

APA STYLE

What is APA Style?

APA style was created by the American Psychological Association to establish a set of standards for writing APA academic papers. It includes guidelines for in-text citations, citing references and formatting your paper. While this handout gives an overview of the guidelines of APA style, more information can be found in the seventh edition of the *Publication Manual of the American Psychological Association*.

All papers formatted using APA style *must* include in-text citations, a reference list, and specific APA formatting.

How to Incorporate Research

After all your research is done, how do you include it in your paper? There are three ways to do this: quoting, paraphrasing, and summarizing. All three are discussed below, and all of them must be referenced (see “How to Use In-Text Citations” below).

Direct Quotations

Direct quotations are taken word for word from the original text and copied into your paper. This type of quote should be used only for one of three reasons:

1. The author expressed an idea in a unique way.

Example: *Michener described war as a “failure of the imagination.”*

2. When you want to write an exact definition.
3. If you want to illustrate exact wording, for example something someone said in an interview.

When using direct quotations, make sure they are not isolated in your text. You should introduce the quote in your own words and comment on it afterwards. Make sure your reader will be able to clearly understand why you put the quote in your paper and how it proves the point you are trying to make.

Paraphrasing

Paraphrasing is used to restate another person's idea in your own words. It is an effective writing strategy for three reasons:

1. It allows you to summarize and use information from one or more sources.
2. It makes it possible to focus on significant information.
3. It can be used to compare and contrast relevant details.

It is best to paraphrase sources rather than directly quote them because paraphrasing allows you to fit material to the context of your paper and writing style.

Summarizing

Summaries are also in your own words but are much shorter in length than the original. They take the main idea(s) or thesis of a paragraph or text and give the reader a brief overview of how these ideas tie into your own paper.

How to Use In-Text Citations

The purpose of using in-text citations is to let your readers know that your ideas originally came from someone else. Whether you are taking a quote directly from the original source or putting the authors' information into your own words, it is essential that you cite your sources. Using someone's original idea or research without giving them credit is the same as stealing. Plagiarism has serious consequences and is easy to avoid, so don't do it!

There are two ways to present information: direct or indirect quotations (including paraphrasing and summarizing), as discussed above. More information on in-text citations can be found in the seventh edition *APA Publication Manual* starting on page 253 (Chapter 8), or online at the Owl Purdue APA 7 web page:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

Citing Direct Quotations

To cite a direct quotation in your text, you must include the author's name, the year the work was published, and the page number of the quotation.

General Notes:

- The **specific source** must be given – the author's name(s), the year, and the **page number** for a print source, or the **paragraph number** or **heading or section name** for an electronic source.



- **Periods** or **commas** should be typed inside the quotation marks. Place other punctuation (**colon, semicolon, question mark**, etc.) inside the quotation marks only when they are part of the quoted material.
- Ellipses (...) are used to indicate you took some words out of the original quote. For more details please refer to Owl Purdue online link: https://owl.purdue.edu/owl/general_writing/punctuation/quotation_marks/extended_rules_for_quotation_marks.html

Examples of citations for direct quotations are as follows:

1. **Short quote:** A short quotation is fewer than 40 words; include it in the text using quotation marks. Your sentence starts at your left margin and is not indented.

Example: According to the author, “the quote goes here” and some more of your own words can follow in the same sentence (Smith, 1999, p. 27).

Or

According to the author, “the quote goes here” (Smith, 1999, p. 27).

2. **Long quote:** Quotations of more than 40 words are called block quotations and have **no quotation marks**. These quotations need to start on a new line within the text. They are still **double-spaced, but they are indented an extra ½ inch from the left margin**.

Example:

Your long quote is indented, contains more than 40 words as follows.

This over forty words quote, i.e. the whole paragraph, is indented as your first sentence. If you do not follow these rules, the format will be wrong, and you could lose marks. It is silly to lose marks on something so minor. (Smith, 1999, pp. 27 – 28)

Citing Paraphrased or Summarized Information

Citing paraphrased or summarized information is like doing direct quotations, however, the page number is not needed.

General Notes:

The **author’s name(s)** and **year of publication** are critical pieces of information. In-text citations have two formats: **parenthetical** and **narrative**. In parenthetical citations, the author(s) name and publication date are included in parentheses. In narrative citations, this information is incorporated into the text as part of the sentence.

1. With **parenthetical citation:** the **author’s name(s)** and **year of publication** are written in **parentheses** after your text, within or at the end of a sentence.

Parenthetical Citation Example:

Falsely balanced news coverage can distort the public’s perception of expert consensus on an issue (Koehler, 2016).



2. With **narrative citation**: the **author appears in the sentence text** and the **date** is written **in parentheses immediately** after the **author name**.

Narrative Citation example:

Koehler (2016) noted the dangers of falsely balanced news coverage.

In narrative citations, the year does not need to be included when citing a source you have already cited in the **same paragraph**; however, the name should be included (or names if there is more than one author).

If there is more than one author with the same last name, include their first initials to tell them apart (e.g., Smith, K., and Smith, J.).

Reference List

The reference list differs from what is commonly known as a bibliography, as it includes **only** the works specifically sourced for your paper (those which you also cited with in-text citations).

All in-text citations in your paper also need to be included in the reference list. The only exception is personal communications, which are **cited with in-text citations only**.

While the in-text citations give the reader enough information to know you used another source, the reference list gives the reader the information needed to find the same book, website, or article you used. When doing your research, it is a good idea to write down as much information as you can from each source regarding the author, date, title, and page numbers.

For more information on the reference list, see Chapter 9 of the seventh edition of the *Publication of the American Psychological Association* or go to the Owl Purdue APA 7 link:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

Quick Tips!

- Create your reference list on a new page after your last page of the paper.
- Centre and **bold** the title “References” below the one-inch margin at the top of the page.
- The text should be double spaced. **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.
- Alphabetize the list of references by the last name of the author(s).
- If the work has no author, alphabetize by the first letter of the title (excluding A, An or The).

