

APAMAZING STYLE

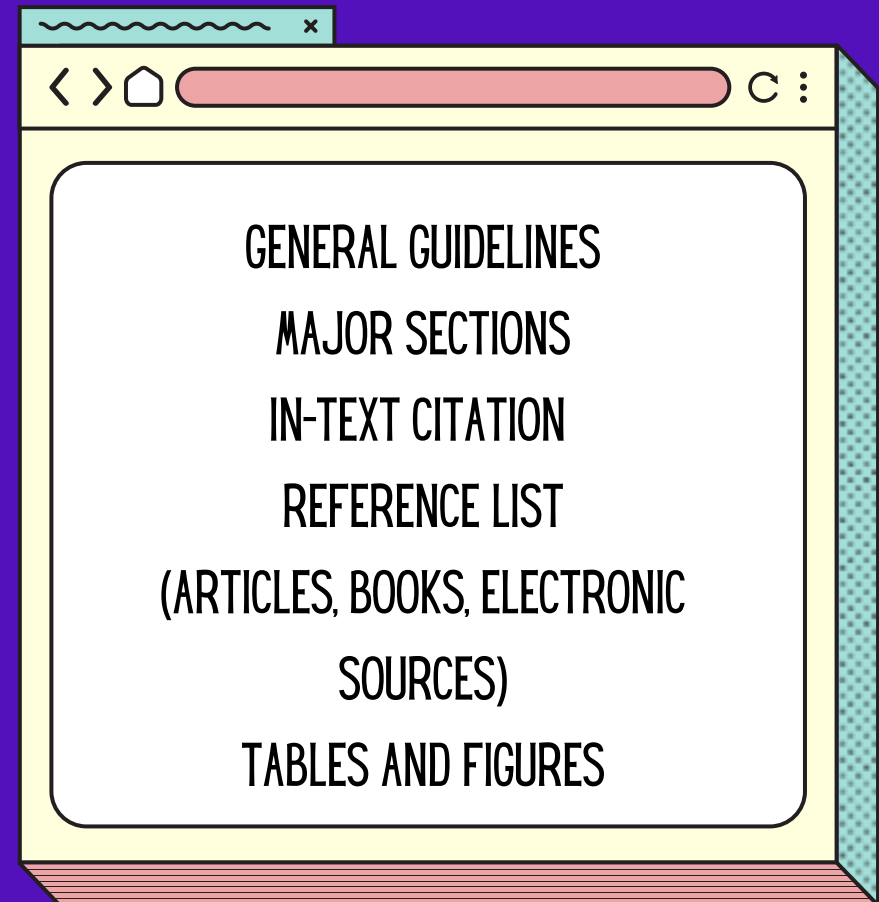


APA FORMATTING AND STYLE GUIDE



IBN HALDUN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY

CONTENT



GENERAL GUIDELINES

Page Setup

- Use standard-sized paper (8.5"x11").
- Double-space the text with 1" margins on all sides.

Running Head

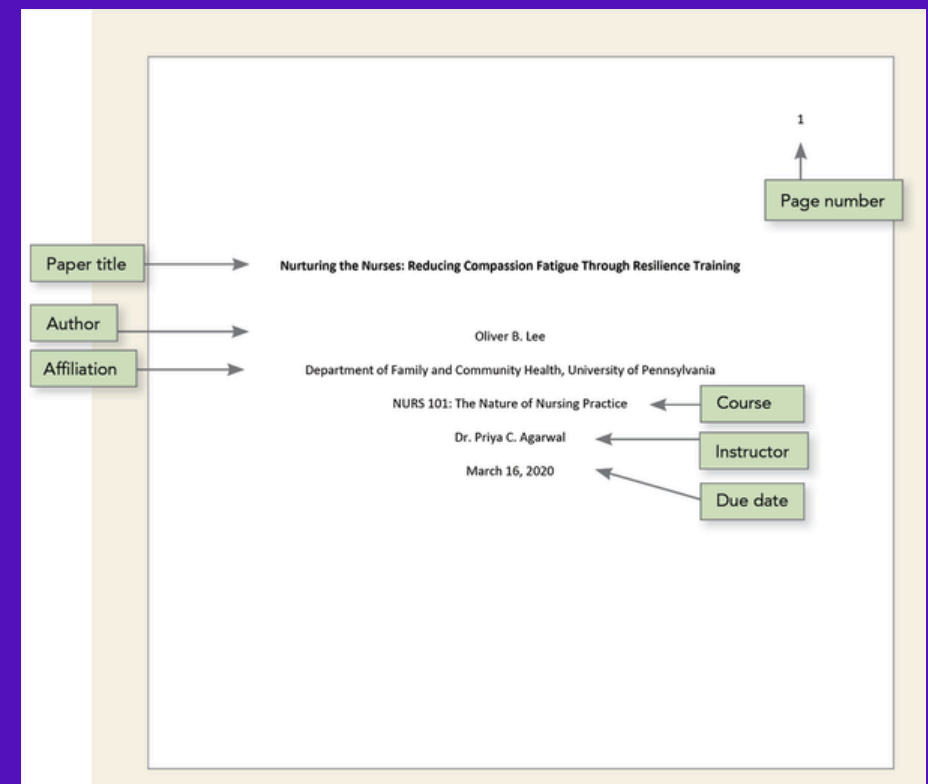
Student Papers: Only include the page number (top right).

Professional Papers: Include the page number (top right) and a shortened title (top left, all caps, max 50 characters).

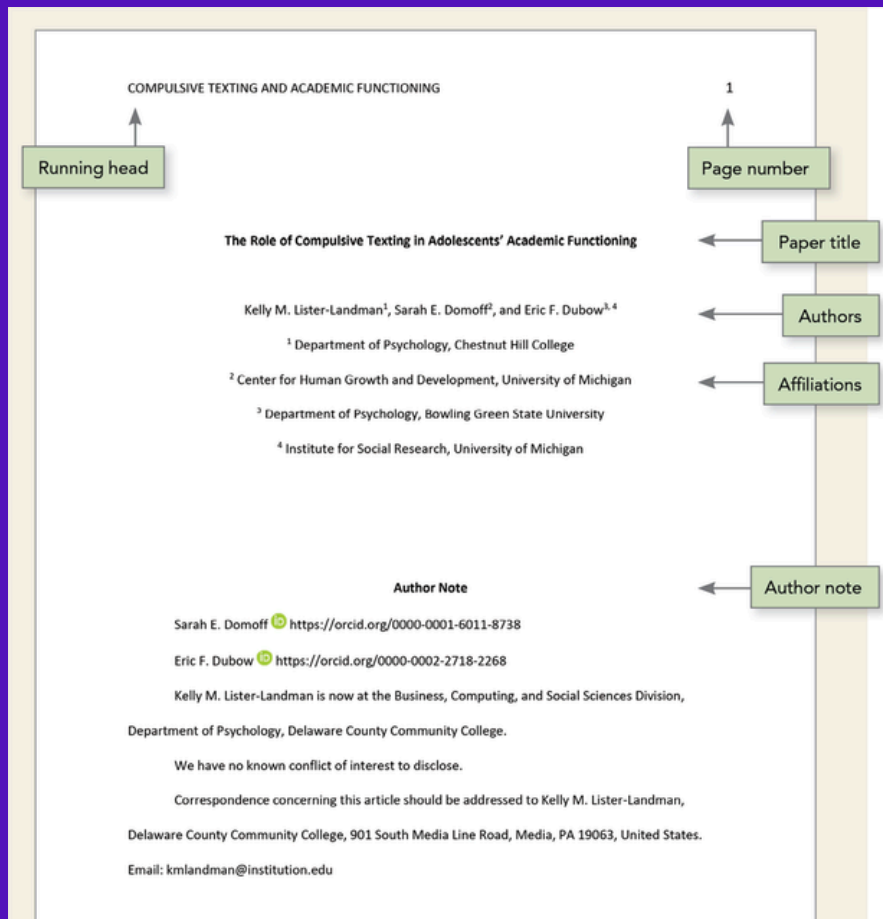
Font Options

While various fonts are allowed, **12-point Times New Roman** is widely used and recommended for most academic papers due to its readability and consistency.

STUDENT APA TITLE PAGE EXAMPLE



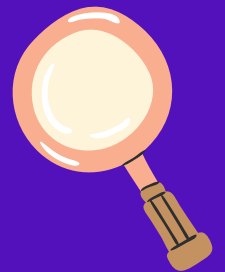
PROFESSIONAL PAPER APA TITLE PAGE EXAMPLE



MAJOR SECTIONS

Title Pages

- **Student Papers:** Include the title, author name, institutional affiliation, course name/code, instructor name, and due date.
- **Professional Papers:** Add an author note with ORCID details, acknowledgments, and correspondence information.
- **Format:** Center the title in bold, followed by the author's name and affiliation, all double-spaced.

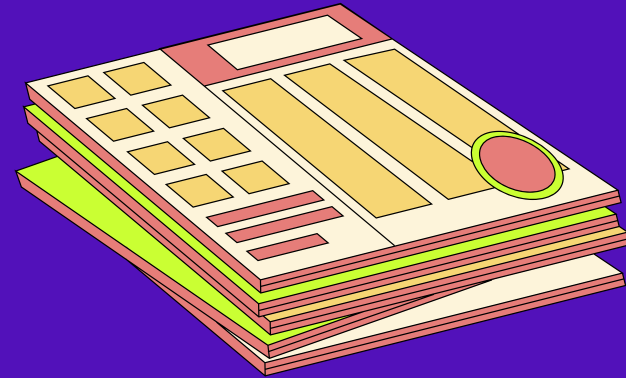


ABSTRACT

- **Begin with a centered, bold "Abstract" heading.**
- **Summarize key points (research topic, methods, results, conclusions) in a single, double-spaced paragraph (max 250 words).**
- **Keywords: Add "Keywords:" followed by relevant terms to aid discoverability.**

Main Body

- **Use clear section headings (e.g., Introduction, Method, Results, Discussion).**
- **Indent the first line of each paragraph and maintain double spacing throughout.**

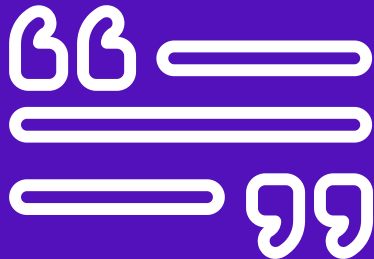


References

- **List sources alphabetically.**
- **Use hanging indent format (first line flush left, subsequent lines indented).**

IN-TEXT CITATIONS

- Use the author-date method: Include the author's last name and year of publication in parentheses, e.g., (Jones, 1998).
- For direct quotes, include the page number, e.g., (Jones, 1998, p. 199).



Referencing Ideas: Include author and year (e.g., Jones, 1998).

Direct Quotes: Add page numbers:

Single page: (Jones, 1998, p. 199)

Page range: (Jones, 1998, pp. 199–201)

Quotation Guidelines

Short Quotations (Under 40 Words)

- Include author, year, and page number.
- With Signal Phrase: According to Jones (1998), "students often had difficulty using APA style" (p. 199).
- Without Signal Phrase: "Students often had difficulty using APA style" (Jones, 1998, p. 199).

Long Quotations

- No quotation marks; double-space the text.
 - Place the citation after the punctuation
- Jones (1998) found:
Students often struggled with APA formatting, especially during their first attempts at academic writing. (p.199)

SUMMARY OR PARAPHRASE

Include author and year. Page numbers are optional.

With Page Number: APA style is challenging for beginners (Jones, 1998, p. 199).

Without Page Number: According to Jones (1998), APA style is difficult for first-time learners.

Footnotes vs. Endnotes in APA

Placement

Footnotes: Bottom of the same page as the reference.

Endnotes: At the end of the document or section.

Function

Footnotes: Brief citations or clarifications.

Endnotes: Longer explanations or details.

Numbering

Footnotes: Restart numbering on each page.

Endnotes: Sequential numbering throughout the document.

APA Guidance

Use in-text citations (author-date) and a reference list instead of footnotes/endnotes for citations. APA footnotes are for content notes or copyright permissions only.



REFERENCE LIST

ARTICLES

- 1. Author(s):** Last name followed by initials. Separate multiple authors with commas, and use an ampersand (&) before the last author.
- 2. Year of Publication:** Place the year in parentheses, followed by a period.
- 3. Title of the Article:** Use sentence-case (only the first word and proper nouns are capitalized). Do not use quotation marks.
- 4. Title of the Periodical:** Use title case (capitalize major words) and italicize the title. Follow with the volume number, also italicized.

- 5. Volume Number:** Italicized, followed by the issue number in parentheses (not italicized).
- 6. Page Numbers:** Indicate the page range of the article.
- 7. DOI/URL:** Online sources should be referenced with either DOI or the URL. If available, include the DOI (Digital Object Identifier) after the page numbers. If no DOI, use the URL where you accessed the article.

EXAMPLE

“ Toprak, T. B., & Özçelik, H. N. (2024).
Psychotherapies for the treatment of
scrupulosity: A systematic review.
Current Psychology, 43, 22361–22375.
<https://doi.org/10.1007/s12144-024-06040-2> ”

BOOKS

1. **Author(s):** Last name followed by initials.
2. **Year of Publication:** In parentheses, followed by a period.
3. **Title of the Work:** Italicized and in sentence case, including the subtitle (if any), with the first letter capitalized.
4. **Edition:** Include the edition number other than the first, in parentheses.
5. **Publisher:** Name of the publisher.
6. **DOI (if available):** Include a DOI if assigned, otherwise omit it for print books.

EXAMPLE

Yanık, M. (2018). *Bölünmüş Zihinler: Dissosiyatif Kimlik Bozukluğu'nun Tanı ve Tedavisi*. İstanbul: İstanbul Medikal Yayıncılık.

Edited Book, No Author

When citing a book edited by someone but without an author, include the editor's name followed by "(Ed.)" and provide the other publication details. **Example:**
Uysal, B. (Ed.). (2023). *Travma ve Psikoterapiler*. Nobel Akademik Yayıncılık.

A Translation

When citing a translated work, include the translator's name after the title, along with "Trans." Also, provide the original publication year. **Example:**
Plato. (1989). *Symposium* (A. Nehamas & P. Woodruff, Trans.). Hackett Publishing Company. (Original work published ca. 385-378 BCE)

ELECTRONIC SOURCES

- Include year, month, and date if available.
- Use only the year if the month and date are unavailable.
- Add a retrieval date if the content may change over time.

Citation Formats

Individual Author: Cite the author's name.

Omit the site name if it matches the author.

Example: Price, D. (2018, March 23). Laziness does not exist. Medium.

<https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

Group or Organization Author: Use the organization's name as the author.

Example: American Society for the Prevention of Cruelty to Animals. (2019, November 21). Justice served: Case closed for over 40 dogfighting victims.

<https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims>



No Author: Start with the title of the page.

Example: Tuscan white bean pasta. (2018, February 25). Budgetbytes. Retrieved March 18, 2020, from

<https://www.budgetbytes.com/tuscan-white-bean-pasta/>

No Date ("n.d."): Use "n.d." for no publication date. **Example:** National Alliance on Mental Illness. (n.d.). Mental health conditions.

<https://www.nami.org/Learn-More/Mental-Health-Conditions>



With Associated Newspaper Site: Richards, C. (2019, December 9). Best music of 2019: Lana Del Rey sings lullabies about the end of America. Washington Post.

<https://www.washingtonpost.com/...>

Without Associated Newspaper Site: Jones, J. (2020, May 10). Why flats dominate Spain's housing market. BBC. <https://www.bbc.com/...>

Electronic or Kindle Books

eBook: Lastname, F. M. (Year). Title of book [eBook edition]. Publisher. URL

Audiobook: Lastname, F. M. (Year). Title of book (N. Narrator, Narr.) [Audiobook]. Publisher. URL



Thesis from a Database

Duis, J. M. (2008). Acid/base chemistry and related organic chemistry conceptions of undergraduate organic chemistry students (Publication No. 3348786) [Doctoral dissertation, University of Northern Colorado]. ProQuest Dissertations and Theses Global.

Graphic Data

Google. (n.d.). [Google Map of Purdue University]. Retrieved January 12, 2020, from <https://www.google.com/maps/@40.4237095,-86.9233886,17z>



YouTube or Other Streaming Video

Lushi, K. [Korab Lushi]. (2016, July 3). Albatross culture 1 [Video]. YouTube. https://www.youtube.com/watch?v=_AMrJRQDPjk&t=148s

Tables and Figures in APA 7th Edition

Tables

Purpose: Organize data in rows and columns for easy comparison.

Numbering: Sequentially number tables (Table 1, Table 2, etc.). Refer to them by number in the text.

Title: Write a concise, italicized title. Place it below the table number, separated by a blank line.

Headings: Use sentence case (capitalize only the first word and proper nouns). Use singular terms unless referring to groups (e.g., "Male" vs. "Females").

Body: Align entries logically and maintain consistent decimal places. Use blanks or dashes for missing data.

General Notes: Explain the entire table (e.g., abbreviations).

Specific Notes: Use superscripts (e.g., a, b) for individual details.

Probability Notes: Indicate significance (e.g., $p < .05$).

Use label called 'Table' followed by Arabic numeral (Bold text)

Title in title case, left aligned, and italic

Use dividing lines

Center all headings

First column left aligned

Other columns centered

Year	Bachelor's Degrees	Master's Degrees	Doctor's Degrees
2014-15	9,771	6,582	3,065
2015-16	10,068	7,582	3,725
2016-17	10,187	7,756	3,893
2017-18	10,930	8,030	4,085
2018-19	11,084	8,349	4,125
2019-20	11,825	8,931	4,524

Note. table 300 in National Education Statistics; 2018 ed., United States Dept. of Education, Institution of Education Science, National Center for Education Statistics, June 2018, nces.ed.gov/programs/usde/d08/tables.asp.

Source of table called 'Note' in italics

Figures

Purpose: Represent data graphically (e.g., graphs, charts, maps, images).

Numbering: Number figures sequentially (Figure 1, Figure 2, etc.). Refer to them by number in the text.

Title: Use a clear, italicized title in title case. Left-align below the figure number.

Image: The figure itself should be legible and high quality. Fonts used in the image should be sans serif and between 8-14 pt. Titles and labels in the figure should be in title case, and descriptions in sentence case.

Legends: If applicable, provide a legend or key to explain any symbols, colors, or patterns used in the figure. The legend should be placed either within or directly below the figure.



Figure 1

Degrees in Modern Art in United States



Notes: Notes for figures are organized as:

- General notes: Explanation of abbreviations or units.
- Specific notes: Explanation of specific elements in the figure, indicated by superscript letters.
- Probability notes: Clarify statistical significance.

Design: Figures should be simple and free from unnecessary visual effects. Avoid 3D graphics, excessive shading, or patterns that may distract from the data. Ensure proper contrast, especially for colorblind viewers.

EXAMPLE

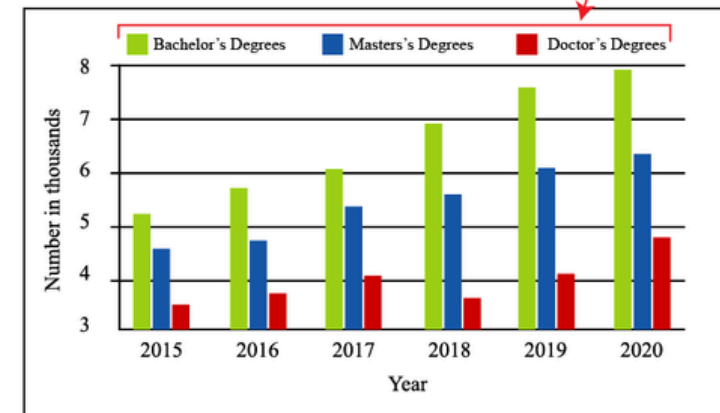
Figure number (bold text)

Legend: Explanation of symbols or colors used in image.

Figure 1

Degrees in Modern Art in United States

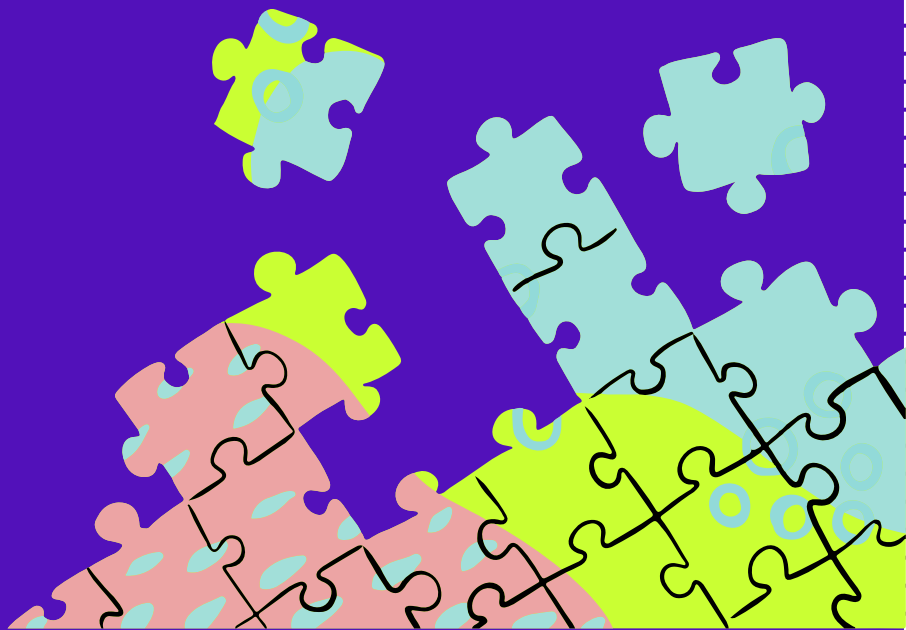
Degrees in Modern Art in United States



Note. Bachelor's Degrees, Master's Degrees, and Doctor's Degrees earned in a 5 year span.

'Note' in italic text followed by a period with a description of the figure.

WRITING AN ACADEMIC PAPER IN
APA STYLE IS LIKE SOLVING A
PUZZLE; IT FEELS CHALLENGING AT
FIRST, BUT YOU END UP WITH A
PERFECTLY ORGANIZED
MASTERPIECE



REFERENCES

American Psychological Association. (2024). APA style. <https://apastyle.apa.org>. <https://apastyle.apa.org/>

EasyBib. (n.d.). Formatting footnotes in APA. EasyBib. Retrieved November 25, 2024, from <https://www.easybib.com/guides/citation-guides/apa-format/formatting-footnotes-apa/>

Purdue OWL. (2024). APA Formatting and Style Guide (7th Edition) - Purdue OWL® - Purdue University. Owl.purdue.edu; Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

