

**APA Paper Title**

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### **APA Paper Title**

The title of your paper will appear centered and bold at the top of the first page of the body of your paper. Indent the first line of each paragraph using the Tab key, and do not label your introduction with a heading. The margins should be set at one inch all around. Insert the page number into the header of every page: the title page will be number 1. Choose one of the following fonts and use it throughout your paper: 12-point Times New Roman; 11-point Calibri, Arial, or Georgia; or 10-point Lucinda Sans Unicode (American Psychological Association [APA], 2020).

Like your title page, the body of your paper should be double-spaced. Do not add extra spaces in between the paragraphs. To ensure that no additional spaces appear between your paragraphs, click the Home tab, select the paragraph option, and then check the box labeled “Don’t add space between paragraphs of the same style.” To apply the formatting to everything you have written, be sure to highlight your entire paper before you set the spacing, or set it up before you begin typing your paper.

### **How to use In-text Citations**

When you quote, paraphrase, or summarize information from any source, you will need to provide an in-text citation. An APA in-text citation includes the author (either the individual’s last name or the organization), the publication year, and, if the information came from a specific page, the source’s page number. All of this information is placed in parentheses, usually after your quote or paraphrase but sometimes before. This essay shows examples of both locations.

#### **Name, Date, and Page**

Here is an example of a sentence that contains a quote and is, therefore, followed by an in-text citation: The authors claim that “the overarching purpose of writing is to communicate” (Block & Strachan, 2019, p. 68). Notice that the quoted material is introduced with the signal phrase “the author claims.” This sort of sentence construction indicates that the information comes from another work and should be cited, but does not interrupt the reader’s understanding of your material. It is wise to avoid

“dropped quotes,” which can confuse your reader. As former Writing Coach Beth Morgan (n.d.) says, “A dropped quote is like a puppet who has no name” (para. 4). You can find out why by reading her blog post of that title, which is included in the Reference list below.

### Signal Phrases

When you mention the author’s name while introducing quoted or paraphrased material, the year of publication should be placed in parentheses following the author’s name, but does not need to appear again in the citation at the end. Here is an example: Authors Clement et al. (2018) mention, “respondents appreciated the ability to study and exercise” (p. 172) thanks to the exercise equipment housed at a university library. Notice that the publication year appears in parentheses immediately after the author’s last name, and that the page number appears in parentheses immediately after the quoted text. This source has three or more authors, so “et al.” is used after the first author’s last name. This abbreviation, which is Latin for “and others,” saves space in your body text and citations.

### Block Quotations

The *Publication Manual of the American Psychological Association* (APA, 2020) specifies that direct quotations of 40 words or more should be formatted a little differently than shorter quotations, as this example illustrates:

Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. Double-space the entire block quotation; do not add extra space before or after it. ... cite the source in parentheses after the quotation’s final punctuation ... [and] do not add a period after the closing parenthesis. (p. 272)

Either include the author and year when you introduce the block quote, as above, or place the author and date inside the same parentheses as the page number.

## Missing Information

If there is no individual or organizational author for the piece you wish to cite, then its title should stand in for the author (see Table 1). If a website does not have an individual author, use the web publisher instead. When a publication date is not available, use the initials “n.d.” to mean “no date,” and if there are no page numbers, you may use the paragraph number or section name instead: both instances are illustrated by the citation for this sentence (APA, n.d., “Direct Quotation of Material” section). If no page number, paragraph number, or section name is available, simply omit that information.

**Table 1**

*Templates for Missing Reference Information*

Missing element	Solution	Template	
		Reference list entry	In-text citation
None	Provide the author, date, title, and source.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, use “n.d.” for “no date,” and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)

*Note.* Adapted from *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed., p. 284), by American Psychological Association, 2020, (<https://doi.org/10.1037/0000165-000>). Copyright 2020 by the American Psychological Association.

## Formatting your Reference List

At the end of your paper, on the next new page after the last sentence of the body of your paper, you will need to list all of the books, articles, videos, and other sources you used: this is called a Reference list. The title for this page will be “**References**”; it should be bold, but do not italicize it or place it in quotation marks. Make sure the title is centered. The information for each entry in this list will be prepared according to the APA style.

The Reference list entries will differ depending on the sources you have chosen. They usually include the author, date, title, and where to find it. The elements you include for a book are different from the elements you include for an article on a website. For a detailed description of each type of reference list entry, refer to the Shapiro Library’s APA Style Guide (<https://libguides.snhu.edu/apa>) or the official APA Style Blog (<https://apastyle.apa.org/blog>). Remember that the in-text citations in your paper and the Reference list must go hand-in-hand: if a source appears in one place it must appear in the other. The purpose of the References page is to provide the reader with additional information about where to find a source you mentioned in your paper.

### Alphabetical Order

List your entries in alphabetical order, according to the first letter of the authors’ last names. Each entry will begin with the author’s last name followed by the first letter of their first name. Remember that an author may be an organization instead of an individual; or, if an author cannot be identified, the title may be used in the author’s place. Titles should be in sentence case.

### Hanging Indent

Finally, make sure that after you’ve typed out your list, you apply the hanging indent from within the paragraph menu. This will format your list so that the first line of each entry is aligned with the margin, and all subsequent lines will be indented 0.5 inches. To do this, click the Home tab, select

the paragraph option, and locate the “Special” drop-down menu. Be sure your references are highlighted, then select the option “Hanging.”

### Conclusion

Following the APA style guidelines can feel like a monumental task, but Southern New Hampshire University’s social media reminds us, “a little progress each day adds up to big results” (SNHU, 2019). To help ease students into the process, Writing Coach Kayleigh Guzel demonstrates how to format papers in the YouTube video titled *How to Format Papers in APA (7th Edition)* (Academic Support Resources, 2019). You can find the link in the Reference list.

This sample paper demonstrates and describes the general concepts of APA style. For more information, please consult the *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.), which is available from libraries and booksellers.

## References

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