

# WRITING GUIDES **READING AND WRITING LABS**



## What Is an APA 7<sup>th</sup> Edition Student Style Essay?

APA (American Psychological Association) style is used mostly for writing in psychology, but also other social sciences, nursing, and business. In documenting sources, APA style emphasizes authors and the dates their works were published. Everything in your paper, including the title page, should be double-spaced in an accessible font, like 11-point Calibri or 12-point Times New Roman.

An APA 7<sup>th</sup> style student paper usually has three parts (instructor requirements may vary):

- 1. Title page
- 2. Text of the paper with sources cited in APA format
- 3. References list of sources

## 1. Title Page

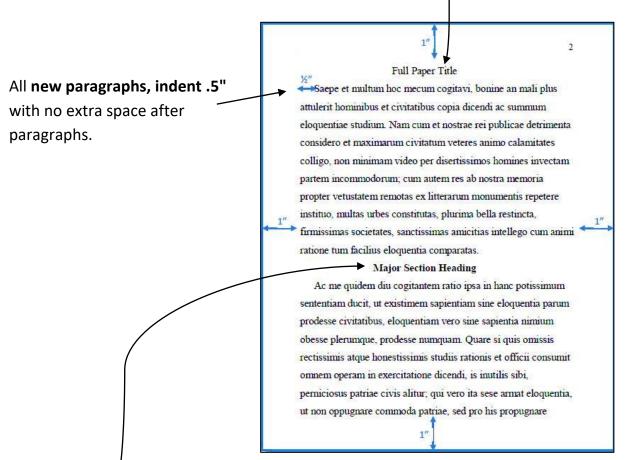
#### Figure 1

For the running head, insert the page number 1, right aligned. Example of APA Title Page The title is centered, **boldface**, with title capitalization on the 3rd or 4th line from the top of the page. Capitalize all words except for "a/an/the," An Academic Paper in the New Style: APA 7<sup>th</sup> Edition Formatting FANBOYS, and prepositions that are three or fewer letters. Any word is capitalized if it is the Annalisa Stewdent first word of a title or subtitle. Bellevue College ENGL 201 A blank line follows the title. Professor Gina Blanco November 23, 2020 Then the following are given, on a separate line for each, with no extra space between lines: Student author name\* College/university name Official course name abbreviation and number Instructor name Assignment due date

\*Give your full name in the form First Name Middle Initial (if any) Last Name. If there is more than one author for the paper, separate two names with the word "and," and for three or more names, separate each with a comma, and put the word "and" before the last author's name.

## 2. Text of Paper

The **margins** are 1" from the top, bottom, left and right edges of the paper. Begin your paper with your **Full Paper Title centered in bold text**. Start the first paragraph on the next line, left aligned.



**Center** the **major section headings** in **bold** type (for example, Method, Results, and Discussion; they are considered Level 1). The same capitalization rules apply to section headings as for other titles. **Subsection headings** are formatted according to level:

#### Level 2: Left-Aligned Bold

Text begins as a new paragraph.

#### Level 3: Left-Aligned Bold Italic

Text begins as a new paragraph.

Level 4: **Indented, Bold, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.

Level 5: *Indented, Bold, Italic, Ending With a Period.* Text begins on the same line and continues as a regular paragraph.

#### To format Tables:

## Above the table, type "Table #" in bold Next line: *Title of Table in Italics*

#### Table 1

Wood the Woodchucks Chucked in Experiment 1			
Woodchuck	Wood chucked (in kg)	%	
1	423.9	94.2	
2	373.0	82.9	
4	347.0	77.1	
6	411.3	91.4	

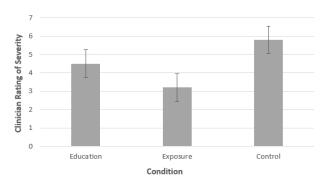
Note. Each virtual woodchuck received a 450-kg woodpile. Woodchucks 3 and 5 were removed from the analysis because they would not chuck wood.

**Below** the table, type "*Note*." in italics followed by any necessary explanation and, if borrowed, copyright info in plain text

To format **Figures:** (can include graphs, charts, or photos) Above the figure, type "**Figure #"** in **bold** Next line: *Title of Figure in Italics* 

#### Figure 1

Clinician Rating of Severity of Exposure



*Note.* Adapted from "Examples From the Internet," by I.M. Greedy, 2021, *Journal of Acquisitive Academics*, 1(2), p. 511. Copyright 2021 Imaginary.

**Below** the figure, type "*Note*." followed by any necessary explanation and copyright info

For borrowed tables and figures, after any description or explanation, put the following types of information in the note for copyright attribution, adjusted for your source type: From/Adapted from "Title," by I.M. Authora, I.B. Authorb, and Z. Lastauthor, YEAR, *Periodical Title*, #(#), p. ## (https://...). Copyright YEAR by Publisher.

Then also put an APA style entry into the References list for the source of the table or figure.

#### In-text Citations (How to Incorporate Sources into Your Text)

APA style requires internal citation that provides **authors' last names and the date of publication**. You may put the author and date into the sentence in what is called the "narrative citation" style, or you can put all the necessary information into parentheses at the end of a sentence in a "parenthetical citation." If you must use a quotation from a source that doesn't have page numbers, provide a heading or section name, time stamp, or paragraph number (count them yourself if no other helpful landmarks are in the text, even if not numbered) in place of a page number.

#### A. Being Clear About Who Says What

The first time you introduce a text, give the full name and credentials of the author or authors (X), the title of the work and the year it was published in a signal phrase. You may also name the genre of the work (article from newspaper, trade journal, academic journal, TED Talk,

#### university course website, conference presentation, etc.). The verbs should use past or past perfect tense:

In his/her YEAR genre, "Tit	e," X argued that
Example:	۲ <u>ـــــ</u> ۲
In her 2016 <i>New York Times</i> editorial <sup>4</sup> '	Insurance Reform and Lives Lost," journalist Marcy Doe argued that

#### B. Narrative and Parenthetical Templates for Citing Sources in APA Style

Unlike MLA style, you only need to include a page number when you use a guotation.

#### For sources with one author:

- X (YEAR) stated, "\_\_\_\_" (p. ###).
- Despite the consensus on \_\_\_\_\_, there are those who still \_\_\_\_\_ (X, YEAR).

#### For sources with two authors:

- According to X and Y (YEAR), " " (p. ###)
- Researchers have found that \_\_\_\_\_ (X & Y, YEAR).

#### For sources with three or more authors:

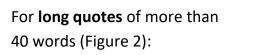
- X et al. (YEAR) found that " " (p. ###).
- Later research confirmed the previous findings that \_\_\_\_ (X et al., YEAR).

#### For personal communications or course materials, use only in-text citations:

- Narrative citation: I. M. Somebody (personal communication, August 8, 2021) reported
- Parenthetical citation: (I. M. Somebody, personal communication, August 8, 2021)

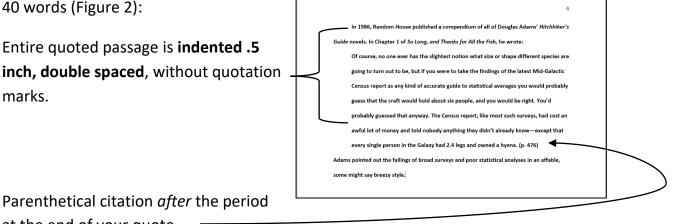
#### C. Block Quote Format

#### Figure 2



Entire quoted passage is indented .5 inch, double spaced, without guotation marks.

Example of a Long Quote Format

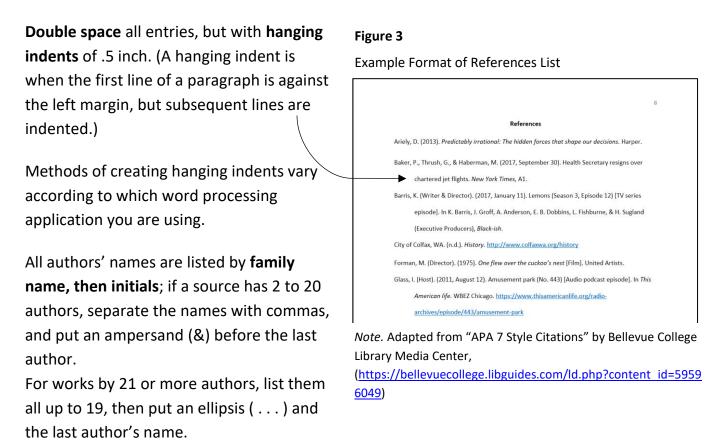


at the end of your quote.

If there is no narrative citation in the introduction to the block quote, put a full parenthetical citation at the end: (Author, YEAR, p. #)

## 3. Reference List

Beginning **on a separate page** after the body of the paper, **center the title "References"** in bold at the top, then **list your resources alphabetically** by author last name.



If the publisher of a source is also the author, omit the publisher element from the list entry.

Include a DOI (digital object identifier) for all sources that have one; if an online source has both a DOI and a URL, give only the DOI. Allow the DOI or URL to be a hyperlink, especially if the document is to be read online. Shortened DOIs are allowed from <u>https://shortdoi.org/</u> and shortened URLs are allowed if they are sure to go to the intended location.

#### References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). <u>https://doi.org/10.1037/0000165-000</u>

Bellevue College Library Media Center. (2020). APA 7 style citations [PDF]. https://bellevuecollege.libguides.com/ld.php?content\_id=59596049