



# W. L. Adams Center for Writing

## FORMATTING STUDENT PAPERS IN APA STYLE, 7<sup>TH</sup> Edition.

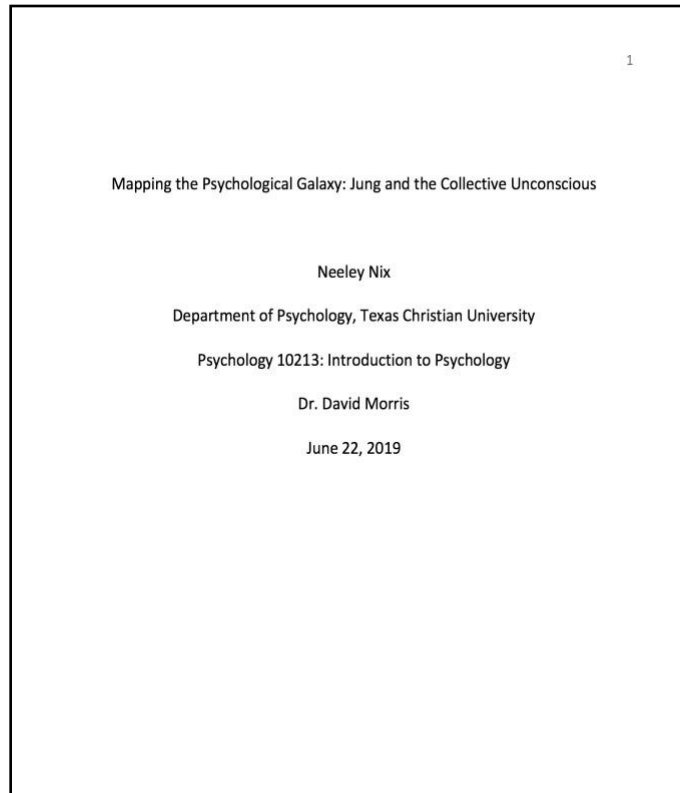
### General Guidelines

First impressions mean a lot! Correct formatting of a student paper inspires confidence in the writer's argument. Guidelines for academic papers are accessible in the *Publication Manual of the American Psychological Association*, 7<sup>th</sup> edition, pp. 29-40.

- Use white 8½ by 11-inch paper and print in black.
- Set margins of at least 1 inch, at left, right, top, and bottom.
- Do not justify right margins. Use flush-left lines of 6 ½ in. maximum length.
- Use a standard serif typeface such as Times Roman or sans serif such as Arial. For digital documents, APA recommends sans serif.
- Use a 12-point font.
- Double-space between all lines of the document.
- Do not break words at the ends of lines using hyphens.
- Place the page number flush right at the top right corner of each page.
- Be sure your paper has all the required parts (title page, text, references) in order.

### Formatting the Title Page

APA distinguishes between professional papers and student papers. The example shown here is for a student title page. Note the placement of the following: page number, title, student's name, institutional affiliation, course information, professor's name, and the date.



### Formatting In-text Citations in APA

- Parenthetical citations pair author last names with years of publication, to enable readers to match that source to an alphabetized reference list: (Jansen, 2016).
- Cite in-text all material that you quote, paraphrase, or summarize. Use parenthetical or narrative citations to acknowledge the sources you have used.
- Narrative citations incorporate author names and publication years into a sentence:

Hossain (2012) was the first to link open-source platforms such as *Wikipedia* to C.G. Jung’s concept of the collective unconscious.

- Each source cited in-text must also appear in the reference list at the end of the paper.

### Citation Exceptions

- If an online source lacks pagination, use paragraph numbers or direct readers to the source another way: (Marshall, para. 13) or (Marshall, 2016, “Tort Reform”).
- If a source does not have a date, consider the “no date” option: (Marshall, n.d.).

### Formatting Direct Quotations in APA

- Incorporate direct quotations into your own writing by using a “signal phrase” to set up the quote or provide attribution and context. Enclose the quoted phrase or passage in double quotation marks:

Jansen (2016) wrote, “Efficacy of sevoflurane is high” (p. 122).

- In-text citations for quotations from paginated sources must include page numbers.

### Block Quotations in APA

- Format quotations exceeding 40 words as “block” quotes, indenting the passage 5 spaces.
- Omit the quotation marks in block quotations. Cite as usual.
- All block quotes require signal phrases and proper citation at the close of the quotation.
- Use an ellipsis (...) to indicate omission of words from a block quote.
- Consider this example:

As one analyst of open-source, collaborative web projects has written,

Perhaps one of the greatest indications of the collective at work is the recent surge of open-source projects. None of the projects have garnered more attention and widespread appeal than that of Wikipedia. . . This is the premise behind the open-source movement, where the cognitive processes underlying the creation of such resources have been distributed among many. (Hossain, 2012, p. 107)

## Formatting the APA Reference List

- Begin the reference list on a new page. Alphabetize each entry by author's surname.
- If a source has no author listed, alphabetize by the corporate author/agency.
- Begin an entry flush left, but indent subsequent lines by 5 spaces, for a "hanging indent."
- Each entry should correspond to a citation in the text of the paper.
- For examples of common reference citations, refer to our companion APA handout on common references or to [APA Style Central](#).

## SAMPLE REFERENCE LIST

### References

- Boechat, W. (2022). The collective unconscious. *International Association for Analytical Psychology*. <https://iaap.org/the-collective-unconscious-2/>
- Dawkins, R. (1989). *The selfish gene*. Oxford University Press.
- Hossain, S. (2012). The internet as a tool for studying the collective unconscious. *Jung Journal: Culture & Psyche*, 6(2), 103–109. <https://doi.org/10.1525/jung.2012.6.2.103>
- Jung, C.G. (2009). *The red book*. (S. Shamdasani, Ed.) W.W. Norton & Company.

## APA FORMAT FOR ANNOTATED BIBLIOGRAPHIES

- An annotated bibliography differs from a reference list in that it includes a short description or summary of each source. See APA Manual, 9.51 for details.
- Avoid repeating publication details included in the reference list.
- Summarize briefly the source's main ideas and relevance to your research topic.

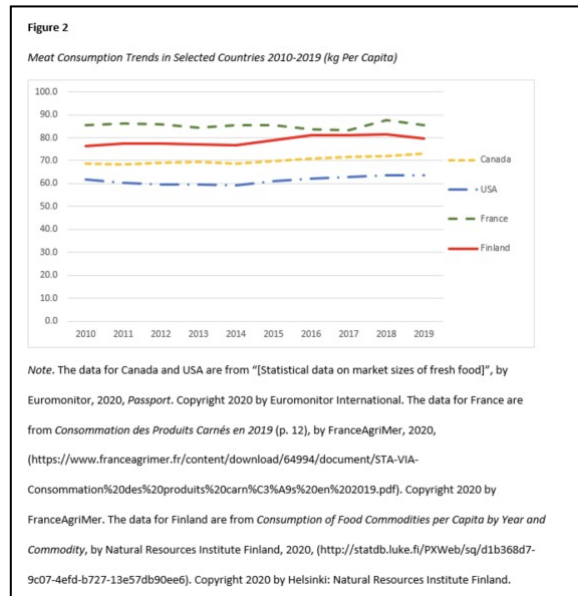
Hossain, S. (2012). The internet as a tool for studying the collective unconscious. *Jung Journal: Culture & Psyche*, 6(2), 103–109. <https://doi.org/10.1525/jung.2012.6.2.103>

This article explores Jung's idea of a collective unconscious through analysis of proximal influence as "contagion" across social networks, or whether there may be some "hidden intervening variable" that causes ideas to spread in certain patterns. Hossain examines various open-source theoretical models (like *Wikipedia*), including chaos theory, and cites Clay Shirky's concept of cognitive surplus.

## Figures and Tables

- Place figures (images) and tables at the end of your paper or incorporate them into your paper. Use one method only within a paper; do not mix them.
- Number all figures and tables sequentially in boldface Arabic numerals accompanied by a brief, clear title in italics: **Figure 1: *Net Profit*** or **Table 3: *Cost Analysis***.
- When you refer to figures and tables in your paper, do not use directional words like “above,” “below,” or “to the left.” Refer to them by their numbers and titles. This is known as a “callout.”
- Every figure or table included must have a callout in the paper; every callout must correspond to a figure.
- If you are reproducing or adapting figures or tables from another source, you must acknowledge the copyright of the source in a note below the figure.

### SAMPLE FIGURE:



### SAMPLE TABLE:

**Table 1**  
*Example of a Table: Purdue Global Career Outcomes Rate, 2018.*

Graduates	% Employed	% Continuing education	% Military service
All graduates	91	6	2
Master’s degrees	97	1	1
Bachelor’s degrees	92	5	2
Associates degrees	85	11	4

Note. “Career outcomes rate” is not the same as an employment rate—it includes graduates who are (1) employed (whether full or part time) (2) participating in a program of voluntary service, (3) serving in the U.S. Armed Forces, or (4) enrolled in a program of continuing education. Adapted from “Career Outcomes Surpass National Average” by Purdue University Global, 2020. (<https://www.purdueglobal.edu/about/purdue-global-one-pager-1.jpg>). Copyright by Purdue University Global.



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