



THE WRITING CENTER  
DALLAS BAPTIST UNIVERSITY

# APA Packet

(Based on the Publication Manual of the American Psychological Association, 7<sup>th</sup> ed., 2020)

*This APA packet is designed to detail proper reference organization and correct formatting of parenthetical references.*

*This handout conforms to the current student paper form of APA standards. However, professors may change the requirements for individual papers. The University Writing Center recommends that each student consults his or her professor for any special requirements.*

## Sample First Pages (p. 61)

<p style="text-align: right;">1</p> <p style="text-align: center;"><b>The Benefits of Business Processes</b></p> <p style="text-align: center;">Messa Student</p> <p style="text-align: center;">Carter School of Business, Dallas Baptist University</p> <p style="text-align: center;">MANA 5023: Business Processes</p> <p style="text-align: center;">Dr. Blossom Awesome</p> <p style="text-align: center;">June 6, 2020 (or 6 June 2020)</p>	<p style="text-align: right;">2</p> <p style="text-align: center;">Abstract</p> <p>This is the concise summary of the paper. Specific main points are included. It will be about 150 to 250 words, but since this is only a sample, I will fill up the rest of the page with nonsense. Saf fs dsjfaslfj jsaflf jsdfl ajsfl jsdflk jskdlf jsklf jslauwejljiovmids iovmihiovna ghfg iovnaiovn aofini asof anfiio ahnvioa ah io aijf flajf hello jkfl abakd hioa hnioas jfkla hjiofa ajfkls asf hgfhdsret sfgsz jkyda a ag hd h fdgh . This is not always a necessary component of a paper. Consult the professor of the course for instructions.</p> <p style="text-align: center;"><i>Keywords:</i> business, processes, management, marketing, benefits</p>
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## APA Basics

### What is APA?

The American Psychological Association (APA) is an organization that unifies style requirements for writers in psychology and the other behavioral and social sciences because it is responsible for publishing many journal articles within these fields.

### Why would I choose APA?

Generally, one should use APA for papers that cover topics related to science, business, psychology, and education, or when one's professor requires it.

### I have to use APA—now what?

If an instructor has assigned a paper in APA format, it is to the student's benefit to find a guide for the format. *The Publication Manual of the American Psychological Association* is the ultimate authority on APA format. One may purchase the book or visit the UWC to look through one of the Center's copies. The official APA website provides more tips on the style's proper usage when unable to find a copy of the manual. Likewise, *The Simon and Schuster Handbook for Writers* may be helpful. Also, the UWC has a number of handouts that discuss a few of the aspects of APA format. Please be aware that some professors may require certain rules that APA format does not abide by. In this case, always do what is requested by the professor.

## Getting Started

### **The First Page (pp. 30, 44)**

In the header of the first page, include the “page numbers in the top right corner” (APA, 2020, p. 44).

Center the complete bolded title (in upper- and lower-case letters) in the upper half of the page (see example on p. 61). Double-space the lines. The next typed line will contain the student’s first name, middle initial, and last name. Do not use the word “by.” On the next typed line, write the class’s department and “Dallas Baptist University.” Then, include the four letters and numbers of the course as well as the class title. Enter the professor’s correct name, ensure the title is correct, and insert the date below.

### **Margins (p. 45)**

Margins must measure 1 inch on all sides of the page unless otherwise stipulated by the professor.

### **Page Headers (p. 44)**

Headers only include the page number unless requested by the professor. A student’s name should not be included on each page because the name will have to be removed if the manuscript receives a masked review. However, a professor may request that one add his or her name. *In Microsoft Word 2010, one should begin by double-clicking the top of the first page to open the header text box. Insert a page number by clicking “Page Number,” “Top of Page,” and “Plain Line Number 3.” Highlight the page number with the cursor and change the font to match the body of the paper. Exit the header text box and move the cursor to the second page. For other Word programs, please consult the Computer Lab.*

### **Font (p. 44)**

While 12-point Times New Roman remains the most common and most widely accepted font in academia, APA Style allows several other options, such as 11-point Calibri, 11-point Arial, 11-point Georgia, or 10-point Computer Modern. When choosing a font for a paper complying with APA Style, ensure a singular font covers the entire paper—no mixing and matching. Also, when in doubt, one should always check with one’s professor for his or her font preferences and requirements.

### **The Abstract (pp. 38-39)**

The abstract is a concise, but specific, summary of the paper. Make sure all the information in the abstract is covered in the actual paper. It is generally between 150 and 250 words and follows the title page. Type the word “Abstract” centered at the top of the page; then, write the content as a single paragraph without any indentation. Many DBU professors do not require an abstract, especially for shorter papers. If keywords are needed, indent and italicize the term “Keywords” and include a list preceded by a colon.

### **Text Alignment (p. 45)**

Align left is usually the default alignment. Do not justify the text.

### **Spacing (p. 45)**

Double-space all lines in the paper: the title, the heading, the footnotes, normal and block quotations, references, captions, and parts of tables.

## Writing the Paper & Citing the Sources

### **Headings (pp. 47-49)**

Headings may be used to distinguish certain parts of the paper, such as: Introduction, Evaluation, Conclusion, etc. Often a professor will assign specific subheadings to use (see “APA Headings” below or refer to the *Seventh Edition Publication Manual of the American Psychological Association* for more information).

### **Indents (pp. 45-46)**

Indent the first line of every paragraph in the paper. On the References page, use a *hanging indent* format. When using a hanging indent, the first line of each reference is aligned to the left while each subsequent line is indented to the right. *In Microsoft Word 2010, students should begin by highlighting the body of their References page with the cursor. Then, right click on the highlighted references and select the “Paragraph” tab from the drop-down menu. Under the “Indentation” section, choose the “Hanging” feature from the settings*

under “*Special.*” Finally, press “*Okay.*” While looking at the References page, one will now notice that the first line of each reference is flush left, and all subsequent lines are indented. If a **block quote is used** (40 words or more), indent the entire quote using the tab button and do nothing special to the right-hand side. Also, **do not indent the abstract.**

### **Names & Titles (pp. 47-49)**

Only the last names of researchers used to support one’s own research claims need to be included within the text. On the “References” page, use the author’s last name and the initials of his/her first and middle names. Within the paper, *italicize* the titles of complete works (books, anthologies, newspapers, paintings, movies) and “place quotes around” unit titles (chapters, articles, essays in a collection, songs). Note that the reference page will differ in the use of quote marks (see pp. 185-186).

### **Using Numbers (p. 178)**

Generally, express numbers 10 and above as numerals and express numbers below 10 in words; however, there are some additional guidelines. If numbers are used in titles, headings, or at the beginning of a sentence, use words.

### **Citing Sources in the Paper (pp. 262, 264, 266)**

Type the author’s last name followed by a comma and the year of publication in parentheses after the reference but before the sentence’s period. **If there is a direct quote, the page number should be included in the parentheses.** Place a “p.” before the page number, or “pp.” for multiple pages. If a page number is not available, use “para.” to indicate a paragraph number or “paras.” for more than one paragraph. Although the APA manual does not insist on page numbers for paraphrasing, it does suggest that they could be beneficial to include. Most professors want page numbers to be included in their student’s work. **One should *always* credit his or her sources.**

### **References Page (p. 303)**

If a source is cited in the paper, there must be a separate “References” page. It will be the last page of the paper. It has the same page header as all of the other pages. Center and **bold** the word “References” at the top of the page. Double-space everything on the page.

### **Appropriate Terminology (pp. 131-149)**

APA now includes an entire section discussing “Bias-Free Language Guidelines” (pp.131-149). If questions arise, discuss concerns with the professor.

### **APA Headings (pp. 47-49)**

Headings function as an outline to reveal the organization of a paper. All topics of equal importance have the same level of headings throughout the paper’s body. No matter how many levels of headings are used within the work, the headings for all segments follow the same top-down progression. Each segment starts with the highest level of heading, even if one section may have fewer levels of subheadings than the other segments. The heading style consists of five possible formatting categories, depending on the number of levels of subordination.

### **Example**

#### **Science is Cool (Level 1)**

#### **Experiment 2 (Level 2)**

#### ***Method* (Level 3)**

#### **Planned Procedures. (Level 4)**

#### ***Limiting Growth.* (Level 5)**

**Sources in an APA Paper – Parenthetical Notation (pp. 253-278)**

Circumstance	What to Include in Parentheses	Example
Paraphrased quote -- Author's name omitted from sentence	Author's last name followed by a comma and date of publication. Always use the page number for direct quotes; its use in paraphrases is optional but recommended by some professors.	(Wyatt, 1982). <b>or</b> (Wyatt, 1982, p. 56). See pp. 263, 266 in the <i>APA Publication Manual</i> .
Paraphrased quote -- Author's name included in sentence	Date only, immediately following name.	Swanson (2003) explains... See p. 266.
Direct quote -- Author's name omitted from sentence	Author's last name, date, and page number.	(Gergich, 2001, p. 56). See pp. 266, 270-271.
Direct quote -- Author's name included in sentence	Remember the date will immediately follow the author's name; therefore, use only the page number at the end of the sentence.	Haverford & Meagle (2003) explains... (p. 56). See p. 266, 270-271.
Author's name and publication date included in the sentence	The page number, if one is using a direct quote. A page number is not required for paraphrases.	(p.23). See example on pp. 269, 272.
Work with two authors	Both authors' last names and the date.	(Ludgate & Dwyer, 2001).* See p. 266
Work with three or more authors	Give the last name of the first author, followed by "et al." and the year.	(Perkins et al., 2001). See p. 266
Work with a group author	List the group or organization as an author with the date. If the group uses an abbreviation, spell it out only once; then, use the abbreviation for all subsequent mentions.	(American Psychological Association [APA], 2021) <b>or</b> (Organization Without Abbreviation, 2020) See p. 268
Multivolume work	Author's last name and years of publication.	(Jones, 1965-1969). See p. 204.
Work with unknown author	List the first few words of the reference list entry (usually the title) then the date. Use double quotation marks around the title of an article or chapter; italicize the title of a periodical, book, or report. *Be sure to include the page number if it is a direct quote.	("Little Sebastian Rocks," 2001). <b>or</b> <i>(Little Sebastian, 2001)</i> . See pp. 264-265.
Electronic sources that do not provide page numbers	Author, date, and paragraph number. If the document has headings but does not include visible paragraph numbers, cite the heading and the paragraph number of the quoted or paraphrased section.	(Smith, 1981, para. 3). <b>or</b> (Smith, 1981, Conclusion section, para. 3). See p. 273
Personal Communication	Person's name followed by the words "personal communication" in parentheses, a comma, and the complete date.	(L. Knope, personal communication, April 12, 2001.) See p. 260
Facebook and Twitter	Author's last name and date. If citing a Facebook page rather than a post, use "work with a group author" format.	(Smith, 2015) See p. 348
YouTube	Use author's name (or screen name if real name is unknown), followed by the date.	(Smith, 2013) <b>or</b> (Ilovewriting, 2013) See p. 274

\*When a citation requires more than one author's name, use an ampersand (&) before the last author's name.

## Printed Sources in a Reference List

If a student uses someone else's ideas or words to help create ideas and reach conclusions, he or she must give credit to the author; otherwise, the student is plagiarizing.

In APA format, credit is given by parenthetical or narrative references in the text and a list of these references at the end of the paper. References cited within the text must appear in the reference list, and each entry in the reference list must be cited in the text.

Keep in mind that information sources are fluid and change constantly. This may affect how information is presented on the references list. For the most recent updates, check the official APA website.

### **Basic Guidelines**

- Each entry usually contains the following: author, year of publication, title, and publishing information (p. 284). Article titles have no quotation marks, italicizing, or underlining, and only the first letter of the title, proper nouns, and the first letter of the subtitle are capitalized (p. 291).
- Entries should be arranged in **alphabetical order** by author's last name (use the first author if a work has several); if there is no author named, alphabetize the entry by the first significant word of the title (pp. 303-304).
- Multiple entries by the same author should always include the last name of the author, a comma, and the initial of his or her first name. It should be arranged by date of publication or differentiated with lowercase letters following the date if the date is identical (pp. 304–306).
- Remember to add one space after commas, colons, semicolons, and periods that separate parts of a reference. Do not abbreviate the months of publication (pp. 284–285).
- Finish each entry with a period, unless it is a website (p. 284). Double-space each entry (p. 37).

## General Forms for Printed Sources

### Periodicals

Include article author(s), date of publication, article title, periodical title, volume number, issue number, page numbers, and the digital object identifier (DOI) number, if the article has one.

### **General format**

Last Name, A. B. (date). Article title. *Periodical Title*, Vol.

Last Name, A. B. (date). Article title. *Periodical Title*, Vol.(Issue). 66–82.

### **1. Journal Article in press (p. 317)**

McDonald, O. (2015). Farms: The importance of vowels. *Farms United*, 15(8), 560–890.

- *While most journal articles have a DOI/URL or exist in a database, journal articles in print sometimes may not. This example reference demonstrates how to format a source when the journal article in print has no DOI or URL.*

### **2. Magazine and Newspaper article (p. 320)**

Scott, M. (2020, May 28). Being the best boss 101. *The New York Times*.

- *Give the date shown on the publication—either month or month and day.*

### 3. Entire issue of a journal or special section of a journal (p. 319)

Baxter, C. H. (Ed.). (1995). Paranoid schizophrenia: The DSMV-IV's new

classification of an old disorder [Special issue]. *Journal of General*

*Psychology*, 130(3), 23–56.

- To cite an entire journal or a special section, give the editors and title of the issue.
- Enclose non-routine information that is important for identification in brackets immediately after the article title.
- If the issue has no editors, move the title to the author position before the year of publication. End the title with a period.
- Provide the page range for a special section, not a special issue.

### Books

Include authors or editors, date of publication, book title, and publication information. Capitalize only the first letter of book title, subtitle, and proper nouns.

#### General format for book (p. 321):

Author, A. B. (year). *Title of book*. Publisher.

#### 1. Book with one author (p. 321)

Robbins, C. D. (2013). *Psychology of university students*. Psychological Association.

#### 2. Book with two or more authors (p. 321)

Cane, P. D., & Reams, D. L. (1995). *Ideas from beginning to end:*

*Psychology and other areas*. General Psychological Association.

#### 3. Book other than the first edition and volume (p. 323)

Biggs, K., Beaker, K., & Dodd, J. (2018). *How to write properly* (20th ed., Vol. 12). Fake Publisher.

#### 4. Book with editors on the cover (p. 322)

Sanders, D. (2020). *Mastering education* (K. Riley, Ed.). Writing Publishers.

- For a book with just one author and an editor as well, give the author first, and list the editor in parentheses after the title. References for translated works appear differently (see example 5 below).

#### 5. English translation of a book (p. 323)

Lander, M. G. (1961). *Mark's musings: The illogic of gnomes without hats* (T. G.

Mascott & B. A. Easte, Trans.; 5th ed.). Caesar Publishing. (Original work published 1824)

- The first date listed is the date of publication for the English translation. At the end of the entry, note the original publication date in parentheses, no period following. Based on information for an English translation of a book chapter.

#### 6. Dictionary (p. 324)

Oxford English Dictionary. (n.d.). *Oxford English Dictionary.com*. Retrieved June 20, 1998, from

<https://www.oxfordenglishdictionary.com/>

- Avoid dictionary definitions unless absolutely necessary.

## 7. Article or chapter in an edited book with DOI (p. 326)

Riley, K., Adder, P., & Kash, R. (2016). Sherlock's day at the park. In A. Green (Eds.), *Sherlock's wild adventures* (5th ed., pp. 798–890). Collection of Child Stories. <https://doi.org/10.1589/02465421-212>

## 8. Work in an Anthology Online (p. 328)

Krill, E., & Smith, J. (2015). Biblical stories. In R. Thomason (Ed.), *The foundational elements of Christianity for new believers* (pp. 896–900). Anthology Notes. <https://doi.org/10.3653/3563-061> (Original work published 1999)

## 9. Personal Communication (p. 260)

Personal communications (interviews, e-mail messages, memos, etc.) require in-text citation only and do not need to be included on the reference page. See chart on page 5 for more information. Only utilize personal communication as an academic source when the information is not present in a more scholarly source.

### Electronic Sources in a Reference List

The goal of an electronic reference is to give credit to the author and to enable the reader to locate the source. Be careful to give an accurate retrieval path so the information will be readily available to the reader.

## Elements of references to World Wide Web documents (p. 351)

Each reference must include:

- The author's name, if known.
- Date of Internet publication or most recent revision (in parentheses).
- Title of document (Capitalize only the first word of the title and any proper nouns).
- Title of complete work, italicized.
- Volume and issue number, if source is magazine or journal.
- DOI (if known) or URL

## Generic Journal Article Entry Format

Author's last name, first and middle initials. (Year, Month Day of publication or last

revision). Document title. *Title of Complete Work, Vol.#(Issue #)*. <https://xxxxx>

- Some professors require an access date. If this is the case, include it in front of the URL.
- Retrieved March 23, 2020, from <https://xxxx>

## General Website (p. 351)

Long, P. W. (1998, September 4). *Antisocial personality disorder*. Internet Mental Health. Retrieved March 23, 2000 from <http://www.mentalhealth.com/dis/p20-pe04.html>

- Only include retrieval date if the content is designed to change over time and the webpage does not exist in an archived format.



**1. Webpage on a Website—no date and organization as author (p. 351)**

The Salty Spoon (n.d.). *Science in history*. Space Awesomeness. <https://spaceisawesomelycool.org/>

- *n.d.* in the above example stands for “no date.”

**2. Article in an Electronic Magazine or Newspaper (p. 320)**

Sabbatini, R. M. E., & Cardoso, S. H. (1998). Interdisciplinary and the study of mind. *Brain and Mind*, 12(6), 25–36.

- *If the article provides the month and the day, include them with the year, following the author: (year, month day).*

**3. Journal Article with Digital Object Identifier (DOI) assigned (p. 317)**

Shrute, D. (2015). Beet farms: The importance of fertilizer. *Vegetable Journal*, 12(3), 10–52.

<https://doi.org/10.5698/rev12345>

**4. Journal Article Without Digital Object Identifier and with a nondatabase URL (p. 317)**

Hill, T. S., & Monson, G. W. (2008). The aftereffects of post-hypnotic suggestions. *Psychology Simplified for Undergrads*, 2(2), 47–53. <https://www.psundergrad.net/posthypnotic.html>

**5. Online Newspaper Article (p. 317)**

Gergich, J. (2010, July 7). The importance of Little Sebastian. *The Weekly Newspaper*.

<https://www.theofficerules.com/beetfarmsarecool>

**6. Online Magazine Article (p. 317)**

Knope, L. (2019, April 8). The maliciousness of Eagleton. *The Pawnee Magazine*.

<https://www.parksandrecisthebestshowever.com/eagletondrools>

**7. Dissertation or Thesis Retrieved from Database Service (pp. 333-334)**

Lewis, A. (2019). *Game nights: The study of game nights and positive friendships* (Publication No. 23652)

[Doctoral dissertation, Dallas Baptist University]. Dissertation Database.

**8. Electronic Books without a DOI (p. 321)**

Grand, T. (2019). *How to be cool like me* [Audiobook]. Ka Studio. <http://audiobooksrock.com>

**9. YouTube (p. 344)**

Smith, A. [Ilovewriting]. (2013, June 5). *Random funny video* [Video]. YouTube.

<https://youtube.com/randomfunnyvideo>

- *Use the person’s real name as the author, followed by the screen name in brackets. If only the screen name is known, use it as the author’s name.*
- *To find more information on citing social media platforms, such as Facebook and Twitter, reference pages 348-350 of the APA manual.*

## Using the Bible as a Source

Please note: in most cases, Turabian Style is much more appropriate for papers in which the topic is scriptural commentary.

### **Parenthetical References (pp, 264, 274)**

When citing a particular passage, use the following order:

(*version of Bible*, original publication year/latest publication year, book of Bible and chapter: verse,)

*Ex: (King James Bible, 1769/2017, Song of Solomon 8:6)*

### **Things to Remember**

- The first time a particular version is cited, indicate the version used (as illustrated above). The version does not have to be stated in subsequent references unless a different version is used.
- The book of the Bible cited should be abbreviated only if referenced multiple times.

*Ex: Before God created light, “darkness was over the surface of the deep” (New International Version [NIV], 1769/2017, Genesis 1:3). After God separated the light from the darkness, “and the darkness he called ‘night’ (NIV, 1769/2017, Gen. 1:3).*

### **References (pp. 274, 325)**

*New American Standard Bible* (2015). Bible Verses Website. <https://bibleversesfakewebsite.com/> (Original work published 1698)

- *The date of original publication can also be the date it was republished. If this information unknown after research, it can be excluded from the reference. Include translator information if available in the source.*

### **Abbreviations**

Gen.	Genesis	Jer.	Jeremiah	Acts	Acts
Exod.	Exodus	Lam.	Lamentations	Rom.	Romans
Lev.	Leviticus	Ezek.	Ezekiel	1 Cor.	1 Corinthians
Num.	Numbers	Dan.	Daniel	2 Cor.	2 Corinthians
Deut.	Deuteronomy	Hos.	Hosea	Gal.	Galatians
Josh.	Joshua	Joel	Joel	Eph.	Ephesians
Judg.	Judges	Amos	Amos	Phil.	Philippians
Ruth	Ruth	Obad.	Obadiah	Col.	Colossians
1 Sam.	1 Samuel	Jon.	Jonah	1 Thess.	1 Thessalonians
2 Sam.	2 Samuel	Mic.	Micah	2 Thess.	2 Thessalonians
1 Kings	1 Kings	Nah.	Nahum	1 Tim.	1 Timothy
2 Kings	2 Kings	Hab.	Habakkuk	2 Tim.	2 Timothy
1 Chron.	1 Chronicles	Zeph.	Zephaniah	Tit.	Titus
2 Chron.	2 Chronicles	Hag.	Haggai	Philem.	Philemon
Ezra	Ezra	Zech.	Zechariah	Heb.	Hebrews
Neh.	Nehemiah	Mal.	Malachi	Jas.	James
Esth.	Esther			1 Pet.	1 Peter
Job	Job			2 Pet.	2 Peter
Ps.	Psalms			1 John	1 John
Prov.	Proverbs	Matt.	Matthew	2 John	2 John
Eccles.	Ecclesiastes	Mark	Mark	3 John	3 John
Song Sol.	Song of Solomon	Luke	Luke	Jude	Jude
Isa.	Isaiah	John	John	Rev.	Revelation