



MERRIMACK COLLEGE

APA Style

Basic Documentation Style Guidelines

Merrimack College Writing Center

APA Overview

- American Psychological Association (APA)
- Guide established in 1928
 - Guide first published in 1929
 - Guide is in its 6th edition (2010)
 - Used in Social Sciences, Education, Business, Health Sciences, Nursing, Social Work...most disciplines where **time** is an important factor
 - Focuses on the editor as reader
- Knowledge Pattern:

Who? (When)? What? Where?



Document Overview

- APA double-spaces everything, and does not allow for extra spaces between paragraphs
 - Remove <Spacing After> in the <Format -> Paragraph> dialogue box.
- When using APA for publishing, always defer to journal expectations. They may use variants of APA style.



Title Page (Header Components)

- Header (Upper left corner)
 - Running head: TITLE
 - The words “Running head:” appear in the title page header **only**. Use the <Different First Page> feature to set other headers first before doing this one The title should be the header on all other pages.
 - The title is an abbreviated version of the full title, in all capital letters
- Header (Upper right corner)
 - Page number



Title Page (Body Components)

- Required elements (double spaced, upper half of the page)
 - Full title (12 word max)
 - Author names (see *APA 6e*, p.24, for formatting options)
 - Institutional Affiliation
- Optional elements
 - Professor name (with required elements)
 - Date (with required elements)
 - Author's Note (see *APA 6e*, p.24, for content requirements) *this is generally for editorial use*



Title Page Sample

Running head: OSELTAMIVIR AS ANTIVIRAL FOR INFLUENZA

1

Antiviral Effects of Orally Bioavailable Oseltamivir Derivatives
against Various Influenza A2 Strains

Anne Example

The University of Texas at Arlington College of Nursing and Health Innovation

American Psychological Association. (2009). The publication process. In *Publication manual of the American Psychological Association* (pp. 225-243). Washington, DC: Author.



Abstract

- May be optional (check journal guidelines or faculty expectations)
- Brief comprehensive summary
- Ensure that the abstract is accurate, non-evaluative, coherent, readable, and concise (see *APA 6e*, p.26, for descriptions)
- One paragraph, 150-250 words maximum (word limit varies from journal to journal)
- Occupies page 2 of the paper
- Labelled “Abstract” (no quotation marks), centered, top of page
- If there is an Abstract, the paper begins on page 3



Headings

APA Headings

Headings provide an outline of your writing to the reader. Not all papers should include headings. Check with your professor before including headings in your papers to make sure that headings are appropriate for the specific paper you are writing.

The main thing to remember about headings is that if you have one heading at a specific level, you must have at least one more. For instance, you would not label a part of your experiment Part I if there is no Part II. Make sense?

Level of Heading	How to Format
Level 1	Centered, Boldface, Upper & Lowercase Paragraph begins here
Level 2	Flush Left, Boldface, Upper & Lowercase Paragraph begins here
Level 3	Indented, boldface, lowercase paragraph heading that ends with a period. Paragraph begins here.
Level 4	<i>Indented, boldface, italicized, lowercase paragraph heading that ends with a period.</i> Paragraph begins here.
Level 5	<i>Indented, italicized, lowercase paragraph heading that ends with a period.</i> Paragraph begins here.

Publication Manual of the American Psychological Association, 6th ed. (2010), p.63



In-Text Citation

- Integration of another person's ideas into your text
- 4 ways: paraphrase, summary, synthesis, and quotation
- APA prefers paraphrase, summary, and synthesis (especially the last two)
- Always signal transitions into someone else's ideas



Citation Strategy--Paraphrasing

- Who? (When)? What? Where?
- Paraphrase short passages (put the ideas in your own words)
- Sample signals and citations
 - Rogers and Stark (2015) argue that... (p.42).
 - According to Rogers and Stark (2015), ... (p.42).
 - Paraphrase first... (Rogers & Stark, 2015, p.42).
- (para. #) may be used when there is a web source with no page numbers.



Citation Strategy--Summarizing

- Who? (When)? What? Where?*
- Summarize the main points of the source, or section of a source (put the ideas in your own words)
- Sample signals and citations
 - Rogers and Stark (2015) argue that....
 - According to Rogers and Stark (2015),
 - Summary first... (Rogers & Stark, 2015).

*A summary captures content from many pages, so a “where” is impossible.

Citation Strategy--Synthesizing

- Who? (When)? What? Where?*
- Synthesize the main points of several sources, capturing their commonalities (put the ideas in your own words)
- Sample signals and citations
 - Studies (Rogers and Stark, 2015; Strange, 1997) argue that
 - Alphabetical order, regardless of date
 - Synthesis first... (Banner, 2007; Rogers & Stark, 2015).

*Synthesis captures content from many sources, so a “where” is impossible.



Citation Strategy--Quotation

- Who? (When)? What? Where?
- Quote short passages ONLY if
 - you are analyzing the words, or
 - the words are irreplaceable
- Sample signals and citations
 - Rogers and Stark (2015) write “...” (p.42).
 - According to Rogers and Stark (2015), “...” (p.42).
 - Transition, then “quote” (Rogers & Stark, 2015, p.42).



Documentation Overview

- Refers to the “References” list at the end of the paper
- The List
 - is labeled References (centered, no font changes)
 - starts at the top of a new page
 - continues page numbering from the last page of text
 - is alphabetical (by Authors last name)
 - is double spaced
 - Uses a hanging indent for each reference (1/2 inch – can be formatted from the Paragraph dialog box in MS Word)
- *APA 6e* p. 49 & 180



Documenting Authors

- One Author:
Barnum, P. T. (2004).
- Two Authors:
Holmes, S. & Watson, J. (1999).
- Three to Seven Authors
Granger, H. J., Weasley, R. B., Potter, H. J., & Rowling, J. K. (2005).
- More than Seven Authors
Rogers, S., Romanov, N., Strange, S., Quill, P., Stark, T., Banner, B., ...
Lee, S. (2002).

- Same author? List by Year (oldest-newest).
- Same year? Alphabetize by source title and add a letter to the year (1984a).

APA 6e p.174-6



Documenting Books

Model:

Author, A. A., & Author, B. B. (Date of publication). *Title of book*. City, ST: Publisher.

Sample:

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston, MA: Houghton Mifflin.

- Publishers do not need Co. Ltd., etc.
- Title of book/publication is in italics

APA 6e, p.202-5

Documenting Edited Collections

Model:

Author, A. A., & Author, B. B. (Eds.). (Date of publication). *Title of book*. City: Publisher.

Model for an essay in an edited collection:

Author, A. A., & Author, B. B. (Date of publication). Title of article. In A.A. Author (Ed.), *Title of book* (pp. ## - ##). City: Publisher.

Sample:

McCabe, S. (2005). Psychopharmacology and other biologic treatments. In M. A. Boyd (Ed.), *Psychiatric nursing: Contemporary practice* (pp.124-138). Philadelphia: Lippincott-Williams and Wilkins.

- Title of book is in italics

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.



Documenting Journals

Model:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Periodical*, volume number(issue number if available), page numbers.

Sample:

Koch Jr., R. T. (2006). Building connections through reflective writing. *Academic Exchange Quarterly*, 10(3), 208-213.

APA 6e, p.198-9

- Title of periodical in Italics

APA formatting and style guide – The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.english.purdue.edu/owl/resource/560/01/>



Documenting Online Journals

Journals listed on databases no longer require a retrieval date or a url if a print copy of the journal exists. In this case treat source like a print version (previous slide).

Strictly online journals will require either a url or (more favorably) a DOI.

DOI (Digital Object Identifier) Sample:

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8, 201-230. doi:00000000/00000000000000

URL Sample:

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555. Retrieved from <http://www.address.com/entire/address>

APA formatting and style guide – The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.english.purdue.edu/owl/resource/560/01/>



Documenting Websites

Model for an authored document that is a whole site:

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

Model for an authored page/article from a site:

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Retrieved from <http://www.someaddress.com/full/url/>

Sample (no author, article found on resource website):

Nebraska school nurse honored during 100th Anniversary Celebration. (2007). Answers4Families. Retrieved from <http://nncf.unl.edu/nurses/info/anniversary.html>

No Author? List page title or article title first. No page title? List site title. No Date? Use (n.d.). The less you have, the more you should consider an alternate source.

APA 6e, 214-5

APA formatting and style guide – The OWL at Purdue. (2007). Purdue University Online Writing Lab. Retrieved October 01, 2007, from <http://owl.english.purdue.edu/owl/resource/560/01/>



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American Psychological Association. (2009). The publication process. In *Publication manual of the American Psychological Association* (pp. 225-243). Washington, DC: Author.

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Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved from http://acadweb.snhu.edu/documenting_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase

Homepage: APA style. (2007). American Psychological Association. Retrieved from <http://apastyle.apa.org>

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

Quoting, paraphrasing, and summarizing. (2004). Purdue University Online Writing Lab. Retrieved from http://owl.english.purdue.edu/handouts/research/r_quotprsum.html



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