

In-text citation: The APA Style (7th edition/2019)

Font: Times New Roman, 12-point font is preferred.

Line spacing: double-spaced, no extra spaces between headings or body paragraphs.

Margins: One-inch margins on all sides (2.54 cm).

Titles (Level one headings): bolded and centred.

Level two headings (1.1.): bolded and flush left.

Level three headings (1.1.1.): bolded, italicized, and flush left.

Level four headings (1.1.1.1.): indented and bolded.

Level five headings (1.1.1.1.1.): indented, bolded, and italicized.

	In-text citation
One author	<p>a- Jones (1998, p. 199) claimed that APA style is a difficult citation format for first-time learners.</p> <p>or: b- Jones claimed that APA style is a difficult citation format for first-time learners (1998, p. 199).</p> <p>or: c- Jones (1998) claimed that APA style is a difficult citation format for first-time learners (p. 199).</p> <p>or: d- APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).</p>
More than one author	<p>2 authors: a- Wegener and Petty (1994, p. 123) argued that.....</p> <p>or: b- Wegener and Petty argued that.....(1994, p. 123).</p> <p>or: c- Wegener and Petty (1994) declared that.....(p. 123).</p> <p>or: d-.....(Wegener & Petty, 1994, p. 123).</p> <p>3 authors or more: directly use the first author's last name followed by "et al." (= and others): a- Kernis et al. (1993, p. 123) declared that...</p> <p>or: b- Kernis et al. stated that.....(1993, p. 123).</p> <p>or: c- Kernis et al. (1993) explained that.....(p. 123).</p> <p>or: d-.....(Kernis et al., 1993, p. 6).</p> <p>Exception: when first authors share the same last name (which could lead to ambiguity) list as many names as needed to differentiate between references, followed by et al. for example:</p> <p>1st reference: Fannon, Chan, Ramirez, Johnson, and Grimsdottir (2019).</p> <p>2nd reference: Fannon, Chan, Montego, Daniels, and Miller (2019).</p> <p>For 1: Fannon, Chan, Ramirez et al.</p> <p>For 2: Fannon, Chan, Montego et al.</p>
Authors with the same last name	Use 1st name initials: (E. Johnson, 2001, p. 30) (L. Johnson, 1998, p. 56)
Two or More Works by the Same Author in the Same Year	Berndt (1981a, p. 3) illustrated that....He also insisted that(1981b, p. 13)
Unknown author	<p>-Titles of books are italicized, e.g. (<i>The active reader</i>, 2014, p. 11).</p> <p>-Titles of articles, chapters, and web pages are in quotation marks. e.g. ("Using APA", 2001, p. 5)</p>
Organization or government agency as author	First citation: (American Psychological Association [APA], 2000, p. 20). Subsequent citations: (APA, 2000, p. 16).
Unknown author	(Anonymous, 2001, p. 3) (in rare cases). Note: you'd better avoid it.

Citing Indirect Sources (secondary sources)	a- Johnson argued that coherence is crucial in writing (1985, as cited in Smith, 2003, p. 102); or: b- Johnson (1985) argued that coherence is crucial in writing (as cited in Smith, 2003, p. 102); or: c- Coherence is crucial in writing (Johnson, 1985, as cited in Smith, 2003, p. 102).
Communicator as author (in emails, interviews, letters, and telephone conversations) Note: The communicator is not mentioned in the References list.	a- S. Crewe argued that not all sources agree (personal communication, January 3, 2012). or: b- Not all sources agree (S. Crewe, personal communication, January 3, 2012)
Citing a dictionary	1-A word entry/a term in a printed dictionary without an author or editor: According to Merriam-Webster's Dictionary, andragogy is "the art or science of teaching adults" (1993, p. 85). or:(Merriam-Webster, 1993, p. 85). 2-A word entry/a term in a printed dictionary with an author or editor (s): The Macquarie Dictionary defined a zombie as a corpse "supposedly brought to life" by supernatural forces (Butler, 2017, p. 256). 3-A word entry in an online dictionary: e.g. 1 (Merriam-Webster, n.d., Definition 1). e.g. 2: (Oxford University Press, n.d.) for <i>Oxford Advanced Learners' Dictionary</i> .
Multiple citations(Dewey, 1999, p. 12; Norton, 2012, p. 78)
Short quotations	- Jones (1998) declared that "students often had difficulty using APA style, especially when it was their first time" (p. 199). -It was stated that "students often had difficulty using APA style" (Jones, 1998, p. 199).
Long quotations (40 words or more) are placed in a free-standing block	Block quotations are without quotation marks, indented 1.27 from the left margin (half an inch) = 5 spaces. The period/punctuation is placed before citation. -It is better to write the citation—at least the page number- at the end of the quotation to help the reader know that it is a quotation. -When you emphasize a word in a quotation you should write [emphasis added] directly after the italicized word.
Adding or Omitting Words in Quotations	-Put squared brackets around the words that have been added [] and three dots ... when words have been deleted (dots are preceded and followed by space).
Abbreviations	- No page number: just write the number of the paragraph. - No date: just write (n.d.). e.g. (Marvin, n.d., para. 12). -If pages in the introduction or preface are in Roman Numbers do not use p. before them. e.g. (Anthony, 1958, iv).

Summarized from: <https://owl.english.purdue.edu/owl/>