

Concordia University

WRITING CENTER SUPPORT



APA

STYLE

TEMPLATE

“Running head:” should appear only on the title page – use the “Different First Page” button.

The APA running header should be the title of the paper or a shortened version of the title

Even the cover page has a page number

The essay title may be longer than the header but should not exceed 12 words

The Writing Center: APA and its



Title of Paper

Formatting and Mechanics

Imma Goodwriter



Name of Student

Concordia University



University

The abstract should be 150-250 words long

Do not indent!

Abstract

This is where the student writes a concise summary of the main points depicted throughout the essay. An abstract is typically used in longer papers, whereas it may be excessive for short papers. M. Ed. professors typically do not require abstracts. If unsure, the student ought to confirm whether the abstract is required by the professor. If the student is unable to ask the professor, it is best to write the abstract as a precaution. The abstract serves as a brief summary of the paper and addresses various key points made throughout the essay. Think of it as separate from the paper – it is not an introduction, but a separate piece that tells readers what they can expect in the paper. It is okay if it is repetitive with the introduction.

Keywords: APA, style, mechanics, voice, citations, formatting

Key terms presented
throughout paper

Include the full title again on the first line of the first page of text

The Writing Center: APA and its Formatting and Mechanics

Indent each paragraph

This paper serves as a template for academic prose in APA Style. This style was originally developed by social scientists, but has since been adopted and expanded on by other fields. The style is straightforward and avoids superfluous language, focusing on ideas and not on flowery presentation. It generally avoids passive voice, preferring active voice, and does not use personal pronouns such as “I,” “you,” “we,” or “our” unless specifically referring to the writer.

In-Text Citations

APA Style uses headings to separate and classify paper sections. See page 5.

A signal phrase makes the distinction between the writer and the source clear.

Essentially, the writer is introducing the citation: **The author (year) stated, “ . . . ” (p. #).**

However, the use of the signal phrase is up to the writer’s discretion. The writer may instead opt to cite a source without a signal phrase: **Words, words, words, “ . . . ” (Author, year, p. #).**

I. Short citations may not exceed 39 words

A. Direct quotation with a signal phrase:

1. According to Montague (2009), “ . . . ” (p. 412).

B. Direct quotation **without** a signal phrase:

1. “The person who has had more experience of hardships can stand more firmly in the face of problems than the person who has never experienced suffering” (Dalai Lama, n.d., p. 18). Occasionally a source without a known date is used. In this case the writer states “n.d.” (no date) in place of the year.

C. Summarizing, which is also called paraphrasing, generally follows the same format as direct quotations. Paraphrases do not require a page number, though students may still include one.

II. Long citations, or block quotes, are 40+ words

A. Fritjof Capra (1996) wrote:

In the sixteenth and seventeenth centuries the medieval worldview, based on Aristotelian philosophy and Christian theology, changed radically. The notion of an organic, living, and spiritual universe was replaced by that of the world as a machine, and the world machines became the dominant metaphor of the modern era. (p. 19)

Indent the block quote 1/2 inch. The parenthetical citation should come after the closing punctuation mark and does not require its own closing punctuation mark. Block quotes do not need quotation marks.

III. Number of Authors

A. One or two authors

1. Montague and Birkett (2003) “. . . ” (p. 43).
2. “. . . ” (Montague & Birkett, 2003, p. 43)

When citing, the word “and” is used in signal phrases whereas an ampersand is used in parenthetical citations.

B. Three to five authors

1. First time: Capulet, Singh, and Stein (1962) “. . . ” (p. 652).
2. Second time: Capulet et al. (1962) “. . . ” (p. 652).

Notice that “et” is not followed by a period, but “al.” is.

Et al. is an abbreviation of the Latin “et alii” meaning “and others”

C. Six or more authors

1. Every time: Orwell et al. (1984) “. . . ” (p. 68).

IV. Multiple Works, Same Parenthetical Citation

A. “. . . ” (Jackson, 2013; Watanabe, 2007)

Separate works by a semicolon

V. Indirect Sources

A. Indirect sources are sources within sources; think of it as citation inception. They occur when the writer cites another writer's citation. For example, imagine that Yamaguchi (2008) cited Walker (2003). If the writer intends to use Walker's quote as provided in Yamaguchi's article, the writer must use Walker as an indirect source:

1. Walker (2003) stated “. . .” (as cited in Yamaguchi, 2008, p. 312).

The writer should include the secondary source only (here, Yamaguchi) in the References section.

Headings

Headers can be tricky at first, but they are relatively easy once the writer is accustomed to using them. Think of them as subcategories. Each subcategory may have its own subcategory, which then may also have its own subcategory. These categories and subcategories are also called headings or levels. Naturally, the headings go in numerical order, but may bounce back and forth (e.g., Level 1 > Level 2 > Level 3 > Level 3 > Level 2 > Level 3 > Level 4 > Level 5).

| APA Headings | |
|--------------|--|
| Level | Format |
| 1 | Centered, Bold, All Major Words Capitalized |
| 2 | Left-aligned, Bold, All Major Words Capitalized |
| 3 | Indented, bold, and lowercase, with a period. Begin body text after the period. |
| 4 | <i>Indented, bold, italicized, and lowercase, with a period.</i> Begin body text after the period. |
| 5 | <i>Indented, italicized, and lowercase, with a period.</i> Begin body text after the period. |

Concordia University Level 1 Heading

The College of Theology, Arts, and Sciences Level 2 Heading

The department of psychology.

Level 3 Heading - make note of the lowercased text and period. Text immediately follows the Level 3, 4, and 5 Headings; just pretend that the heading is the paragraph's opening sentence.

Introduction to psychology, PSY 201. Level 4 is the same as Level 3, except it is italicized.

Final exam. Level 5 Heading - just like the Level 4 Heading, but not bold.

Explanation**References**

The References page must begin on its own page and is double-spaced throughout. It is alphabetized by the first letter of whatever comes first in the reference (typically author last name). The order of the authors within the individual reference should match the order provided in the original source. Each reference begins aligned to the left and is then indented in subsequent lines. The first five examples depicted below are for academic journal articles. This is the most common source for APA papers because journal articles are generally peer-reviewed academic sources. For journal articles found online, if a DOI number is available, include it at the end of the reference. If not, students may use a URL (web address) with “Retrieved from” before it, or may simply cite the article as print (no DOI or URL). At the bottom of the page below, there are examples for books and websites.

Examples

References

Journal article format:

Last Name, A. A., (Year). Title of article: Capitalize the first letter after a colon. *Title of Journal or Periodic in Italics*, volume number(issue number), page number - page number. doi: #####

For one to seven authors, list all author names.

McNamee, H., Lloyd, K., & Schubotz, D. (2008). Same sex attraction, homophobic bullying and mental health of young people in Northern Ireland. *Journal of Youth Studies*, 11(1), 33-46. doi: 10.1080/13676260701726222

More than seven authors

Madge, N., Hewitt, A., Hawton, K., Jan de Wilde, E. Corcoran, P., Fekete, S., . . . Ystgaard, M. (2008). Deliberate self-harm within an international community sample of young people: Comparative findings from the Child & Adolescent Self-harm in Europe (CASE) Study. *Journal of Child Psychology and Psychiatry*, 49(6), 667-677.

Any authors over seven are not included, and an ellipses is used to separate the sixth author from the last author

The original article listed the authors as such: Nicola Madge, Anthea Hewitt, Keith Hawton, Erik Jan De Wilde, Paul Corcoran, Sandor Fekete, Kees van Heeringen, Diego De Leo, and Mette Ystgaard. We omitted Heeringten and De Leo.

Schenk, A. M., & Fremouw, W. J. (2012). Prevalence, psychological impact, and coping of cyberbullying victims among college students. *Journal of School Violence*, 11(1), 21-37. Retrieved from <http://journalofschoolviolence/issues/11/1/>

If there is no doi number for a journal article retrieved online, students may include the URL instead or simply cite as print (no doi or URL).

Book format:

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

Web document or report format:

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>