

CJ-4 Basics of APA (7th Ed.) Format and Citations Directed Online Tutoring Activity

Activity #1 Directions: Watch the two videos below, and take notes. Be prepared to show your notes to the tutor during your appointment.

Video 1: How to Format Papers in APA (7th Edition) uploaded by **Academic Support Resources**

<https://www.youtube.com/watch?v=5wv0ZDiCjgc>

Video 2: Introduction to Citation Styles: APA 7th ed. uploaded by **CSUDH Library**

https://www.youtube.com/watch?v=_fVv2Jt0o18

Activity #2 Directions: Read the lesson below. Be prepared to discuss this lesson during your tutoring appointment.

When writing research papers for social science, criminal science, and other science (including nursing) classes, you often will be expected to format your papers using APA format. This DLA will help you review some of the basics of APA, but it can, in no way, cover everything you might need to know. Be sure to check an APA reference and the Learning Center handouts for additional information.

Most of the following information comes from:

http://media.royalroads.ca/media/Library/writingcentre/Powerpoint/Intro%20to%20APA7_full2019.pptx

Formatting Your APA Document

Page layout: Portrait

Page size: Letter

Margins:

- 1 in. on all sides.
- 0.49/0.5 in. for the header section. APA allows for the default Microsoft Word header setting.

Font

- Use same font throughout the text; check with instructor for requirements.
- Recommended font is primarily 12-point Times New Roman, but other fonts acceptable for tables and figures include 11-point Calibri or Arial, 10-point Lucida, 11-point Georgia.

Running head

- No longer required in student essays unless required by an instructor or the institution.

Page number

- Appears in the top right corner of every page; starts at 1 on the title page.

Alignment, spacing, and indentation

- Left-align text with a ragged right margin; do not justify lines.
- Double-space body text, including block quotations and references.
- Indent first line of a new paragraph by one tab space, which is usually 0.5 in.

Quotations

- Quotations of 39 words or fewer should continue on the same line as the rest of the text, and quotation marks should appear at the beginning and end of the quoted text. The in-text citation should appear after the closing quotation mark, but before the period. For example, "I quoted this text" (Author, year, p. 4).

- Indent entire block quotation (quotation of 40+ words) by one tab space from left margin. Quotations of 40+ words should be formatted as block quotations. Begin the quotation on a separate line, indent the entire quotation 1 tab space, do not use quotation marks, and the in-text citation follows after the closing punctuation. For example:

Please pretend this is a quotation of 40+ words, and note that the first line is not indented in addition to the block formatting. (Author, year, p. 4)

In-text Citations

- Can be narrative or parenthetical and should include the author's last name and the date of publication.
- Narrative citation: Lee (2015) argued that...
- Parenthetical citation: Leadership is an important skill (Lee, 2015)

- Citations to direct quotations and paraphrases must also include a location reference, such as a page number.

- Narrative citation: Lee (2015) argued that "quoted text" (p. 4).

- Parenthetical citation: "Quoted text" (Lee, 2015, para. 4).

References

- References should have a 0.5 in. hanging indent, which means the reference begins at the left margin and subsequent lines are indented 0.5 in. from the left.

- Double-space your entire reference list.

- Note that there are no longer city names for the publishing company's location, just the name of the company.

- Author names should be written as Last name in full, First initial with period. Never include the full first name of the authors.

Example: Jackson, J.

- For sources written by up to 20 authors, all of their names must be listed. If there are 21 authors or more, write out the last names and first initials of the first 19 authors, followed by three ellipsis points and the last name and first initial of the final author listed.

Example:

Meyers, A., Meyers, B., Meyers, C., Meyers, D., Meyers, E., Meyers, F., Meyers, G., Meyers, H.,
Meyers, I., Meyers, J., Meyers, K., Meyers, L., Meyers, M., Meyers, N., Meyers, O.,
Meyers, P., Meyers, Q., Meyers, R., Meyers, S. ... Meyers, Z. (2005). A study of many
Meyers. *Meyers Review*, 26(1), 90-14.

- If a person's name is not available as an author of the source, use the name of the group or organization that published the source instead.

Example: American Dental Association. (2019). *Tooth Reports of 2018*. Institute of Dentists.

Reference Examples:

Periodical Articles

Author, A., & Author, B. (year). Title of article. Periodical Information. DOI or URL as necessary

Article with a digital object identifier (DOI)

Godfrey, D. (2005). Adapting historical citations to APA style. *Journal of Broadcasting & Electronic Media*, 49(4), 544-547. https://doi.org/10.1207/s15506878jobem4904_15

In-text citation for this source: (Godfrey, 2005, p. 545)

Article retrieved from an academic research database

Cuddy, C. (2002). Demystifying APA style. *Orthopaedic Nursing*, 21(5), 35-42.

In-text citation for this source: (Cuddy, 2008, p. 67)

Article without a DOI with a nondatabase URL

Posner, E. A., & Sunstein, C. R. (2009). Should greenhouse gas permits be allocated on a per capita basis?. *California Law Review*. 97(1), 51-94.

https://chicagounbound.uchicago.edu/cgi/viewcontent.cgi?article=2759&context=journal_articles

In-text citation for this source: (Posner & Sunstein, 2009, p. 53)

Books

Author, A. A., & Author, B. B. (year). *Title of book*. Publisher information. DOI or URL

Book with a DOI

Bazeley, P. (2018). *Integrating analyses in mixed methods research*. SAGE Publications.

<https://doi.org/10.4135/9781526417190>

In-text citation for this source: (Bazeley, 2018, p. 5)

Book without a DOI retrieved from an academic research database or print version

Graff, G., & Birkenstein, C. (2018). *They say/I say: The moves that matter in academic writing* (4th ed.). W. W. Norton & Company.

In-text citation for this source: (Graff & Birkenstein, 2018, p. 10)

Chapter in an Edited Book

Author, A. A., & Author, B. B. (year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. X-X).
Publisher name. DOI or URL

Chapter in an edited book with a DOI

Walton, J. K. (2009). Histories of tourism. In T. Jamal & M. Robinson (Eds.), *The SAGE handbook of tourism studies* (pp. 115-129). SAGE Publications.

<https://doi.org/10.4135/9780857021076.n7>

In-text citation: (Walton, 2009, p. 117)

Chapter in an edited book without a DOI retrieved from a database or print version

Wilson, V. (2014). Ecological and social systems: Essential system conditions. In A. Dale & J. Onyx (Eds.), *A dynamic balance: Social capital and sustainable community development* (pp. 33-47). UBC Press.

In-text citation: (Wilson, 2014, p. 45)

Some variations among these rules may lead to confusion when you're putting your paper together. For help double-checking your APA format, check out some of the links at the bottom of this DLA.

Activity #3 Directions: Go to the links below, and complete the exercises. Keep track of any questions that you find challenging so you can discuss them with a tutor.

https://royalroads.libwizard.com/f/General_Formatting_Exercise_APA7

https://royalroads.libwizard.com/f/whats_wrong_journal_article_APA7

Activity #4 Directions: Answer the following questions. Be prepared to discuss these answers with a tutor during your appointment.

1. According to the first video, what formatting needs to be done to the title on the title page?
2. According to the second video, what are the 2 main components of a citation?
3. How big should a quote be in order to be considered a block quote? What needs to be done to its formatting to make it stand out from the normal paragraphs?
4. Were there any questions that gave you a difficult time in Activity #3? What are some resources you can use to find out the answers to these specific questions?
5. What would an in-text citation look like to correspond with p. 36 of this reference?

Rogers, L. (2013). *Microbial propagation in gastrointestinal tracts of Texas toads*. Amphibian Digestive Institute. <https://doi.org/10.4xx5/9781xxx719xzx3x>

6. In what order should you list your references on the APA references page?
7. What do you think you should do if your teacher asks for an assignment in APA format but gives you directions for APA that contradict the most recent rules online?
8. Why do you think it is important to know about APA format? How will it help you in your classes?
9. What questions do you have about APA format?

For extra help, visit the links below.

<https://libguides.csudh.edu/citation/apa-7>

<https://sfcollege.libguides.com/apa7/paper>

<https://apastyle.apa.org/instructional-aids/>