APA FORMATTING TUTORIAL

INTRODUCTION

Hello, and welcome to Grand Canyon University's APA Formatting Tutorial. This tutorial will cover the basic format required for all papers submitted to GCU and will utilize Microsoft Word 2010. Most of the features demonstrated in this tutorial are available in earlier versions of Microsoft Word but may be found in different locations. If you do not have Word installed on your computer, you can purchase the Microsoft Office Suite from the Grand Canyon University Bookstore website http://bookstore.gcu.edu

USING GCU TEMPLATES

The easiest way to format your paper correctly is by beginning with the APA Template provided in the Student Success Center. To access the Student Success Center, first log into your course. Next, look at the blue bar at the top of the page, go to the **Resources tab** and click on **Student Success Center**.

[ENTER A COURSE AND CLICK ON RESOURCES AND THEN STUDENT SUCCESS CENTER]

On the Student Success Center page look at the menu bar towards the top of the page. Click on **The Writing Center** and then **Style Guides and Templates.** [CLICK ON THE WRITING CENTER AND THEN STYLE GUIDES AND TEMPLATES]

Under Style Guides and Templates you will see the APA 6th Edition Template listed. There are two versions, one with an abstract and one without. Click on the version that you want to use [CLICK ON APA 6TH EDITION TEMPLATE (WITH ABSTRACT)].

Note that there are a number of different templates available in the Writing Center and that different level classes and disciplines have unique formatting requirements. You should select and use the correct template for your assignment. If you are unsure which template to use, consult your instructor.

When you click on the template, your computer will ask you to open or save the file. Choose **Save** and save it with your other Word documents, or somewhere that you will easily remember. **[DEMONSTRATE SAVING THE WORD FILE TO YOUR COMPUTER.]**

Once you save the template, double click on the file to open it. The file template may also open automatically depending on your computer's settings.

If there is a yellow bar at the top of the page that says **Protected View** you will need to click **Enable editing** before you can make changes. **[SHOW WORD DOC OPENING IN PROTECTED VIEW AND CLICK ENABLE]**

Now that the template is open you will be able to simply insert your information into the paper by highlighting the text you want to replace and typing over it.

TITLE PAGE

First, add your title to the paper in place of the text "Typing Template for APA Papers: A Sample of Proper Formatting for the APA 6th Edition." [INSERT THE TITLE "Using Library Resources for Student Success"]

For tips and more information on titles in the APA 6th Edition you can look at section 2.01 of the *Publication Manual of the American Psychological Association*.

After you have entered your title, add your Name where the Template says "Student A. Sample." [INSERT Johnny Lope]

Next, enter the course prefix and number after "Grand Canyon University" [ENTER "UNV103"] and the date on the line below the course. [ENTER "March 11, 2013] The APA does not require the date to be on the title page of your paper, but it is a GCU requirement.

The last step before you are finished creating your title page is to change the page header. To do this, double click at the top of the page where it says "Running head: ASSIGNMENT TITLE HERE." [DOUBLE CLICK ON HEADER]

Leave the text that says "Running head" and add your paper's title after the colon (where it says ASSIGNMENT TITLE HERE). Your paper's title should be in all capital letters. If your title is longer than 50 characters, you will just enter the first two or three words of the title. [ENTER "USING LIBRARY RESOURCES FOR STUDENT SUCCESS" IN HEADER.] You will notice that the box in the tool bar next to "different first page" is checked. This will allow you to have a different header for the rest of your paper. [HIGHLIGHT CHECK BOX IN HEADER & FOOTER TOOLS DESIGN TAB AT TOP OF SCREEN] When you are finished entering your title click the red x to close the header and footer box. [CLOSE HEADER AND FOOTER BOX]

ABSTRACT

If you choose to download the template that included the abstract, your next page is the abstract. An abstract is just a brief summary of your paper. For more information on what to include in an abstract you can go to section 2.04 of the *Publication Manual of the American Psychological Association*, or to the Online Writing lab or the OWL at Purdue at http://owl.english.purdue.edu. Look on the right hand side of the page under "Most Popular Resources" and click on APA Formatting and Style Guide. There is more information about the title page and abstract under the General Format page that will come up.

[GO TO http://owl.english.purdue.edu. AND CLICK ON APA FORMATTING GUIDE, THEN SCROLL DOWN TO THE ABSTRACT SECTION ON THE GENERAL FORMAT PAGE.]

MAIN BODY

Once you are finished with your abstract (if you have one) scroll to the next page (page 3). If you do not have an abstract this will be the second page, right after the title page. This is where you will begin to write your paper. Before you begin, you need to format the header for the rest of your paper. Double click on the top of your page, [DOUBLE CLICK ON THE HEADER] where it says "ASSIGNMENT TITLE HERE". This will allow you to edit the header for the pages after the title page. You will use the same

text that you used on the first page, minus the words "Running Head." [ENTER "USING LIBRARY RESOURCES FOR STUDENT SUCCESS" INTO HEADER] Your header should be in ALL CAPITAL LETTERS. When you are finished entering your header information, click the red box to close the header. [CLOSE HEADER AND FOOTER BOX]

On the first line on this page, below the Header, type the full title of your paper. [HIGHLIGHT FIRST LINE AND ENTER "Using Library Resources for Student Success"] Once you have done this, you are ready to start typing your paper on the line below the title. Notice that the first line of the paragraph is indented. Each time you start a new paragraph, the first line will automatically be indented. [HIGHLIGHT FIRST LINE OF THE PARAGRAPH]

If you wish to divide your paper into sections, follow the format in the template and center each heading, typing the heading in bold font. [POINT OUT WHERE THE HEADINGS ARE, CENTERED AND IN BOLD.] There is more information about headings in section 3.02 & 3.03 of the *Publication Manual of the American Psychological Association*.

IN TEXT CITATIONS

As you type your paper, make sure that you cite any content which is from another person or another source—whether a direct quote, or just an idea. Citations will go in two places. First, you will add an **intext citation** directly after you reference another source in your paper. Secondly, you will add the **full citation** to your **reference list** at the end of your paper. Information about citations can be found in section 6 of the *Publication Manual of the American Psychological Association*.

In-text citations are much shorter than full citations. They generally include the author and date. For example, if I am quoting from *The Adventures of Tom Sawyer* by Mark Twain, in my paper I would say: As Twain (1876) said in his great work *Tom Sawyer*, "the less there is to justify a traditional custom, the harder it is to get rid of it" (p. 32). [HIGHLIGHT FIRST PARAGRAPH AND BEGIN TYPING exactly "As Twain said in his great work *Tom Sawyer*, "the less there is to justify a traditional custom, the harder it is to get rid of it."] You will notice that the title of the work is italicized and the year follows the author's name and since it is a direct quote, you include the page number after the quote. If you are not naming the author or work in your sentence, then the in-text citation will follow the quote with author and year. For example, if you were to write, "It is in vain to say human beings ought to be satisfied with tranquility: they must have action; and they will make it if they cannot find it" (Brontë, 2007, p. 157). You would then use author, year and page number at the end of quote. [CONTINUE TYPING NEXT SENTENCE WITH "It is in vain to say human beings ought to be satisfied with tranquility: they must have action; and they will make it if they cannot find it"] Some general tips for in-text citations can be found at the Online Writing lab or the OWL at Purdue under the heading: In-text Citations: The Basics. http://owl.english.purdue.edu/owl/resource/560/02/ [GO TO THE PURDUE IN-TEXT CITATION PAGE]

If your quote is 40 or more words, it will need to be placed into a block quotation. Quotation marks should not be used. The quote should begin on a new line and should be indented 5 to 7 spaces or .5 inches from the left margin. Once the entire quote is written, remember to indent each of the lines after

the first line. Remember to include the in-text citation with a page number after the closing punctuation mark.

REFERENCES PAGE

At the end of your paper you will have your reference list. This is formatted correctly in the APA 6th edition template in the Student Success Center that we have been using as an example.

Note how the second line and any following lines of each citation in the reference list are indented 5 to 7 spaces or .5 inches. Often you tab key in Word is set to .5 inches. This is called a hanging indentation. **[POINT OUT INDENTATION]**

Let's take a look at how the reference page is formatted. The first thing you should notice is that the references are listed in alphabetical order by the author's last name. [HIGHLIGHT THE AUTHOR'S NAMES IN EACH REFERENCE] In some cases, when there is no personal author, the name of the organization responsible for the source is used as the author. [HIGHLIGHT THE AUTHOR'S NAME IN THE LAST REFERENCE]

While all references include the same basic information, each type of source is formatted slightly differently. The second citation on this page is for a **book** titled *Beginning the Assistant Principalship*. The citation includes the author's last name, followed by his or her initials, the publication year in parentheses, the title of the book in italics, the place of publication (city and state), and the name of the publisher. [FOLLOW ALONG HIGHLIGHTING EACH PART OF THE SECOND REFERENCE AS IT IS DISCUSSED]

Next, we'll look at the third reference, which is for a scholarly journal article. This article has two authors and both are listed. The publication year follows in parenthesis, then the title of the article. Two items when referencing a journal article are always in italics, the journal title and the volume number. If there is an issue number, it will follow the journal volume in parenthesis. The page numbers come next. At the end of this particular reference is a DOI or Digital Object Identifier. Not all articles have DOIs, but if you use a source in your paper and it has a DOI, be sure to include this in your reference. It should be formatted just as shown in the example. [FOLLOW ALONG HIGHLIGHTING EACH PART OF THE THIRD REFERENCE AS IT IS DISCUSSED]

The final reference we will look at is the last one, which is for a document found on an organization website. Notice that this reference does not have a personal author. Instead, the department or organization that is responsible for this publication is listed as the author. Following the author is the publication year in parentheses, the title of the document found on the website in italics, and a publication number. Not all documents found online will include publication numbers, but if you use a source that includes this information, it should be included in the reference. After the publication number, the location or web address of where the document was retrieved from is included following the words "Retrieved from." [FOLLOW ALONG HIGHLIGHTING EACH PART OF THE LAST REFERENCE AS IT IS DISCUSSED]

FINDING CITATIONS IN THE LIBRARY

Many of the databases in the library include citations that you can copy and paste into the References section of your paper. In general, once you locate an article in a database, look for a button or link that says "cite." We will demonstrate how to locate citations in two of our general databases.

First, let's look at Academic Search Complete. When you locate an article that you wish to use as a source for your paper, click on the title of that article to view the complete or detailed record. On the right side of the screen, you will see a list of tools. Locate the Cite icon and click on it. The center of the screen will now display citations formatted in different citation styles. Highlight the APA formatted citation with your mouse, then right click and select copy from the menu that pops up. Next, go to your Word document, find the correct location in your References list for the reference, and right click in that location. From the menu that pops up, click on Keep text only – the icon that looks like a capital letter A. [GO TO HTTP://LIBRARY.GCU.EDU, CLICK ON FIND JOURNAL ARTICLES, THEN CLICK ON ACADEMIC SEARCH COMPLETE (FOUND IN THE GETTING STARTED SECTION ON THE RIGHT SIDE OF THE PAGE), YOU WILL BE PROMPTED TO LOG IN. ENTER THE FOLLOWING SEARCH TERMS: student success strategies. CLICK ON THE TITLE OF THE FIRST ARTICLE ("Interrelations among university students' approaches to learning, regulation of learning, and cognitive and attributional strategies: A person oriented approach"). NEXT, CLICK ON THE CITE ICON AND DEMONSTRATE HOW TO COPY THE CITATION. THEN, GO TO THE PAPER TEMPLATE, CLICK IN FRONT OF THE REFERENCE THAT STARTS WITH HERBST-DAMM, HIT ENTER, THEN RIGHT CLICK ON THE SPACE THAT OPENS UP AND PASTE THE TEXT ONLY.]

You may need to set the format for your reference. The journal title or book title should be in italics. To set this, highlight the entire title, click on the Home tab, and click on the Italics button in the font box. If the reference is more than one line long, the second and any following lines should be indented. To set this, highlight the entire reference, go to the Home tab and click on the small arrow in the lower right corner of the Paragraph section. In the Indentation area of the window that opens, select Hanging from the menu below Special, and then click on OK. [DEMONSTRATE HOW TO CHANGE THE TITLE OF THE JOURNAL AND VOLUME NUMBER TO ITALICS AND SET HANGING INDENT. HIGHLIGHT "Higher Education" AND CHANGE TO ITALICS, THEN HIGHLIGHT 61 AND CHANGE TO ITALICS.]

Next, let's locate a reference in ProQuest Central. When you locate an article that you wish to use as a source for your paper, click on the title of that record in your results list to open it. Near the top of the screen, above the full text of the article, you will see a link called Citation/Abstract. Click on this link. Next, locate the Cite link in the Indexing (details) section of the screen and click on it. This will open another window. Make sure that APA 6th – American Psychological Association, 6th Edition is selected in the drop down menu, then highlight, copy, and paste the citation into the appropriate place in the References section of your paper. [GO TO PROQUEST CENTRAL – IT IS LOCATED IN THE GETTING STARTED SECTION OF THE FIND JOURNAL ARTICLES PAGE – AND ENTER THE FOLLOWING SEARCH TERMS: student success strategies. CLICK ON THE TITLE OF THE SECOND ARTICLE "Student Success Skills: Tools and Strategies for Improved Academic and Social Outcomes." CLICK ON THE CITATION/ABSTRACT LINK, LOCATE THE CITE LINK IN THE INDEXING SECTION OF THE SCREEN AND

CLICK ON IT. DEMONSTRATE HOW TO SELECT APA 6TH FROM THE POP UP MENU, THEN COPY AND PASTE THE REFERENCE AFTER THE LAST REFERENCE ON THE TEMPLATE.] Remember, to fix the formatting to ensure the reference is properly formatted for APA style. [DEMONSTRATE HOW TO SET THE TITLE OF THE JOURNAL AND ISSUE NUMBER TO ITALICS, AND SET HANGING INDENT. THE JOURNAL TITLE IS "Professional School Counseling" AND THE VOLUME NUMBER IS 10.]

The library databases automatically generate citations based on data that is included in the detailed bibliographic record. Sometimes, the citation may be missing some key information that you would need to complete your reference page. Always proofread and double-check the citations from any library database.

Figuring out the correct way to cite sources can be challenging, however there are many resources available to assist you in the process. Section 7 of the Publication Manual of the American Psychological Association has many examples of citations for different sources. The Online Writing Lab or OWL at Purdue University also has examples listed based on the type of source. [GO TO http://owl.english.purdue.edu/owl/resource/560/1/ AND HIGHLIGHT LINKS ON LEFT TITLED WITH BEGINNING TITLES OF "REFERENCE LIST"]

Inside the Writing Center, where you downloaded the template at the beginning of this tutorial is a Style Guide for the APA 6th Edition that also includes examples of citations. **[GOT TO WRITING CENTER AND HIGHLIGHT LOCATION OF STYLE GUIDE]**

If you are in doubt about a citation format, please do not hesitate to contact a librarian by e-mail or by chat at http://library.gcu.edu or by phone at 1-800-800-9776, extension 639-6641. You can also consult with a tutor at the Center for Learning and Advancement or the CLA for short. Make an appointment and find out more at the CLA website. [LIST WEB SITE ON THE SCREEN WITH THE ADDRESS URL PROMINENT: http://www.gcu.edu/Learning-Resources/Center-for-Learning-and-Advancement.php]

This concludes the APA Formatting Tutorial. If you have further questions about APA style, please refer these additional resources.

[THE RESOURCES BELOW SHOULD BE THE FINAL SLIDE OF THE TUTORIAL]

Additional Resources:

GCU Fleming Library: http://library.gcu.edu

Center for Learning & Advancement: http://www.gcu.edu/Learning-Resources/Center-for-Learning-and-Advancement.php

Online Writing Lab (OWL) at Purdue University's APA Formatting and Style Guide: http://owl.english.purdue.edu/owl/resource/560/01/

American Psychological Association—Information about APA style from the association that developed it: http://www.apastyle.org