

Hello! In this video, we are going to focus on basic paper formatting and citation tips for the APA citation style, 7th ed.

Here are some tips for the basic formatting of APA papers.

Paper Basics:

- Title of paper, name, affiliation, course name on the title page
- There should be an additional double-spaced line between the paper title and the name, affiliation, and course name
- Double-space the entire paper
- 1" margins
- 12pt. Times New Roman font (this is standard; although now there is flexibility here - you can use Calibri 11, Arial 11, Lucida Sans Unicode 10, and Georgia 11)
 - **Remember to follow your professor's guidelines**

Now let's take a look at what should be included in your APA paper.

Paper Should Include:

- Title Page
 - Title of paper (bolded), name, affiliation, course, etc. - centered on the page
 - Running head - abbreviated form of title in all caps, flush left (ex. INFORMATION LITERACY IN HIGHER EDUCATION)
 - Page numbers flush right
- Second Page
 - Word "Abstract" - centered and bolded on the first line (under the running head and page number)
 - A written abstract beginning on the next line (do not indent)

Important Note: Follow your professor's guidelines

Some important notes: The easiest way to center on the page is just to keep hitting enter until you get to what looks like the middle of the page. The 7th ed. of APA guidelines includes both student and professional guidelines. You should follow the professional guidelines for all of your papers. The professional guidelines still include a running head, but without the words running head. Keep in mind that both the Title and the word Abstract are bolded now.

Here is an example of the first two pages of an APA paper. The running head INFORMATION LITERACY IN HIGHER EDUCATION was created using the header and page number options under the Insert tab in a WORD document.

Multiple Uses of Information Literacy in Higher Education Classrooms

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MET 503 Instructional Design

Note that the page number is flush right. Running head is in all caps, flush left. There is an extra double-space between the paper title and my name. All of that information is centered on the page.

Here is page 2. We have the running head and page number. The word Abstract is bolded and centered, right after the running head. Notice that the abstract paragraph is not indented.

Abstract

There is a growing need for information literacy in higher education today. As professors transition from the traditional “sage on the stage” to the “guide on the side” role, students will be given more independence in the classroom.

Now let’s talk about the reference page.

Reference Page Notes

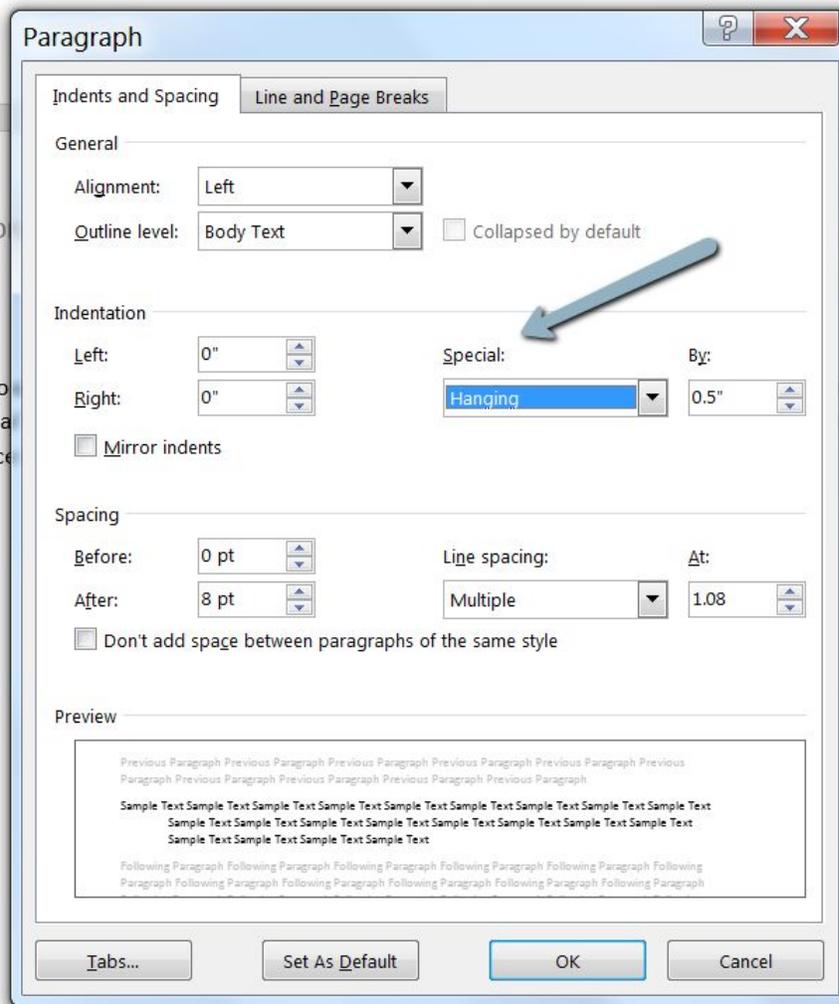
- References list should begin on a separate page
- References page should be double-spaced (just like the rest of your paper)
- The word “References” should be centered on the next line right after the running head
 - follows the abstract page format (bolded and centered)
- References should be in alphabetical order by author’s last name
- Every line after the first line of each entry should be indented (hanging indent)

To create a hanging indent in a WORD document, click on the Layout tab, then click on paragraph settings in the corner of the paragraph section at the top of the screen. In the indentation section of the next screen, click on the Special drop-down menu and choose hanging.

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We're not going to spend too much time going through the details of how to create a citation. For now I just want you to see an example. All of these examples come from the Purdue Online Writing Lab or Purdue OWL.

Author, A. A., & Author, B. B. (Date of publication). Title of article.
Title of Journal, volume number(issue number), page range.
<http://doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing, 41*(11), 1245-1283.
<http://doi.org/10.1108/03090560710821161>

Here's some information about In-text citations. Keep in mind, page numbers are preferred if you have them. Journal articles are often digitized without page numbers these days so don't worry if you can't find a page number. Note that APA prefers paraphrasing instead of direct quoting of research material.

In-text Citations

- Author-date method; author's last name and year of publication should appear in the text and a complete reference should be in the list at the end of the paper
- When paraphrasing page number is preferred, but not required
 - This salmon grows faster than natural salmon due to genetic engineering (Park, 2015).
 - According to Park (2015), this salmon has been approved for human consumption (p. 50).
- You can use quotations, but generally, APA prefers paraphrasing over the use of direct quotes within the writing process
 - Regulation is not currently in place, so "...any indication to consumers that a food is genetically altered would be voluntary" (Park, 2015, p. 41).

Note: If you have two works by the same author in the same year, use lower-case letters a, b, and c with the year in the reference list and in-text citation

- According to Park (2015a)

Changes in References and In-text Citations - 7th ed.

Here are some of the important changes with the 7th edition. This is by no means an exhaustive list.

- Publisher location is no longer needed in a book citation
- Surnames and initials can be listed for up to 20 authors
- The in-text citation should only include the first author and then the words et al. (ex. Taylor et al., 2018)
- The label DOI is no longer used. The DOI should be formatted like URLs (ex. <https://doi.org/10.1080/02626667.2018.1560449>)
- URLs are no longer preceded by "Retrieved from" unless a retrieval date is needed (retrieval dates are used if webpage is un-archived or meant to change; APA is assuming most webpages are archived now so date is no longer necessary; when in doubt, use a retrieval date)
- The website name is included (unless it's the same as the author; webpage titles are italicized)

Please know that help with APA is always available. The APA citation style can be daunting, especially if you are new to it. Use the Purdue Online Writing Lab for specific citation help and examples. Reach out to Kelly Spiese, Reference and Instruction Librarian or another member of the library staff. Always remember to pay attention to your professor's guidelines.

Thanks for watching! For more help, please reach out to one of the personal librarians.