MISSOURI S&T WRITING CENTER

American Psychological Association (APA) Document

Introduction

The American Psychological Association (APA) documentation style is commonly used when writing several disciplines of study. This handout offers examples for the general format of APA research papers, including title pages, in-text citations, reference pages, footnotes/ endnotes, and notes to a table. Most of the information for this document was gathered from the Publication Manual of the American Psychological Association (2020), which can be found in the Writing Center. If none of these examples seems appropriate, or further information is required, please check with a consultant or the full text of the *APA Publication Manual*, 7th Edition (2020), both of which are conveniently located in the Missouri S&T Writing Center, Room 113, Campus Support Facility. You can also find more information by contacting us at writing@mst.edu

General APA Guidelines

Type your essay on standard 8.5" x 11" paper. Double-space all text, and use 1" margins on all sides. The APA manual suggests using Times New Roman 12pt., Calibri 11pt., Arial 11pt., Lucida Sans Unicode 10pt., or Georgia 11 pt. font.

The body of the paper should be preceded by a title page and an abstract. It should be followed by a list of references. Tables, figures, and appendices (if applicable) follow the reference pages.

Include a **page header** at the top of every page. To create a **page header**, insert page numbers flush right.

Title Page

Starting with the 7th Edition, APA now allows for **Professional** and **Student** styles of formatting, particularly the title page. Always check with your instructor about their preference for which formatting style you use.

Professional Title Page

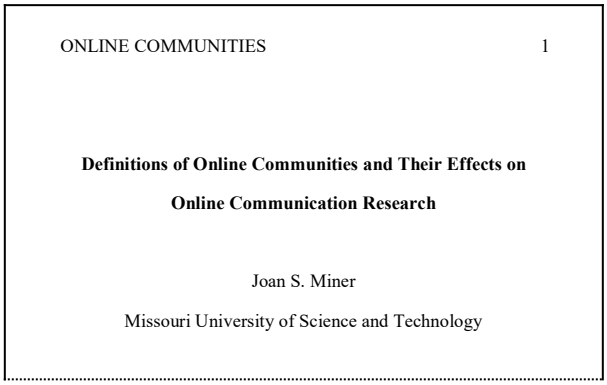
On the title page, insert a page header. The title of the paper should be inserted in the header flush left; the page number should be inserted flush right. The page header should look like this:

TITLE OF YOUR PAPER 1

The title page should display the **title** of the paper, the **author's name**, and the **institutional affiliation**. On the title page, the **title** should appear in upper and lowercase letters, bolded, and it should be centered in the upper half of the page. APA recommends that your title contain no more than 12 words and that it contain no abbreviations. Your title may take up one or two lines. All text on the title page (and throughout the paper) should be double-spaced.

The **author's name** (first, middle initial(s), and last) should appear below the title. Do not include professional titles (Dr.) or degrees (Ph.D.). If there are multiple authors, the names should be listed by order of [importance??]

The **name of the program and/or academic institution** should appear below the author's name.


ONLINE COMMUNITIES 1

Definitions of Online Communities and Their Effects on Online Communication Research

Joan S. Miner

Missouri University of Science and Technology

Student Title Page

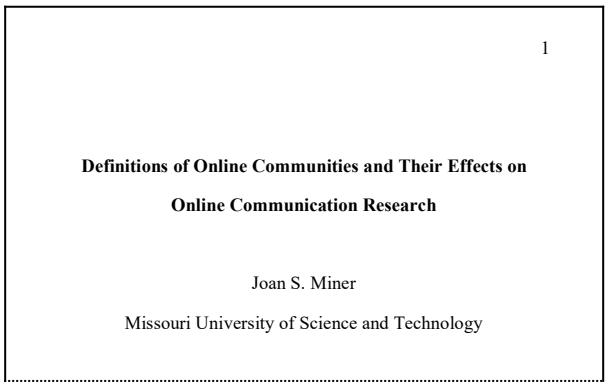
On the student title page, there is no header, but there are page numbers. The page number should be inserted flush right. The page header should look like this:

1

The title page should display the **title** of the paper, the **author's name**, and the **institutional affiliation**. On the title page, the **title** should appear in upper and lowercase letters, bolded, and it should be centered in the upper half of the page. APA recommends that your title contain no more than 12 words and that it contain no abbreviations. Your title may take up one or two lines. All text on the title page (and throughout the paper) should be double-spaced.

The **author's name** (first, middle initial(s), and last) should appear below the title. Do not include professional titles (Dr.) or degrees (Ph.D.). If there are multiple authors, the names should be listed by order of [importance??]

The **name of the program and/or academic institution** should appear below the author's name.



Abstract

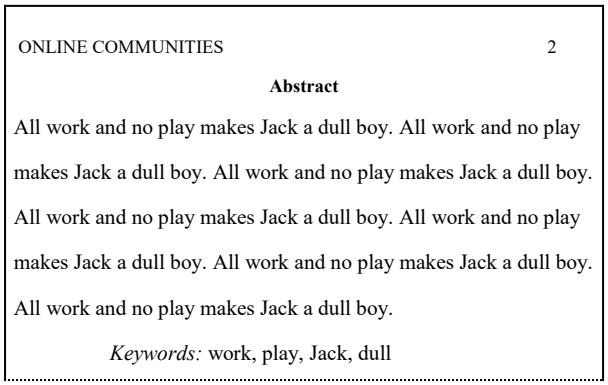
Following the title page in a Professional paper, include an abstract of 150-200 words. The word Abstract should be centered below the page header and bolded. The text of the abstract should begin below the word Abstract. This text should comprise a single paragraph with no indentation.

The abstract should indicate the topic of the research, the questions or hypotheses that governed it, and a summary of the research methods, results, and conclusions.

A list of keywords may follow the text of the abstract. Begin the list of keywords on a separate line, and indent. Precede the list with the word *Keywords* and a colon, as follows:

Keywords: passivity, aggressiveness, Minnesota

Note that the keywords themselves are not italicized.



ONLINE COMMUNITIES 2

Abstract

All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy. All work and no play makes Jack a dull boy.

Keywords: work, play, Jack, dull

Inclusive and Bias-Free Language

Use the **singular "they" and "their"** as a gender-neutral pronoun.

Example: A student's academic performance can have an effect on their mental health.

Avoid using adjectives as nouns to label groups of people. Use descriptive phrases instead.

Example: ✖ The disabled may require special medical care.

✓People with physical disabilities may require special medical care.

Use precise ranges rather than broad categories to label groups of people.

Example: ✖ Middle-aged adults responded differently.

✓People between 35 and 65 years of age responded differently.

In-Text Citations

All sources should be identified in the text of the paper using the author-date method. A full citation for each source must then appear on the References page. Following are examples of various types of in-text citations:

General Rule

The author's last name and the publication date must appear in parentheses, separated by a comma. Multiple citations should be separated by a semi-colon.

Example 1: Minnesota is home to more lakes than any other state in the U.S. (Smithson, 2005).

Example 2: Lake Superior is Minnesota's largest lake (Smithson, 2005; Carter, 2002).

If the author's name is mentioned in the text, include only the year of publication in parentheses.

Example 3: According to Smithson (2005), lutefisk is a Minnesota staple.

Example 4: According to Smithson (2005) and Carter (2002), the typical Minnesota diet should be avoided at all costs.

Direct Quotes

When a source is quoted directly, the in-text citation must include the number(s) of the page(s) or paragraphs on which the quoted text appears. Cite the paragraph number when referring to a webpage.

Example 1: Researchers have noted that "lutefisk as a morning meal is not ideal for bodily functions" (Smithson, 2005, p. 107).

Example 2: As Smithson (2005) has noted, "Minnesota is known for unique dishes" (p. 107).

Example 3: Researchers have noted that "the scent of lutefisk tends to remain present well after digestion." (Smithson, 2005, para.10).

Example 4: Smithson (2005) observed, "criticizing a lutefisk breakfast is heretic in nature" for many Minnesotans (para. 10).

Multiple Authors

When a work has two authors, both should be indicated. If the citation is parenthetical, use an ampersand (&) to note the authors' relation. If the citation is narrative, spell out "and" as you typically would in a sentence.

Example 1: The sea monster diet includes significant amounts of Vitamin E and arsenic (Jones & Willoughby, 1997).

Example 2: According to Jones and Willoughby (1997), the sea monster diet includes significant amounts of Vitamin E and arsenic.

When a work has three or more authors, the first author's last name is listed, followed by the abbreviation et al.

Example 3: More than 50% of ghosts report higher rates of depression and violent urges as Halloween approaches (Brown et al., 2007).

Example 4: According to Brown et al. (2007), more than 50% of ghosts report depression and violent urges as Halloween approaches.

Organization as Author

If the author of a source is an organization, the organization name is used in place of an author's last name. If the organization name is commonly abbreviated, the first citation should spell out the full name of the organization followed by the abbreviation in square brackets. Subsequent citations should use only the abbreviation.

First citation: (Lutefisk Family Organization [LFO], 2004)

Subsequent citations: (LFO, 2004)

Unknown Author

If the author of a source is unknown, the first few words of the title are used in place of the author's name. If the source is a book, it should be italicized; if it is an article, chapter, or website, it should be enclosed in quotation marks.

Example: Studies of circus bears demonstrate that the genus *Ursus* has superior balance ("Animal motor skills," 2002).

Unknown Date

When the publication date is unknown, the abbreviation n.d. is used to signify "no date."

Example: It has been theorized that lutefisk meals are a cruel prank (Carlson, n.d.).

Reference Page

A reference list should follow the body of the paper on a separate page. This list provides the information necessary for a reader to locate or consult any source cited. Sources, other than personal communication, cited in the paper should appear in the reference list; likewise, each entry in the reference list must be cited in the text.

The reference page should have the title “References" centered at the top of the page in bold (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of the document.

- After the first line of each entry in the reference list, all lines should be indented one-half inch from the left margin. This is called hanging indentation.

- Alphabetize reference list entries by the last name of the first author of each work.

- Multiple sources by the same author(s) should be listed in order by the year of publication, starting with the earliest.

- Provide surnames and initials for up to twenty authors. If your source has more than twenty authors, use elipses (…) to indicate where you have left out names.

- Capitalize all major words in journal titles.

- Capitalize only the first word and any proper nouns in the titles and subtitles of books, chapters, articles, or web pages.

- Italicize book and journal titles, but do not italicize, underline, or put quotes around the titles of other works such as journal articles or websites.

- Journal titles should be followed by the volume number (in italics) and the issue number (in parentheses and regular font), if available.

- After any book titles, indicate place of publication followed by a colon and the name of the publisher.

- When citing articles or portions of books, indicate relevant page numbers, but do not include the abbreviation p. or pp.

- Include a digital object identifier (DOI) for journal articles when available. Most modern journal articles have a DOI. DOIs are formatted as URLs; the label “DOI:” is not necessary.

    Example: https://doi.org/10.1080/00049530600940158

References

American Psychological Association. (2005). *Concise rules of APA style: The official pocket guide from the American Psychological Association*. United Book Press.

Delany, R. (2006). *APA citation style*. Long Island University. http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm.

Hacker, D. (1998). *The Bedford handbook*. Bedford Books.

Innes, J. M. (2006). Citations, impact factors and the "Australian Journal of Psychology." *Australian Journal of Psychology, 58*(12), 119-122. https://doi.org/10.1080/00049530600940158.

Minnesota Public Radio (2020). Duluth: Superior lake and superior music

Common Types of References

Print Sources

Book with one author

Basic Format:
Author, F. M. (Year). *Title.* Publisher.

Example:
Carlson, F. Q. (2005). *Ice pond fishing for dummies.* Lutefisk Publishing.

Book with more than one author

Basic Format:
Author1, F. M., & Author2, F. M. (Year). *Title.* Publisher.

Example:
Huraib, O. G., & Martini, J. P. (1997). *Minnesota's best lakes.* Bunbury Books.

Book Chapter

Basic Format:
Author, F. M. (Year). Article title. In *F. M. Name (Ed.), Book title,* (pp. 00-00). Publisher.

Example:
Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Lipps (Eds.), *The science of passive-aggressiveness* (pp. 17-43). Guilford Press.

Journal Article

Basic Format:
Author, F. M. (Year). Article title. *Journal Title, vol. number*(issue number), pages. http://xxxxxxxxx

Example:
Struttfiger, T. Y. (2002). Dietary habits of native Minnesotans. *Journal of Human Decency, 54*(21), 342 - 349. http://xxxxxxxxx

Conference Paper

Basic Format:
Author, F. M. (Year). Title of paper. *Title of Conference Proceedings* (pages). Location: Publisher.

Example:
Gibbson, C. C. (2005). Impact of the larger social context on the distance learner. *International Council for Distance Education: One world many voices: Quality in open and distance learning* (279-282), Chicago: Milton Keynes.

Government Document

Basic Format:
Author or Agency Name. (Year). Title of document. (Publication Number, if any). Publisher.

Example:
National Institute of Mental Health. (1990). Clinical training in serious mental illness (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

Online Sources

Online Periodical

Basic Format:
Author, F. M. (Year). Article title. *Journal Title, vol. number*(issue number), pages http://xxxxxxxxx

Example:
VanDerboss, U. P. (2004). The benefits of chocolate on overall mental health. *User Friendly Psychology, 6*(14), 56-72. http://xxxxxxxxx

E-Book

Basic Format:
Author, F. M. (date). Title of book. http://xxxxxxxxx

Example:
Mendenhall, W. (1975). Introduction to probability and statistics in ice fishing. https://openlibrary.org/books/OL5074210M/Introduction_to_probability_and_statistics

Chapter in an E-Book

Basic Format:
Author, A. (date). Title of chapter. In E. Editor (Ed.), Title of book (pp. xx–xx). http://xxxxxxxxx

Example:
Boyers, J. (1915). British fighters in French forts. In W. Wood (Ed.), Soldiers' stories of the war (pp. 70-81). https://www.gutenberg.org/files/52201/52201-h/52201-h.htm

Webpage (author known)

Basic Format:
Author, F. M. (Year). Article title. Website title. http://URL

Example:
Bergefured, B. (2006). Chrysanthemum evaluation underway. OSU Organizational Resources. http://www.ag.ohio-state.edu/~intranet

Webpage (author unknown)

Basic Format:
Article title. (Year or n.d.). Website title. URL

Example:
Become a butler. (2008). Fabjob.com. http://www.fabjob.com/Butler.asp

YouTube

Basic Format:
Author, F. M. [Screen name]. (year, month day). *Title of video* [Video file]. http://xxxxxxxxx
*If the user's real name is unavailable, use the screen name in place of the author's name, and omit the brackets.

Example:
Maron, J. [CaptainSparklez]. (2017, December 29). *Minecraft: Super Santa quest - Skybounds ep. 36* [Video file]. https://www.youtube.com/watch?v=WAMqTFimFAk

Podcast

Basic Format:
Person involved with podcast. (Contribution). (year, Month day). Title of episode [Audio podcast]. *Name of podcast*. http://xxxxxxxxx

Example:
Zukerman, Wendy. (Host). 2017, September 21). The rise of anti-vaxxers [Audio podcast]. *Science Vs.* https://gimletmedia.com/show/science-vs/all/

Informational Notes

If necessary, important information inappropriate to the body of the paper may be mentioned in informational notes. Place such notes at the bottom of the page (footnotes) or on a separate page at the end of the document, following the references (endnotes). Use superscript numbers to direct the reader to informational notes.

Example:
The flight patterns of wild ducks are examples of such phenomena.[3]

The same superscript number precedes the corresponding footnote or endnote. These notes should be listed in the order in which they appear in the body of the paper.

Example:
[2]Some scholars have questioned the use of such flight patterns in behavioral studies; however, their applicability to studies of animal cognition is undisputed.

Notes to Tables

General Notes

General notes provide information about the design or content of a table, including explanations of abbreviations or symbols. Such notes require no numbers; however, they must be preceded by the word "Note." The use of graphics and tables from copyrighted sources requires the formal permission of the copyright holder.

Example: All broken links are omitted. X = polarity.

Specific Notes

Specific notes refer to a particular column, row, or individual entry. Direct readers to such notes with the use of superscript lower case letters.

Example:
[a]y = 35
[b]This subject was eliminated during the second trial.