

APA Formatting and Writing Style

1. APA Formatting Style

Consistency in the order, structure, and format of a paper allows readers to focus on a paper's content rather than its presentation.

1.1. Font

A variety of fonts are permitted in APA Style papers. Font options include the following:

- Sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode.
- Serif fonts such as 12-point Times New Roman, 11-point Georgia, etc.

You need to use 12-point Times New Roman for your MA thesis.

1.2. Page Header

The page header appears within the top margin of every page of the paper.

For student papers, the page header consists of the page number only.

For professional theses, the page header consists of the page number and running head.

1.2.1. Page Number

Follow these guidelines to include page numbers in both student and professional APA Style papers:

- Use the page-numbering function of your word-processing program to insert page numbers.
- Insert page numbers in the top right corner. The page number should show on all pages.

1.2.2. Running Head

The running head contains the title of your paper. Follow these guidelines to include a running head in an APA Style paper:

- Type the running head in all-capital letters.
- Ensure the running head is no more than 50 characters, including spaces and punctuation.
- Avoid using abbreviations in the running head; however, the ampersand symbol (&) may be used rather than "and" if desired.
- The running head appears in the same format on every page, including the first page.
- Do not use the label "Running head:" before the running head.
- Align the running head to the left margin of the page header, across from the right-aligned page number.

1.3. Line Spacing

In general, double-space all parts of an APA Style paper, including the abstract; text; block quotations; table and figure numbers, titles, and notes; and reference list. Do not add extra space before or after paragraphs.

1.4. Margins

Use 1-inch margins on every side of the page for an APA Style paper.

1.5. Paragraph Alignment and Indentation

APA Style includes guidelines for paragraph alignment and indentation to ensure that papers are formatted in a consistent and readable manner.

1.5.1. Paragraph Alignment

Align the text of an APA Style paper to the left margin. Leave the right margin uneven, or “ragged.” Do not use full justification for student papers or manuscripts being submitted for publication.

Do not insert hyphens (manual breaks) in words at the end of line.

You can also use justification for this MA thesis. We allow it.

1.5.2. Indentation

Indent the first line of each paragraph of text 0.5 in. from the left margin. Use the tab key or the automatic paragraph-formatting function of your word-processing program to achieve the indentation (the default setting is likely already 0.5 in.). Do not use the space bar to create indentation.

Exceptions to these paragraph-formatting requirements are as follows:

- Title page: the title (in bold), byline, and affiliations should be centered on the title page.
- Section labels: Section labels (e.g., “Abstract,” “References”) should be centered (and bold).
- Abstract: The first line of the abstract should be flush left (not indented).
- Block quotations: Indent a whole block quotation 0.5 in. from the left margin.
- Headings: (see heading section)
- Tables and figures: Table and figure numbers (in bold), titles (in italics), and notes should be flush left.
- Reference list: Reference list entries should have a hanging indent of 0.5 in.
- Appendices: Appendix labels and titles should be centered (and bold).

1.6. Headings

The following table demonstrates how to format headings in APA Style 7th edition.

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

Writers who use APA Style may use the automatic headings function of their word-processing program to create headings.

2. APA Referencing Style

Referencing acknowledges the sources that you use to write your essay or assignment paper. In-text citations are used throughout your writing to acknowledge the sources of your information. The full references for the citations are then listed at the end of your assignment paper in the References list.

2.1. In-Text quotation

Throughout the text of your paper you need to acknowledge the sources used in your writing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources.

Cases	How to cite	Example
<i>Paraphrasing</i>	Use author's surname followed by the publication year in brackets within the sentence	Mullane (2006) conducted research into the effect of...
	Provide the author's surname and copyright year in brackets at the end of the sentence before the period	The research conclusively proved a correlation between the results (Mullane, 2006).
<i>Quoting</i>	Use the author's surname followed by the year in brackets and the page from which the information was copied in brackets at the end of the sentence	It was found that the correlation was a "statistical anomaly" (Mullane, 2006, p. 118).
	Use author's surname followed by the publication year in brackets within the sentence and after the quotation, mention the page nb.	Mullane (2006) referred to this correlation as a "statistical anomaly" (p. 118)
	If the quotation is greater than 40 words, put it in an indented block (1.3cm) without quotation marks.	Mullane (2006) stated that: If any similar qualitative research is to be undertaken in the future ... inadequately stored and processed (p. 66).
	If you use more than one source to write a statement in your paper, the citation can be presented using semi-colons between works as follows:	A number of studies have shown identical results (Sanders, 2008; Smith, 2009).
<i>Two Authors</i>	Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.	<ul style="list-style-type: none"> • Research by Wegener and Petty (1994) supports... • (Wegener & Petty, 1994)
<i>Three to Five Authors</i>	List all the authors in the signal phrase or in parentheses the first time you cite the source.	(Kernis, Cornell, Sun, Berry, & Harlow, 1993)
	In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.	(Kernis et al., 1993)
<i>Six or more</i>	Use the first author's last name followed by "et al." in the signal phrase or in parentheses.	Harris et al. (2001) argued... (Harris et al., 2001)

<i>Unknown Author</i>	If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.	A similar study was done of students learning to format research papers ("Title", 2001).
Citing indirect sources	If you use a source that was cited in another source, name the original source in your signal phrase.	Johnson argued that ... (as cited in Smith, 2003, p. 102).

2.2. Reference List

References provide the information necessary for readers to identify and retrieve each work cited in the text.

- All sources appearing in the reference list must be ordered alphabetically by surname.
- The reference list should be double spaced (no line spaces between references) with hanging indents used for the second and subsequent lines of each entry. A hanging indent is where the left line starts at the left margin and subsequent lines are indented (approx. 1.3 cm).
- Authors' names are inverted (last name first); give the last name and initials for all authors if they are less than 7.

Cases	How to cite	Example
BOOKS: Author(s). (Year of publication). <i>Title of book</i> (Edition ed.). Publisher.		
<i>Single Author</i>	Last name first, followed by author initials.	Aronsson, L. (2000). <i>The development of sustainable tourism</i> . (2 nd ed) Longman Continuum.
<i>Two Authors</i>	List by their last names and initials. Use the ampersand instead of "and."	Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i> . Academic Press.
<i>Three to Seven Authors</i>	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.	Hayes, S. C., Stosahl, K. D., & Wilson, K. G. (1999). <i>Acceptance and commitment therapy</i> . Guilford Press.
<i>Editor and no Author</i>	Since the information was edited, do not use the editor's name as if he or she wrote it but add (Ed)	Carlock, C. J. (Ed.). (1999). <i>Enhancing self-esteem</i> (3rd ed.). Accelerated Development.
Journal Articles		
<i>Print version</i>	Author's Last Name, Initial(s). (Year of publication). Title of article. <i>Title of Journal</i> , Volume (Issue), Pages.	Younger, P. (2004). Using the internet to conduct a literature search. <i>Nursing Standard</i> , 19(6), 45- 51.

<i>Online version</i>	When a DOI (Digital Object Identifier) number is available for the journal article include this in the reference. If not, use the expression "retrieved from" + website link	<ul style="list-style-type: none"> • Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. <i>European Journal of Marketing</i>, 41(12), 1245-1283. doi:10.1108/03090560710821161 • Bernstein, M. (2002). 10 tips on writing the living Web. <i>A List Apart: For People Who Make Websites</i>, 149. Retrieved from http://www.alistapart.com/articles/writeliving
<i>Brochures:</i> Travel Alberta. (2002). <i>Official Alberta vacation guide</i> [Brochure]. Author.		
<i>Thesis or dissertation:</i> Gale, L. (2000). <i>The relationship between leadership and employee empowerment for successful total quality management</i> . Unpublished PhD thesis, University of Western Sydney. Retrieved from http://handle.uws.edu.au:8081/1959.7/28037		
<i>Article (from the Internet, not available in print version):</i> Cooper, D. (2009, March 31). <i>Native ant may stop toad in its tracks</i> . <i>ABC Science</i> . Retrieved from http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=latest		

This website provides the references automatically: <https://www.scribbr.com/apa-citation-generator/>

This website has further info on anything related to APA: <https://apastyle.apa.org/>

3. APA Writing Style

There are some writing style preferences that you need to follow when adhering to APA style.

3.1. Bias Free Language

The American Psychological Association emphasizes the need to talk about all people with inclusivity and respect. Writers using APA Style must strive to use language that is free of bias and avoid perpetuating prejudicial beliefs or demeaning attitudes in their writing.

Bias, like inaccurate or unclear language, can be a form of imprecision. For example, using “man” to refer to all human beings is not as accurate or inclusive as using the terms “individuals,” “people,” or “persons.”

These are some examples of specific language for the topics covered in bias-free language:

- When writing about age, exact ages or age ranges (e.g., 15–18 years old, 65–80 years old) are more specific than broad categories (e.g., under 18 years old, over 65 years old). Also include the age mean and median in addition to the range of ages to increase the specificity of the reporting.

- When writing about disability, names of conditions (e.g., Alzheimer's disease) are more specific than categories of conditions (e.g., types of dementia) or general references such as “people with disabilities.”
- When writing about gender identity, descriptors with modifiers (e.g., transgender women) are more specific than descriptors without modifiers (e.g., women) or general nongendered terms (e.g., people, individuals).
- When writing about people who took part in research, terms that indicate the context of the research (e.g., patients, participants, clients) are more specific than general terms (e.g., people, children, women).
- When writing about racial or ethnic groups, the nation or region of origin (e.g., Chinese Americans, Mexican Americans) is more specific than a generalized origin (e.g., Asian Americans, Latin Americans).
- When writing about sexual orientation, the names of people's orientations (e.g., lesbians, gay men, bisexual people, straight people) are more specific than broad group labels (e.g., gay).
- When writing about socioeconomic status, income ranges or specific designations (e.g., below the federal poverty threshold for a family of four) are more specific than general labels (e.g., low income).

3.2. Grammar

The grammar and usage guidelines in the Publication Manual represent only the most common areas of concern for writers—verbs, pronouns, and sentence construction.

- Avoid the editorial “we” to refer to people in general.

Incorrect: We often worry about what other people think of us.

- Do not use “he” or “she” alone as generic third-person singular pronouns. Use combination forms such as “he or she” and “she or he” only if you know that these pronouns match the people being described
- Use the following verb tenses to report information in APA Style papers.

Paper section	Recommended tense	Example
Literature review (or whenever discussing other researchers' work)	Past	Martin (2020) addressed
	Present perfect	Researchers have studied
Method Description of procedure	Past	Participants took a survey
	Present perfect	Others have used similar approaches
Reporting of your own or other researchers' results	Past	Results showed Scores decreased Hypotheses were not supported
Personal reactions	Past	I felt surprised
	Present perfect	I have experienced
	Present	I believe
Discussion of implications of results or of previous statements	Present	The results indicate The findings mean that
Presentation of conclusions, limitations, future directions, and so forth	Present	We conclude Limitations of the study are Future research should explore

3.3. Punctuation

The Publication Manual contains guidance on how to use periods, commas, semicolons, colons, dashes, quotation marks, parentheses, square brackets, and slashes. Some of these uses are:

- Use one space after a period (or other punctuation mark at the end of a sentence) when writing in APA Style.
- Use a serial comma (also called an Oxford comma, Harvard comma, or series comma) between elements in a series of three or more items.

E.g., Factors of personality include extraversion, conscientiousness, openness to experience, agreeableness, and neuroticism.

- If one or more items in the series already contain a comma, use semicolons between the items instead of commas.

E.g., Subjective well-being is characterized by the presence of positive affect, such as whether people feel happy and peaceful; the absence of negative affect, such as whether people feel angry or bored; and a high level of life satisfaction.

P.S.: What is outlined about APA in this document is just a summary. If you need further information on any aspect regarding APA style, please visit its official website

<https://apastyle.apa.org/> .