American Psychological Association

APA Formatting and Citation Guide

APA 7th Edition

Lake Superior College

Tutoring & Learning Center

Writing Lab

M212-B

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Make an appointment with a writing tutor at lsc.edu/TLCbookings

This guide has been created to support you with writing an APA-formatted essay. This guide does not cover every eventuality within APA but aims to give you useful information to support your studies. For more information, visit the Tutoring and Learning Center Writing Lab or make an appointment at lsc.edu/TLCbookings. To review APA resources, go to the Purdue Owl or APA official website. Be cautious of using automatic citation creators, as they are often inaccurate.

This guide comprises of:

Overview

American Psychological Association, or APA, formatting is widely used in science-related papers. An APA student essay usually consists of the following.

1. Title Page

2. Abstract (not usually required for student essays at LSC)

3. Main Body

4. References

A professional paper may diverge from this list and include footnotes, tables, figures, and an appendix or appendices.

Style

Avoid using metaphors and minimize the use of figurative language, which is typical in creative writing. Always defer to instructor preferences. APA prefers active voice and personal pronouns where appropriate:

- Active voice: "We asked the students" (active) vs. "The students have been asked…" (passive)

- Personal pronouns: "We conducted research…" (personal pronoun) vs. "The authors conducted research…"

Language

Language in all APA essays should be

- Clear: be specific in descriptions and explanations

- Concise: condense whenever possible; avoid vague and flowery language

o   Plain: use simple, descriptive language with no figurative language

Formatting Your Essay

An APA essay can include up to eight components but check with your instructor and

assignment instructions to see whether all components are necessary. If all components are

required, they should be arranged in the following order:

- Title page (page 1)
- Abstract (start on a new page)
- Text (start on a new page)
- References (start on a new page)
- Footnotes (start on a new page OR can be added to the footer of the page where mentioned)
- Tables (each table should start on a new page)
- Figures (each figure should start on a new page)
- Appendices (each should start on a new page)
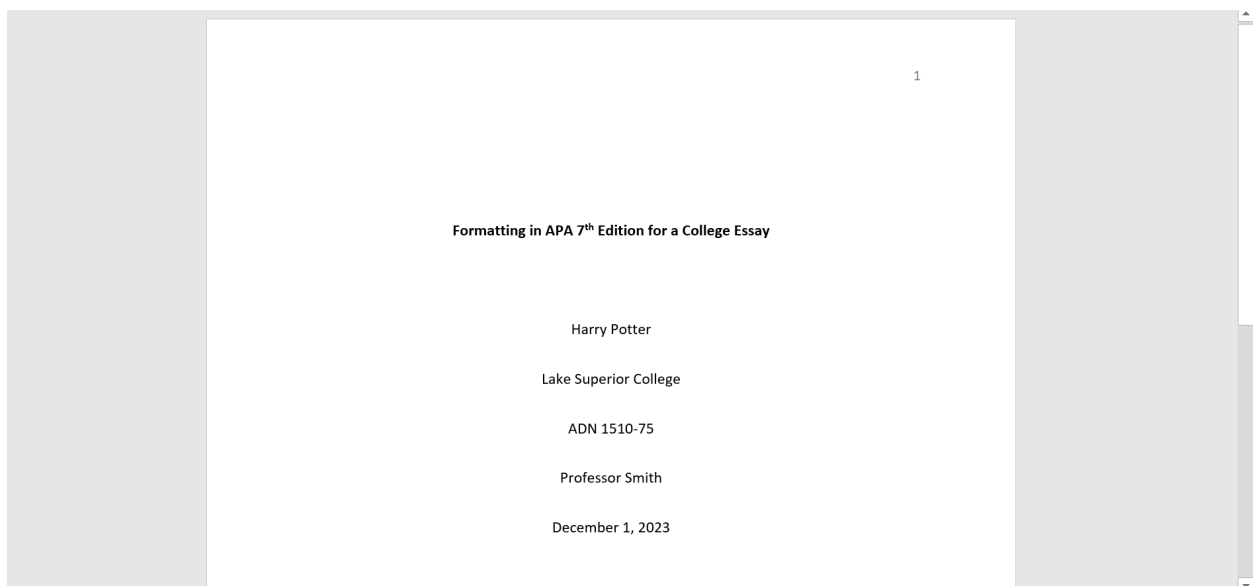
Font & Page Layout

Standard, easy-to-read sans serif or serif font such as Ariel, Calibri, Times New Roman (same

font and size as title page)

- 10-12-point size

    o   11-point Calibri, 10–point Lucida Sans Unicode, 12-point Times New Roman

- Double-spaced with 1" margins

- Printed on 8.5" x 11" standard-sized paper

- Aligned left (not justified)

Title Page

For assignments at Lake Superior College, title pages are not usually required. Check with your instructor for class-specific information

- Title is written in Title Case, centered, bolded, and 3-lines down from the top of the page.

- Title page is page 1 – a page number using the same font as the rest of the paper should be on each page in the header, on the right-hand side.

- Beneath the title, list on separate lines, in order:

  o Your name

  o College name (Lake Superior College)

  o Class name and section (PSY 204, ADN 1510, etc.)

  o Teacher's name and title (check preferred form – Dr. Mr./s., Professor, etc.)

  o Assignment Due Date (written in "Month Day, Year format: December 1, 2022)

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Formatting in APA 7th Edition for a College Essay

Harry Potter

Lake Superior College

ADN 1510-75

Professor Smith

December 1, 2023

Abstract

- First line, center, and bold the word "Abstract" (no underlining, italics or quotation marks).

- Next line (no indent), write a concise summary of the key points of the research:

  - Research topic

  - Research question

  - Participants

  - Method

  - Results

  - Data analysis

  - Conclusions

- Single Paragraph, double-spaced, consisting of no more than 250 words.

- Write the label "*Keywords*" in italic one line below the abstract, indented 0.5 in. like a regular paragraph, followed by keywords in lower case (but capitalize proper nouns) separated by commas. Keywords can be listed in any order.

Essay Body Formatting

Headings

There are 5 possible levels in the APA style. A heading for the introduction is not necessary unless requested by your instructor. Headings should give the reader an idea of what that section is about and NOT be labeled with numbers or letters.

Heading Levels

Level 1 Heading
Top-level or main sections; heading is centered, bold, and in title case with the text beginning as a new paragraph

Level 2 Heading

Subsections of Level 1 headings; heading is flush left, bold, and in title case with the text beginning as a new paragraph

Level 3 Heading

Subsections of Level 2 headings; heading is flush left, bold, italic, and in title case with the text beginning as a new paragraph

Level 4 Heading. Subsections of Level 3 headings; heading is indented, bold, and in title case ending with a period with the text on the same line as the heading and continuing as a regular paragraph. A sentence after a level four heading continues on the same line as the heading.

   Level 5 Heading. Subsections of Level 4 headings, is indented, bold, italic, and in title case ending with a period with the text on the same line as the heading and continuing as a regular paragraph. A sentence after a level five heading continues on the same line as the heading.

References Page

- Start the reference list on a new page and the word "**Reference**" or "**References**" (if more than one) should be centered and bold at the top of the page

- References should be in alphabetical order according to author last name

- There should be a source referenced for every source cited in the essay

- All citations should be double-spaced

- After the first line of each source, the following lines should be indented 0.5" (hanging indent)

- Full names are not required. Last name, initial/s. ("Masters, N.")

- Scholarly journals require

- DOI's (Digital Object Identifier) must be formatted https://doi.org/xxxxxx. For example:

  - https://doi.org/10.7748/phc.2016.e1162

IMPORTANT NOTES:

APA 7th edition

- A running head is no longer required for student essays.
- A student paper should not include an author's note on the title page.
- Bias-free language is encouraged, and authors should use affirming and inclusive language

LSC-specific information

- Abstracts are not usually required at LSC but always check with your instructor.
- Check with your instructor whether to use headings within your essay.

In-text Citations

In-text citations help your reader know what work and author you are referencing and helps you avoid plagiarism! For every idea, quote, fact, etc., that is not your own, you need to provide an in-text citation. The in-text citation must correspond with your "**References**" page. The in-text citation should correlate with the first word(s) listed on your "**References**" page. The year can be omitted within the same paragraph if already provided.

Example:

Wordsworth (2020) extensively explored the role of emotion in the creative process. Wordsworth goes on to say that although creativity…

No Author

Use the first 1-3 words of the article or website title and the year it was published.

Example:

Title: "New Approaches to Diagnosis and Treatment in Anxiety"

Citation: ("New Approaches", 2019).

NOTE: If the title is italicized in the reference list, it should be italicized for the in-text citation. However, the in-text citation should use title case regardless of how they are formatted in the reference list. The in-text citation can also have specifics of where it was found or a timestamp or slide number.

Example:

("New Approaches", 2017, pp. 3-17)

If the author is identified as "Anonymous", this takes the place of the author's name in the in-text citation

Example:

(Anonymous, 2019)

Secondary Sources

Secondary sources report using another author as a source of the information. Where possible,

find the original source to ensure the context has been relayed accurately. However, if the

original source is not accessible, quoting a secondary source is acceptable. The secondary

source should be listed in the "**References**" list only.

Example:

(Larson, 1987, as cited in Swarts et al., 2014)

OR if the original source date is unknown:

Scott's diary (as cited in Ewert, 2003)

Multiple Sources in one sentence

If you are citing two sources in the same sentence or paragraph, separate the sources by a

semicolon in alphabetical order:

Example:

. . . as has been discussed elsewhere (Burke et al., 2013; Dewey, 2022).

OR to highlight the most relevant source:

. . . as has been discussed elsewhere (Burke et al., 2013; see also Angel, 2022;

Dewey, 2022).

Personal Communications

Personal communications do not need to be in the "References" list as these are not retrievable

by the reader and are listed in-text only.

Example:

Parenthetical Citation: (A. Swarts, personal communication, February 1, 2020)

Narrative Citation: A. Swarts (personal communication, February 1, 2020)

Basic In-text Citation Styles

As shown in Table 1, author types can change the citation style and can be written as a

parenthetical or narrative citation

Table 1

Basic In-text Citation Styles by author type

Author Type	Parenthetical Citation: When the author is not introduced in the same sentence	Narrative citation When the author is mentioned in the sentence
One author	(Scott, 2022)	Scott (2022)
Two authors	(Scott & Servoss, 2020)	Scott and Servoss (2020)
Three or more authors	(Scott et al., 2023)	Scott et al. (2023)
Group author with abbreviation First Citation Subsequent citations	(Lake Superior College [LSC], 2020) (LSC, 2020)	Lake Superior College (LSC, 2020) LSC (2020)
Group author without abbreviation	(Harvard University, 2022)	Harvard University (2022)

Adapted from: "Table 8.1 Basic In-Text Citation Styles" by American Psychological Association. (2020). *Concise guide to APA Style* (7th ed.) 8(17) p. 266. (https://doi.org/10.1037/0000173-000). Copyright 2020 by the American Psychological Association

Direct Quote, Paraphrase, and Summary

Quotations are identical (word-for-word) segments from the original source and must be

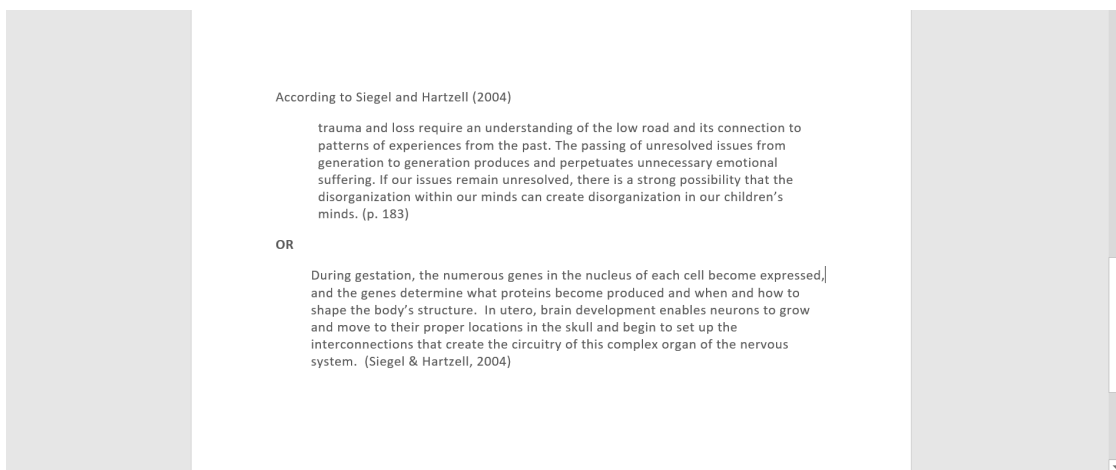attributed to the original author.

Paraphrasing is writing ideas or passages from a text in your own words and must be attributed

to the original author.

Summarizing involves putting the main ideas of a source in your own words which is

significantly shorter than the original and must be attributed to the original author

Block Quotes

A quote consisting of 40 or more words or more than three lines should be formatted as a block quote.

- Block quotes should start on a new line, and all lines indented 0.5,' and the quote introduction should be aligned left
- Do not use quotation marks around the quote, but they can be used within a quote if part of the original quote
- Double-space the entire quote
- Place the period at the end of the quote rather than the end of the citation
- Quotes within a block quote use the double quotations ("")

According to Siegel and Hartzell (2004)

> trauma and loss require an understanding of the low road and its connection to patterns of experiences from the past. The passing of unresolved issues from generation to generation produces and perpetuates unnecessary emotional suffering. If our issues remain unresolved, there is a strong possibility that the disorganization within our minds can create disorganization in our children's minds. (p. 183)

OR

> During gestation, the numerous genes in the nucleus of each cell become expressed, and the genes determine what proteins become produced and when and how to shape the body's structure. In utero, brain development enables neurons to grow and move to their proper locations in the skull and begin to set up the interconnections that create the circuitry of this complex organ of the nervous system. (Siegel & Hartzell, 2004)

Reference List Formatting

The Anatomy of a Source

References include the (1) author, (2) date, (3) title, and (4) source. However, there are nine

core elements to formatting an APA reference.

The Nine Core Elements

- **Author:** The person/people who wrote the source
    Smith, S.V. & Racket, P.

- **Publication Date:** When was the source published?
    2022 IF NO DATE: (n.d.)
- **Title of Source:** The title of the source

    Wild Horse and Their Young (see "Reference Examples" for formatting guidance
    dependent on type of source)

- **Title of Container:** The title of the place that the source exists
    Duluth Tribune

- **Other Contributors:** Are there editors or other contributors

    (D Banner, Ed.).

- **Version:** The volume number, version, or edition number
    (2nd edition) (if applicable) 6

- **Number:** The issue number (often used for articles) or page numbers
    (1) OR pp. 2 – 22 (chapter in an edited book) or 2 – 22 (journal articles)

- **Publisher:** What company published the source? (Most used for books)
        Parkland, Columbia.
        YouTube

- **Exact Location (if online or associated with a specific location):** Where can I find the
    source? This can be a website address, DOI, or city.

        www.duluthherald.com/wild horses

        https://doi.org/10.1177/0269881118806297

        Vancouver, BC, Canada

NOTE: Access Dates are NOT required in APA 7th Ed. but be sure to check with your instructor
on their preference. Elements are in the order they appear, regardless of source type!

Sources with limited information If there is no author, title, or date for the source, use square

brackets to provide a description of the source, followed by (n.d.).

> [description of work]. (n.d.)

Not every source will have all of the elements or requested pieces of a citation. And that's okay!

The most important elements include the author, title, and date for the source where possible.

Reference List Examples

Book

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

       Name. DOI (if available)

Examples:

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

Edited Book with an Author or Authors

Author, A. A. (Year of publication). Title of work: Capital letter for the beginning of the subtitle *(E. Editor,*

       Ed.). Publisher. DOI (if available)

Example:

Sommers, H. (2017). Walking Through Life: A explorative journey of the soul *(N. J. S. Scart, Ed.). D. S.*

       Brewer. (Original work published 1469-70)

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor

       (Eds.), *Title of work: Capital letter for the beginning of the subtitle* (pp. pages of

       chapter). Publisher. DOI (if available)

Example:

Hoover, D. (2019). What to Wear. In M. G. Leek & C. J. Rusher (Eds.), A new companion to Malory (pp.

       144-163). D. S. Brewer.

Note When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72). Editors are written with initials before the last name in this case.

Journal Articles

Author. (Year). Article Title. *Journal Title*, volume number (issue number), issue number (no.#),

Publication date, Page number(s). *Database*, DOI/URL

Examples:

Case, T. A., Daristotle, Y. A., Hayek, S. L., Smith, R. R., & Raash, L. I. (2011). College students'

social networking experiences on Facebook. *Journal of Applied Developmental*

Psychology, 3(2), 227-238. https://doi.org/10.1016/j.appdev.2008.12.010

Langhamer, Claire. (2007) Love and courtship in mid-twentieth-century England. *Historical Journal*, vol.

50(1), 173-196. *ProQuest*, http://doi.org/10.1017/S0018246X06005966

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic

model of child language development. *Psychological Review*, 126(1), 1-51.

https://doi.org/10.1037/rev0000126

NOTE The database isn't necessary to list if the source is accessible elsewhere, such as a newspaper article.

Provide the name of the database if the source is a limited circulation, such as dissertations or manuscripts.

Journal, Magazine, or newspaper article without a DOI or a print version

Author. (Year). Article Title. *Journal Title*, volume number (issue number), issue number (no.#),

Publication date, Page number(s). *Database*, DOI/URL

Examples:

Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76(10. 26-33.

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. Chicago
Tribune.

NOTE Database information and URL are not required.

Dictionary, Thesaurus, and Encyclopedia Entry with No Defined Author

Group Author or Book Title (date). Word entry. In *book/website title.* Retrieval date, from URL

Example:

Merriam-Webster. (n.d.) Self Report. In *Merriam-Webster.com dictionary*. Retrieved July 12, 2019, from

    https://www.merriam-webster.com/dictionary/self-report

NOTE If the source is an online dictionary, thesaurus, or encyclopedia that is constantly being updated, use (n.d.)

instead of the date of publication. For print versions or static versions of the book, a publication date can be

provided.

YouTube/Online Video

Person or group who uploaded the content. (upload date) *Name of Video* [Video]. URL

Example:

University of Oxford (2018, December 6) *How do geckos walk on water?* [Video]. YouTube.

    https://youtu.be/qm1xGfOZJc8

NOTE If the author and uploader are the same person, list them as the author and don't include "uploaded by". Click on the
"Share" button and copy the short URL, rather than copying from the address bar on your browser.

Newspaper or Magazine Article

Author. (Year, month date). Article Title. *Name of Article or Magazine Title,* Page number(s). DOI/URL

Example:

Hess, A (2019, January 3). Cats who take directions. The New York Times.

    https://www.thenewyorktimes/cats-who-take-direction

NOTE DOI or URL only required if online newspaper or magazine.

Webpage on a News Website

Author or name of group. (date of publication). *Title of work*. *Site Name*

Example:

Lundman, Susan. (2015, July 6) How to Make Vegetarian Chili. *eHow,*

https://www.ehow.com/how_10727_make-vegetarian-chili.html

Webpage on a Website with a Group Author

Group name. (date of publication). *Title of work*. Site name. URL

Example:

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety*.

https://www.cdc.gov/flu/about.htm

NOTE When the author and site name are the same omit the site name from the reference.

Tweets and Social Media

Author [username]. (date) *Content of the post up to first 20 words*. Site Name. https://xxxxxx

Example:

Badlands National Park [@BadlandsNPS]. (2018, February 26). *Biologists have identified more*

than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet].   Twitter.

https://twitter.com/BadlandsNPS/status/987778868899

Podcast

Host or Producer Name. (Job Title). Title of episode [Audio podcast]. Title of Podcast. URL

Example:

Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR.

https://www.npr.org/series/778890

NOTE List the host as the author unless the host is unknown. Include the role in parenthesis.

Song or Track

Artist. (release date). Song name [Song]. On *album*. Production Company, Location.

Example:

Beyoncé. (2016). Formation [Song]. On *Lemonade*. Parkwood; Columbia.

APA Resources

- **Purdue OWL:** https://owl.purdue.edu/owl/purdue_owl.html

- **Knightcite:** https://www.calvin.edu/library/knightcite

    o USE WITH CAUTION AND DOUBLE-CHECK EVERYTHING

- **The Tutoring and Learning Center Writing Lab:** www.lsc.edu/TLCBOOKINGS

    o Drop in or make an appointment

Reference copies of the APA 7th Edition Guides are available in Erickson Library and The Tutoring and Learning Center.

Reference List

American Psychological Association. (2020). *Concise guide to APA Style* (7th ed.). https://doi.org/10.1037/0000173-000