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

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

The Writing Center: APA and its Formatting and Mechanics

Imma Goodwriter

Concordia University

Title of Paper

Name of Student

University
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
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**

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:


**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

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

B. Three to five authors


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

C. Six or more authors


IV. Multiple Works, Same Parenthetical Citation

A. “. . .” (Jackson, 2013; Watanabe, 2007) Separating works by a semicolon

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


Heads

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).

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Concordia University

The College of Theology, Arts, and Sciences

The department of psychology.

Introduction to psychology, PSY 201.

Final exam.
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.

More than seven authors


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

Web document or report format: