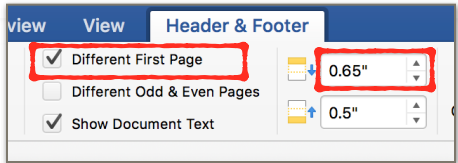


All spacing must be double-spaced, including heading per APA Manual, p. 229.



Running head: APA CITATION STYLE

The Running head is an **abbreviated** title, it can be trimmed to 2 or 3 keywords, and can be **no more** than 50 characters, per APA Manual, p. 229.

APA Citation Style: A Sample  
Keola Flores  
University of Hawai'i - West O'ahu  
*Optional: Professor Name*  
*Optional: Course Name*  
*Optional: Date*

- There should be exactly 5 spaces from the top of the page before the title (requirements state the upper 1/2 of page, and this is a good approximation of that.)  
- per APA Manual, p. 23.
- Title should be no more than 12 words. Be sure they have used title case.  
- per APA Manual, p. 23.
- A standard title page will have running head, page number, title, author, and institutional affiliation. Check to make sure they have stylized school name correctly.

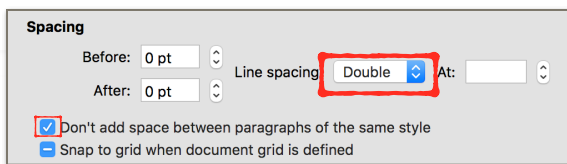
## Abstract

Your abstract page should already include the page header (described above). On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks). Beginning with the next line, write a concise summary of the key points of your research. (Do **not** indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words. You must list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases. Here is an example below. All of the above information can be found in section 2.04 of the sixth edition *Publication Manual of the American Psychological Association*.

*Keywords:* APA, heading, citation, style, formatting, in-text citation, references

Only “*Keywords*” is italicized. Proper nouns should be in title case, all other keywords are lowercase.

- Students often use indented paragraphs. This is incorrect.
- Abstracts are brief, comprehensive summaries of the paper. They should roadmap the salient points addressed in the paper.  
- per APA Manual, p. 25
- We want to encourage precision of language.
- Business writing = concise, succinct, straightforward.



## APA CITATION STYLE

↑↓ Uniform double-spacing

Repeat Title Here

↑↓ Uniform double-spacing

With American Psychological Association (APA) style, the first heading should never be “Introduction”. Instead, the paper’s title should be used. The entire paper is to be double-spaced throughout, and font should be 12-point, Times New Roman unless otherwise indicated by the instructor. Margins should be 1” all around unless otherwise indicated by instructor.

↑↓ Uniform double-spacing

### **This is a First Level Heading with Bold Lettering**

One of the most important aspects of APA citation style is in-text citation. In general, the author’s name and the year should be included, with a comma separating the two (Noeau, 1999). Remember that the period always comes after the citation to enclose it with the sentence. When there are two or more names, they are separated by commas, and there is an ampersand before the last name (Eichner, Nakashita, & Chung, 2005). If there are three or more authors, all names are listed with the first citation, and then each subsequent citation can use the “et al.” notation, which is Latin for “and others” (Eichner et al.). The preceding citation does not have a year because when the same source is cited within the same paragraph, the year does not need to be listed again.

### **This is a Second Level Heading with Bold Lettering**

According to Blath (2000), the citation can also be put at the beginning of the sentence in this way, and does not need to be cited again at the end of the sentence. One exception to the “et al.” rule is when a source has seven or more authors, in which case the writer does not need to cite all names the first time and can automatically use “et al.”. In some cases, multiple sources are cited to support one point, in which case the sources are separated by semicolons (Eichner et al., 2005; Satalkar, 2010).

**This is a third level heading with bold lettering and indentation.** According to Satalkar (2010), “whenever quoting a source, a page number is required” (p. 5). In this example, the name

- Font required to be Times New Roman, 12 pt
- Want to encourage use of “justified” font align, which makes even blocks of text.
- Level 1 and Level 2 headings required in all BUSA WI courses. Level 3 optional.

was mentioned at the beginning, and the page number was placed at the end. The two rules to remember here are that the author's name and the year should never be separated, and at the same time, the page number should always be at the end of a quote. The in-text citation "can also be set up so that all the information is at the end of the quote" (Eichner, 2010, p. 6).

## References

Blath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

Eichner, A. H., Nakashita, G. H., & Chung, L. R. (2005). Why citation styles are important. *Journal of Citation*, 5(10), 12-26.

Noeau, J. T. (1999). Citation styles in scholarly research: Notations for various professions. *Journal of Citation*, 1(2), 16-28.

Purdue University OWL. (2014). APA Style: General Format. Retrieved from <https://owl.english.purdue.edu/owl/https://owl.english.purdue.edu/owl/>

Satalkar, B. (2010, July 15). *Water aerobics*. Retrieved from <http://www.buzzle.com>

**Notes about the reference list**

- A hanging indent is used, where the first line of each entry is flush left and subsequent lines are indented. Basically, this is the reverse of a paragraph indent.
- For all citations, each piece of information is separated by periods. The authors are listed alphabetically by their last name, with the first and middle initials after a comma. There is an ampersand before the last author in a list as opposed to the word "and".
- The first citation is for a **book**. Book titles are in italics, followed by the location of the publisher and the name of the publisher.
- The second and third citations are examples of **journal articles**. The article title comes first, followed by the journal name and issue number italicized. *Note*: "Issue" and "volume" could also be replaced by "No.," depending on the journal
- The last two citations are examples of an **online source**. These can be very tricky, since websites do not need to follow a set format. At the very least, the citation should include an author (or an affiliated organization), year of publication (or last updated date / year for the website), a title, and the URL. *Note*: Past editions of the APA manual require retrieval dates, but the latest version (2010) states that retrieval dates are no longer included.