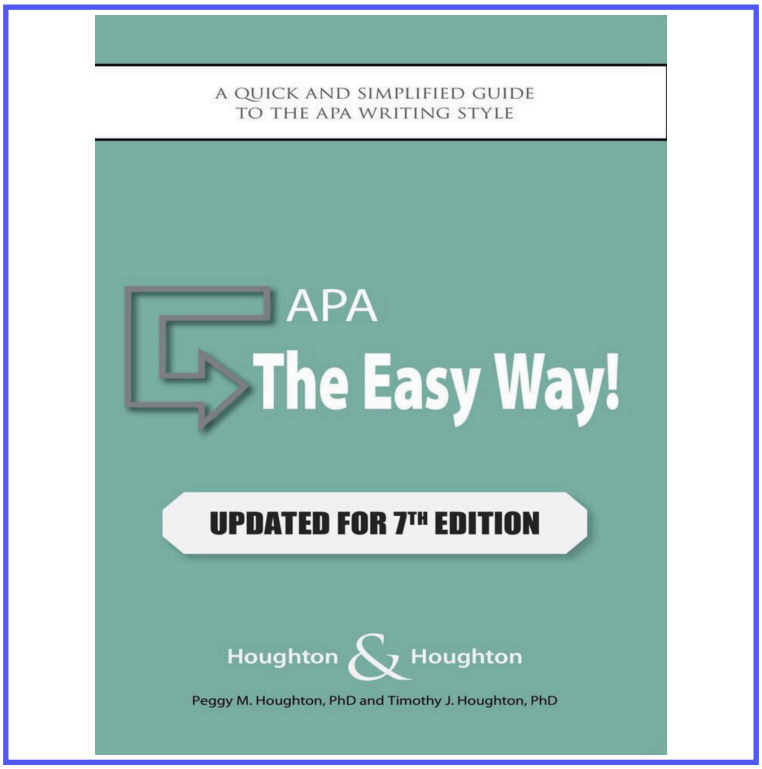


ebookbig.com

or scan the QR code to access the digital study portal.

Part One
Mechanics of APA

Utilizing Microsoft Word

The following are specific instructions for setting up an APA document using Microsoft Word.

Margins

All margins (top, bottom, and sides) should be set at one inch. Microsoft Word allows the user to set the margin at a default of one inch. To do so, follow the guidelines below:

1. Select PAGE LAYOUT from the ribbon tabs.
2. Select the MARGINS icon.
3. Click on NORMAL.

Alignment/Line Spacing

All documents following APA guidelines are required to be aligned left and double-spaced throughout the entire document. Be sure not to include additional spacing between paragraphs, headings, etc. To set the default, follow these guidelines:

1. Select HOME from the ribbon tabs.
2. Select the PARAGRAPH window (by clicking the icon to the right of the word *paragraph*).
3. Under ALIGNMENT, select LEFT.
4. Under LINE SPACING, select DOUBLE.
5. Under SPACING set both BEFORE and AFTER to 0 pt. or simply click *Don't add space between paragraphs of the same style.*
6. Click OK.

Font Type and Size

Several font types are acceptable with APA writing. Recommended choices include a sans serif font such as Arial, Calibri, or Lucida or a serif font such as Times New Roman, Georgia, or normal Computer Modern. Additionally, the font size can vary. A 12-point font size is widely utilized. Font type and size should be consistent throughout the entire document, excluding figures, computer codes, or footnotes.

This is an example of 12-point Times New Roman.

1. Select HOME from the ribbon tabs.
2. Select the FONT window (by clicking the icon to the right of the word *font*).
3. Select Times New Roman.
4. Select SIZE of 12. Click OK.

Paragraph Indentation

All papers typed in APA format require paragraphs to be indented one-half inch. This can easily

be accomplished by striking TAB on the keyboard.

Hanging Indents

To set the hanging indent feature, do the following:

1. Select HOME from the ribbon tabs.
2. Select the PARAGRAPH window (by clicking the icon to the right of the word *paragraph*), and select the INDENTS AND SPACING tab.
3. Under SPECIAL, choose HANGING. Under BY, select .5". Click OK.

Curtis, D. S. (2015). *People who live in glass houses should not throw stones*. Alleman and Anderson Books.

Page Header

Student papers require that the page header consists of the page number only. The title page is page number 1. Formatting page headers can be accomplished by using the HEADER AND FOOTER function.

1. Select INSERT from the ribbon tabs
2. Select HEADER
3. Select EDIT HEADER
4. Select PAGE NUMBER
5. Select TOP OF PAGE
6. Select PLAIN NUMBER 3
7. Select CLOSE HEADER AND FOOTER (located in the upper right-hand corner)

Some instructors or institutions may require a running head, which includes a form of the title and the page number. If required, the running head should be placed in the page header. It should consist of the title of the paper, flush left, in all capital letters. There is a maximum of 50 characters (including spaces). If the title encompasses more than 50 characters, then only major words should be used. The same running head should appear on every page.

1. Select INSERT from the ribbon tabs
2. Select HEADER
3. Select EDIT HEADER
4. Type TITLE OF YOUR PAPER
5. Tab twice to move to the right aligned position
6. Select PAGE NUMBER
7. Select CURRENT POSITION
8. Select PLAIN NUMBER
9. Select CLOSE HEADER AND FOOTER (located in the upper right-hand corner)

Levels of Headings

When a document requires the use of headings, the following five levels should be utilized (*Publication Manual of the American Psychological Association* (7th edition), 2019, p. 48):

(Level One)
Centered, Boldface, Uppercase and Lowercase Heading
[Text begins as a new paragraph.]

(Level Two)

Flush Left, Boldface, Uppercase and Lowercase Heading

[Text begins as a new paragraph.]

(Level Three)

Flush Left, Boldface, Italic, Uppercase and Lowercase Heading

[Text begins as a new paragraph.]

(Level Four)

Indented, Boldface, Uppercase and Lowercase ending with a period.

[Text begins on the same line as heading.]

(Level Five)

Indented, Boldface, Italic, Uppercase and Lowercase ending with a period.

[Text begins on the same line as heading.]

NOTE: Uppercase and Lowercase Heading means to capitalize the first word, the last word, and all significant words in between.

Title Page (Student Paper Format)

If not otherwise directed by the instructor or institution, the title page should consist of the following elements:

1. Page number
2. Paper title (blank line follows title)
3. Author
4. Name of college or university
5. Course
6. Instructor
7. Due date

The above elements should be typed in the order provided and centered on the page (see Part Three for example).

Abstract (If Required)

The word *Abstract* should be boldface and centered on the top of the page. The actual abstract, however, should be left justified. This is the only paragraph of the paper that is not indented. It should be concise, accurate, and reflect the content of the document. It should not exceed 250 words. No paraphrasing or direct quotations should be included (see Part Three for example).

Appendices

Appendices are pages at the end of the paper (after the references) with additional information. Appendices allow the author to include information that would be distracting to the reader if included in the body of the paper. Tables or charts more than a half page in length are often placed in the appendices rather than the text of the paper. The page header continues onto pages containing an appendix.

NOTE: If only one appendix is included, it should be labeled *Appendix* and centered, with uppercase and lowercase letters. If more than one appendix is included, they should be labeled *Appendix A*, *Appendix B*, etc.

Body of Paper

Writers are strongly encouraged to develop the reference page prior to in-text citations. This simplifies the process of writing the in-text citations, as these citations are derived from the actual reference page.

General APA Guidelines

- Place word(s) in quotation marks the first time used in order to show emphasis. In subsequent cases, do not use quotation marks.
- The first line of every paragraph (other than the abstract) should be indented .5". If the TAB key defaults at .5", simply strike the TAB key.
- Use one space after all punctuation, including periods at the end of a sentence, unless instructed otherwise.
- Generally speaking, avoid using the word *I*, unless you are the sole author of the document. Likewise, avoid using the word *we*, unless you are a co-author of the document.
- Person refers to the writer's viewpoint. First-person is the writer speaking; second-person is the person being spoken to; and third-person is the person being spoken about.
- Avoid using *the author* or *the researcher* to reference the writer.
- Avoid using the editorial *we* – referring to people in general. A specific noun should be used instead.
- Use the singular *they* to refer to a person who uses *they* as their personal pronoun or if the gender is unknown. This promotes inclusivity and respect.

In-text Citations

- Always provide appropriate credit; otherwise, it is considered plagiarism.
- With the exception of personal communication, everything cited in the text must appear on the reference page. Likewise, everything cited on the reference page must appear within the text.
- When paraphrasing an author, the punctuation (period) should be placed *after* the actual reference citation. For example:

_____

(Calcaterra, 2018).

_____

Not

_____

. (Calcaterra, 2018)

_____

- When citing a direct quotation less than 40 words, the punctuation (period) should be placed *after* the actual reference citation. For example:

_____

(Rothenstein, 2015, p. 6).

_____

Not

_____

. (Rothenstein, 2015, p. 6)

- When citing a direct quotation 40 words or greater, the entire quotation is indented .5" and no quotation marks are required. The indentation implies that it is a direct quotation. For example:

In their book *Between a Rock and a Hard Place* (1993), Roueche and Roueche include a memorable quotation from a developmental writing teacher just completing the first year of teaching in a downtown community college.

> I find it amazing that so many of my students will work so hard to make it when there is so little in their past to give them the confidence to try; I also find it remarkable that they finally achieve so much in spite of what at first appears to be overwhelming academic and personal odds; but what I find most unbelievable is that they take the chance and even come at all. (Roueche & Roueche, 1993, p. 121)

NOTE: When citing a direct quotation that is 40 words or greater, the punctuation (period) is placed *before* the actual reference citation.

- Use a variety of writing style techniques. Do not end every paragraph with the standard method of citing (author's last name, date published). This flexibility will allow for a more logical flow of reading. For example, use different techniques such as the following:

According to Williamson (2018) . . .

---

or

Williamson (2018) indicated . . .

Consistent errors generally occur throughout citing in the text of the document. Although there is no specific order regarding the APA rules, the bulleted points below appear to be the most common errors found in student papers.

Paraphrasing an author

When paraphrasing one author, provide the author's last name and the publication year. Note that the author's name and year are separated by a comma.

(Janeway, 2018).

Additionally, the actual punctuation (period) is placed only after the citation . . . not before or before and after.

Order of multiple authors

When using a source with more than one author, always list the authors in the same order listed in the book or article.

Direct quotations

There are two different types of direct quotations.

When stating a direct quotation (verbatim) that is less than 40 words, the entire quotation is placed in quotation marks. The actual reference citation should include the author's last name, the year published, and the page number where the quotation can be located.

There are a few things to consider at this point. The end quotation mark should appear at the end of the last word in the quotation. However, the punctuation (at the end of the quotation) is placed *after* the actual citation. In addition, the abbreviation for page is *p*. If using multiple pages, the abbreviation is *pp*.

_____

(Tyler & Weibel, 2019, pp. 8-9).

_____

Not

_____

. (Tyler & Weibel, 2019, pp. 8-9)

_____

When citing a direct quotation that is 40 words or greater, the entire quotation is indented the same as a paragraph indentation and no quotation marks are required, as the indentation implies that it is a direct quotation. In this particular case, the punctuation (period) is placed *before* the actual citation, not after.

_____

. (Schafer et al., 2019, p. 8)

_____

Also, when a quotation that is 40 words or greater has a second paragraph, the second paragraph of the blocked quotation is indented further. As with the paper itself, the direct quotation is double-spaced.

_____

In their book titled, *Modern Day CEOs: The Good, The Bad, and The Ugly* (2002), Heberling and Houghton noted the following:

> Throughout her troubled youth, Oprah would always have a refuge. She would turn to books as a safe haven. She was, and still is, an avid reader. Reading gave her hope and gave her the will to aspire to new goals. Oprah was exceptionally intelligent. Her strong intellect allowed her to skip both kindergarten and second grade. Oprah always praised her teachers for their guidance and support throughout her early years.
>
> Although Oprah lived with a myriad of people throughout her lifetime, she credits her grandmother for making her the success that she is today. This is primarily because her grandmother acted as the dominant support figure during her youth. It was her grandmother, and later her father, who were the ones who expected the best out of her; they expected her to excel with everything she did. Time would prove this to be an expectation that was ultimately conquered. (p. 196)

_____

If no page number is given (e.g. websites and webpages), the following can be used to assist the reader in locating the direct quotation:

- Include a heading or section name. If this is too long, include within quotation marks an abbreviated heading or section name
- Include a paragraph number
- Include a heading or section name along with the paragraph number

Secondary sources

When citing a source within a source, name the original work and give a citation for the secondary source. For example, if citing a paraphrased comment from Huff in Karsten's article (when Huff's original work was not read), reference the citation as follows:

_____

Huff's work (as cited in Karsten, 2018).

_____

NOTE: If a direct quotation was stated from Huff, the page number must also be included. Also, only Karsten's work is cited on the reference page.

Author, Date Citations

One author

When paraphrasing one author, provide the author's last name and the publication year. Note that the author's name and year are separated by a comma.

_____

(Bowen, 2018).

_____

Two authors

When citing two authors, use both authors' names every time, along with the symbol *&* when used inside parentheses.

_____

(McDowell & Macklin, 2020).

_____

Three or more authors

When citing three or more authors, cite the name of only the first author plus *et al.* in every citation, including the first citation unless it poses an ambiguity issue.

_____

Work from Johnson, Workman, and Rupkis, 2019 should be cited as (Johnson et al., 2019)

_____

NOTE: There is a period only after *al.*

No author listed

When citing work with no author, the first few words of the actual reference page entry should be used. Titles of books, periodicals, brochures and reports should be italicized, while titles of chapters, articles, and webpages should be noted in double quotation marks.

_____

Some individuals believe that leadership is an innate skill that simply cannot be learned (*The*

Mystery of Leadership, 2018).
Leadership is not a scientific art ("Leadership versus Management," 2018).

_____

No date listed

When citing work with no publication date listed, use no date abbreviated as *n.d.* within parentheses. Place a period after *n* and *d* with no spacing between.

_____

Workman (n.d.) or (Workman, n.d.)

_____

Anonymous author

When citing work where the author is listed as *Anonymous*, cite the term *Anonymous*.

_____

(Anonymous, 2018).

_____

Authors with the same last name

When using different authors with the same last name, use the author's first initial within the text citation. This is the case even if the publication years differ.

_____

C. Hawthorn (2019) and R. Hawthorn (2016) extensively discuss leadership characteristics in Fortune 500 companies.

_____

Multiple articles from the same author(s)

When citing the same author with more than one publication within the same year, list the dates including *a, b, c,* etc. The reference page uses the same letter (as in text citation).

_____

Several published documents by Pratt (2018a, 2018b, 2018c, and 2018d) . . .

_____

Personal communication

Personal communication should be used only when information cannot be recovered. Such works consist of the following:

- Emails
- Text messages
- Online chats
- Direct messages
- Personal interviews
- Telephone conversations
- Live speeches
- Unrecorded classroom lectures
- Unrecorded webinars
- Memos
- Letters

Talking with M. Kloha (personal communication, May 30, 2018) . . .

- Since this cannot be verified, no reference page entry is necessary.
- In subsequent in-text citations, use the last name and year of interview.

Webpages and Websites

Use the author, date in-text citation format for webpages and websites.

Webpage on a website with an individual author

(Medley, 2019) or Medley (2019)

Webpage on a website with a group author

(Small Business Administration, 2019) or Small Business Administration (2019)

Blogs

(Guta, 2019) or Guta (2019)

Podcasts

(Coleman, 2020) or Coleman (2020)

Electronic references

When no page number is provided with electronic sources and a page number is needed (as in the case of a direct quotation), cite the paragraph number, using the paragraph abbreviation *para.* before the number. In situations where the paragraph numbers are not provided, give the subtitle of the section along with the number of the paragraph within the section. If the subtitle is too long to include, use a shortened title in quotation marks.

(Dermott, 2018, para. 2)
(Dermott, 2018, Union Power section, para. 2)
(Dermott, 2018, "Retirement Strategies" section, paras. 3-5)

Tables

Generally speaking, tables and figures that enhance the content of the paper or manuscript can be included in the body of the text. However, if these tables and/or figures are lengthy or