APA FORMAT GUIDE

BRIERCREST COLLEGE AND SEMINARY

This document provides basic guidelines for formatting in APA (American Psychological Association) style, which is used primarily in psychology, education, and related social sciences. More extensive information on this formatting system can be found in the *Publication Manual of the American Psychological Association*, 7th edition which can be found in the reference section of Archibald Library (call number = Ref. 808.06615 P976). Students may also wish to look up information at the APA's official style website (http://www.apastyle.org/), or view topic-specific posts at the APA style blog (http://blog.apastyle.org/).

GENERAL

Use letter-sized (8½ x 11 inch) paper for academic essays and reports.

Do not use file folders or report covers (unless otherwise directed by your professor); simply staple your pages in the upper-left corner.

Margins should be 1 inch (2.54 cm) on all sides.

Use left justification for all academic papers.

Double-space throughout, ***including*** the Reference page, notes, and block quotes. If you are using MS Word, change the default spacing to double. Ensure that Word is not automatically adding a space between paragraphs.

Use the *Times New Roman* font in its 12-point size.

Page numbers should appear in the upper right-hand corner of every page and should continue through to the end of your paper, including the references.

> *To add a page number in MS-Word (Windows version),* go to: Insert → Page Number→ Top of Page → Choose the right-justified "Plain Number" option. **Make sure you change the font to Times New Roman, 12-point size.**
>
> *To add the page header in MS-Word (Mac version)*, go to: Insert (in the top menu) → Page Numbers …→ Set "Position" to "Top of Page (header)" and "Alignment" to "Right."

A step-by-step guide to formatting at paper in APA style can be found here: https://youtu.be/Mrh5OC3T6dc.

GRAMMAR

For correct verb tense in your paper, consult Table 4.1 (pg. 118) of the *Publication Manual of the American Psychological Association* (7th ed.) or the APA Style Blog (https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense). If needed, talk to your professor for additional clarification.

THE INITIAL PAGE

Briercrest College and Seminary has certain formatting expectations for the title page that may vary from those found in the *Publication Manual of the American Psychological Association*, 7th edition. Use the requirements outlined below for papers 1-24 pages and the full-page title as specified by the *Publication Manual* for papers 25 pages+.

After setting your page margins and spacing, type your name in the upper-left hand corner.

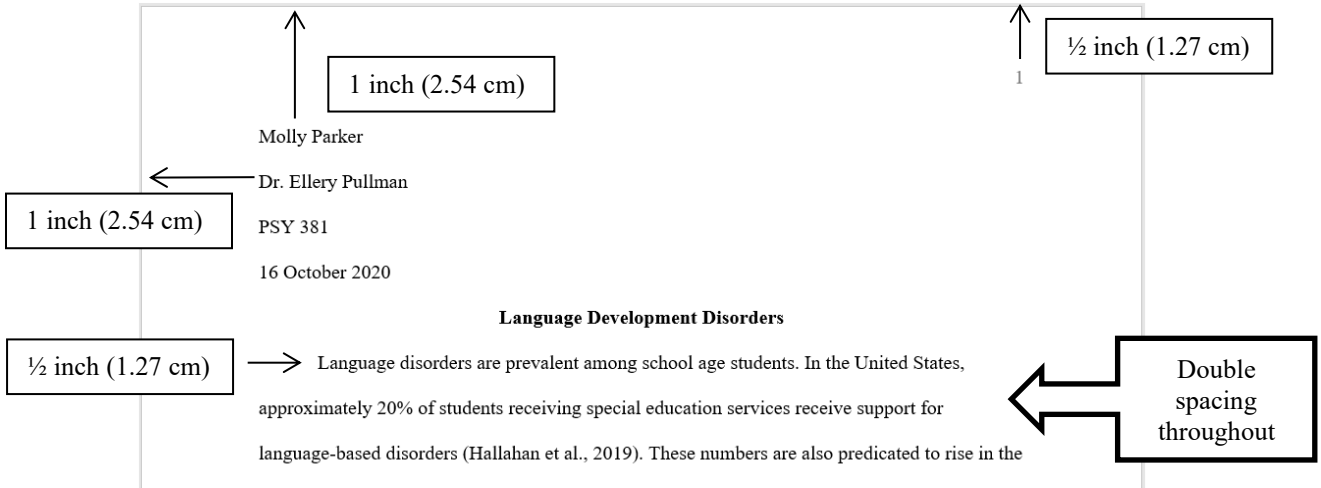
Double-space down and enter your instructor's name and professional title.

Double-space and enter the course number (and section number, if applicable).

Double-space once again and enter the due date for the assignment. (The date should be formatted as follows: day month year (e.g., 16 May 2017). There is no punctuation between elements.)

Double-space and centre the title of your paper. Capitalize the first letter of the following words: (1) the first and last word in the title, (2) every noun, pronoun, verb, adjective, and adverb in the title, and (3) every preposition in the title that is longer than four letters long. The only words that *won't* be capitalized are short prepositions (*of, to, by, etc.*) and short articles (*the, a, an*) that appear in the middle of the title.

- If you are using a subtitle, separate the title from the subtitle with a colon.
- For titles longer than one line, break the lines to form an inverted pyramid shape. Double-space multi-line titles.
- Title should be **Centered, Bold, and Title Case**.
- Begin the first paragraph ONE double-spaced line below the title.



ABSTRACT

Abstracts are required for papers 25 pages+. Omit them for papers 1-24 pages.

IN-TEXT CITATIONS AND QUOTATIONS

APA uses in-text citations to help readers place an academic work within the larger context of previous work on that topic. Cite the work of those whose ideas or research findings directly influenced your work. *Failure to cite sources is plagiarism, since presenting ideas without acknowledging where you got them implies a claim that you are the source of the ideas.* Citing a source implies that you have personally read the source. Use parenthetical citations, not footnotes or endnotes, when referring to your sources.

For guidelines on citing generative AI, please refer to pages 7-8 of this guide.

Citations must include the last name(s) of the author(s) and the date of publication. Provide page numbers in citations connected to direct quotations. If you use the author's name(s) in the sentence, then only include the date in the parentheses.

Paraphrase:

Example 1: Motivation can be described as both a psychological state and a cognitive process (Wolters, 2003).

Example 2: Wolters (2003) described motivation as both a psychological state and a cognitive process.

Quotation:

Example 1: According to Wolters (2003), "the regulation of motivation is an effortful process" (p. 191).

Example 2: Motivation is complex because "the regulation of motivation is an effortful process" (Wolters, 2003, p. 191).

When you are citing **two authors**, use the ampersand (&) in the parenthetical citation, but use "and" when you name the authors in the sentence.

Example 1: Abar and Loken (2010) found that college students with lower levels of self-regulation spent the least amount of time studying.

Example 2: Students with lower levels of self-regulation spent the least amount of time studying (Abar & Loken, 2010).

The abbreviation "et al." is short for the Latin phrase "*et alii*," which means "and others." This is used in APA formatting when making a reference to a publication with **three or more authors**. The phrase "et al." can be used both in the parenthetical citation and in the sentence. (*Note: while "et al." is used in citations, be sure to list **all** the authors' names in the references section.*)

Example: A fear of failure is one predictor of academic procrastination (Zarrin et al., 2020).

Quotations should be used sparingly in APA. When you do use direction quotations, they should be typed exactly as they are in the original, including wording, spelling, and punctuation. Capital letters at the beginning of the quote and some punctuation at the end of the quote can be changed to fit the sentence structure. Any other changes must be indicated using square brackets or ellipsis.

***Original quotation*:** "The main objective of scholarly writing is clear communication, which can be achieved by presenting ideas in an orderly and concise manner."

***Ellipsis to indicate omitted material*:** According to the APA (2020), "the main objective of scholarly writing is clear communication . . . achieved by presenting ideas in an orderly and concise manner" (p. 111).

***Brackets to indicate inserted material*:** The APA (2020) defined clear communication as "presenting [scholarly] ideas in an *orderly and concise* [emphasis added] manner" (p. 111).

Note: When a work has no page numbers, you must use some other means to indicate where a quotation is located. This can be a paragraph, a chapter, a section number, or some combination.

Block Quotations

- Block style is used for quotes that are 40 or more words in length.
- The first word of the quote begins on a new line, and quotation marks are not used.
- The entire quote is double-spaced and indented 0.5 in. from the left margin.
- The reference or citation is placed at the end of the quote, *outside of the closing punctuation*.

REFERENCES

The references page is placed at the end of your paper and provides the full information for materials you have cited in your paper. (*Note: It should be labelled "References" and NOT "Bibliography".*)

All references should be listed in alphabetical order by first author's last name with the first line of each entry flush left and subsequent lines indented (this is called a hanging indent). Use

standard double-spacing throughout, including within entries. Do not insert an extra double-spaced line between entries.

In the reference section, titles of articles and books are written in sentence case (not title case). The only capitalized words are:

- the first word of the title
- the first word of the subtitle
- the first word after a colon, dash, or end punctuation in the title
- proper nouns

All citations generally follow this format:

			Source Information	
Author	Date	Title	Journal Title Publisher Edited Book	DOI URL

DOI stands for digital object identifier. Most journal articles and some books have a permanent DOI that can be used to locate the source of the material on the Internet.

The following examples show the format of some basic types of reference entries. For guidelines on citing generative AI, please refer to pages 7-8 of this guide.

PERIODCALS

Author, A. A., & Author, B. B. (Date). Title of article. *Title of Periodical, volume*(issue), page–page. https://doi.org/xxxxxxx (if the journal article does not have a DOI, use the URL)

Slife, B. D., & Richardson, F. C. (2008). Problematic ontological underpinnings of positive psychology: A strong relational alternative. *Theory & Psychology, 18*(5), 699–723. https://doi.org/10.1177/0959354308093403

BOOKS

Author, A. A., Author, B. B., & Author, C. C. (Date). *Title of book*. Publisher.

Pyszczynski, T., Solomon, S., & Greenberg, J. (2003). *In the wake of 9/11: The psychology of terror*. American Psychological Association.

Book chapter in a multi-author, edited book

Author, A. A., & Author, B. B. (Date). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. page–page). Publisher.

Solomon, S., Greenberg, J., & Pyszczynski, T. (1991). A terror management theory of social behavior: The psychological functions of self-esteem and cultural worldviews. In M. Zanna (Ed.), *Advances in experimental social psychology* (Vol. 24, pp. 93–160). Academic Press.

Book: edition other than the first

Author, A. A., Author, B. B., & Author, C. C. (Date). *Title of book* (edition). Publisher.

Hallahan, D. P., Kauffman, J. M., & Pullen, P. C. (2019). *Exceptional learners: An introduction to special education* (14th ed.). Pearson.

REPORTS

Author/Group. (Date). *Title of report*. Publisher Name. URL or DOI

Canadian Human Rights Commission. (2020, December). *COVID-19 and mental health in the workplace – A practical guide for employers and employees*. https://www.chrc-ccdp.gc.ca/eng/content/mental-health-workplace-practical-guide-employers-and-employees

Note: Omit the publisher information when the author and publisher are the same. See above.

ONLINE SOURCES (webpage, website, online news site)

Author, A. A. (Date). *Title of work.* Site Name. URL

Zuber, M. C. (2020, October 21). *Psychologists worry about mental health in first full COVID-19 winter.* CBC News. https://www.cbc.ca/news/health/winter-canada-covid-depression-mental-health-1.5770855

Note: If you obtain a journal article from an online source (such as PsycArticles), cite the journal (as if you obtained the physical article in the library), NOT the database.

AUDIOVISUAL WORKS

Standalone Works

Director/Producer, A. A. (Date). *Title of work* [Description]. Production Company/Label. URL

Jeyasingam, N. R. (2021, March). *How do antidepressants work?* [Video] TED-Ed. https://www.ted.com/talks/neil_r_jeyasingam_how_do_antidepressants_work

Works in a Series

Director/Producer, A. A. (Date). Title of episode/song (Season No., Episode No.) [Description]. In P. P. Producer, *Title of series/podcast/album.* Production Company/Label. URL

Bowler, K. (Host). (2021, March 23). Willie Jennings: Belonging [Audio podcast episode]. In *Everything happens with Kate Bowler.* NPR. https://www.npr.org/podcasts/583447646/everything-happens

GENERATIVE AI[1]

The use of any generative AI tool is prohibited unless explicitly authorized in writing by the course instructor. For further information, please review the Academic Honesty and Integrity Policy. When use is permitted, you must cite all AI generated content incorporated into your own work as well as acknowledge any functional uses of an AI tool (such as editing or translation).

IN-TEXT CITATIONS AND QUOTATIONS

In-text citations for generative AI will adhere to the guidelines outlined on pages 3-4 of this guide. However, because results from generative AI tools are not retrievable by your readers and each response is unique and non-repeatable, APA recommends that you include the full transcript of any cited generative AI interaction as an appendix in your assignment (see section 2.14 of the *Publication Manual of the American Psychological Association*, 7th edition).

Use the following formatting if no appendix is included:

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)

[1] These guidelines are adapted from the APAStyle blogpost "How to cite ChatGPT", accessed on April 9, 2024 (https://apastyle.apa.org/blog/how-to-cite-chatgpt). Guidelines may change as this is an evolving topic.

Appendices or supplemental materials must be called out at least once in the body of your paper:

Parenthetical citation: (OpenAI, 2023; see Appendix A for the full transcript)

Narrative citation: OpenAI (2023; see Appendix A for the full transcript)

REFERENCE LIST

Author of algorithm. (version year). Name of the model (version number) [Description of cited resource]. Source [note: omit element if same as author]. URL

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat

AI ACKNOWLEDGEMENT

Ask your course instructor to clarify his/her expectations regarding the acknowledgement location within your assignment and the elements to include. The following guidelines are recommended as best practice:

- Place the acknowledgement on a new page between the conclusion and the references section.
- Name the section "Acknowledgement of AI Use".
- The acknowledgement should include:
    - A clear, honest statement about your AI use.
    - A list of the tools used and the purpose they served in your process (brainstorming, drafting, understanding complex concepts, generating examples, summarizing readings, editing, etc.)
    - A reflection on the impact the AI use had on your creative/analytical/learning process.

ADDITIONAL FORMATTING REQUIREMENTS

PUNCTUATION

Double Quotation Marks

Use the following guidelines when using punctuation with double quotation marks:

.” ,” ”: ”;

”? ”!—If the punctuation mark pertains to the entire sentence of which the quotation is part.

?” !”—If the punctuation mark is part of the quoted material.

If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.

When you quote from the Bible, the punctuation is placed after the parentheses. Example:

> “Jesus wept” (John 11:35 NIV).

Single Quotation Marks

.’ ,’ Generally, single quotation marks come after the punctuation marks.

Spacing After Punctuation

Leave one space after all punctuation, (e.g., , ; : . ? !)

Do not leave a space after colons when used in Scripture references or between hours and minutes (e.g., Rom 3:23; 6:30 p.m.).

Do not leave a space after periods in abbreviations such as: i.e., e.g., a.m., p.m.

Leave a single space after periods following initials in names (e.g., J. R. R. Tolkien).

Hyphens and Dashes

A hyphen is made with one stroke of the hyphen key. A dash is made with two conjoined hyphens (or one em dash, to be technical).

Do not leave a space before or after hyphens or dashes. Examples:

> Vancouver is a fast-growing city.
>
> The proposal may—in fact, does—meet all the requirements.

Ellipses . . .

Ellipses show that you have omitted part of the material you are quoting. Ellipsis points are made by using the period key. In most cases, there will be three ellipses points, each of which is followed by a space. Ellipses before or after quotations are unnecessary.

If you are omitting words from the middle of a sentence, place the ellipsis points in the space the material would normally occupy. Example:

> "[W]hoever believes . . . shall not perish" (John 3:16).

If you are omitting material after a complete sentence, use four ellipsis points (the first point is the period belonging to the first sentence). Example:

> "The family may fairly be considered an ultimate human institution. . . . It has been the main cell and central unit of almost all societies hitherto."

HEADINGS AND SUBHEADINGS

APA has specific guidelines for paper headings and subheadings:

Level	Format
1	Major sections of your paper (e.g., literature review, methods; text begins below heading) **Centered, Bold, Title Case**
2	Subheading for major sections (text begins below heading) **Flush-Left, Bold, Title Case**
3	***Flush-Left, Bold Italic, Title Case*** (text begins below heading)
4	**Indented, Bold, Title case, Ending with a Period.** (text begins on same line)
5	***Indented, Bold Italic, Title case, Ending with a Period.*** (text begins on same line)

TABLES AND FIGURES

Writers may sometimes use table or figures to represent large amounts of data in a concise format.

APA tables, especially those with statistical information, follow set formats. They must include a table number, a title, horizontal lines to separate headings and levels. Here is an example of a table representing statistical information:

Table 1

Bivariate Correlations Between Variables

Measure	1	2	3	4	5	6
1. CollMthT4[a]	—					
2. IRWT2[a]	.185**	—				
3. CollMthT5[a]	.703**	.150**	—			
4. CollMthT3[b]	.013	-.014	-.005	—		
5. IRWT3[a]	.195**	.630**	.132**	-.014	—	
6. CompT3_N[b]	.035	-.008	.028	-.029	-.034	—

Note. N = 1000.
[a] Pearson *r*
[b] Spearman ρ

ABBREVIATIONS AND CONTRACTIONS

Scholarly abbreviations, such as e.g. and i.e., should be used sparingly and within parenthetical expressions.

Example: "Restrictions on the sulphur content of fuel oil are already in effect in some cities (e.g., Paris, Milan, and Rome), and the prospect is that limits will be imposed sooner or later in most cities."

(*Note the difference in meaning between i.e., "in other words," and e.g., "for example."*)
Contractions (e.g., isn't, don't) are not typically used in academic papers.

ABBREVIATIONS OF PROVINCES AND TERRITORIES OF CANADA

AB	Alberta	NT	Northwest Territories	QC	Quebec
BC	British Columbia	NS	Nova Scotia	SK	Saskatchewan
MB	Manitoba	NU	Nunavut	YT	Yukon
NB	New Brunswick	ON	Ontario		
NF	Newf'd and Labrador	PE	Prince Edward Island		

ABBREVIATIONS OF STATES AND TERRITORIES OF THE UNITED STATES

AL	Alabama	KY	Kentucky	OK	Oklahoma
AK	Alaska	LA	Louisiana	OR	Oregon
AS	American Samoa	ME	Maine	PA	Pennsylvania
AZ	Arizona	MD	Maryland	PR	Puerto Rico
AR	Arkansas	MA	Massachusetts	RI	Rhode Island
CA	California	MI	Michigan	SC	South Carolina
CO	Colorado	MN	Minnesota	SD	South Dakota
CT	Connecticut	MO	Missouri	TN	Tennessee
DE	Delaware	MS	Mississippi	TX	Texas
DC	Washington, D.C.	MT	Montana	UT	Utah
FL	Florida	NE	Nebraska	VT	Vermont
GA	Georgia	NV	Nevada	VA	Virginia
GU	Guam	NH	New Hampshire	VI	Virgin Islands
HI	Hawaii	NJ	New Jersey	WA	Washington
ID	Idaho	NM	New Mexico	WV	West Virginia
IL	Illinois	NY	New York	WI	Wisconsin
IN	Indiana	NC	North Carolina	WY	Wyoming
IA	Iowa	ND	North Dakota		
KS	Kansas	OH	Ohio		

Biblical Abbreviations

Briercrest College and Seminary has certain formatting expectations when citing the Bible that may vary from those found in the *Publication Manual of the American Psychological Association*, 7th edition. This format guide should be taken as the final word in this matter for students at Briercrest. Abbreviate biblical books as follows. (*Note that no punctuation follows the abbreviated name.*)

> Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1 Sam, 2 Sam, 1 Kgs, 2 Kgs, 1 Chr, 2 Chr, Ezra, Neh, Esth, Job, Ps (Pss), Prov, Eccl, Song, Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, Matt, Mark, Luke, John, Acts, Rom, 1 Cor, 2 Cor, Gal, Eph, Phil, Col, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Titus, Philm, Heb, Jas, 1 Pet, 2 Pet, 1 John, 2 John, 3 John, Jude, Rev

Abbreviate these common English-language Bibles as follows:

JB	Jerusalem Bible
KJV	King James Version
LB	Living Bible
RSV	Revised Standard Version
NCB	New Century Bible
ESV	English Standard Version
NEB	New English Bible
NIV	New International Version
NKJV	New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
NASV	New American Standard Version

The following abbreviations are acceptable when followed by a number (except at the beginning of a sentence). Example:

chap(s). = chapter(s)

v(v). = verse(s)

Do not write out the words ‘chapter’ or ‘verse’ when citing.

Incorrect: Matthew chapter 5 verse 13

Correct: Matthew 5:13 or Matt 5:13

Abbreviated biblical references are not permitted in the middle of a sentence.

Incorrect: In Matt 5:13 Jesus says . . .

Correct: In Matthew 5:13 Jesus says . . .

Quoting the Bible

There are two ways to cite the Bible:

(1) in the body of the text. Example:

> In Matthew 5:8 Jesus says, “Blessed are the pure in heart, for they will see God.”

(2) within parentheses prior to the final period. Example:

> “Blessed are the pure in heart, for they will see God” (Matt 5:8).

If study-Bible notes are consulted, the Bible must appear in the references. Otherwise, do not include the Bible.

Indicate which version of the Bible you are referencing in your paper. The first citation should indicate the version. Example:

> “Jesus wept” (John 11:35 NIV).

Subsequent references need not note the version unless another version is being cited.