

APA FORMATTING IDEAS

APA Formatting Ideas

Your Name

Your Institution Affiliation

For comment or questions for the author, contact Your Name at your email

Abstract

Place your abstract here. Write a description of your article that gives the reader the major points of your article. Give a sense of what you learned during this process. The abstract should be between 200 – 250 words.

Keywords: worldwide pandemic, social distancing, Covid-19 PCR testing, contact tracing,

Introduce your article and the key concepts connected to it. Introduce the reader to what you tried to accomplish. Summarize the methods you used and the major findings.

Commented [FC1]: No Heading for the introduction. Begin right after the abstract.

Header Level 1—First Major (e.g., Literature Review)

After the introduction, describe the first important element for your article.

Heading Level 2—Subtopic 1 (e.g., Efficacy)

If you have sub topics use level 2 headings. To use sub headings, you should have at least two sub headings in that section.

Heading Level 2—Subtopic 2 (e.g., Collective Efficacy)

Discuss your second sub topic here.

Header Level 1—Second Major Section (e.g., Methodology)

Introduce the second important element for your article.

Heading Level 2—Subtopic 1 (e.g., Case Study)

If you have sub topics use level 2 headings. To use sub headings, you should have at least two sub headings in that section.

Heading Level 2—Subtopic 2 (e.g., Data Collection)

Discuss your second sub topic here.

APA FORMATTING IDEAS

Heading Level 3—Sub Topic of Sub Topic 2 (e.g., Quantitative Data)

Discuss your quantitative data collection.

Heading Level 3—Second Sub Topic of Sub Topic 2 (e.g., Qualitative Data)

For level 3 headings, make sure you include at least two level 3 headings/.

Header Level 1—Third Major Section (e.g., Results)

Introduce your third major topic.

Heading Level 2—Subtopic 1 (e.g., Surveys)

Explain the results for your second important tool, research question or topic. If you insert a table or figure, make sure that it is necessary and adds information to your text. Include all of the important data in your narrative.

Heading Level 2—Subtopic 2 (e.g., Interviews)

Explain the results for your second important tool, research question or topic. If you insert a table or figure, make sure that it is necessary and adds information to your text. Include all the important data in your narrative.

Heading Level 2—Subtopic 3 (e.g., Conclusions)

Bring your data together and give the reader a quick summary of what the data is saying to you. Answer each of your research questions in this summary. Were there any surprises in your results?

Header Level 1—Fourth Major Section (e.g., Discussion)

Tell the reader what you believe your results mean for you and for other educators and students. How do you think your results can help educators and their students? What will you do because of the results of your study? What do you think other educators should consider?

Header Level 2—Sub Heading 1 (e.g., Limitations)

Describe the limitations of your study (e.g., time, size of participant pool).

Header Level 2—Sub Heading 1 (e.g., Recommendations for Practice)

APA FORMATTING IDEAS

Since this is a journal for applying theory into practice, it is a good idea to generate some recommendations for the field. From your results, what recommendations do you have for colleagues?

Header Level 2—Sub Heading 2 (e.g., Recommendations for Future Research)

Based on the results of your study and on the limitations of your study, what next steps should be taken to further the research to address the problem your study addresses? What related problems or issues might be worthy of future study?

Final Thoughts

What are your final conclusions and thoughts about your study? What will you do with your results. Do you have any advice for other teachers? What is your final message to readers?

References

See: Chapters 9, 10, and 11 in the **APA Manual**

Go to the following APA site:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Go to the following information at OWL:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_author_authors.html

APA FORMATTING IDEAS

Appendix

If there is an appendix, it is listed after the references and is labeled **Appendix** (Bold). If there are multiple appendices, then label them **Appendix A, Appendix B, Appendix C**, etc.

If an appendix only contains a table or figure – the centered **Appendix** or **Appendix A** replaces the table or figure label (e.g., **Table 1** or **Figure 2**). The title of the table or figure remains in its usual position above the table or figure.

If an appendix has text and tables and/or figures, label the tables and figures with the appendix letter (e.g., **Table 1A; Figure 1A**).

APA FORMATTING IDEAS

Here is a list of some of the major differences between APA 7 and APA 6.

Reference List and Citations

- Website URLs no longer needed to be preceded by “retrieved from” unless there is a retrieval date (p. 290).

Kluger, J. (2019, July 18). Elon Musk told us why he thinks we can land on the Moon in 'less than 2 years.' **Retrieved from** Time website: <https://time.com/5628572/elon-musk-moon-landing/>

Kluger, J. (2019, July 18). Elon Musk told us why he thinks we can land on the Moon in 'less than 2 years.' Time website: <https://time.com/5628572/elon-musk-moon-landing/>

- Ebooks no longer require the type of ebook to be listed (e.g., PDF, Kindle, etc.)

Green, J. (2018). *The fault in our stars* [**Kindle Version**]. Retrieved from:

<https://www.amazon.com/Fault-Our-Stars-John-Green-ebook/dp/B007Z8ZKS2/>

Green, J. (2018). *The fault in our stars*. <https://www.amazon.com/Fault-Our-Stars-John-Green-ebook/dp/B007Z8ZKS2/>

- Journal DOIs are displayed as doi.org URL instead of with the “DOI:” prefix. You can shorten them using recommended software (pp. 298-301).

Patel, V., & Jenkins, R. (2012). Putting evidence into practice: the PLoS Medicine series on global mental health practice. *PLoS Medicine*, 9(5),

44. **DOI:** 10.1371/journal.pmed.1001226

Patel, V., & Jenkins, R. (2012). Putting evidence into practice: the PLoS Medicine series on global mental health practice. *PLoS Medicine*, 9(5),

44. <https://doi.org/10.1371/journal.pmed.1001226>

- The publisher location is no longer required for books or similar mediums (p. 295).

Salinger, J. D. (2001). *The catcher in the rye* (pp. 23–24). **New York:** Back Bay Books.

Salinger, J. D. (2001). *The catcher in the rye* (pp. 23–24). Back Bay Books.

APA FORMATTING IDEAS

- Up to 20 authors can now be included in a reference list entry before needing to omit others with an ellipsis. Previously, only six would be displayed. (p. 286).

Foster, M., Thompson, A., Perez, G., Moore, D., Torres, G., Peterson, H., ... Cox, W. (2018)

Title...

Foster, M., Thompson, A., Perez, G., Moore, D., Torres, G., Peterson, H., **Foster, M., Thompson, A., Perez, G., Moore, D., Torres, G., Peterson, H., Foster, M., Thompson, A., Perez, G., Moore, D., Torres, G., Peterson, H., Foster, M.,** ... Cox, W. (2018) Title...

- As for in-text citations, any reference with three or more authors can now be shortened to the first author and et al. Previously only references with six or more could be shortened this way (p. 266).

- It is believed that only 55% of bibliographic data is correctly located by Google Scholar (Zeitlyn, **Beardmore-Herd, Hinrikus, Hook**, 2018)
- It is believed that only 55% of bibliographic data is correctly located by Google Scholar (Zeitlyn **et al.**, 2018)

- Guidelines and citation examples are being added for newer information sources that have emerged or grown in popularity since the 6th edition, like social media messages and videos, and other electronic mediums (see Chapter 10 for examples).
- Changes to references for conference sessions, paper presentations, and poster presentations as well as for dissertation and theses (see pages 332-334).
 - **Conference Session** (Example from APA manual, page 332).

Fistek, A., Jester, E., & Sonneberg, K. (2017, July 12–15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session].

Autism Society National Conference, Milwaukee, WI, United States.

<http://asa.confex.com/asa/2017/webprogramarchives/Session9517.html>

- **Paper Presentation** (Example from APA manual, page 332).

APA FORMATTING IDEAS

Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). *If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62 Annual Meeting, New Orleans, LA, United States.

- **Poster Presentation** (Example from APA manual, page 333).

Pearson, J. (2018, September 27–30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGStHP>

- **Unpublished Dissertation or Thesis**

Daniels, L. R. (2019). *The experiences of secondary Black women principals leading change with a predominately White faculty: Cast down, but not destroyed* [Unpublished doctoral dissertation]. University of St. Thomas.

- **Dissertation or Thesis from a Database**

Smith, D. J. (2011). *Reforming the criminal justice system: A pragmatic approach to building a sustainable system* (Publication No. 1503912) [Master's thesis, University of Central Oklahoma]. ProQuest Dissertations and Theses Global.

- **Dissertation or Thesis Published Online**

Reinert, L. J. (2016). *Silent strategy: Women faculty and the academic profession* [Doctoral dissertation, University of Minnesota]. University of Minnesota Conservancy. https://conservancy.umn.edu/bitstream/handle/11299/18903/Reinert_umn_0130E_17155.pdf?sequence=1

Punctuation and Layout

- The manual now states to always use a single space after any body-text punctuation, whether it is at the end of a sentence or not (p. 154). In the 6th edition, two spaces would be required at the end of a sentence, while a single space would be used after punctuation that was *not* at the end of a sentence. Set your Word spell and grammar

APA FORMATTING IDEAS

settings to catch more than one space, which will be underlined. A quick fix for addressing two spaces is to use the find and replace feature. Find " " (space space) and replace with " " (space).

- The term, RUNNING HEAD, should no longer be prefixed to the running head on the title page. Now, only the actual title should be used in the NEC Journal
- The NEC Journal uses ARIAL 11 font
- Double-spacing is suggested spacing for the entire paper, including block quotes and references (p. 45).
- Tables and figures are now labeled the same. With **Table #** and **Figure #** in bold above the table or figure and the titles in italic and title case. For table examples see pages 210-224 and for figure examples see pages 234-250. Tables and figures may be embedded within the text or at the end of the article.
- Use quotation marks for emphasis for accessibility instead of italics (p 157-159)
- New heading levels (p. 48). All heading levels are now bold with title case (meaning all major words are capitalized and all minor words like "the," "and," and "or" are not capitalized).

1st Level, Centered, Bold Title Case

2nd Level, Left Aligned, Bold, Title Case

3rd Level, Left Aligned, Bold Italic, Title Case

4th Level, Indented, Bold, Title Case, with Period. Paragraph content begins after.

5th Level, Indented, Bold Italic, Title Case, with a Period. Paragraph content begins one space after the period

General Format Ideas

- **Title** is bold on the page of the abstract.
- Word "Abstract" is bold—**Abstract**

APA FORMATTING IDEAS

- There is no title after the abstract. Return a double space and begin the introduction (with no heading).
- Word “References” is bold—**References**

Writing and Grammar

- The words “they” or “their” as singular pronouns are acceptable instead of gender pronouns like “he”, “she”, “his” and “her” (pp. 120-121).
- Descriptive phrases should be preferred instead of nouns to label people.
 - Rather than “the poor” use “people living in poverty.”
- Terms such as “people of color” or “underrepresented groups” are preferred to “minorities,” a term that is “usually equated with being less than, oppressed, or deficient in comparison with the majority” (p. 145)
- LGBT is considered outdated; use LGBTQ, LGBTQIA, or LGBTQIA+ (p. 146)
- The terms Hispanic and Latino both exclude some groups; instead, consider using Latin@ or Latinx as a gender-neutral or nonbinary (p. 145)
- Instead of broad categories, use exact age ranges that are more relevant and specific.
 - Rather than “people over 65 years old” use “people in the age range of 65 to 75 years old.”

References

Bowers-Abbott, M. (2019, September 27). Prepare for change: Old APA versus new APA.

<https://www.facultyfocus.com/articles/teaching-and-learning/apa-style-updates/>

Elias, D. (2019, September, 14). APA style 7th edition what’s changed [blog].

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

Reinert, L. (2019 November 12). APA 7th edition new rules highlights.

<https://www.everyoneneedsaneditor.com/post/apa-7th-edition-new-rules-highlights>

Streeferk, R. (2019, November, 26). APA manual 7th edition: The most notable changes.

<https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>

APA FORMATTING IDEAS

Tedrick Parikh, S. (2019). APA style 7th edition—Major Changes [Resource document].

Tables and Figures

Format takes a table or figure to the left margin.

Label and title as follow:

Table 1

Title of the Table

Figure 1

Title of the Figure

Table or figure goes one double space below title.

Go to the following links for making tables and figures:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures>