APA FORMAT Quick Guide (7th Ed. Revised January 2020)
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This guide briefly describes APA style. It is not a complete guide, so you may need to refer to the publication manual of the American Psychological Association (7th edition).

General Style:

Margins:	Papers should be typed double spaced with 1" margins all around.
Abstract:	Abstracts should be between 150 and 250 words, and are brief, comprehensive summaries of the entire paper. The abstract is page two of your paper and is headed by the centered title: **Abstract**. Text should be aligned on the left with no first line indent.
Keywords:	On the same page as the abstract, spaced down one line and indented, list 4-5 keywords that reflect what the paper is about.
Title page:	Each paper should have a title page with the **title of the paper**, your name, box number, the date (term and year), the name of the instructor, the class for which it was prepared, and the institution's name. All of this should be double-spaced so that the last line is in the center (top to bottom) of the title page.
Running header:	An abbreviated title (no more than 50 characters) should appear in the header (near the top left of the title page) in all upper-case letters. The running head should make sense.
Page numbers:	Number your pages starting with the title page. The page numbers should appear in the upper right hand corner on the same line as the running head on every page.
Writing:	Paragraphs should be at least 3 sentences but less than one page in length. Papers should be error free and grammatically correct. Use inclusive, non-sexist language.
Title:	The body of the paper should start with the title at the top of the page (page 2 or 3, depending on whether or not there is an abstract).

Reference citations in the text:

Recent research suggests that while concrete operational thinking may be inevitable and universal (Bowlby & Ainsworth, 1999), the higher level of formal thought is not (Neimark, 1975). Cross cultural studies suggest the ability to reason from hypotheses (formal operational thought) is not a widespread ability. For example, Kohlberg (1971) has found in Turkey that the … encourages possibility thinking in place of actuality thinking (Cole et al., 1978); while Smith and Jones (1993) suggested just the opposite, agreeing with Smith et al. (2003) that children sometimes….

Notes:
- No footnotes are needed; citations are embedded in text.
- If the author's name is used in the text narrative, the date is added in parentheses, as with Kohlberg in the example above.
- If the author's name is not used in the text, the name and date are in parentheses, as with Neimark above.
- If there are three or more authors, use the first author's last name followed by "et al."
- If a citation is used as a specific example of a general point, use the word "e.g." prior to the reference.
- When you have multiple authors, spell out "and" in the text, but use "&" within parentheses, as with Smith and Jones above.
- The citation is part of the sentence, so the period goes after the citation, as in the first sentence above.
- Parenthetical citations are preferred, so as to keep the focus on the content. Narrative citations may be used if the author of the work is relevant or important, such as when presenting different sides of a debate, as with Kohlberg and Smith & Jones above.

Direct quotations in the text

Piaget (1968) writes "every structure has a genesis" and "genesis emanates from a structure and culminates in a structure" (p. 149). The fact is that we must understand new material through old and often inadequate mental structures. This affects what is learned and how it is understood. Thorson (1981) states,

> The important fact that a divine revelation is that real source of our knowledge does not eliminate the purely epistemological problems of communication, interpretation, and comprehension, nor does it impart a special status or rational certainty to our knowledge itself. We walk by faith: the truth is divine but is held by earthen vessels, human and fallible. (p. 132)

Without additional cognitive processes, assimilation would ....

Notes:
- Page numbers for the quotation follow the quote in parentheses. Use "p." not "pg.".
- Quotations fewer than 40 words are incorporated into the text using double quotation marks to set the quote off from the rest of the text.
- Quotations more than 40 words are displayed in a separate block.

- Block quotations are started on a new line, double spaced, and the whole block is indented five spaces.
- Quotation marks are not used with a block quotation.
- Use double quotation marks to indicate any quotations within your block quotation.
- If a comma is needed, place it within the closing single or double quotation marks.
- Place other punctuation marks inside quotation marks only when they are part of the quoted material.
- The citation itself is not part of the quote, so place the end-quote before the citation; place the period after the citation because it is part of the sentence.
- In a block quote, the citation is after the final punctuation mark.

Reference List

Include a list of all of your references at the end of the paper. The page should have the centered title "References" and consist of an alphabetical listing of all the sources referred to in your paper. Any publication cited in the paper should be on the list, and everything on the the list should be cited in the paper.

1.   The following format is used for journal articles:

Silver, N., & Slater, M. D. (2019). A safe space for self-expansion: Attachment and motivation to engage and interact with the story world. *Journal of Social and Personal Relationships*, *36*(11–12), 3492–3514. https://doi.org/10.1177/0265407519826345

Notes:
- Use a hanging indent.
- First names are not given, only initials.
- The date is in parentheses after authors.
- Only the first letter of the article title is capitalized. If there is a colon in the title, the first word after the colon is also capitalized.
- The journal name and volume number are italicized, but the issue and page numbers are not.
- Regardless of whether you accessed the journal through an online database or in print, you should add the DOI if available. Do not put a period at the end of the DOI and leave the links live, blue, and underlined. Use crossref.org/simpletextquery to find DOIs quickly and easily.
- If the DOI is not available AND you accessed the article electronically, include the journal homepage URL. Do not put a period at the end of the URL. You may need to do a quick internet search using the name of the journal. Do NOT use a database URL (anything that refers to EBSCOhost or George Fox in the link).
- If you accessed the article in print and no DOI is available, you don't need to include additional information. 00

2. The following format is used for authored books (the entire book is written by one person, even if you only used one chapter):

Watson, M., & Ecken, L. (2019). *Learning to trust: Attachment theory and classroom management.* Oxford University Press. https://doi.org/10.1093/oso/9780190867263.003.0002.

Honoré, C. (2008). *Under pressure: Rescuing childhood from the culture of over-parenting* [Audiobook]. HarperOne.

Notes:
- First names are not given, only initials.
- Year of publication is in parentheses after the author name(s).
- The book title is in italics and only the first word is capitalized.
- If the book was accessed electronically, include retrieval information (DOI or URL).

3. The following format is used for edited books (each chapter is written by a different author and an editor compiled it):

Misca, G., & Smith, J. (2014). Mothers, fathers, families and child development. In A. Abela & J. Walker (Eds.), *Contemporary issues in family studies: Global perspectives on partnerships, parenting and support in a changing world.* (pp. 151-165). Wiley-Blackwell. https://doi.org/10.1002/9781118320990.ch11

Notes:
- The chapter title is not italicized and only the first word is capitalized
- The first initial comes before the last name for book editors
- Chapter pages are included in parentheses after the book title
- Be careful to cite the author in the text, not the editor.

Primary sources vs. Secondary sources
Primary sources are those that *originally* reported findings or provided definitions you found in a different source (another article or textbook). In this case, another article or textbook is a secondary source.

In the text, you should name the primary (original) work and give a citation for the secondary source. In the reference list, name the secondary source (the one that you actually read). The original source will not be listed on the reference list at the end of the paper.

Example:
In text: Seidenberg and McClelland's study (cited in Coltheart, Curtis, Atkins, & Haller, 1993) indicates that….

If Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work cited, list only Coltheart et al. in your reference list.

Another example:

Suppose you read Feist (1998) and would like to paraphrase the following sentence from that book: "Bandura (1989) defined self-efficacy as people's beliefs about their capabilities to exercise control over events that affect their lives (p. 1175)."

In this case, your in-text citation would be: (Bandura, 1989, as cited in Feist, 1998).
Feist (1998) would be included on your reference list. Bandura would not be on your reference list.

One more example:

Suppose you are reading your textbook and you see a definition that you'd like to use in your paper. How do you know whether the definition is a primary or secondary source?

If your source says: "One type of personality difference related to expectancy focuses on **locus of control**, the source we perceive as exerting control over our life events – that is, determining the outcome (Rotter, 1966)." , you would cite the textbook in your paper using a secondary citation with the primary source being Rotter, so it would look like this: A person shows internal locus of control, which is when we think we are in control over what happens to us … (Rotter, 1966, as cited in Kosslyn & Rosenberg, 2005). This clearly indicates that the idea was Rotter's but that you read about it in Kosslyn and Rosenberg (note that the source material is paraphrased in your own words).

On the other hand, if the textbook says " **Pseudopsychology** is superstition or unsupported opinion…" with no additional citation, then you cite the textbook as your primary source: " Pseudopsychology is superstition or unsupported opinion…" (Kosslyn & Rosenberg, 2005, p.456).

Notes about page numbers :
* Page numbers should *always* be listed for direct, word-for-word quotes.
* Chapters and/or page numbers should be listed when referring to a specific portion of a work. Many professors prefer that you use them when referring to textbooks or other books. Please check.

Notes about plagiarism (http://campuslife.indiana.edu/code/):

Plagiarism is any use of someone else's words or ideas without explicit acknowledgement of the source. In order to avoid plagiarism, you must always

> give credit whenever you use another person's idea, opinion, or theory; facts, statistics, graphs, drawings, or any other piece of information that is not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words (n.p.).

In other words, most information comes from another source, whether it's the textbook, an article, or even the overheads your professor shows in class. Be prepared to properly cite that source each and every time you use it.