**Moorpark College**
**Writing Center**

*Grow your Mind*

# APA 7<sup>th</sup> Edition

moorparkcollege.edu/writingcenter

## Getting Started:

- ✓ In APA 7<sup>th</sup> edition, the following fonts are accepted: Times New Roman 12, Calibri 11, Arial 11, Georgia 11, and Lucida Sans Unicode 10
- ✓ Double-Spaced
- ✓ 1-inch margins
- ✓ Use only one space after a period

Parts and order of an APA Paper:

- **Title Page**
- Abstract (if required)
- **Body of work with headings**
- **References**
- Footnotes
- Tables
- Figures
- Appendices

## Formatting the Title Page:

**\*APA 7<sup>th</sup> edition no longer includes a running head in student papers**

- The **page number** goes in the **top, right corner**
- The **title** should be placed three to four lines down from the top of the title page and is **centered and in bold font**. Capitalize major words. If the title extends past one line, it should be double-spaced.
  - o Example: **The Impact of Social Media on Formal Writing**
- Include one double-spaced blank line between the title and the **author's name(s)**. If there are two authors, use the word "and" between the names. For three or more, separate the names with commas and use "and" before the last name. Center author's name(s).

- Next, centered on the next double-spaced line, include the affiliation. For students. This is the institution where the student attends. Include the name of any department and the name of the institution, separated by a comma.
  - Example 1 Author: Jane Doe
  - Example 2 Authors: Jane Doe and Jon Morris
  - Example 3 Authors: Jane Doe, Jon Morris, and Ken Smith
- On the next double-spaced line, include the **course number** (as displayed on instructional material) followed by a **colon** and the **course name**
  - English M01A: English Composition
- On the next double-spaced line, include the **instructor's name** for the course
  - Example: Dr. Sarah Smith
- On the next double spaced line, include the date the assignment is due
  - Example: June 16, 2020

Sample Student Title Page:

1

**Herbal Medicine in South Africa**

Jasmine Betka

Department of Health Science, Moorpark College

HLTH 102: Introduction to Health

Dr. Sarah Smith

June 16, 2020

# Headings

Student papers only include the page number in the top, right corner of the page

Level headings are used in APA. They help give order and organization to a paper. Writers should be mindful of how headings are used. Shorter papers may not have a need to use more than level-one and/or level-two heading. More in-depth papers may require more headings. Here are some general guidelines for using headers.

- Level 1 headings include the title and major sections of a paper. They are like the umbrella headings that other headings may go under.
- Level 2 headings are subsections to the level-one headings. They should logically fit under a level-one heading.
- Level 3 headings are subsections to level-two headings. Again, level-three headings should logically fit under level-two headings and the larger level-one heading.
- Level 4and level-five headings follow the same rules of being a subsection of the previous header.

<div align="center">

**Level 1 Heading Centered, Bold, Title Case**

(Text begins as a new paragraph)
</div>

**Level 2 Heading Flush Left, Bold, Title Case**

(Text begins as a new paragraph)

***Level 3 Heading: Flush Left, Italics, Title Case***

(Text begins as a new paragraph)

   **Level 4 Heading: Indented, Bold, Title Case End with a Period.** (Text begins on the same line)

   ***Level 5 Heading: Indented, Bold, Title Case, Italics*** (Text begins on the same line)

## Example:

Titles are bold and centered ⟶

**Herbal Medicine in South Africa**

Herbal medicine, botanical medicine, and phytotherapy are interchangeable synonyms for a practice utilized by 80% of the world (Fontaine, 2015, p. 123). Geographical location, accessibility, tradition, and economy significantly impact which herbs are used by healers and individuals. Marais, Steenkamp, and Plooy (2015) describe how South Africans utilize over two-thousand indigenous plants, and there are diary entries dating back to 1836 to documenting specific herbal treatments (p. 8)….

First-level header ⟶

**Literature Review**

Second-level header ⟶ **Sutherlandia**

Aboyade, Styger, Gibson, and Hughes (2014) provide a photo-essay that considers Sutherlandia's therapeutic properties in conjunction with ongoing clinical trials. Given Sutherlandia's accessibility and the fact that it grows fairly well in most of South Africa, it is a heavily utilized plant (Aboyade et al., 2014, p. 72)…

Third-level header ⟶ *Adverse Effects*

When utilizing herbal medicine, there are always concerns about adverse effects and contraindications, particularly if a patient is on medications. With herbal treatments, the concern is often higher because the majority of herbal remedies are not pharmacologically tested or run through clinical trials…

# In-Text Citations

- APA uses the author-date citation system.

  (Last name, year)

- For two authors:

  (Last name & Last name, year)

- Both paraphrasing and quotations require a citation! But, if quoting information, the author, date, and page number must be given. If there is no page number, the paragraph can be used.

  (Last name, year, p. #)

  (Last name, year, para. #).

| Author Type | Parenthetical Citation | Narrative Citation |
|---|---|---|
| One author | (Smith, 2017) | Smith (2017)... |
| Two authors | (Moreno & Williams, 2019) | Moreno and Williams (2019)... |
| Three or more authors | (Taylor et al., 2018) | Taylor et al. (2018) |
| Group as the author<br><br>First<br><br>Subsequent | (National Institute of Mental Health [NIMH], 2019).<br><br>(NIMH, 2019) | National Institute of Mental Health (NIHM, 2019)...<br><br>NIMH (2019)... |

- **\*Note**: The year can be omitted from an in-text citation when multiple **narrative** citations are present within a single paragraph. The first narrative citation should always include the author and the date.

*Example:*

**Cottingham et al. (2018)** identified a gap in research on discrimination against nurses and conducted a study examining how race and gender influence nurses' emotions and practice. **Cottingham et al.** chose to isolate emotion as it is a response to social hierarchies and inequitable social arrangements. The researchers used a qualitative approach that utilized audio diaries from nurses to capture the full emotion of participants. Participants came from a larger quantitative study of two Midwestern hospitals in the U.S., and audio diaries were collected from 48 nurses **(Cottingham et al., 2018).**

- When there is no author, APA 7th edition has established the following guidelines for including contributors other than authors:

| Media Type | Include as the Author |
|---|---|
| Film | Director |
| TV Series | Executive Producer |
| Podcast | Host or Executive |
| Webinar | Instructor |
| Online Streaming Video | Person/group who uploaded the video |

- When there is no date, use n.d. to stand for no date.

## How to cite paraphrased information:
When paraphrasing, only the author and the year are required, but you may add the page number. The page number is particularly beneficial if it helps the reader locate the information easier.

Examples:

- Brown (2016) describes a case study in which various methods for increasing empathy were tested.
- Brown (2016) describes a case study in which various methods for increasing empathy were tested (p. 107).
- Furthermore, in this case study, various methods were tested for increasing empathy (Brown, 2016).
- Furthermore, in this case study, various methods were tested for increasing empathy (Brown, 2016, p. 107).

## How to cite quoted material:

When quoting directly, always provide the author, year, and page number of the quotation

Examples:

- Smith (2015) notes that "empathy can be increased with continual exposure to emotional situations" (p. 27).


# Reference Page:

## Formatting the reference page:

- Use 'References' as the title (centered and bold)
- Continue the page number in the top right corner
- Double-space within and between references
- When a reference is longer than one line, use a ½ inch hanging indent
- Alphabetize your entries

Having trouble with formatting? Try these tips for Word:

- Go to the 'View' tab at the top of the page
- Make sure that you have 'Ruler' selected so that you can see the ruler around your page
- Select the text on your reference page
- The ruler on the top of the page has two triangles. They should be lined up at this point. Drag the bottom triangle over .5 inch. This should format your subsequent lines over to a 1.5-inch hanging indent.
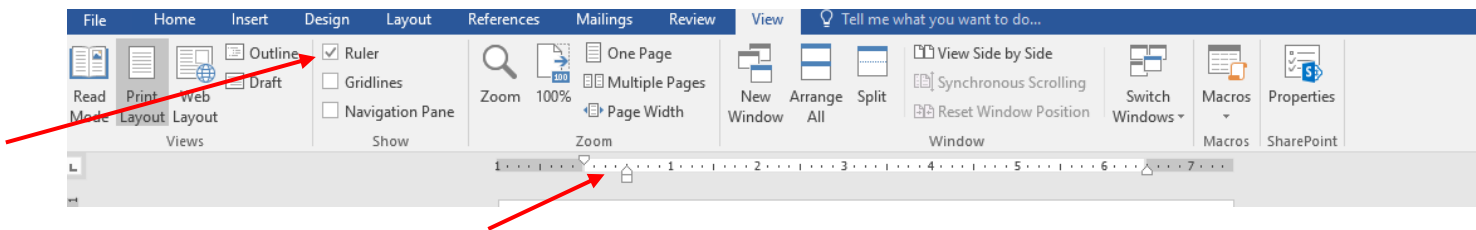


## General Rules for Generating Citations:

| Type of source | Author template | Date template | Title template | Source template | Source template |
|---|---|---|---|---|---|
| **Periodicals (Journal articles)** | Author. | Date. | Title. | *Periodical information.*<br><br>*Title of Periodical, 34(2), 5-14.* | DOI or URL |
| **Books** | Author. | Date. | *Title.*<br><br>*Title of book (edition/type).* | Publisher information<br><br>First Publisher Name; Second | DOI or URL if online |

| | | | | Publisher Name. | |
|---|---|---|---|---|---|
| **Edited Book Chapter** | Chapter author. | Date. | Chapter title. | Edited book information<br><br>In E.E. Editor (Ed.), *Title of book* (pp. 2-17). Publisher Name. | DOI or URL for online sources |
| **Reports and Gray Literature** | Author. | Date. | *Title of report.* | Pubisher Name. | DOI or URL (source) |
| **Audio Visual** | Author.<br><br>Depending on media type, the author changes.<br><br>Examples: Film use director, Podcast use host or executive producer, Webinar use instructor, TV series episode use writer and director of episode | Date.<br><br>(2020, February 7). | Title of episode.<br><br>(Season No., Episode No.) [Decription]. | Publisher.<br><br>In *Title* of podcast. Production Company. | URL |
| **Webpages and Webstites** | Author. | Date. | *Title of work.* | Site Name. | Retrieved date URL<br><br>Retrieved January 27, 2022, from http://xxxxxx |

## Print:

**Last name, Initial. (Date). *Title* (edition). Publishing location: publisher.**

1. Author's Last Name, Initial(s).
   - 1 author: Smith, J.P.
   - 2 authors: Smith, J.P., & Thomas, L.T.
   - Include all author's names for up to 20 authors in the reference page. Separate the last author's name with &
2. Publication Date in ().

- (2017).
3. Title with the first letter capitalized and the first letter of a subtitle
   - *Citing sources: A writer's reference*
4. Name or number of the version you accessed in ().
   - (3rd ed.).
5. City and state of publication; use the country if published outside of the United States:
   - Washington, DC:
6. Publisher
   - Sage

**Example**: Smith, J.P. (2017). *Citing sources: A writer's reference* (3rd ed.). Washington, DC: Sage.


## Website:
**Last name, Initial. (date). Title. Retrieved date, from URL**

In APA 7th edition, DOIs are now formatted as URLS. Also, do not include "Retrieved from" in front of the URL. Unless the website is the author, include the website's name.

1. Author's Last Name, Initial(s).
   - 1 author: Smith, J.P.
   - 2 authors: Smith, J.P., & Thomas, L.T.
   - Include all author's names for up to 20 authors in the reference page. Separate the last author's name with &
2. Publication Date in ().
   - (2017, March 19).
3. Title with the first letter capitalized and the first letter of a subtitle.
   - *Citing sources: A writer's reference*
4. Since information changes, you must include when you acceded the information
   - Retrieved February 7, 2020, from
5. Include the full URL (including http:// or https://)
   - http://apaseventhedition.com

**Example:** Smith, J.P. (2017, March 19). Citing sources: A writer's reference. Retrieved February 7, 2020, from http://apaseventhedition.com


## Online Journal:
**Last name, Initial. (date). Title. *Container title*. Issue, page range. http://DOI**

1. Author's Last Name, Initial (s).
   - 1 author: Smith, J.P.
   - 2 authors: Smith, J.P., & Thomas, L.T.
   - Include all authors' names for up to 20 authors in the reference page. Separate the last author's name with &
2. Publication Date in ().
   - (2017, March 19).
3. Title with the first letter capitalized and the first letter of a subtitle.
   - Writing a conclusion and discussion for your dissertation.
4. *Container title*,

- A container is the larger work that the source appeared in
  - Chapter in a book
  - Web page in a website
  - Article in a newspaper
- Container titles are italicized
5. Issue,
   - If the source consists of multiple volumes, include the volume number.
6. Page range.
7. **DOI formatted as a URL or the URL**
   - A DOI is preferable because it never changes
   - If you cannot find the DOI, use a regular or stable URL

**Example:** Smith, T. (2019). Writing a conclusion and discussion for your dissertation. *Scribbr*, *1*(3), 4–6. https://doi.org/10.1000/182

## Reference Page Example:

**References**

Brown, C., Daniel, R., Addo, N., & Knight, S. (2021, September 5). The experiences of medical students, residents, fellows, and attendings in the emergency department: Implicit bias to microaggressions. *AEM Education and Training*, 77(3), 49-56. http://doi: 10.1002/aet2.10670

Cottingham, M.D., Johnson, A.H., & Erickson, R.J. (2018, January 28). "I can never be too comfortable:" Race, gender, and emotion at the hospital bedside. *Qualitative Health Research*, 27(10) 145-158. http://doi: 10.1177/1049732317737980.

The Centers for Disease Control and Prevention. (2020). *Coping with healthcare stress.* The Centers for Disease Control and Prevention. Retrieved January 22, 2022, from htttp://cdc.org/copingwithhealthcarestress

# Other noteworthy parts to APA 7<sup>th</sup> Edition:

- Use **inclusive/bias-free language (see MCWC's Bias-free Language Handout for more information)**
  - "They" can be used as a gender-neutral pronoun
  - Ex: A researcher's work depends on how often they are able to get funding.
- Use descriptive phrases instead of adjectives as nouns **to label groups**
  - **Don't** say: The poor, the autistic student, the disabled individual…
  - **Do** say: People living in poverty, the student with autism, the individual with a disability…
- Use exact age ranges
  - **Don't** say: "Over 65"
  - **Do** say: "65 to 75"