APA Style Guide (Professional Version)

Title Page
According to APA 7th edition for a professional paper, there is a running head and page number. However, the words ‘Running head’ are not included. List the paper’s title in bold, and make sure it is centered and in the middle of the page. Hit enter then list your name, the university’s name, your class, teacher, and the date the paper is DUE.

Authors Note
At the bottom of the title page, an Author’s Note is required. Center and bold. An Author’s Note provides additional information about authors, study registration, data sharing, disclaimers or statements regarding conflicts of interest, and help or funding that supported the research. It also provides a point of contact for interested readers.

Abstract
There is an abstract required for the professional version. Centered and bolded, make sure there is no space between it and the top of your paper. The abstract is a half-page, un-indented summary of your paper.
Keywords
Keywords are words, phrases, or acronyms that describe the most important aspect of your paper. They are used for indexing in databases and help readers find your work during a search.

*Everything after is the same formatting and information as the student paper version*

General:
- Double spaced
- Times New Roman, 12 pt.
- Double check the header AND page number that it is also in Times New Roman and 12pt. font.

In-Text Citations:
Every time you use another author’s ideas (summary, paraphrase, or quotation) you must cite them.

If there’s no author, use the title of the article. If there’s no page, omit it or give the paragraph number using ‘para.’ Instead of “p.” If there’s no date, put “n.d.”

You can also divide the citation: When introducing the quote, just mention the author’s name and put the date directly after in parenthesis. Then put the page number at the end.

**Full Citation:** However, such situations cause “permanent trauma to … the brain” (Hunt, 1936, p. 42).

**Divided Citation:** In Moik’s (1990) article, he states, “Women in marriage have prescribed roles” (para. 5).

**No page/No date:** This form of manipulation is present in 90% of marriages (Miles & Phillips, n.d.).
3 or more authors: Our fate depends on the extinguishing of racism throughout the world (Miller et al., 1992).
Whenever you are citing three or more authors always include the first author then add “et al.”

Block Quotations:
If you use a quote that has more than forty words, make the quote its own paragraph. Indent the entire paragraph one half inch from the left margin, omit the quote marks, keep the text double spaced, and put the citation after the final period.

… the need for awareness. Yanovski and Yanovski (2002) have traced the history of treatments for obesity:
    For many years, obesity was approached as if it were either a moral failing or evidence of underlying psychopathology. … [However,] hope arose that modification of the maladaptive eating and exercise habits would lead to sustained weight loss and … permanent changes in weight. (pp. 592-593)
As mentioned above, I think that we should change our destructive habits …

Multiple Authors:
When using a source with multiple authors, list them in the same order they appear in the source.

Two authors: When citing two authors, list both authors’ names every time. Use the ‘&’ symbol when used inside parenthesis.

Three or more: Cite the first listed author, followed by ‘et al.’
    Ex. Martin et al. (2001) explained that everything follows a path for a reason.
    Ex. “Anything that is racist cannot be justified” (Cope et al., 2019).

Numbers in APA:
Write out numbers as words when using numbers up to nine. Use numerals to express numbers 10 and larger. Use words to express numbers when beginning a sentence, title or heading with a number, or when dealing with a common fraction.

Use numerals to express numbers when: Numbers that represent time (spell out the numeral for approximations of time), numbers that suggest a specific place in a series, numbers that represent scores or points on a scale, numbers that precede
units of measurement, numbers that represent part of a mathematical expression, and numbers that represent exact sums of money.

**References Page:**
The references page should start on a new page at the end of your document. Make sure it is **bolded** and centered. Keep all entries double-spaced with no extra space between entries and create a hanging indent. Alphabetize by the first word of the reference entry.

1. **ARTICLES IN A SCHOLARLY JOURNAL**
   In general, list the author(s), publication date, article title, journal title (italicized), volume number, issue number, page number, and DOI hyperlink.

   DOI’s (digital object identifier) is a unique string of letters, numbers, and symbols assigned to a published work to identify content and provide a persistent link to its location on the internet.

   Example:

2. **BOOK**
   In general, list the author(s), publication date, title (in italics), edition (if other than first), and publishing info.

   With a DOI:
   Example:

   Without a DOI:
   Example:

3. **WEBSITE**
   In general, list the author(s) or Name of group, publication date, article title (italicize), and URL.
Webpage on a news website:
Example:
Avramova, N (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN.

Webpage on a website with a group author:
Example:
https://www.cdc.gov/flu/about/disease/high_risk.htm

4. VIDEO
In general, the format for creating a reference for a video found on YouTube and other platforms include both the real name of the person who posted the video and the screen name.

Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxx

Example:
Forman, M. (Director). (1975). *One flew over the cuckoo’s nest* [Film]. United Artists.

Example:

Example:
Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut Films; The Sal Zaentz Company

5. IMAGES
Artwork in a museum or on a museum website:
Example:

Example:

Clip art or stock image:
Example:

Photograph:
Example:

Powerpoint slides or lecture notes
Example:
Canan, E., & Vasilev, J. (2019, May 22). [Lecture notes on resource allocation]. Department of Management Control and Information Systems, University of Chile. [https://uchilefau.academia.edu/ElseZCanan](https://uchilefau.academia.edu/ElseZCanan)

Example:
Housand, B. (2016). *Game on! Integrating games and simulations in the classroom* [PowerPoint slides]. SlideShare. [https://www.slideshare.net/brianhousand/game-on-iage-2016/](https://www.slideshare.net/brianhousand/game-on-iage-2016/)

*An example References Page can be seen on the next page.*


[https://www.youtube.com/watch?v=psN1DORYYV0](https://www.youtube.com/watch?v=psN1DORYYV0)
