5 Major Categories of APA Style

- Citations
  - In text and reference list
- Grammar
  - Voice, verb tense, subject/verb & noun/pronoun
- Punctuation
  - Periods, commas, capitalization, quotation marks
- Organization
  - Headings
- Formatting
  - Typeface, font, margins, line spacing, headers, and page numbers
Avoid the use of contractions in APA, spell things out: I am, I have, etc.

One paragraph must include at least three sentences

Break complex statements into shorter sentence

Read out loud

Spell out acronyms the first time used

Do not start a sentence with a scholars name in a paragraph. Start with your own idea and develop it. Then support with scholarship.

Anything 10 and over use numbers, anything under write out the number.
Use the author-date citation systems throughout the manuscript (both in-text and parenthetical)

- Exception: Do not include the year in subsequent in-text citations within the same paragraph

- Example:
  - Jones (2009) found that smokers frequently smell like the substance they smoke. Non-smokers, on the other hand, were reported to smell like flowers (Jones, 2009). Jones also found that smokers eat more mints than non-smokers.
Basic Citation Styles

- One or two authors
  - Include both surnames and year throughout the manuscript

- Three to five authors
  - Cite all surnames the first time in the manuscript, then shorten all subsequent citations to the first author followed by et al.

- Six or more authors
  - Cite only the surname of the first author followed by et al. throughout the manuscript.
Examples

- **One or two authors**
  - Jones (2009) or Baldwin and Halloran (2010)

- **Three to five authors**
  - First citation: Zoe, Rogers, and Wallace (2011)
  - Subsequent citations: Zoe, et al. (2011)

- **Six or more authors**
  - Every citation: Berg, et al. (2008)
- **Journal Article (one author)**

Surname, Initials. (year). Title of article. *Title of Journal, volume*(issue), page-page. doi:


- **Journal Article (two authors)**


In-Text Punctuation Rules

- Include only one space after , : and ;
- Place periods and commas inside quotation marks
  - Place other punctuation marks inside quotation marks only if they are part of the quoted materials
- Italicize and capitalize titles of books and journals when included in the body of your paper
- Use double quotation marks and capitalization when including the title of your journal article or chapter of a book in the body of your paper.
Punctuation Rules

- Use double quotation marks for verbatim quotes
- Verbatim (direct) quotes of 40 words or more should be formatted as a block quote
  - Indent
  - Double space
  - The parenthetical citation follows the final punctuation.
- Spell out the word “and” when citing sources in-text, and use the ampersand (&) in parenthetical citations.
Organize Ideas with Headings

<table>
<thead>
<tr>
<th>Level</th>
<th>Proper Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Flush-Left, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading with a <em>period</em>. Begin body text after the period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indent the text for a larger level</em>. Begin body text after the period.</td>
</tr>
<tr>
<td>5</td>
<td><em>Indent the text for a larger level</em>. Begin text after the period.</td>
</tr>
</tbody>
</table>
Formatting

- Title Page
  - Includes running header
  - Page numbers begin on title page
  - Manuscript title should not exceed 12 words

- Running Header
  - Should not exceed 50 characters

- 12 point font, Times New Roman

- Center the title of your paper, no bold

- No white space between paragraphs