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.

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.


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).

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:

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Pub. Date</th>
<th>Title</th>
</tr>
</thead>
</table>

Journal of Space Lasers, 59(3), 3-35. https://doi.org/100.31551/josl318293

List authors in the order they appear in the source, beginning with the last name, followed by initials (for instance, Last Name, 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**


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. If no date is available, use (n.d.). Include 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) simply include the URL in the text of your paper (in parentheses) - do not include it in your References.


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


**BOOKS**