

## APA Style Guide

APA style is determined by the American Psychological Association (APA). The association publishes the *Publication Manual of the American Psychological Association*, which is a comprehensive book of how to employ APA style. The following is a list of majors/disciplines that commonly require APA style in academia:

Anthropology	Liberal Studies
Behavioral Science	Nursing
Business	Political Science
Christian Behavioral Science	Psychology
Education	Sociology
Kinesiology	

For more information about APA style, visit the American Psychological Association's *APA Style Website* at [www.apastyle.org](http://www.apastyle.org).

### General Page Setup

- Typed and printed on standard, white 8.5 x 11-inch paper
- Margins set to 1-inch on all sides
- Double-space the entire text
- The font is to be a serif font, size 12

### Plagiarism

<sup>1</sup>California Baptist University Honor Code:

Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor code include, but are not limited to, the following:

10. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the University
11. copying information from a source without proper attribution;
12. taking papers from other students, publications, or the internet
14. offering for course credit one's own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered prior to submission)

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<sup>1</sup> California Baptist University. (2010). Student Handbook and Calendar. Lafayette, IN: School Datebooks.

(Exact Title of Your Paper; not more than 12 words) Dealing with Major and Minor APA Confusion

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If there are any special circumstances involved in the study, such as information previously published, it should be explained here.

Correspondence concerning this article should be addressed to Firstname M. Lastname, Department Name, California Baptist University, 8432 Magnolia Avenue, Riverside, CA 92504.

E-mail: firstname.lastname@calbaptist.edu

### Abstract

The abstract is a brief, comprehensive summary of the contents of the written article. Most scholarly journals require an abstract and students should consult the instructor and writing guidelines to be sure. A well-prepared abstract can be the most important single paragraph in any article. This is the first contact most people will have with the article. By embedding key words pertinent to the article, readers have a better understanding for the direction and goal of the article. A good abstract is accurate, non-evaluative, coherent, and concise. While word limits can vary for abstracts, they typically range from 150 to 250 words. The abstract begins on a separate page with the running head and page number continuing in the top margin of the page. The label *Abstract* should appear in upper and lowercase letters, centered, at the top of the page. The abstract should be typed as a single paragraph without a paragraph indentation.

*Keywords:* abstract, accurate, non-evaluative, coherent, concise

### Dealing with Major and Minor APA Confusion

Unless your professor tells you otherwise, every APA-style paper you submit should have a cover page and an abstract. Note that this paragraph, and every other paragraph in the main text of your paper, aside from block quotes, is indented ½ inch. Most computers have this set as a default and you only need to press the tab key once. If you must do this manually, move the down-pointing arrow in the ruler at the top of the page until it is at the ½ inch marker.

The main text of your paper is written on the line directly after your essay title; do not skip any lines, though your entire paper should be double-spaced. Remember also that your entire paper, including the cover and reference pages should be double-spaced. In Microsoft Word 2007 (MS Word), you can do this before you write anything by going to the "Home" ribbon, and then the "Paragraph" box. If you already have something written, select all the text in the document, and then follow the same steps.

Also, your page should have a margin of exactly one inch (1") at the top, bottom, right, and left of the page. Go to the "Page Layout" ribbon, and then in the "Page Setup" box use the "Margins" feature to adjust the documents margins. After each sentence-ending punctuation mark (e.g., period, question mark), there are two (2) spaces before starting the next sentence.

In MS Word, using the "Insert" ribbon and the "Header and Footer" box, you will place a running head at the top left-hand corner of this page. Insert pagination on the right-hand side of the page header, across from the running head. You may also double-click in the page header portion of the document to open the header for editing purposes. When you are finished, double-click anywhere in the document outside of the header.

When you quote anything or refer to an idea from anything other than yourself (unless it is common knowledge, as for instance that Washington, D.C. is the capital of the United States

of America or that George Washington was the first president of the United States), you must give credit to the source of the idea. This rule applies whether you quote it exactly or whether you use only some of the words the author used. You must also cite an idea that someone else had and that you are borrowing, even if you are paraphrasing or summarizing.

You can cite quotations in a variety of ways. You can "front-load" a citation, noting that a particular individual or group from a disclosed institution, with a disclosed basis for authority, has something to say relevant to your paper. For example:

Rockwell and Annan, in their 2006 publication on political images, point out, "A picture can often be worth a thousand words" (p. 113).

You may split up the parts of the citation:

Rockwell and Annan (2006) point out "a picture can often be worth a thousand words" (p. 113).

You may include the citation at the end of the sentence (if quoting) or paragraph (if summarizing or paraphrasing):

It is arguably true that "a picture can often be worth a thousand words" (Rockwell & Annan, 2006, p. 113).

If you include material from a source that is not a direct quote, but is paraphrased or summarized, you may cite the author(s) and year of publication; for example: (Rockwell & Annan, 2006). Please note that APA citations all follow the same format: author(s) last name(s), year of publication, and page number (when applicable). It is also imperative to include only and all of the sources cited in your paper on your Reference page.

## References

(This is the most basic book citation)

Author, A. A. (YYYY). *Title of work*. Location: Publisher.

(This is how you cite a journal article with more than seven authors)

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi: 10.1080/14622200410001676305

(This is how you cite a journal article with seven or less authors with DOI)

Author, A.A. (YYYY). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxxxx

(This is how you cite a journal article with seven or less authors without DOI)

Author, A.A. (YYYY). Title of article. *Title of Periodical*, xx, pp-pp. Retrieved from <http://www.website.com>

(How to cite the DSM-IV-TR)

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed., text revision). Washington, DC: American Psychiatric Association