

# APA STYLE GUIDE—7th Edition

- ◆ 1" margins. Double spaced. Fonts permitted: 11-pt Calibri, 11-pt Arial, 12-pt Times New Roman, 11-pt Georgia. Page number at the top right of every page. Left alignment. Indent every paragraph
- ◆ Order of pages: title page, abstract, text, references, appendices.
- ◆ Student papers **do not** require a running head on **any** page.



## TITLE PAGE

- ◆ Page number in the top right corner.
- ◆ Everything else is double spaced and center alignment. The title should be 3 or 4 lines down from the top of the page and in **bold**. There should be a blank line between the title and the author's name. The affiliation includes the department of the course and name of school. Course number and name. Instructor's name. Due date (month day, year).
- ◆ Should include title, author, affiliation, course, instructor, date.

### TITLE PAGE (page 1)

1

**Nurturing the Nurses: Reducing Compassion Fatigue Through Resilience Training**

Student's Name

Department of Psychology, Barclay College

PY100: General Psychology

Instructor's Name

Month Day, Year [Due Date]

## ABSTRACT

- ◆ Not all papers written in APA style for college classes require an abstract. Consult with your instructor if you are unsure.
- ◆ An abstract should be a brief but comprehensive summary of your paper. Limit your abstract to 250 words. Usually 1-2 sentences per topic.
- ◆ Format: "**Abstract**" centered and in bold at the top of the page. One line below, not indented and written as a single paragraph.

### ABSTRACT (page 2)

2

**Abstract**

In this paper, I have researched Substance-Use Disorders, specifically Substance Abuse and Substance Dependence, and indicate the definition of each and the criteria that must be met in diagnosing either of the disorders. Additionally, I will introduce the prevalence of co-occurring independent mood and anxiety disorders among individuals with a diagnosed Substance-Use Disorder in individuals diagnosed with an independent mood or anxiety disorder. I also briefly discuss treatment options for Substance-Use Disorders.

## IN-TEXT CITATION

For each citation of a paraphrase ...

- ◆ Does your citation include the author, year, page #? (Author, year, p. 20)

For each sentence that contains a quotation ...

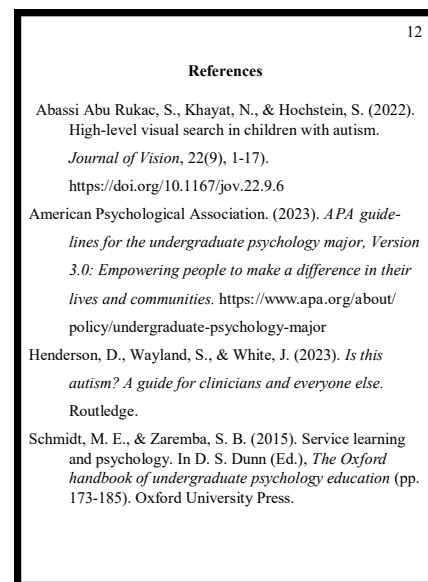
- ◆ Do short quotations (<40 words) appear in double quotation marks?
- ◆ Do long quotations (40+ words) appear in the block quotation format? [double spaced, indented 0.5" from left margin, no quotation marks].

For each citation in relation to the reference list ...

- ◆ Do spellings of author names in the text match spellings in the reference list?
- ◆ Does each in-text citation match only *one* reference list entry?
- ◆ Are all works in the reference list cited in the text? For any uncited works, either cite them in the text or remove them from the reference.

# REFERENCE PAGE

- ◆ Make a new page after all the text.
- ◆ Type the word “**References**” and make it bold and center it at the top of the page.
- ◆ Include page number in the same format as previous pages.
- ◆ Double spaced.
- ◆ List references in alphabetical order according to the first piece of information in the entry.
- ◆ Use a hanging indentation. *Note: Found under the **Home** tab, **Paragraph** in Word.*
- ◆ Article and book titles are written in sentence case, with only the first word and the word after a semicolon are capitalized.
- ◆ Additional reference examples can be found at:
  - ⇒ <https://apastyle.apa.org/style-grammar-guidelines/references>
  - ⇒ \*select “Elements of Reference List Entries”
  - ⇒ [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)
  - ⇒ \*select “APA Guide”



## REFERENCE EXAMPLES

### One Author:

Sandtrock, J.W. (2009). *Essentials of life-span development*. New York, NY: McGraw-Hill.

### Multiple Authors:

Sue, D., Sue, D., & Sue, S. (2010). *Understanding abnormal behavior*. Boston, MA: Wadsworth, Cengage Learning.

### Journal Article with Digital Object Identifiers (DOI):

Leondari, A., & Vasilios, G. (2009). Religiosity and psychological well-being. *International Journal of Psychology*, 44(4), 241-248. doi:10.1080/00207590701700529

### Journal Article without DOI:

Evans, W. (1998, Summer 98). Assessment and diagnosis of the substance use disorders (SUDs). *Journal of Counseling & Development*, 76(3), 325. Retrieved September 28, 2009, from Professional Development Collection database. <<http://search.ebscohost.com/login.aspxdirect=true&db=AN=951235&site=ehost-live>>

## NOTES

*Please see Barclay College Student Success Center or your professor with any questions.*