**The Blue and Gold Standard: APA at CCCK (insert your title)**

John Smith (insert your name)

English Composition 2 (insert class name)

Dr. Meyers (insert teacher name)

January 24, 2023 (insert due date)

American Psychological Association (APA) is the formatting style Central Christian College (CCCK) has adopted so that both students and teachers across all departments have a standard to follow when writing academic essays. This document acts as both a template and a guide for basic APA formatting requirements at CCCK, including information on and examples of in-text citations and reference entries. For more details on APA formatting, students should visit the official [APA Style website](https://apastyle.apa.org/style-grammar-guidelines). Students should also remember that individual professors will have individual formatting preferences in addition to this guide.

As seen here, each new paragraph is indented one half of an inch, lines are double spaced, and the default font is 12 point Times New Roman. Your header should include the page number in the upper right-hand corner; student essays no longer need a running header. You can insert page numbers using the “insert” tab in Microsoft Word. The page number formatting should be the same font as the rest of the document. Remember that titles should be unique to the content of your paper and that “major words” should be capitalized.

Two major syntactic changes occurred in the 7th Edition regarding commas and periods. Sentences are now separated by one space, rather than two. In another smart change, APA now uses the Oxford (or serial) comma, which means a comma comes between the penultimate word in a list and the coordinating conjunction (and, or). The changes help for readability (one space after a period) and clarity (Oxford comma).

While most scholarly work is written in the third person using third person pronouns (he, she, it, they, him, her, them), APA now suggests that you can use first person pronouns (I, me) when describing your own work, experience, or opinions. This use of first person pronouns helps further clarify the origin of content. Similarly, plural first person pronouns (we, us) can be used for group work. APA also encourages the inclusive use of “they” as a singular pronoun not only when referring to a person who prefers that gender pronoun, but also when referring to any person whose gender is unknown or irrelevant.

When you include outside sources in your writing, APA requires two things: an in-text citation and a reference entry. In-text citations are required for every single sentence that includes a quotation, paraphrase, or summary of ideas from an outside source. Citation is so important that I will say it twice: In order to avoid plagiarism, you must include an in-text citation for *every single sentence* that includes a quotation, paraphrase, or summary of ideas from an outside source.

At CCCK, no matter what kind of source you are citing, two details are required for an appropriate in-text citation: the author’s last name and the source’s year of publication. These details can be included either in a single parenthetical entry at the end of each sentence or in a signal phrase and parenthetical entry that bookends the source information. Here is an example of a single parenthetical entry at the end of a paraphrased sentence: Early onset results in a more persistent and severe course (Kessler, 2003). Notice that each piece of information is separated by a comma and that the end punctuation of the sentence falls outside of the parenthetical citation. The same sentence could have been cited with a signal phrase: Kessler (2003) found that early onset results in a more persistent and severe course. Notice that the author’s last name becomes the subject of the sentence and that the date of publication follows the author’s name in parentheses. Page numbers are not needed unless for clarity’s sake. Please do not forget that any material copied word-for-word from your source also requires quotation marks, and that the parenthetical citation information should never be included inside of those quotation marks. When a work has two authors, cite both names every time the reference occurs in text. When a work has three or more authors, cite only the last name of the first author followed by et al.

If in-text citations exist to direct the reader to the reference entry for the corresponding source, reference entries exist to direct the reader to the *actual source* of the cited passage. Each reference entry should include enough information for the reader to locate the cited information in that source. The basic format for a reference entry has four elements: the author’s last name and initials, the source’s date of publication, the source’s title, and where the source was found – possibly including volume, issue, and page numbers. If a source has two authors, you should list each of their last names and initials separated by a comma and an ampersand. If a source has three or more authors, you should list each of their last names and initials separated by a comma until the final name which is separated by a comma and an ampersand. In the sample reference page that follows, you will see examples of reference entries for a few common types of sources including a print periodical, an online periodical, a book, and an article or chapter in an anthology compiled by an editor. For sources that fall outside of these basic categories, students should consult the [APA Style website](https://apastyle.apa.org/style-grammar-guidelines). While the reference entries below are organized by category for your convenience, please remember that a typical reference page is organized alphabetically without section headings for each category.

References

**Print Periodical**

Guimard, P., & Florin, A. (2007). Are teacher ratings in kindergarten predicative of reading difficulties in first grade? *Studies in Child Neuropsychology*, *8*(1),42-46*.*

Last name, First initial. Middle initial. (,& last name, first initial. Middle initial of second author, if applicable). (Year published). Title of article. *Title of Journal, volume*(issue),page numbers.

**Online Periodical or Article from a Database**

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(1), 224-229. https://doi.org/10.1039/0235-8299.24.2.225

Last name, first initial. Middle initial. (& last name, first initial. Middle initial of second author, if applicable). (Year published). Title of article. *Title of Journal, volume*(issue),page number. <https://doi.org/> (A doi should be included for an online article. If none is available, use the following URL format: http://www . . . Please be sure to copy the entire web address)

**Book**

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency.* Taylor & Francis.

Last name, first initial. middle initial. (year published). *Title of book*. Publisher.