

# APA 7<sup>TH</sup> EDITION: AN OVERVIEW

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**APA: CHAPTERS 4 & 6  
WRITING STYLE, GRAMMAR, &  
MECHANICS**

# WORD-LEVEL ISSUES

- Try to avoid ambiguous references.
  - For example, “we” or “it” are often not clear. Be specific.
- Watch out for homonyms
  - For example, it’s or its; affect or effect; extend or extent; principal or principle
- ”But” and “however” are not interchangeable.
- Avoid contractions.
- Be consistent with your verb tense.
  - Talking about existing literature, always use past tense.
- Use authors’ last names, not first names.
  - Be careful about assumptions of their gender too, so avoid pronouns which may be incorrect.

## CONCISENESS, CLARITY, & TONE

- Use short words and short sentences in your writing.
- Be clear about your meaning: “significant” in academic writing generally means different things to different people - it can be statistically significant or it can be important. But be intentional about why you use specific words.
- Don’t use long phrases unnecessarily when you can just use one word (i.e., the word “how” can be used instead of the phrase “the ways in which”)
- Be professional in your tone; it’s important to critique the scholarship, but we don’t have to be combative or overly aggressive.
- Avoid academic jargon, if you’re able.

# ANTHROPOMORPHISM (P. 117)

- Attributes human characteristics onto inanimate objects
- In educational research, this often shows up in the following ways:
  - Schools say that...
  - Colleges and universities must address...
  - Research says...
- In fact, these are all forms of anthropomorphism; instead one might write:
  - School administrators say that...
  - Faculty and staff in higher education must address...
  - Scholars say...

## ACTIVE VS. PASSIVE VOICE

- APA encourages us to use active voice as much as possible. We can use both, but writers often overuse passive voice.
- Use the “by zombies” test to see if you’re using passive voice:
  - “The tests were gathered promptly...by zombies” (example of passive voice)
  - The teachers promptly gathered the tests...by zombies” (the add-on of “by zombies” here doesn’t read correctly grammatically; therefore, it’s not passive voice).

# SUBJECT/VERB AGREEMENT

- A verb must agree in number with its subject (p. 119)
  - *Correct:* The percentage of correct responses, as well as the speed of the responses, increases with practice.
  - *Incorrect:* The percentage of correct responses, as well as the speed of the responses, increase with practice.

# FIRST PERSON

- Your teachers throughout your education broke you of the habit of writing “I” statements in your papers. APA wants you to stop that habit.
- Use the pronoun “I” if you’re writing a paper about yourself and you’re naming things that you did in your work (i.e., I conducted a qualitative case study to investigate... vs. The researcher conducted a qualitative case study to investigate...)



## WHO VS. THAT (PP. 121-122)

- If you're talking about people, you need to use the word "who" rather than "that" in a sentence:
  - "The students who completed the task" instead of "The students that completed the task"
  - "The participants who passed the exam were given course credit" rather than "The participants that passed the exam were given course credit"

## SPACING AFTER PUNCTUATION (P. 154)

- Use one space after:
  - Periods or other punctuation marks at the end of the sentence
  - Commas, colons, or semicolons
  - Periods that separate parts of a reference list entry
  - Periods following initials in names (M. P. Clark)
- Don't insert a space..
  - After internal periods in abbreviations (i.e., e.g., U.S., a.m., etc.)
  - Around colons in ratios (1:4)

# PUNCTUATION MARKS

- Refer to 6.2 for information about when to use a Period.
- Refer to 6.3 for information about when to use a Comma.
- Refer to 6.4 for information about when to use a Semicolon

## NUMBERS (P. 178)

- Use figures to express numbers 10 and above
- Use numbers that represent statistical or mathematical functions, fractional, or decimal quantities, percentages, ratios, and percentiles and quartiles
  - 3 times as many
  - More than 5%
- Any number that begins a sentence, title, or heading when possible should be reworded to avoid this, but if not, it must be written out in words.
  - Forty-eight percent of the sample...

## NUMBERS (CONT' D)

- Use number that represents time, dates, ages, scores, points on a scale, exact sums of money, etc.
  - 2 weeks ago
  - 1 hr 34 min
  - 2-year-olds
  - scored 4 on a 7-point scale

## NUMBERS (CONT' D)

- Use words with common fractions
  - One fifth of the class
- Use words for universally accepted usage
  - The Twelve Apostles
  - Five Pillars of Islam
- Combine numerals and words when expressing numbers back to back
  - 2 two-way interactions

# LISTS

- When you have a list within a sentence that has three or more items, use a serial or Oxford comma before the final item.
  - Participants were similar with respect to age, gender, and ethnicity.
- Use a lettered list to identify elements within a sentence or paragraph that are separate, parallel topics:
  - In this section, I will discuss (a) leadership theories, (b) management theories, and (c) adult development theories.
- Use numbered lists when referring to display steps in a sequence or a specific series of information.

**APA: CHAPTER 2  
ELEMENTS & FORMAT**



# TITLE PAGES

- Be aware of the differences between Professional Title Pages and Student Title Pages (see 2.3). For our work together, use the Student Title Pages information. Format your work just like Figure 2.2 on p. 32.

# TITLES

- Keep your title clear, concise, and direct. Include essential terms that are central to the manuscript's content.
- Generally keep in mind that journal articles often have a limit of no more than 12-15 words for titles, so try to keep that in mind when coming up with your own (that's not APA guideline, but just my advice).
- Titles on a title page are bold, centered, and on the upper half of the title page (I generally start three lines down from the top of the page double-spaced). (Your title also should start the top of your first page of your text - still bolded and centered; just make sure that it's not also centered based upon being indented .5" from the left margin. It should be centered from the flush left margin.)

## AUTHOR BYLINE

- Between the title of your paper on the title page, you need to have one blank double-spaced line before you put in your own name as the author. This should be centered and nonbold font.
- If there are multiple authors, order the names of the authors according to their contributions (first author doing the most and so on). Write all names on the same line, but flow onto additional lines as needed.
- Follow this by your author affiliation: For each of you, your author affiliation should be your department and institution (Department of Counselor Education, California Lutheran University).

## AUTHOR NOTE

- No need for an author note on Student Title Page material. Don't use this.

# RUNNING HEAD

- APA 6th edition required the use of running heads. 7th edition no longer does unless it's for a manuscript being submitted for publication.
- Running head rules still are the same – they are an abbreviated title of no more than 50 characters (including spaces and punctuation). This is at the top header on the left margin, left justified. There is no need any longer to include “Running head:” to the left of the running head title on the title page; 7th edition no longer requires that.

# ABSTRACTS

- Abstracts are often used on theses, dissertations, and journal articles to summarize in no more than 250 words (generally) what is included in the manuscript.
- Written as one paragraph without indentation.
- Generally, at the end of an abstract, you'll see "*Keywords:*" indented .5" from the left margin on the next line down, followed by 3-5 words or short phrases that summarize and highlight concepts that are included/discussed in the manuscript. These words or phrases are separated by commas. Do not use a period or any punctuation at the end.

# FORMAT

- Review closely the following sections:
  - 2.16 Importance of Format
  - 2.17 Order of Pages
  - 2.18 Page Header
  - 2.19 Font
  - 2.21 Line Spacing
  - 2.22 Margins
  - 2.23 Paragraph Alignment
  - 2.24 Paragraph Indentation
  - 2.25 Paper Length

# HEADINGS

- See 2.27 (pp. 47-49) for helpful info on headings.
- There are five levels of headings in APA, but generally for assignments in the program, you shouldn't need to use more than Level 1, 2, or 3 in your work.
- Level 1 is used for top-level or main sections.
- Level 2 is sub-section of Level 1's topics, and Level 3 would be a sub-section or sub-theme of Level 2, and so on...
- Do not start your paper with a Level 1 "Introduction" heading. The paper title is at the top of the first page of your text which acts as a de facto "Introduction" heading. With the paper title being the first Level 1 heading, you can use Level 2 headings for further sub-sections within the introduction. After the introduction section, use a Level 1 heading for the next main section of your paper (p. 47).



# HEADINGS

- The number of levels of heading needed for a paper depends on its complexity and length. Don't make things unnecessarily complicated. But do use headings to help organize your work for your reader(s). You may only need to use Level 1 or Level 1 and Level 2 headings in a paper; that's perfectly fine. But using them helps serve as guide posts to understand how you've organized your work (think about the headings as being connected to your outline of your paper).

# HEADINGS

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

Text begins as new paragraph, indented on the next line.

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

Text begins as new paragraph, indented on the next line.

## ***Level 3: Flush Left, Bold Italic, Title Case Heading***

Text begins as new paragraph, indented on the next line.

**Level 4: Indented, Bold Title Case Heading, Ending With a Period.** Text begins on the same line and continues as regular paragraph.

***Level 5: Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as regular paragraph.

**APA: CHAPTER 8**  
**WORKS CREDITED IN THE TEXT**

# GUIDELINES FOR CITATION

- If it's not your original thought or idea, you **MUST** cite the source that informed that claim.
- If you haven't read it yourself, you shouldn't be citing it. Reading it from someone else's paraphrased work and using it for your own citation is academic laziness and unethical. Don't do this.
- Cite primary sources as often as possible; use secondary sources sparingly.
- See p. 254 for information on how to cite appropriately – if you're paraphrasing a source in more than one sentence, you don't have to provide an in-text citation for each sentence as long as it's clear that you're still discussing the same source. But if you're doing synthesized discussions of multiple sources in a paragraph, you need to provide regular in-text citations to be clear about which sources you're pulling from.

## SIDE NOTE: PLAGIARISM

- Be sure that you have read 8.2 thoroughly.
- Presenting work of another as your own
- Direct quote (see 8.25-8.35)
- Paraphrase (see 8.23-8.24)
  - Preferred for masters-level work and beyond
  - Who supports your authoritative statement
- Self-plagiarism (see 8.3)

## CITING REFERENCES IN TEXT (8.10)

- References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list (see Chapter 9)
  - Left-handers make up 8% to 13% of most human populations, with left-handedness more common in men than in women (Gilbert & Wysocki, 1992; McManus, 1991).
- In in-text citations, we just use the surnames of author(s). No suffixes are included, such as Jr. or Sr.
- The date used in the in-text citation should match the reference list. If there is no date, use “n.d.” in the in-text citation where the year would go. For works that have been accepted for publication but not yet been published, use “in press.”

## CITING REFERENCES IN TEXT (CONT' D)

- Narrative Citation:
  - Kessler (2003) found that...
  - In 2003, Kessler's study of...
- Parenthetical Citation:
  - ...more severe course (Kessler, 2003).
  - (see Kessler, 2003, for more detail)
- For two authors, cite both names every time the reference occurs
- For 3 or more authors, cite first author then et al. in every citation, including the first
- See table on page 266 for an at-a-glance look at various citation formats

## CITING REFERENCES IN TEXT (CONT' D)

- When using multiple references by the same author and same publication year, use a lowercase letter after the year; this should be used in in-text citations and the reference list.
- Refer to Table 8.2 (p. 272) for examples of direct quotations cited in the text.
- Consult with 8.27 regarding block quotations of 40 words or more of direct quote and how to format these.
- When quoting material already in quotation marks (8.33):
  - Short quotations: use single quotation marks within double quotation marks to set off material that was enclosed in double quotation marks in the original source.
  - Block quotations: use double quotation marks around quoted material that appears in the block quotation.



## CITING REFERENCES IN TEXT (CONT' D)

- Exceptions
  - Personal communications, interviews, telephone calls, emails, etc. are not included in the reference list (8.9; p. 260).
    - (E. Robbins, personal communication, January 4, 2001).
  - You do not use “personal communication” for quotes or information from participants whom you interviewed as a part of your own original research (p. 260).
  - Use “personal communication” citations only when a recoverable source is not available. In thesis work, these really shouldn't be used.

**APA: CHAPTER 9 & 10  
REFERENCE LIST**

## PRINCIPLES OF REFERENCE LIST ENTRIES

- Consult with 9.4 (p. 283) for a handy overview of what to include in your reference list material (i.e., author, date, title, and source) and Figure 9.1 for where to find these elements from a journal article source.

## PUNCTUATION IN REFERENCE LIST

- A period appears after each reference list element – author, date, title, and source. But don't include one at the end of the DOI as it will break the functionality of the link.
- Use punctuation marks (commas or parentheses) between parts of the same reference element.

# AUTHOR ELEMENTS

- Invert all individual authors' names providing the surname first, followed by a comma and the initials: Author, A. A.
- Use a comma to separate an author's initials from the additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
- Provide surnames and initials for up to and including 20 authors.
- When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis but no ampersand (...) and then add the final author's name (see Chapter 10, example 4).
- Common mistake: NEVER reorder the order that authors' names appear in a source. The order is intentional and purposeful typically.

# REFERENCE LIST

Differences for:

- Books
- Chapters in Books
- Journal Articles
- Web Citations

# BOOK

- Author, A.A. (2015). *Title of work*. Publisher.
- Evans, N. J., Forney, D. S., Guido, F. M., Patton, L. D., & Renn, K.A. (2010). *Student development in college: Theory, research, and practice* (2nd ed.). Jossey-Bass.

## CHAPTER IN BOOK

- Author, A. A., & Author, B. B. (2015). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher.
- Renn, K. A., & Patton, L. D. (2011). Campus ecology and environments. In J. H. Schuh, S. R. Jones, & S. R. Harper (Eds.), *Student services: A handbook for the profession* (5th ed., pp. 242-257). Jossey-Bass.



## JOURNAL ARTICLE

- Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx(x), pp-pp.  
<https://doi.org/xx.xxxxxxxx>
- Tillapaugh, D. (2015). Critical influences on sexual minority college males' meaning-making of their multiple identities. *Journal of Student Affairs Research and Practice*, 52(1), 64-75.  
<https://doi.org/10.1080/19496591.2015.996059>

## JOURNAL ARTICLE

- Check out [crossref.org](http://crossref.org) to find DOI
- If an online work has both a DOI and a URL, only include the DOI
- Don't pull the URL link from the Cal Lutheran library website for the source you find. Use the proper DOI instead.
- DOI links should be hyperlinked in your word processing program, so blue font underlined is just fine. No need to change this.
- Copy and paste the DOI or URL link directly from your web browser into your reference list to avoid transcription errors.
- Don't add a period after the DOI or URL link as it will most likely break the link from working properly.