APA the Easy Way: Formatting
Thursday, January 22, 2015, 8:00 PM ET
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Kaplan University Writing Center

Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p6yo5j2w3ev/
Agenda

• APA
• General manuscript guidelines
• Title page
• Abstract
• Discussion
• Headings and subheadings
• In-text citations
• Reference list
• Resources
APA stands for American Psychological Association, which publishes *The Publication Manual of the American Psychological Association*, currently in the 6th edition. While APA style is used mostly in the social and behavioral sciences, it’s the default standard at Kaplan.

APA generally refers to two things: format (or the way a paper looks) and citation style (or the way a writer acknowledges the use of outside resources).

The APA web site contains helpful tutorials and a style blog. If you cannot find the information you need within the Writing Center, try the APA Style Blog. You’ll probably find the information you need!

This workshop will focus on format, while the third in the three-part series will feature advance citation issues.
General Manuscript Guidelines

1. Title page
2. Discussion
3. Reference list if research used

Every APA paper has two parts -- a title page and discussion pages. If research sources are used, the paper must also contain a reference list.

The title page identifies the names of the composition, writer, and university. It also includes a header with title and page number.

The discussion is the body of the paper.

A reference list identifies all sources cited in the discussion and appears on a separate page at the end.
General Manuscript Guidelines

1. Headers
2. One-inch margins
3. Standard 12-point font
4. Double-spacing
5. Title, discussion, and reference list pages

If you have ever wondered why formatting matters, it’s really quite simple: writers want to make reading easy for their readers. These general guidelines, which apply to all three parts of an APA paper, make reading easy.

A header appears at the top of every page to identify the paper’s title and page number. In a moment, we will look at APA headers.

Margins of one inch on all four sides provide enough white space for reading and printing. Microsoft Word generally is pre-set for these margins, so you do not have to adjust them (unless you have an old version of the program).

Research has shown that Left Aligned text standard font in 12-point size is generally the easiest to read. Times New Roman and Arial are standard fonts and often preferred or required by an assignment.

To double-space text correctly throughout your composition, go to the Paragraph menu and select Double under Line Spacing. Do this when you create the document, as creating format is much easier before word-processing than it is after completing your work.

The title, discussion, and reference pages follow certain guidelines as explained in following slides.
Title Page

- Header: Running head: TITLE OF COMPOSITION on the left and the page number on the right
- Use MS Word’s “Header” feature to insert header
- From top of page, click “Enter” about 7 times and type title of paper, your name, and school affiliation

The header runs along the top, spanning the width of the page. On the title page, it includes Running head: TITLE OF PAPER (in all caps) at the left and the page number at the right. The header is made with Microsoft Word’s special tool that will automatically place it correctly on the page. This tutorial demonstrates how to create a correct APA title page: [title page video](#)

Just above the middle of the page, word-process the composition title (follow standard capitalization rules), the author’s name, and the university name.

If a professor asks you to add information, for example the name of the course, make sure you follow those directions even if they contradict APA standard style.
Abstract

- Abstract used only if required
- Separate page between title page and discussion
- Brief summary of essential information in one or two paragraphs
- Abstract as title centered on first line in plain font
- No paragraph indentation
Discussion

- “Running head:” removed from header
- Essay title in header in ALL CAPS
- Composition title centered on the first discussion page
- Double-spacing with no extra spaces
Headings and Subheadings

Use only if required by professor or assignment directions!

• Section labels in long papers like graduate theses
• APA uses 5 levels
  Level 1: Centered, **Boldface**, Major Words Start with Capital Letters
  Level 2: Far Left, **Boldface**, Major Words Start with Capital Letters
  Level 3: Indented, **boldface**, only first letter of first word capitalized, ends in period.
  Level 4: *Indented, boldface, italicized, only first letter of first word capitalized, ends in period.*
  Level 5: *Indented, italicized, only first letter of first word capitalized, ends in period.*

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  Level 5: *Indented, italicized, only first letter of first word capitalized, ends in period.*
In-text Citations

- Period *after* the citation when citation ends sentence (not before and not before and after)

  APA requires writers to consult resources carefully (Clements, 2011).

There are two different kinds of citations: those found in the discussion or body of the paper (called in-text citations) and those in the reference list at the end of the paper. The in-text citation is a short version that corresponds to the long or complete citation in the reference list.
In-text Citations

- URL *not* an in-text citation

  **Incorrect:** While APA can be confusing, with more experience, the process gets easier (http://apaeasy.net).

  **Correct:** While APA can be confusing at first, with more experience, the process gets easier (Clements, 2011).

The use of a URL as a citation can confuse the reader. If you remember that the purpose of a citation is to name the author or title of the referenced work, you will see that a URL cannot serve that purpose. APA citation is always a name/date system. A URL shows neither.

Use of a URL as a citation is one of those things that can drive professors crazy. You will want to remember that *no citation is ever a URL.*
In-Text Citations

- Quotation of 40 words or more in block format
  - Quotation marks removed
  - Quotation indented additional half-inch from left.
  - Period at the end of quotation, not after the citation
  - Long quotations used sparingly, if at all.

Please remember that long quotations of this kind can actually detract from your writing and puzzle the reader, who will wonder what is important in the quotation. In general, it’s advisable to avoid block quotations, especially in short papers of ten pages or fewer.
In-Text Citations

Block quotation example

FDR was a strong president in tough times, but what many don’t realize is the impact his wife, Eleanor, had on his decision making.

Much was written about the fact that FDR broke Herbert Hoover’s written-questions-only rule for White House press conferences. He did that two days after Eleanor, in the first of a series of first-lady news conferences, fielded unwritten questions from female reporters. (Lord, 2003, p.12)

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Reference List

- Separate page titled References
- Alphabetical order by authors’ last names (or titles if there are no authors)
- Double-spacing without extra lines between citations
- Hanging indents
- Citations varied according to source type
- Two or more works by the same author in publication order


A hanging indent is used to make each citation stand out. The first line of each citation is aligned left while the second and following lines are indented one-half inch. Do not try to do this with the Enter and Spacebar keys. Let Microsoft Word create the hanging indent through the Paragraph menu. Under Indentation and Special, choose Hanging. The program will then create the correct format.

The content of a citation is determined by its type. A journal article and a blog post, for example, have slightly different requirements. What’s important to remember, however, that citation is always a name/date process, so the writer always looks for the same kinds of information: who (author), when (publication date), what (title), and where (means of access).
Reference List

- For book or article title, first letter of first word, proper nouns and proper adjectives, and first word after colon capitalized
- For newspaper or journal title, first and all important words capitalized (standard capitalization).


Capitalization and punctuation of titles in reference citations is quite unusual, as shown in this slide and as explained in the KUWC tutorial Common Citations in APA.

Please note that a journal URL is used only if it takes the reader to the homepage of the journal; otherwise, there will be no URL for a journal article.
Reference List Example

This slide shows an example of a reference list.

Please note alphabetical order by author (or title if there is no author) and the hanging indentation.

A hanging indent is used to make each citation stand out. The first line of each citation is aligned left while the second and following lines are indented one-half inch. Do not try to do this with the Enter and Spacebar keys. Let Microsoft Word create the hanging indent through the Paragraph menu. Under Indentation and Special, choose Hanging. The program will then create the correct format.

You will find the directions here: reference list video.
Resources

- Title page video
- Reference list video
- Common Citations in APA
- Official APA tutorial on style basics

Writing Center Formatting Resources

- Title page video
- Reference list video
- Common Citations in APA
- Official APA tutorial on style basics
Connect with the KUWC’s new public webpage. You can actually Google and find this page. This is also a great way for you to stay connected to the KUWC through Facebook and Twitter. Many of our resources are here as well.
Contact Information
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Robley M. Hood rhood@kaplan.edu

Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshop page after the workshop.

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