



APA Paper Formatting and Citations - 7th ed.

Paper Basics:

- Title of paper, name, affiliation, course name, and date 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)

Remember to follow your professor's guidelines



Paper Should Include:

- Title Page
 - Title of paper (bolded), name, affiliation, course name, date - centered on the page
 - Running head - abbreviated form of title in all caps, flush left (ex. INFORMATION LITERACY IN HIGHER EDUCATION)
 - Words - Running head no longer required
 - 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



Multiple Uses of Information Literacy in Higher Education

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MET 503 Instructional Design

June 30, 2017

Abstract

There is a growing need for information literacy in higher education today.

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)

Paragraph

Indents and Spacing

Line and Page Breaks

General

Alignment:

Outline level: Collapsed by default

Indentation

Left:

Special: By:

Right:

Mirror indents

Spacing

Before:

Line spacing: At:

After:

Don't add space between paragraphs of the same style

Preview

Previous Paragraph
Sample Text
Following Paragraph Following Paragraph

Tab...

Set As Default

OK

Cancel

INFORMATION

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In-text Citations (examples from Purdue OWL)

- Author-date method; author's last name and year of publication should appear in the text and a complete reference should be listed at the end of the paper. If there is no author, use the title of the source in the in-text citation

For two authors, follow this example (Wegener & Petty, 1994)

If there are more than 3 authors, the in-text citation should only include the first author and then the words et al. (Taylor et al., 2018)

- Students can quote material, but paraphrasing is preferred
- When paraphrasing a page number is preferred, but not required

Regulation is not currently in place, so "... any indication to consumers that a food is genetically altered would be voluntary" (Park, 2015, p. 41).

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).

Note: this last example uses a signal phrase, which lets the reader know who authored the source students are referencing right from the start of the sentence. Both ways of constructing in-text citations are correct. Examples of signal verbs: claims, argues, suggests, writes, mentions, describes, notes, and comments.

When to Cite the Information You Use in Your Paper

you should cite when you:

- Quote directly from a source
- Summarize or paraphrase the information
- Borrow facts that are not common knowledge, such as statistics
- Include a picture, graph, or other visual piece of information that you did not make

Always follow the rule - When in doubt, cite! It's hard to know what's considered common knowledge and what's not.

Notes About Reference Citations (examples from Purdue OWL)

- Author: Smith, J. M.
- Date follows author between parentheses: Smith, J. M. (2019)
- There are two types of capitalization in APA:
 - Sentence case – most words are in lowercase, with a few exceptions
 - Title case – most words are capitalized

Book titles, article titles, and webpage titles are listed on the References page in sentence case.

In sentence case, capitalize:

- The first word of the title
- The first word after the colon in the subtitle
- Proper nouns

Example: Deep blue: The mysteries of the Mariana Trench

With articles from scholarly journals:

- **Sentence case should be used for the article title**
- **Title case should be used for the title of the journal**
- **All words in journal title should also be italicized**
- **Volume number is italicized, but the issue number is not**

Example: *Journal of Nursing Research*, 37(1)

Citation Examples For the More Commonly Used Sources

Website:

Price, D. (2018, March 23). *Laziness does not exist*.

Medium. Retrieved March 18, 2020 from

<https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

Journal Article:

Drollinger, T., Comer, L.B., & Warrington, P. T. (2006). Development and

validation of the active empathetic listening scale. *Psychology & Marketing*

23(2), 161-180. <https://doi.org/10.1002/mar.20105>

Book:

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

Where to Get Help

Remember: Your professors are your most important resource, but if you need a little extra help, please connect with a writing tutor and/or your personal librarian.

Meet with your personal librarian if you need help with:

- Finding a few more sources for your research
- Formatting your APA paper
- Generating complete reference citations
- Constructing in-text citations

Visit the Academic Success Center (Writing Lab) if you need help with:

- Refining your thesis statement
 - Organizing your paper
 - Developing transitions between paragraphs
 - Addressing grammar and mechanics
 - Integrating information from outside sources into your paper
- 

Tips for Success

Follow your professor's guidelines and share them with your personal librarian and your writing tutor.

The individual library databases as well as OneSearch have a citation help button. These citations are almost always formatted incorrectly, especially with APA. Please do not copy and paste citations from the help screen in a library database or from a citation generator like EasyBib directly into your paper. Check that the formatting for each citation is correct before you turn the paper into your professor.

Some professors prefer that you consult the APA manual instead of relying on other citation help guides. There are many good citation guides such as the Purdue OWL and Excelsior OWL websites. Keep in mind that these sites can still contain errors and may differ from the APA manual in certain situations.

If you are unsure of something, ask your professor, your personal librarian, or your writing tutor. Everyone is here to help!

