

## **Title Page** (APA pp. 30–32)

All parts of an APA report are double-spaced, beginning with the title page. The page header includes the page number, flush right. The title should be in bold with a blank double-spaced line between the title and the author and course information.

1
<b>Respiratory Illnesses in the United States Between 1980 and 1990</b>
Author(s)
Author Affiliation Including Department
Course Number & Name
Instructor
Due Date

## **Abstract** (APA p. 38)

The abstract in an APA paper is a snapshot of the paper as a whole. The abstract defines terms particular to the paper and includes the paper’s main concepts and any conclusions. The abstract is typically on its own page and 150–250 words long, but the length can vary.

2
<b>Abstract</b>
This is your paper in miniature. One might consider this the “spoiler alert” section. It should be flush left with no indent.

## **Bias-Free Language** (APA pp. 131–149)

Scientific writing should strive to use language that is free of bias, implied meaning, or irrelevant group evaluation. In other words, only use language that is

- sensitive — call people what they call themselves.
- relevant — labels should directly relate to the topic, do not mention characteristics gratuitously.
- respectful — do not use condescending terminology or slurs to describe a person or group.

## **Headings and Levels** (APA pp. 47–49)

APA uses headings and levels to effectively organize papers. A heading is a title used to label sections of a paper. Headings are formatted with five levels. Students will usually only need three levels.

Level 1: **Centered, Bold, Uppercase and Lowercase Heading**

Level 2: **Flush Left, Bold, Uppercase and Lowercase Heading**

Level 3: *Flush Left, Bold, Italicized, Uppercase and Lowercase Heading*

## **Numbers and Data** (APA pp. 178–189)

APA has specific guidelines for how to use numbers in your paper. In general, spell out numbers zero through nine, and use numerals from 10 on. There are exceptions to this rule involving data and units of measurement.

### **Use numerals for the following:**

- Numbers preceding units of measurement — (5 mL).
- Numbers involved in statistics or math — (5%, 4 less than).
- Numbers that represent time, age, or amounts of money — (\$4, 3 years old, 4 hours, 9 decades, 6 months ago).

### **Use words for the following:**

- Numbers that begin a sentence, title, or heading — (Thirty-eight percent of them followed the rules.)
- Common fractions — (three fifths of students).

## **Block Quote** (APA p. 272)

Use block quote format for quotations 40 words or longer. In a block quote, the citation comes after the period. Double space the quote and start it on a new line, usually after a colon:

Indent the entire quotation 0.5 in. from the left margin—as shown here. Do not use quotation marks and do not add an extra space before or after the block quote. In-text citations for block quotes go after the period. (West, 2007, p. 3)

## **In-Text Citations** (APA pp. 253–278)

APA citations should include the author’s name, the year of publication, and a page number. If there is no page number, include the section heading and paragraph number. Citations go before the period, as in the examples below:

**Works by One Author** (APA p. 262)

(Hawthorn, 1994, p. 3).

(Hawthorn, 1994, Introduction Section, para. 2).

(World Health Organization, 2019, para. 6).

**Works by Two Authors** (APA p. 266)

(Ibsen & Red, 2001, p. 184).

(Oberg & Nakaoka, 2008, Discussion Section, para. 9).

**Works by Three or More Authors** (APA p. 266)

(James et al., 2001, p. 7).

(Oberg et al., 2018, Discussion Section, para. 4).

**Works from a Secondary Source** (APA p. 276)

(as cited in Newman, 1974, p. 154).

**Group Authors** (APA pp. 266-268)

(American Psychological Association, 2021).

**Works with No Author** (APA p. 264-265)

(“The Common Cold,” 1982).

(“HBV and Hepatic Cancer,” 1998, para. 4).

**Government Documents** (APA pp. 355–368)

(U.S. Environmental Protection Agency, 1992).

**Personal Interview** (APA pp. 259–260)

(E.B. Mills, personal communication, April 18, 1996).

**YouTube Video** (APA p. 274)

(CrashCourse, 2019, 4:12).

## **Other Citation Formatting** (APA p. 267, 305)

\*When authors appear to have the same surname, references are listed alphabetically by first initial(s).

Those in-text citations also include the initials to avoid confusion: (M. Taylor, 2017; S. Taylor, 2021).

\*When using multiple works by the same author (or multiple authors in the same order) and published the same year, references are listed alphabetically by article title.

Those in-text citations are given corresponding letters: “Wilde (1895a) also asserts . . .”

\*When an author appears both as the only author and in another citation as the first author of a group, list the one-author entries first on the References page.

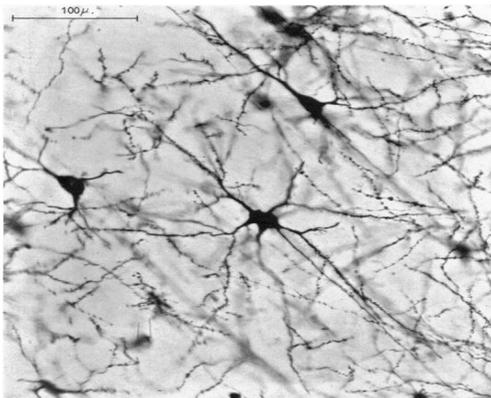
## Tables and Figures (APA pp. 195–250)

Tables are organized lists of numerical data. Figures are visual displays of information. Tables and figures can be included in the text, or they can be gathered into an appendix at the end of the paper. They are not listed on the References page. All tables and figures should be left aligned and numbered in the order they appear in the paper.

Keep tables and figures simple and easy to understand and refer to them in the text.

**Figure 1**

### Dendritic Neurons



Note: Adapted from “Dendritic organization in the neurons of the visual and motor cortices of the cat,”

by D. A. Sholl, 1953, *J Anat.*, 87, pp. 387–405.

\*Since your paper should refer to your figures with an in-text callout (see Figure #), include figure notes only as needed.

## The DOI (APA pp. 298–300)

The Digital Object Identifier (DOI) makes finding electronic documents easier. The DOI is a long number that is formatted as follows:

<http://doi.org/xxxx/aaa.xxxxxx>

Information compiled from the *Publication Manual of the American Psychological Association* (7th edition). Revised 2019 by Emily Rich, Seth Siebersma, & Sarah Taylor.

## References (APA pp. 281–309)

All sources cited in a paper must be listed on a new page after the body of the paper. The page title, References, should be centered at the top of the page and in bold. All references are double-spaced and flush left with a hanging indent. References are listed in alphabetical order according to the first word. If no DOI is available for an online source, include the source’s URL instead.

### Book (APA pp. 321–328)

Hawthorn, J. (1994). *A glossary of literary theory* (2nd ed.). Arnold. <http://doi.org/1112/glt.56648>

### Periodical (APA pp. 316–320)

Ibsen, R., & Red, A. (2001). Competition among writing processes. *American Journal of Psychology*, 7, 175–192. <http://doi.org/5332/ajp69543>

### Newspaper Article (APA p. 320)

Jackson, T. (2001, November 20). Rethinking globalization. *Boston Daily News*, A1, A8. <http://doi.org/5421/bdn.366524>

### Webpage (APA pp. 350–352)

World Health Organization. (2017). *Cholera*. <http://www.who.int/cholera/en/>

### Works with No Author (APA p. 289)

The common cold brings pain and suffering to millions each year. (1982, January 24). *The Kentucky Times*, C1. <http://doi.org/2212/tkt.395642>

### Government Document (APA pp. 329–332)

U.S. Environmental Protection Agency. (1992). *Health effects of passive smoking* (EPA Publication No. 600/6-90/006 F). Washington, DC. <http://doi.org/5442/epa.3985741>

### Tweet (APA p. 348)

Nye, B. [@BillNye]. (2019, October 2). *Animals with brains but no bones are part of the remarkable diversity of the sea. Their health affects your health* [Tweet]. Twitter. <https://twitter.com/BillNye/status/11794857897654599>

**Note: use only the first 20 words of a tweet as the title.**

### YouTube Video (APA p. 344)

Crash Course. (2019, August 30). *Training neural networks: crash course AI #4* [Video]. YouTube. [https://www.youtube.com/watch?v=lgKrup5oi\\_A](https://www.youtube.com/watch?v=lgKrup5oi_A)

# APA Documentation

7th Edition Quick Reference Guide

## What is APA Style?

The American Psychological Association citation style is the generally accepted style for most sciences and social sciences. It is concerned with easy access to the currency of information and facilitates research by separating the main parts of a study under specific headings that indicate content.

Because APA style is designed for the sciences and social sciences, it is an excellent format for factual data and the research that supports it. Papers in APA are often concise, specific, and factually motivated while also using descriptive and engaging language. When writing APA papers, students should be careful to avoid ambiguity and sudden shifts in topic, tense, or person. All information should be presented in an orderly and straightforward manner that neither shares too much nor withholds pertinent information from the reader.

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and  
D2 214 (Davis)  
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[weber.edu/WritingCenter/resources.html](http://weber.edu/WritingCenter/resources.html)