

# *APA Formatting and Style Guide*

Purdue OWL staff

Brought to you in cooperation with the Purdue Online Writing Lab

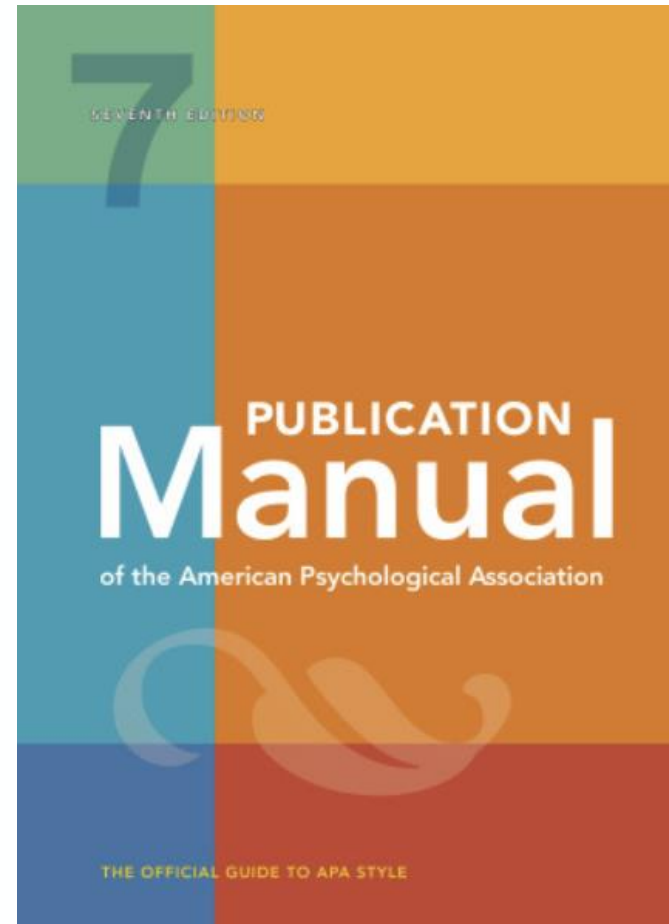


Purdue OWL®

# *What is APA Style?*

The American Psychological Association (APA) citation style is the most commonly format for manuscripts in the social sciences:

1. APA regulates
2. Stylistics
3. In-text citations
4. References



# Point of View



**Use first-person pronouns when describing your own work**

- Example: *“We conducted an experiment...”*
- Clear, direct, avoids unnecessary wording.



**Avoid referring to yourself in the third person**

- Example: *“The authors conducted an experiment...”*
- Can sound awkward and less transparent.



**Why?**

Promotes clarity and precision.

Helps readers easily identify who is responsible for the work.

Aligns with APA’s preference for straightforward, bias-free language.

# ***Voice***

- Use **active voice** when stressing the actions of the research:
  - ✓ “We **asked** participants questions.”
  - ✗ “The participants **have been asked** questions by the researchers.”
- Use **passive voice** when stressing the recipient or object of the action:
  - ✓ “The tests were inconclusive.”
  - ✗ “We found the tests inconclusive.”

## **When Passive Voice Works**

- When the **recipient/object** is more important than the actor:
  - “*The interviews were recorded.*”
  - Keeps the focus on the **interviews (object/recipient)** rather than on the researcher.



# *Language*

Language in an APA paper should be:

- **Clear:** Be specific in descriptions and explanations.



- **Concise:** Condense information when you can.



- **Plain:** Use simple, descriptive adjectives and minimize figurative language.



# *Types of APA Papers*



## **Literature Review**

Summarizes, analyzes, and synthesizes existing research on a topic.



## **Experimental / Empirical Paper**

Reports original research (e.g., methods, results, discussion).



## **Theoretical Paper**

Examines existing research to develop new theories or expand on concepts.



## **Methodological Paper**

Presents new methods, tests existing ones, or discusses methodological approaches.

If your essay does not fit any of the above, consult your instructor

# *The Literature Review*

- Summarizes scientific literature on a particular research topic.
- While the APA Publication Manual does not require a specific order for a literature review, a good literature review typically contains the following components:
  1. Introduction
  2. Thesis Statement
  3. Summary and Synthesis of Sources
  4. List of References

# *Quantitative Articles*

- Report quantitative research, which uses **empirical** and **numerical information** often analyzed through **statistical means**.
- Quantitative articles include:
  1. Title Page
  2. Abstract
  3. Introduction
  4. Method
  5. Results
  6. Discussion



# *Qualitative Articles*

Report qualitative research, which uses **scientific practices** to learn more about **human experiences** that **cannot be numerically quantified**.

- Qualitative articles include:
  1. Title Page
  2. Abstract
  3. Introduction
  4. Method
  5. Findings/Results
  6. Discussion

# *General APA Format*

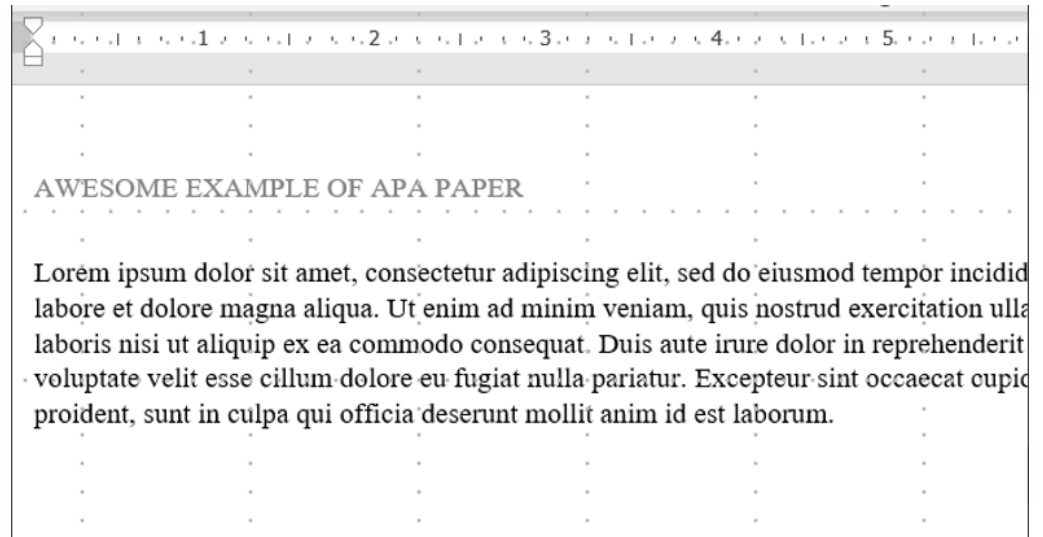
Your essay should be:

1. Typed
2. Double-spaced
3. Have 1" margins
4. Use 10-12pt. standard font (ex. Times New Roman)
5. Printed on standard-sized paper (8.5" x 11")

# General APA Format

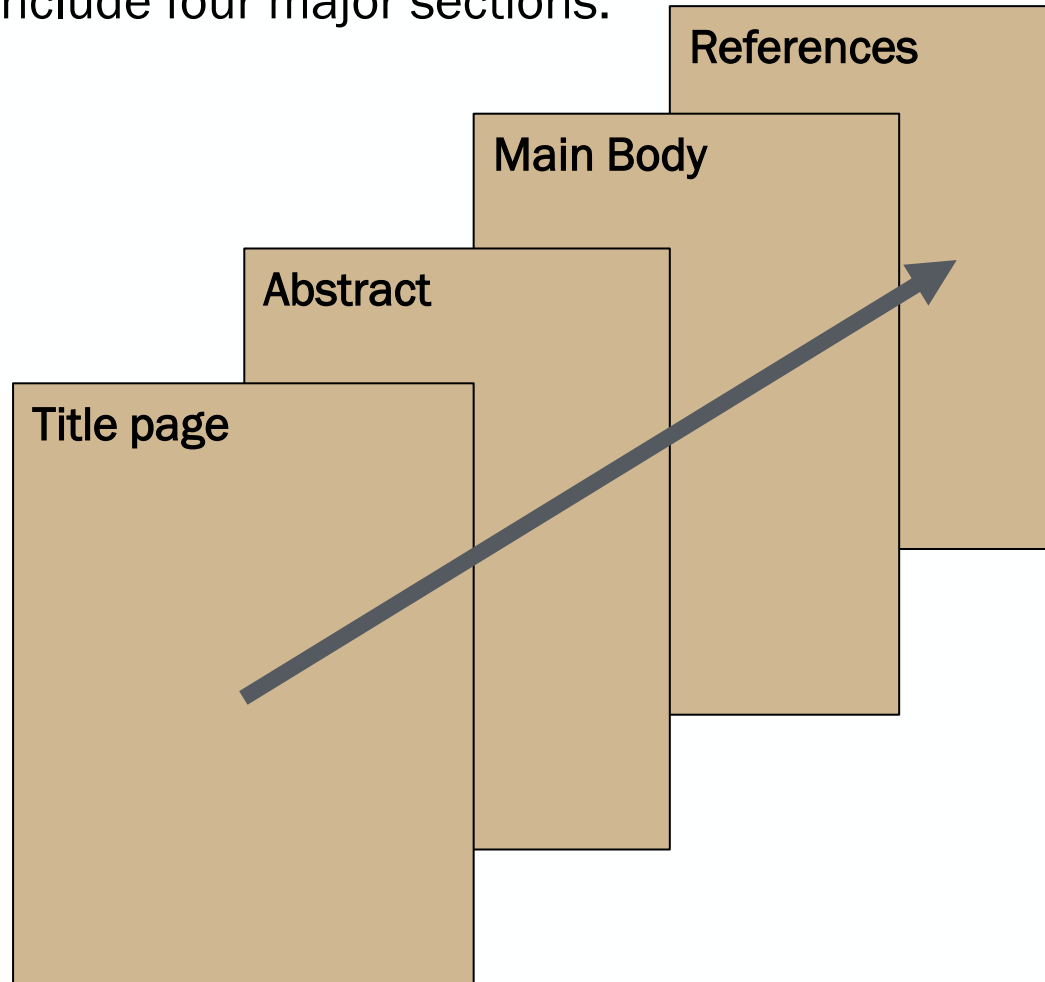
Every page of your essay should include:

- The page number in the upper right
- If the text is a professional paper, a page header (shortened title in all caps) should appear in the upper left-hand corner.
- If the text is a student paper, a running head is not required.



# *General APA Format*

- Your essay should include four major sections:



# *Types of APA Papers*

- Note that APA 7 has slightly different formatting rules for **professional** and **student** papers:
  - Professional papers are those intended for academic/commercial publication
  - Student papers are those written for credit in a course.
- Most of these differences extend to the **title page** and the **running header**.
  - On the next few slides, we've noted these differences where appropriate.

# *Title Page: Student Paper*

Page header: Student papers contain no running head. Simply insert a page number flush right.

1

Title (in the upper half of the page, centered)

**Branching Paths: A Novel Teacher Evaluation Model for Faculty Development**

Name (no title or degree), academic department, course, instructor, and date

James P. Bavis and Ahn G. Nu

Department of English, Purdue University

ENGL 101: Course Name

Dr. Richard Teeth

Jan 30, 2020

# *Title Page: Professional Paper*

Page header: Insert header. Type short form of title. Flush left in all capitals and add page number flush right.

Title (in the upper half of the page, centered), followed by name (no title or degree) and affiliation (university, etc.)

A NOVEL TEACHER EVALUATION MODEL

1


## **Branching Paths: A Novel Teacher Evaluation Model for Faculty Development**

Kim A. Park,<sup>1</sup> James P. Bavis,<sup>1</sup> and Ahn G. Nu<sup>2</sup>

<sup>1</sup>Department of English, Purdue University

<sup>2</sup>Center for Faculty Education, Department of Educational Psychology, Quad City University

### **Author Note**

Kim A. Park  <https://orcid.org/0000-0002-1825-0097>

James P. Bavis is now at the MacLeod Institute for Music Education, Green Bay,

WI. We have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Ahn G. Nu, Department of Educational Psychology, 253 N. Proctor St., Quad City, WA, 09291. Email: [agnu@quadcityu.com](mailto:agnu@quadcityu.com)

# *Title Page: Professional Paper*

A NOVEL TEACHER EVALUATION MODEL

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## **Branching Paths: A Novel Teacher Evaluation Model for Faculty Development**

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Author Note may contain links to ORCID iDs, any affiliation changes, special disclosures or acknowledgments, and/or contact info for the corresponding authors. Each item should be on a separate line. Omit any items that are irrelevant.



# ***Abstract Page***

- For abstracts, write a 150- to 250-word summary of your paper in an accurate, and concise manner.
- Page header continues on all the subsequent pages for **professional papers** only.
- **Student papers** contain only the page number.
- For abstracts:
  - The title needs to be centered and bolded at the top of the page.
  - Follow the abstract with a short list of keywords.

## **Abstract**

A large body of assessment literature suggests that students' evaluations of their teachers (SETs) can fail to measure the construct of teaching in a variety of contexts. This can compromise faculty development efforts that rely on information from SETs. The disconnect between SET results and faculty development efforts is exacerbated in educational contexts that demand particular teaching skills that SETs do not value in proportion to their local importance (or do not measure at all). This paper responds to these challenges by proposing an instrument for the assessment of teaching that allows institutional stakeholders to define the teaching construct in a way they determine to suit the local context. The main innovation of this instrument relative to traditional SETs is that it employs a branching "tree" structure populated by binary-choice items based on the Empirically derived, Binary-choice, Boundary-definition (EBB) scale developed by Turner and Upshur for ESL writing assessment. The paper argues that this structure can allow stakeholders to define the teaching construct by changing the order and sensitivity of the nodes in the tree of possible outcomes, each of which corresponds to a specific teaching skill. The paper concludes by outlining a pilot study that will examine the differences between the proposed EBB instrument and a traditional SET employing series of multiple-choice questions (MCQs) that correspond to Likert scale values.

*Keywords:* college teaching, student evaluations of teaching, scale development, EBB scale, pedagogies, educational assessment, faculty development

## *Main Body (Text)*

- Number the first text page as page number 3.
- Center and bold the (full) title of the paper at the top of the page.
- Type the text double-spaced with all sections following each other without a break.
- Identify the sources you use in the paper with either narrative citations or parenthetical, in-text citations
- Format tables and figures.

# Reference Page

- For abstracts, write a 150- to 250-word summary of your paper in an accurate, and concise manner.
- Page header continues on all the subsequent pages for **professional papers** only.
- **Student papers** contain only the page number.
- For abstracts:
  - The title needs to be centered and bolded at the top of the page.
  - Follow the abstract with a short list of keywords.

## References

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
- American Association of University Professors. (n.d.) Background facts on contingent faculty positions. <https://www.aaup.org/issues/contingency/background-facts>
- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#Xfpdmv2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
- Armstrong, J. S. (1998). Are student ratings of instruction useful? *American Psychologist*, 53(11), 1223–1224. <http://dx.doi.org/10.1037/0003-066X.53.11.1223>
- Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>
- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in

# *Main Body (Text)*

- Invert authors' names (last name first, followed by initials).
  - Example: "Smith, J. Q."
- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
  - Example: The perfectly formatted paper: How the Purdue OWL saved my essay.

## *Reference: Basics*

1. Capitalize all major words in journal titles.
2. Italicize titles of longer works such as books and journals.
3. Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Adhani, R., Sholihah, Q., & Yusuf, A. (2018). Relationship knowledge and attitude about fast food with obesity on teenagers. *Journal of Economic & Management Perspectives*, 12(1), 459-463.

# *Making the Reference List*

APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

1. Identify the type of source: Is it a book? A journal article? A webpage?
2. Find a sample citation for this type of source:
  - Check a textbook or the OWL APA Guide:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa7\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa7_style/apa_formatting_and_style_guide/general_format.html)
3. “Mirror” the sample.
4. Make sure that the entries are listed in alphabetical order and that the subsequent lines are indented (Recall References: Basics).

# *In-text Citations: Page Numbers*

- If the source you're citing includes page numbers, add that information to your citation.
- For a parenthetical citation, the page number follows the year of publication, separated by a comma, and with a lowercase p and a period before the number (p.).
  - Example: Research suggests that the Purdue OWL is a good resource for students (Atkins, 2018, p. 12).
- For a narrative citation, the page number comes at the end of the sentence, once again preceded by a lowercase p and a period (p.).
  - Example: Atkins (2018) suggests that the Purdue OWL is a good resource for students (p. 12).

# *In-text Citations: Quotations*

- **When quoting:** Introduce the quotation with a signal phrase
  - If using the parenthetical citation, include the author, date of publication, and page number at the end of the quotation.
    - **Example:** As scientific knowledge advances, “the application of CRISPR technology to improve human health is being explored across public and private sectors”(Hong, 2018, p. 503).
  - If using the narrative-style citation, include the author’s last name in the signal phrase, with the page number at the end of the quote.
    - **Example:** Hong (2018) stated that “the application of CRISPR technology to improve human health is being explored across public and private sectors” (p. 503).



# ***In-text Citations: Summary or Paraphrase***

Follow the same guidelines for parenthetical and narrative citations when summarizing or paraphrasing a longer chunk of text.

- Parenthetical citation:
  - Example: In one study that consisted of 467 young adults, it was found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media (Berryman et al., 2018).
- Narrative citation:
  - Example: Berryman, Ferguson, and Negy (2018) sampled 467 young adults about their social media use and mental health and found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media.

# *In-text Citations: Signal Words*

- Introduce quotations with signal phrases, e.g.:
  - According to Reynolds (2019), “\_\_\_\_\_” (p. 3).
  - Reynolds (2019) argued that “\_\_\_\_\_” (p. 3).
- Use signal verbs such as:
  - acknowledged, contended, maintained, responded, reported, argued, concluded, etc.
- Use the past tense or the present perfect tense of verbs in signal phrases when they discuss past events.

# *In-text Citations: Works with Two Authors*

When citing a work with two authors:

In the narrative citation, use “and” in between the authors’ names.

- **Example:** According to scientists Depietri **and** McPhearson (2018), “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (p. 96).

In the parenthetical citation, use “&” between names.

- **Example:** When examining potential climate threats, “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (Depietri **&** McPhearson, 2018, p. 96).

# *In-text Citations: Works with Three+ Authors*

When citing a work with three or more authors:

- List the name of the first author + “et al.” in every citation
  - **Example:** Lin et al. (2019) examined how weather conditions affect the popularity of the bikesharing program in Beijing.
  - **Example:** One study looked at how weather conditions affected the popularity of bikesharing programs, specifically the Beijing Public Bikes sharing Program (Lin et al., 2019).

# *In-text Citations: Unknown Author*

When citing a work with an unknown author:

- Use the source's full title in the narrative citation.
  - Cite the first word of the title followed by the year of publication in the parenthetical citation.
    - **Example:** According to “Here’s How Gardening Benefits Your Health” (2018)
    - **Example:** (“Here’s,” 2018)

**Titles:**

- Articles and Chapters = “ ”
- Books and Reports = *italicize*

# *In-text Citations: Group Authors*

When citing a work a group author:

- Mention the organization the first time you cite the source in either the narrative citation or the parenthetical citation.
- If you first mention the group in a **narrative citation**, list the abbreviation before the year of publication in parentheses, separated by a comma.
  - **Example:** “The data collected by the Food and Drug Administration (FDA, 2019) confirmed...”
- If you first mention the group in a **parenthetical citation**, list the abbreviation in square brackets, followed by a comma and the year of publication.
  - **Example:** (Food and Drug Administration [FDA], 2019).

# *In-text Citations: Same Last Name / Author*

When citing authors with the same last names:

- Use first initials with the last names.
  - **Example:** (B. Davis, 2018; Y. Davis, 2020)
- When citing two or more works by the same author and published in the same year:
  - Use lower-case letters (a, b, c) after the year of publication to order the references.
  - **Example:** “Chen’s (2018a) study of bird migration...”

# *In-text Citations: Personal Communication*

When citing personal communication (interviews, letters, e-mails, etc.):

- Include the communicator's name, the fact that it was personal communication, and the date of the communication.

## Narrative citation

- Example: B. E. Anderson (personal communication, January 8, 2020) also claimed that many of her students had difficulties with APA style.

## Parenthetical citation

- Example: One teacher mentioned that many of her students had difficulties with APA style (Anderson, personal communication, January 8, 2020).

**Note:** Do not include personal communication in the reference list.



# *In-text Citations: No Page Numbers*

When citing a text with no page numbers (parenthetical citation), use any of the following four methods:

1. List the heading or section name
  - **Example:** One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section).
2. List the abbreviated heading or section name in quotation marks (if the heading is too long)
  - **Example:** One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, “Health benefits” section).
3. List the the paragraph number
  - **Example:** One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, para. 2).
4. List the heading or section name and the paragraph number
  - **Example:** One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section, para. 2).

# *In-text Citations: No Page Numbers*

When citing a text with no page numbers (narrative citation), use any of the following four methods:

1. List the heading or section name
  - **Example:** Scientist Jaclyn London (2019, Health benefits of kale section) noted that “A cup full of kale can help your body out in a number of ways.”
2. List the abbreviated heading or section name in quotation marks (if the heading is too long)
  - **Example:** Scientist Jaclyn London (2019, “Health benefits” section) noted that “A cup full of kale can help your body out in a number of ways.”
3. List the the paragraph number
  - **Example:** Scientist Jaclyn London (2019, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”
4. List the heading or section name and the paragraph number
  - **Example:** Scientist Jaclyn London (2019, Health benefits of kale section, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”

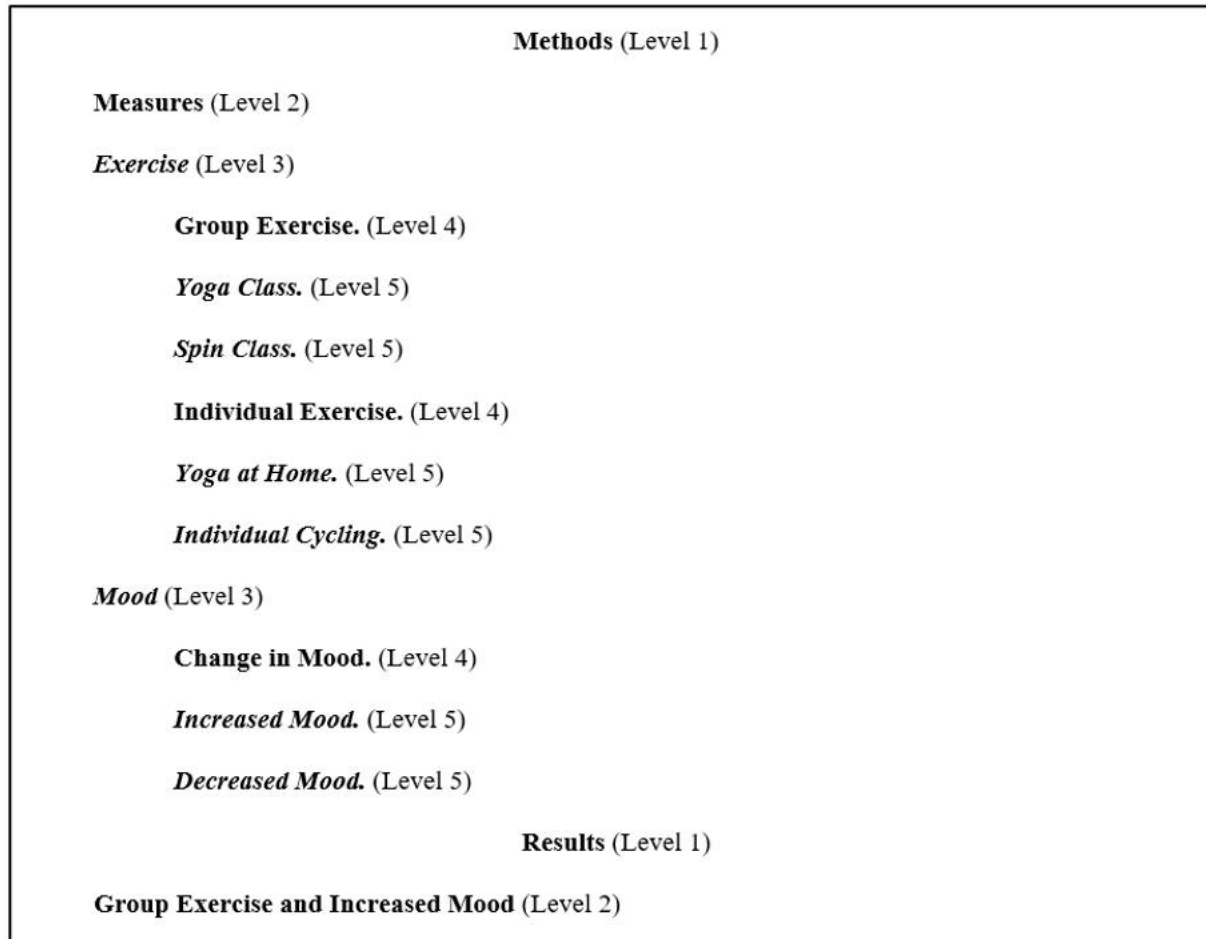
# Headings

APA uses a system of five heading levels (taken directly from the APA Publication Manual, 7<sup>th</sup> edition):

APA Headings	
Level	Format
1	<b>Centered, Bold, Title Case Headings</b> Text begins a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b>Flush Left, <i>Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending with a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i></b> Text begins on the same line and continues as a regular paragraph.

# Headings

Here is an example of the five-level heading system:



# Tables

Label tables with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

Table 1

## *Top 3 NBA Season Leaders 2019*

Team	Points Per Game
Milwaukee Bucks	119.8
Houston Rockets	119.1
Dallas Mavericks	116.8

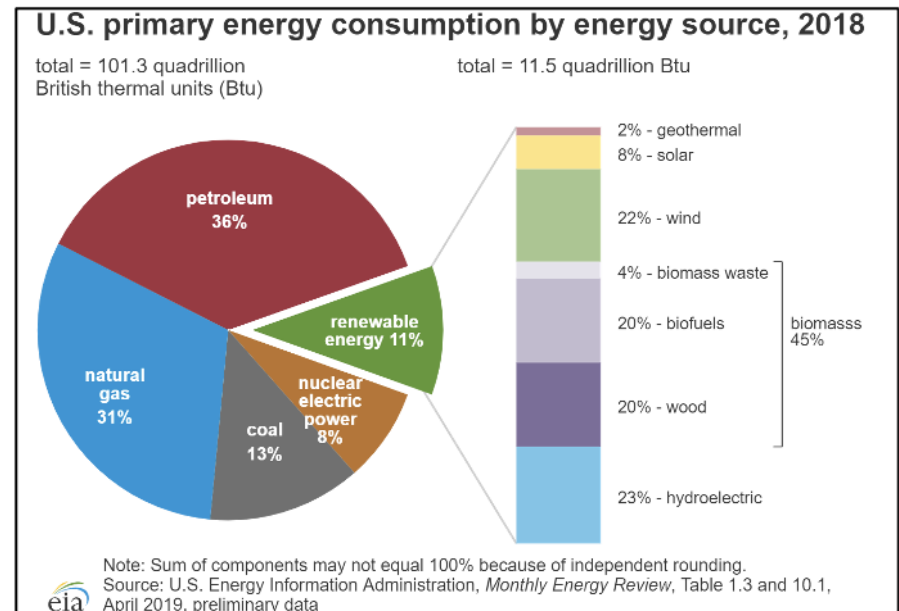
Note: This data was collected on December 31<sup>st</sup>, 2019. Retrieved from <https://stats.nba.com/teams/>

# Figures

- Label figures with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the figure, flush-left and single-spaced.
  - You might provide an additional title centered above the figure.
  - Cite the source in a note below the figure.

## Figure 1

### *US Primary Energy Consumption by Energy Source, 2018*



# *Reference*

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

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