Sample APA Paper: Professional Format for Graduate/Doctoral Students

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Author Note

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I have no known conflict of interest to disclose.

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(Only Included for Easy Navigation; Hyperlinked for Quick Access)

Abstract

Begin your abstract at the left margin. This is the only paragraph that should not be indented. Unless otherwise instructed, APA recommends an abstract be no more than 250 words. It should generally not contain any citations or direct quotes. This should be a tight, concise summary of the main points in your paper, not a step-by-step of what you plan to accomplish in your paper. Avoid phrases such as "this paper will," and just structure your sentences to say what you want to say. The following three sentences exemplify a good abstract style: *There are many similarities and differences between the codes of ethics for the ACA and the AACC. Both include similar mandates in the areas of ----, ---, and ---. However, each differs significantly in the areas of ---, ---, and ---.* For more detailed information, see "Writing an Abstract" (*note that you would not include any links in your abstract*). This is just now at 168 words, so eyeball how brief your abstract must be. Think of your paper as a movie you want to sound enticing, and the abstract as the summary of the plot you would share to draw people's interest into wanting to come and see your movie. You want to really hook and intrigue them, but in an academic way and not in a dramatic one. What you have to say is important! Remember to stay under 250, words. Keywords highlight the search terms someone would use to find your paper in a database.

Keywords: main words, primary, necessary, search terms

Sample APA Paper: Professional Format for Graduate/Doctoral Students

This sample paper is based on the *Publication Manual of the American Psychological Association: Seventh Edition* (American Psychological Association [APA], 2020; hereinafter *APA-7*). APA (2020) delineates separate formatting requirements for what it terms "student" and "professional" papers. Its descriptions for those labels, however, suggest that it regards undergraduate-level writing to fall within the student purview, and graduate/doctoral-level writing (including dissertations and theses) to fall within the professional purview. Since a significant goal in graduate and post-graduate studies is preparing those students to publish in scholarly journals at and beyond graduation, it makes sense to train them in the formatting that is required for professionals. As such, Liberty University has opted to require the *APA-7*'s "student" version format for all undergraduate assignments using APA, and its "professional" version for all graduate and doctoral assignments. Graduate and doctoral students at Liberty University will use this format for all class papers. Keywords and phrases will be emphasized via bolding or italics but neither should be included in academic papers.

This sample paper is very detailed and includes visual application of many formatting aspects of *APA-7*. Please use the searchable features to look for answers here first (e.g., Control-F to "find" specific words). If you are a current Liberty University Online student and need clarification about an APA-formatting issue, please email Christy at onlinewriting@liberty.edu from your LU email account. If the answer is contained in this sample paper, I will redirect you here, but I am happy to clarify further when needed.

Running Head, Author Note, and Abstract

To that end, this sample paper for professional formatting includes the additional elements required for such: a running head (the shortened title in ALL CAPS in the header of the

paper; same on all pages), an author's note, and an abstract.

Note that the author note includes paragraphs of text, although the first two are only one line each, which is why the first line in each of the three paragraphs there is indented. The first "paragraph" under the author's note on the title page is generally only included if the author has an ORCID number, which most students will not have. However, it is included in this sample paper and the corresponding template because the purpose of these resources is to prepare students to publish manuscripts post-graduation. Students can either omit that line/paragraph in their author note, or use their name there (APA itself specifies that that line "may" be omitted if the author does not have an ORCID number). The student's full address in the third paragraph, however, is intentionally omitted from the Liberty University template and this sample paper for privacy and safety reasons, since student papers are often unfortunately published online and disclosing their home addresses could pose safety risks. The student's name and email are all part of the "paragraph" to send correspondence to, so only the first line of that paragraph will be indented and any carryover will be left-justified (as a paragraph in your paper would be, indented only on the first line of text in that paragraph).

At Liberty University, an abstract is required for all graduate and doctoral class papers unless the instructions specify otherwise. The abstract section of this sample paper explains all of the details you need to know about that section and includes a link to our resource on "Writing an Abstract."

General Formatting Elements

The title of your paper goes on the top line of the first page of the body of your paper (APA, 2020, section 2.11). It should be centered, bolded, and in **title case** (all major words—usually those with four+ letters—should begin with a capital letter)—see p. 51 of the *APA-7*. It

must match the title that is on your title page (APA, 2020, p. 32). Write out the full name of an entity or term that will be used at least four times in your paper the first time mentioned before using its acronym (see citation in first sentence of the first paragraph at the top of this page), and then use the acronym throughout the body of the paper (section 6.25). If you will use that entity or term less than four times in the body of your paper, you must spell it out fully each time (no acronym or abbreviation).

As demonstrated in this paper, since all of the content (other than the examples included for illustration and reference-entry variation purposes) comes directly from the *APA-7* itself, citations to the *APA-7* are only included for the first instance in each paragraph. Section and/or page numbers are included parenthetically throughout for the sake of students who desire to know exactly where the stated rule appears in the *APA-7* itself. In your academic papers, however, it is critical to include the required author(s) and year, as applicable, for all citations that are included; this may include more than one citation for each resource per paragraph, as required to avoid any confusion about the source of that content.

Basic Rules of Scholarly Writing

Most beginning students have difficulty learning how to write papers and format papers correctly using the *APA-7* manual. However, the Liberty University Online Writing Center's mission includes helping students learn how to be autonomous, proficient writers. The Online Writing Center also provides students with templates in its **APA Quick Guide** to help them with basic formatting elements, but this sample paper is designed to help graduate and doctoral students learn to master APA rules and formatting on their own and see visually how to organize and present content, which will prove helpful as they progress in their studies.

For the purpose of instruction, this paper will use second person (you, your). Students

should refrain from using first person (I, me, we, us, our) or second person in college courses (even though the APA manual encourages this in other writing venues) unless the assignment instructions clearly permit, such as (but not limited to) in the case of personal reflection sections or life histories. If in doubt, students should clarify with their professors.

Crediting Your Sources

The crux of APA formatting is citing the sources used to support the claims made in your paper to: (a) give proper credit to the originators of those thoughts, and (b) ensure that your reader can find and access those sources themselves as well. This is the most critical aspect of scholarly writing, and students who learn to master these concepts will fare far better academically and avoid any hint of potential plagiarism. For this reason, this section and its subsections have been placed strategically toward the top of this sample paper, with lesser formatting elements following.

Notably, the purpose of a research paper is to compile, assimilate, and summarize others' scholarly research (often empirical) on a topic; not simply to write a long essay using your own thoughts/words or stringing together a bunch of others' direct quotes. There are many citations woven into this sample paper simply as visual examples of how to cite sources. However, it is critical that citations in students' papers relate directly to the content of the sentences such citations are attached to.

Paraphrasing and Direct Quotes

Paraphrasing is rephrasing another's idea in one's own words by changing the wording sufficiently without altering the meaning (remember not to just change a word here or there or rearrange the order of the original source's wording). Quoting is taking another's wording verbatim, exactly as written in another source. **<u>Both need to be cited</u>**; failure to do so constitutes

plagiarism.

Quotes should be used fairly sparingly. There is no set standard, but I generally advise that students only use 3-5 short quotes and no more than 1-2 block quotes in an academic paper with up to 12 pages in the <u>body</u> of the paper; everything else should be paraphrased. This demonstrates to your professor that you read and understood the published research.

Citations for both paraphrased content and direct quotes name the author(s) and year of publication. The page or paragraph number is also required for direct quotes; *APA-7* expands this to include figure number, time stamp, etc.—whatever detail is necessary to get the reader directly to that content. Page numbers should be used for any printed material (books, articles, etc.), and paragraph numbers should be used in the absence of page numbers (online articles, webpages, etc.; see APA, 2020, section 8.13). Use *p.* for one page and *pp.* (<u>not</u> italicized in your paper) for more than one (section 8.25). Use *para.* for one paragraph and *paras.* (also not italicized in your paper) for two or more (section 8.28). For example: (Perigogn & Brazel, 2012, <u>pp.</u> 12–13) or (Liberty University, 2020, <u>para.</u> 8). Section 8.23 of the *APA-7* manual specifies that it is not necessary to include a page or paragraph number for paraphrases (just for direct quotes), but writers may choose to do so to help their readers find that content in the cited resource.

When naming authors in the text of the sentence itself (called a ***narrative citation***), use the word "and" to connect them. For example, Perigogn <u>and</u> Brazel (2012) contemplated that . . . Use an ampersand (&) in place of the word "and" in ***parenthetical citations*** and reference lists: (Perigogn <u>&</u> Brazel, 2012). The year of publication should follow the author's name, whether in narrative or parenthetical format. The page or paragraph number must follow the direct quote. Second (2015) asserted that "paper planes can fly to the moon" (p. 13). You can restate that with a parenthetical citation as: "Paper planes can fly to the moon" (Second, 2015, p. 13). Second

(2011) is another resource by the same author in a different year.

Paraphrasing

Only use quotes when the original text cannot be said as well in your own words or changing the original wording would change the author's meaning. You cannot simply change one word and omit a second; if you paraphrase, the wording must be substantially different, but with the same meaning. Regardless, you would need to cite the resource you took that information from. For example, Benoit et al. (2010) wrote that "although, a link between attachment and posttraumatic stress disorder (PTSD) symptoms has been established, the mechanisms involved in this link have not yet been identified" (p. 101). A paraphrase for that quote might be: A link between dysfunctional attachment and the development of PTSD has been made, though there is insufficient data to determine exactly how this mechanism works (Benoit et al., 2010).

Quotes

A quote of 39 or less words is incorporated in the sentence in standard paragraph format. Use double quotation marks around short direct quotes. For example, Owen (2012) claimed that "peach pits nurture sentient growth" (p. 8). Periods are placed *after* the closing parenthesis, except with block quotes. If you include a direct quote mid-sentence, add a parenthetical citation immediately after it. For example, some research shows that "parachutes tumble counterclockwise" (Owen, 2012, p. 3), but that has not been found to be true in all cases.

Block Quotes

Quotes that are 40 or more words must be blocked, with the left margin of the entire quote indented ½ inch. Maintain double-spacing of block quotes. Note that there are no quotation marks around block quotes, and the closing punctuation falls at the end of the block quote, with

the page number outside of that (which is different than punctuation for non-blocked quotes). APA (2020) prefers that block quotes are introduced, meaning that you name the source and year of publication and then lead into the quote. For example, Alone (2008) claims:

> Half of a peanut butter sandwich contains as much bacteria as the wisp of the planet Mars. Thus, practicality requires that Mrs. Spotiker nibble one bit at a time until she is assured that she will not perish from ingesting it too quickly. (p. 13)

Usually quotes within quotes use single quotation marks; however, use double quotation marks for quotes within blocked quotes, since there are no other quotation marks involved. Also understand that direct quotes should be used sparingly in scholarly writing; paraphrasing is much preferred in APA format (APA, 2020, section 8.23), since it demonstrates that you read, understood, and assimilated other writers' content into one cohesive whole.

How Often to Cite Your Source in Each Paragraph

APA-7 allows writers to cite their source only once per paragraph (the <u>first</u> time you cite that resource) **provided the reader can discern where the other sentences derived from**. This requires specific structuring. For example: Owen (2012) claimed that "foxes can fly" (p. 17). <u>She</u> detailed their nocturnal habits. <u>Her</u> research gave critical insight into this population.

In each of the second and third sentences above, I structured the sentences in such a way that the content clearly refers back to Owen's work. If you do not structure your subsequent sentences that way, you will need a citation for every sentence that you refer to content from another source.

Rule for Omitting the Year of Publication

That being said, APA (2020) has clarified its special rule that excludes the year of publication in subsequent ***narrative citations*** (when you name the authors in the text of the

sentence itself), <u>after</u> the first citation in each paragraph. It should continue to appear in all *parenthetical citations* (see section 8.16). For example, Alone (2008) portrayed imagery of Mrs. Spotiker. This includes her devouring a peanut butter sandwich (Alone, 2008). <u>Alone</u> conveys this through the lens of astronomy. Note that the year of publication was omitted from the second narrative citation (underlined for visual purposes).

Arranging the Order of Resources in Your Citations

If the material you cited was referred to in multiple resources, separate different sets of authors with semicolons, arranged in the order they appear (alphabetically by the first author's last name) in the reference list (i.e., Carlisle, n.d.-a; Prayer, 2015; see APA, 2020, section 8.12). *APA-7* invites writers to prioritize or highlight one or more sources as most prominent or relevant for that content by placing "those citations first within parentheses in alphabetical order and then insert[ing] a semicolon and a phrase, such as 'see also,' before the first of the remaining citations" (APA, 2020, p. 263)—i.e., (Cable, 2013; see also Avramova, 2019; De Vries et al., 2013; Fried & Polyakova, 2018).

Two Works by the Same Author in the Same Year

Authors with more than one work published in the same year are distinguished by lower-case letters after the years of publication, beginning with *a* (APA, 2020, section 8.19). For example, Double (2008a) and Double (2008b) would refer to resources by the same author published in 2008. When a resource has no date, use the term n.d. followed by a dash and the lowercase letter (i.e., Carlisle, n.d.-a and Carlisle, n.d.-b; see APA, 2020, section 8.19).

Two Works by Two Different Authors with the Same Last Name

Citations in the body of the paper should include only the last names, unless you have two or more resources authored by individuals with the same last name in the same year (or are

citing a personal communication). When there are two different authors with the same last name

but different first names who published in the same year, include the first initials in your

citations: Brown, J. (2009) and Brown, M. (2009; see APA, 2020, section 8.20).

Three or More Authors Cited In-Text

When referring to material that comes from three or more authors, *APA-7* requires that all

citations name just the first author's last name followed by the words *et al.* (without italics; see

APA, 2020, section 8.17). Et al. is a Latin abbreviation for *et alii*, meaning "and others," which

is why the word "al." has a period, whereas "et" does not. Alone et al. (2011) stipulated that

peacocks strut. Every single time I refer to their material, I would apply *APA-7*'s rule: Alone et

al. (2011) for the narrative citation, or (Alone et al., 2011) for the parenthetical citation. Since et

al. denotes plural authors, the verb must be plural to match, too: Alone et al. (2011) *are…* This

applies to all citations within the body of the paper with three or more authors.

Number of Authors in the Reference List

For resources with 20 or fewer authors *in the reference list*, write out all of the authors'

last names with first and middle initials, up to and including the 20th author (APA, 2020, section

9.8). *APA-7* has a special rule for resources with 21 or more authors: Write out the first 19

authors' last names with initials, insert an ellipsis (…) in place of the ampersand (&), and finish

it with the last name and initials of the last author. See example #4 provided on page 317 of your

APA-7, as well as this paper's reference list for visuals of these variances (Acborne et al. 2011;

Kalnay et al., 1996).

<div align="center">

Basic Formatting Elements

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Liberty University's Online Writing Center provide students with templates in its [APA

Quick Guide] that are already programmed with correct formatting elements, including title page,

pagination, font, hanging and paragraph indents, line spacing, etc. I strongly recommend that you download that file and save it in .dotm format (MS Word's macro-enabled template) on your desktop, so you can focus most on mastering how to credit your sources as detailed in the previous sections. Every time you click on that file, it will open a new, clean MS Word file in standard .docx format (what you must submit your class papers to Canvas in), without overriding any of the formatting in the template. You just type in your content and /save your file with whatever filename you choose. The template is provided as a courtesy and at times, students may need to make adjustments or corrections (especially after copying and pasting content into the template which may skew some of the formatting). It is always best to start with the template and type content or paste small excerpts into it, rather than try to copy and paste an entire draft paper into the template after the paper has already been written.

Font

   APA-7 does not prescribe a specific font or size (APA, 2020, section 2.19) but rather allows for some choice (e.g., 12-point Times New Romans, 11-point Calibri, 11-point Arial, 11-point Georgia, or 10-point Lucida Sans Unicode). Most journals and academic institutions will have a preference, however, as even *APA-7* acknowledges on p. 44. For this reason—and because font size can easily be changed if an editor interested in publishing a student's work prefers a different font—Liberty University recommends that students use 12-point Times New Romans or 11-point Calibri font for the body text in all academic papers. Data in charts, figures, and tables should be presented in 8- to 14-point size in either Calibri, Arial, or Lucida Sans Unicode font. Students are not permitted to use any fonts such as script, calligraphy, poster, decorative, or others not found in published scholarly journals. Since *APA-7* itself authorizes a variety of fonts and sizes, assignments will be gauged by word count rather than page count.

Word count constitutes the number of words within the body of the paper, and excludes the title

page, abstract, reference list, appendices, and other supplemental resources.

Line Spacing

All content in a standard academic paper will be in simple double-spacing, with no extra

lines or spacing between content. *APA-7* specifies that spacing in tables and figures may be

single-, 1-1/2-, or double-spaced; equations can be triple- or quadruple-spaced. Footnotes, when

used at the bottom of a page, should be single-spaced ((APA, 2020, section 2.21).

Spaces after Punctuation

In *APA-7*, there must be only one space after closing punctuation (e.g., periods) in the

body of the paper, as well as in reference entries (APA, 2020, section 6.1). Ordinarily, it would

be improper to have a paragraph with only one sentence, though APA itself asserts that for its

purposes, "sentences and paragraphs of any length are technically allowed."[1]

Footnotes

APA-7 allows for writers to the include footnotes (APA, 2020, section 2.13), although

those should be use very sparingly as appropriate to include information such as that in the prior

section to alert the reader to supplemental material that is available online for that thought.

Though *APA-7* authorizes placement of footnote content either at the bottom of the page (as in

this sample paper) or on a separate page after the reference list (section 2.21), Liberty University

recommends that student place them, when used, at the bottom of the page, as shown here.

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[1] See https://blog.apastyle.org/apastyle/2016/05/index.html

Heading Levels—Level 1

Headings are basically stylistic ways of organizing your paper without using an outline format. APA specifies five levels of headings, which will be demonstrated briefly for visual purposes. In *APA-7*, all heading levels are bolded and in title case. Do not capitalize articles (a, an, the) in headings unless they begin a title or follow a colon. Level 1 headings are centered, with the content falling on the line beneath each, in standard paragraph format. See section 2.27 of your *APA-7* (APA, 2020) for more details on heading levels and formatting.

Think of each level as the different levels in an outline. Roman numerals, for example, would equate to Level 1 headings. Capital letters would be Level 2 headings, numerals would be Level 3 headings, lowercase letters would be Level 4, and lowercase Roman numerals would be Level 5. You must always have two or more of each subheading, but you do not need every level. You start with Level 1 and work down from that (but not consecutive 1-2-3-4-5). Under a Level 1, you would either have two+ Level 2 headings or none at all (just one big section in paragraphs before the next Level 1 section). This sample paper uses primarily two levels of headings (Levels 1 and 2). Your paper may have only Level 1 headings, or just Levels 1 and 2 (as primarily used throughout this paper); you would likely never use Level 5 and only very rarely use Level 4 as a student.

Level 2 Heading

Level 2 headings are left-justified (APA, 2020, p. 48). The supporting information is posed in standard paragraph form beneath it. Remember that you must use two or more of any level you use, though not every paper will require more than one level. Just as in an outline, you would never divide a broader section into just one subsection—either do not subdivide, or include two or more subheadings.

Level 3 Heading

Level 3 headings are bolded, left-justified, and italicized; the content falls on the line underneath, as with Levels 1 and 2. The heading levels are simply demonstrated here for visual purposes, but you would always have two or more of each under a larger heading, as shown throughout all the other sections of this sample paper.

Level 4 Heading. Must be bolded and indented ½". Add a period, one space, and begin your content on the same line as shown here.

Level 5 Heading. Same as Level 4, but also italicized. Despite heavy writing experience including published articles, this author has never used Level 5 headings.

Specific Elements of Academic Papers

Tables of Contents and Outlines

APA (2020) does not regulate or even address every element of class assignments in the *APA-7* manual, including outlines and tables of content. In those cases, follow your professor's instructions and the grading rubric for the content and format of the outline or annotations, and use standard APA formatting for all other elements (such as title page, body, reference list, 1" margins, double-spacing, permitted font, etc.). Note that most academic papers will not require a table of contents, nor would one be appropriate. One was included in this paper simply for ease-of-access so students could go directly to the content they want to see. Generally speaking, no table of contents would be necessary for papers less than 20 pages of content, unless otherwise required by your professor.

That being said, when organizing outlines in APA format, set your headings up in the proper levels (making sure there are at least two subheadings under each level used), and then use those to make the entries in the outline. As discussed above, Level 1 headings become

uppercase Roman numerals (I, II, III), Level 2 headings become capital letters (A, B, C), Level 3 headings become numbers (1, 2, 3), Level 4 headings become lowercase letters (a, b, c), and Level 5 headings become lowercase Roman numerals (i, ii, iii).

Many courses now require "working outlines," which are designed to have the bones and foundational framework of the paper in place (such as title page, abstract, body with title, outline/heading divisions, supporting content with citations, and references), without the full "meat" that fills out and forms a completed paper. Your instructions will specify all of the required elements to include.

Annotated Bibliographies

Many Liberty University courses also now require students to prepare and submit an annotated bibliography as a foundational step to building a research paper. There is significant merit in these assignments, as they teach students to critique the resources they have found and rationalize why each is relevant for their paper's focus. APA (2020) includes a section on annotated bibliographies (9.51; see the example provided on p. 308). The appendix attached to this sample paper also includes a sample annotated bibliography.

Appendices

Appendices, if any, are attached <u>after</u> the reference list (APA, 2020, section 2.14). The word "Appendix" is singular; use it to refer to individual appendices. You must refer to them (i.e., "callout") in the body of your paper so that your reader knows to look there. This simply means referring to the appendix in the sentence so your reader knows to go look for that resource. For example, I attached a sample Annotated Bibliography as a visual aid (see Appendix). You will see that I included the title "Appendix" at the top of the appendix page itself and formatted it in standard APA format beneath that. Because I only included one

appendix, it is simply titled as such. If there are more appendices, assign a letter to each and denote each by that: "Appendix A" and "Appendix B."

Tables and Figures

APA (2020) has many rules for tables and figures. So many, in fact, that it dedicated an entire chapter spanning 55 pages. Those rules are too complex to simplify in this sample paper. If you don't have an *APA-7* and have questions about tables or figures, please email Christy at onlinewriting@liberty.edu and she will send you a link to resources on these elements.

Numbers

Numbers one through nine must be written out in word format (APA, 2020, section 6.33), with some exceptions (such as ages—see section 6.32). Numbers 10 and up must be written out in numerical format (section 6.32). Always write out in word format any number that begins a sentence (section 6.33).

Displaying Titles of Works in-Text

APA's citation structure is devised in such a way as to avoid unnecessary words. Citing the author and year of publication is all that is required in the body of the paper, because your reader can go to the corresponding reference entry to find the name of the resource you are referring to. As such, naming the source in the body of your paper is strongly discouraged. If you do find a legitimate need to name your source title in the body of your paper, however, please know that the titles of journals, books, plays, and other long works should be italicized in title case (APA, 2020, section 6.17). Titles of articles, lectures, poems, chapters, website articles, and songs should be in title case, encapsulated by quotation marks (section 6.7).

Primary Sources Versus Secondary Sources

A primary source is one that first published the content you are citing; a secondary source

is one that quotes another source that was already published previously. If you read a source that

quoted another (with quotation marks), then the source you read is the secondary source <u>as to</u>

<u>that quoted content</u> and the place that quote was first published is the primary source. APA

(2020) strongly advocates against using secondary sources for quoted content; rather, it favors

that you find, read, and cite the original (primary) resource of that quote whenever possible

(section 8.6). On the rare occasion that you do find it necessary to cite from a secondary source

because you cannot find the primary source to read and cite directly, both the primary (who said

it) and secondary (where you read it/who quoted the original source) sources should be included

in the in-text citation information. If the year of publication is known for both resources, include

both years in the citation (section 8.6). Only the secondary source should be listed in the

reference section, however, since that is the resource you actually read. Use "as cited in"

(without the quotation marks) to indicate the secondary source. For example, James Morgan

hinted that "goat milk makes the best ice cream" (as cited in Alone, 2008, p. 117). Morgan is the

primary source (he said it) and Alone is the secondary source (he quoted what Morgan said).

Only the secondary source is listed in the reference section (Alone, and *not* Morgan); if readers

want to confirm the quote, they know to go to page 117 of Alone's book.

Personal Communications

APA (2020) rationalizes the exclusion of references for information obtained through

personal communication (such as an interview, email, telephone call, postcard, text message, or

letter) in the reference list because your readers will not be able to go directly to those sources

and verify the legitimacy of the material. Instead, these items are cited only in the body of the

paper. You must include the individual's first initial, his or her last name, the phrase "personal

communication" (without the quotation marks), and the full date of such communication (section

8.9). As with other citations, such citations may be either narrative or parenthetical. For example, L. Applebaum advised him to dip pretzel rolls in cheese fondue (personal communication, July 13, 2015). The alternative is that he was advised to dip pretzel rolls in cheese fondue (L. Applebaum, personal communication, July 13, 2015). Note that there is no entry for Applebaum in the reference list below.

<center>**Resources Canonically Numbered Sections (i.e., the Bible and Plays)**</center>

These resources should be cited in book format (APA, 2020, Section 9.42).

Bible and other Classical Works

Because Liberty University is a distinctly-Christian institution and many of its courses require biblical integration, most if not all of its students will cite the Bible in virtually every course. Works such as the Bible, ancient Greek or Roman works, and other classical works like Shakespeare must be cited in the body of the paper (APA, 2020, section 8.28) and included in the reference list, too (section 9.42). Republished dates are included as well (see section 9.41); note that there should be no punctuation following such parenthetical content at the end of a reference entry after the publisher's name or website URL (the reference entries depicting this in the reference list below, as well as in the **APA Quick Guide**, are correctly punctuated).

The Bible and other religious works are generally regarded as having no author; an annotated version would be treated as having an editor. Scripture should be cited from one of the mainstream Bible versions for Liberty University class assignments (see list of examples on our **APA Quick Guide** webpage). Study Bibles are generally <u>not</u> considered scholarly, as the notes within can be quite biased depending on the author of those notes, and thus Study Bibles should only be used sparingly by Divinity students as to exegetical projects.

Citations for the Bible will include the Bible version's name in the author's position,

original and republished years as applicable, and then the book chapter/verse (spelled out) in place of the page number (i.e., *King James Bible*, 1769/2017, Genesis 3:8)—see sections 8.28 and 9.42. Note that the term "Version" is OMITTED from all Bible citations and reference entries; that is not an error in the examples provided. APA (2020) also requires book titles including Bible versions to be italicized in both citations and reference entries.

Plays

When citing plays, cite the act, scene, and line or canto, in a single string separated by periods. For example, "1.3.36-37" refers to Act 1 Scene 3, Lines 36-37 (APA, 2020, section 8.28; see also example #37 on p. 325).

Class Lectures and PowerPoints

APA (2020) includes rules for crediting content in course or seminar handouts, lecture notes, and PowerPoint presentations (see #102 on p. 347). When citing a PowerPoint presentation, include the slide number rather than the page number. For purposes of Liberty University course presentations and lectures (which are not readily available to the public), reference each as a video lecture with the URL (if available) for the presentation, naming the presenter(s) in the author's position. Include the course number, lecture title, and enough details for others to identify it within that course, in book format, naming Liberty University as publisher. Peters (2012) is an example of this in the reference list of this paper. If the presenter for a Liberty University class lecture is not named, credit Liberty University as the author (and omit it from the publisher field as that is duplicative); see Liberty University (2023) in the reference list below as an example. When the date of publication cannot be discerned from class lectures, include the year and semester you took that class as depicted in Liberty University (2023) since APA's citation scheme is to ensure your reader can find the sources you cited and

that would give an archivist all of the details necessary to find that lecture if needed in the future. The **APA Quick Guide** also includes a section dedicated to this topic, with side-by-side examples of both options.

Dictionary Entries

In keeping with its efforts to standardize reference entries, APA (2020) requires citation and referencing of word definitions from dictionaries to follow the same rules for chapters in an edited book (see #47 and #48 on p. 328; section 8.13). As such, you will name either the individual, group, or corporate author of the dictionary in the author's place (e.g., Merriam-Webster, n.d.). If you searched online, include the retrieval date and the URL to the exact webpage. If you used a hard copy book, include the publisher details. The in-text citation in the body of the paper would follow standard author/year format (e.g., Merriam-Webster, n.d.).

Miscellaneous Issues in Reference Entries

Webpages are italicized in the reference list (APA, 2020, section 6.22), as well as book titles, even when named in the author's position (such as *King James Bible*). Include the full date of publication for all online content, in year, month day order: (2020, October 8). If an online resource has no known date of publication, include the date you retrieved that content (see the many examples for "n.d." publication dates in the reference list below).

The city and state locations of publishers are omitted; only include those details "for works that are associated with a specific location, such as conference presentations" (APA, 2020, p. 297, section 9.31). Issue numbers are required for all journal articles that have such, regardless of what page number each issue begins with (section 9.25). If two or more publishers are listed on the copyright page, include all of them in the order listed, separated by semicolons (section 9.29). Omit the publisher field entirely when it is the same as the author (section 9.24).

Electronic Sources

More and more resources are available electronically through the Internet. The advent of this increased availability has resulted in *APA-7*'s effort to standardize the formatting of resources, which in turn simplifies them to some extent. All reference entries follow the same basic details: Author(s), year of publication, name of resource, and location details (i.e., either journal name/volume/issue/page numbers, or book publisher, or webpage).

APA (2020) requires inclusion of a Digital Object Identifier (DOI) in the references whenever available (section 9.34); if not, then a webpage. *APA-7* standardizes all DOIs and URLs to be presented in URL format (i.e., https://doi.org/10.1177%2F1524838017742386). Only include the phrase "Retrieved from" when the content may have changed (such as dictionary entries, Twitter profiles, Facebook pages; see section 9.16, or when you do not know the date of publication of online content as explained above). *APA-7* requires all hyperlinks to be active (so your reader can click on one to go directly to that webpage), but they may appear as either blue-underlined text or simple black text (section 9.35) … as long as you are consistent throughout your paper. There should be no period after any URL. *APA-7* does not require authors to break long URLs with soft returns (hold down the *Shift* key and press the *Enter* key) at forward slashes, periods, or underscores to avoid unsightly spacing gaps, but it may be best to do so in academic papers.

Adding Color

Though APA (2020) authorizes writers to include the use of color in photographs and figures (section 7.26), **<u>Liberty University discourages this in academic papers</u>**. It risks becoming distracting for both students in their quest to be creative, and professors in their quest to focus on academic content. Any coloring included in this sample paper was added to highlight

specific details about that content for students learning to master APA format, but students are advised not to include any coloring, bolding, or underlining in their class papers.

Self-Plagiarism

APA (2020) also invites writers to repurpose some of their work in future papers. Specifically, *APA-7* states that:

> In specific circumstances, authors may wish to duplicate their previously used works without quotation marks or citation …, feeling that extensive self-referencing is undesirable or awkward and that rewording may lead to inaccuracies. When the duplicated material is limited in scope, this approach is permissible. (p. 8.3)

APA-7 adds "Do not use quotation marks or block quotation formatting around your own duplicated material" (p. 256).

Liberty University, however, has stringent rules against self-plagiarism, as do many scholarly journals. Liberty University students receive grades for their class papers; those who have received feedback and a grade from a prior professor on a prior paper have an advantage over their classmates, both in having the benefit of that feedback/grade and in not having to write a whole paper from scratch during the subsequent class. Student papers are also submitted to Turnitin to detect possible plagiarism. For these reasons, Liberty University expressly forbids students using significant portions of a prior paper in a subsequent course (either a retake of the same course or a new class altogether). It is conceivable that students who are building their knowledge base in a subject matter—particularly at the graduate and post-graduate levels— would reasonably justify incorporating brief excerpts from past papers into current ones. In such case, Liberty University authorizes students to utilize *APA-7*'s disclosure (i.e., "I have previously discussed"), along with a citation to the prior class paper and a reference entry (i.e., Owen, 2012;

Yoo et al., 2016). Such self-references and re-use of content from prior papers should be used sparingly and disclosed fully in the current paper, and that content should not constitute a significant portion of any academic assignment.

Final Formatting Tweaks

As explained above, the templates provided by Liberty University's Online Writing Center are already formatted with proper spacing, margins, heading level structure, and hanging indents, as necessary. With the exceptions of the title page, figures, and equations, papers in APA format should be double-spaced throughout, with no extra spacing between lines. Academic papers at Liberty University should also be in one of the accepted fonts throughout (recommended: Times New Romans, 12-point font).

Sometimes when you format your paper or cut-and-paste direct quotes into it (don't forget to cite the source!), things get skewed. One quick way to ensure that your paper appears correct in these regards is to do a final formatting tweak after you have completed your paper. Hold down the "Ctrl" button and press the "A" key, which selects and highlights all of the text in your paper. Then go to the Home tab in Microsoft Word and make sure that whichever acceptable font/size you choose to use is selected in the Font box. Next, click on the arrow at the bottom-right corner of the Paragraph tab. Set your spacing "before" and "after" paragraphs to "0 pt" and click the "double" line spacing. The extra spacing required on the title page is already programmed into the template and should not change even when you complete these actions.

Exhaustive Reference List Examples & Additional Helpful Resources

The reference list at the end of this paper includes an example of a myriad of different sources and how each is formatted in proper *APA-7* format. One example of each of the primary types of resources will be included in the reference list, as cited in the body of this paper.

Remember that, for purposes of this paper, many of the sources cited in the body of the paper were provided for illustrative purposes only and thus are fictional, so you will not be able to locate them if you searched online. Nevertheless, in keeping with *APA-7* style, all resources cited in the body of the paper are included in the reference list and vice versa (except for personal communications, per *APA-7*'s published exceptions). Be absolutely sure that every resource cited in the body of your paper is also included in your reference list (and vice versa), excepting only those resources with special rules, such as personal communications and primary sources you could not access directly.

The reference list in this paper is fairly comprehensive and will include a book by one author who also appears as one of many authors in another resource (Alone, 2008; Alone et al., 2011); chapters in edited books (Balsam et al., 2019; Haybron, 2008; Perigogn & Brazel, 2012; Weinstock et al., 2003); electronic version of book (Strong & Uhrbrock, 1923); electronic-only book (O'Keefe, n.d.); edited books with and without DOIs, with multiple publishers (Hacker Hughes, 2017; Schmid, 2017); work in an anthology (Lewin, 1999); journal articles (Andrews, 2016; Carlisle, n.d.-a, n.d.-b; De Vries R. et al., 2013; McCauley & Christiansen, 2019); newspaper article (Goldman, 2018; Guarino, 2017); online webpages (Liberty University, 2019; Prayer, 2015); resource with corporate author as publisher (American Psychological Association, 2020); resources by two authors with the same last name but different first names in the same year of publication (Brown, J., 2009; Brown, M., 2009); two resources by same author in the same year (Double, 2008a, 2008b; Carlisle, n.d.-a, n.d.-b); two resources by the same author in different years (Second, 2011, 2015); resource with 20 authors (maximum allowed by *APA-7* before special rule applies) (Acborne et al., 2011); resource with 21 or more authors (Kalnay et al., 1996); dictionary entries (American Psychological Association, n.d.; Graham, 2019;

Merriam-Webster, n.d.); Liberty University class lecture using course details (Peters, 2012); PowerPoint slides or lecture notes, not including course details (Canan & Vasilev, 2019); citing a student's paper submitted in a prior class, in order to avoid self-plagiarism (Owen, 2012); unpublished manuscript with a university cited (Yoo et al., 2016); code of ethics (American Counseling Association, 2014); diagnostic manual (American Psychiatric Association, 2013); religious and classical works, including the Bible (Aristotle, 350 BC/1994; *King James Bible*, 1769/2017; Shakespeare, 1623/1995); dissertation or thesis (Hollander, 2017; Hutcheson, 2012); review of a book (Schatz, 2000); video (Forman, 1975); podcast (Vedentam, 2015); recorded webinar (Goldberg, 2018); YouTube or other streaming video (University of Oxford, 2018); clip art or stock image (GDJ, 2018); map (Cable, 2013); photograph (McCurry, 1985); data set (Pew Research Center, 2018); measurement instrument (Friedlander et al., 2002); manual for a test, scale, or inventory (Tellegen & Ben-Porah, 2011); test, scale, or inventory itself (Project Implicit, n.d.); report by a government agency or other organization (National Cancer Institute, 2018); report by individual authors at a government agency or other organization (Fried & Polyakova, 2018); annual report (U.S. Securities and Exchange Commission, 2017); conference session (Fistek et al., 2017); and webpages (Avramova, 2019; Centers for Disease Control and Prevention, 2018; National Nurses United, n.d.; U.S. Census Bureau, n.d.).

Lastly, be sure to check out Liberty University's Online Writing Center Writing Aids for excellent resources on paper organization (outlining, writing thesis statements, organizing papers), stylistic strategies (passive voice versus active voice, wordiness/concision, critical thinking), sentence construction, avoiding plagiarism, and others. Check out the tips and tools provided on its Facebook page, too (https://www.facebook.com/groups/LUOWritingCenter). Remember that these links are only provided for your easy access and reference throughout this

sample paper, but web links and URLs should never be included in the body of scholarly papers; just in the reference list or footnotes as applicable.

Conclusion

The conclusion to your paper should provide your readers with a concise summary of the main points of your paper (though not via cut-and-pasted sentences used above). It is a very important element, as it frames your whole ideology and gives your readers their last impression of your thoughts. Be careful not to introduce new content in your conclusion.

Special note about conclusion sections: Please note that some of the sample papers published by APA to demonstrate proper *APA-7* format (including the "professional" sample on pp. 50-60 of the *APA-7* manual) depict the "Conclusion" section with a Level-2 heading. This creates unnecessary confusion, as those examples are limited to empirical papers that are being submitted for publication in scholarly journals, since those conclusions pertain to the "Discussion" sections (subheadings) in such papers and are not conclusions of the overall papers themselves. Conclusions in academic papers at Liberty University will be Level 1 headings (including dissertations and theses, which are divided by chapters, unlike journal article manuscripts).

After your conclusion, if you are not using the template provided by the Online Writing Center, insert a page break at the end of the paper so that the reference list begins at the top of a new page. Do this by holding down the "Ctrl" key and then clicking the "Enter" key. You will go to an entirely new page in order to start the reference list. The word "**References**" (not in quotation marks) should be centered and bolded. Items in the reference list are presented alphabetically by the first author's last name and are formatted with hanging indents (the second+ lines of each entry are indented 1/2" from the left margin). *APA-7* authorizes the use of

singular "**Reference**" if you only have one resource. Students would, of course, NOT include any color-coding or footnotes in their reference entries. However, for the sake of clarity and ease in identifying what each entry represents, each one included in the reference list of this sample paper is color-coordinated to its corresponding footnote, with a brief description of what each depicts.

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[2] Resource with 20 authors (maximum allowed by APA before special rule applies).

[3] Entry by author who also appears as one of many authors in another resource (single author appears first in list).

[4] Multiple authors appear after same single-author resource.

[5] Code of ethics.

[6] Diagnostic manual.

[7] Entry in a dictionary, thesaurus, or encyclopedia, with group author.

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[10] Ancient Greek or Roman work.

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[14] Map.

[15] PowerPoint slides or lecture notes.

[16] Online journal article with a URL and no DOI; also depicts one of two resources by the same
author with no known publication date.

[17] Webpage on a website with a group author.

[18] Journal article with a DOI, combination of individual and group authors.

[19] Two resources by same author in the same year. Arrange alphabetically by the title and then
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[20] Conference session.

[21] Video.

[22] Report by individual authors at a government agency or other organization.

[23] Measurement instrument.

[24] Clip art or stock image.

[25] Webinar, recorded.

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[27] Entry in a dictionary, thesaurus, or encyclopedia, with individual author.

[28] Online newspaper article.

[29] Edited book without a DOI, from most academic research databases or print version.

[30] Book chapter, print version.

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[32] Thesis or dissertation, from the web (not in a database).

[33] Resource with 21 or more authors. Note the ellipse (…) in place of the ampersand (&).

[34] Religious work.

[35] Work in an anthology.

[36] Online webpage with URL.

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[38] Typical journal article with doi.

[39] Photograph.

[40] Dictionary entry.

[41] Report by a government agency or other organization.

[42] Webpage on a website with no date.

[43] Electronic only book.

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[44] Citing a student's paper submitted in a prior class, in order to avoid self-plagiarism.

[45] Chapter from an edited book.

[46] Liberty University class lecture using course details.

[47] Data set.

[48] Online resource with no named author. Title of webpage is in the author's place.

[49] Test, scale, or inventory itself.

[50] Review of a book.

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[51] Edited book with a DOI, with multiple publishers.

[52] Two resources by the same author, in different years. Arrange by the earlier year first.

[53] Shakespeare.

[54] Electronic version of book chapter in a volume in a series

[55] Manual for a test, scale, or inventory.

[56] Webpage on a website with a retrieval date.

[57] Annual report.

[58] YouTube or other streaming video.

Vedentam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR. https://www.npr.org/
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Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and
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ed., pp. 7-13). CRC Press. [60]

Yoo, J., Miyamoto, Y., Rigotti, A., & Ryff, C. (2016). *Linking positive affect to blood lipids: A
cultural perspective* [Unpublished manuscript]. Department of Psychology, University of
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[59] Podcast.

[60] Chapter in an edited book without a DOI, from most academic research databases or print
version.

[61] Unpublished manuscript with a university cited.

Appendix

Annotated Bibliography

Cross, D., & Purvis, K. (2008). Is maternal deprivation the root of all evil? *Avances en*

Psycologia Latinoamericana, *2*6(1), 66-81. https://doi.org/10.1037/0002-9432.77.4.582

Weaving spiritual applications throughout the article, the authors incorporate a plethora

of references to substantiate that maltreatment has a direct connection to attachment

disorders. They provide articulate and heavily supported reasoning, detailing the specific

causes of maternal deprivation individually and then incorporating them in a broader

sense to answer the article's title in the affirmative.

Feldman, R. (2007). Mother-infant synchrony and the development of moral orientation in

childhood and adolescence: Direct and indirect mechanisms of developmental continuity.

American Journal of Orthopsychiatry, 77(4), 582-597.

This longitudinal study tracked 31 Israeli children from ages 3 months to 13 years

(infancy to adolescence). There were direct parallels noted between increased

attachment/coherence and the child's moral cognition, empathy development, and verbal

IQ. Toddlers who were able to regulate their own behavior later proved to excel in lead-

lag structures and language skills.