Navigating APA Style

CENTRAL MICHIGAN UNIVERSITY

WRITING CENTER

Headings

Level One: Center, Bold, Title Capitalization

Level Two: Left, Bold, Title Capitalization

Level Three: Left, Bold, Italics, Title Capitalization

> **Level Four: Indent, Bold, Title Capitalization, period.** Begin body text.

> ***Level Five: Indent, Bold, Italics, Title Capital-iztion, period.*** Begin body text.

Formatting Reference Pages

The source list is called "References" in APA. It begins on a new page at the end of the paper. The title is centered with the same font, size, and spacing as the paper. Sources are listed alphabetically and includes *all* that were used and *only* those that were used. Each citation should be formatted with a hanging indent.

Journal Article

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article: Capital letter for subtitle. *Title of Periodical, volume number*(issue number), page-range. https://doi.org/xx.xxx/yyyy

Provide surnames and initials for up to 20 writers

Website

Author, A. A. & Author B. B. (Date of publication). *Title of page*. Site name. https://www.someaddress.com/full/url.

Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

(APA, 2020)

References
American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association.

Walden University Writing Center. (2019). Using evidence: Examples of paraphrasing. https://academicguides.waldenu.edu/writingcenter/evidence/paraphrase/examples.

Learning More

Publication Manual of the American Psychological Association (7th ed.)
https://www.apastyle.org/manual

The OWL at Purdue University
https://owl.english.purdue.edu

The University of Wisconsin Writing Center
https://writing.wisc.edu/handbook/documentation/docapa

Walden University Writing Center
https://academicguides.waldenu.edu/writingcenter/apa

Central Michigan University Writing Center
https://writingcenter.cmich.edu

Make an Appointment

cmich.mywconline.com
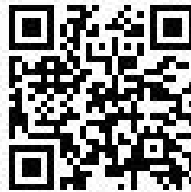
Park Library 360: 989-774-2986

Introducing APA

APA is a citation style that standardizes the presentation of source details, connects the research used to a reference list, contextualizes sources based on cited researchers or publication years, and helps writers avoid plagiarism.

This brochure provides students a snapshot of APA guidelines for quotes and paraphrasing, in-text citations, general formatting, and reference pages.

Integrating Sources

About Direct Quotes

- Uses the exact wording from a source
- Always includes quotation marks
- Always includes a citation
- Uses a signal phrase as an introduction
- Provides an explanation or analysis afterward
- Avoids starting paragraphs or sentences with quotes
- Includes page numbers if available

About Paraphrasing

- Rephrases source material without source language or structure
- Uses parenthetical citations
- Can use quotation marks for phrasing that isn't easily reworded or that was coined by authors
- Replaces long quotes or a source's complex explanations
- Includes page numbers if available

Direct Quotes

Citations for quotes use a pattern of author, publication date, and page number (preceded by "p." or "pp." for multiple pages). There are two format types for inserting quotes.

Type 1: "…end of quote" **(Smith, 2014, p. 5)**
Type 2: According to **Smith (2014)**, "working in the neuroscience field is as rewarding as it is difficult" **(p. 5).**

APA uses past tense signal verbs to discuss sources.

Example: Smith (2014) **stated** that "working in the neuroscience field is as rewarding as it is difficult" (p. 5).

Signal Verb Options		
Explanation:	**Agreement:**	**Argument:**
Described	Added	Asserted
Discussed	Affirmed	Claimed
Highlighted	Supported	Implied
Showed	**Concession:**	Insisted
Suggested	Admitted	Proposed
	Acknowledged	Refuted

Paraphrasing

Paraphrasing can take practice to avoid imitating a source's style or language. Below is an incorrect paraphrase followed by a correct paraphrase.

Sample Quote: "Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically" (Smith, 2014, p. 46).	**Explanation:** This original quote uses a lot of complex language. Paraphrasing can help interpret the quote to help readers better understand what the author was saying.
Incorrect paraphrasing: This type of instruction gives students different ways to deal with and grasp information, and for establishing new learning to move on in education (Smith, 2014, p. 46)	**Explanation:** Language from the original is replaced with synonyms and the sentence structure is mimicked, obscuring the writer's original style.
Correct paraphrasing: Teachers use differentiated instruction to help students learn by catering lessons to each student's skills (Smith, 2014, p. 46).	**Explanation:** The idea from the original is integrated into the writer's interpretation. This paraphrase would maintain the writer's original style.

(Walden University, 2019)

Parenthetical Citations

A source can be written by just one person or many and it could use an organization as an author instead of a person. APA usually has a rule for unusual situations.

1 Author: (Potter 2000)
2 Authors: (Black & Lupin, 1996, p. 104)
3+ Authors: (Black et al., 1996)
No page: (Granger, n.d.)
Organization as author: (American Psychological Association, 2011)
No author, using title: ("Using APA," 2001)
Multiple sources: (Granger, 1999; Potter, 20000431; Weasley, 2002)

Formatting APA

APA offers guidelines for formatting title pages, abstracts, page headers (tops of pages), and heading titles (beginnings of subsections).

Title Page

Title pages are numbered as page one in top right corner. They have the paper's title bolded with a space between the title and author. All of this is centered and in the middle of the page. More information could be required by an instructor.
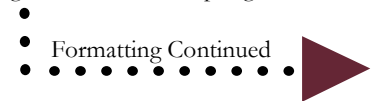
Abstract

Abstracts use the title "Abstract" and it is bolded and centered on the first page after the title page. Typically, they are no more than 250 words and should be only one paragraph that is not indented.

Running Head

Student Paper: Only the page number is included in the top, right corner of the header.

Publishing Paper: Includes a shortened version of the TITLE and the page number in the top, right corner.