APA ed. 7 Documentation

Cover Page: Standard Format

Times New Roman, 12 pt., or Arial, 11 pt., are standard.

Center and double-space all cover page text.

Include the page number in the header, placed in the upper right-hand corner.

About 1/3 down the page, in bold, write the title of your paper.

Skip two (double-spaced) lines, then write:

Your Name

Class Department, College Name

Class Name

Professor's Name

Due Date

Cover Page: Sample

Interpreting the Work of C. Wright Mills in the 21st Century

Evelynne Itelli

Department of Sociology, Farmingdale State College

SOC 140: Sociology Today

Professor Batten-Jones

September 30, 2025

First Page: Standard Format and Sample

When writing an APA-style essay, the first page of text features the essay title, centered and bolded, above the main text.

For example:

Interpreting the Work of C. Wright Mills in the 21st Century

  When C. Wright Mills wrote his seminal work *The Sociological Imagination*, he was considering a pre-internet world. As a result, he...

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In-Text Citations: Introduction

In-text citations are required whenever you have borrowed information from a source. You must cite the following in your text:

Paraphrases: the author's/source's ideas put into your own words.
Quotations: the author's/source's exact words, placed in quotes.
Statistics: percentages or other numbers borrowed from a source.

The basic format for an APA in-text citation is:
(Author's last name, Year of Publication, p. Page Number if Available)

Example:
(Davis, 2024, p. 8)

Note: If no date of publication is included, use the abbreviation "n.d." in its place.

Example:
(Wilson, n.d., p. 94)

In-Text Citations: One Author

The author's last name, the year of publication, and the page number (when available) must appear in the in-text citation. Cite in either narrative or parenthetical style (but not both).

Parenthetical style: When the author's name is not used in the sentence, it must be included with the year of publication and page number (when available) in parentheses 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).

Narrative style: When the author's name is used in the sentence, the year of publication is placed in parentheses next to it and the page number (if available) is placed in parentheses at the end of the sentence:

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

In-Text Citations: Two Authors

The authors' last names, the year of publication, and the page number (when available) must appear in the in-text citation. Cite in either narrative or parenthetical style (but not both).

Parenthetical style: When the authors' names are not used in the sentence, they must be included (connected by "&") with the year of publication and page number (when available) in parentheses at the end of the sentence:

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

Narrative style: When the authors' names are used in the sentence (connected by "and"), the year of publication is placed in parentheses next to the names and the page number (if available) is placed in parentheses at the end of the sentence:

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

In-Text Citations: Three or More Authors

The first listed author's name (followed by "et al."), the year of publication, and the page number (when available) must appear in the in-text citation. Cite in either narrative or parenthetical style (but not both).

Parenthetical style: When the first listed author's name (followed by "et al.") is not used in the sentence, it (followed by "et al.") must be included with the year of publication and page number (when available) in parentheses at the end of the sentence:

The authors investigated the technology favored by drivers as well as their reasons for using it (Parnell et al., 2018).

Narrative style: When the first listed author's name (followed by "et al.") is used in the sentence, the year of publication is placed in parentheses next to it and the page number (if available) is placed in parentheses at the end of the sentence:

Parnell et al. (2018) examined the role of technology in people's driving experiences.

In-Text Citations: No Authors

When the author of a source is not indicated, a shortened title of the source is used in its place.

Parenthetical style: When the source's title is not used in the sentence, it must be included with the year of publication and page number (when available) in parentheses at the end of the sentence:

The most significant field of science used for Alfred Nobel's work was chemistry ("The Nobel Prize," n.d.).

Narrative style: When the source's title is used in the sentence, the year of publication is placed in parentheses next to it and the page number (if available) is placed in parentheses at the end of the sentence:

According to "The Nobel Prize" (n.d.), chemistry served as the most significant science in Alfred Nobel's personal work.

In-Text Citations: Indirect Sources

Citing an indirect source occurs when you are using a source that included a direct quote from another source and you want to also use that direct quote in your paper.

Note: Try to limit use of indirect sources. Using the original source is always the best choice.

For example, if you were reading Sandra Wilde's 1997 book *What's a Schwa Sound Anyway?* and wanted to use this quote on page 47:

...the linguist Steven Pinker (1994) says that such a view is no more logical than it would be to say say that "the song of the humpback whale contains several well-known errors..."

Your citation would include the authors and dates of publication from both sources. For example:

According to Pinker (1994), this would be as illogical as claiming "the song of the humpback whale contains several well-known errors" (as cited in Wilde, 1997, p. 47).

Then, on your References page, you would list Wilde's book as your source.

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References: Introduction

In APA style, all of the sources used in your essay must be listed on a page titled References. This page should:

- Be a separate page immediately following the main essay text.

- Have the title (References) listed, in bold, in the center of the top line.

- Have all sources listed, with a left justification (uneven right margin).

- List the sources in alphabetical order by the first word of the entry.

- Use hanging indents (any line following the first line for each source is indented).

References: One or Two Authors

On the References page, authors are referred to by their last name and first initial.

One Author
Format:
Last Name, First Initial.

Example:
Sands, S.

Two Authors
Format: Last Name 1, First Initial 1., & Last Name 2, First Initial 2.

Example:
Sygel, L., & Acctone, J.

References: Three+ Authors

Three to Twenty Authors

Name all listed authors, up to and including the twentieth author.

Example:

Mills, E., Smith, V., Woods, E., Wilson, L., Ali, I., Mann, N., Ede, J., Moss, E., Ping, A., Crow, N., Xu, L., Little, A., Tray, U., Burd, R., Sally, E., Ty, N., Pill, B., Sagui, R., Barnes, I., & Arte, A.

Twenty-One+ Authors

Name the first nineteen listed authors followed by an ellipsis (…) and then the last listed author.

Example:

Gallagher, N., Esper, C., Conlon, H., Goodrem, R., Anny, I., Candle, S., Humphrey, T., Scott, I., Davis, N., Keller, E., Rowe, W., James, R., McFadden, I., Edwards, T., Brown, I., Cony, N., Mal, G., Cameron, C., Carson, E.,…& Stewart, R.

References: No Authors

In APA style, when a source has no listed author, the entry begins with the full source title.

For example:

Caroline Herschel: The first paid female astronomer. (n.d.). Royal Museums Greenwich. https://www.rmg.co.uk/stories/space-astronomy/caroline-herschel-first-paid-female-astronomer

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References: Standard Format

Book
Format:
Author's Last Name, First Initial. (Year of Publication). *Book title*. Publisher. DOI (if available)

Example:
Jones-Batten, L. (2018). *Field guide to birds: Australia's kookaburra*. B. Ryan Publishing.

Journal Article
Format:
Author's Last Name, First Initial. (Year of Publication). Title of journal article. *Title of Journal*, *volume number*(issue number), page numbers. DOI (if available)

Example:
Beloeil, H. (2019). Opiod-free anesthesia. *Best Practice and Research: Clinical Anaesthesiology*, *33*(3), 353-360. https://doi.org/10.1016/j.bpa.2019.09.002

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References: Standard Format

Page on a Website (with an Author)
Format:
Author's Last Name, First Initial. (Year of Publication). *Title of Page*. Title of Website. URL

Example:
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/

Page on a Website (with no Author)
Format:
Title of page. (Year of Publication). Title of Website. URL

Example:
Caroline Herschel: The first paid female astronomer. (n.d.). Royal Museums Greenwich.
https://www.rmg.co.uk/stories/space-astronomy/caroline-herschel-first-paid-female-astronomer

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References: Standard Format

Page on a Website (Group or Organization as Author)
Format:
Group or Organization Name. (Year of Publication). *Title of page*. URL

Example:
Centers for Disease Control and Prevention. (2025). *About strep throat*.
     https://www.cdc.gov/group-a-strep/about/strep-throat.html

References: Sample

References

Beloeil, H. (2019). Opiod-free anesthesia. *Best Practice and Research: Clinical Anaesthesiology*, *33*(3), 353-360.

    https://doi.org/10.1016/j.bpa.2019.09.002

Caroline Herschel: The first paid female astronomer. (n.d.). Royal Museums Greenwich.

    https://www.rmg.co.uk/stories/space-astronomy/caroline-herschel-first-paid-female-astronomer

Centers for Disease Control and Prevention. (2025). *About strep throat*. https://www.cdc.gov/group-a-

    strep/about/strep-throat.html

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/

Jones-Batten, L. (2018). *Field guide to birds: Australia's kookaburra.* B. Ryan Publishing.

The Nobel Prize in Chemistry. (n.d.). The Nobel Prize. https://www.nobelprize.org/prizes/chemistry

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