

APA Style Formatting

Warren County Community College

Instructional Support Center

Overview

We will be going over APA formatting and:

- Why/when APA citations are used
- Types of citations
- How to format a reference page
- How to create a hanging indent on MS Word and Google Docs
- Where to find this information

What is APA?

APA, short for American Psychological Association is a scientific organization developed to “promote the advancement, communication, and application of psychological science and knowledge to benefit society and improve lives.”

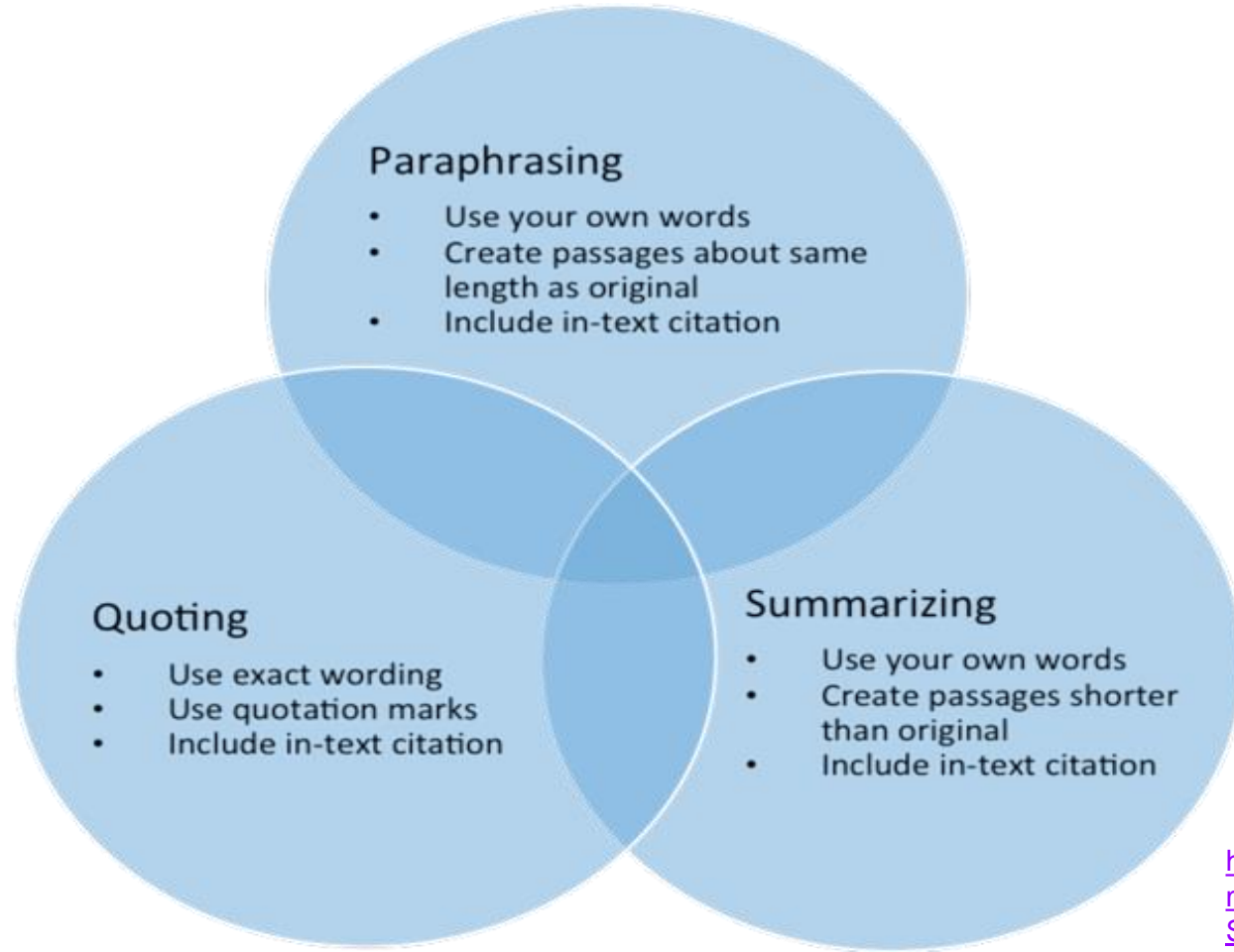
APA Style

- APA style is a method of documenting resources in academic writing within scientific writing, which includes the fields of all sciences, including social sciences such as *psychology, sociology, education, and criminal justice*.
 - As with MLA, "APA style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material" (<http://www.apastyle.org>).
 - Using APA style applies to not only how you *write*, but also how you *cite* and how you *format* your paper.

Why Do I Need Citations?

- Avoid plagiarism
- Give credibility to your arguments
- Make it clear to the reader you have done your research
- Create a foundation for your work
- So readers can find the sources you used

What's the difference between quoting, summarizing, and paraphrasing?



Citation Types

In-text Citation

This citation is found in the body of your paper. An in-text APA citation will include “at least two elements, but sometimes three. When using a direct quote, the in-text citation includes the author(s) last name(s), the year of publication, and the page number.

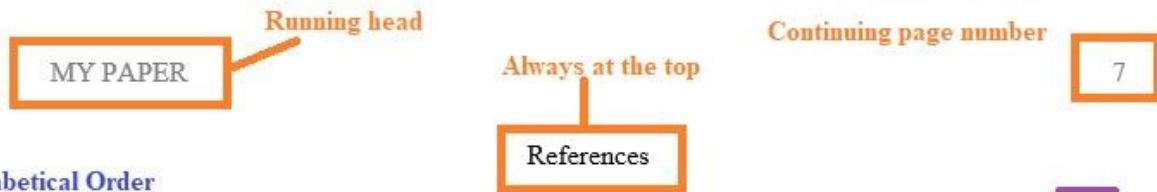
When paraphrasing or summarizing, the in-text citation includes the author(s) last name(s) and the year of publication.

References Page

Your references page will be the last page of your paper and will:

- have the word References at the top, centered (not in bold or italics)
- be formatted like the rest of the paper (margins, font, header, etc.)
- include hanging indents for the second line of each entry, be in alphabetical order (A to Z).

Reference Page Example



Alphabetical Order

Haskell, R.E. (2001). *Transfer of learning: Cognition, instruction, and reasoning*. Academic Press.

James, J. S. (2004, June 25). *President Bush on AIDS: More questions than answers*.

<http://www.aids.org/atn/a-402003.html>

Kalat, J. W. (2017). *Introduction to psychology* (11th ed.) Cengage. <https://www.cengage.com/>

Mommsen, T., Saunders, D.A., & Collins, J.H. (1958). *The history of Rome: An account of events and persons from the conquest of Carthage to the end of the Republic*. Meridian Books.

Murphy, J. P., & Murphy, S. A. (2018). Get ready, get in, get through: Factors that influence Latino college student success. *Journal of Latinos & Education*, 17(1), 3–17.

Double Spaced

Microsoft Word

Home Insert Draw Layout Review View

New... 12 B I U ab

Paragraph

 Special Indent >



1. Highlight the citations on your references page

2. Go to the **paragraph h** button and click **Special Indent**

References

National Conference of State Legislatures. (2013). Hot topics in higher education: Reforming remedial education. Retrieved from <http://www.ncsl.org/research/education/improvingcollege-completion-reforming-remedial.aspx>

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< Special Indent
 None
 First Line
 Hanging



References

National Conference of State Legislatures. (2013). Hot topics in higher education: Reforming remedial education. Retrieved from <http://www.ncsl.org/research/education/improvingcollege-completion-reforming-remedial.aspx>

3. Choose **Hanging**

1. Highlight the citations on your references page

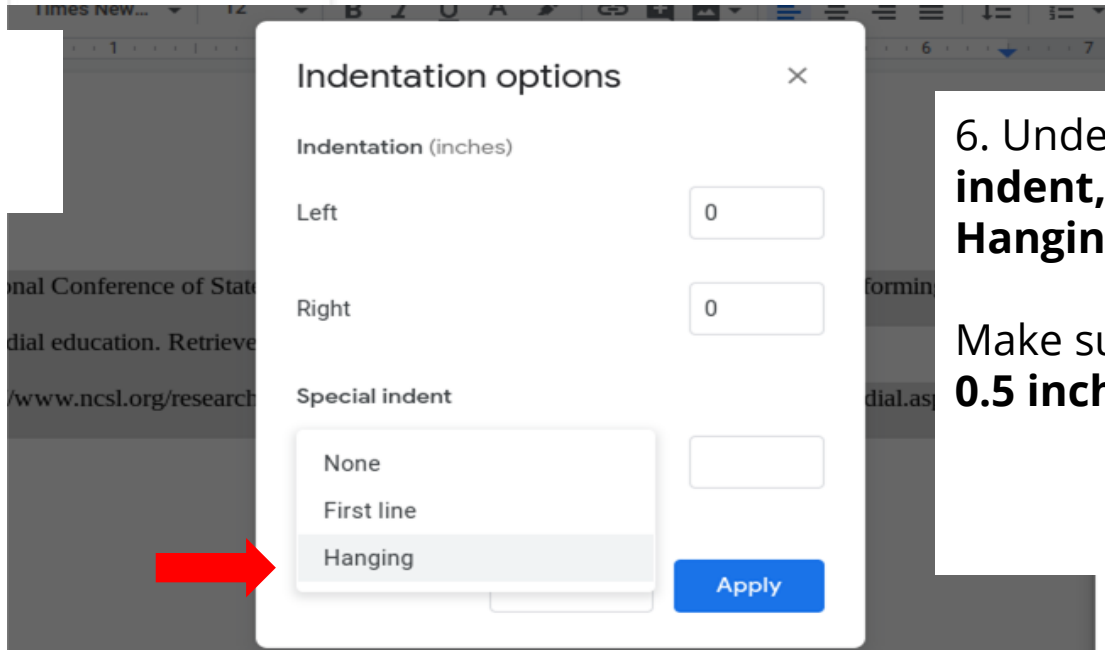
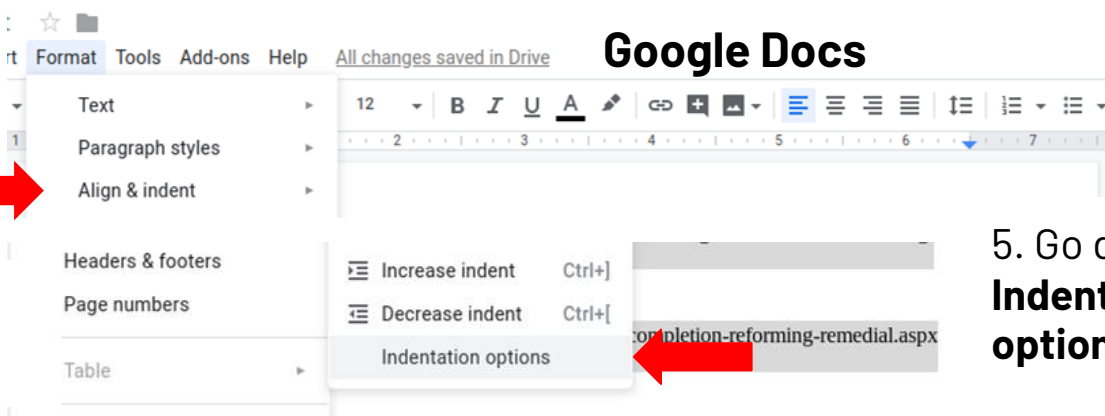
2. Go to the **Format** tab

3. Click **Align & Indent**

5. Go down to **Indentation options**

6. Under **Special indent**, choose **Hanging**.

Make sure it is **0.5 inches**



Where to find this information

This information can be found on the WCCC Library webpage under the [APA Style Formatting](#) tab. Here you will find:

- APA 7 Citation Guide with instructions for how to cite multiple sources (Cengage, journal articles, websites, books, etc.)
- [WCCC's APA 7 Sample References Page](#)

All of which will be available to you today

For further assistance

Schedule an appointment at the ISC in person or online at warren.mywconline.com/

or

See Lisa Stoll in the library or email her at lstoll@warren.edu