What Is APA Style?
APA is a writing style based upon the Publication Manual of the American Psychological Association, used most commonly in the social sciences, especially in Psychology and Education. In brief, APA dictates the format and citation method of a particular text.

Why Do We Do It?
As a professional, it is important to cite all information that is not your work. APA emphasizes the author and date of a publication. In social sciences, it is particularly important to find current research, unless you are making a point otherwise.

General Instructions for your APA Paper
Type (12- pt Times New Roman)
Margins (1 in. all sides)
Double spaced

Avoid over quoting. Although it is important to be able to support your own work with the research of others, your work should primarily be your own. Especially limit block quotes. Remember to paraphrase & summarize more.

Include your title on the first page. Even though you have a title page, you still need a title centered on your first page of text.

Avoid passive language in most cases.

Use valid, academic resources.
Avoid bias language. Be aware of gender, race, sexuality, age, and ability prejudices.
Use abbreviations sparingly. Do not use Latin abbreviations, other than in parentheses.
Use bold font only for some headings.
Use italics for emphasis or linguistic examples, but only the first time.
Use TWO spaces after a period, not one.

Use colons between a complete introductory clause and a final phrase. Do not use after an introduction that is not a complete sentence.
- I explain the following: quoting and paraphrasing.
- The formula is \( r = e + a \). (correct)
- The formula is: \( r = e + a \). (incorrect).

Proof read your paper thoroughly. Spell check does not catch everything.
Quotations in Text

Display quotation of fewer than 40 words in double quotation marks. Include page number in parentheses.

- Black (1993) stated, “The ‘placebo effect’ … disappeared when behaviors were studied in this manner” (p. 276).

Display quotation of 40 or more words in block quotation (double spaced) without quotation marks.

- Black (1993) found the following:
The “placebo effect” had been verified in previous studies. This effect was found to be indicative of a patient’s belief that they were suffering from a diagnosis and were receiving medication which was helping them to reduce psychosomatic side effects. (p. 276)

Omitting material
- Insert … where you omitted material

Inserting material
- Use brackets [ ] around what you insert

Adding emphasis
- Use brackets to explain [emphasis added]

Direct quotations MUST include:
- Author, year, and page number.

Reference Citations in Text

One Author
- Smith (2002) found...
- (Smith, 2002).

Two Authors
- Smith and Jones (2003) found...
- (Smith & Jones, 2003).

Authors with Same Surname
Include initials

Three, Four, or Five Authors
1st time:
- Smith, Jones, and Black (2001) found...
2nd time:
- Smith et al. (2001) found...
After 2nd time inside same paragraph
- Smith et al. found...

Secondary Source (Quoted in Another Source)
- Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Groups as Authors
1st citation
- (American Psychological Association [APA], 2000).
Subsequent citations:
- (APA, 2000).

References

Journal Article (in print)

Journal Article (retrieved online)

When no doi is available, provide the journal URL instead: Retrieved from http://xxxxx.org –No retrieval date needed.

Entire Book

Chapter in an Edited Book

Internet Source (No date or Author)

Secondary Source (only cite what you actually read, therefore the in-text citation is: Thomas as cited in Coltheart et al., 1993)

DOI

WHAT IS IT?
- Digital Object Identifier
- A way of finding an article, no matter where it is.

HOW DO I USE IT?
- Use crossref.org or doi.org to link to your article.