

How to Do that Annoying APA Format Stuff: A Brief Overview of the 7th Edition

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Abstract

The abstract provides a brief, comprehensive summary of the paper. Abstracts should be between 150 and 250 words; although this requirement varies depending on the source (e.g., journal). For a research study, the abstract should generally summarize the introduction, hypotheses, methods, results, and discussion. Otherwise, the abstract should highlight the major ideas of the paper. For example, this paper is designed to enlighten people how to use APA formatting through a somewhat silly example. Important considerations such as formatting, headings, citations within the text, and references are addressed (not undressed).

Keywords: APA, citing, formatting, 7th edition, referencing

How to Do that Annoying APA Format Stuff: A Brief Overview of the 7th Edition

This document is an overview of how to do an APA formatted paper as outlined in the Seventh Edition of the *Publication Manual of the American Psychological Association* (2019). My hope is that this document will help you in your academic and professional endeavors. I know learning APA styles seems like a hassle and can be scary (Dracula et al., 2006), but there are legitimate reasons the style was established (not just to cause you grief). Following the style guidelines provides a consistent structure for papers from different authors across many disciplines. This is especially important for editors and readers. Plus, your grade may depend upon your ability to follow these guidelines. Whoa! I bet THAT got your attention!

Overview of Headings

There are five levels of heading recommended by APA. These are Level 1, Level 2, Level 3, Level 4, and Level 5. All major headings (i.e., Level 1 Headings) are bolded, centered, and title case. What is title case? Well, it means that each of the main words is capitalized (e.g., “Each of the Main Words is Capitalized”).

Subsection Headings

All subsection headings (i.e., Level 2 Headings) are left justified, bolded, and title case. Notice there are no extra lines or spacing between headings and the preceding or following paragraphs. All text is double-spaced.

Sub-sub Headings

The sub-sub headings (i.e., Level 3 Headings) are left justified, bolded, italicized, and title case. By the way, these headings are actually not called “sub-sub headings;” I just like saying “sub-sub.” I also like saying “bubbles.”

I didn't really have anything to say in this paragraph, but I wanted to show that the next paragraph would be indented as usual. So, with that in mind, bubbles, bubbles, bubbles.

Other Notes About Headings

You should try to avoid having only one subsection. It is best to have at least two subsections in any section. Otherwise, there is little reason to use a subsection heading. This document assumes that your paper will only use three levels of headings. If you are using more levels of headings then refer to page 62 of the *Publication Manual of the American Psychological Association*.

General Formatting Guidelines

This section will give a few notes regarding some general formatting junk that you may want to know. Woo hoo! What a bonus!

Margins and Fonts

Margins and fonts. The top, bottom, left, and right margins should be one inch. The following fonts sizes are acceptable: Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11. Do not use script fonts because some are just annoying (e.g., **Braggadocia**) while others are hard to take serious (e.g., **Comic Sans**).

Paragraphs and Spacing

Paragraphs should be indented 5-7 spaces or $\frac{1}{2}$ inch. Make sure your indent is consistent throughout the whole paper. The best way to do this is to use the tab key on your computer. All 'sub-sub' (hey, I got to say it again) headings should be indented the same as other paragraphs.

Citations and the Reference Section

If a document you cite has only one or two authors, then cite it like so (Knowitall & Allknowing, 2002; Urkel, 1998). Notice that I used a semi-colon to separate the two different

citations. Also, the citations are in alphabetical order by first author's last name within the parentheses (i.e., "Knowitall & Allknowing" came before "Urkel"). If there are three or more authors, then cite the first author followed by "et al." and the date (e.g., Letterman et al., 2005; Picky et al., 2002). According to Knowitall and Allknowing, if you cite the same source in the same paragraph, but the authors are not in the parentheses (such as in this sentence), then you do not have to give the year again.

If there are two citations from the same author in the same sentence, then you can cite it as such (Spears, 2004, 2007). Here is a quirky situation. If you are citing two citations that have the same author and the same year, such as Gas (2001a) and Gas (2001b), then distinguish them by putting an "a" and "b" after the date. This way you will know which "Gas" I am referring to.

No Date, Group Author, and No Authors and/or Date

Although it can be sad when you have no date (boo hoo sob sob), there is a solution (yippee!). When citing a source with no date, then use 'n.d.' instead of the year (Lonely & Needy, n.d.). According to Bert and Ernie (2006), if you are citing a group or organization that authored a document, then spell out the group's name each time. The only exception would be if (a) the group's name is lengthy and unwieldy, or (b) the abbreviation is easily understandable. If citing this type of group/organization, then use the full name the first time followed by the abbreviation in brackets (e.g., Department of Air Quality [DAQ], 2003). The subsequent source cites would just use the abbreviation (DAQ, 2003).

When citing a source that has no author or editor (e.g., a dictionary or encyclopedia), then just put the name of the book followed by the date. For example, plagiarism refers to copying somebody else's work or ideas and trying to pass it off as your own (*Merriam-Webster's Collegiate Dictionary*, 1993).

How to Cite Quotations

Here is how you cite an exact quote: “I am sorry, but I am never going to apologize” (Spears, 2007, p. 23). If the quote is more than 40 words, then you should (a) omit the quotation marks, (b) use a block quote on the next line, and (c) indent the block quote $\frac{1}{2}$ inch. Here is a quote from my webpage.

Quality instruction combines a thorough knowledge of the content, a mature perspective, recitation, theatrics, humor, and teacher-student contact that is adapted to both the subject matter being presented and the unique personality of each class. The instructor has a responsibility to the students to provide an open, affirming, intellectually-invigorating environment which inspires and facilitates life-long learning. (Plunk’s Teaching Philosophy, n.d., para. 1)

I also indicated the paragraph number instead of page number since it was an online article. Since the author was not stated, I just used the title of the page in place of the author. Please note that the paragraph symbol (¶) is no longer acceptable . Use the word “para.” instead of the symbol “¶.”

Internet Citations and Personal Interviews

If you are citing an entire Web site, it is satisfactory to give the address of the site just in the text and not in the references. For example, Plunk’s Home Page is a wealth of information (<http://www.csun.edu/plunk>). The reference list in the paper should only include full citations from references cited in the paper. One exception is a personal interview. If you interview someone, then you only need to cite the interview in the text and not in the reference section (I. B. Smart, personal communication, September 18, 2007).

Overview of Other APA Junk

Commas should be used between words in a series of three or more items. For example, use commas to separate the following spies: James Bond, Jason Bourne, Austin Powers, and Inspector Gadget (see Figure 1). Make sure to put a comma before the word “and” or the word “or” when connecting three or more words/phrases. This is a random sentence that shows how to refer to a table (see Table 1).

This is not APA, but I feel compelled to share my knowledge. Specifically, *e.g.* and *i.e.* are often confused. If you use *e.g.*, then you are basically saying “for example” or “such as.” However, *i.e.* means “that is.” So, let’s say that I am speaking about fruits (*e.g.*, apples, oranges, lemons), then I would want to use *e.g.* (*i.e.*, for example).

If you are providing a list within a paragraph, then you should (a) use small letters, and (b) enclose the letters in parentheses. On the other hand, if you are providing a list that is in separate paragraphs, then:

1. Use Arabic numbers followed by a period. Notice in this example there are no parentheses.
2. Although I prefer a hanging indent, APA style has the succeeding lines flush left such as in this example.

Last Comments

If you have any questions, ask your professor (Bird, 2006; Snuffleupagus, 2006; Urkel, 1982). Remember, “The instructor has a responsibility to the students to provide an open, affirming, intellectually-invigorating environment which inspires and facilitates learning” (Plunk’s Teaching Philosophy, n.d., para. 1). If you find an error on this page, let me know because all people make errors (S. W. Plunkett, personal communication, September 9, 2010).

References

Note: Items appearing in red are just to help you figure out which type of citation is being demonstrated. The items in red should not be included in your reference sections.

- Bert, I., & Ernie, U. (2006, March). *An examination of same-sex, heterosexual male relationships* [Paper presentation]. Sesame Street Society 1969th Annual Convention, Los Angeles, CA, United States. (Unpublished paper presented at an annual meeting)
- Bird, B. (2006). *Towering over the world and loving it: An autobiographical case study*. (Unpublished doctoral dissertation). University of Sesame Street, Burbank, CA. (dissertation not abstracted in DAI –Note: A thesis would be the same except say “master’s thesis”)
- Department of Air Quality. (2003). *How to live a happy and healthy life: Free of gas at last* (DAQ Publication No. 51-0091). (government report published by the same government agency)
- Dracula, C., Frankenstein, C., & Werewolf, I. M. (2006, March 12-15). *An examination of misrepresented figures in history: Persecution instead of love* [Poster session]. Monsters and Clowns Society annual meeting, Los Angeles, CA, United States. (Poster session presented at meeting)
- Gas, P. U. (2001a). Can you say stinky? In P. U. Skunkett & P. U. Skunk (Eds.), *Famous people leaving lasting impression* (pp. 26-47). LePew Press. (edited book chapter – the reason the “a” is in the date is because there are two citations by Gas, P. U. in the same year. The “a” and “b” distinguish them from each other in the text of the paper)
- Gas, P. U. (2001b). *Garlic, rotten eggs, and dung. The history of the scientific study of smells*. Smelly World. https://pu_skunk.com/smellyworld/stinky.pdf (online document with author – notice the retrieval date is not included because this is a final version of the document)
- Knowitall, I., & Allknowing, I. M. (2002, January 5). Answers to everything you ever wanted to know. *Omniscient Magazine*, 21(1), 22–29. (magazine)
- Letterman, D., Leno, J., O’Brian, C., & Plunkett, S. W. (1982). How I handle all those people who want my autograph: It is a curse. *The Journal of Notable People*, 1(2), 75–84.

<https://doi.org/10.99/s99999-999-9999-9> (journal article with multiple authors – notice there is a digital object identifier [DOI] listed. If an article does not have a DOI, then no DOI will be listed)

Lonely, I. M., & Needy, I. M. (n.d.). *Dating guide for the busy tech professional*. Pathetic Geek Press. (brochure with two authors and no date)

Merriam-Webster's collegiate dictionary (10th ed.). (1993). (book, no author or editor)

Picky, I. M., Anal, I. B., Ucheat, I. C., Losepoints, U., Cry, U., Giveup, U., Kwitter, U. R. Alpha, A., Beta, B., Gamma, G., Delta, D., Epsilon, E., theta, T., Iota, I., Lambda, L., Rou, R. Kappa, K., Pi, P., Tau, T., Sigma, S., ... Zeta, Z. (2002). *The anal-retentive professor*. Freud Press. (book with more than 20 authors – only the first 19 and the last author are listed with ... in between)

Plunk's teaching philosophy. (n.d.). Plunks Page. <http://www.csun.edu/plunk/teach.html> (online article with no author or date)

Plunkett, S. W. (1982). *The cool dude manuscript*. Unpublished manuscript, Department of Coolness, The Players University, Enid, OK. (unpublished manuscript at a university)

Spears, B. J. (2000, December). Loss of innocence, underwear, and hair: A first person account. *Psychology Yesterday*, 20–25. (monthly periodical with no volume number)

Spears, B. J. (2007). *The Plunk is a madman: Writings of a scorned woman*. Jilted Women's Press. Retrieved from <https://mensuckbigtime.org/index.asp> (electronic version of book)

Snuffleupagus, A. (2006). Coming out of my life as an invisible woolly mammoth: An autobiographical case study. *Dissertation Abstracts International: Section Z. Parapsychology*, 75(2), 418. (dissertation abstracted in DAI – Note: 75 is the volume number, 2 is the issue number, and 418 is the page number)

Urkel, S. Q. (1998). Fashion faux pas: Dressing for success in a sea of polyester. *The Journal of Research Nerds*, 5(3), 122–123. <https://doi.org/10.9999/s99999-999-9999-9> (journal article with one author)

Table 1

Summary of Multiple Regression Analyses Examining Factors Related to Reproductive Abilities of Famous Cartoon Animals (N = 100 raters)

Animals	Pepé Le Pew	Foghorn Leghorn	Brian (Family Guy)	Winnie the Pooh
Motivation	.43**	.04	.45**	.00
Sexiness	.23**	.00	.02	.00
Accent	.22**	.00	.00	.00
Cleverness	.08*	.10*	.42**	.01
Total R^2	.55	.05	.48	.00
F value	123.09**	2.10*	94.70**	.21

Note. Standardized beta coefficients are shown. No animals were harmed in this study.

* $p < .05$. ** $p < .01$.

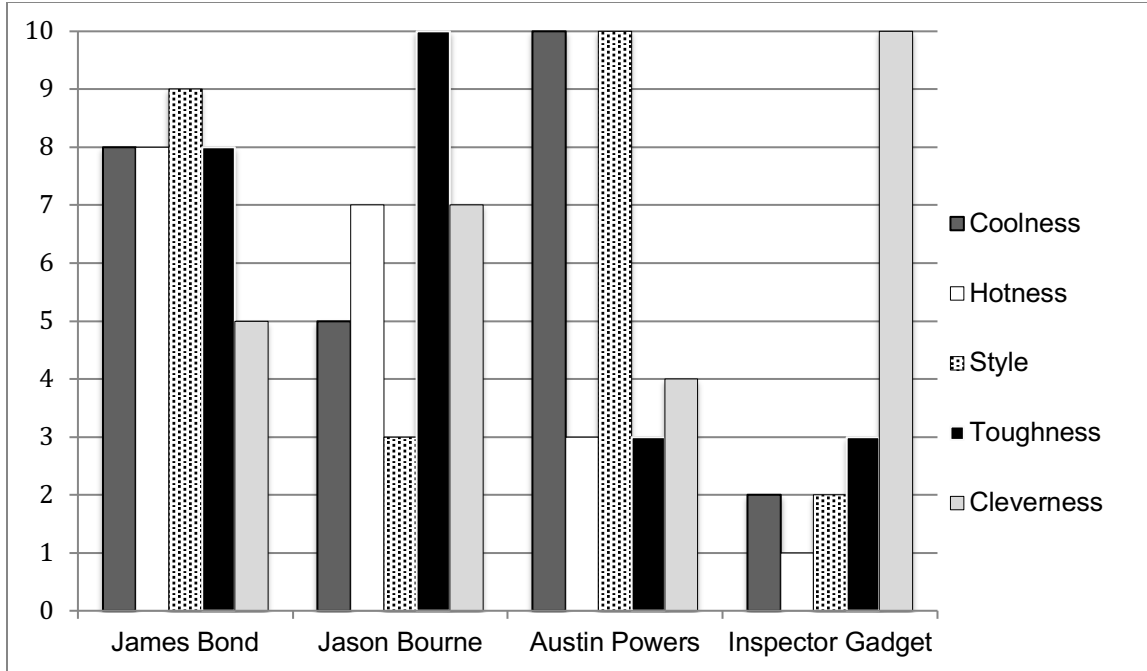


Figure 1. Ratings from 0 (low) to 10 (high) on characteristics associated with being an internationally-recognized spy.