

APA Guide

Riverstone International School
Library Resources

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Table of Contents

| | |
|--|----|
| Introduction..... | 3 |
| Setting up Microsoft Word..... | 4 |
| APA Checklist and Basics..... | 6 |
| Title Page..... | 7 |
| Running Head | |
| Page Number | |
| Title, Name, and Institutional Affiliation | |
| Author's Note | |
| Abstract..... | 9 |
| Main Paper..... | 10 |
| In-Text Citations | |
| Footnotes | |
| Section Headings | |
| Reference Page..... | 14 |
| Appendices..... | 15 |
| Tables and Data | |
| Figures and Images | |
| Reference Page Citations..... | 16 |
| In-Text Citations..... | 20 |
| Example Paper (Basic)..... | 21 |

APA Guide Introduction

Why APA?

Citations and bibliographies can be a pain for both students and teachers. I get it. But understanding citations and being able to easily use them is incredibly important for higher level research and learning. This guide will hopefully help everyone understand how APA citations work and assist with trickier formatting situations.

Most students and teachers are familiar with MLA or Chicago, so why would we switch to APA? Well, MLA is typically used for humanities and liberal arts while Chicago is seen as appropriate for interdisciplinary studies. Neither of these are completely beneficial for social sciences. APA, on the other hand, places a large emphasis on dates, which is crucial for social sciences. Dates help inform the reader if the research and resources in a paper are up to date and valid. For instance, certain social/cultural aspects (e.g. gender, race, ethnicity) were viewed differently in 1950 than they were in 2017. This does not mean that an old resource is inappropriate or useless; it just means that the reader should understand what historical moment a resource was written in.

This emphasis on dates is actually beneficial for all disciplines for similar reasons. This is why we are going to be focusing in on APA instead of other citation formats. There will of course be times where MLA or Chicago may be more beneficial. However, by sticking with one citation format, students should be able to really master it and apply it to many disciplines.

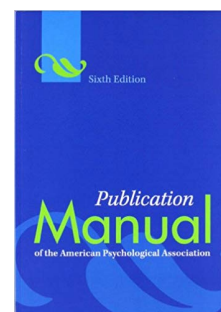
Caution!

Like all citation formats, there will be weird circumstances and not everything will have a “one-size-fits-all” solution. However, APA guides can help us find the best answer. One of the more unusual aspects about APA is that it is very flexible. Which is a good thing! But it can also be a scary thing. This guide will show you the basic requirements that every paper in APA must have, as well as the optional elements that make APA papers more complex.

More complex does not necessarily mean better. Depending on the paper’s intent, design, and conclusions, some elements may be beneficial, and others may not be necessary at all. For younger grades and anyone new to APA, I recommend mastering the basics first. Then, as research and APA familiarity increases, it may be time to integrate the more complex elements. The next section of this guide will provide a basic checklist for APA papers.

Note: For any additional help, or questions that this guide does not address, look to this fabulous book:

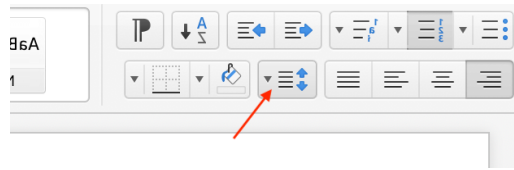
American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: American Psychological Association.



Setting up Microsoft Word

If you have a newer version of Microsoft Word, there may already be an APA template. When you open up the Microsoft Word software, you should see a list of templates to choose from including a blank document. If you see the APA template, feel free to use that. If there is not a template, you should select a blank document and follow the instructions below.

1. Open new blank word document
2. Click on "Layout"
 - a. Click on Margins
 - b. Select Normal
3. Click on Home
4. Change font to Times New Roman
5. Change font size to 12
6. Click on line and paragraph spacing
 - a. Click "Line spacing options"
 - b. Select Double Space
 - c. Check the "Don't add space between paragraphs of the same style" box
 - d. Then click "ok"
7. Double click the top left of the page so you enter the header
 - a. Checkmark the "different first page" box
8. Type "Running head: TITLE OF YOUR PAPER" on the left side
9. Double click the center of the page to exit the header
10. Click on the center alignment
11. Hit enter about 7 times
12. Type your title (capitalize main words)
13. Hit enter and type your name (Include Middle Initial)
14. Hit enter and type your institution (Riverstone International School)
15. Select Insert
16. Select Page Break
17. Double click on the heading on the second page
18. Type "TITLE OF YOUR PAPER"
19. Double click center of page to exit heading
20. Double click on the right side of the running head on the second page
 - a. Click on the page number
 - b. Select the "right alignment"
 - c. Checkmark the "show number on first page box"
 - d. Hit "ok"
21. Double Click on the center of the page to exit the header
22. Select the center alignment
23. Write your title – same format (no bold, no underlines, etc.)
24. Hit enter
25. Select left alignment
26. Hit tab
27. Begin writing your actual paper with multiple paragraphs
28. Once you are finished...Select Insert
29. Select Page Break
30. Select Center Alignment



31. Write "References"
32. Hit enter
33. Select Left alignment
34. Begin listing your resources in APA format

APA Checklist and Basics

This is a complete APA checklist. This has every possible APA element that could be included in a paper. Take special note of the elements that say “optional”. These are elements that are more complex and are not always beneficial for a paper. It is up to the teacher to decide which APA elements and assignment will require.

- ☐ Title or Cover Page
 - Running head
 - Page number
 - Title
 - Name
 - Institutional Affiliation
 - Author’s Note (OPTIONAL)
- ☐ Abstract (OPTIONAL for lower grade levels and/or shorter assignments)
- ☐ Main Paper
 - In-Text Citations
 - Section Headings (OPTIONAL)
 - Footnotes (OPTIONAL)
- ☐ Reference Page
- ☐ Appendixes (OPTIONAL)
 - Tables and Data
 - Figures

The following sections of this guide will address each of these elements in detail.

Title Page

Running head

The running head is listed at the top of each page. This includes the title of the paper and the page number. It helps to think of someone reading a printed paper and dropping all of the pages in a windy parking lot. If the running head and page numbers are correct, it will be easy to put the pages back in order. Simple enough.

Some things should be noted. The running head on the title page should look different than the running head on the rest of the paper. The header on the title page should look like this:

Running head: TITLE OF YOUR PAPER 1

The header on the remaining pages should look like this:

TITLE OF YOUR PAPER 1

As you can see, the phrase “Running head” has been removed from the other pages. It is also important to note that the header may be a shortened version of the paper’s full title. So, if a paper’s full title is “Visual Constructions of Victorian Desdemona: The New Woman and Shakespeare in the Late 19th Century” your running head title could just be “Visual Constructions of Desdemona”. Whatever shortened title you pick for your running head, it should be no more than 50 characters.

Page Number

Page numbers are pretty simple. You want to make sure that the numbers are aligned on the top right side of the page, and that they actually begin on the title page. The page numbers must be included on every single page including the reference pages.

Title/Name/Institution Affiliation

These three elements should be listed in the center of the cover page. A good rule of thumb is to hit enter 8 times before typing this. Each element should be typed on consecutive lines. Make sure to include a middle initial if applicable.

Example:

Visual Constructions of Victorian Desdemona:
The New Woman and Shakespeare in the Late 19th Century
Madeline C. Lowry
Riverstone International School

As you can see, the title has been split onto two lines because of the length. That is totally fine. If a title is shorter and only one line is used, that is also fine.

Author Note

This section is completely optional and is not always necessary. If you choose to include this element it should be listed towards the bottom of the title page. This section is used to list specific information about the course or department as well as providing acknowledgements and contact information.

Example:

Author's Note

The following paper was made possible by the generous grant provided by the English department at Riverstone International School. This grant allowed me to search through Victorian art at the National Gallery of Art in Washington D.C. during the summer of 2017. I would like to personally thank everyone involved in the department and the curators at the National Gallery for their continuous support.

You'll notice that this paragraph is indented and is also double spaced. If you chose to include this section, it should be no more than 100 words. Author's Notes are typically used for papers that are going to be published.

Abstract

The abstract should be on the second page of a paper. It should also be the only thing on this page. Although abstracts are typical for APA papers, it is up to the individual teacher to decide if it will be required or not. For lower grades or shorter assignments, it may not be necessary.

An abstract should be one paragraph, around 150 to 250 words. It should not be more than half a page long. It is NOT indented. The abstract should be a summary of the paper and your conclusions. Most of the time, scholarly articles are never actually read. Many researchers will only read the abstract to get the information they need or to see if a paper is relevant for their needs at all. This is why the abstract should provide a brief and concise description of the findings of the paper.

See the abstract in the example paper on page 23.

Main Paper

The main paper or the actual essay is fairly straight forward and similar to every other paper you have written in school. This is where the student will include multiple paragraphs on multiple pages. The content of this paper should include an introduction, a thesis, body paragraphs with supporting resources, and a solid conclusion. The in-text citations are where APA comes into play here.

In-Text Citations

There are many different ways to include in-text citations. Luckily, APA style only requires a brief parenthetical source citation which typically includes the author's last name and year of publication. As mentioned in the introduction to this guide, APA places a large emphasis on date.

Although you can still use direct quotations in APA papers, it is more beneficial to paraphrase. Paraphrasing or summarizing a concept found during the research process, shows the student's comprehension and understanding of the material. However, this is not the case for every subject. Ask the teacher if direct quotations are more beneficial for a particular assignment. For instance, direct quotations in an English paper are likely important.

It can be difficult for students to know how many resources to use and cite in a paper. A good rule of thumb is to use one source per paragraph. While this is not always the best approach – sometimes it may be more beneficial to examine or compare two sources in one paragraph – it is definitely a good place to start. This trick will also help students organize their research as they begin the writing process.

See page 20 for different ways to format these in-text citations.

Section Headings

Section headings are completely optional and may be more beneficial for science/experiment related research. These headings are used to break the entire paper up into smaller sections. These headings give the reader a better idea of what is about to be discussed.

There are 5 different levels for headings. Think of them as a hierarchy. Level one is the broadest topic and level 5 is the narrowest topic. Each heading level has specific formatting guidelines. The following chart describes these formats:

| Level | Format |
|-------|---|
| 1 | Centered, Boldface, Uppercase and Lowercase Heading Paragraph begins below with indentation just like a regular paragraph. |
| 2 | Flush Left, Boldface, Uppercase, and Lowercase Heading Paragraph begins below with indentation just like a regular paragraph. |
| 3 | Indented, boldface, lowercase paragraph heading ending with a period. Paragraph begins in line with the headings. |
| 4 | <i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i> Paragraph begins in line with the headings. |
| 5 | <i>Indented, italicized, lowercase paragraph heading ending with a period.</i> Paragraph begins in line with the headings. |

Next, we have an example of what these sections might look like based on the formats listed in the chart above.

Methods

Research Design

Paragraph begins here...

Study Site and Participant

Paragraph begins here...

Data Collection

Paragraph begins here...

Instruments. Paragraph begins here...

Procedures. Paragraph begins here...

Socio-demographic and medical history data gathering. Paragraph begins here...

Anthropometric and body composition assessment. Paragraph begins here...

Dietary Assessment. Paragraph begins here...

Three-day food record. Paragraph begins here...

So, this might seem weird. It might be difficult to decide what level your header would be. The easiest way to approach this, is to think about a basic outline.

- Methods (Level 1)
 - Research Design (Level 2)
 - Study Site and Participant (Level 2)
 - Data Collection (Level 2)
 - Instruments (Level 3)
 - Procedures (Level 3)
 - Socio-demographic and medical history data gathering (Level 4)
 - Anthropometric and body composition assessment (Level 4)
 - Dietary Assessment (Level 4)
 - Three-day food record (Level 5)

This outline shows the levels for each heading. Once you know the level for the heading, you use the assigned format that we saw in the chart on page 11.

There will not always be a need for 5 levels. There may be times where your headings go:

- Level 1
- Level 1
 - Level 2
 - Level 2
 - Level 2
- Level 1

It could be organized in a number of different ways. These headings should be used for very specific technical terms. One common mistake is using a heading for “Introduction”. You should NOT have a section titled “Introduction”.

If this is confusing, don’t worry! This is optional.

Footnotes

Footnotes are also optional for APA papers. There are two types of footnotes. The first, known as content footnotes, are used to clarify obscure information, provide definitions, and save the reader time from looking up unfamiliar information. The second, known as copyright permission footnotes, acknowledge when an element (quotation, scale, figure, table) has been reprinted or adapted.

It should also be noted that APA does not recommend using footnotes because it can be expensive for publishers to reproduce. However, if you do wish to use footnotes, you should place the number of the footnote in superscript. The actual footnote can be listed either on the bottom of the page the superscript number is listed on, OR on a list of footnotes on a separate page after the reference page.

Example of superscript in text:

Under the DSHEA (1994), dietary supplements no longer receive approval from the FDA before being marked unless the supplement contains a new dietary ingredient.¹

Example of actual footnote can be seen at the bottom of this page.

Adding footnotes in Microsoft word is simple. Click on the “references” tab and then select “insert footnote” and begin typing.

For more examples of headings and footnotes, talk to your librarian, Madeline Lowry.

¹ A new dietary ingredient is defined as dietary ingredients that were not marketed in the United States in a dietary supplement prior to October 15, 1994.

Reference Page

The reference page, often referred to as a bibliography, is the page included after the main paper or essay. This is a compiled list of every source used in the paper, written in the correct APA citation format.

The reference page should have the word "Reference" written at the top center of the page in simple text (not bolded, not underlined). Then each citation should be listed below this (left aligned) in alphabetical order by authors last name. Each citation needs to be "hanging". The easiest way to do this in a Microsoft Word document, is to type all of your citations, and then highlight them all with your mouse. You can then click on the line spacing options, go to the "special" box and select "hanging".

The trickiest part about the reference page is making sure that each resource has been cited in the correct APA format. The section beginning on page 16 is dedicated to the different citation formats for different types of resources. You can also see the reference list in the example paper on page 26 for more depictions of APA.

Appendices

Appendices are another optional element for APA papers. They are used to include extra illustrations for a paper such as tables, figures, and more. The appendices should be placed on the page following the reference list (or footnote list if that is included) and should be organized and labeled with letters (A, B, C...). However, if there is only one appendix, you can simply label it "Appendix". These titles should once again be in normal text (not bolded, not underlined).

Each type of appendix should be listed in separate appendices. For instance, all images should be placed together, and all tables should be placed together.

Tables and Data

Tables are typically included to provide an illustration of research data or graphs. If there is more than one table, they should be placed on separate pages. So the top of the page would say "Appendix A" in the center. On the next line (left alignment) you would have Table 1 with the table or chart listed below. Then on the next page you would have (left alignment) Table 2 with the table or chart listed below.

Figures and Images

Figures and images work the same way as tables and data. If you have more than one figure, you would list it (left alignment) as "Figure 1" with the figure listed below. It should be noted that you can also include a short paragraph explaining the appendix here as well. This would be formatted on the line following the figure or table (left alignment) as "Note: This figure depicts..." and so on.

For more example of appendices talk to your librarian, Madeline Lowry.

Reference Page Citations

This section of the guide provides examples of the correct APA citation formats for different types of resources that may be listed on the reference page. This covers the most common resources used for research papers. If you have a source that is not listed, please ask your librarian for more clarification.

Note: In the electronic source section the “doi” stands for “digital object identification”. Most electronic articles will have a doi. If it does not, that is fine. You do not have to list a doi. A doi is like a hyperlink that doesn’t expire.

PRINT SOURCES

Books

Single Author

Bernstein, N. (2001). *The lost children of Wilder: The epic struggle to change foster care*. New York, NY: Pantheon.

Citation in text: (Bernstein, 2001)

Book by 2 authors

Okuda, M., & Miller, D. (1993). *Star Trek chronology: The history of the future*. New York, NY: Pocket Books.

Citation in text: (Okuda & Miller, 1993)

Book by Editors (Not Authors)

Ehrenreich, B., & Ehrenreich, J. (Eds.) (1971). *The American health empire: Power, profits, and politics*. New York, NY: Vintage.

Citation in text: (Ehrenreich & Ehrenreich, 1971)

A Work in an Anthology or a Chapter in a Book

Rubenstein, J.P. (1997). The effect of television violence on small children. In B.F. Kane (Ed.), *Television and juvenile psychological development* (pp. 112-134). New York, NY: American Psychological Society

Citation in text: (Rubenstein, 1997)

No Author Identified

Experimental psychology. (1938). New York, NY: Holt.

Citation in text: (Experimental psychology, 1938)

Magazines, Journals, and Newspapers

Article in a Journal by Volume

Schino, G. (2001). Grooming, competition, and social rank among female primates: A meta-analysis. *Animal Behavior*, 62, 265-271.

Citation in text: (Schino, 2001)

Article in a Journal by Issue

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

Citation in text: (Scruton, 1996)

Article in a Monthly Magazine

Wilson, E. O., (1998, March). Back from chaos. *Atlantic Monthly*, 281, 41-62.

Citation in text: (Wilson, 1998)

Article in a Weekly Magazine

Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News*, 159, 292.

Citation in text: (Raloff, 2001)

Article in a Newspaper

Anderson, D. (2002, September 13). A new day dawns: chronic wasting disease. *The Minneapolis Star Tribune*, p. 2S.

Citation in text: (Anderson, 2002)

Other

Personal Interview

No reference on the reference page. Just a citation in the text.

Citation in text: (J. Smith, personal communication, August 15, 2006)

ELECTRONIC SOURCES

Online Articles

Online Journal Articles

Manavati, J. (2008). Toward unification of clinical science: The next wave in the evolution of psychotherapy? *Journal of Psychotherapy Integration*, 15(8), 264-291. doi:10.1037/a1300490

Citation in text: (Manavati, 2008)

Online Magazine Articles

Harder, B. (2002, November 9). Wildfire below: Smoldering peat disgorges huge volumes of carbon. *Science News Online*, 162(19). Retrieved from <http://www.sciencenews.org/20021109/fob1.asp>

Citation in text: (Harder, 2002)

Websites

Website Page

Sea Turtle Restoration Project. (2010). *Threats to sea turtles*. Retrieved from <http://seaturtles.org/section.php?id=104>

Citation in text: (Sea Turtle Restoration Project, 2006)

Blog Post

Kiume, S. (2007, August 17). Loneliness isn't good [Web log message]. Retrieved from <http://psychcentral.com/blog/archives/2007/08/17/loneliess-isnt-good/>

Citation in text: (Kiume, 2007)

Other Multimedia

Audio Podcast

Green, C. D. (Producer). (2006, October 9-15). *Thomas Blass on Stanley Milgram's shocking studies of obedience* [Audio podcast]. Retrieved from <http://www.yorku.ca/christo/podcasts/>

Citation in text: (Green, 2006)

Video

Norton, R. (2006, November 4). *How to train a cat to operate a light switch* [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>

Citation in text: (Norton, 2006)

Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*. [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

Citation in text: (Crystal, 1993)

In-Text Citations

The previous section included information on in-text citations to use for different sources when paraphrasing a resource. The following information shows examples of different ways you can cite information in a paper.

Author's Name Cited in Text:

Adams (2002) argues that health insurance is the most important benefit of all.

Author's Name Cited in Text, with page number:

According to Ivarsson (2003). "There is no such creature as a 'fringe benefit' anymore," (p. 27).

Note: When you use a direct quote, you have to include a page number.

Author's Name Cited in Parentheses:

In fact, fringe benefits are growing in importance as a part of an overall salary package (Ignatia, 2003).

There are many different ways you can structure information from external resources in a research paper, however the three mentioned above are the most common. The only time you have to include a page number is when you use a direct quotation.

The following pages provide
A BASIC example of an
APA paper

Note: The basic paper does include an Abstract. Teachers may choose to have students not include an abstract at all. For shorter or simpler assignments, it is not really necessary.

The extra optional elements that are not added in this example include author note, footnotes, and section headings.

Title of your Paper: APA Basic Example

Madeline C. Lowry

Riverstone International School

Abstract

The following paper provides an example of what a basic APA paper should look like. As previously mentioned, an abstract is not necessarily required or necessary. This is up to the teachers' judgement. If the assignment is to write a short and brief paper, with some research, but more reflection for instance, and abstract wouldn't be incredibly beneficial. Abstracts should primarily be used in longer research papers that reports new arguments and findings. If you choose to include an abstract it should a paragraph of no more than 250 words.

Title of your paper: APA Basic Example

This is where the paper will actually begin. You'll notice that the title has been included once again in the center of the page – not bolded and not underlined. This part of the paper should unfold just like every other research paper you've written in school. You will likely include a catchy introduction with a solid thesis statement. Then you might include a quick outline of the major points your paper will address.

Typically, the next body paragraphs will cover the major points of the paper. This is where the research and external resources come in to play. I'll give you an idea of what an in-text citation will look like in the next sentence. As Lowry (2018) has stated, "It can be difficult for students to know how many resources to use and cite in a paper. A good rule of thumb is to use one source per paragraph," (p. 8). This is a quote that I pulled from the beginning of this APA guide. I had to include the page number because I used a direct quotation.

If I wanted to paraphrase instead of using direct quotes it would look like this next sentence. Another important thing to remember, is that the APA style actually encourages paraphrasing external sources instead of using direct quotations, (Lowry, 2018). The next sentence will show you another way to include a citation for paraphrasing. Lowry (2018) also mentions how the APA style encourages paraphrasing external resources.

Students sometimes have difficulty figuring out when they should include in-text citations. My personal advice for this challenge – when in doubt cite it. Student's should be using their research to both provide a foundation for the argument, and to back up their argument. So, if a student cites an external source, there should be a sentence or two describing its importance to the major argument.

Once you make your way to the conclusion of the paper, you should have included a citation for every resource that will be listed on your reference page. If you looked through resources that you thought might be useful, but you didn't end up using them, get rid of it. It does not need to be mentioned in your reference list unless you clearly cited it in your main paper. Now that the paper is finished, you can move onto the reference page. Make sure that you include a "page break" so that the references start on their own page.

References

American Psychological Association. (2007). *APA style guide to electronic references*.

Washington, DC: Author.

Lowry, M. C. (2018). Title of your paper: APA basic example. *APA Guide*, 1(1). 1-25.