



APA Style Review

PSSC

FALL 2021

Overview

- ▶ General Review of APA style
 - ▶ Basic Rules
 - ▶ Online article citation
 - ▶ In text citation
- ▶ Changes in the 7th edition

Basic Rules: Most Sources

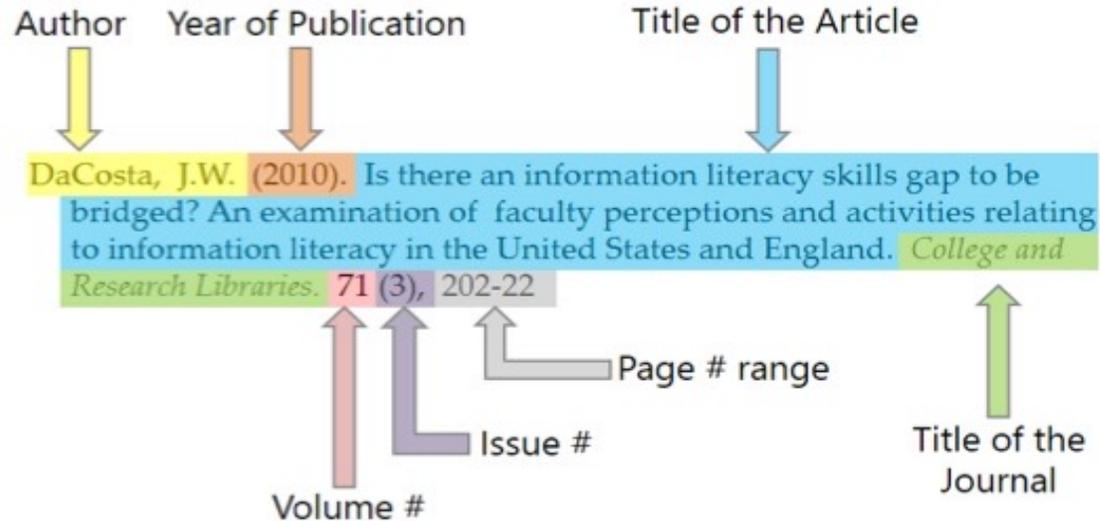
- ▶ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- ▶ All authors' names should be inverted (i.e., last names should be provided first).
- ▶ Authors' first and middle names should be written as initials.
 - ▶ For example, the reference entry for a source written by Jane Marie Smith would begin with "Smith, J. M."
- ▶ Give the last name and first/middle initials for all authors of a particular work up to and including 20 authors (this is a new rule, as APA 6 only required the first six authors). Separate each author's initials from the next author in the list with a comma. Use an ampersand (&) before the last author's name. If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.
- ▶ Reference list entries should be alphabetized by the last name of the first author of each work.
- ▶ For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- ▶ When referring to the titles of **books, chapters, articles, reports, webpages**, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
 - ▶ Note again that the titles of academic journals are subject to special rules. See section below.
- ▶ Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- ▶ Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.

Basic Rules: Articles in Academic Journals

- ▶ Present journal titles in full.
- ▶ Italicize journal titles.
- ▶ Maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
 - ▶ For example, you should use *PhiloSOPHIA* instead of *Philosophia*, or *Past & Present* instead of *Past and Present*.
- ▶ Capitalize **all major words** in the **titles of journals**. Note that this differs from the rule for titling other common sources (like books, reports, webpages, and so on) described above.
 - ▶ This distinction is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.
- ▶ Capitalize **the first word of the titles and subtitles of journal articles**, as well as the **first word after a colon or a dash** in the title, and **any proper nouns**.
- ▶ Do not italicize or underline the article title.
- ▶ Do not enclose the article title in quotes.
 - ▶ So, for example, if you need to cite an article titled "Deep Blue: The Mysteries of the Marianas Trench" that was published in the journal *Oceanographic Study: A Peer-Reviewed Publication*, you would write the article title as follows:
 - ▶ Deep blue: The mysteries of the Marianas Trench.
 - ▶ ...but you would write the journal title as follows:
 - ▶ *Oceanographic Study: A Peer-Reviewed Publication*

Online Article Citation

Citation to an Article from a Journal APA



- ▶ Lastname, F. M., & Lastname, F. M. (Year). Title of article. *Title of Periodical*, Vol.(Issue), page numbers. DOI

In text citations

- ▶ You can introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.
 - ▶ According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
 - ▶ Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
- ▶ If you do not include the author's name in the text of the sentence, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
 - ▶ She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Changes from the 6th edition to 7th edition

*most relevant to students & teachers from Purdue OWL Online Writing Lab

Title pages: Professional vs. student

Professional title page

- ▶ the title of the paper,
- ▶ the name of each author of the paper,
- ▶ the affiliation for each author,
- ▶ an author note (if desired),
- ▶ a running head (which also appears on the following pages),
- ▶ a page number (which also appears on the following pages).

Student title page

- ▶ the title of the paper,
- ▶ the name of each author of the paper,
- ▶ the affiliation for each author (typically the school being attended),
- ▶ the course number and name for which the paper is being written (use the format used by the school or institution (e.g., ENGL 106),
- ▶ the course instructor's name and title (ask for the instructor's preferred form if possible; e.g., some instructors may prefer "Dr.," "Ms.," "Mrs.," "Mr.," or a different title),
- ▶ the assignment's due date written in the format most common in your country (e.g., either January 3, 2020, or 3 January 2020 may be appropriate),
- ▶ a page number (which also appears on the following pages).

Note also that student papers now lack a running head.

Heading level

6th edition

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings Text starts a new paragraph.
2	Flush left, Boldface, Uppercase and Lowercase Heading Text starts a new paragraph.
3	Indented, boldface, lowercase paragraph heading ending with a period. Paragraph text continues on the same line as the same paragraph.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i> Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i> Paragraph text continues on the same line as the same paragraph.

7th edition

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

Other Format Changes

- ▶ Running heads are no longer required for student papers.
- ▶ Professional papers include a running head on every page, including the title page. However, the “Running head:” label used in the sixth edition is no longer used.
 - ▶ The running head is written in all capital letters. The running head should either be identical to the paper’s title, or a shortened form of the title that conveys the same idea. However, running heads should not exceed 50 characters (including spaces and punctuation).
- ▶ The section labels for abstracts and reference lists follow the conventions for level one headings (i.e., in addition to being centered and written in title case, they are also in boldface).
- ▶ Font guidelines are now somewhat looser in order to account for differences in computer specifications and users’ accessibility needs. So long as the same font is used throughout the text of the paper, a variety of fonts are acceptable.

In-text citations

- ▶ Regardless of the medium of the source, all sources with three authors or more are now attributed using the name of the first author followed by “et al.” The only exception to this occurs when doing so would create ambiguity (e.g., if two papers have first-listed authors with the same name). In these cases, list as many names as needed to differentiate the papers, followed by “et al.”
 - ▶ Example: Fannon, Chan, Ramirez, Johnson, and Grimsdottir (2019) and Fannon, Chan, Montego, Daniels, and Miller (2019) can be cited as (Fannon, Chan, Ramirez, et al., 2019) and (Fannon, Chan, Montego, et al., 2019), respectively.

Reference List

- ▶ In the seventh edition, up to 20 authors should now be included in a reference list entry. For sources with more than 20 authors, after the 19th listed author, any additional authors' names are replaced with an ellipsis (...) followed by the final listed author's name. Do not place an ampersand before the final author's name.
- ▶ Digital object identifiers (DOIs) and URLs are now both presented as hyperlinks for electronic sources.
- ▶ The label “DOI:” is no longer used for entries that include a DOI.
- ▶ The words “Retrieved from” (preceding the URL or DOI) are now only used when a retrieval date is also provided in the citation.
- ▶ New guidelines describe how to use DOIs and URLs when citing sources obtained from academic research databases or online archives. In short, you should end the database/archive portion of the citation entry with a period, then provide the DOI or URL.
 - ▶ Note that, though database/archive information is typically not included in citation entries, it should be included when writers need to cite sources that are only available within a certain database.