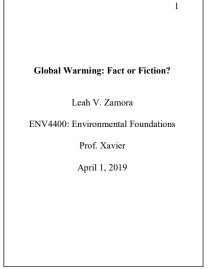# American Psychological Association Style (APA), 7ᵗʰ Edition

BASIC FORMATTING FOR STUDENT PAPERS

1. Font: Times New Roman, 12-point (confirm with your instructor).
2. Margins: One-inch on all sides.
3. Spacing: Double-space all pages, including References.
4. Paragraphs:
   a. Do not right justify or hyphenate words at the end of a line.
   b. Indent the first line using a single press of the *Tab* key.
5. Header: Include page numbers in the upper right corner of all pages.
6. Page Order:
   a. *Title Page:* Center all text and include the title, your name (with a blank line between), the course number and name, your instructor's name, and the assignment due date.
   b. *Abstract: If required*, include this brief summary on a new page.
   c. *Text:* Begin the text of the paper on the next page.
   d. *References:* Include an alphabetical list of reference sources, starting on a new page labeled 'References', at the end of the paper. Use a *hanging indent* for each reference.

* *Always check your assignment for any specific requirements.*

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Global Warming: Fact or Fiction?
Leah V. Zamora
ENV4400: Environmental Foundations
Prof. Xavier
April 1, 2019

Sample title page

CITING ANOTHER PERSON'S WORDS OR IDEAS

APA style uses a combination of *citations* and *references* to show readers where your information came from. Each source that you use in your research is listed at the end of your paper, in the *References* section (see reverse). In order to cite properly, it is helpful to create your reference *first*, using the correct format for the material type.

   Example: Schwartz, R. (2005). Global warming in New Jersey. *New Jersey Journal of Climate Change, 13*(5), 1-22.

Every time you introduce information from a source you must include an *in-text citation* within your paper, using the author-date method.

Quoting
When using an author's words *exactly*, enclose the quoted text in quotation marks ("…"), followed by an in-text citation that includes the author's last name, date, and page number of the quotation. For longer quotes (more than 40 words), the *block quote* method is used.

> "Recent measurements confirm that ozone depletion in the Antarctic has a major impact upon global warming" (Schwartz, 2005, p. 13).

Number of Authors:

What your citation looks like will depend on the number of authors.

1-2 authors:	List each time you cite a source: (Jones & Collins, 2018)
3 or more authors:	Only use the first author's name, followed by et al.: (Jones et al., 2010)
Separate multiple citations within the same parentheses, using a semicolon (;): (Jones & Collins, 2018; Jones et al., 2010)	

Paraphrasing
Paraphrasing incorporates someone's *ideas* into your writing, and is different from just changing a few words. Because the ideas are not your own, you must still cite the source. It is not necessary to include page numbers, but author(s) and date are still required. Notice that the author's name can be outside of the citation, as long as it is clearly associated with the date.

> Schwartz (2005) believes that the major cause of global warming is the increasing depletion of ozone in the Antarctic region.

Remember: Every reference must be cited, and every citation must have a corresponding reference. Otherwise, do not include the source in your paper.
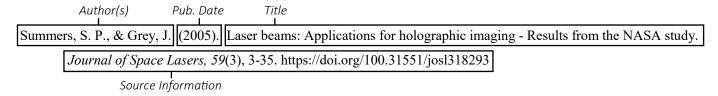
REFERENCES

All works cited in your paper are listed at the end on a separate page with the title *References*. This list includes all the sources (books, articles, etc.) actually cited in the paper (with a few exceptions), and *only* those works cited. References are listed alphabetically by the author's last name, indenting all but the first line by 5-7 spaces (also called a *hanging indent*).

References vary depending on the source type (article, website, etc.), but most will include: *Author*, *Title*, *Date*, and *Source*.

The following example is for a scholarly journal article:

List **authors** in the order they appear in the source, beginning with the last name, followed by initials (for instance, *LastName, F. M.*). Use commas between multiple authors, placing an ampersand (&) before the last author. Sometimes (especially with webpages), an organization is considered the *group author* (examples, *U.S. Census*, *American Psychological Association*, etc.). Follow the final group author with a period, before continuing with the publication date.

For most formats, the **publication date** only includes the year, although magazines and online news sources may include a longer date (ex. 2019, January 22). Enclose the date in parentheses, followed by a period. If no year is available (usually for online sources), use n.d. – for example: American Psychological Association. (n.d.).

The **title** refers to the individual work, such as a book or article title. Capitalize only the first word of the title, the first word of *each part* after punctuation (such as colons, periods, etc.), and proper names (people, places, products, etc.). For instance, in the example above, the first word of each *part* of the title is capitalized, as is *NASA* (a proper name).

Source information will differ depending on source type. See the examples below, check the APA *Publication Manual* (at the Reference Desk), or check other resources on our website (https://www.wpunj.edu/library/citations.html) for guidance.

EXAMPLES:
The following examples represent some common source types that you will need to reference. If you need to create a reference for a source that is not listed below, contact the Reference Desk (973-720-2116 or refdesk@wpunj.edu) to speak with a librarian.

JOURNAL ARTICLE
Duffy, B., Sabatino, S., & Theus, P. T. (2000). Student involvement in customer service evaluation at academic libraries. *American Behavioral Scientist, 44*(1), 31-45. https://doi.org/10.1234/5678-0123.98.7.654

NOTE: A Digital Object Identifier (DOI) is a system for identifying articles online, regardless of where they are available. APA recommends including them, *if available*. Otherwise, they can be omitted.

WEBPAGES
Not every web page includes all of the information needed for the reference. If no author is given, use the hosting organization as the *group author*. Include the full date, when available, otherwise use just the year. If no date is available, use (n.d.). Add the name of the *site* before the URL, unless it is the same as the author. To cite an *entire* website (not a particular page) include the URL (in parentheses) in your paper - do not include it in your *References*.

Griffiths, J., & Gan, N. (2019, January 22). *China confirms Wuhan virus can be spread by humans.* CNN. https://www.cnn.com/2020/01/21/asia/china-china-coronavirus-sars-intl-hnk/index.html

If the page content is likely to change over time, include the date you accessed it, preceded by 'Retrieved':

Malanga, K. (2002). *Assessment of General Education at William Paterson University.* William Paterson University. Retrieved May 12, 2019, from http://www.wpunj.edu/library/malanga.html

BOOKS
Job, A., & Job, K. (2004). *The Brazilian rain forest.* Basic Books.