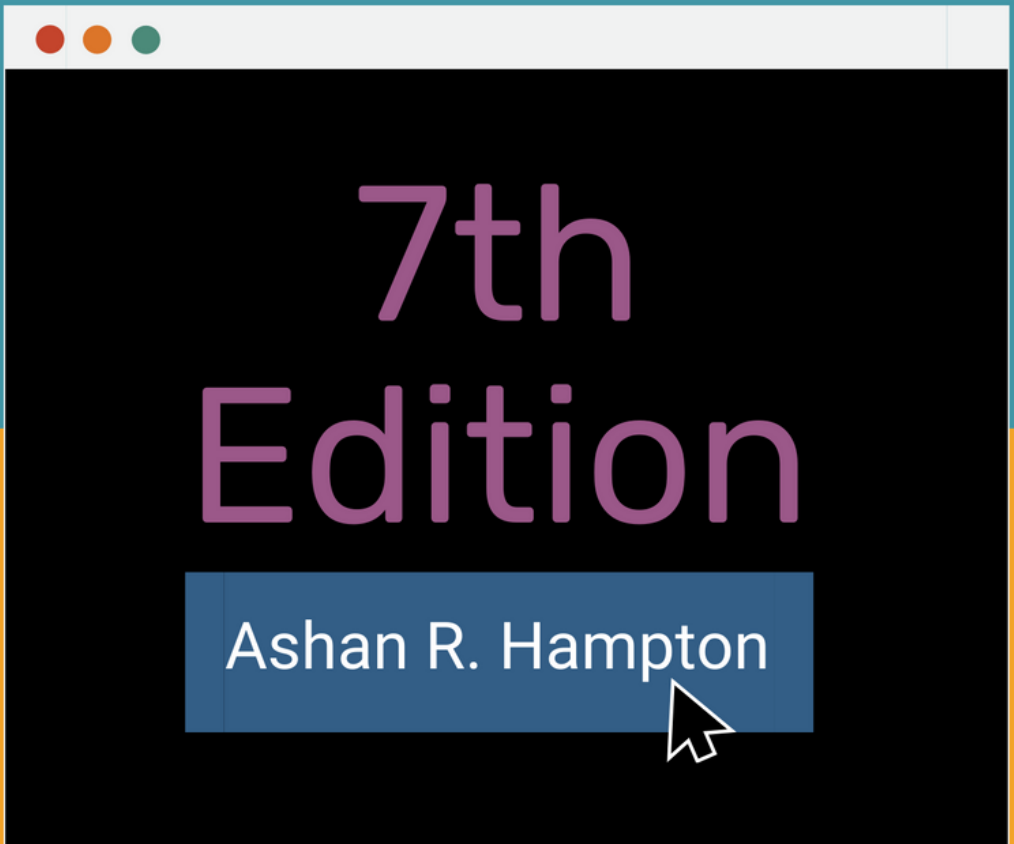


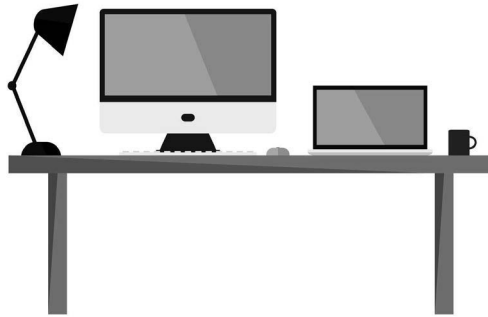
ESSENTIAL APA
FORMAT FOR
STUDENT WRITING



LEARN BY EXAMPLE
REFERENCE CITATIONS

*Essential APA
Format for
Student Writing*

7th Edition



Ashan R. Hampton



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Little Rock, Arkansas

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How to Use This Book

In middle school, high school, college and graduate school, students must learn to include outside research from credible sources in their research papers. These external resources written by professionals within a particular field of study must be properly documented according to an approved academic style guide. The most popular academic style guides include those from the *Modern Language Association* (MLA), *American Psychological Association* (APA), *The Chicago Manual of Style* (CMOS), and the *Turabian Style Guide* (CMOS).

Citation information for all external resources are formatted according to one of the style guides listed above. This reference information from outside sources appears as a formatted citation in a bibliography at the end of a research paper.

Among academic style guides, APA is favored among social science, business and nursing departments. It is also fast becoming the go-to guide for workplace writing. The official guide to APA style is called “*The Publication Manual of the American Psychological Association*,” published by *The American Psychological Association* that is now in its 7th edition, which was released in October 2019. In efforts to simplify the APA style for classroom instruction and personal study, *Essential APA Format for Student Writing* provides learn-by-example, fundamental guidance on how to write and arrange APA research papers.

Whenever possible, citation examples from the sixth edition are included alongside the current seventh edition for the sake of comparison, because some educational institutions might still be working from the sixth edition. Either way, teachers and academic institutions should direct students on which version to use.

Instead of slogging through the entire APA manual or fumbling around on the internet to find examples, student writers can use this book as a quick reference guide on how to efficiently write and format APA research papers. Although the general guidelines and student samples throughout this book are accurate at the time of publication, readers should monitor the APA's official website for periodic updates.

Chapter One

General APA Guidelines



Parts of APA Research Papers

The American Psychological Association or APA format is the preferred writing style for the social sciences at colleges and universities (e.g. *Anthropology, Archaeology, Criminology, Economics, Geography, History, Law, Linguistics, Political Science, Psychology and Sociology*); as well as nursing and business majors. *The Publication Manual of the American Psychological Association* outlines requirements for writing, typing and arranging research papers. To write successful APA papers, you should mirror the examples set forth in the latest version of the APA style guide.

Page Layout

In APA format, papers are typed in Times New Roman 12-point font, double-spaced, with one-inch margins all around a standard-sized 8.5-by-11-inch page. The paper should be white copy paper, not colored or textured. Other acceptable fonts include Arial 11-point, Calibri 11-point or Georgia 11-point. No decorative flourishes or borders appear in the header, footer or the body of the paper. Most APA essays are stapled in the top left corner, but ask your instructor for specific binding preferences.

Title Page

The student version of an APA essay begins with a title page. The page number appears in the top right corner. The title page starts with the full title of the paper in bold text on the first line. Your first name, middle initial and last name appear on the second line. If you do not have a middle name, just use your first and last name. Next comes the name of the department you are writing for followed by a comma and the name of your school, college or university on the third line. Department names usually apply to higher education, so secondary students might be able to skip that and just type the school's name. The fourth line includes the section number for the class followed by a colon and the title of the class. Again, secondary schools might not use section numbers. The fifth line contains the instructor's full name followed by the date of submission or the assignment due date on the last sixth line. All of this information is centered toward the middle of the page.

Abstract

The abstract immediately follows the title page. An abstract is a brief, one-paragraph summary of the main points of your research paper, not to exceed 250 words. The one-word title "Abstract" is centered at the top of the page in bold text. Instead of being indented five spaces, the first line of the paragraph is aligned to the left margin, which sets it apart from regular body paragraphs. Written in italics, the phrase *Keywords* concludes the abstract followed by a colon and three to five search terms that are associated with the subject of the research paper. This phrase is indented five spaces from the left margin. Depending on the student's grade level, an abstract may or may not be required. According to the seventh edition of APA, professional papers or graduate school papers require an abstract whereas the student paper does not include an abstract.

Main Body of the Paper

APA essays are written in third person academic style with no references to first or second person pronouns like "I" or "you" since the information should be objective, not based on personal opinion or observations. The body of your paper is divided into sections and includes in-text or parenthetical citations to attribute proper credit to outside reference sources. The basic format for in-text citations includes the author's last name, publication date, and the page number within parentheses. Direct quotations of fewer than 40 words are enclosed within quotation marks. Longer quotations require the block quote format. The body of the paper is divided by sections as indicated by level 1 and level 2 headings that are highlighted in bold text. The main section title is a bold level 1 heading that is centered in the middle of the page. A level 2 heading is a sub-topic that is aligned to the left margin with no indentation. The APA paper ends with the level 1 heading "Conclusion," which could span

a couple of paragraphs (student paper) or another two pages (graduate paper) depending on the complexity of the subject matter.

Headings

There are five levels of heading in APA Style. Level 1 is the highest or main level of heading. Level 2 is a subheading of Level 1; Level 3 is a subheading of Level 2; Level 4 is a subheading of Level 3 and Level 5 is a subheading of Level 4. You do not need to include all heading levels in your paper. The number of headings used in a paper depends on the length and complexity of your topic. Only use what is necessary to fully develop your paper.

Reference Page

The final reference page lists all of the external research sources you noted within the body of your paper in alphabetical order by author's last name, group/organization name, or article title. The word "References" is centered at the top of the page as a level 1 heading. Each different resource follows a particular organized structure. Therefore, you must refer to the current APA guide to properly format each citation. Reference citations are double-spaced, with the second and all subsequent lines indented five spaces from the left margin. Some of the most-commonly-used sources in APA papers include peer-reviewed journal articles, books, and online resources.

Optional Sections

In APA format, additional information can follow the reference page. These optional sections are usually reserved for graduate school assignments or professional papers being submitted for publication. Unless requested by the instructor, this content is not typically included in student APA papers. For guidance on how to format these sections, refer to the full version of the APA publication manual.

- Footnotes
- Tables
- Appendices

Informal Wording

Do not use contractions (e.g. "can't" or "won't") in APA research papers. Why? You must maintain a professional, formal tone. Along those same lines, do not use slang, popular catch phrases, or other informal language in your writing.