

The background is a collage of various educational materials. At the top, there are several books stacked, with one having a green cover and another a blue cover, both with 'PUBLICATION M' visible on the spine. To the right, there are more books, including a blue one with a circular logo. At the bottom, there are open books and papers. One open book on the left shows a page with the number '5' and the text '5. SPEAK ENGLISH'. Another open book on the right shows a page with a table of contents or index. A book with an orange cover and the word 'Journal' is also visible at the bottom center.

# APA Citation Style (7th edition)

Pepperdine Graziadio Business  
School

Student Engagement and Success

Emily Guetzoian

February 17, 2021

# Webinar Description

“This webinar will provide students with information on how to correctly cite their academic, student papers and presentations in APA 7th Edition Citation Style. We will cover title pages, headings and subheadings, in-text citations, reference page citations, and presentation slide citations. Attendees will receive helpful links to handouts and sample papers in APA Citation Style.”



# Overview of Webinar

- Title Page
  - Page Numbers
  - Body of your essay
  - Headers
  - References in-text
  - References page
  - Presentations
- Information from:
    - The Purdue Owl:  
<http://owl.english.purdue.edu>
    - APA website:  
<http://www.apastyle.org>

# What is APA and when do you use it?

- APA = “American Psychological Association”
- Usually used for scientific papers, behavioral sciences, or the social sciences
- Other citation styles - MLA, Chicago, Bluebook
- Check your syllabus or ask your professor which style to use

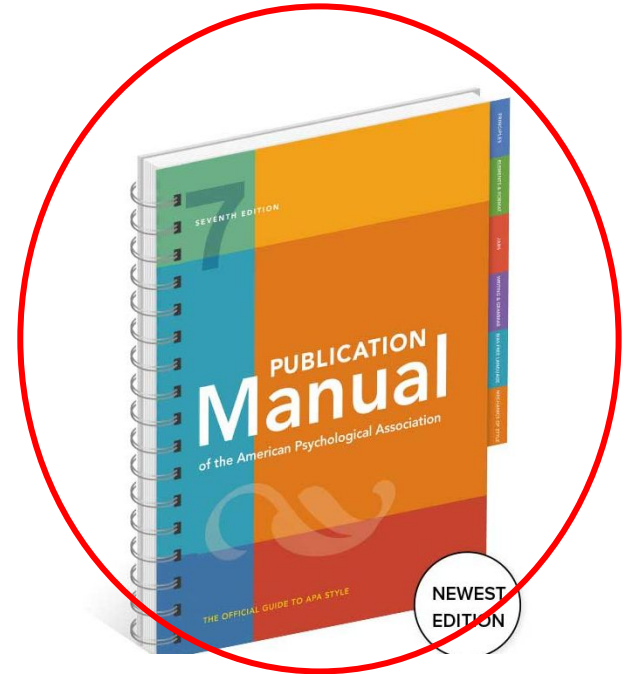
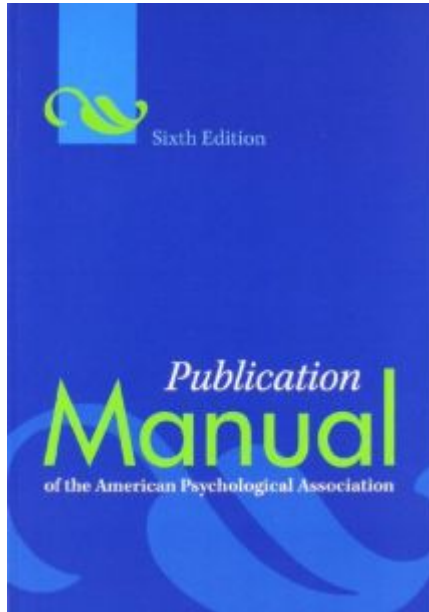


AMERICAN  
PSYCHOLOGICAL  
ASSOCIATION

# 6th Edition

vs.

# 7th Edition



\*Note: <https://www.mybib.com/blog/apa-style-7th-edition-changes>

# Basic Citation Terminology

- “Parentheses”
- *Italicized*
- **Bold**
- Underline
- Abbreviation (i.e. FDA)
- UPPERCASE and lowercase
  - Indent

# Title Page

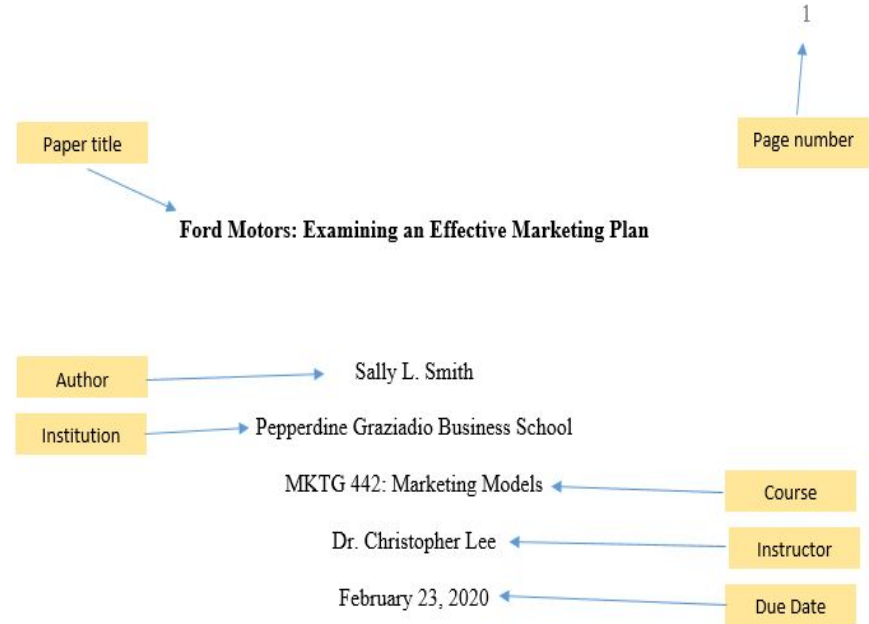
The title page includes:

- Title of the paper (in **bold**)
- Author or authors (your name)
- Campus Affiliation
- Course number and name
- Instructor name (use proper title)
- Assignment due date
- Page number in top right

Put these components in the upper half of the page, centered, double-spaced.

Choice of several font options.

Additional space in between title and name.



# Headers & Page Numbers

\*You do not need a running head/header unless your professor asks for one or if you are submitting the paper for publication

The title page is always page 1; first page of the paper starts on page 2

To add page numbers, click on “Insert” then “Page numbers” (never type them in manually)



MARKETING PLAN

The diagram shows a horizontal header bar. On the left side of the bar, the text 'MARKETING PLAN' is enclosed in an oval. On the right side, the number '2' is enclosed in a circle. An arrow points from the text '\*You do not need a running head/header unless your professor asks for one or if you are submitting the paper for publication' to the 'MARKETING PLAN' oval. Another arrow points from the text 'To add page numbers, click on “Insert” then “Page numbers” (never type them in manually)' to the circle containing the number '2'.

2



# Title Page & Headers Practice/Quiz!

1. Which edition of APA are we currently using?
2. What font type and size should your title page be?
3. What are some of the things you include on a title page?

# Abstract

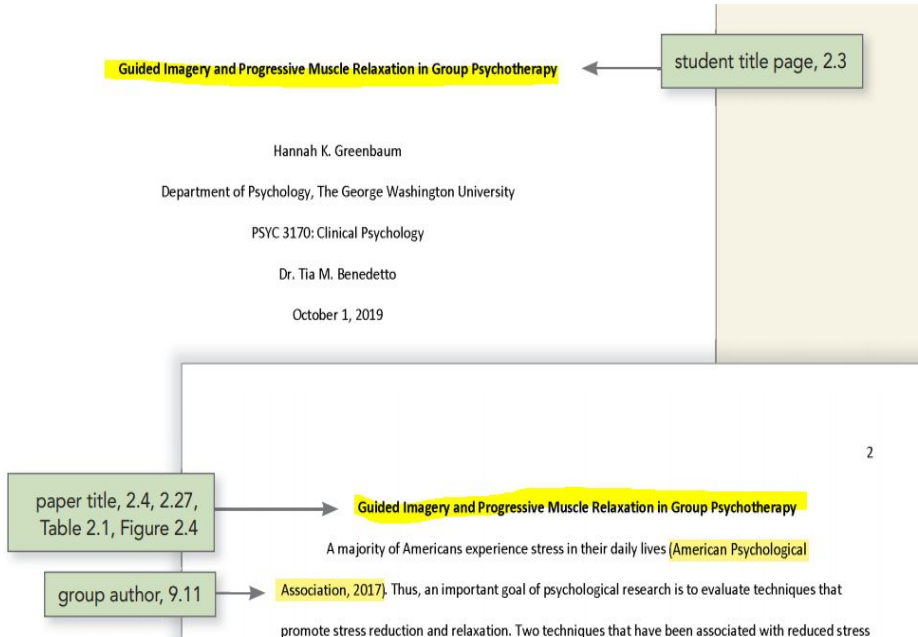
- An Abstract is a brief summary of the contents of the paper in 150-250 words
- Goes in between the title page and the main body of the essay (page 2)
- The Abstract section is its own page
- The word **Abstract** is in bold and centered at the top of the paper
- Following the title is a one paragraph summary (do not indent the paragraph)
- You probably will not have to do this unless your professor asks for it specifically - Visit a Writing Consultant for assistance if you have to do one of these

## Abstract

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# The “Body” of the Essay

- Typed
- Double-spaced
- 1” margins
- Several font options: 12 point Times New Roman, 11 point Calibri/Arial, etc.
- Begin your paper with the paper title (not the word “introduction”) at the top of the first page of text - centered and bold



# Section Headings

Level	Format
1	<p><b>Centered, Bold, Title Case Heading</b></p> <p>Text begins as a new paragraph.</p>
2	<p><b>Flush Left, Bold, Title Case Heading</b></p> <p>Text begins as a new paragraph.</p>
3	<p><b><i>Flush Left, Bold Italic, Title Case Heading</i></b></p> <p>Text begins as a new paragraph.</p>
4	<p><b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.</p>
5	<p><b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph.</p>

# Examples of Section Headings – think “grocery list”

\*The title of the paper is a Level 1 heading

→ Title of Paper

Begin your paper with the paper title at the top of the first page of text. The paper title acts as a de facto Level 1 heading: It is centered and in bold title case font. Do not use the heading “Introduction”; text at the beginning of the paper is assumed to be the introduction.

## Level 2 Heading

Use Level 2 headings for subsections of Level 1 headings. Do not label headings with numbers or letters.

## Level 3 Heading

Use Level 3 headings for subsections of Level 2 headings. Do not use abbreviations in headings unless they already defined in the text.

**Level 4 Heading.** It is not necessary to add blank lines before or after headings, even if a heading falls at the end of a page. Do not add extra spacing between paragraphs.

**Level 5 Heading.** Use Level 5 headings for subsections of Level 4 headings. In the *Publication Manual of the American Psychological Association* (7th ed.), Table 2.3 shows how to format each level of heading, Figure 2.4 demonstrates the use of headings in the introduction, and Figure 2.5 lists all the headings used in a sample paper in the correct format. In the *Concise Guide to APA Style* (7th ed.), this content is found in Table 1.3, Figure 1.3, and Figure 1.4, respectively.

## Level 1

→ My Grocery List

## Level 2

Today I am going to the grocery store. I am going to get items from the following categories: dairy, meat, and breads.

### Dairy

I am going to get milk, yogurt, and cheese from the dairy section.

### Level 3

#### Milk

I am going to get nonfat milk, 2% milk, and goat milk.

### Level 4

**Nonfat milk.** The nonfat milk is for myself.

**2% milk.** The 2% milk is for my dog.

**Goat milk.** The goat milk is for my children.

### Level 3

#### Yogurt

I am going to pick up only the strawberry Yoplait yogurt; it is my favorite yogurt.

### Level 3

#### Cheese

I am going to pick-up sharp cheddar cheese so I can make quesadillas.

## Level 2

### Meat

I am going to get chicken and steak from the meat section.

### Level 3

#### Chicken

Chicken is my favorite meat and it is on sale this week. I will pick up extra chicken.

### Level 3

#### Steak

Steak is expensive so I am only going to pick-up one pound of it.

## Level 2

### Breads

I am going to get bagels, sandwich bread, and cereal from the bread aisle.

# Acronyms

Prior to using an unfamiliar abbreviation, you must type it out in text and place the abbreviation immediately following it in parentheses. Any usage of the abbreviation after the initial description, can be used without the description.

- Example: “While it may not affect a patient’s short-term memory (STM), it may affect their ability to comprehend new terms. Patients who experience STM loss while using the medication should discuss it with their doctor”.

Avoid using too many acronyms, as readers may forget what they mean

# Numbers

Numbers less than 10 are written out as text - i.e. “Seven”, “Nine”, or “Three”. If 10 or higher, use numerals. Examples:

- 14 kilograms
- Seven individuals
- 83 years old
- Fourth grade

But, it is okay to use numbers in a chart, or for the time or date (i.e. September 23).

Avoid using a number as the beginning of the sentence. If you do, write out the full number i.e. “Ninety-two percent of people...”

# Acronym & Number Quiz!

1. Which of the following could be made into an acronym? What would the acronym be?
  - September, October, and November
  - Pepperdine Graziadio Business School
  - Masters of Business Administration
2. Which of these sentences is correct?
  - “Twenty-three people attended the concert”
  - “My grandmother is 72 years old”
  - “The student scored 80% on his quiz”
  - “My dog ate 7 biscuits”
  - “I am going to the party on October seventeenth”
  - “14 papers fell out of the printer”

# PLAGIARISM – when do you have to cite?

- Anything that is not your own words must be cited and directly quoted, paraphrased, or summarized/referenced.
- Facts that are not common knowledge must be credited.
- When you are referencing your own work from a previous assignment.
- Direct quotes should be exactly what the person wrote, even if they spelled something wrong.
- In conclusion - when in doubt, cite it out.



# In-Text Citations

- When you use an author's ideas, provide their last name and year of the work (i.e. Smith, 2007)
- If you used a direct quote, put it in parentheses, and include a page number (Last name, YearXXXX, p. XX).
  - If it spans two pages, use "pp." Example: (Gintelli, 2004, pp. 11-12).
- You can put it at the end of a sentence, or incorporate it within.
  - I.e. Smith (1999) states... (p. 11).
- Avoid long quotes - anything 40+ words needs to be an indented paragraph
- Your entire sentence should not be just a quote - include a lead-in
- The same thing said by two different articles - (Kachru, 2005; Smith, 2008).
  - Put in alphabetical order separated by a semicolon.
- If multiple authors - use "&" in-text and "and" in the sentence
  - (Smith & Gintelli, 2004)
  - Smith and Gintelli (2004)
- If one to two authors, include their name(s) in every citation.
- If 3+ authors, include the name of only the first author and et al. in every citation
  - A paper by Smith, Gintelli, and Lee (2003) becomes Smith et al. (2003)

# In-Text Citations

- If you do not know the author, use the full title in the sentence, or the first word followed by year
  - According to the “Indiana Study of Federal Accountability” (2008)... or (“Indiana”, 2008).
  - Articles and chapters use “”, books and chapters are *italicized*
- If you do not know the date, put “n.d.” instead, which means “no date”
  - Smith (n.d.) states that...

## In-Text Citations:

Author Type	Parenthetical Citation (end of sentence)	Narrative Citation (inside the sentence text itself)
One author	(Smith, 2020)	Smith (2020) argued ...
Two authors	(Smith & Doe, 2020)	Smith and Doe (2020) expounded on the Black-Scholes model ...
Three or more authors	(Smith et al., 2020)	Smith et al. (2020) highlighted the accounting principles ...
Group author with abbreviation		
First citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020) explained ...
Subsequent citations	(NIMH, 2020)	
Group author without abbreviation	(Pepperdine University, 2020)	Pepperdine University (2020) noted that ...

# In-Text Citation/Quiz!

Which of the following sentences do you have to cite?:

1. The sky is blue
2. About 88% of people believe that the sky is blue
3. For this personal reflection, I will tell you about my background and my reasons for pursuing a business degree
4. Henry Smith says marketing is one of the best concentrations of business

# References Page

- Center and bold “References” at the top of the page
- Double-space all entries (auto); no extra space between entries
- Flush left the first line and auto-indent (.5 inches) subsequent lines
- Order entries alphabetical by last name of the first author
- Identify the work - is it a book? A journal article? A webpage?



# References Page – Book Example

## Book



# References Page – Journal Article Example

## Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. 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. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

*Name of the Periodical*, volume(issue), #–#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

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.

**Does the article have a DOI?** Include a DOI for all works that have one. Do not put a period after the DOI.

# References Page – Webpage Example

Author, A. A. & Author, B.B. (Date of publication). *Title of page*. Main webpage name.

Link to online content

Woodyatt, A. (2019, September 10). *Daytime naps once or twice a week may be linked to a healthy heart, researchers say*. CNN. <https://www.cnn.com/2019/09/10/health/nap-heart-health-wellness-intl-scli/index.html>

# References Page Sources

What type of resource is this (i.e. article, book, or webpage)? How can you tell?

1. Jones, A.B., & Brook, C.D. (2011). *Marketing and accounting principles* (4th ed.). Roundhouse Publishing.
2. Chang, C.T. (2013). Business principles: Fact or fiction. *The Business Review*, 3(11), 14-27. <https://doi:10.1108/1104/1201>
3. Harend, F. (2001). *Marketing 101*. The New York Times.  
[www.marketing101.com/businessmarketingadventures](http://www.marketing101.com/businessmarketingadventures)



# Presentation Slides Guidelines

- The APA manual does not have a section on formatting presentation slides specifically, BUT you can still follow APA guidelines:
  - Title page information can go on the title slide
  - Include in-text citations on the slide with the content
  - The last slide can be your references list

# Presentation Slide Images

- You do not need citation/permission/attribution for clip art from Microsoft Word or PowerPoint
- Do not use images without permission from the creator/owner
- See section 12.15 of the APA manual for more information
- Some websites provide free, high-quality, copyright-free images:
  - Unsplash - [unsplash.com](https://unsplash.com)
  - Pexels - [pexels.com](https://pexels.com)



# Reminders

ALWAYS go with what your professor says

- Read the syllabus - if your professor asks for 11.5 font, use that!
- If your professor asks for MLA style, use that instead!
- Some professors may not know there is a new edition and/or a difference between student paper style and professional paper style

If you have something in your in-text citations, it must be on your references page, and vice versa.

# References

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.).

- <https://owl.purdue.edu>
- <https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>
- <https://www.mybib.com/blog/apa-style-7th-edition-changes>
- <https://libguides.csudh.edu/citation/apa-7>
- <https://www.facultyfocus.com/articles/teaching-and-learning/apa-style-updates/>

# Still have APA questions or want APA help? Come see a writing consultant!

Make an appointment at [PGBSWriting.Youcanbook.Me](https://PGBSWriting.Youcanbook.Me)

Quick APA Question? Email us at [pgbs.ses@pepperdine.edu](mailto:pgbs.ses@pepperdine.edu)

## Thank you!