

What is it?

The American Psychological Association (APA) style is widely used in the social sciences for academic writing. Proper formatting is crucial for clarity and consistency in your papers. This handout provides a step-by-step guide to help you format your paper according to APA guidelines.

General Formatting Guidelines

Page Setup:

- Use standard 8.5" x 11" paper.
- Set 1-inch margins on all sides.
- Use a clear and legible font (e.g., Times New Roman or Arial) in 12-point size.

Line Spacing:

- Double-space the entire paper, including the title page, abstract, body, and references.

Paragraphs:

- Indent the first line of each paragraph by 0.5 inches.

In-Text Citations:

- Include the author's last name and the publication year.
- Use page numbers for direct quotes.
- For three or more authors, use et al. after the first author's name.

An Example of APA Formatting

Title of Your Paper

This begins the introduction of your essay. Notice how the paragraph is indented a half inch from the left margin. All of your paragraphs should be indented, except for the abstract and blocked quotes.

First we are going to focus on examples of in-text citations. "Ohio is the whole nation in miniature," write Alex Altman and Michael Scherer (2012). "The northeast is a Democratic stronghold, home to Cleveland, Akron, and Youngstown" (p. 26). Because I included the names of the authors in the text of my sentence, I did not have to list their names in the citation. You should keep the author and year together, which is why 2012 is in parentheses after the authors' names and the page number is listed after the quote.

You should not start a paragraph with a quotation unless it flows well with the previous paragraph, because quotes require explanation. For example, I would not start a paragraph by saying "the average health care cost per employee in Chicago rose 5.7 percent to a cost of \$10,616 this year, including employer and employee contributions, but excluding employee co-pays" (Sun-Times Media, 2012, para. 5) without an introduction for that quote.

If you have a quote that is more than four lines or forty words long, you should block the quote. This means setting it off from the rest of your text by beginning it on a new line and indenting the whole paragraph a half inch on the left side. For example, in his book *Grow*, Jim Stengel suggests:

You might find it useful, as I do, to think of the fields as different types of soil that are advantageous for different types of ideals. There's no hierarchy among the ideals fields.

WRITING CENTER

APA: THE TITLE PAGE

Title:

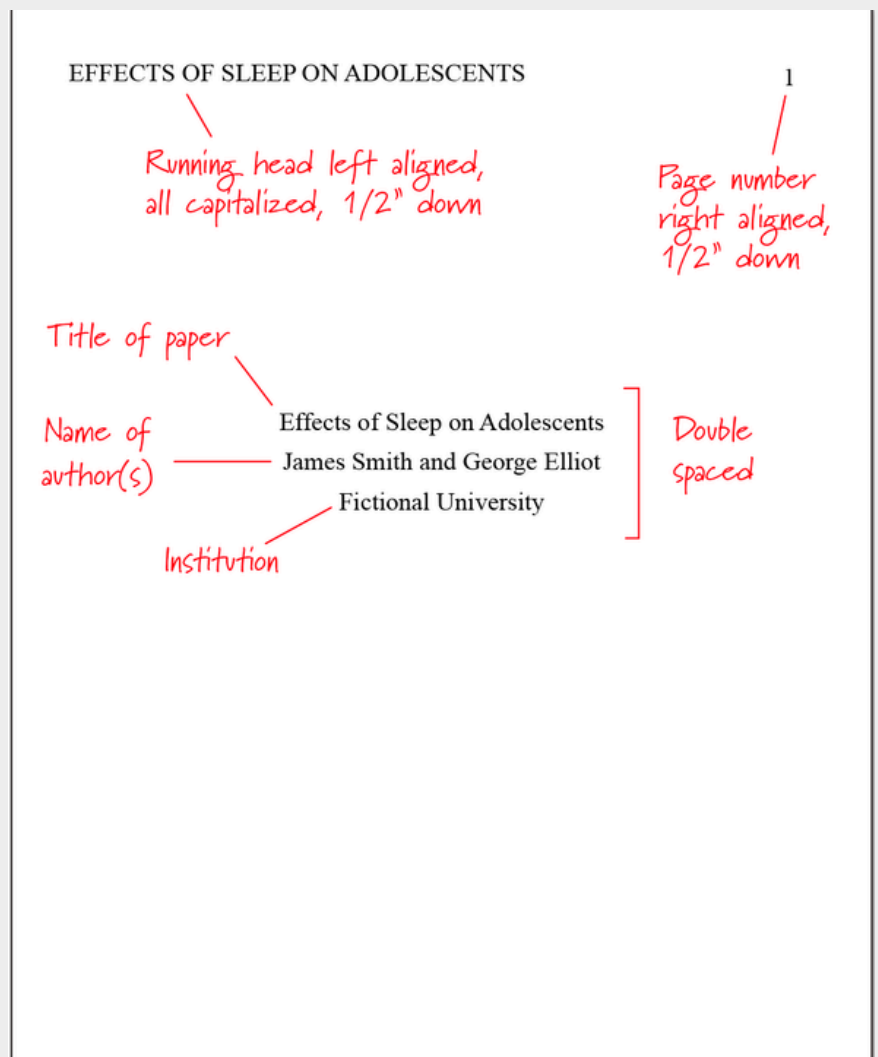
- Center the title at the top of the page.
- Use title case (capitalize the first letter of each major word).
- Avoid abbreviations and unnecessary words.

Author Information:

- Below the title, type your name.
- Include your institutional affiliation (if applicable).
- Use your official institutional email address.

Running Head:

- Create a running head (a shortened version of the title) aligned to the left in the header.
- Use uppercase letters.
- Limit the running head to 50 characters, including spaces.



In APA (American Psychological Association) style, an abstract is a concise summary of the key points of a research paper or article.

The purpose of the abstract is to provide a brief overview of the study, allowing readers to quickly understand the main objectives, methods, results, and conclusions without having to read the entire paper.

Abstract

Header:

- Center the word "Abstract" at the top of the page.
- Do not indent the paragraph.
- Maintain a concise summary of the key points (150–250 words).

Headings:

- Use clear and descriptive headings to organize the content.
- Headings are formatted in bold, title case, and aligned left.
- There are five levels of headings; each level indicates a different level of subordination.

The diagram illustrates the formatting of an APA abstract page. At the top, the page title "IMPACT OF SPORTS ON ADOLESCENTS" is centered in bold, with a 1-inch margin indicated. To the right, the page number "2" is centered, with a 1/2 inch margin indicated. Below the title, the word "Abstract" is centered in bold. The main text of the abstract is left-aligned, with the first line indented by 1/2 inch. The text reads: "Often sports are regarded as either dangerous or unnecessary activities by parents, teachers, and even students. But sports have tremendous positive effects on a student's life – from physical wellness and healthy lifestyle to emotional and behavioural benefits. These positive effects outweigh any negatives (which are already rare occurrences) that come with sports participation. This paper uses testimonials from middle school to high school students who are involved in sports, their teachers and parents, to demonstrate the beneficial effects of sports activities on the formative years of a child. Along with this, the paper also discusses specific case studies across varied high-risk sports to identify the risk potential (long-term and short-term) and the probability of serious injuries. It explores this risk potential (both physical and emotional risks) and tries to suggest plausible changes and suggestions that might help mitigate these dangers." Below the abstract text, the keywords are listed: "Keywords: sports, metal health, emotional risks". The diagram also indicates that the text is double-spaced.

1-inch

IMPACT OF SPORTS ON ADOLESCENTS

Running head: Page title, all caps

Page #

2

1/2 inch

Centered, bold

Abstract

Often sports are regarded as either dangerous or unnecessary activities by parents, teachers, and even students. But sports have tremendous positive effects on a student's life – from physical wellness and healthy lifestyle to emotional and behavioural benefits. These positive effects outweigh any negatives (which are already rare occurrences) that come with sports participation. This paper uses testimonials from middle school to high school students who are involved in sports, their teachers and parents, to demonstrate the beneficial effects of sports activities on the formative years of a child. Along with this, the paper also discusses specific case studies across varied high-risk sports to identify the risk potential (long-term and short-term) and the probability of serious injuries. It explores this risk potential (both physical and emotional risks) and tries to suggest plausible changes and suggestions that might help mitigate these dangers.

Keywords: sports, metal health, emotional risks

Indent the first line by 1/2 inch

Double-spaced lines

In-text citations are a crucial aspect of academic writing, particularly when adhering to the guidelines of the American Psychological Association (APA) style. In-text citations allow readers to identify the sources of information you've used in your paper, providing credibility to your arguments and avoiding plagiarism.

Basic Format

In APA style, in-text citations typically include the author's last name and the publication year of the source. They are placed within parentheses and inserted directly after the borrowed information or at the end of a sentence.

Example: (Smith, 2019)

If the author's name is already mentioned in the text, include only the publication year within parentheses.

Example: According to Smith (2019), ...

Citing Direct Quotations

When directly quoting a source word-for-word, include the page number in your in-text citation.

Example: (Smith, 2019, p. 35)

Citing Multiple Authors

For sources with multiple authors, list all authors the first time the source is cited. In subsequent citations, include only the first author's last name followed by "et al." (meaning "and others").

Example (first citation): (Smith, Johnson, & Brown, 2018)

Example (subsequent citation): (Smith et al., 2018)

Citing Electronic Sources

When citing electronic sources like websites, include the author's name (if available) or the organization's name, along with the publication date (if available) or the latest update date and the paragraph number (if available), preceded by the abbreviation "para."

Example: (American Psychological Association, 2020, para. 4)

Citing Works with No Author

For sources with no identifiable author, use the title of the work in place of the author's name, followed by the publication year.

Example: ("APA Citation Style," 2021)

Additional Tips

- If citing multiple sources in one parenthetical citation, separate them with semicolons.
- When paraphrasing or summarizing a source, still include an in-text citation.
- If the source has no page numbers (e.g., a webpage), omit the page number in the citation.

For more detailed information, consult the Publication Manual of the American Psychological Association (7th edition) or visit the official APA website at www.apastyle.org.

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation ^a	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

References: Setup the Page

The References page must conform to the following rules:

- Begin on a separate page at the end of your essay, using the same format as your essay (i.e., one-inch margins and page number).
- Entries in your list of references should be alphabetized by the authors' last names. Use the title if a work does not have an author.
- Center and bold the word References at the top of the page.
- Double-space all references, even within individual references.
- Use a hanging indent of 0.5 inches for each reference. This means the first line of each entry will be flush against the left margin, and subsequent lines are indented 0.5 inches.

Adapted from Excelsior OWL

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References

- Centers for Disease Control & Prevention. (2019, October 3). *Outbreak of lung injury associated with e-cigarette use, or vaping*.
https://www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html
- Johnston, L. D., O'Malley, P. M., Miech, R. A., Bachman, J. G., & Schulenberg, J. E. (2016). *Monitoring the Future national survey results on drug use, 1975-2015: Overview, key findings on adolescent drug use*. Institute for Social Research.
<https://eric.ed.gov/?id=ED578539>
- Kaplan, S., & Richtel, M. (2019, September 11). JUUL illegally marketed e-cigarettes, F.D.A. says. *The New York Times*. <https://www.nytimes.com/2019/09/09/health/vaping-juul-e-cigarettes-fda.html>
- Truth Initiative. (2018, July 19). *E-cigarettes: Facts, stats, and regulations*.
<https://truthinitiative.org/research-resources/emerging-tobacco-products/e-cigarettes-facts-stats-and-regulations>

Book: Single Author

Elements: Author's Last name, Author's First and Middle initials. (Year of publication). *Title italicized*. Publisher.

Larson, M. S. (1977). *The rise of professionalism*. University of California Press.

Book: Multiple Authors (two to 20)

List up to 20 authors by their last names followed by initials. Use an ampersand (&) before the last author.

Rivano, N. S., Hoson, A., & Stallings, B. (2001). *Regional integration and economic development*. Palgrave.

Online Book: Single Author

Elements: Author's Last name, Author's First and Middle initials, & Last names and initials of other authors, if any. (Year of publication). Title of the book italicized. Publisher. URL to the full text ebook or to the distributor's homepage

NOTE: Do not list a database. If the book has no stable URL, end the reference with the publisher.

Austen, J. (1813). *Pride and prejudice*. Gutenberg. <http://www.gutenberg.org/ebooks/1342>

Online Book with a DOI

Smith, J. (2018). *Women's support groups*. Routledge. <https://doi.org/10.1022/0000091-00>

Article from a Database

Elements: Author's Last name, Author's First and Middle initials, & Last names and initials of other authors, if any. (Date). Title of article. *Title of Journal italicized*, Volume number italicized(Issue number), Page numbers.

Mershon, D. H. (1998, November). Star Trek on the brain: Alien minds, human minds. *American Scientist*, 86(6), 585.

Journal Article with a DOI (Digital Object Identifier)

Elements: Author's Last name, Author's First and Middle initials, & Last names and initials of other authors, if any. (Year). Title of article. *Title of Journal italicized*, *Volume number italicized*(Issue number), Page numbers. DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24(2), 225-229.
<https://doi.org/10.1037/027806133.24.2.225>

Journal Article without a DOI from Academic Research Database

Do not include the database name or URL.

Anderson, H. (2019). Teaching during times of trauma. *Education Today*, 36(1), 35-43.

Online Newspaper

Elements: Author's Last name, Author's First and Middle initials, & Last names and initials of other authors, if any. (Year, Month and Day of publication). Title of article. *Title of Newspaper italicized*. URL for article

Hunter, J.D. (2019, April 14). Pressure cooker: A Tiger Woods recipe. *The Oregonian*.
<https://www.oregonlive.com/sports/2019/04/pressure-cooker-a-tiger-woods-recipe-commentary.html>

Webpage

Elements: Author (person or organization). (Date published or updated). *Title of webpage italicized*. Site Name. URL

Gramlich, J. (2017, September 29). Hispanic dropout rate hits new low, college enrollment at new high. *Pew Research Center*. <https://www.pewresearch.org/short-reads/2017/09/29/hispanic-dropout-rate-hits-new-low-college-enrollment-at-new-high/>

If the above example **had no author or date**, the title of the webpage would be moved to the front, and (n.d.) should be used to reflect that no date is available.

Hispanic dropout rate hits new low, college enrollment at new high. (n.d.). *Pew Research Center*.
<https://www.pewresearch.org/short-reads/2017/09/29/hispanic-dropout-rate-hits-new-low-college-enrollment-at-new-high/>