Basic APA Formatting and Style Guide: Wright State University Master of Public Health Program

General Formatting

A. **Margins:** 1-inch margins (top, bottom, left, right)
B. **Font style and size:** Times New Roman 12-point font
C. **Running head:** should be a short title of the paper, no more than 50 characters, placed at the top left of the paper (double click on header and select 'Different First Page')
D. **Page numbers:** number each page at the top right, starting with the title page
E. **Line spacing:** double-spaced throughout entire paper: title, abstract, body (no additional line spacing before or after each paragraph), and references
F. **Paragraph indention (except abstract page):** One-half inch – set tab default (view ruler – also aids in other formatting issues)
G. **Spacing after punctuation:** one space following a comma, semi-colon, and colon within a sentence, two spaces following punctuation ending a sentence (aids in readability)
H. **Show or hide formatting marks:** On the **Home** tab, in the **Paragraph** group, click **Show/Hide** (aids in spacing issues)

Title Page

A. Header should have Running head: SHORT TITLE IN ALL CAPS should be displayed on the title page (succeeding pages should just include SHORT TITLE IN ALL CAPS).
B. The title page is page one (1), placed in the top right corner in 12-point font.
C. Title is approximately 12 words describing the body of work - centered in 12-point font.
D. Author's name - first name, middle initial, last name - centered in 12-point font.
E. Institutional affiliation is centered in 12-point font.

Running head: BASIC APA FORMATTING AND STYLE GUIDE 1

Basic APA Formatting and Style Guide:
Wright State University Master of Public Health Program

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Abstract (when required)

The abstract is a one-paragraph summary, including the most important parts of the paper. Typically, an abstract covers the research topic and questions, participants, methods, results, data analysis, and main conclusions.

A.   Heading should be centered (no bold, formatting, italics, underlining, or quotation marks). The abstract should be in block formatting (no paragraph indention), is limited to 150-250 words, and includes *keywords*.

Body

A.   **Title:** the full title of the paper is centered on the first line (not bolded)
B.   **Introduction:** this section is not labeled and follows the title
C.   **Subject Headings**: There are five levels of heading which are demonstrated below:

APA Headings	
Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with a period.** Continue with text like this after this level…..
4	***Indented, boldface, italicized, lowercase heading with a period.*** Continue with text like this…..
5	*Indented, italicized, lowercase heading with a period.* Continue with text like this after…..

Tables

A.   **Table Numbering:** all tables should be numbered using Arabic numbers (1, 2, 3, …)
B.   **Title:** the title is italicized, title case, and should be clear and concise to explain relationships
C.   **Spacing:** use generous spacing between columns and rows and strict alignment to clarify relationships within a table
D.   **Heading:** each column should be labeled with a clear, brief heading
E.   **Lines:** horizontal lines should be used for clarity (no vertical lines, color, or shading)
F.   **Body:** consistent reporting of decimal places with in the same column
G.   **Notes:** if additional information about the table is needed, this should appear in the notes sections labeled *Note*. The notes should be placed under the table, and each note should appear on a new line. There are three different types of notes:
    1.   General notes: refer to the table as a whole
    2.   Specific notes: refer to the specific part of the table identified by a lowercase superscript letter
    3.   Probability notes: used to specify the p-value for the statistical test

Table 1

Mean +/- SD ACT Scores for Males and Females Tested in a One Year Period

	November 1, 2010		November 1, 2011	
Gender	**Mean**	**SD**	**Mean**	**SD**
Males	24.3	1.8	25.1	1.2
Females	26.8	1.1	26.9	1.3

Note. The mean score reflects the Composite Score of the ACT which ranges from 1 to 36.

The Composite Score is the average of each subject test score (English, Mathematics, Reading, Science).
WSU Note: Font style can follow the same as Figures

Figures

A. **Figure Numbering:** all figures should be numbered using Arabic numbers (1, 2, 3, …). The figure number should be left aligned, italicized, followed by a period, and placed below the figure.
B. **Title:** the title follows the figure number on the same line. This should be sentence case and is not italicized. The title, which also serves as the caption, should be a brief, complete explanation of the figure.
C. **Font:** a sans serif typeface such as, Helvetic, is recommended. The font size should be between 8 and 14-point
D. **Height:** the height of the figure should not exceed the top or bottom margins
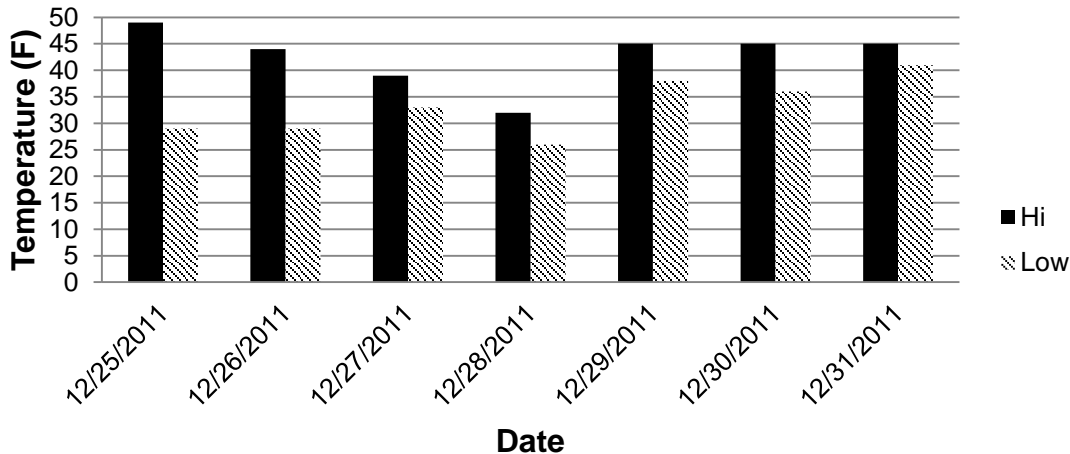E. **Legends:** the legend should be within the border of the figure

Figure 1. Hi and low temperatures recorded for Germantown, Ohio during the last week of 2011 using data collected from The Weather Channel, LLC weather.com.

Note: For student papers, the American Psychological Association (2002) states that:

> Double-spacing is required throughout most of the manuscript. When single-spacing would improve readability, however, it is usually encouraged. Single-spacing can be used for table titles and headings, figure captions, references (but double-spacing is required *between* references), footnotes and long quotations (p. 326).

References

Heading is centered, not bold; include only those sources cited within the paper.

Periodical/Journal Article

Author, A. A., & Author, B. B. (Year). The title of article. *Full Title of Journal/Periodical,*

volume(number)*,* page range.

Maibach, E. E., & Murphy, D. E. (1995). Self-efficacy in health promotion research and practice:

Conceptualization and measurement. *Health Education Research*, *10*(1), 37-50.

Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Year). Title of article. *Full Title of Journal, volume*(number),

page range. doi:0000000/000000000000

Book

Author, A. A. (Year). *Book title* (edition number, if applicable). Location of publishing:

Publisher.

Gorsuch, R. L. (1983). *Factor analysis* (2nd ed.). Hillsdale, NJ: Erlbaum.

Book Chapter

Author, A. A. (Year). Chapter title. In editor(s) (Eds.), *Book title* (pp. x-x). Location of

publishing: Publisher.

Government Publication

U.S. Department of Health and Human Services. (1994). *Preventing tobacco use among young*

people: A report of the Surgeon General. (Publication number 94-XX). Atlanta, GA: U.S.

Department of Health and Human Service, Public Health Services, Centers for Disease

Control and Prevention, National Center for Chronic Disease Prevention and Health

Promotion, Office of Smoking and Health.

Online Document
Author, A. A. (Year). *The title of article/work*. Retrieved from website address

Regents of the University of Minnesota. (1997). *Writing tips: fog index*. Retrieved from

      http:www.fpd.finop.umn.edu/Related/Writing_Tips/Writing-Tips.html

When there is no author for a **webpage**, the title moves to the first position of the reference entry.
Example:
New child vaccine gets funding boost. (2001). Retrieved from

      http://news.ninemsn.com.au/health/story_13178.asp

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title: ("New Child Vaccine," 2001).

Note: Use the full title of the webpage if it is short for the parenthetical citation. Articles found on the web, like the example above, are not italicized in the reference entry and are not italicized but enclosed in quotations in the in-text citation, just like a newspaper or magazine article. Reports found on the web would be italicized in the reference list, as in *Publication Manual* (6th ed.) Examples 31, 32, and 33 on pp. 205–206. They would also be italicized in the in-text citation, just like a book.

Websites
For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed.

      Gussie Fink-Nottle has set up a discussion forum for newt fanciers
      (http://gfnnfg.livejournal.com/).

However, when you are citing a particular document or piece of information from a website, include both a reference list entry and an in-text citation. The key to creating the reference list entry is to determine the type of content on the web page. Basically, provide the following four pieces of information:

      Author, A. (date). Title of document [Format description]. Retrieved from
      http://xxxxxxxxx

The in-text citation includes the author and date (Author, date), as with any other APA Style citation.

(Note: adapted from the sixth edition of the APA *Publication Manual*, © 2010)

Parenthetical Citation of Source within Text

Table 6.1 Basic Citation Styles				
Type of citation	**First citation in text**	**Subsequent citations in text**	**Parenthetical format, first citation in text**	**Parenthetical format, subsequent citations in text**
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

WSU Note: Graphic taken from http://www.APAstyle.org

Direct Quotations

The sixth edition provides explicit rules for direct quotations and states that you must credit the source when "paraphrasing, quoting an author directly, or describing an idea that influenced your work" (p. 170).

If the quotation is less than 40 words, incorporate the quotation into the text and place quotation marks round the quotation. Cite the source immediately after the quotation and continue with the sentence.

> Porter (1998) states, "The internetworked classroom has the potential (not yet realized) to
>
> empower students" (p. 5), and this research project examines this potential.

If the quotation you are using falls at the end of the sentence, enclose the quotation with quotation marks without including the quotation's original punctuation. Here's a sentence as it appears in the original text:

> "Semantic frames/domains represent one of the two major organizing principles for
>
> conceptual structure" (Croft & Cruse, 2004, p. 32).

Here's what the sentence looks like when quoted within a text:

> In arguing for frame semantics, Croft and Cruse (2004) assert, "Semantic frames/domains
>
> represent one of the two major organizing principles for conceptual structure" (p. 32).

If the quotation has more than 40 words, use a block quotation. Begin the quotation on a new line and indent a half-inch from the left margin. Double-space the entire quotation, and at the end of the quotation, provide citation information after the final punctuation mark.

> John Nicholson (1820) anticipated this effect when discussion farming methods in the
>
> nineteenth century:
>
> > Perhaps it would be well, if some institution were devised, and supported at the
> >
> > expense of the State, which would be so organized as would tend most effectually
> >
> > to produce a due degree of emulation among Farmers, by rewards and honorary
> >
> > distinctions conferred by those who, by their successful experimental efforts and
> >
> > improvements, should render themselves duly entitled to them. (p. 92)

References

American Psychological Association. (2016). *APA Style*. Retrieved from

http://www.apastyle.org/

Paiz, J. M., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., Brizee,

A., & Keck, R. (2010). *APA Formatting and Style Guide*. Retrieved from

http://owl.english.purdue.edu/owl/resource/560/01/

Publication manual of the American Psychological Association (5th ed.). (2002). Washington,

DC: American Psychological Association.

Publication manual of the American Psychological Association (6th ed.). (2010). Washington,

DC: American Psychological Association.

Acknowledgments