

APA Formatting and Style Guide



Adapted from the Purdue Online Writing Lab's APA Guide

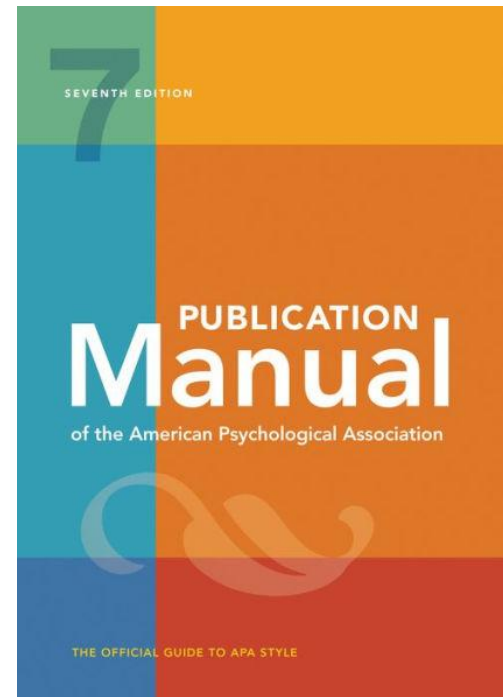


What is APA Style?

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences.

APA regulates:

- Stylistics
- In-text citations
- References





First-person pronouns rather than third-person

- ✓ : “**We** conducted an experiment...”
- □ : “**The authors** conducted an experiment....”



Active voice when stressing the actions of the research

- ✓ : “We **asked** participants questions.”
- □ : “The participants **have been asked** questions by the researchers.”

Passive voice when stressing the recipient or object of the action

- ✓ : “The tests were inconclusive.”
- □ : “We found the tests inconclusive.”



Language

Language in an APA paper should be:

- **Clear:** be specific in descriptions and explanations
- **Concise:** condense information when you can
- **Plain:** use simple, descriptive adjectives and minimize figurative language



Quantitative Articles:

- Report quantitative research, which uses empirical and numerical information often analyzed through statistical means.
- Includes:
 - Title Page
 - Abstract
 - Introduction
 - Method
 - Results
 - Discussion



Qualitative Articles:

- Report qualitative research, which uses scientific practices to learn more about human experiences that cannot be numerically quantified.
- Includes:
 - Title Page
 - Abstract
 - Introduction
 - Method
 - Findings/Results
 - Discussion



The Literature Review:

- Summarizes scientific literature on a particular research topic
- While the APA Publication Manual does not require a specific order for a literature review, a good literature review typically contains the following components:
 - Introduction
 - Thesis statement
 - Summary and synthesis of sources
 - List of References



If your essay is not quantitative, qualitative, or a literature review:

- Consult the instructor
- Consult the APA Publication Manual



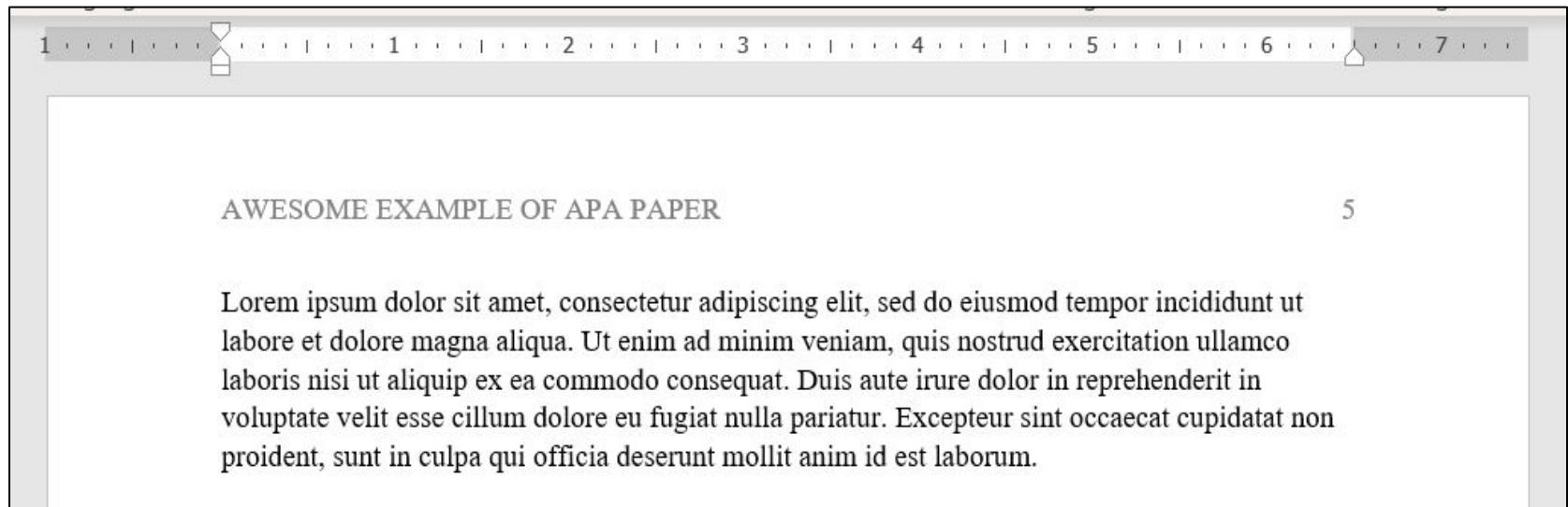
Your essay should:

- Be typed
- Double-spaced
- Have 1" margins
- Use 10-12pt. Standard font (ex. Times New Roman)
- Be printed on standard-sized paper (8.5" x 11")



Every page of your essay should include:

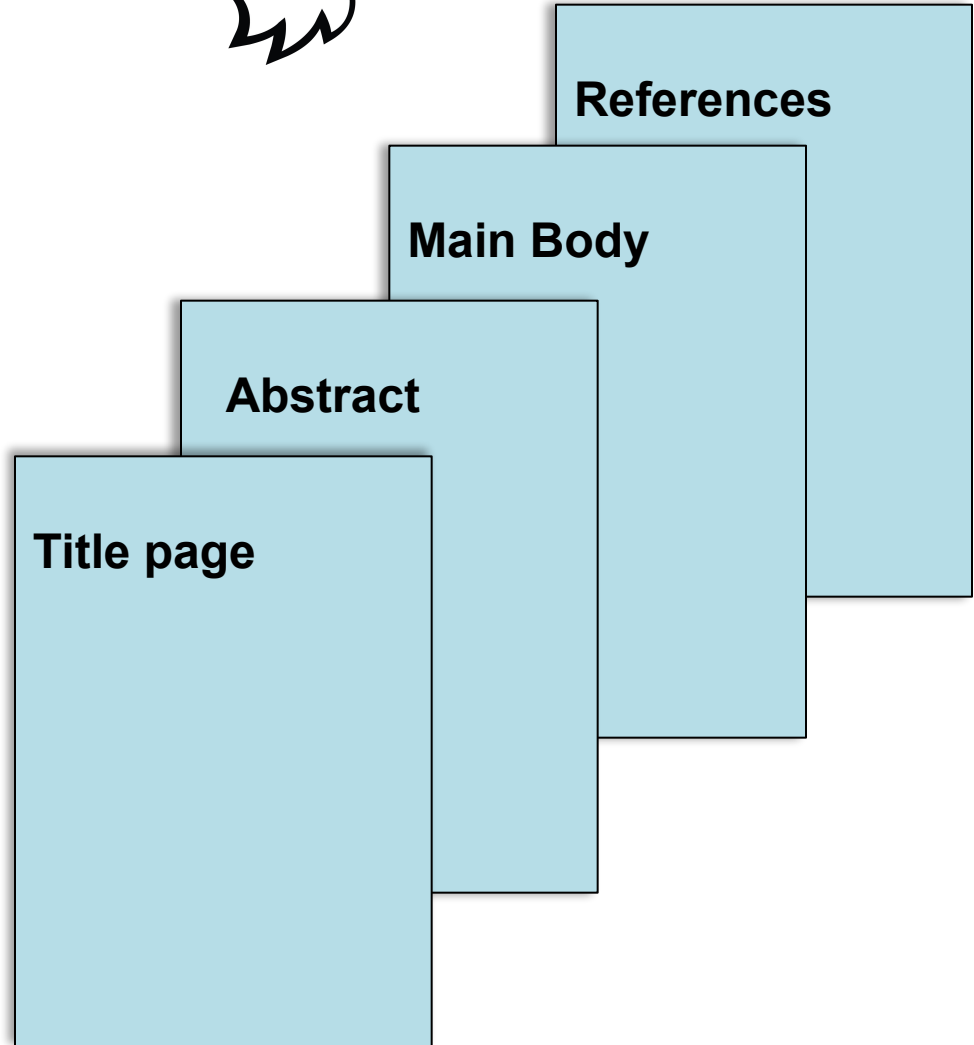
- The page number in the upper right
- If it is a **professional paper**: A page header (shortened title, all caps) in the upper left-hand corner.
- **Student papers** do not require running headers.





General APA Format

Your essay should include four major sections:





Note re: Formatting

Note that APA 7 has slightly different formatting rules for **professional** and **student** papers. Professional papers are those intended for academic/commercial publication, while student papers are those written for credit in a course.

Most of these differences extend to the **title page** and the **running header**.



Page header:
Student papers contain no
running head. Simply
insert a page number
flush right.

Branching Paths: A Novel Teacher Evaluation Model for Faculty Development

James P. Bavis and Ahn G. Nu

Department of English, Purdue University

ENGL 101: Course Name

Dr. Richard Teeth

Jan. 30, 2020

Title:
(in the upper half of the
page, centered)
name (no title or degree)
+ academic department,
course, instructor, and
date.



Page header:
(use Insert Page Header)
Type short form of title
flush left in all capitals +
page number flush right.

A NOVEL TEACHER EVALUATION MODEL

1

Branching Paths: A Novel Teacher Evaluation Model for Faculty Development


Kim A. Park,¹ James P. Bavis,¹ and Ahn G. Nu²

¹Department of English, Purdue University

²Center for Faculty Education, Department of Educational Psychology, Quad City University

Title:
(in the upper half of the
page, centered)
name (no title or degree)
+ affiliation (university,
etc.)

Author Note

Kim A. Park  <https://orcid.org/0000-0002-1825-0097>

James P. Bavis is now at the MacLeod Institute for Music Education, Green Bay,

WI. We have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Ahn G. Nu, Department of Educational Psychology, 253 N. Proctor St., Quad City, WA, 09291. Email:

agnu@quadcityu.com



Author Note:
this may contain the following
items, each on a separate line:

- Links to ORCID iDs
- Any affiliation changes
- Any special disclosures or acknowledgments
- Contact info for the corresponding author

Omit any items that are irrelevant.

A NOVEL TEACHER EVALUATION MODEL

1


Branching Paths: A Novel Teacher Evaluation Model for Faculty Development

Kim A. Park,¹ James P. Bavis,¹ and Ahn G. Nu²

¹Department of English, Purdue University

²Center for Faculty Education, Department of Educational Psychology, Quad City University

Author Note

Kim A. Park  <https://orcid.org/0000-0002-1825-0097>

James P. Bavis is now at the MacLeod Institute for Music Education, Green Bay,

WI. We have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Ahn G. Nu, Department of Educational Psychology, 253 N. Proctor St., Quad City, WA, 09291. Email:

agnu@quadcityu.com



Page header continues on all pages for **professional papers only**. **Student papers** contain only the page number.

Abstract: centered and **bolded** at the top of the page.

Write a 150- to 250- word summary of your paper in an accurate, and concise manner.

A NOVEL TEACHER EVALUATION MODEL

2

Abstract

A large body of assessment literature suggests that students' evaluations of their teachers (SETs) can fail to measure the construct of teaching in a variety of contexts. This can compromise faculty development efforts that rely on information from SETs. The disconnect between SET results and faculty development efforts is exacerbated in educational contexts that demand particular teaching skills that SETs do not value in proportion to their local importance (or do not measure at all). This paper responds to these challenges by proposing an instrument for the assessment of teaching that allows institutional stakeholders to define the teaching construct in a way they determine to suit the local context. The main innovation of this instrument relative to traditional SETs is that it employs a branching "tree" structure populated by binary-choice items based on the Empirically derived, Binary-choice, Boundary-definition (EBB) scale developed by Turner and Upshur for ESL writing assessment. The paper argues that this structure can allow stakeholders to define the teaching construct by changing the order and sensitivity of the nodes in the tree of possible outcomes, each of which corresponds to a specific teaching skill. The paper concludes by outlining a pilot study that will examine the differences between the proposed EBB instrument and a traditional SET employing series of multiple-choice questions (MCQs) that correspond to Likert scale values.

Keywords: college teaching, student evaluations of teaching, scale development, EBB scale, pedagogies, educational assessment, faculty development

Follow the abstract with a short list of keywords.



- Number the first text page as page number 3
- Center and bold the (full) title of the paper at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper with either narrative citations or parenthetical, in-text citations
- Format tables and figures



- Center the title (References) at the top of the page. Bold this title.
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the surname of the first author of each work

References

- Ambady, N., & Rosenthal, R. (1993). Half a minute: Predicting teacher evaluations from thin slices of nonverbal behavior and physical attractiveness. *Journal of Personality and Social Psychology*, 64(3), 431–441. <http://dx.doi.org/10.1037/0022-3514.64.3.431>
- American Association of University Professors. (n.d.) Background facts on contingent faculty positions. <https://www.aaup.org/issues/contingency/background-facts>
- American Association of University Professors. (2018, October 11). Data snapshot: Contingent faculty in US higher ed. *AAUP Updates*. <https://www.aaup.org/news/data-snapshot-contingent-faculty-us-higher-ed#Xfpdmy2ZNR4>
- Anderson, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *PS: Political Science and Politics*, 30(2), 216–219. <https://doi.org/10.2307/420499>
- Armstrong, J. S. (1998). Are student ratings of instruction useful? *American Psychologist*, 53(11), 1223–1224. <http://dx.doi.org/10.1037/0003-066X.53.11.1223>
- Attiyeh, R., & Lumsden, K. G. (1972). Some modern myths in teaching economics: The U.K. experience. *American Economic Review*, 62(1), 429–443. <https://www.jstor.org/stable/1821578>
- Bachen, C. M., McLoughlin, M. M., & Garcia, S. S. (1999). Assessing the role of gender in



- Invert authors' names (last name first followed by initials)
 - EX: "Smith, J.Q."
- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
 - EX: The perfectly formatted paper: How the Purdue OWL saved my essay.



- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections

Adhani, R., Sholihah, Q., & Yusuf, A. (2018). Relationship knowledge and attitude about fast food with obesity on teenagers. *Journal of Economic & Management Perspectives*, 12(1), 459-463.



APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

1. Identify the type of source:

Is it a book? A journal article? A webpage?

2. Find a sample citation for this type of source

Check a textbook or the OWL APA Guide:

https://owl.purdue.edu/owl/research_and_citation/apa7_style/apa_formatting_and_style_guide/general_format.html

3. “Mirror” the sample

4. Make sure that the entries are listed in alphabetical order and that the subsequent lines are indented (Recall References: Basics)



In-text citations help readers locate the cited source in the References section of the paper. In-text citations follow either a parenthetical format or a narrative format.

A parenthetical citation includes both the author's last name and year of publication, separated by a comma, in parentheses at the end of the sentence.

EX: Research suggests that the Purdue OWL is a good resource for students (Atkins, 2018).

A narrative citation includes the author's name directly in the sentence, with the year of publication directly following the author's last name.

EX: Atkins (2018) suggests that the Purdue OWL is a good resource for students.



In-text Citation: Page Numbers

If the source you're citing includes page numbers, add that information to your citation.

For a parenthetical citation, the page number follows the year of publication, separated by a comma, and with a lowercase p and a period before the number (p.)

EX: Research suggests that the Purdue OWL is a good resource for students (Atkins, 2018, p. 12).

For a narrative citation, the page number comes at the end of the sentence, once again preceded by a lowercase p and a period (p.)

EX: Atkins (2018) suggests that the Purdue OWL is a good resource for students (p. 12).



In-Text Citation: Quotations

When quoting:

Introduce the quotation with a signal phrase

If using the parenthetical citation, include the author, date of publication, and page number at the end of the quotation.

EX: As scientific knowledge advances, “the application of CRISPR technology to improve human health is being explored across public and private sectors”(Hong, 2018, p. 503).

If using the narrative-style citation, include the author’s last name in the signal phrase, with the page number at the end of the quote.

EX: Hong (2018) stated that “the application of CRISPR technology to improve human health is being explored across public and private sectors” (p. 503).



In-Text Citation: Summary or Paraphrase

Follow the same guidelines for parenthetical and narrative citations when summarizing or paraphrasing a longer chunk of text.

Parenthetical citation:

EX: In one study that consisted of 467 young adults, it was found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media (Berryman, Ferguson, & Negy, 2018).

Narrative citation:

EX: Berryman, Ferguson, and Negy (2018) sampled 467 young adults about their social media use and mental health and found that social media use may not directly affect mental health; rather, it depends on *how* young adults use social media.



In-Text Citation: Signal Words

Introduce quotations with signal phrases, e.g.:

According to Reynolds (2019), “...” (p. 3).

Reynolds (2019) argued that “.....” (p. 3).

Use signal verbs such as:

acknowledged, contended, maintained,
responded, reported, argued, concluded, etc.

Use the past tense or the present perfect tense of verbs in signal phrases when they discuss past events.



In-Text Citation: Two or More Works

When the parenthetical citation includes two or more works:

- Order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semi-colon.

EX: Lorem ipsum dolor sit amet (Adams, 2018; Collins, 2017).



In-Text Citation: Works with Two Authors

When citing a work with two authors:

- **In the narrative citation**, use “and” in between the authors’ names

EX: According to scientists Depietri **and** McPhearson (2018), “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (p. 96).

- **In the parenthetical citation**, use “&” between names

EX: When examining potential climate threats, “Understanding the occurrence and impacts of historical climatic hazards is critical to better interpret current hazard trends” (Depietri **&** McPhearson, 2018, p. 96).



In-Text Citation:
Works with 3+ Authors

When citing a work with three or more authors:

- list the name of the first author plus “et al.” in every citation.

EX: Lin et al. (2019) examined how weather conditions affect the popularity of the bikesharing program in Beijing.

EX: One study looked at how weather conditions affected the popularity of bikesharing programs, specifically the Beijing Public Bikesharing Program (Lin et al., 2019).



When citing a work with an unknown author:

- Use the source's full title in the narrative citation.
- Cite the first word of the title followed by the year of publication in the parenthetical citation.

EX: According to “Here’s How Gardening Benefits Your Health” (2018)

EX: (“Here’s,” 2018)

Titles:

Articles and Chapters = “ ”

Books and Reports = *italicize*



When citing a group author:

- Mention the organization the first time you cite the source in either the narrative citation or the parenthetical citation.
- If you first mention the group in a **narrative citation**, list the abbreviation before the year of publication in parentheses, separated by a comma.

EX: “The data collected by the Food and Drug Administration (FDA, 2019) confirmed...”

- If you first mention the group in a **parenthetical citation**, list the abbreviation in square brackets, followed by a comma and the year of publication.

EX: (Food and Drug Administration [FDA], 2019).



In-Text Citation:
Same Last Name/ Author

When citing authors with the same last names:

- Use first initials with the last names.

EX: (B. Davis, 2018; Y. Davis, 2020)

When citing two or more works by the same author and published in the same year:

- Use lower-case letters (a, b, c) after the year of publication to order the references.

EX: Chen's (2018a) study of bird migration...



In-Text Citation: Personal Communication

When citing personal communication (interviews, letters, e-mails, etc.):

- Include the communicator's name, the fact that it was personal communication, and the date of the communication.
- **Narrative citation:**

EX: B.E. Anderson (personal communication, January 8, 2020) also claimed that many of her students had difficulties with APA style.

- **Parenthetical citation:**

EX: One teacher mentioned that many of her students had difficulties with APA style (Anderson, personal communication, January 8, 2020).

- Do not include personal communication in the reference list.



When citing a text with no page numbers: parenthetical citation

- Use any of the following four methods
- List the heading or section name

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section).

- List an abbreviated heading or section name in quotation marks (if the heading is too long)

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, “Health benefits” section).

- List the paragraph number

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, para. 2).

- List the heading or section name and the paragraph number

EX: One scientist noted that “A cup full of kale can help your body out in a number of ways” (London, 2019, Health benefits of kale section, para. 2).



When citing a text with no page numbers: narrative citation

- Use any of the following four methods
- List the heading or section name

EX: Scientist Jaclyn London (2019, Health benefits of kale section) noted that “A cup full of kale can help your body out in a number of ways.”

- List an abbreviated heading or section name in quotation marks (if the heading is too long)

EX: Scientist Jaclyn London (2019, “Health benefits” section) noted that “A cup full of kale can help your body out in a number of ways.”

- List the paragraph number

EX: Scientist Jaclyn London (2019, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”

- List the heading or section name and the paragraph number

EX: Scientist Jaclyn London (2019, Health benefits of kale section, para. 2) noted that “A cup full of kale can help your body out in a number of ways.”



Headings

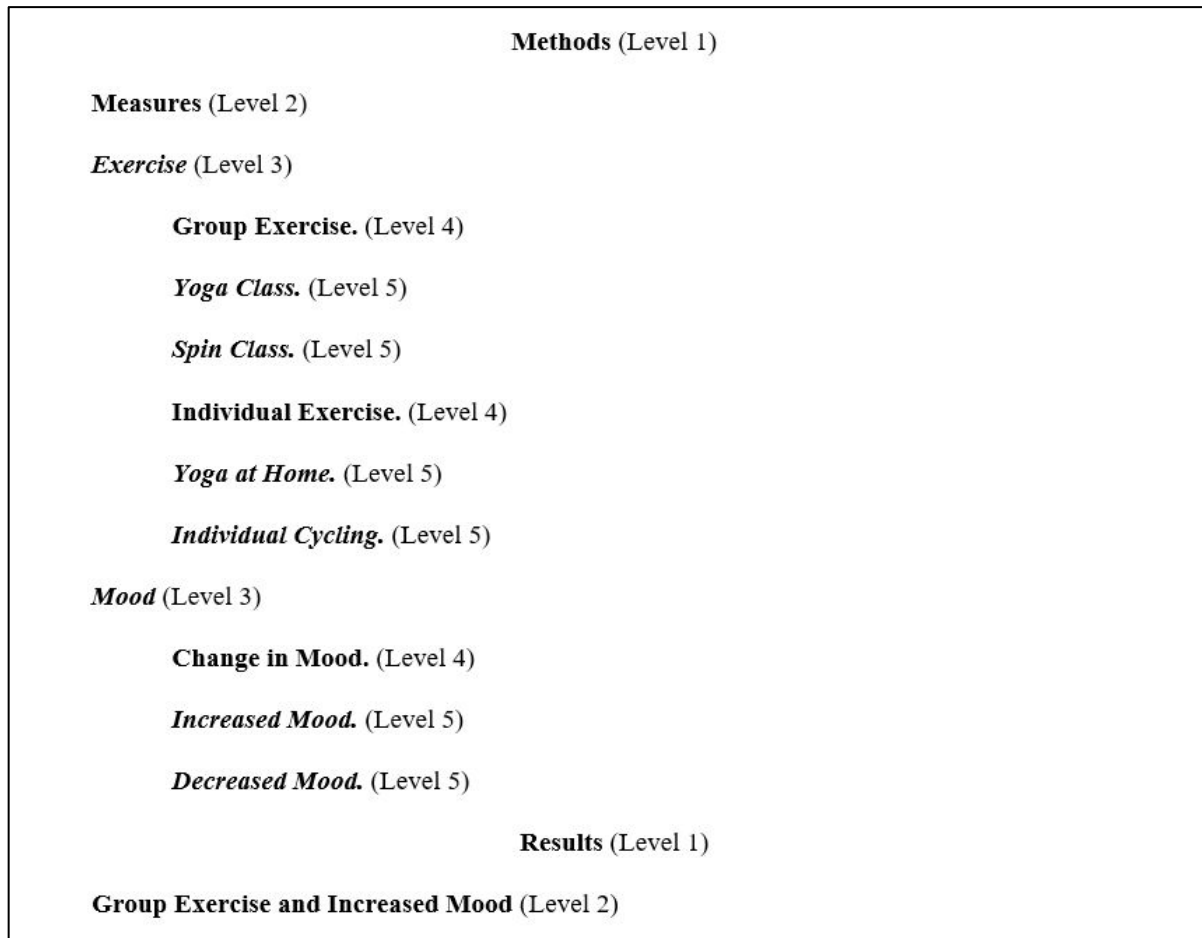
APA uses a system of five heading levels (taken directly from the APA Publication Manual, 7th edition):

APA Headings	
Level	Format
1	Centered, Bold, Title Case Headings Text begins a new paragraph
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph
3	Flush Left, <i>Bold Italic, Title Case Heading</i> Text begins as a new paragraph
4	Indented, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph.



Headings

Here is an example of the five-level heading system:





Tables

Label tables with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

Table 1

Top 3 NBA Season Leaders 2019

Team	Points Per Game
Milwaukee Bucks	119.8
Houston Rockets	119.1
Dallas Mavericks	116.8

Note: This data was collected on December 31st, 2019. Retrieved from <https://stats.nba.com/teams/>



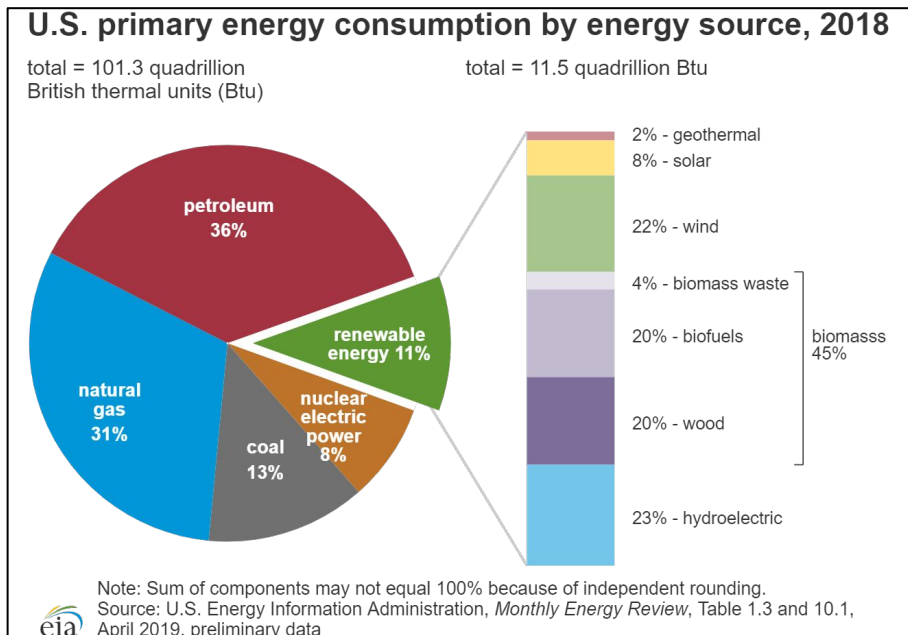
Figures

Label figures with an Arabic numeral and provide a brief but clear title. The label and title appear on separate lines above the figure, flush-left and single-spaced. You might provide an additional title centered above the figure.

Cite the source in a note below the figure.

Figure 1.

US Primary Energy Consumption by Energy Source, 2018





Additional Resources

The Purdue OWL: <http://owl.purdue.edu>

Scribbr: <https://www.scribbr.com/category/apa-style/>

APA's website: <http://www.apastyle.org>

Doane University Writing Center

- Crete Campus: Communications Building, room 144
- Lincoln Campus: Fred Brown Building, room 204

Composition textbooks

Publication Manual of the American Psychological Association, 7th ed.