APA Formatting and Documentation Guidelines: NEIT's Standard for Writing a College Paper

Prepared for: Undergraduate Students

Prepared by: APA Ad Hoc Committee

Updated Spring 2021

The APA guidelines in this packet are taken from the *Publication Manual of the American Psychological Association* (7th ed.). Follow these guidelines when you research your topic and write your paper. **If your instructor asks you to follow different formatting rules, please follow the instructor's guidelines.

Formatting Rules

The following requirements apply to your entire paper:

1. Double-spaced
2. One-inch margins for the top, bottom, left, and right of each page
3. One-half inch indent at the beginning of each paragraph
4. Left alignment
5. 12-point Times New Roman, Calibri, or Arial font
6. Page number in upper right corner of each page, starting with the title page

Formatting Your Title Page

All information on the title page should be centered horizontally on the page and double-spaced.

Contents of Your Title Page

1. Page number, upper right corner
2. The full title of your paper in bold, followed by a blank, double-spaced line
3. Your name
4. College name
5. The course name and number
6. Instructor
7. Due date

Instructions for Adding a Page Number

1. Click on the Insert Tab in Word
2. Choose Page Number
3. Choose Top of Page
4. Choose Plain Number 3

Below is a sample title page in APA style

1

Reevaluating Christopher Columbus

Samuel Smith

New England Institute of Technology

EN 100.13: Introduction to College Writing

Dr. Ryser

April 10, 2020

How to Create the Levels of Headings

Level	Format
1	**Centered, Bold, Title Case Heading*** Text begins as a new paragraph.
2	**Flush Left, Bold, Title Case Heading** Text begins as a new paragraph.
3	***Flush Left, Bold Italic, Title Case Heading*** Text begins as a new paragraph.
4	**Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.
5	***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.

*Title case means major words are capitalized
(American Psychological Association, 2020)

Plagiarism

Appropriate documentation protects you from being accused of plagiarism and the penalties that may result. The verb "plagiarize" is defined by Webster's Dictionary as "to steal the words, ideas, etc. of another and use them as one's own," and plagiarism is defined as "literary theft" ("Plagiarize," n.d.). Passing off someone else's work as your own is a form of cheating, and cheating has consequences. If the exact wording of a research source is copied directly and is not documented, it is usually obvious to an instructor. Your own writing style will deviate noticeably from the style of the writer whose words you have copied. For the full definition of plagiarism and information on the consequences of it, see NEIT's Academic Honesty Policy in your Student Handbook or on the student homepage at http://students.neit.edu/.

Documenting

Whenever you use the words or ideas of others, whether from a book, article, video, YouTube, picture, and so forth, you need to give the author(s) credit and provide the reader with the exact information he/she will need to locate and access each of your sources. All sources must be cited, even if you are paraphrasing (rewording) the information.

This is known as documenting your sources and helps you to avoid plagiarism. Per the rules of APA documentation, this is accomplished in two ways: by citing your sources within the body of your paper and by creating a reference page, both of which you are to include in your paper. *Do not include sources on your reference page that you did not cite in your paper.*

Note: Having to go back to even one of your sources to retrieve this information can be both time-consuming and frustrating, so it's best to collect it while you are doing your research. If you even think that you *might* want to use the source, copy the information.

Paraphrasing

1. Give the author credit and indicate the year of the publication where the information was found.

2. Use the past tense when referring to a source.

3. Use different ways of citing so that your flow of thought is clear and that the citations do not interfere with what you are trying to say.

Examples Citing Paraphrasing

1. According to Pombo et al. (2018), using digital technology to solve problems may help change the way we receive or use public services and take care of health. [This citation is called "narrative."]

2. Using digital technology to solve problems may help change the way we receive or use public services and take care of health (Pombo et al., 2018). [This citation is called "parenthetical."]

Tip: When creating an in-text citation for three or more authors, use the last name of the first author and then "et al."

Direct Quotations

1. The use of quotations should be limited to profound information that cannot be paraphrased. Only one to two quotes are recommended per paper. Keep in mind that this is your paper, and your reader should hear your voice in the paper.

2. Use quotation marks.

3. Place some punctuation, such as commas and periods, *inside* the quotation marks unless the in-text citation follows the quotation.

4. An in-text citation should be placed in parentheses *outside* the quotation marks. The period should follow the parentheses.

Examples Citing Quotations

1. According to Pombo et al. (2018), "Disruption is the new normal and the digital transformation can spur innovation growth across many activities, transform public services, and improve well-being as information, knowledge and data become widely available" (p. 4).

2. While some think that computers have destroyed personal connections, some believe that "the digital transformation can spur innovation growth across many activities, transform public services, and improve well-being as information, knowledge and data become widely available" (Pombo et al., 2018, p. 4).

Tip: When quoting, you need to include the page number or the paragraph number if using an electronic source in the citation.

Block Quotations

If a quotation contains 40 or more words, it is indented half an inch from the left margin and double-spaced, in a freestanding block of text without quotation marks. Punctuation precedes the parentheses.

Example Block Quotations (with and without introducing the author):

Jones's (1998) study found the following:

> Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

One study found the following:

> Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (Jones, 1998, p. 199)

Preparing a Reference Page

- Begin on a new page, separate from the body of your paper.
- This page is placed at the end of your paper.
- The title "**References**" (without quotation marks) should be capitalized and centered one inch from the top of the page in upper- and lowercase letters, bolded.
- Include all the retrievable sources that you quoted or referred to in your in-text documentation. "Retrievable" in this case means that someone reading your paper could find a copy of the source using the information you provide in the list.
- Use an author's last name and first and middle initials. No professional credentials are necessary.
- If there is no named author, list the entry alphabetically by the first significant word of the title (i.e., after words like "a," "an," and "the").
- All items (references) are to be arranged in alphabetical order by the last name of the primary author.
- The reference page is double-spaced.
- Titles of books, periodicals, web pages/articles, films, videos, TV shows, and video games are italicized.

- Capitalize the first word in a title, the first word in a subtitle (if there is one), and all proper nouns. Example: *Opinion: The mysteries of Christopher Columbus.*
- There should be one space after all forms of punctuation.
- Use a hanging indent: the first line of each entry should be placed against the left-hand margin and all other lines of the entry should be indented by five spaces (half an inch). **Tip:** To insert a hanging indent automatically, select all your reference entries and click "Ctrl + T." "Command + T" on a Mac.

Tip: To alphabetize your reference page more quickly, select all your reference entries, click the AZ↓ icon on the toolbar, and choose "Sort by: Paragraphs," "Text," and "Ascending."

Tip: Use a page break to separate the body of your paper from your reference page.
- Place your cursor after your last sentence.
- Choose the Insert Tab.
- Choose Page Break.

Below Are Sample Entries for a Reference Page:

Author 1   *Author 2*   *Year of Publication*   *Title*

Garfinkel, S., & Grunspan, R. (2018). *The computer book: From the abacus to artificial intelligence, 250*

milestones in the history of computer science. Sterling.

Company that published it

Author 1   *Author 2*   *Author 3*   *Year*   *Article*   *Title*

Schmidt, R. N., Hunt, S., & Stapp, M. (2019). The budgetary impacts of hospital-acquired infections.

Journal of Business & Behavioral Sciences, 31(1), 25–35. ← *Pages*

(http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=137227628&site=ehost-live

Journal title   *Volume number* *Issue number*   *URL (permalink)*

Citation Format

NOTE: Review the instructions at EBSCO Support Site and make any necessary corrections before using. **Pay special attention to personal names, capitalization, and dates.** Always consult your library resources for the exact formatting and punctuation guidelines.

APA
(American Psychological Assoc.)

References

Kumar, M., Srivastava, S., & Das, V. S. (2018). Electromyographic analysis of selected shoulder muscles during rehabilitation exercises. *Journal of Back & Musculoskeletal Rehabilitation, 31*(5), 947–954. https://doi.org/10.3233/BMR-171020

Tools

Google Classroom

Google Drive

Add to folder

Print

E-mail

Save

Cite

Export

Create Note

Permalink

Share

When you are in a database, take advantage of the cite tool at the right of the screen. Click on "Cite" and choose "APA style." After copying and pasting to your reference page, double-check the citation. For example, you may need to make small changes to capitalization. If the article does not have a DOI, then click on the permalink for the URL.

Examples for Creating a Reference Page Using APA Format

Type of Source	Reference Entry	Text Citation	Comments
	*While entries in this packet are single-spaced, please make sure to double-space your entries on the reference page.		
Journal article from database with a DOI **(2 authors)**	Cutsforth-Gregory, J. K., & Low, P. A. (2019). Neurogenic orthostatic hypotension in Parkinson disease: A primer. *Neurology & Therapy*, *8*(2), 307–324. https://doi.org/10.1007/s40120-019-00152-9	(Cutsforth-Gregory & Low, 2019) Cutsforth-Gregory and Low (2019)	The second citation (narrative) is integrated in the sentence. Do not use the "&." Type "and."
Journal article from database no DOI	Hiserodt, E. (2018, January 22). Solar power: The real force behind climate change? *The New American, 34*(2), 10+. https://link.gale.com/apps/doc/A525709017/OVIC?u=warw18036&sid=OVIC&xid=202d7e75	(Hiserodt, 2018) Hiserodt (2018)	NEIT instructors request the URL, though APA does not require it
Article from online periodical	Sorkin, A. D. (2019, December 1). The next steps in the impeachment inquiry. *The New Yorker*. https://www.newyorker.com/magazine/2019/12/09/the-next-steps-in-the-impeachment-inquiry	(Sorkin, 2019) Sorkin (2019)	
Webpage	Kestel, D. (2019, January 22). *Mental health in the workplace: Going global.* World Health Organization. https://www.who.int/news-room/commentaries/detail/mental-health-in-the-workplace	(Kestel, 2019) Kestel (2019)	
Webpage on a website with a group author	American Cancer Society. (2019, October 31). *If you're about to become a cancer caregiver.* https://www.cancer.org/treatment/caregivers/if-youre-about-to-become-a-cancer-caregiver.html	(American Cancer Society, 2019) American Cancer Society (2019)	
Webpage on a website with no date	Disabled American Veterans. (n.d.). *DAV mission statement*. https://www.dav.org/learn-more/about-dav/mission-statement/	(Disabled American Veterans [DAV], n.d.) Disabled American Veterans (n.d.)	After the first citation, you may use an abbreviation (DAV, n.d.)
Government report or document	U.S. Bureau of Labor Statistics. (2019, November 19). *Architects*. Occupational Outlook Handbook. https://www.bls.gov/ooh/architecture-and-engineering/architects.htm	(U.S. Bureau of Labor Statistics [BLS], 2019) U.S. Bureau of Labor Statistics (BLS, 2019)	After the first citation (BLS, 2019)

Type of Source	Reference Entry	Text Citation	Comments
Multiple works by the same author in the same year	U.S. Bureau of Labor Statistics. (2019a, September 4). *Construction laborers and helpers*. Occupational Outlook Handbook. https://www.bls.gov/ooh/construction-and-extraction/construction-laborers-and-helpers.htm U.S. Bureau of Labor Statistics. (2019b, December 5). *Line installers and repairers*. Occupational Outlook Handbook. https://www.bls.gov/ooh/installation-maintenance-and-repair/line-installers-and-repairers.htm	(U.S. Bureau of Labor Statistics, 2019a) U.S. Bureau of Labor Statistics (2019a) (U.S. Bureau of Labor Statistics, 2019b) U.S. Bureau of Labor Statistics (2019b)	Dates are placed in chronological order. If the references have identical dates, alphabetize by title.
Two works by the same author	Adriaenssens, J., De Gucht, V., & Maes, S. (2015). Determinants and prevalence of burnout in emergency nurses: A systematic review of 25 years of research. *International Journal of Nursing Studies, 52*(2), 649–661. https://doi.org/10.1016/j.ijnurstu.2014.11.004 Adriaenssens, J., Hamelink, A., & Bogaert, P. V. (2017). Predictors of occupational stress and well-being in first-line nurse managers: A cross-sectional survey study. *International Journal of Nursing Studies, 73*, 85–92. https://doi.org/10.1016/j.ijnurstu.2017.05.007	(Adriaenssens et al., 2015) Adriaenssens et al. (2015) (Adriaenssens et al., 2017) Adriaenssens et al. (2017)	Two works by the same author should be arranged with the earliest year first. This article did not have an issue number.
Book	Sit, W. (2020). *Handbook of occupational therapy for adults with physical disabilities*. Slack.	(Sit, 2020) Sit (2020)	
Google Book	Pombo, C., Gupta, R., & Stankovic, M. (2018). *Social services for digital citizens: Opportunities for Latin America and the Caribbean*. Inter-American Development Bank. https://books.google.com/books?id=kOGGDwAAQBAJ&printsec=frontcover&dq=latin+american&hl=en&newbks=1&newbks_redir=0&sa=X&ved=2ahUKEwj45ty_iazmAhWkneAKHZRtDqsQ6AEwAHoECAAQAg#v=onepage&q&f=false	(Pombo et al., 2018) Pombo et al. (2018)	When creating an in-text citation for three or more authors, use the last name of the first author and then "et al."
Ebook	Tsipursky, G. (2019). *Never go with your gut: How pioneering leaders make the best decisions and avoid business disasters*. Career Press. https://library.neit.edu:2066/toc.aspx?bookid=145245	(Tsipursky, 2019) Tsipursky (2019)	For ebooks, the format, platform, or device is not included.

Type of Source	Reference Entry	Text Citation	Comments
Audio works – Podcast	Repanshek, K. (Host). (2019, November 10). Yellowstone's wolves, national parks of Lake Superior, seasonal migrations (No. 39) [Audio podcast episode]. *National Parks Traveler.* https://www.nationalparkstraveler.org/podcast/2019-11-10-national-parks-traveler-episode-39-yellowstones-wolves-national-parks-lake	(Repanshek, 2019) Repanshek (2019)	
Audio works – YouTube video or other streaming video	Lurie, A., & Lurie, R. (2015, June 8). Brachial plexus palsy and sensory processing disorder: Occupational therapy demonstration. [Video]. YouTube. https://www.youtube.com/watch?v=D64yWmzQO9U	(Lurie & Lurie, 2015) Lurie and Lurie (2015)	
Visual works – images/photographs/ PowerPoint slides	Lange, D. (1936). *Eating along the side of the road* [Photograph]. The Balance. https://www.thebalance.com/photos-of-the-great-depression-4061803	(Lange, 1936) Lange (1936)	
Online media – Facebook post	World Health Organization. (2019, December 13). *This month, 40 years ago, smallpox was confirmed to have been eradicated. It was one of the deadliest diseases.* Facebook. https://www.facebook.com/WHO/	(World Health Organization, 2019) World Health Organization (2019)	
Tweet	Waters, M. [@RepMaxineWaters]. (2019, December 18). *Finally the day has come where #impeachment will be voted on in the House of Representatives. If possible, take time.* [Tweet]. Twitter. Retrieved December 18, 2019. https://twitter.com/RepMaxineWaters/status/1207328113740394496	(Waters, 2019) Waters (2019)	
Entry from a dictionary	Merriam-Webster. (n.d.). They. In *Merriam-Webster.com dictionary*. Retrieved December 11, 2019, from https://www.merriam-webster.com/dictionary/they	(Merriam-Webster, n.d.) Merriam-Webster (n.d.)	
Personal interview	***Since readers cannot retrieve the information, a personal interview is **not included** in the reference page.	(R. Smith, personal communication, January 12, 2020) R. Smith (personal communication, January 12, 2020)	

For more information, please consult the *Publication Manual of the American Psychological Association*, 7th edition, 2019 (available for use in the NEIT Writing Center and the NEIT library). To purchase the APA manual or to access other tips: https://apastyle.apa.org/.

You may also seek helpful and free assistance from your instructor, the Writing Center tutors, and the Library reference staff. All are experienced users and educators of APA style.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Merriam-Webster. (n.d.). Plagiarize. In *Merriam-Webster.com dictionary*. Retrieved December 11, 2019, from https://www.merriam-webster.com/dictionary/plagiarize