

Farmingdale State College Writing Center

APA ED. 7 DOCUMENTATION



Sample APA cover page

Font: Times New Roman 12

Title page is numbered page 1 (page numbers are placed in a header at the top right of the page)

Title of paper is in bold

1

Paper Title in Title Case (about 4 lines from the top of the page)

Your Name

Department of Sociology, Farmingdale State College

SOC 122: Introduction to Sociology

Professor Casca

February 20, 2024




Sample of the first page of the paper (following the cover page)

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Title of the Paper in Title Case, Centered and in Bold

Press the tab key one time to indent the paragraph and begin writing the paper. Unless otherwise indicated, double space the paper. To view an APA ed. 7 sample student paper, see the following: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf>



APA ed. 7 writing conventions

Spacing: Double-space. Type one space after a period.

Font: Be consistent with font usage. Times New Roman 12 pt. is recommended. (Always follow the instructor's guidelines.)

Verb Tense:

- Proofread for consistent verb tense throughout the paper.

Pronoun Usage/Avoiding Bias:

- The singular “they” is now endorsed, especially when a person chooses “they” as their pronoun.
- “He” or “she” alone as a generic pronoun is incorrect.
- If the singular “they” seems awkward:
 - Use plural nouns/pronouns. For example: Managers and their employees . . .
 - Try to omit the pronoun: Managers and employees . . .
- Link for help with inclusive language: <https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines>
- Link for help with language free of bias: <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/disability>

Cite quotations, paraphrases, and statistics

Cite all of the following:


Quotations

- The author's exact words placed in quotes

Paraphrases


- The author's ideas put in your own words

Statistics

- Any number that taken from a source
- 

How to paraphrase

Paraphrasing is restating the author's ideas in your own words. Many students find paraphrasing difficult. Try the following:

- Make sure you fully understand what the author is saying
 - Look up any words or concepts that you are unclear about
 - Put the original text aside and restate the author's ideas in your own words (don't worry about grammar at this point)
 - Be careful not to change the meaning
 - Now edit your paraphrase for grammar and clarity
 - Cite all paraphrases!
- 

Citing in-text: One author

Narrative citation:

The following is an example of citing one author and using the author's name in the sentence (include the page number if available):

According to Sannert (2017), local government involvement is crucial in order to improve access to healthy foods (p. 2).

Parenthetical citation:

The following is an example citing one author at the end of the sentence:

The author emphasized that local government involvement is crucial in order to improve access to healthy foods (Sannert, 2017, p. 2).

Note: Cite with either a narrative citation or parenthetical citation, but not both.



Citing in-text: Two authors

Name both authors in the narrative phrase or in the parenthetical citation.

Use the word "**and**" between the authors' names within the sentence, and use the ampersand (**&**) in the parentheses at the end of the sentence.

Carey and Ulrich (2020) demonstrated the importance of valuing safety in organizational culture.

- or -

The authors discussed the importance of valuing safety in organizational culture (Carey & Ulrich, 2020).



Citing in-text: Three or more authors

List only the first author named in the journal followed by et al. in every in-text citation, including the first.

Narrative citation:

Ciesinski et al. (2024) discussed

Parenthetical citation:

... (Ciesinski et al., 2024).

Citing indirect sources

Indirect source: When the source you are using cites another (secondary) source, and you cite the secondary source in your paper.

Example:

Your original text is written by Harris (2022)


Harris (2022) quotes Sienna (2018)

Sample in-text citation:

According to Sienna (2018), “blah blah blah ...” (as cited in Harris, 2022, p. 97).

Limit use of indirect sources. Always strive to use original sources!

Reference page: Instructions

- Create a new page in the paper and double space.
 - Center and bold the word **References**.
 - Alphabetize entries.
 - List by author's last name followed by the first initial.
 - List the first 20 authors of the source.
 - For more than 20 authors: List the first 19 followed by an ellipsis, then list the last author.
 - Always include the DOI when available. If a DOI is not available, include the URL.
 - Sources with no author: Begin with the full article title name.
- 

Sample references listing

References

- Caccipuoti, C. (2022). Elton John-Candle in the Wind (1997). In A. Siddiqui (Ed.), *One-track mind: Capitalism, technology and the art of the pop song*. (pp. 225-242) Routledge.
- Ciesinski, N. K., Zajac, M. K. & McCloskey, M. S. (2024). Predictors of treatment outcomes in cognitive behavioral therapy for intermittent explosive disorder: A preliminary analysis. *Journal of Consulting and Clinical Psychology, 92*(1), 54-60. <https://dx.doi.org/10.1037/ccp0000858>
- Jones-Batten, L. (2018). *Field guide to birds: Australia's kookaburra*. Alexis Publishing.
- McGaughey, P., Howland, R. E., & Dragan, K. L. (2024). Variation in preterm birth rates across prenatal care sites in New York. *Journal of Obstetric, Gynecologic & Neonatal Nursing, 53*(1), 46-56. <https://10.1016/j.jogn.2023.10.002>
- Water efficiency*. (2024). Suffolk County Water Authority. <https://www.scwa.com/water-quality/environment/water-efficiency>

APA in-text citations and references: Webpage

Webpage on a website with an organization (group) as author:

Centers for Disease Control and Prevention. (2023, July 20). *Water treatment options when hiking, camping or traveling*.

<https://www.cdc.gov/healthywater/drinking/travel/index.html>


In-text citation: (CDC, 2023).

Webpage on a website with an author:

Hames, M. V. (2024). *Mayo Clinic Minute: Closing the gaps in cancer care*. Mayo Clinic.

<https://newsnetwork.mayoclinic.org/discussion/mayo-clinic-minute-closing-the-gaps-in-cancer-care/>

In-text citation: (Hames, 2024).



APA in-text citations and references: Webpage (continued)

Article on a webpage without an author (start with the title):

Water efficiency. (2024). Suffolk County Water Authority. <https://www.scwa.com/water-quality/environment/water-efficiency>

In-text citation: (“Water Efficiency,” 2024).

Volume, issue, pages format for journal articles

Sannert, G. (2017). How do healthy eating and active living policies influence the potential for a community's healthy behavior? The case of Mississippi State. *Journal of Health and Human Services Administration*, *40*(3). 310-352.

40 Represents the volume number - and is in italics

(3) Represents the issue - in regular font

310-352 Represents the page range – in regular font

**Colors are for presentation purposes on this slide*

APA references: Article title format for journal articles

Sannert, G. (2017). How do healthy eating and active living policies influence the potential for a community's healthy behavior? The case of Mississippi State. *Journal of Health and Human Services Administration, 40*(3). 310-352.

Article title format:

How do healthy eating and active living policies influence the potential for a community's healthy behavior? The case of Mississippi State.

Capitalization: First word, proper nouns, first word of a subtitle

Font: Regular – no bold, no italics

Placement of article title: 3rd, when you have an author's name. Placement is first when there is no author's name.

Additional resources:

American Psychological Association, APA Style website:

<https://apastyle.apa.org/>

Purdue OWL: APA Formatting and Style Guide (7th Edition)

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html



APA's AI statement

Please see APA's policy on generative AI:

<https://www.apa.org/pubs/journals/resources/publishing-tips/policy-generative-ai>

For further guidance, please contact the Writing Center

