# APA FORMAT & STYLE 7<sup>th</sup> ed.

Adapted from the Publication Manual of the American Psychological Association, 7<sup>th</sup> edition (Available in the LRC)

# APA 7<sup>th</sup> ed. Format & Style Guide

#### **Contents**

APA Cheat Sheet	3-4
<u>Plagiarism</u>	
APA Style	6
In-Text Citations vs References	7
APA In-Text Citations Example	8
APA Reference List Example	9
APA In-Text Citations.	
Figures	12
Quotations	
APA References.	14
Websites	15
Books/ eBooks	16
Periodicals / Articles	17
Dissertations / Theses	
Other Media	19
APA Report Format	21
APA Report: Title Page	22
APA Report: Abstract	
APA Report : Body	
APA Report : Headings	
APA Report : Figures	
APA Report : References	

## **APA Cheat Sheet**

In-text citation example

We created a survey with Survey

(https://www.surveymonkey.com/)

(Williams, 2018).

(Saunders, 2020).

(Mellow, 2018).

(Doyle, 2018).

(Obaidly, 2019).

(Piaget & Lander, 2008)

Monkey

(Specktor, 2019).

Reference example

Specktor, B. (2019, April 12). Here's why your brain needs you to read every single day.

If you mention an entire website, without using specific information from it- do not create a

Williams, G. C, Morse, B., & Brooke, M. (2018). Plagiarism: What to do about it. Random

Saunders, J. M. (2020). Research tips for business students (7th ed.). Sage Publications.

Mellow, B. (2018). Learning the basics: One step at a time (K. Williams, Ed.). Publishing

Piaget, A., & Lander, C. C. (2008). La psychologie de l'enfant [The psychology of the child].

Doyle, G. C. (2018). Stories and adventures: A tale of life. Routledge.

Obaidly, A. A. (2019). *Ealamatni ayatan* [What did you teach me]. Kalemat.

https://www.ebook/stories-adventure/

reference, but refer to the website name in the text of your report with the URL in

Type of source

Webpage with an

Entire website

Printed book

Book in a series /

Book with an editor

Book in another

Book in another

mentioned on the title

multiple editions

eBook

language

alphabet

parentheses

Routledge.

House Publishing.

Company.

author	Readers Digest. https://www.rd.com/culture/benefits-of-reading/	
Webpage on news site	Gokulan, D. (2022, April 20). 5-day Eid Al Fitr break in UAE: Flight fares for top 7 destinations revealed. Khaleej Times. https://www.khaleejtimes.com/ramadan/5-day-eid-al-fitr-break-in-uae-flight-fares-for-top-7-destinations-revealed	(Gokulan, 2022).
Webpage with a group author	World Health Organization. (2021, November 17). Adolescent mental health. https://www.who.int/news-room/fact-sheets/detail/adolescent-mental-health	(World Health Organization, 2021).
Webpage with no author	How to manage your time. (2013, May 23). https://www.how-to-mange-your-time.com/	(How to manage your time, 2013)

Type of source	Reference example	In-text citation example
Audiobook	Williams, F. N. (2018). <i>Plagiarism: Why you should avoid plagiarism (</i> K. Grey, Narr.) [Audiobook]. House Audio Publishing. http://audio.me/plagiarism	(Williams, 2018).
Journal article without DOI	Smith, I., & Thomas, M. (2016). Students in secondary education. <i>Journal of Plagiarism</i> , 10(3), 155-188.	(Smith & Thomas, 2016).
Journal article with DOI	Maisy, A., & Johnson, P. L. (2013). The effects of plagiarism on student success.  International Journal of Success, 135(2), 28-31.  https://doi.org/10.1155/2010/897217	(Maisy & Johnson, 2013).
Article from a magazine/ newspaper without DOI	Julius, A. N. (2019, June 17). The effects of climate change. Nature Tribune.	(Julius, 2019).
Article from a magazine with DOI	Bergson, M. (2021, March 5). How to survive a natural disaster. <i>National Geographic</i> , 23(3), 22-24. https://doi.org/10.1234/geo.aed.123	(Bergson, 2021).
Article from a newspaper or blog with link	Najeed, B. M. (2022, April 3). Top ten ways to clean your home. <i>The Morning Post</i> . https://morning-post/top-ten-ways/	(Najeed, 2022)
Dissertation or thesis from a database	Noble, L. (2019). Exploring the future of education [Masters thesis, University of the Future]. ProQuest Dissertations and Theses Global.	(Noble, 2019).
Dissertation or thesis online	Maisy, A. (2013). <i>The effects of the rising oceans</i> . [Doctoral dissertation, The College of Abu Dhabi]. The College of Abu Dhabi Digital Archive. https://cad/archive/234.pdf	(Maisy, 2013).
Unpublished dissertation or thesis	Noble, L. (2014). Exploring the future of space travel [Unpublished master's thesis. University of the Future.	(Noble, 2014).
Video	Smith, M. (2016). Why you should procrastinate [Video]. TED Conference. https://tedtalks/procrastination/	(Smith, 2016).
Image	Johnson, P. L. (2019). <i>Neural networks</i> [Image]. Open Images. https://openimages/neural-networks/	(Johnson, 2019).
Twitter profile	APA Style [@APA_Style]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved February 16, 2022, from https://twitter.com/APA_Style	(APA Style, n.d.)
Instagram photo	Betty Mocca [@bettymocca]. (2018, June 2). Grade 12 students at the World Expo [Photograph]. Instagram. https://www.Instagram.com/b/GyhJk/	(Betty Mocca, 2018).

# **Plagiarism**

#### What is Plagiarism?

Plagiarism is using someone else's work, ideas, expressions or thoughts and presenting it as if is your own original work. Plagiarism can occur deliberately or as a result of not adding the correct reference or in-text citation to your work, regardless of whether this was intentional or not.

It is also possible to self-plagiarise by presenting your own, previously published, work as if it is new.

#### Why is it Important to Avoid Plagiarism?

Plagiarism is a serious academic offence. It undermines your academic integrity and credibility and harms your professional and academic reputation. There could also be additional consequences within your institution or school, such as receiving a zero grade, receiving an academic warning or, in some cases, it could even result in expulsion.

#### **How to Avoid Plagiarism**

- 1. Use your own original ideas
- 2. It is not necessary to cite general knowledge, such as the fact that water is wet, or the sky is blue.
- 3. Paraphrase information by rewriting it in your own words + include in-text citations and a reference list.
- 4. Quote information using quotation marks + include in-text citations and a reference list.

#### **<u>Tip:</u>** If in doubt, always cite!

# **APA Style**

#### What is APA Style?

There are several different referencing and citation styles that can be used. Each style has specific rules for the language and format that should be used for references and in-text citations. APA is a referencing and citation that was developed by the American Psychological Association.

Find out more at: <a href="https://www.apastyle.org/">https://www.apastyle.org/</a>

#### **Useful links**

#### Find more examples to help you with APA references:

- APA Style Guide: <a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples">https://apastyle.apa.org/style-grammar-guidelines/references/examples</a>
- Owl Purdue: https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/general\_format.html

#### Online reference generators:

- Cite this for me: <a href="http://www.citethisforme.com/apa/source-type">http://www.citethisforme.com/apa/source-type</a>
- Bib me: https://www.bibme.org/apa

<u>Tip:</u> Online reference generators are great for guiding you towards the correct format for your reference. However, remember to double check these references, as they may contain missing information that should be added manually.

### **In-Text Citations vs References**

#### **In-Text Citations**

In-text citations are found in the body of the writing and provide basic information about the source, such as the **author and** date of publication.

 <u>Parenthetical citations</u>: The authors last name and the date of publication are included in parentheses at the end of a sentence:

It is important to use citations to avoid plagiarism (Williams, 2018).

• <u>Narrative citations:</u> The authors last name can be included in the **in the text**, with the date of publication either in the text as well or in parentheses:

Williams (2018) stated that it is important to ...

In 2018, Williams's study showed that ...

#### References

References contain additional information about the sources that have been cited in the text, allowing readers to easily locate the sources. The references are included in a list on a separate page at the end of your report. In APA this list is called **References.** All sources that are cited in the text must have a corresponding reference in the reference list.

**Tip:** Do not label your reference list with other terms such as 'Bibliography', as this is not typically used in the APA style, unless your teacher has asked you to include a bibliography or annotated bibliography.

# **APA In-Text Citations: Example**

#### Report on plagiarism

Plagiarism is stealing another author's thoughts, ideas or expressions and presenting them as your own original work (Williams, 2018). Plagiarism damages the reputation of the individual and the school; therefore it is treated as a serious offence (Maisy & Johnson, 2013).

Roberts (2009) states that plagiarism includes copying and pasting someone else's work or making up fake references for sources which you did not actually consult. It has been noted by Smith and Thomas (2016) that students who are not aware of what plagiarism is, can still be penalized if they are caught plagiarising.

# **APA Reference List: Example**

```
Heading is centered, in bold
```

#### References

References are arranged alphabetically

Branch, A. B., Ramsay, S., & Baker, M. (2009). *The bullied boss: A conceptual exploration of bullying*. Penguin Publishers.

Each reference has a hanging indent. Maisy, A., & Johnson, P. L. (2013, April). The effects of plagiarism in the natural world. *National Geographic*, *135*, 28-31.

Roberts, A. (2009). Academic misconduct and the repercussions.

https://www.lrcwritinglab.com/academic/misconduct/repercussions/

Smith, I., & Thomas, M. (2016). Misfortunes of students in secondary education.

International Journal of Plagiarism, 10(3), 155-188.

http://doi.org/10,1155/2010/897217

Specktor, B. (2019, April 12). *Here's why your brain needs you to read every single day*. Readers Digest. <a href="https://www.rd.com/culture/benefits-of-reading/">https://www.rd.com/culture/benefits-of-reading/</a>

## **APA In-Text Citations**

APA in-text citations make use of the author-date citation system, this uses the **authors last name and the date of publication**. All citations provided in the text must have a full reference in the reference list.

#### One author

(Lastname, Date)

(Williams, 2009). Williams (2009) states that...

#### Two authors

(Lastname & Lastname, Date)

(Williams & Hare, 2009). Williams and Hare (2009) state that...

#### Three or more authors

Include only the first authors name followed by **et al.** (Lastname et al., Date)

(Williams et al., 2009). Williams et al. (2009) state that...

If different sources have the same first author and date, include as many additional authors as is needed to distinguish between the two sources.

#### No date

If there is no date use (n.d.).

(Williams, n.d.)

#### No author

If there is no author, use the title of the source. If it is written in *italics* in the reference, do the same in the in-text citation.

(The Title of the Book or Website, 2018)

#### Different sources with the same author / date

If here are two or more sources with the same author and date, add **a**, **b**, **c** to the in-text citation and the reference.

(Williams, 2018a) (Williams, 2018b) (n.d.-a) (n.d.-b)

#### Classical works (E.g. Qur'an)

Major classical works do not need to be entered into the reference list, this includes the Qur'an. Simply identify the version used and include the assigned numbers when referring to specific. passages.

(Qur'an 5:3-4)

#### Using 'and' or '&'

For multiple authors, use the ampersand symbol '&' when the authors are mentioned in parentheses.

Write out the full word 'and' when using the names in the text.

#### Authors with the same last name

If the first authors in a citation have the same last name but different initials, include the initials of the first author in all in-text citations.

(T. K. Williams & Morse, 2019) and (M. Williams, 2017).

This is not required if the two authors appear in the same citation:

(Williams & Williams, 2018).

#### Multiple in-text citations

If multiple in-text citations are included in parentheses, separate them using a semi-colon and **arrange alphabetically.** 

(Aye, 2020; Bee & Beedle, 2019; Cee et al., 2009).

#### **No Author**

If there is no author, use the title of the source. If it is written in *italics* in the reference, do the same in the in-text citation.

(The Title of the Book or Website, 2018)

#### Including page numbers

Page numbers only need to be included when citing a quotation. Use p. for a single page and pp. for a range of pages. If there is no page number, use para. for the paragraph number.

(Williams & Morse, 2009, p. 56). (Williams & Morse, 2009, pp. 56-60). (Williams & Morse, 2009, para. 5).

#### Figures: Images, Diagrams, Tables etc.

You do not need to provide an in-text citation for figures that you have created.

Clearly label the figures at the top (e.g., Figure 1 or Table 1), as shown in the example below. Notes can be added below the figure:

Figure 1
Camel walking in the desert



Note. The illustration portrays the camel mentioned in the story.

For images with copyright, the copyright attribution should be included (if it is needed). This will be similar to the reference, but in a different order.

*Title of image* [Record Type], Lastname, Date, Site Name, URL

Figure 2
Camel drinking water



Note. From Camel drinking water [Photograph], by Matthew Morse, 2018, Flickr

(https://www.pixabay/camel\_drinking/mmorse/)
CC by TheCopyrightholder

#### Quotations Less than 40 Words ""

#### Example of a quotation with the authors name in the text:

Williams (2018) stated that "it is of vital importance to cite all your sources to avoid plagiarism" (p. 33).

#### Example of a quotation with the citation at the end of the sentence:

"It is of vital importance to cite all your sources to avoid plagiarism" (Williams, 2018, p. 33).

#### **Quotations 40 Words or Longer**

If the quoted text is 40 words or more, the paragraph should be written as a free-standing block, without quotation marks. Start the block on a new line and indent the block about half an inch from the left margin.

#### Example of a quotation with the authors name in the text:

It is widely known that citations must always be included to avoid plagiarism:

With so many sources freely available online, it is easy to forget where you found some of the information used in your writing assignments. It is important to take note of every source you use and to remember to include citations and references for each one. (Williams, 2018, p. 34)

#### Example of a quotation with the citation at the end of the sentence:

Williams (2018) states the following regarding plagiarism:

With so many sources freely available online, it is easy to forget where you found some of the information used in your writing assignments. It is important to take note of every source you use and to remember to include citations and references for each one. (p. 34)

# **APA References**

References provide the full information about the source of information and requires different information depending on the kind of source used.

- Every reference in the reference list must have a corresponding in-text citation in the report.
- The reference list is added to a separate page at the back of the report.

**Source in a different language:** If you are using a source written in a different language or alphabet, such as Arabic, rewrite it using the Roman alphabet and place an English translation of the title in square brackets after the Arabic version. E.g.,

Obaidly, A. A. (2019). *Ealamatni ayatan* [What did you teach me]. Kalemat.

#### **Reference General Format**

#### Lastname, A. A., & Lastname, B. B. (Year). Title. Source Information. Publication Info

Author last name, then initials.

Use & between authors names.

Year of publication written in parentheses.

If there is no date. use (n.d.).

The title of the article / book is written in italics.

The first word of the title and sub-title are capitalized.

Source information Publication varies depending on the kind of source used.

information varies depending on the kind of source

used.

#### Webpages and websites

Lastname, A. A., & Lastname, B. B. (Year, Month Day). Title of web page: Sub title. Site Name. URL

T If there is no author, use

the organization name or use the title of the webpage. If the title of a webpage is used write it in italics.

If possible, include the year, month and day of publication. Otherwise just the year. Title of the specific page or article that is used. Leave out if this was used for the author's name. *Italics*.

Include the name of the website if there is one. Leave out if this was used for the author's name. Include only the URL.

Add 'Retrieved Month day, year, from https://xxxxx' only if the website is designed to change over time and is unarchived.

#### Webpages and websites: Examples

Type of source	Reference example	In-text citation example
Webpage with an author	Specktor, B. (2019, April 12). Here's why your brain needs you to read every single day. Readers Digest. https://www.rd.com/culture/benefits-of-reading/	(Specktor, 2019).
News webpage	Gokulan, D. (2022, April 20). 5-day Eid Al Fitr break in UAE: Flight fares for top 7 destinations revealed. Khaleej Times. https://www.khaleejtimes.com/ramadan/5-day-eid-al-fitr-break-in-uae-flight-fares-for-top-7-destinations-revealed	(Gokulan, 2022).
Webpage with a group author	World Health Organization. (2021, November 17). Adolescent mental health. https://www.who.int/news-room/fact-sheets/detail/adolescent-mental-health	(World Health Organization, 2021).
Webpage with no author (use the title of page)	How to manage your time. (2013, May 23). https://www.how-to-mange-your-time.com/	(How to manage your time, 2013)
Entire website	If mentioning an entire website, without using specific information from it, do not create a reference. Refer to the website name in the text of your report with the URL in parentheses	A survey was created using Survey Monkey ( <a href="https://www.surveymonkey.com/">https://www.surveymonkey.com/</a> ).

#### **Books and eBooks**

book.

narrator

Lastname, A. A., & Lastname, B. B. (Eds.). (Year). Title of book: Sub title (2nd ed.) / (E. Editor, Ed.) / [Record Type]. Publisher. URL

Name of the author of the

If there are only editors add (Ed.) after the name for one editor and (Eds.) for multiple editors.

The year of publication.

Title of the book.

Italics.

Include any edition information.
Include the editor if it is mentioned on the front cover of the book. Leave it out if the editor was also used as the author.
Only include the record type if the format (eBook / audiobook) is different from the printed book.

Name of the publisher.

If relevant, add the DOI or a stable URL. Do not include the name of a database or a URL that cannot be accessed by everyone.

#### **Books and eBooks: Examples**

Type of source	Reference example	In-text citation example
Printed book	Williams, G. C, Morse, B., & Brooke, M. (2018). <i>Plagiarism: What to do about it</i> . Random House Publishing.	(Williams, 2018).
Book in a series / multiple editions	Saunders, J. M. (2020). Research tips for business students (7th ed.). Sage Publications.	(Saunders, 2020).
Book with an editor mentioned on the front cover	Mellow, B. (2018). Learning the basics: One step at a time (K. Williams, Ed.). Publishing Company.	(Mellow, 2018).
eBook	Doyle, G. C. (2018). Stories and adventures: A tale of life. Routledge. https://www.ebook/stories-adventure/	(Doyle, 2018).
Book in another language	Piaget, A. & Lander, C. C. (2008). <i>La psychologie de l'enfant</i> [The psychology of the child]. Routledge.	(Piaget & Lander, 2008)
Audiobook with	Williams, F. N. (2018). Plagiarism: Why you should avoid plagiarism (K. Grey, Narr.)	(Williams, 2018).

[Audiobook]. House Audio Publishing. http://audio.me/plagiarism

#### Periodicals: Journals, magazines, blogs etc.

Lastname, A. A., & Lastname, B. B. (Year). Title of article: Sub title. Title of Periodical, vol(Issue), xx-xx. DOI / URL

**†** 

Author/s of the article.

Year of publication

Title of the specific article that is used. Not written in italics.

Name of the periodical- each word is capitalised. Followed by the volume number and the issue number in parentheses. *Written in Italics.* 

Page numbers of the article.

Include the DOI link. If there is no DOI, provide a URL, but do not include any information from a database.

In-text citation example

(Najeed, 2022)

17.

#### Periodical: Examples

Type of source

Article from a

with link

newspaper or blog

Journal article without DOI	Smith, I., & Thomas, M. (2016). Students in secondary education. <i>Journal of Plagiarism</i> , 10(3), 155-188.	(Smith & Thomas, 2016).
Journal article with DOI	Maisy, A., & Johnson, P. L. (2013). The effects of plagiarism on student success. <i>International Journal of Success</i> , 135(2), 28-31. https://doi.org/10.1155/2010/897217	(Maisy & Johnson, 2013).
Article from a magazine/ newspaper without DOI	Julius, A. N. (2019, June 17). The effects of climate change. Nature Tribune.	(Julius, 2019).
Article from a magazine with DOI	Bergson, M. (2021, March 5). How to survive a natural disaster. <i>National Geographic</i> , 23(3), 22-24. https://doi.org/10.1234/geo.aed.123	(Bergson, 2021).

Najeed, B. M. (2022, April 3). Top ten ways to clean your home. The Morning Post.

https://morning-post/top-ten-ways/

Reference example

#### **Dissertations and Theses**

Lastname, A. A., & Lastname, B. B. (Year). Title: Sub title [Type of paper, Name of institution]. Database/ archive. URL

Author/s of the article.

Year of publication

Title of the thesis / dissertation, written in italics

Type of paper. Followed by the name of the awarding institution, only if published.

If published- name of the database or archive.

If unpublished- name of the institution.

If published-include the URL, only if it is not from a database.

#### **Published: Examples**

Type of source	Reference example	In-text citation example
Dissertation or thesis from a database	Noble, L. (2019). <i>Exploring the future of education</i> [Masters thesis, University of the Future]. ProQuest Dissertations and Theses Global.	(Noble, 2019).
Dissertation or thesis online	Maisy, A. (2013). <i>The effects of the rising oceans</i> . [Doctoral dissertation, The College of Abu Dhabi]. The College of Abu Dhabi Digital Archive. https://cad/archive/234.pdf	(Maisy, 2013).

#### **Unpublished: Examples**

Type of source	Reference example	In-text citation example
Unpublished dissertation or thesis	Noble, L. (2014). Exploring the future of space travel [Unpublished master's thesis. University of the Future.	(Noble, 2014).

#### Other media: Images, video, social media

No reference is required for your own original figure. If the figure is from a book, journal or website or other source, reference this as you would normally reference that source.

#### Lastname, A. A. (Year). Title of media / [Description] [Record Type]. Publisher or source information. URL

Name of individual or organization.

Add a handle if relevant e.g., [@Name]

Date if available.

otherwise write (n.d.).

If there is no title, add a description of the media in square brackets (no italics), e.g., for an image: [Status update] [Image of a camel]

available. Write in italics.

Title of the media, if

Use square brackets to add the type of media. E.g. [Infographic]. [Image]

[Video] [Twitter profile]

R

Include the publisher or source information, such as YouTube, Vimeo, Twitter. .

Include the URL.

Add 'Retrieved Month day, year, from https://xxxxx' only if the item may be updated e.g., if it is a post or a profile.

#### **Other media: Examples**

Type of source	Reference example	In-text citation example
Video	Smith, M. (2016). Why you should procrastinate [Video]. TED Conference. https://tedtalks/procrastination/	(Smith, 2016).
Image	Johnson, P. L. (2019). <i>Neural networks</i> [Image]. Open Images. https://openimages/neural-networks/	(Johnson, 2019).
Twitter profile	APA Style [@APA_Style]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved February 16, 2022, from https://twitter.com/APA_Style	(APA Style, n.d.)
Instagram photo	Betty Mocca [@bettymocca]. (2018, June 2). Grade 12 students at the World Expo [Photograph]. Instagram. https://www.Instagram.com/b/GyhJk/	(Betty Mocca, 2018).

# APA REPORT FORMAT

# **APA Report Format**

APA in-text citations make use of the author-date citation system, this uses the **authors last name and the date of publication**. All citations provided in the text must have a full reference in the reference list.

#### **General report format**

Font: Any font / Times New Roman, 12 pt.

Line spacing: Double spaced

Margins: 1 inch on all sizes of page

**Page numbers:** Top, right-hand corner.

#### Main pages to include

Title page

**Abstract** 

Body

References

Appendices, Figures etc.

#### **Examples**

Download an example student paper from the Owl Purdue website:

https://owl.purdue.edu/owl/research and citation/apa style/apa formattin g and style guide/apa sample paper.html

# **APA Report: Title Page**

#### **Title**

- Centered, bold, each word capitalized
- Maximum 12 words long
- No abbreviations

- Summarizes the main idea of the paper
- Two or three lines below the top page margin

#### **Author (Student) Full Name**

- First name, middle initials, last name
- · Two lines below the title

#### **Department, School & Teachers Name**

- Department name
- School name
- · Teachers full name below

#### **Date**

- · Assignment due date
- · Month day, year

#### **Page Number**

- Starts at page 1
- Top right-hand corner

#### **Title Page: Example**

The Importance of Referencing:

Using the APA Style

Mignon J. Van Wyk

Department of English, Applied Technology High School

ENG80: Course Name

Ms. Teacher's Name

May 11, 2021

# **APA Report: Abstract**

#### **Heading: Abstract**

- New page (Page 2)
- Centered, bold (No italics, no underline)
- 150-200 words, no more than 250 words
- Brief summary of the paper
- Citations are not usually included, you can mention the authors name in the text

#### **Keywords**

- Can include keywords from the paper under the abstract
- New, indented line
- Italics
- Only capitalize proper nouns, no full stop at the end.
- Keywords: computers, communication, gaming

#### **Abstract: Example**

2

#### Abstract

An abstract is a summary of the report or paper. It should only be between 150 and 200 words and the paragraph should not be indented. An abstract offers a short preview of your paper and are the first thing that someone will read about your paper. Therefore, it is important to highlight all the key points from your report in the abstract.

Keywords: references, citations, APA style, writing

# **APA Report: Body**

#### **Heading: Body**

- New page (Page 3)
- Double-spaced
- Centered, bold (No italics, no underline)
- First letters capitalized

#### **Paragraphs**

- Each first line of a paragraph must be indented
- No spaces between paragraphs

#### **Abbreviations**

Abbreviations in the paragraph are written in full the first time e.g.,

First time: Applied Technology High School (ATHS)

Second time: ATHS

#### **Body: Example**

3

#### The Importance of Referencing: Using the APA Style

The first paragraph should be your introduction. Start the first paragraph indented away from the left margin. All subsequent lines will be against the left margin. Remember to include in-text citations in the body of your text (Author, date).

For each in-text citation in your text there must be a full reference in the reference list. For each reference in the reference list, there should be an in-text ...

# **APA Report: Headings**

#### **Level 1 headings**

- · Centered, bold, capitalized first letters
- · Text follows on next line

#### **Level 2 headings**

- · Left, bold, capitalized first letters
- · Text follows on next line

#### Level 3 headings

- · Left, bold, capitalized first letters, italics
- · Text follows on next line

#### **Level 4 headings**

- Indented, bold, capitalized first letters, end with full stop.
- · Text follows on same line

#### **Headings: Example**

1

#### **Heading One**

The first level heading should be in bold and in the centre of the page. The first letter of every word should be in capital letters. Paragraph paragraph paragraph paragraph.

#### **Heading Two**

#### Heading Three

The second level heading should be in bold, left, first letter of every word should be capitalised. Third level heading should be bold, to the left, each letter capitalised and should be written in italics.

**Heading Four.** The fourth level heading is written in bold, each letter capitalised. It is indented and written on the same line as the paragraph.

# **APA Report: Figures**

#### **Figures**

- · Labeled with a Level 2 heading and numbered: Figure 1, Table 1
- Title of the figure written in italics on the next line.
- Note can be added below the figure, Note is written in italics, followed by a full stop.

#### Figure examples

Figure 1
Camel walking in the desert



*Note.* The illustration portrays the camel mentioned in the story.

**Table 1** *Number of Students visiting the Library* 

Grade	Girls	Boys
9	368	234
10	303	567
11	226	110

*Note.* This table demonstrates the variation between grades ad the differences between girls and boys.

# **APA Report: References**

#### References page

- New page at the end of the report
- · Double space the references
- Each second line of a reference must be indented

#### **Heading: References**

- · First letter capitalized
- · Centered, bold

#### **Arrangement of references**

 References are all arranged in alphabetical order, by the author's last name

#### Pages to include after the reference page

Include appendices, extra figures etc. after the reference page

#### Reference list: Example

#### References

- Branch, A. B., Ramsay, S., & Baker, M. (2009). *The bullied boss: A conceptual exploration of bullying*. Penguin Publishers.
- Maisy, A., & Johnson, P. L. (2013, April). The effects of plagiarism in the natural world. *National Geographic*, 135, 28-31.
- Roberts, A. (2009). Academic misconduct and the repercussions. https://www.lrcwritinglab.com/academic/misconduct/repercussions/
- Smith, I., & Thomas, M. (2016). Misfortunes of students in secondary education. *International Journal of Plagiarism*, 10(3), 155-188. http://doi.org/10,1155/2010/897217
- Specktor, B. (2019, April 12). *Here's why your brain needs you to read every single day.* Readers Digest. <a href="https://www.rd.com/culture/benefits-of-reading/">https://www.rd.com/culture/benefits-of-reading/</a>

# Please contact the librarian if you need any assistance:

Mignon.vanwyk@aths.ac.ae