

APA Documentation

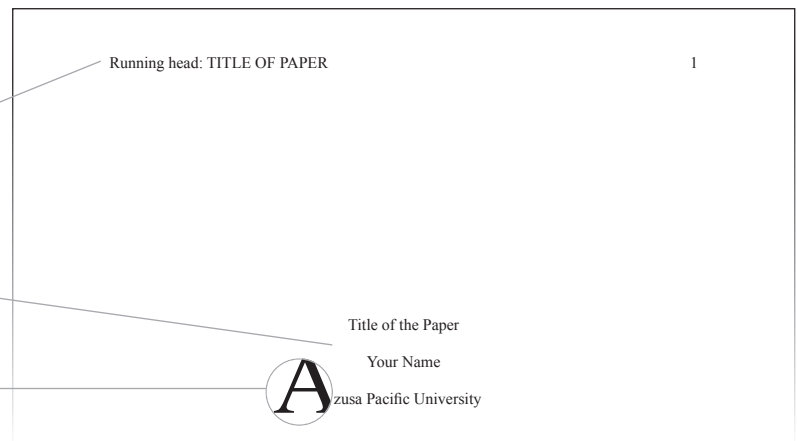
The American Psychological Association (APA) publishes a style guide primarily used by students and professionals in the natural and social sciences, e.g. psychology, nursing, and education. This guide covers general APA style for formatting research papers and integrating in-text citations and references.

Formatting a Paper

Include a header—your title in ALL CAPS—in the top left corner of every page. On the title page, include “Running head:” before the header.

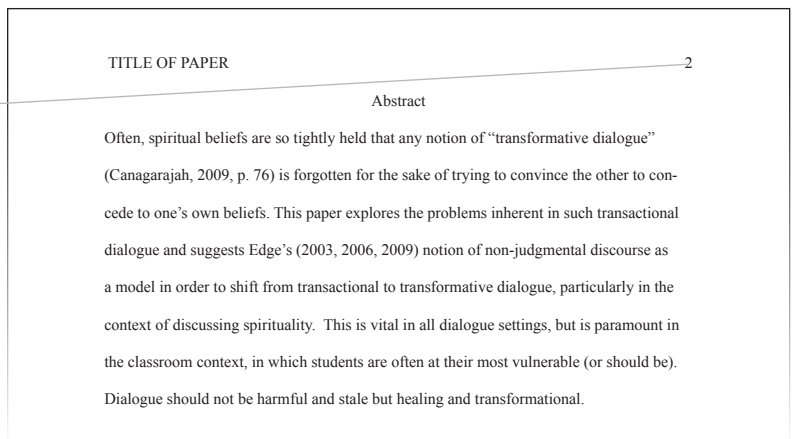
Include a title page with the title of your paper, your name, and your institution (Azusa Pacific University) on separate lines in the center of the page.

Use Times New Roman 12-point font.



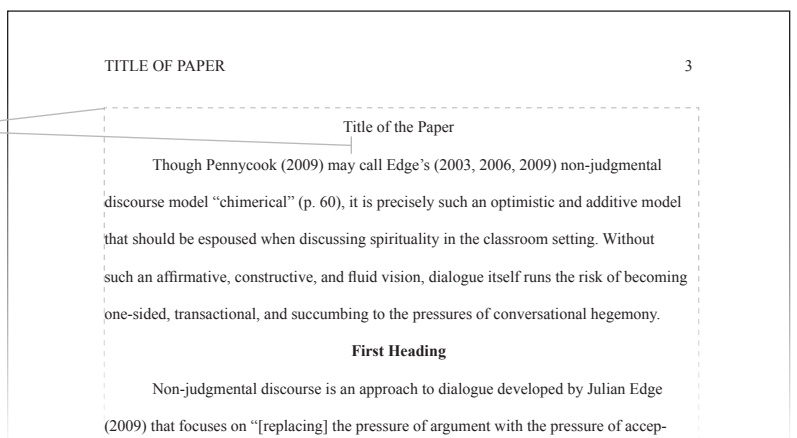
Include the page number on every page in the top right corner, aligned with your header.

The second page of your paper is devoted to your abstract, a 150-250 word summary of your paper. Include the word “Abstract” on the first line, centered and not bolded. The abstract paragraph should not be indented.



Double space your document throughout and use 1-inch margins. Do not add extra spaces after titles or subheadings.

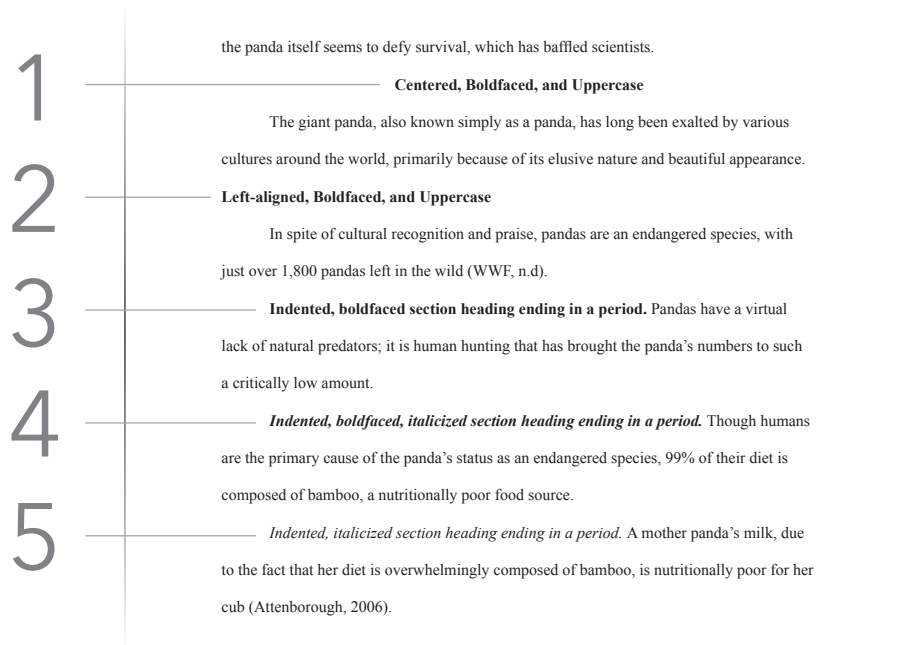
There is no “Introduction” heading in APA. Instead, your introduction comes immediately after the title of your paper. The first heading signals the end of your introductory section.



The Five Levels of APA Headings

Headings can be helpful in organizing your paper. They also act as transitions, providing clarity. Do not add extra spaces before or after headings. The five levels of heading in APA are formatted as follows:

For heading levels 3-5, treat the heading like the first sentence of the paragraph. In other words, continue the text of the paragraph on the same line as your heading.



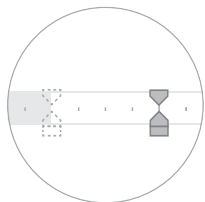
Direct Quotations

Although paraphrasing is a smooth and fluid way to incorporate borrowed information, direct quotations can be useful if the author’s original words are just too good not to use. Here are a few quotation methods:

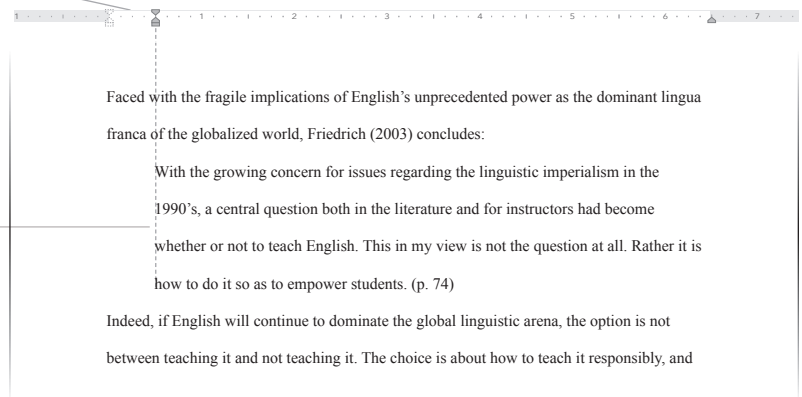
As Rajagopalan (2003) asserts, “A working command of the language is often stipulated as a prerequisite for most white collar jobs (and some blue collar ones as well)” (p. 94).

or

In South America on the whole, a “working command” of English is increasingly mentioned as “a prerequisite for most white collar jobs (and some blue collar ones as well)” (Rajagopalan, 2003, p. 94).



If a quotation is **more than 40 words**, begin the quotation on a new line 0.5” (one tab) from the margin. Keep the entire quotation aligned (unless you need to indicate a paragraph break), and place the period before the page number. You do not need quotation marks; setting the text apart tells your reader it is a quote. This is called a **block quote**.



In-text Citations

1 author Evidence suggests that classroom daydreamers do not perform as well as those who actively engage and take notes during class (Esselstrom, 2001).

2 authors One study found daydreamers to be poor performers (Lambert & Faber, 1999).

3-5 authors First citation: Griego, Helm, and Donnelly (2000) argued that “daydreamers actually thrived in the classroom” (p. 12).

Subsequent: Griego et al. (2000) also maintain...

6 or more authors The study by Jones et al. (2002) demonstrated that students who participated in discussions did better on tests.

organization as author First citation: Family programming ratings have declined (American Broadcasting Company [ABC], 1996).

Subsequent: Other statistics have increased (ABC, 1996).

no author Article/Chapter: “It is the most vibrant spot in Los Angeles” (“Silverlake,” 1993, pp. 123-124).

secondary source Book/Brochure: According to *Westlake* (1989), several...

Seiden and Moll’s study (as cited in Colt, 1993) was inconclusive.

On the **reference page**, you will cite *Colt*, not *Seiden and Moll*.

personal communication (letters, emails, phone conversations, etc.) T. Lutes (personal communication, April 18, 2001) stated that...

or

“In May, the foothills transform into a work of art” (T. Lutes, personal communication, April 18, 2001).

Do not cite **personal communications** on the reference page unless directed to do so by your professor.

the Bible “Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect” (Rom. 12:2 English Standard Version).

Include the **translation** only the **first time** you cite it. For more information, see our “Citing the Bible” handout.

Paraphrasing

Paraphrasing is taking an idea from another author and rewording it—this usually means condensing the author’s argument. Paraphrasing is often recommended over direct quoting because it demonstrates you understand the content well enough that you can explain it to someone else in your own words.

According to Frommer (2002), Rome has a unique cultural heritage because of its centralized location.

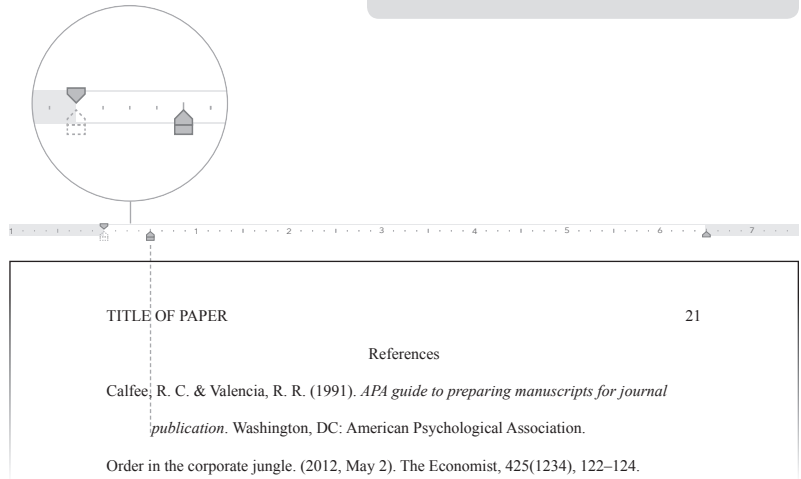
or

Rome has a unique cultural heritage because of its centralized location (Frommer, 2002).

*Paraphrases must be cited. **If in doubt, cite it.** Unless your professor specifies otherwise, you do not need to include page numbers with a paraphrase.*

References List

The first line of each citation is not indented. If the citation exceeds one line, tab every subsequent line over by 0.5 inches by adjusting the **hanging indent** slider on the ruler at the top of your word processor.



Every source cited in your paper (except for personal communications and sacred texts, such as the Bible or Quran) must have a listing on the reference page with full bibliographical information.

Citations should be alphabetized by author or by title if no author is available.

n.d. = “no date”
No period after website link.

web sources

- encyclopedias and dictionaries** Feminism. (n.d.). Encyclopedia Britannica. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>
- government document** Bureau of Economic Analysis. (2006, August). Statistical abstracts of the United States (Report No. CB08-232, BEA08-37). Retrieved from <http://www.census.gov/foreign-trade/Press-Release/2006pr/06/ftdpress.pdf>
- website–non-periodical** Pettey, J. M., & Dopp, J. (2007). *Surviving the quick-service restaurant industry*. Retrieved from <http://www.restaurant.com>
- website–organization as author** Ford Foundation. (2012). Helping citizens to understand and influence state budgets. Retrieved from http://www.fordfound.org/pdfs/impact/evaluations/state_fiscal_initiative.pdf
- web document–section** National Institute on Media and the Family. (2009). Mobile networking. In *Guide to social networking: Risks*. Retrieved from http://www.mediafamily.org/network_pdf/MediaWise_Guide.pdf

books

- the Bible** Do not cite **sacred texts** (including the Quran, Bhagavad Gita, Apocrypha, etc.) on the reference page unless directed to do so by your professor.
- 1 author** Reno, R. R. (2002). *Redemptive change: Atonement and the Christian cure of the soul*. Harrisburg, PA: Trinity Press.
- 2 authors** Temple, L. M., & Pierson, R. N. (2012). *Immigrant families of the twentieth century*. Saugerties, NY: University Press.
- 3-7 authors** Wicks, R. J., Parsons, R. D., & Capps, D. (1993). *Clinical handbook of pastoral counseling*. New York, NY: Paulist Press.
- 8+ authors** Mulvaney, S. A., Mudasiru, E., Schlundt, D. G., Baughman, C. L., Fleming, M., Vanderwoude, A., ... Rothman, R. (2008). *Self-management of type 2 diabetes*. New York, NY: University Press.
- 1 editor** Benner, D. G. (Ed.). (1987). *Psychotherapy in Christian perspective*. Grand Rapids, MI: Baker Book House.

Include the **first six authors'** names, then insert an **ellipsis** and add the **last author's** name.

author & editor(s) Donnelly, S. A. (2008). *Low-income housing* (C. Richard & R. Cantor, Eds.). Los Angeles, CA: Routledge Press.

articles

- 1 author, in a journal** Moreland, J. P. (2001). Intelligent design psychology and evolutionary psychology: A comparison of rival paradigms. *Journal of Psychology & Theology*, 29(4), 361-377.
- 2 authors, in a journal** Beck, R., & McDonald, A. (2004). Attachment to God: The attachment to God inventory, tests of working model correspondence, and an exploration of faith group differences. *Journal of Psychology & Theology*, 32(2), 92-103.
- in a compilation/anthology** Thomas, G. (2007). An epistemology of special education. In L. Florian (Ed.), *The SAGE handbook of special education* (pp. 246-258). London: SAGE.
- in a magazine** Jeschke, M. (2005, August). Fixing church discipline. *Christianity Today*, 49(8), 30-32.
- in a newspaper** Gehrz, J. (2016, April 26). Is marijuana a gateway drug? *The New York Times*, p. D5.
- in an online journal** Mowery, N. (2003). Avocado growers. *American Journal of Agriculture Science*, 38, 212-215. doi:10.1006/ssre.2000.0680

volume # is italicized
(issue #) is not italicized

If there is **no DOI**, include the **URL** for the journal's homepage.