Press.

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Journal article with and without a DOI

Journal article with a DOI

Author, F. M. (year). Title of article from journal. *Title of Journal, volume*(issue), page–page. doi:xx.xxxxxxxx

McCauley, S. M., & Christiansen, M.H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review, 126*(1), 1-51. https://doi.org/10.1037/rev0000126

Don't have a DOI number? Replace the doi number with the full web address of the article.

Ahmann, E., Tuttle, L.J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability, 31*(1), 17-39. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31

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YouTube video or other streaming video

If both the **real name** of the person who posted the video and the **screen name** are known:

Author, A. A. [Screen name]. (year, month day). *Title of video* [Media]. Name of website. http://www.webaddress

Fogarty, M. [GrammarGirl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. https://youtu.be/deiEY5Yq1ql

If **only the screen name** of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Name of website. http://www.webaddress

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Blog post or comment on an online periodical article or post

Blog post

Author, A. A. (year, Month day). Title of article. *Title of Blog in Title Case.* https://websiteaddress.com

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *Sci-Ed.* https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/

Comment on an online periodical article or post

Author, A. A. (year, Month day). Comment title or first 20 words of comment [Comment on the article "Title of the article"]. *Title of Website.* https://www.fullwebaddress

KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know many [Comment on the article "How workout buddies can help stave off loneliness"]. *The Washington Post.* https://wapo.st/2HDToGJ

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PowerPoint slides or lecture notes

Lecture Notes

Author, A. A. (year, Month day). [Lecture notes title]. University Department In Title Case, Name Of University. http://webaddressofwheretofindlecturenotes

Huerta, C. (2019, September, 18). [Lecture notes on political parties]. Department of Political Science, Texas A&M – Corpus Christi. http://fullwebaddress.com

Note:

If the slides come from a classroom website, learning management system (e.g., Canvas, Blackboard), or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL.

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Webpage

Webpage on a website with an individual or group author

Author, A. A. (date). *Title of Work.* Site Name. https://www.URL.com

Martin Lillie, C.M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency.* Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193

Webpage on a news website

Author, A. A. (date). *Title of Work.* Site Name. https://www.URL.com

Avramova, N. (2019, January 3). *The secret to a long, happy healthy life? Think age-positive.* CNN. https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html

*Use this format for articles published in online news sources (e.g. BBC News, Bloomberg, CNN, HuffPost, MSNBC, Reuters, Salon, Vox).

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APA: Pro-Tips

- **Use your resources!**
- Visit the CASA Writing Center for an individual consultation with one of our consultants.
  - Create an account and make an appointment by visiting http://casa.tamucc.edu
- Visit the APA Style Website
  - https://apastyle.apa.org/

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What questions do you have for us?

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References

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

American Psychological Association. (2019). *APA style blog*. Retrieved from http://blog.apastyle.org/

Hacker, D., & Sommers, N. (2012). *Rules for writers* (7th ed.). Boston, MA: Bedford/St. Martin's.