

**Farmingdale
State College**
State University of New York

**WRITING
CENTER**

APA ED. 7 DOCUMENTATION

Purdue OWL: Source for APA documentation/writing support

Search: Purdue OWL APA ed. 7 for:

APA ed. 7 guidelines

Sample Student Paper

Purdue OWL + any writing topic

For example: Search Purdue OWL paraphrase

Purdue OWL site map – for a list of many common writing topics

APA ed. 7 writing conventions

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

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

Verb Tense:

- Research papers are typically written in *past 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 . . .

Cite quotations, paraphrases, and statistics

Cite all of the following:

Quotation

- The author's exact words, placed in quotes
- Three more of the author's words in a row must be placed in quotes

Paraphrase

- The author's ideas put in your own words

Statistic – 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

- When citing in the signal phrase (below example), the author's name is followed by the year. Include the page number at the end of the sentence, in parentheses:

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

- When using parenthetical citations (below example) include the last name of the author, the year, and page number at the end of the sentence, in parentheses:

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 signal phrase or parenthetical citation, but not both.*

Citing in-text: Two authors

Name both authors in the signal 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.

Kear and Ulrich (2015) stated “safety is an essential value in organizational culture” (p. 12).

- or -

The authors discussed the importance of valuing safety in organizational culture (Kear & Ulrich, 2015).

Citing in-text: Three or more authors

List only the first author followed by et al. in every citation, including the first.

Signal phrase:

Glinister et al. (2022) stated “The majority of skin cancers are considered to be preventable by avoiding sunburn and limiting exposure to UV radiation from the sun.”

Parenthetical citation:

Glinister et al. (2022) stated “The majority of skin cancers are considered to be preventable by avoiding sunburn and limiting exposure to UV radiation from the sun.”

Citing an unauthored article on a website

Use the first few words of the article title in quotes followed by the year.

For example:

According the Suffolk County Water Authority (SCWA), federal funding is of utmost importance in order to insure clean water for Long Island (“SCWA to Receive,” 2019).

References listing:

SCWA to receive \$4 million in funding to treat for emerging contaminant. (2019). Suffolk County Water Authority.
<https://www.scwa.com/scwa-to-receive-4-million-in-funding-from-feds-to-treat-for-emerging-contaminant/>

Note: If there no date is indicated: (n.d.)

Paragraph structure

Topic sentences, or main idea sentences, begin each paragraph. After the topic sentence, the following represents a basic structure for a paragraph. Your paragraph may look different, but be sure to cite all evidence and always explain how evidence is relevant to the main idea of the paragraph.

- Evidence (paraphrase, statistic, quotation). Cite your evidence.
- Your interpretation, analysis. Explain how the evidence supports your topic sentence, thesis. (Use transition words to show your voice/analysis of the evidence).
- Evidence
- Analysis

Transition words and phrases to indicate analysis:

In other words, therefore, for example, thus, consequently, however, the writer's discussion is relevant because....

Integrating Evidence (paraphrases and quotations)

Sandwich paraphrases and quotations!

Introduce paraphrase
According to ... Author (year) stated ...

Place your cited paraphrase or quotation here

Provide analysis here
In other words... Consequently... Thus..

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.
- For more than 20 authors: List the first 19 followed by an ellipsis, then list the last author.
- Online sources: Include a DOI or 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.

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

Rodriguez, S. L., & Petersen, M. N. (2016). Does education influence wildlife friendly landscaping preferences? *Urban Ecosystem*, 20(2), 489-492.

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.

SCWA to receive \$4 million in funding from Feds to treat for emerging contaminant. (2019). *Suffolk County Water Authority*.

<https://www.scwa.com/scwa-to-receive-4-million-in-funding-from-feds-to-treat-for-emerging-contaminant/>

APA References: Article title format

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

Volume, issue, pages format

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*