

## **APA Style 7<sup>th</sup> Edition: Frequently Asked Questions**

(This FAQ is current as of April 2022)

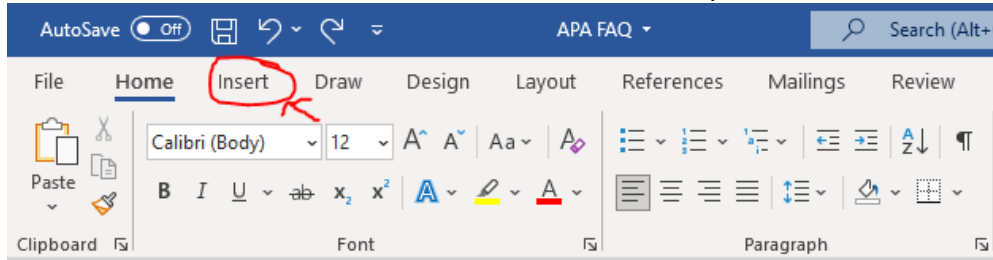
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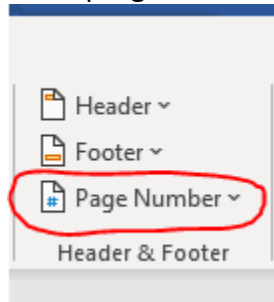
### **1. Where do I place page numbers in APA and how do I insert them into my document?**

In APA style, page numbers are placed in the top-right of the page. To insert them into the document, follow these steps:

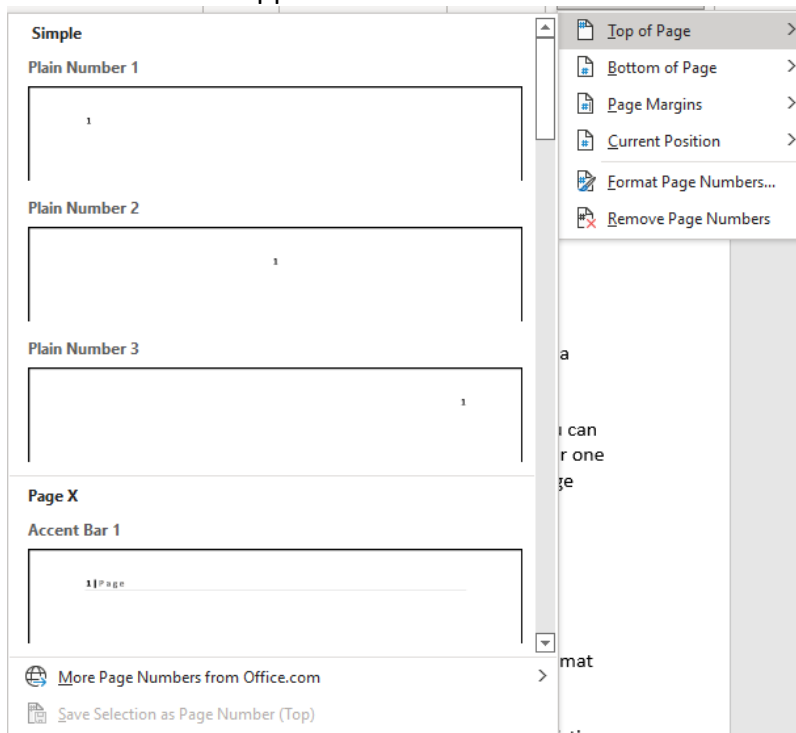
1. Click on the “Insert” tab, located near the top-left of the screen in Microsoft Word.



2. Locate the icon labeled “Page Number” within the “Header & Footer” column, near the top-right of the screen. Click on the “Page Number” icon and a dropdown menu will appear.



3. From this menu, hover your cursor over the option that reads “Top of Page” and a second menu will appear.



4. Click the option entitled “Plain Number 3”

5. You should see page numbers appear throughout your document. From here you can click on these page numbers to edit their font and size. Note that editing the font or size of one page number will edit the font and size of *every* page number, so you do not need to change them one-by-one.

## **2. What information do I need to include in an in-text citation?**

When using a citation in APA style, the author's last name and year of publication must be included. Additionally, if you are using a direct quotation instead of summarizing or paraphrasing, you must include the relevant page numbers. Here are several examples of summarized citations and direct quotations. Also included are several different ways to format the relevant information:

*Summary:* Albrecht (2014) found no evidence of hierarchical structures within currently existing hunter-gatherer tribes.

*Direct Quotation:* According to Albrecht (2014), "studies of extant hunter-gatherer tribes from the 1960s to the present day have yielded no evidence to support the theory that social hierarchies have always been a part of human existence" (p. 304).

*Summary:* The spread of globalization has been shown to cause widespread cultural and social destruction to smaller, more rural countries, calling into question the benefits of using GDP as a measure of societal success (DeGrazia, 2015).

*Direct Quotation:* This argument is backed by data suggesting "the ruinous effects of urban, industrialized globalization on societies which must drastically change their cultural norms and social structures to accommodate it, causing devastation that far exceeds any positive changes in GDP" (DeGrazia, 2015, pp. 31-32).

As we can see from the above examples, the author's last name, the year of publication, and, in the case of direct quotes, the relevant page numbers must be included. However, there are

multiple ways to include them. The first example demonstrates that one can include this information by introducing an author at the beginning of a summarization, followed by the year in parentheses, thereby eliminating the need for a parenthetical at the end of the quotation. The second example shows a similar approach, but since it is a direct quotation, a parenthetical which includes the relevant page numbers is included at the end. The third example demonstrates that the author and publication year, if not previously introduced, can be included in the ending parenthetical. The fourth example is quite similar to the third, but since it is a direct quotation the relevant page numbers are also included.

### **3. How do I format my in-text citations for direct quotes?**

The answer to this question depends on whether the direct quotation is a “short quotation” or a “long quotation.” APA guidelines define short quotations as any direct quote under 40 words, while long quotations are any direct quotes 40 words and over.

For a short quotation, the quote should be placed within quotation marks. Additionally, the parenthetical citation at the end of the quote should be placed outside the quotation marks, and the period should be placed after the final parenthesis. Here is an example:

This claim is further supported by the fact that “hunter-gatherer populations had been driving species to extinction thousands of years before civilization developed” (Chow, 2004, p. 92).

For a long quotation, the entire quote should be “blocked-off” by indenting it a half-inch from the left. Additionally, *do not* use quotations marks, and place the final period *before* the parenthetical citation rather than after it. Below is an example, followed by an explanation of how to format the indentation:

Research into the ultimate goals of animistic religious practices has yielded promising but inconclusive results. Schubert’s (2014) study found the following:

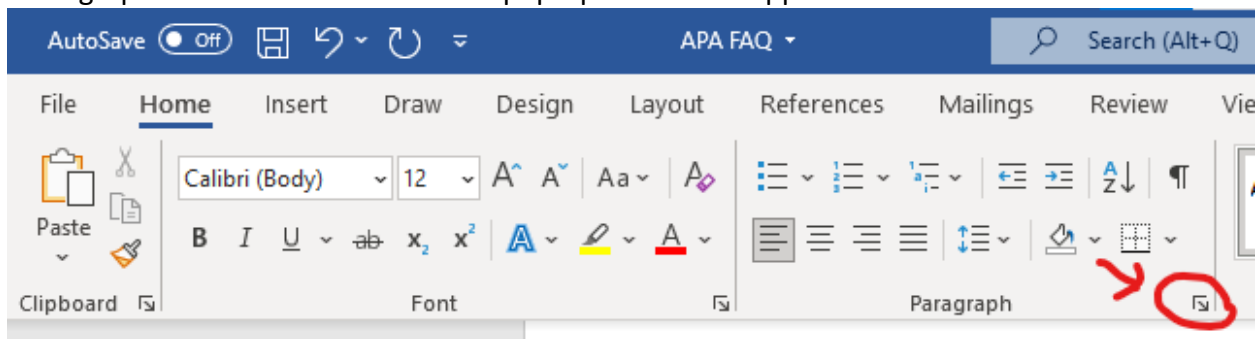
Evidence uncovered from archaeological digs of early animistic societies suggests that practitioners of animism attempted to bargain and make deals with spirits. In effect, they were attempting to exert some level of control over their environment by negotiating with the myriad spirits which they believed were their world’s primary influencers. However, since animist religions are open-systems rather than closed-systems, and since beliefs could vary greatly according to region and even within

regions, it is difficult to make definitive statements about the nature of these spiritual beings. (pp. 141-142)

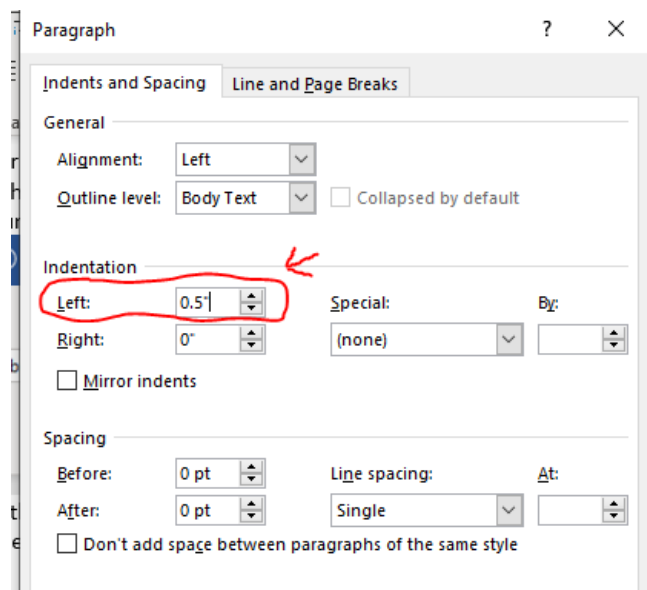
Schubert points to a certain type of early commerce between animistic peoples and the spirits they believed in. Rather than the worship and veneration which we associate with modern religions, animistic peoples seemed more focused on what they could gain from their spiritual neighbors.

Now that we have seen an example of a long quotation (as well as how to lead into it and how to end it) we will go over how to format the ½ inch indentation.

1. Type or paste the quotation into your document.
2. Highlight the entire quotation, then click the small arrow at the bottom of the “Paragraph” column. This will cause a pop-up window to appear.



3. In the pop-up window, under the “Indentation” section, locate the “Left” indent and click the “Up” arrow next to it until the corresponding number changes to 0.5”.



4. Click “OK”

5. The entire quotation should now be indented ½ inch to the right.

#### **4. How do I introduce direct quotations into a paper?**

When placing a direct quotation into a paper, it is best to avoid dropping it in without context or a proper introduction. In the answers to questions two and three, we have seen various ways by which one can properly introduce a quote. Let us now revisit those examples and see what different strategies were employed.

*Example 1:* According to Albrecht (2014), “studies of extant hunter-gatherer tribes from the 1960s to the present day have yielded no evidence to support the theory that social hierarchies have always been a part of human existence” (p. 304).

As this example demonstrates, one simple way to introduce a quotation is to begin by stating: “According to [researcher’s name] (year of publication)” and then inserting the quote. This allows your reader to follow along with you as you move from your own writing into a quotation from a source. Without an introduction such as this, readers might be confused by the abruptness of the transition between your writing and the quotation.

*Example 2:* This argument is backed by data suggesting “the ruinous effects of urban, industrialized globalization on societies which must drastically change their cultural norms and

social structures to accommodate it, causing devastation that far exceeds any positive changes in GDP” (DeGrazia, 2015, pp. 31-32).

In this example we see how one can transition from their own argument to a quotation by using introductory phrases such as “This argument is back by data suggesting,” after which they can insert their quotation. This establishes a link between what the writer is arguing/explaining and the content contained within the quote.

*Example 3:* Research into the ultimate goals of animistic religious practices has yielded promising but inconclusive results. Schubert’s (2014) study found the following...

This example, which introduces a longer quotation, demonstrates how a writer can briefly summarize the content of a quote before introducing it, thereby giving readers a preview of the information they are about to read. After this brief, one-sentence preview, the author and the relevant study are introduced, and the quote is then presented.

This is by no means a comprehensive list of different ways to introduce quotations. When you are planning to insert a quote into a paper, try asking yourself important questions such as: “What context do my readers need to properly understand the reason for this quotation?” and “How can I make the transition between my writing and the quotation as smooth as possible?”

##### **5. I’m a bit confused about headings in my paper. Do I need them, and if so, how should they be formatted?**

Headings are a necessary part of any APA style paper. They should be placed at the top of every section and every subsection. APA includes five levels of headings, with level 1 headings having the highest priority and level 5 headings having the lowest priority. The rules for the different levels are as follows.

**Level 1 Headings: Centered, Boldface, Title Case Heading**

**Level 2 Headings: Flush Left, Boldface, Title Case Heading**

***Level 3 Headings: Flush Left, Boldface Italic, Title Case Heading***

**Level 4 Headings: Indented, Boldface, Title Case Heading Ending with a Period.**

***Level 5 Headings: Indented, Boldface Italic, Title Case Heading Ending with a Period.***



Now that we have outlined the formatting for each level of heading, it will be useful to ask the question of how we determine what level of heading should be used. The simple answer is that you should always begin each new section with a level one heading. Then, if a subsection is required, you will next move down to a level two heading. If another, separate subsection beneath the level one heading is required, you would then use another level two heading. However, if the level two subsection requires another, smaller subsection, you would instead move down and use a level three heading. Continue this process as necessary, moving to lower priority headings with each smaller subsection. When all subsections are concluded and the paper moves on to a different major topic, you would return to a level one heading and begin the process anew. Keep in mind that level four and level five headings are somewhat rare, but it is useful to keep the entire process in mind as you structure and format your paper.

Below is an example of the headings for a sample paper on archaeological research in Italy. Parentheses have been placed next to each heading to indicate its level:

## **Introduction (Level 1)**

### **Archaeological Research in Northern Italy (Level 1)**

#### **History of the Region (Level 2)**

#### **Dig Sites (Level 2)**

##### ***Dig Site at Falluccini (Level 3)***

##### ***Dig Site at Briscony (Level 3)***

##### ***Dig Site at Cochina (Level 3)***

#### **Artifacts (Level 2)**

##### ***Weapons (Level 3)***

##### ***Tools (Level 3)***

###### ***Agricultural Tools. (Level 4)***

###### ***Architectural Tools. (Level 4)***

###### ***Architectural Tools with a Known or Suspected Purpose. (Level 5)***

###### ***Architectural Tools without a Known Purpose. (Level 5)***

***Ritual Objects (Level 3)*****Religious Objects. (Level 4)****Hierarchical Objects. (Level 4)****Findings (Level 2)****Further Research to be Conducted in the Region (Level 2)****Archaeological Research in Southern Italy (Level 1)****History of the Region (Level 2)****Dig Sites (Level 2)*****Dig Site at Corleone (Level 3)******Dig Site at Menschula (Level 3)*****Artifacts (Level 2)*****Weapons (Level 3)******Tools (Level 3)*****Agricultural Tools. (Level 4)****Weaving Tools. (Level 4)****Findings (Level 2)****Further Research to be Conducted in the Region (Level 2)****Conclusion (Level 1)****References (Level 1)**

As this example demonstrates, properly formatted headings can lead to a well-structured paper in which the informational flow is clear and apparent to readers.

## **6. How do I format my entries for a reference list? What information do I need to include?**

The question of how to properly format a reference list is something that plagues many writers, and it is natural to feel a bit overwhelmed at first. However, with a little practice you will find that formatting a reference list is much simpler than it appears. While the information included can vary, below are the general templates for each of the three most commonly cited sources: books, articles in periodicals, and articles from online periodicals. An example will also be provided after each template.

### **a. For a book**

Author's surname, initials. (Year published). *Title of book*. Publisher.

*Example:*

Chow, W. (2004). *Hunter-gatherers in the prehistoric world*. Groshom Books.

### **b. For an article from a journal/periodical**

Author's surname, initials. (Year published). Title of article. *Title of Periodical, volume number*(issue number), pages.

*Example:*

Giles, S.N., & Nguyen, J. (2016). Dig sites: The European excavations over the last decade. *Archaeology Today, 14*(3), 56-65.

### **c. For an article from an online periodical**

Author's surname, initials. (Year published). Title of article. *Title of Periodical, volume number*(issue number). Hyperlink

*Example:*

Birsch, L. (2014). Tracking animism in history: An extrapolative study. *Anthropology Quarterly, 22*(3). <https://www.anthroquart.com/quotes/archive/2015/P10>

It is important to note that, in APA style, the titles of individual articles are not capitalized after the first word (excluding subtitles and proper nouns), but the title of the journal containing the article is capitalized. Likewise, the title of a book is not capitalized after the first word (again excluding subtitles and proper nouns), but the name of the publisher is capitalized. An easy trick to help you remember this rule is: "The smaller thing is not capitalized, while the bigger thing is capitalized."

It also important to note that an APA references list is always formatted *alphabetically* according to the surname of the author.

Since references in APA can have numerous variables, the most useful tool at your disposal is Purdue Owl’s website, which contains a wealth of information on APA citations and other APA-related topics. Whenever you are confused about a citation, consult the hyperlink below for guidance and information. The list of links on the left side of the Purdue Owl APA webpage are a great place to start — they are labelled according to subject and can help lead you to whatever specific information you need. Taking the time to familiarize yourself with this website will be invaluable in your journey to crafting a correctly formatted reference list.

Here is the link to Purdue Owl’s APA page:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

### **7. How do I apply a hanging indent to my references?**

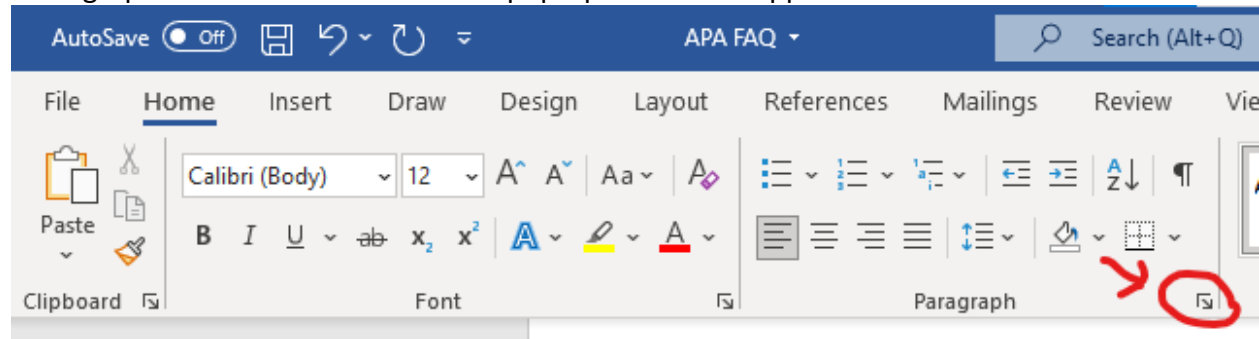
In APA style, every reference should have a “hanging indent,” meaning that every line after the first for each individual entry should be indented from the left. Here is an example of what this looks like:

Antonucci, B. (2010). Blood in language: The Galenic paradigm of humors in Shakespeare.

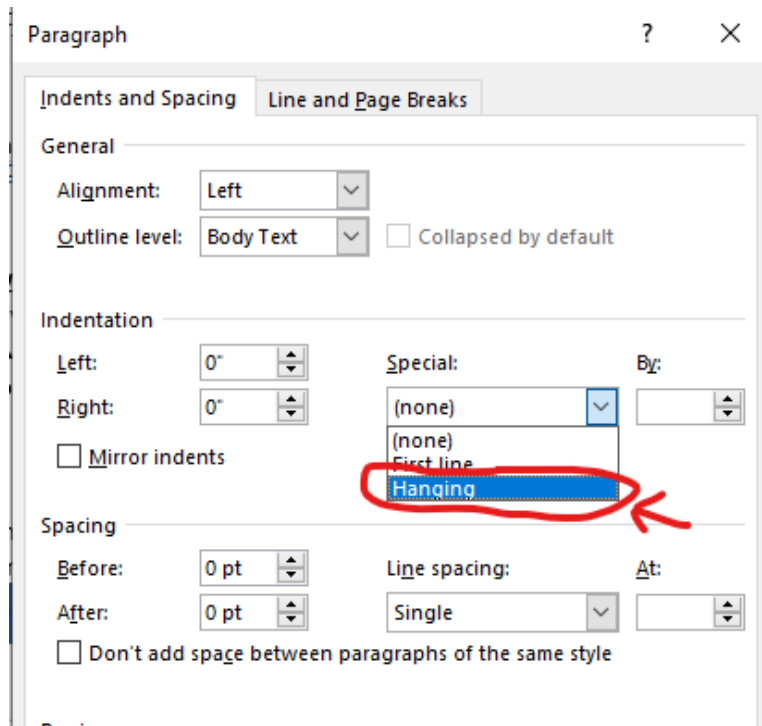
*Interfacing Science, Literature, and the Humanities*, 4(2), 149-159.

Below are the steps to apply a hanging indent to your reference entries. Notes that this will need to be done individually for each reference:

1. Type or paste the reference entry into your document.
2. Highlight the reference in its entirety, then click the small arrow at the bottom of the “Paragraph” column. This will cause a pop-up window to appear.



3. In the pop-up window, under the “Special” column, click the dropdown menu that reads “(none)” and then click the option that reads “Hanging”



4. Click "OK"

5. A hanging indent should now be applied to your reference. Repeat this process for each entry in your list and you will be well on your way to having a polished and properly formatted reference list!

### **8. I have other questions not mentioned in this FAQ. Where should I turn for assistance?**

As discussed in question 6, Purdue Owl's APA webpage is an extremely useful and thorough guide to the intricacies of using APA style. While it may at first look like a lot of information to take in, familiarizing yourself with this website will be a major step towards become an adept practitioner of APA. Keep in mind that the links on the left side of the page correspond to APA's many facets, and are the first place you should look when in search of information. Here is the link:

[https://owl.purdue.edu/owl/research and citation/apa style/apa formatting and style guide/general format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)