**How to Format in APA, Version 7**

Your Name

Middlesex Community College

Course Name

Professor

Due Date

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**Abstract**

*(Abstracts are not required in APA for student papers but some Professors will request them)*

An abstract is the summary of the paper. It is a brief and concise description of the main ideas covered in the paper. It should be 150-250 words in length, and should also contain keywords at the bottom of the summary in *italics.*

*Keywords: APA, format, references, in-text citations*

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**How to Format in APA**

Here is an example of the first page of an essay. The title is at the top of the page. It is NOT all in caps, underlined, bold or italicized. The text is double-spaced, following right after the title.

In his work, Auer (1996) remarked upon how "we try to mirror our speech patterns to those in the groups with which we want to identify" (p. 4). This means that sometimes we wish that we could be a member of a certain social group, and language is one way to gain entry into such groups,

Another study found that "some of the informants' speech would shift towards what the informants thought the pronunciations of the interviewer would be" (Cheshire, 1982, p. 99). This was especially true of males, 18-24 years old.

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**References**

Cheshire, J. (1982). *Variation in English dialect. A sociolinguistic study*. McGraw Hill.

Linguistics research center. (n.d.). *Socio-economic class and speech style*. http://www.utexas/edu/centers.

Smith, P, Wegner, D. & Petty, R. (2003). Historical linguistics. *Journal of Sociolinguistic Patterns, 149*. https://doi.org/10.1037/0002-9432.76.4.482.

U.S. Census Bureau. (2012, March).*U.S international trade in goods and services* (Report No CB12-232). http://www.census.gov/Press-Release/2012pr

Schulz, K. (2011, March). *Kathryn Schulz: On being wrong* [Video podcast]. http://itunes.apple.com

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# <u>APA Formatting (Version 7)</u>

## <u>Layout</u>

- Text should be double spaced, in 12 pt, with one-inch margins on all sides.
- In the header, insert the page number flush right. These should appear on every page, starting with the cover page.
- **Three required sections:** Title page, Body of Paper, References Page. Each begins on a new page
- **The Title page** contains the following info: Title (in bold), your name, school, course, Professor's Name and due date. Position halfway down the page, double-spaced and centered on page.
- **An Abstract** is a concise summary of the key points in your paper, followed by Keywords, and should be between 150-250 words in length. At the top of the page, the word Abstract is centered and bold *(for student papers, the Abstract is only required if the Professor requests it)*
- **The Body** of the paper begins with the title, centered and bold at the top of the page
- **The Reference Page** starts on a new page. It is a list of the source citations, **in alphabetical order by the first word** (author's last name or title). At the top of the page, the word References is centered and in bold

## <u>Incorporating Material from Sources-</u>

Whether using a direct **quote** or **paraphrasing** (putting the ideas, facts, statistics, etc in your own words), include an **in-text citation** to avoid plagiarism.

- The in-text citation for a **quote** consists of a reference in parenthesis which includes **name, year, page #,** i.e., *(Cheshire, 1982, p. 99).* The in-text citation for **paraphrased** material does **not** require the page #.
- The reference in parenthesis comes after the cited material, usually at the end of the sentence (**the period follows the parenthesis**).
- A **signal phrase** introduces and gives context to the information, and includes the name of the author (or periodical or website) and the year, i.e., *In his work, Auer (2007) remarked upon. . .*
- if the author and year are named in the signal phrase for a quote, only the page # must be included in the parenthesis, , i.e., *In his work, Auer (2007) stated that "children who. . . mirror our speech patterns"(p. 4).*
- **What must be cited?** In addition to quotes, any ideas, facts, or statistics that aren't common knowledge and originated from the source

## <u>References</u>

- All lines after the first line of each citation should be indented ½ inch from the left margin.
- Authors' names are inverted (last name first); give the last name and initials for all authors
  - Two authors: Separate author names with a comma. Use the ampersand instead of "and."
  - Three-twenty authors: commas separate author names, while the last author name is preceded again by ampersand. .
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

*Excerpted from PurdueOwl.edu – for more details about specific scenarios of APA formatting, go to*
*https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html*

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