

SPAA WRITING & CAREER DEVELOPMENT CENTER

APA FORMAT GUIDE

American Psychological Association

Social science papers

Format

- Title page
 - Running Header: Centered abbreviated title of paper (First page)
 - Centered abbreviated title as a header (Remaining pages)
 - Top right header: First 3 letters of title, Page number
 - Capitalize only first word in the title
- Abstract
- Body of Paper
 - 1-inch margins on all sides
 - Double-spaced
 - Visual aids/ charts/ graphs
 - In-text citation details
 - Must cite paraphrases
- Reference page
 - Works Cited/ Works Consulted
 - A-Z order
 - Last name, first initial

External sources to strengthen research

- Quotes
- Data
- Use primary sources
- Secondary sources are also helpful
- Analyze everything that you cite
- Develop the contextual relationship between outside work and your own

Strong resources to cite

- Peer-reviewed articles
- Academic journals
- Government research reports
- Books
- Textbooks
- Newspapers

APA allows

- Paraphrasing
- Use of tables/ charts/ graphs
- Footnotes
 - Used rarely
 - Never as source references, only for additional background information

APA style resources

- The APA style book: <http://www.apastyle.org/>
- Purdue OWL APA Style Guide: <https://owl.english.purdue.edu/owl/resource/560/01/>

Avoid plagiarism

- Plagiarism is the use of someone else's words or ideas without giving credit in text or within references.
- Research papers build on other people's work.
 - Do not try to avoid the need for citing sources.
- Credit must be given not only for quotations but for paraphrases, data and discussions.
- You do not have to cite "common information."
- Plagiarism software
 - Turn-it-in, Safe assign
- No citations are needed for original research.
- You cannot plagiarize yourself.
- Avoid recycling your previous work. Add to your own research materials.
- When quoting from a source, use exact language and grammar.
 - Otherwise, paraphrase the author's language.
- Use brackets [for example] to alter a text.
- Add [sic] if purposely citing a misspelling or misuse of a term by the author.

Short quote example:

- According to Riccucci (2011), “There are currently over 1.9 million public administrators with over 300,000 new positions opening every year” (p. 9).
- In her 2011 work, Public Personnel Management: Current Concerns, Future Challenges, Riccucci states, “There are currently over 1.9 million public administrators with over 300,000 new positions opening every year” (p. 9).
- “There are currently over 1.9 million public administrators with over 300,000 new positions opening every year” (Riccucci, 2011, p. 9).

Paraphrase example:

Today, nearly 2 million public servants are working with more than 300,000 jobs available annually (Riccucci, 2011).

Long quote example:

Congressional legislation enacts policy by allocating funds and powers to divisions of government, public and private industries. However, it is important to remember that house representatives, senators and bureaucrats are not the only actors responsible for influencing policy decisions. A close knit relationship exists between congressional subcommittee members, interest groups and agencies that is known as the iron triangle.

The relationship within [iron triangles] is symbiotic; that is, each member of the triangle gets something that it needs from other members. The agency gets appropriations and new programs from the subcommittee, and the subcommittee gets support and information from the agency.

The interest groups get policies and benefits from both the subcommittee and the agency, and the subcommittee gets support, information, and campaign contributions... from the interest groups (Holzer, 2011, p. 184).