



GUIDE TO APA STYLE

APA style is a writing style created by the American Psychological Association and is used in writing textbooks, medical and scientific journals, and academic papers.

Here's is a quick guide to APA style



Ergonomics in Dental Hygiene

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Remington College
DH252-Dental Hygiene Theory
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August 11, 2020

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PAPER FORMAT:

Format, order, and structure of a paper allows readers to focus on what is written rather than how it is presented.

Use the guidelines below to format your paper. Most formatting can be done within the default or automatic formatting tools in Word.

- Title Page
- Abstract
- Text
- References

Page header - The page number appears flush right in the header. Use the automatic page-numbering function in Word to insert the page numbers in the top right corner of the page.

Page numbers - All pages must be numbered. The title page is page 1. The page numbers are in the top right corner of the page. Use the automatic page-numbering function in Word to insert the page numbers in the top right corner of the page.

Font - As long as a chosen font is used consistently in a paper, many fonts are now considered acceptable for a wider range of readers.

Recommended fonts are:

- 10 point Computer Modern
- 10 point Lucida Sans Unicode
- 11 point Arial
- 11 point Calibri
- 11 point Georgia
- 12 point Times New Roman

Line spacing - In general, double spacing is used. There are exceptions for tables, figures, and title pages.

Margins - Use 1-inch margins on every side of the page.

Paragraph alignment- Align the text to the left margin. Do not use justification and leave the right margin uneven.

Paragraph indentation - The first line of each paragraph should be indented. Indent the text 0.5 inches from the left margin. Use the tab key or the automatic paragraph-formatting function of Word. Do not use the space bar to create the indentation.

Paper length - Follow the assignment guidelines.

TITLE PAGE:

A title page is required for all APA Style papers. The student title page should have the paper title, author names, author affiliation, course number and name, instructor name, assignment due date, and page number. Below are instructions on how to set up each section and an example of a student title page.

Paper Title - This should be placed three to four lines down from the top of the page. It should be centered and typed in a bold font. Capitalize major words of the title.

Author names - Place one double-spaced blank line between the paper title and the author name. The author names should be centered and on their own line. If there are two authors, use the word "and" between the authors; if there are three or more authors, place a comma between author names and use the word "and" before the final author name.

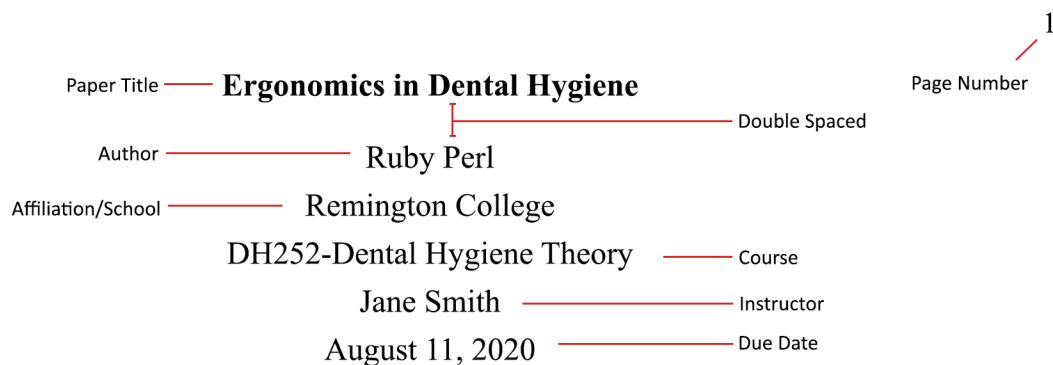
Author affiliation - For a student paper, the affiliation is where the student attends school, Remington College. Center Remington College on the next double-spaced line after the author name(s).

Course number and name - Center the course number and course name on the next double-spaced line after the author affiliation. Make sure to use a colon after the course number.

Instructor name - Center the instructor name on the next double-spaced line after the course number and name.

Assignment due date - Provide the due date for the assignment. Center the due date on the next double-spaced line after the instructor name.

Page number - The title page will be page number 1. Use the automatic page-numbering function in Word to insert the page numbers in the top right corner of the page.



PAPER ORGANIZATION:

Follow the order below to lay out a clear and organized paper.

Introduction - Place the paper title on the first line of the first page of text before the opening paragraph. Center and bold the title. Do not include an "Introduction" heading. Start the first line of text one double-spaced line after the title.

Text - To organize the text use headings as needed.

Page order- Student papers should include four sections using an appropriate font.

- Title Page
- Abstract (if needed)
- Text
- References

Headings - Each new section should start with a heading. Write all headings in title case and bold. Make sure to italicize Level 3 and Level 5 heading.

Section labels - Bold and center labels, including "Abstract" and "References"

ACADEMIC WRITING STYLE:

Continuity - Make sure to check your paper for continuity in words, concepts, and themes. Present ideas in logical order.

Conciseness - Choose words and phrases carefully. Avoid both single-sentence paragraphs and paragraphs longer than one double-spaced page.

Clarity - Use a professional tone and language. Make sure you are using clear and precise language.

GRAMMER AND USAGE:

Proper grammar and usage are important to all writing.

Verb tense - Choose a verb tense and use consistently throughout the same and adjacent paragraphs.

Voice and mood - Both active and passive voice are permitted in APA Style. Many writers overuse the passive voice. Use the active voice as much as possible. This will create direct, clear, and concise sentences. Use the passive voice when focusing on the recipient of an action rather than on who performed the action.

Subject and verb agreement- Be sure to use verbs that agree in number with their subjects. For example- singular or plural.

Pronouns - First person pronouns are used on APA Style to describe your work as well as personal reactions. Use other pronouns correctly.

BIAS-FREE LANGUAGE:

Remove biased language from your writing. Use bias-free language to describe all people and their personal characteristics with inclusivity and respect.

This includes:

- age
- disability
- gender
- participation in research
- racial and ethnic identity
- sexual orientation
- socioeconomic status
- intersectionality

Sources: <https://apastyle.apa.org/style-grammar-guidelines/grammar>
<https://apastyle.apa.org/instructional-aids/concise-guide-formatting-checklist.pdf>
<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>

MECHANICS OF STYLE:

Punctuation - Use punctuation marks correctly (periods, commas, semicolons, colons, dashes, parentheses, brackets, slashes), including in reference list entries. Use one space after a period or other punctuation mark at the end of a sentence. Use a serial comma before the final element in lists of three or more items. Use parentheses to set off in-text citations.

Capitalization - Words are lowercase unless there is a specific guidance to capitalize them.

Numbers - For numbers zero through nine use words and use numerals for numbers 10 and above.

Italics - Italics are used to draw attention to key terms and phrases when providing definitions and to format parts of reference list entries.

Quotations - Use quotation marks around direct quotations. Place commas and periods inside closing quotation marks, place other punctuation marks outside closing quotation marks.

Abbreviations - Abbreviations should be identified in their first use in the paper and offset with parenthesis. In subsequent uses in the paper, the abbreviation can be used. For example, American Psychological Association (APA). After this first introduction, APA can be used without parentheses to identify the APA.

Spelling and Hyphens - Spelling and hyphenation should match the spellings given in either the Merriam-Webster Dictionary or the APA Dictionary of Psychology.

IN-TEXT CITATION, PARAPHRASING, AND QUOTATIONS:

In-text citations - The in-text citation appears in the body of the paper and identifies where you used your references in the body of your paper to support your statements, claims, and conclusions. Each reference in your reference section should be cited in the body of the paper. Each citation in the body of paper should have a corresponding reference in the reference section.

Paraphrasing - When you paraphrase, cite the original work using either the narrative or parenthetical citation format.

Quotations - Use direct quotations rather than paraphrasing when reproducing an exact definition, when an author has said something memorably or succinctly or when you want to respond to exact working. Direct quotes should be utilized sparingly. As a general rule, no more than 15 percent of a paper should be presented in the form of direct quotations.

Sources: <https://apastyle.apa.org/style-grammar-guidelines/punctuation>
<https://apastyle.apa.org/style-grammar-guidelines/capitalization>
<https://apastyle.apa.org/style-grammar-guidelines/numbers>
<https://apastyle.apa.org/style-grammar-guidelines/italics-quotations>
<https://apastyle.apa.org/style-grammar-guidelines/abbreviations>
<https://apastyle.apa.org/style-grammar-guidelines/spelling-hyphenation>
<https://apastyle.apa.org/instructional-aids/concise-guide-formatting-checklist.pdf>
<https://apastyle.apa.org/style-grammar-guidelines/citations>
<https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>
<https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing>

REFERENCES:

References provide the information necessary for readers to identify and retrieve the source material. The reference list generally have four elements; the author, date, title, and source.

- Start the reference list on a new page after the text.
- Center and bold the section label “References”.
- Double-space the entire reference list, within and between entries.
- List references in alphabetical order.
- Include a DOI or URL. Copy and paste DOI’s and URLs directly from your web browser. Do not write “Retrieved from” or “Accessed from” before a DOI or URL. Do not add a period after a DOI or URL.
- Reference list entries should have a hanging indent of 0.5 in.

Journal Article

Type the author’s last name first, followed by a comma and their initials. Leave a space between initials.

Type the publication year in parenthesis and end with a period.

Type the title, only capitalizing the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. End with a period and do not italicize.

Digital Object Identifier (DOI) is a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web. Include a DOI for all works that have one. Do not put a period after the DOI.

Smith, A. B., & Turner, C. D. (2020). Strategies for career success.

Journal of Interesting Information, 5(2), 88-98. <http://doi.org/#####>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. No issue number? That’s okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Book

Type the author’s last name first, followed by a comma and their initials. Leave a space between initials.

Type the copyright year in parenthesis and end with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Author, A. B., & Author, C. D. (Copyright Year). Title of book(# ed).

Puyblisher. URL or DOI

Include the name of the publisher, followed by a period. Do not include the publisher location. Are there multiple publishers? If so, separate them with a semicolon.name (but not the comma after).

Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Digital Object Identifier (DOI) is a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web.

Sources: <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>
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<https://apastyle.apa.org/style-grammar-guidelines/references/basic-principles>
<https://apastyle.apa.org/style-grammar-guidelines/paper-format/paragraph-format>