

Guide to APA Formatting and Style

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Abstract

This guide is intended to aid students studying psychology and other social and behavioral sciences in learning and applying American Psychological Association (APA) style. It is based on the 7th edition of the *Publication Manual of the American Psychological Association* (American Psychological Association [APA], 2020). This guide covers the most important style and formatting elements of the APA manual, including manuscript layout, citations, quotations, and references. The guide is not a complete description of the information in the APA manual, but does provide enough detail to assist students in mastering the fundamentals of APA formatting and style. This guide also discusses the topic of plagiarism, provides some useful websites related to format and style, and has an index to help the reader locate important topics.

Keywords: APA style, formatting, citations, quotations, references, plagiarism

Guide to APA Formatting and Style

This document, referred to hereafter as the guide, provides an explanation of basic formatting and style elements of the *Publication Manual of the American Psychological Association* (American Psychological Association [APA], 2020), referred to hereafter as the publication manual or APA manual. For more complete guidance, purchase the publication manual from the American Psychological Association, acquire it from an online service such as Amazon.com, or locate a copy through the NU Library or many public or academic library systems. The complete title in reference format is as follows:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Formatting

This guide is written and formatted in APA style, which allows the user to see what APA style should look like even without referring to the written content of the guide. Therefore, if the style and formatting of your document look different from this one, refer either to this guide or to the publication manual to revise those elements that are incorrect. An index has been provided at the end of this guide (see Appendix) to aid you in finding the formatting elements you wish to investigate.

Setting Up MS Word for Effective APA Formatting

In starting, there are a few general recommendations for enabling Microsoft Word to function effectively in writing and formatting APA manuscripts. These recommendations allow you do view the effects of your formatting on the computer screen.

Interpreting Icons

When navigating around the menus, if you are having trouble finding an icon or determining what function a particular icon has, all you have to do is rest the cursor over a particular icon for a second or two and a small window will appear to tell you the name, and in some cases, the purpose of the icon.

The Show/Hide Icon

Click on the Show/Hide icon (the paragraph symbol in the upper right-hand corner of the Home, Paragraph area) so that all formatting symbols can be seen. This will allow you to see paragraph marks, spaces between words, tab symbols, and other marks, so that you are not formatting “in the blind.” Without the ability to see these symbols, you will be unable to format your paper effectively and see the results of your formatting.

Setting Default Font

Setting the default font to Times New Roman makes it easier to work with your file. To do this, click on Home. Then click on the small icon in the lower right-hand corner of the Font area. In the Font window, select (a) Times New Roman as the font, (b) Regular as the Font Style, and (c) 12 as the Size. Then, at the bottom of the window, click on Set as Default, then click OK. This should make Times New Roman the default for the entire file. When working with your file, selecting another option such as italic for specific words will change only those words without changing the default.

Setting Default Line Spacing to Double Space

All manuscripts must be double spaced to conform to APA style. In Home, click on the small icon in the lower right-hand corner of the Paragraph section. In the Indents and Spacing window, under Indentation, ensure that the Left and Right values are 0, then under Special, click

on the down arrow to bring down the menu, and select First Line. Under Spacing, ensure that the values for Before and After are 0 pt., then under Line Spacing, click on the down arrow to bring down the menu and click on Double. This should ensure that your manuscript is double spaced without extra space above or below the paragraphs.

When you set the default option for indented paragraphs, you will need to remember to remove the indent before centering title-page information and headings. You can do this by placing the cursor to the left of the paragraph mark in the selected paragraph and hitting backspace before centering. If you do not do this, centered paragraphs will be offset ¼ inch to the right. You can check proper centering by making sure that paragraphs are centered at 3¼ inch on the ruler (see *Show Ruler* below).

Eliminating Space Before and After Paragraphs

In Word 2007 and later versions of Word, Microsoft instituted a default format that automatically adds an 8-point or 10-point space after each paragraph, which is contrary to APA style. *If you did not set default line spacing* using the instructions above, you can manually reformat your manuscript to eliminate these spaces, but you will often find that if you make subsequent changes to your manuscript, the extra space will reappear in the edited areas. You can make this change manually in one of two ways. In either case, first highlight the areas in which you need to eliminate extra space after paragraphs. The first option is to click on Home, and in the Paragraph section, click on Line and Paragraph Spacing (the icon in the bottom row with the up-and-down arrows; called simply Line Spacing in some earlier versions of Word). Then, if the options at the bottom of the menu say Remove Space Before/After Paragraph, click on these options to remove the space. The second way to do this is to click on Page Layout, and in the Paragraph section, ensure that the values are 0 in both the Before and After boxes.

Show Ruler

A third helpful action is to show the ruler just below the menu section above the document shown on the screen. If you do not see a ruler above your document, go to View, Show/Hide (or Show in Word 2013), and click on the box to the left of Ruler. If you have Word 2010 or earlier, you can go to the upper right-hand corner of the working area and click on the ruler icon, just above the “up” arrow. By showing the ruler, you will be able to set indentation settings and see whether centered headings and titles are centered correctly.

General Formatting Rules

Margins and Alignment

Use 1-inch margins at the top, bottom, and both sides of the paper. To set the margins, click on Page Layout, and in the Page Setup section, click on Margins and select Normal. The margins you see used in this guide are 1-inch margins. The running head and page numbers at the top of each page are placed inside what MS Word calls a *header*, which lies *outside* the margin at the top of the page (see Figure 1). To create the running head and page numbers, refer to the section titled ***Running Head and Page Numbers*** below and Table 1.

Text should be left aligned (not blocked, or left-right justified), leaving what is often referred to as a “ragged right” margin. To create left alignment, highlight the affected paragraphs and click on Home. In the Paragraph section, click on the Align Left icon (the far left icon on the bottom). This results in a flush left margin, but no flush right margin. Words at the end of a line that do not fit on that line are automatically dropped down to the next line by the MS Word program. Do not hyphenate or split words at the end of a line.

Spacing

Double space between lines throughout the manuscript, including (a) after every line on the title page, (b) before and after headings (and between lines if you have a heading that is more than one line long), (c) block quotations, and (d) references. Regarding spacing in text, use one space after punctuation marks in most cases. Exceptions to space after periods are common abbreviations such as U.S., a.m., p.m., i.e., and e.g. When ending a sentence, a single space is acceptable.

Typeface

APA specifies the use of 12-point Times New Roman font throughout a manuscript, so that all manuscripts have a similar appearance. This font also must be used for the running head and page numbers, as you can see in the header at the top of each page. As noted below, unless you have set Times New Roman as the default font, the running head and page numbers will have to be formatted separately, because formatting the body of the text does not affect formatting in the header at the top of the page.

The only exception to use of the Times New Roman font is the APA recommendation to use a sans serif font (such as Arial) for lettering in figures. This will provide a clean, uncluttered look within the figures.

Running Head and Page Numbers

As mentioned, the running head and page numbers appear in the header at the top of all pages of the manuscript, including the title page, abstract, references, tables, and figures (see Figure 1). Insert a running head flush left in the header area at the top of the page, with page number at the right margin. The header should consist of the title or a descriptive shortened version of the title, in all capital letters, not to exceed 50 characters and spaces. It should be

formatted so that the running head and page numbers are ½ inch from the top of the page. *Do not* format the header to be at 1 inch, or add multiple paragraph marks after the running head, because doing so will impinge on the top margin, pushing it down below its intended 1-inch position. See Table 1 for information on how to create running heads and page numbers.

Headings

Headings are used to organize your manuscript, both for you as the author and for your readers, who depend on your headings to understand the logic and flow of your text. APA format specifies that headings used in manuscripts follow a prescribed format (see Table 2 and Figure 1). Within a section, all topics of equal importance should have the same level of heading. Do not label headings with numbers or letters. The format of your heading depends on the heading level. There are five possible heading levels, although most manuscripts will not have more than three levels (see Table 2 for heading levels and appropriate format). When subheadings are created from a higher level heading, there should be at least two subheadings beneath the higher level heading. If you do not have material for at least two subheadings, just include the material under the higher level heading without using a subheading. You may observe the headings in this guide, which were created using APA format. (As you can see in this section, heading Level 1 (e.g., **Formatting**), Level 2 (e.g., **General Formatting Rules**), and Level 3 (e.g., ***Headings***), have been used thus far in this guide.)

For all levels the major words, and words of four or more letters, are capitalized, even prepositions such as *with* or *from*. For centered (Level 1) headings, ensure that the heading paragraph is not centered from a paragraph with an indented first line, because that will offset the heading to the right of center. To avoid this, remove the indent by placing the cursor to the left of

the indented paragraph mark and hitting backspace to move the paragraph mark to the left margin.

Allowing a heading to appear at the bottom of a page without any text beneath it runs contrary to accepted printing and publishing practices. Rather than leaving a heading by itself at the bottom of a page, you can resolve this permanently within your manuscript without having to check your draft every time you add or delete text. With the cursor in the heading paragraph, go to Home, Paragraph, click on Line and Paragraph Spacing, then click on Line Spacing Options. Click on the Line and Page Breaks tab at the top of the window, and click on Keep with Next, then click on OK. With the heading paragraph formatted in this way, it will always jump to the next page if there is no text beneath it. For this to function throughout your paper, you will need to make this formatting change individually for each heading.

Formats of Different Manuscript Sections

Title Page

The title is typed in uppercase and lowercase letters (sometimes called “title case”) and centered in the top half of the page. The title page should include (a) manuscript title, (b) author (student) name, and (c) institutional affiliation (see Figure 1). As with all centered paragraphs, ensure that you remove any indentation before centering to ensure that the paragraph is properly centered. Failure to do so will cause your title page information to be offset to the right of center. Normally, neither the title nor anything else on the title page is italicized.

Author Note

The Author Note is normally not used in papers submitted as class assignments. It is primarily intended for papers submitted for publication, and appears in the bottom half of the title page. This area may be used to provide author contact information and other information

pertinent to the manuscript. For additional information, refer to the publication manual (APA, 2020, pp. 35-37).

Other Title Page Information

Although it is not standard APA format, some instructors request additional information on the title page, such as course number, professor name, and date the paper or assignment is due. Check with your professor to see what is required. As on all pages, the title page includes the running head and the page number.

Table of Contents

Tables of contents are not specified as elements of APA style, but are typically used by academic institutions in masters' theses, doctoral dissertations, and other publications, such as technical reports. In the National University Psychology Department, tables of contents are normally required for papers written as the primary assignment in the capstone course of the department's programs. Different programs may have different formatting requirements. The table of contents shown on the second and following pages of this guide is one example. In this example, Level 1, 2, and 3 headings are shown. Some capstone instructors may require listing Level 4 and 5 headings if they appear in the manuscript. Other instructors may require an outline format, with, for example, upper case Roman numerals for Level 1 headings, capital letters for Level 2 headings, lower case Roman numerals or Arabic numerals for Level 3 headings, and so on. Successively lower level headings after Level 1 are typically indented an additional half inch from the left margin.

Instructors vary regarding the requirement of page numbering for tables of contents. If your instructor requires page numbering, the page numbers should have right-hand alignment at the right margin, 1 inch from the edge of the page. In order to accomplish this, go to

Home/Paragraph, click on Line Spacing, Line Spacing Options, then Tabs in the bottom left-hand corner of the window. In the Tab Stop Position window, type in 6.5 and click on Right under Alignment. Depending on your program or instructor, “leader” characters extending from the heading to the page number may be optional or required. In this guide, periods have been used as leader characters. If they are required, click on the number 2 option under Leader, then click OK.

If you use subordinate level headings in the table of contents, you will also have to set tabs for these headings. For Level 2 headings, enter .5 and click on Left under Alignment. For Level 3 headings, enter 1.0, and so on. (If you indent a lesser amount, such as .3 inch, the indentations would be .3, .6, .9, and so on.)

Abstract

An abstract is a brief one-paragraph (150-250 word) summary of the contents of the paper. Unless you have a table of contents, it is the second page of your document, directly after the title page. The word Abstract is centered at the top of the page in boldface but not in italics and not underlined. Unlike most other parts of the manuscript, the first line of the abstract is not indented. This formatting is called blocked format, but use left justification, because right margin is not justified, but rather “ragged right,” as it is called. It is important for the abstract to be concise and to describe the main points of the manuscript accurately. Thus, the abstract should not be written until the manuscript is completed. For most empirical studies, the abstract should include (a) the purpose of the study, (b) the question or hypothesis being tested, (c) the method(s) used to investigate the questions or hypothesis, (d) the critical findings from the research, and (e) general conclusions from the study.

Following the practice in many scholarly journals of omitting abstracts for short articles, many instructors may not require an abstract for short papers. Check with your instructor to determine whether an abstract is required.

Keywords

Double-spaced immediately below the abstract should be a short paragraph indicating about six keywords for the manuscript; that is, words that indicate the major topic areas and methods covered in the paper. In APA style, this paragraph is indented, the first letter of the first word, *Keywords*, is capitalized and in italics, followed by a colon, and then the selected keywords. The selected keywords are not capitalized. Refer to the **Abstract** page to see the format of the Keywords paragraph.

Title on First Page of Text

The title is repeated verbatim from the title page at the top of the first page of the text, centered, and in boldface. Do *not* use the term "Introduction" as a heading.

Introductory Paragraph(s)

The text of your manuscript begins on the first page following the abstract, or the first page after the title page if there is no table of contents or abstract. The paper opens with an introduction that presents the issue under study. This section of the paper is understood as the introduction and therefore "Introduction" is not used as a heading. For short papers, the introduction may be only one or two paragraphs. For longer manuscripts, particularly for research papers, the introduction may be several pages long and may include a brief review of the relevant literature.

All papers should have one or more introductory paragraphs before the first heading (Level 1) is used. This means that there should never be a heading directly under the title on the first page of your manuscript.

Other Sections of the Manuscript

If you are writing a research paper, the introduction will typically be followed by a Method section, a Results section, and a Discussion section. However, some research papers may also include a Literature Review section following the introduction (NU requires an extensive literature review) and possibly a few other headings (some NU instructors require a heading called Research Proposition). These sections use Level 1 headings, meaning that the headings are centered and in boldface.

Manuscripts other than research papers allow the author the flexibility to name their sections following the introduction. Use the topic of the paper and the flow of the text to guide you in naming the sections. New sections of the text begin immediately following the previous section, not on a new page, and without extra space or paragraphs between headings or paragraphs.

References

Documenting references will be covered in detail later in this guide. Only general formatting rules are discussed here. All material cited in the text must be listed as a separate reference in the References section of the paper. This section begins on a new page immediately following the last page of text. All references use a “hanging indent” paragraph format, which means that the first line is at the left margin and following lines are indented. An example is shown below:

O'Reilly, C. A., III, Chatman, J., & Caldwell, D. F. (1991). People and organizational culture: A profile comparison approach to assessing person-organization fit. *Academy of Management Journal*, 34(3), 487-516.

To create a paragraph with a hanging indent using the ruler at the top of the working space, place the cursor in the affected paragraph, then at the left margin on the ruler, move the top indicator (downward-facing arrow) to the left margin, and the bottom indicator (upward-facing arrow) to ½ inch (being careful not to grab the box below the arrow, which will cause both arrows to move). Every new paragraph you create from this paragraph will have this format. Alternatively, you can go to the Paragraph section in the Home tab, click on the Line spacing icon (the one with the two arrows, one pointing up, the other pointing down), select "Line spacing options," then under the Special box (on the right side) pick the "Hanging" option.

Tables and Figures

In some classes, you may be required to create one or more tables or figures to supplement and elaborate on your text. Guidelines for creating tables and figures are beyond the scope of this guide, but are explained in detail in Chapter 7 of the publication manual (APA, 2020). In APA manuscripts, tables and figures are usually shown on separate pages after the References (although in Master's theses and doctoral dissertations the tables and figures are embedded in the body of the text). For capstone projects, your instructor may allow you to format your manuscript with embedded tables and figures if you wish to do so. Check with your instructor for guidance. When tables and figures follow the references, place each individual table or figure on a separate page (see example at the end of this document).

Appendices and Supplemental Materials

If included, appendices are the final sections of a manuscript. Appendices consist of supplemental material that the author believes should be included in the manuscript, but is too detailed or too long to fit readily in the main portion of the text. Examples of appendices are (a) questionnaires or scales used in your research, (b) results of detailed or supplemental analyses beyond the main thrust of the manuscript, (c) detailed descriptions of equipment or stimulus materials, (d) detailed demographic breakdowns, (e) lengthy verbal protocols used in experimental procedures, and (f) the informed consent form used in your research. (Note that the APA's (2020) preferred spelling for the plural of appendix is "appendices" (p. 41), not appendixes.) If only one appendix is used, label it Appendix. If more than one appendix is used, give each a letter designation (e.g., A, B, C) in the order it is mentioned in the text.. Provide a title for each appendix (see the example at the end of this document). Each appendix begins on a new page, with Appendix, letter designation, and title capitalized, in boldface, and centered at the top of the page. An appendix that includes writing is formatted in the same manner as the main text, including headings and subheadings, if appropriate. Often, a lengthy appendix will include tables or figures. If so, they are labeled with the letter of the appendix preceding the table or figure number (e.g., Figure A1, Table B1. For published articles, authors may wish to publish online supplemental materials in place of appendices. Online supplemental materials are similar to appendices, but may be even more detailed, including such additional items as (a) computer coding, (b) expanded methodology sections, (c) audio or video materials, (d) data sets, and (e) any other materials that are viewed as important but excluded from the formal manuscript.

Citations

General Citation Rules

With the exception of material that is considered common knowledge, every mention of external sources of information in the text must be cited. With only two exceptions, the reference for each citation must appear in the reference section. The exceptions are (a) personal communication, and (b) citations of classic works such as the Bible or Qur'an (Koran). If you do cite a specific part of the Bible, you should indicate the book, chapter, and verse, and if relevant, the Bible version or translation in parentheses following the citation. Analogous notation applies to the Qur'an.

With the first mention of a cited author's name in any paragraph, there must be a formal citation. When citing in text, use only the author's last name, followed immediately by the year of publication. Some beginning writers have a tendency to mention the author's name at the start of a sentence without the publication date, and then provide a formal citation in parentheses with the author name and publication date. This format is incorrect. The first mention of the author's name is the point at which the formal citation must occur, and the publication date must appear immediately after the name. Subsequent mention of the author's name in the same paragraph does not require a formal citation unless it is needed to avoid reader confusion. (This topic is covered in more detail below under the heading *Citing the Same Reference More Than Once in a Paragraph*.) Each new paragraph requires a formal citation with the first mention of an author's name, regardless of how many times the author has been mentioned in previous paragraphs.

With each citation, only the author's last name is used. Often new writers want to use an author's first name or initials, perhaps to indicate the author's importance or to personalize the

name to the reader. However, unless someone is the subject of the article, or perhaps a famous name in history, it is contrary to accepted practice to include the author initials or given name in the text, especially in a formal reference. There is, however, one exception to this rule. If your manuscript has two first authors with the same last name, you must include the initials for these authors each time you cite them. For example, if your manuscript has references by J. C. Smith and B. R. Smith as first authors, you need to include their initials in every formal citation.

As shown in several examples in this section, when paraphrasing, you do not need to use the page number, although it is allowed if the writer believes it facilitates finding the cited material. But when directly quoting your source, you must cite the page number. Quotations will be covered later in this section. If you are citing from a book, it may be useful to cite the page number(s), even when only paraphrasing, because it may otherwise be difficult to find the source in a large book that has an inadequate index without the page number(s). For example, material from the publication manual referred to here has shown page numbers so readers of this guide can easily obtain more detailed information from the manual. Remember that when you use the author's name (or organizational author) in the wording of a sentence, insert the year in parentheses immediately following the author's name, not at the end of the sentence.

Citation Formats

One Author

In general, there are two ways to cite the author name(s). You can (a) use the name(s) in the text of a sentence, or (b) place the author name(s) in parentheses. The examples below illustrate this principle:

The first method is as follows: Feldman (1984) proposed that norms are developed in four ways.

This is the second method: Norms are developed in four ways (Feldman, 1984).

Two Authors

If a work has two authors, provide both authors' names in every citation. If the authors are cited within a sentence, use "and" to separate the author names. If authors are cited in parentheses, separate the author names with an ampersand (&). The examples below illustrate each type of citation:

According to Kaufman and Kaufman (2005), when conducting research with children, a researcher must follow standards and regulations established by professional organizations.

Research has shown that there is a need for specificity in stating the attitude-behavior relationship (Ajzen & Fishbein, 1973).

Three or More Authors

If there are three or more authors, cite only the surname of the first author, followed by et al. (no period after "et" and a period after "al"). When citing in parentheses, this is followed by a comma, then the year of publication. If citing in a sentence, omit the comma and place the year in parentheses after et al. The examples below are illustrative:

O'Reilly et al (1991) have defined values as internalized normative beliefs.

Values have been defined as shared social expectations or norms (O'Reilly et al., 1991).

However, these statements appear to assert that team members exhibit perfect concordance of values because of accepted norms (O'Reilly et al., 1991).

After the first citation, when citing authors in text (but not in parentheses), some writers occasionally use the following variation to make text a little less formal and more readable.

O'Reilly and his colleagues (1991) also indicated that shared values are the basis for social expectations or norms.

Six or More Authors

To cite a reference with six or more authors in text, use the surname of the first author only, followed by et al. and the year, even with the first citation. The following citation is of a journal article with six authors:

Hops et al. (1987) conducted research on the way depressed women interact with family members.

For rules on formatting references with two through six authors, and seven or more authors, note the format in the **Documenting References** section and in the reference list. You may also wish to refer to the publication manual (APA, 2020, pp. 261-268).

Group or Organizational Authors

The name of a group or organizational author is spelled out the first time, and if it is a long name, followed by the shortened or abbreviated name in parentheses, or in brackets if already within parentheses. In subsequent citations, use the abbreviated name. For example, the first citation of the publication manual would be: (American Psychological Association [APA], 2020), and following citations would be: (APA, 2020). *If you cite the group or organizational author only once in your manuscript, do not abbreviate the name, because the only purpose of abbreviating is to simplify subsequent citations.* (This rule also applies to other terms that you might abbreviate in your manuscript: Abbreviate only if the term will be used later in the manuscript.)

Citing Two or More Sources Together

When you have gathered similar information from two or more sources, you may wish to cite these sources together. Because it can be cumbersome to indicate several sources in text, multiple citations are usually placed in parentheses. When citing in parentheses, alphabetize the

citations by the last names of the first authors, and separate each source with a semicolon. This is illustrated in the example below. Also shown in this example is the method for citing two works by the same author in one citation:

In this research, Jackson's (1966, 1975) return potential model was integrated with expectancy theory (Vroom, 1964), as refined by others (De Young, 1991; Ilgen, Nebeker, & Pritchard, 1981; Riedel, Nebeker, & Cooper, 1988).

Material with no Author Identified

When citing material that lists no author, use the title (or just the first few words if it is a long title) in place of the author's name in the text, followed by the year. When citing an article or a book chapter, place quotation marks around the title or shortened title in the citation. When citing a book, italicize the book title, capitalizing all important words, not as shown in the References section. Except when citing references in which no author is shown, it is *not* standard practice to refer to titles in text. Do not use Anonymous as an author name unless the source specifically uses that term to refer to the author. When citing using the article title, or shortened title, place the title in quotation marks, as shown below.

Sometimes people do not communicate successfully, then blame others for not paying attention, when the actual fault lies with the speaker ("Communication with Peers," 2005).

Citing an Author Within a Secondary Source

Whenever possible, you should cite from the actual source (often referred to as the primary source) of the information you have obtained. Sometimes, however, as a last resort, you may need to cite an author for whom the information is available only through a secondary source. In these cases, list the author's name, and use the phrase "as cited in" to let the reader know that the original author was not your source for the information. In the References section,

list the reference for the journal or book in which you found the original author's work. Although using a secondary source is sometimes necessary, it is not the best practice, and should be used sparingly, and effort should be expended tracking down the original source. Using a secondary source is an undesirable substitute for obtaining information from the primary source, because it forces you to depend on the secondary author's interpretation of the original author's words. The method for citing a primary source through a secondary author is shown in the example below:

North (as cited in Butler et al., 2002) focused on the interpersonal aspects of forgiveness in the definition that he provided.

In this case, your reference list would contain the Butler et al. reference, not North, because Butler et al. is the source of your information. The Butler et al. reference is shown in the References section of this guide.

Citing the Same Reference More Than Once in a Paragraph

Usually, if the paragraph is a summary or review of the work of a single author or authors, you need only cite them formally once at the beginning of the paragraph (e.g., according to Smith and Jones (2011). . .). When you wish to refer to an author more than once in a paragraph, you may not need to use a formal citation every time. But the only way you can avoid using formal citations after the first citation in a paragraph is to use the author's name in the actual text of a sentence. Any citation in parentheses must be a formal citation. The following example illustrates an informal second citation within a paragraph:

If one accepts that roles are summations of norms, it might follow that both norms and roles may be seen as a result of interaction that help define the structure of the organization (Johnson & Johnson, 1991). However, Johnson and Johnson adopted a hybrid view, by defining

norms and roles differently, and accepting that norms may be different for different group members acting in different roles.

Note: If other, intervening, citations in the paragraph make it unclear who is being cited, use a second formal citation within the paragraph.

Quotations

A quotation reproduces verbatim, the actual words of a source. According to APA guidance, any time you repeat three or more words in succession from an original author, you must cite it as a quotation. Each quotation requires a full citation, including, “the author, year, and page number of the quotation in the in-text citation” (APA, 2020, p. 270). Quotations from electronic resources that do not have page numbers are cited using a paragraph number: for example (para. 3).

Students are often unsure of their ability to express themselves effectively, preferring instead to use a cited author’s words by quoting. In addition, some students use quotations as a way to extend the text of an assignment to make a paper meet a minimum length assigned by the instructor. For these reasons, using quotations is very popular with students. However, APA has cautioned against the overuse of quotations. In scholarly and scientific writing, it is preferred that you paraphrase, stating the cited author’s ideas in your own words instead of quoting. Do not use quotations simply because you are unsure how to paraphrase the cited author’s ideas. Make sure that you understand the cited material; paraphrasing indicates your understanding and interpretation of the material. Paraphrasing also enhances the natural progression of the text, while quoting can interrupt the flow of the narrative. When you do quote, make sure to integrate quotations into the manuscript, rather than just inserting them with no introduction or transition. Below are examples of different types of quotations.

Short Quotations

Short quotations consist of fewer than 40 words. The quotation should be integrated into the text and enclosed by double quotations marks. It may be introduced by citing the author name(s) in text before the quotation, as shown in the **Citation Formats** section, in which case, only the page number appears after the quotation, in parentheses, followed either by continuing the sentence, or by a period ending the sentence. The following quotation states the rule and illustrates it at the same time.

The publication manual (APA, 2010) stated that “if the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence” (pp. 170-171).

Another alternative for citing short quotations, also stating and illustrating the rule in a single quotation, is to place the entire citation after the quotation. Note below that, although the end of the quoted sentence is actually at the end quotation mark, by virtue of now being in the manuscript, the period ending the sentence is placed after the citation.

“If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parentheses” (APA, 2010, p. 171). If there is a question mark or exclamation mark at the end of the quotation, it should remain in the quotation.

Long Quotations (Block Quotations)

For long quotations (40 words or more), use a double-space block format with no quotation marks. Left indent the entire paragraph 0.5 in., but do not further indent the first line of the paragraph. If the quotation includes more than one paragraph, indent the first line of the second and succeeding paragraphs an additional half inch. When citing a long quotation, the

period is placed before the citation/page number. To indent an entire paragraph, in the ruler, use the cursor to set both the upper and lower arrows to 0.5 inch. The following is a block quotation from the publication manual (APA, 2020):

Direct quotations must be accurate. Except as noted. . . the quotation must match the wording, spelling, and interior punctuation of the original source, even if the source is incorrect. If an incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic* [italics in original], italicized and bracketed, immediately after the error in the quotation. . . .always check your paper against the source to ensure that there are no discrepancies. (p. 274)

If it is more convenient for your sentence structure, the entire citation for the above quotation may be placed with the page number at the end of the quote: for example (APA, 2020, p. 274). Note the difference in the placement of the period in long quotes and short quotes. In contrast to short quotations, long quotations retain the punctuation from the original quotation exactly as it is in the source, and the citation or page number appears outside the punctuation.

Quotations Within Quotations (Nested Quotations)

To enclose additional quoted material within a short quotation, you will have to change double quotation marks to single quotation marks (Books published in the United Kingdom will already have primary quotations within single quotation marks, because their rule for single/double quotation-mark usage is the opposite of U.S. usage.). Notice the single and double quotation marks in the example below.

“She appeared in the doorway of the office and asked, ‘Where would you like me to sit?’” (Morrison, 2001, p. 492).

When quoting material within a long (block) quotation, use double quotation marks. This rule means that quotation marks do not have to be changed from the original source of the quotation (unless quoting from a book published in the United Kingdom).

Inserting Material Into a Quotation

Use brackets [], not parentheses (), to enclose clarifying material that you have inserted into a quotation. For an example of inserted material, see the quotation in the section on ***Adding Emphasis Within a Quotation***, below.

Omitting Material From a Quotation

APA allows quoting material from the middle of a sentence *without leading or following ellipsis points*, and allows capitalizing or un-capitalizing letters at the beginning of the quotation to conform to proper usage within the syntax of your sentence. The only time ellipsis points are used is to indicate omitted material in the middle of a quotation, with three ellipsis points (with a space between each, a small point often missed by writers) *within* a sentence, and four points *between* sentences. For an example of omitted material, note the end of the first line in the quotation in the section on adding emphasis, immediately below.

Adding Emphasis Within a Quotation

If there are words inside a quotation that you wish to emphasize, you are allowed to italicize them, but the change must be noted. Directly after the italicized words, place the words “[emphasis added]” within brackets to indicate your emphasis. If material was italicized in the original quotation, insert within brackets, following the italics, the words “[emphasis in original].” The quotation below provides an example of inserted material and added emphasis.

“Dependent behavior is [often] found in several Axis I conditions and disorders. . . including [but not limited to] Somatization Disorder and Agoraphobia. The person with the

secondary psychosis [emphasis added] in ‘Shared Psychotic Disorder’ often has a dependent personality [as well]” (Morrison, 2001, p. 492).

Documenting References

The reference list, or References section, catalogs all material cited in the manuscript. The reference list is titled References (unless there is only one reference, in which case it is titled Reference), and is centered at the top of the first new page following the body of the manuscript. A correct reference list provides the reader with all information necessary to retrieve the sources that the author has cited in the manuscript, so you must ensure that online citations take the reader to the exact *uniform resource locator* (URL; sometimes referred to as *universal resource locator*) for the reference if it is available. In addition, unless the manuscript describes a meta-analysis, the reference list includes *only* sources actually cited in the paper. Articles reporting a meta-analysis include references for all sources used in the meta-analysis, but they do not have to be cited in the body of the article. References used only in a meta-analysis are usually indicated by an asterisk preceding the reference (which is noted in the text of the manuscript) or by placing them in an appendix.

List references in alphabetical order by the first author’s surname, double space, and use a hanging indent for each citation. With this format, the first line of a reference is flush left, and all subsequent lines of this entry are indented. To create a hanging indent, with the cursor within the intended paragraph, in the ruler at the top of the working area, drag the top (down-facing) arrow to the left margin. Then drag the bottom (up-facing) arrow to one half inch, being careful not to grab the box beneath the arrow. This has created a hanging indent. Alternatively, you can go to the Paragraph section in the Home tab, click on the Line spacing icon (the one with the two arrows, one pointing up, the other pointing down), select "Line spacing options," then under the

Special box (on the right side) pick the "Hanging" option. All new paragraphs created from this formatted paragraph will have this same format. To see how this format looks, you can view either the examples below or in the References section of this guide. (Some users prefer a hanging indent of .3 for References, which is acceptable.)

Do not include material you have read but not cited, because the References section is not a bibliography. In other words, there should be a reference for each citation, and at least one citation for each reference. It is incumbent on you as the author of the manuscript to ensure that the reference list is correct. One of the quickest (and most common) ways to lose your credibility as an author is to provide a reference list that is incorrect, not only by omitting references, but in providing incorrect material in the references cited, such as incorrect page numbers or volume numbers. It is extremely frustrating for a reader (or instructor) to search for a reference you have provided, and not be able to find it because the information in the reference is incorrect.

The reference examples provided below cover the major examples that you are likely to use in classes here at NU. A more complete discussion of proper format for a reference list and reference examples may be found in the publication manual (APA, 2020, pp. 282-352).

Journal Articles

Journal references use the following general format: (a) author's last name, followed by a comma and *all* author initials, followed by a period after each initial (there must be a space between initials); (b) if there is more than one author, follow the previous author's initials with a comma, then list succeeding authors in the same manner as the first author, with the final author's name preceded by an ampersand (&); (c) year of publication in parentheses, followed by a period; (d) article title, *not* in italics (capitalize only the first word of title, proper nouns, and the first word after a colon, dash, question mark, or exclamation point; some journals use a style

that shows the title in all capital letters, but that does not mean that it should be in all capital letters in APA style); (e) italicized name of the journal, followed by a comma (all major words are capitalized; omit “The” at the beginning of journal names); (f) volume number followed by a comma unless there is; (g) an issues number (which is in parentheses) followed by a comma; (h) beginning and ending page numbers, separated by a hyphen and followed by a period, and (i) the digital object identifier (DOI) if the journal article has one. Below is an example of a reference with multiple authors (to keep the following references simple, DOIs will be excluded from reference examples until DOIs are discussed below). Note the proper positioning of III (and Jr.):

O’Reilly, C. A., III, Chatman, J., & Caldwell, D. F. (1991). People and organizational culture: A profile comparison approach to assessing person-organization fit. *Academy of Management Journal*, 34(3), 487-516.

One Author

Below is an example of a one-author article. Additional examples may be found in the References at the end of this guide.

Seikkula, J. (2002). Open dialogues with good and poor outcomes for psychotic crises: Example from families with violence. *Journal of Marital and Family Therapy*, 28(3), 263-274.

Two Through Six Authors

The most noticeable addition in journal articles with two through six authors is the requirement to place an ampersand before the last author’s surname:

Hops, H., Beglan, A., Sherman, L., Arthur, J., Friedman, L., & Olsteen, V. (1987). Home observations of family interactions of depressed woman. *Journal of Consulting and Clinical Psychology*, 55(6), 341-346.

More Than Six Authors

When there are more than six authors, list the first six authors and the last author, with three ellipsis points separating the sixth and final author's name. (The 7th edition of the APA manual requires up to 20 names before using the three ellipsis, but NU only requires up to six). Thus, for these references, there is no way from the reference to tell exactly how many authors there are. The example indicates the format:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . .

Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6(8), 249-267.

Journal Article Obtained From an Online Database

The current edition of the publication manual (APA, 2020) has specified that for articles accessed via an online database such as EBSCOHost or ProQuest, references should "not include information for works obtained. . . in these resources" (p. 297). In the rare case that you are referencing an archival article that is not widely available, refer to the publication manual (APA, 2020, pp. 295-298).

What is a Digital Object Identifier (DOI)?

The DOI is a unique alphanumeric string of numbers, letters, and/or symbols referenced in print publications that provides a means of ordering the article. Beginning in the year 2000, subscribing journals began listing the DOI on the first page of the articles, often in the top right corner along with copyright information. In addition, DOIs have now been assigned retroactively to articles from subscribing journals published in some cases as far back as the 19th Century. All DOIs begin with a 10 followed by a period, and contain a prefix and a suffix separated by a slash. When a DOI is used, no further retrieval information is necessary to identify or locate the

article, but the standard reference information for a journal article should be provided. As mentioned in the previous section, if you accessed the article via an online database, such as ProQuest or EBSCOHost, a uniform resource locator (sometimes referred to as universal resource locator; URL) is unnecessary, because these online databases are not unique sources for the article, and source information may change over time. Regardless of whether the article has a DOI, always show the author, date, title, journal name, volume, issue (if appropriate), and page numbers (see APA, 2020, pp. 298-301 for information on DOIs).

Journal Article With a DOI

For journal articles obtained over the internet that have DOIs, show the DOI (preceded by “https://doi:” in all lower case letters, and a colon) at the end of the reference *in place of internet retrieval information*, as shown in the reference below. In other words, if the article has a DOI, do not use a “Retrieved from” statement with the URL. As a practical matter, articles available from open-source websites rarely have DOIs anyway, and they *do* require a retrieval statement. To display the DOI, use the format shown in the reference below and in the references at the end of this guide.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225-229. https://doi:

10.1037/0278-6133.24.2.225

In order to find a DOI, the easiest, and generally the best, means of finding it is by using a website that conducts an automatic search. If you have the entire reference, the best means of conducting a search is by accessing a website (<http://www.crossref.org/guestquery/>) called “free DOI lookup” sponsored by CrossRef, a registration agency for scientific articles.

This website provides a means of entering information into various parts of the page to search for

a DOI, but the most efficient means of searching for a DOI is by typing, or copying and pasting, the reference into the block under the heading *Automatic parsing of a formatted reference*, near the bottom of the web page. By clicking on the SEARCH button, the site will search for a DOI and either provide the DOI or state that one cannot be found, usually within 5 seconds. If the article has a DOI, you can use it to order a hard copy of the article. The CrossRef website and some journal article websites include the prefix <http://dx.doi.org/> before the DOI, which converts it into a URL, a website where you can order the article. Prices may vary, but are usually between \$10 and \$30. Of course, if you have already accessed the article via one of NU's online databases, you will not need to purchase the article.

Journal Article From an Internet-only Journal Without a DOI

When you access an internet-only journal, you will need to indicate the URL via a "Retrieved from" statement. Do *not* end the retrieval statement with a period, because it could be confused as being part of the URL. Below is a typical internet-only reference:

Selänne, H., Ryba, T. V., & Leppäluoto, J. (2013). Common features in overtrained athletes and individuals with professional burnout: Implications for sports medical practice. *Athletic Insight: The Online Journal of Sport Psychology*, 15(3). Retrieved from <http://www.athleticinsight.com/Vol15Iss3/Feature.htm>

Article From an Annual Publication

There are many annual reviews published in the social sciences, biomedical and life sciences, and physical sciences. These annual reviews contain articles covering various areas of each scientific discipline. Articles in these and other annually published scientific edited books should be referenced in the same manner as journals. One such reference is shown below:

Prusiner, S. B., & DeArmond, S. J. (1994). Prion diseases and neurodegeneration. *Annual Review of Neuroscience*, 17(5), 311-339.

Books

The basic format for book references is generally as follows: (a) author's last name, followed by a comma and all initials, followed by a period after each initial (there must be a space between initials); (b) year of publication in parentheses, followed by a period; (c) book title, in italics (capitalize only the first word of the title, proper nouns, and the first word after a colon, dash, or question mark), ending with a period; and (d) a brief name of the publisher (omit superfluous terms such as Publishers, Co., or Inc.). You may notice that books used to have a city and state as part of the reference. This is no longer required.

Book With no Author Identified

Books with no author listed are extremely rare, but are seen occasionally. However, even when a book has no author shown, often it is most appropriate to list a group or corporate author, such as Time Life Books, or National Geographic. For a book that has no identifiable author and the publisher does not appear to be an appropriate corporate author, the book title is moved to the author spot, and the first important word in the title is used for alphabetizing the reference. Do *not* use "Anonymous" as the book author unless it is specifically listed that way. A recent search found no books that could truly be considered as having no author, either individual or otherwise, except for yearbooks or Navy cruise/unit deployment books. There are other problems with citing these books, however, because it is often impossible to determine the title or the publisher.

Book With One Author

Following the format outlined for one-author articles above, the example below shows the format of a book with one author. The reference provides an example of the fact that some books, particularly textbooks and reference books, are republished more than once in new editions. The reference below is one such example. Note that the edition number appears in parentheses immediately following the title, followed by “ed.” as the standard abbreviation for edition. The period concluding the title section follows the parentheses. The complete name of the publisher is F. A. Davis Company, but as stated above, the term *Co.* (or *Company*) should be omitted from the reference. This publisher cannot be referred to simply as Davis because there are other publishers that include the word Davis in the company name.

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). F. A. Davis.

Book With Two or More Authors

As with journal articles, in books with two or more authors, use an ampersand before the last author's surname. As indicated above, the name of the publisher should be stated as briefly as possible. In the example below, the complete publisher name is John Wiley & Sons, Inc., but because it is a well known publisher, it can be identified without ambiguity simply as Wiley. Other major publishers, such as Sage, Dell, Penguin, Random House, and HarperCollins, should also be mentioned in an abbreviated fashion.

Katz, D., & Kahn, R. L. (1978). *The social psychology of organizations* (2nd ed.). Wiley.

Book by a Group or Organization

The publication manual is a good example of a book by an organization. In addition to the group or organization authorship, two elements of the reference are worth noting. Words other than the first word are capitalized; that is because they are proper nouns (and “proper adjectives,”), as the name of the organization. Also, because the publisher is listed as the author,

there is no need to repeat the American Psychological Association as the publisher. The proper citation of the APA publication manual is as follows:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Book Indicating “With” Author(s)

If a book indicates one or more authors preceded by the word *with*, the author(s) should be shown in parentheses. When citing such a book, only the primary author’s name is shown.

The reference for a book of this type uses the following format:

Adler, N. J. (with Gundersen, A.). (2008). *International dimensions of organizational behavior* (5th ed.). South-Western.

Article or Chapter in an Edited Book

The format for referenced material from an edited book is different from other book references. The general format is as follows: (a) chapter or article author name(s) and publication date listed in the same manner as for book or journal article authors; (b) the article or chapter title, not in italics, followed by a period; (c) the word “In” and editor name(s), with initials *before* the surname(s), followed by “Ed.” or “Eds.” in parentheses, and a comma; (d) the book title in italics, followed in parentheses by the edition number, if one is mentioned, a comma, and inclusive page numbers of the article (all within the same parentheses), followed by a period; and (e) the publisher name as with other books. Note that “Ed.” with a capital “E” stands for editor, while “ed.” with a lower case “e” stands for edition.

Bednar, R. L., & Kaul, T. J. (1978). Experiential group research: Current perspectives. In S. L. Garfield & A. E. Bergin (Eds.), *Handbook of psychotherapy and behavior change* (2nd ed., pp. 115-162). Wiley.

Entire Edited Book

Occasionally you may find the need to reference an entire edited book. In this case, the editor name(s) should be moved to the author position, with surname first, and initials after, followed by “(Ed.)” for editor and a period. The remainder of the reference is the same as for any book references, as follows:

Garfield, S. L. & Bergin, A. E. (Eds.). (1978). *Handbook of psychotherapy and behavior change* (2nd ed.). Wiley.

Magazine Articles

Magazine articles are referenced similarly to journal articles. In many cases, it is difficult to find the magazine volume and issue number, but you can usually find them on or near the table of contents page, either near the magazine title or among the small print. The difference between journal and magazine articles is that for magazines, in addition to the volume and issue number, the month (and the day, for weekly magazines) is also listed. In magazines, there may not be a colon between the first and second parts of the title, or between title and subtitle. In these cases, assume the title and subtitle are separated by a colon. Most magazine articles indicate an author or authors, but in some cases no author is listed.

Authored Magazine Article

An example of an authored magazine article is shown below. In this article, there was no colon after the word “home,” so one was added to indicate separation between title and subtitle. Also, “Our” was capitalized in keeping with APA guidance to capitalize words after a dash. Haass, R. (2011, August 8). Bringing our foreign policy home: A doctrine of restoration can strengthen the U.S. position abroad by focusing on nation building—Our own. *Time*, 178(5), 42-43.

Magazine Article With no Author Identified

Although it is not as common as in the past, some magazines have articles that do not list an author. In these cases, the article title is moved to the author position, and the first important word in the title is used to determine the article's alphabetical position in the references. An example of an article with no author shown appears below. Because of the length of the article title, when citing in the body of the manuscript, use only the first few words in the citation.

The business of healing hearts: Cardiac care is a money-making machine that too often favors profit over science. (2011, September). *Consumer Reports*, 76(9), 26-31.

Newspaper Articles

Articles from print newspapers contain many of the elements of journal and magazine articles, but are also different in some ways. First, as with magazines, the exact date of the article is listed, as shown below. Second, even though most newspapers have volume and issue numbers, they are not listed. Third, if the page numbers are discontinuous, list all pages and separate the page numbers with a comma and a space. Here are a couple of examples:

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*. C1.

Associated Press. (2014, April 26). Russia faces new sanctions: G-7 nations vow response to actions in Ukraine. *U-T San Diego*, A1, A3.

Online Articles

Online articles may be published in (a) online journals, (b) online magazines, (c) online newspapers or newsletters, (d) online newsgroups, discussion groups, or mailing lists, (e) blog posts, or (f) other similar online sources.

Online Journal, Magazine, Newspaper, or Newsletter Article

To the extent possible, document these articles in the same way as you would an article from a hard-copy version of these sources. Usually, there is an author name, but if no author is shown, either (a) use a group author such as American Psychological Association, or, if a group author is not identifiable, (b) move the article title to the author position in the reference and alphabetize the reference by the first word or words of the title. If there is an exact publication date, enter the entire date, with the year first, followed by a comma, then the month and day. If you cannot find a publication date, often there is a copyright year or range of years, usually at the bottom of the web page. In that case, use the most recent copyright year as the publication date. If no date can be found, but the material is current information, list the year of retrieval as the publication date. If all of these options fail, use n.d. (no date). The online journal, magazine, newspaper, or newsletter should appear in the normal position in italics. If it is an online journal or magazine, provide the volume number if there is one. There may or may not be page numbers.

If the article can easily be found by accessing the home page of the online journal, magazine, or newspaper/newsletter, a “Retrieved from” statement with the home-page URL will be sufficient. However, if possible, it is preferable to provide a “Retrieved from” statement with the exact URL of the article.

Online Article From a Sponsored or Titled Website

Very similar to newsletter articles are articles that are published on titled websites, typically indicating a catchphrase or sponsor name. These sites are usually regularly updated, and tend to carry articles written by professionals offering practical information and advice regarding particular fields of interest. Follow the guidelines stated in the previous section for listing these references, including the recommendations for deciding authorship for articles without a listed author, and the method of dating the article. Place the webpage title in the

journal/magazine/newsletter position. For these articles, provide the exact URL so the article can be accessed directly.

Website Article/Information With no Author Identified

Websites (URLs) that do not publish on a periodic basis cannot be considered online publications. When these sites post information without indicating an author, list the website's sponsoring organization as the author, as shown below:

National Osteoporosis Foundation. (2004). *Fast facts*. Retrieved from <http://www.nof.org>.

Undated Articles

If no article date can be found, even using the techniques described in the section titled ***Online Journal, Magazine, Newspaper, or Newsletter Article*** above, but the material is current information, list the year of retrieval as the publication date. If the material is archival and no date can be found, write n.d" (no date) in parentheses in place of a year of publication.

Plagiarism

Plagiarism is the failure to acknowledge sources of information, or the act of making it appear that someone else's work is your own. All sources that you use must be cited in your manuscript. Plagiarism is often the unintentional failure to document sources accurately. That is why it is important to understand the correct citation procedures that are outlined in this guide. *Any time* you use information, facts, statistics, opinions, hypotheses, or ideas from an outside source, it is essential that you give the author(s) credit for them. Most outside sources include, but are not limited to: (a) books, (b) websites, (c) periodicals, (d) newspapers, (e) interviews, (f) speeches, (g) radio or television programs, (h) court cases, and (i) letters or other correspondence. Even personal communication with an authoritative source should be cited (though personal communication is not shown in the References section). Your documentation

must be thorough and be correctly placed within the body of your paper as well as in the reference section. Information that is common knowledge, such as widely known information about current events, famous people, or geographical facts, normally does not need to be cited. However, if you are in doubt as to whether information is common knowledge, use a citation.

An example of common knowledge would be attention-deficit disorder (ADD) as a description of hyperactive children. However, when explaining more detailed, specific information about the disorder, you would need to cite a reference, as with the following sentence:

Most parents and teachers are concerned about the diagnosis of attention deficit disorder (ADD), yet it only affects about 2% of boys and a much smaller percentage of girls (Morrison, 2001).

This sentence is paraphrased, rather than quoting information from Morrison's book, but if the sentence had contained one or more key phrases from his book, quotation marks and the page number of the quotation would have been required. (When quoting online material, which normally has no page numbers, indicate the paragraph number of the online article, using the abbreviation "para." in place of the page number.)

An Example of Inadvertent Plagiarism

The following example illustrates how writers can plagiarize inadvertently by not paraphrasing properly. This example begins with a quotation from a book by Morrison (2001):

Compared to that of schizophrenia, the course of delusional disorder is less fraught with intellectual and work-related deterioration. Nonetheless, domestic problems are frequent, and depending on subtype, these patients are often swept up in litigation or endless medical tests. (p.169)

In attempting to paraphrase from this quotation, suppose a writer composes the following sentence:

According to Morrison (2001), delusional disorder, as compared to schizophrenia, is less fraught with intellectual and work-related deterioration.

What is Wrong With This Citation?

A careful observer will note that, although the writer changed the order of the ideas in the first sentence of the quotation, the result was a sentence that contained most of the same words and phrases as Morrison (2001): “delusional disorder. . .is less fraught with intellectual and work-related deterioration” (p. 169). In effect, the writer has co-opted Morrison’s well-chosen words and claimed them as one’s own. Regardless of the writer’s intent, this is a case of plagiarism, or intellectual theft. It may be inadvertent, but it is still plagiarism.

Correct Citation Using a Quotation

Portions of the writer’s sentence should have been placed in quotation marks because the APA standard of three or more words were repeated in succession from the original source. One possible example of a correct citation that quotes from Morrison (2001) is as follows:

According to Morrison (2001), delusional disorder, as compared to schizophrenia “is less fraught with intellectual and work-related deterioration” (p. 169).

Correct Citation Using Paraphrasing

As emphasized in the publication manual and in this guide, the preferred alternative is to paraphrase Morrison (2001), writing the cited material in one’s own words. Rewording a cited author’s ideas into your own words indicates that you understand what the author has said and that you can convey those ideas to others effectively. The following sentences indicate the writer’s interpretation of Morrison’s statement in the original passage near the beginning of this

section. The sentences below not only demonstrate an understanding of Morrison's words, but also display a certain elegance of expression rivaling Morrison's well-chosen words:

When comparing delusional disorder with schizophrenia, one may assume that the patient with delusional disorder is less affected because there is not severe deterioration with regard to intellect and work-related functioning. Yet, patients with delusional disorder, depending on the severity and subtype, are often plagued with medical and legal problems (Morrison, 2001).

Deliberate Plagiarism

Even more serious than inadvertent plagiarism is deliberate plagiarism. With the rise of the internet, the temptation often exists to lift entire passages from relevant websites without citing them. When students or other writers face severe time pressure in their busy lives, or they lack confidence in their ability to express themselves, the temptation sometimes becomes too great to resist. Nicely worded passages written by some unknown author are magically transformed into one's own composition through the use of the copy and paste functions of the MS Word program. Do not yield to this temptation. In the long run, and possibly even in the short term, it can result in negative outcomes for you. If the plagiarism is discovered by your instructor (and with modern internet tools, this discovery is easier than ever before), it could result in failing that assignment, and possibly failing the course. A better alternative is to invest your time and hard work in improving your own writing skills.

Self-Plagiarism

Another, less well known, form of plagiarism is self-plagiarism. Plagiarizing oneself is the act of reusing previously written or published work and representing it as new writing. To be clear, repeating large portions of prior published work is not acceptable. However, writers are encouraged to build on prior work, and it is entirely acceptable to repeat some portions of earlier

works without citing them. Examples would be descriptions of procedures or research instruments in the Method section. More lengthy re-uses of prior work should be cited and referenced, and not passed off as new writing.

Useful Websites for APA Style

There are many websites that claim to provide APA format. However, every one viewed for possible inclusion in this guide, other than APA's own websites shown below, was found to have one or more formatting or style errors. All three of these sites are excellent.

1. APA resources: <https://apastyle.apa.org>

Lists APA products and resources, and provides a style guide.

2. Finding article DOIs: <http://www.crossref.org/guestquery/>

Overall, very good resource:

3. Purdue OWL (Online Writing Laboratory) APA style:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Excellent resource based on the 6th edition of the APA manual. Has not been updated to the 7th edition as of this writing.

4. APA Style Blog: <https://apastyle.apa.org/blog>

APA blog discussing details APA formatting and style.

Major Changes From the Publication Manual 6th Edition to the 7th Edition

There have been several changes (most of which have simplified APA style) that are summarized, chapter-by-chapter, on pp. xviii- xxi in the 7th edition. Here are just a few that might cause problems:

- The running head has been simplified (there is no need to use the words "Running head" on the first page).

- All headings and sub-headings are in boldface type, including the title of the manuscript.
- The format for levels 3, 4, and 5 has been changed to improve readability and ease of formatting.
- The singular "they" is now endorsed.
- The titles for tables and figures are now parallel constructions (e.g., bold and italic font are the same, both appear at the top).
- On the Reference list, up to 20 authors are cited before names are omitted (the old style stopped at six authors), but NU will stop at six to conform with the 6th edition and make citing references easier for students.
- Book references now omit the publisher location, and the issue number for articles is always included if it is available. The volume number for articles is no longer italicized.

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Seikkula, J. (2002). Open dialogues with good and poor outcomes for psychotic crises: Examples from families with violence. *Journal of Marital and Family Therapy*, 28(3), 263-274.

[http://doi: 10.1111/j.1752-0606.2002.tb01183.x](http://doi:10.1111/j.1752-0606.2002.tb01183.x)

Table 1*Instructions for Creating a Running Head and Page Numbers*

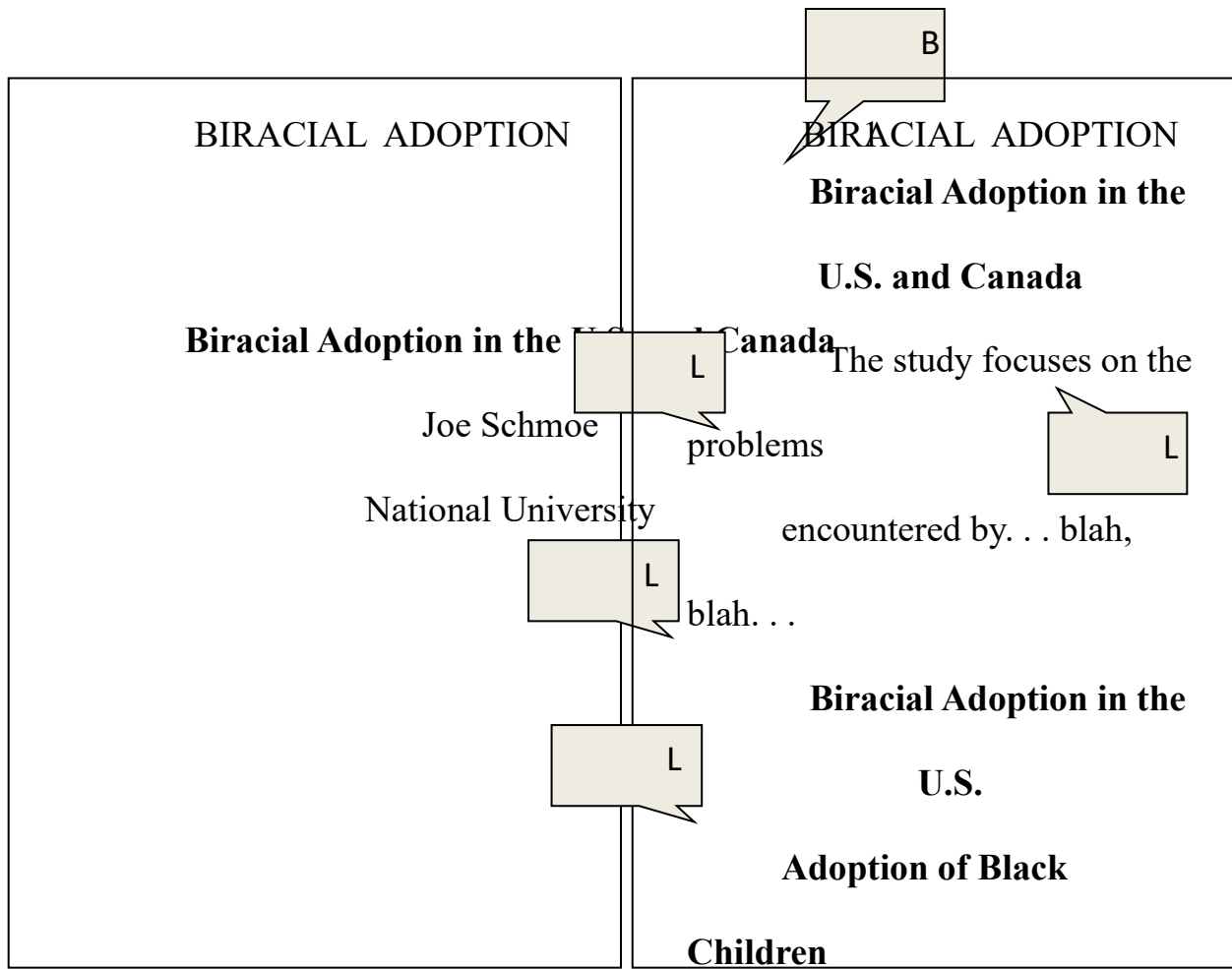
1. In the formatting area, click on Insert.
 2. On the right-hand side of the page, click on Page Number, then click on the first option (Top of Page). Click on the arrow on the right and select the third option down (which will place the page number on the far right-hand side)
 3. The above selection places you in the Design section. Make sure the Header from Top box (near the right side of the Design area) has 0.5” as the default. If not, reset it to 0.5.
 4. Place your cursor on the page number and type a running head in all capital letters (e.g., the running head for this document is GUIDE TO APA FORMATTING).
 5. Go to the Home tab and select a left-justified paragraph setting (under paragraph, this is the selection on the far left).
 6. Place your cursor on the page number and tab over until the page is on the far right margin.
 7. Highlight the running head and the page number and select Times New Roman 12 as your font style (if it is not already the default style).
 8. Return to the Insert tab, select Header, then Edit Header, then Close Header (far right).
-

Table 2*APA Heading Levels and Formats*

Level	Format
1	Centered, Boldface, Uppercase for First Letter for Each Major Word, Separate Paragraph
2	Flush Left, Boldface, Uppercase for First Letter for Each Major Word, Separate Paragraph
3	<i>Flush Left, Boldface Italicized, Uppercase for First Letter of Each Major Word, Separate Paragraph</i>
4	Indented, Boldface, Uppercase for First Letter for Each Major Word, Begins a Paragraph, Ends with a Period.
5	<i>Indented, Boldface, Italicized, Uppercase for First Letter for Each Major Word, Begins a Paragraph, Ends with a Period.</i>

Figure 1.

Example of the Title Page and Four of the Five Headings for the Main Body of the Manuscript.



The adoption of black
 children by adults
 from other racial groups . . .
 blah, blah . . .

Blacks Adopted by Whites

Adoption of black children
 by white parents is
 by far the most . . . blah, blah . . .

Issues for Blacks

Adopted by Whites. The

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