Every page has the corresponding page number in the header.

CLICK HERE to learn how to insert page numbers.

The Title Page information should be centered on top half of the page. There is an extra space between the title of your paper, and the other information.

Title of Paper

Your Full Name

Ultimate Medical Academy

COURSE#: Course Title

Your Instructor's Name

Assignment Due Date

General Formatting Tips:

The entire document should:

- ► Have 1-inch page margins.
- ► Be Double-Spaced.
- ► Be in Calibri, 11pt font.
- ► Have the first line of each paragraph indented.
- ► Use appropriate language and grammar.

For additional information on formatting in Word check out the tutorials FOUND HERE.

Title of Paper

This is document gives you general guidelines of what you can expect when formatting your essay or other writing assignment using APA formatting at UMA. Remember that your paper or assignment will not have the annotations or other notations you see here, but rather you should follow the principles explained in this document. UMA assignments will not typically require you to use all the various types of formatting possibilities, such as second and third level headings or tables and figures. Therefore, not all the APA style rules will be discussed in this document, but rather it will focus on the most relevant formatting information for UMA students. The full and official guidelines can be found in the Publication Manual of the America Psychological Association, 7th Edition. There are also other helpful tools available online to help you align to proper APA formatting.

APA stands for the American Phycological Association. APA formatting is the official writing style and formatting guidelines for academic documents of the APA. Many academic disciplines use APA format such as education, social science and psychology. APA style is used as the official formatting style of UMA and should be used when completing assignments. APA style consists writing mechanics, citation practices, document formatting and more.

A very important aspect of APA formatting is in-text citations. In-text citations are concise pieces of information that indicate that you are referencing an someone else's work in your paper. Examples of outside work that you can cite are websites, videos, books, newspaper articles, podcasts, songs, social media, and much more! If any works have impacted or influenced your paper, it is necessary to include a citation for it (Mitchell, 2009). In-Text citations are meant to be discreet and therefore consist of a few key pieces of information, such as the last name of the author(s), and the year of publication or posting. You can utilize in text citations in a variety of ways in your paper. These include summarizing, paraphrasing, and quoting. Depending on how you include the information in your essay, depends on how your in-text citations will look.

For example, you can summarize or paraphrase the original authors work in your own words, then include the in-text citation with the author's last name a comma, and then the year of publication at the end of the sentence (Mitchell, 2009). It is important to note that, with in-text citations, the punctuation for the sentence goes after the final parenthesis of the citation. Another option when citing sources is that you can include the author's last name in your sentence structure. According to Swales (1990), citations that are placed within the sentence structure are considered 'integral' since they play a crucial grammatical role. Therefore, you only include the year of publication in parenthesis immediately after the last name. In subsequent citations referring to the same author and work, you do not need to include the year. Swales would still consider the citation of the author's last name as integral to the sentence.

Another type of in-text citations are direct quotes. Direct quotes occur when the exact words and phrasing from a source is included in your paper. Note that APA style recommends paraphrasing sources instead of including too many direct quotes, "because paraphrasing allows you to fit material to the context of your paper and writing style" (APA, 2019, p. 270). You should indicate what the quote is by putting quotation marks around the copied words. If the quote is from a website or a source that does not have pages, use *para.* to call out the paragraph the quote is from.

You will likely use resources for your paper that is found on the internet. Information can come from a web page or it can come from an online source such as a library database. The UMA Library has a built-in citation tool that will assist you in creating references for your paper. When including an in-text citation for a web page you must include the author and the date of publication. Some websites have no author. If this is the case for something you want to cite, first you should carefully check the quality of the source to ensure it is credible enough to use for your course. If you do use the source, the in-text citation will begin with the title of the article and will end with the date

This citation has no author, instead the title of the article is used. Note that it still matches the first portion of the corresponding reference in the reference list.

of publication (Missing Reference Information, 2020). Note that the URL is not used as part of the in-text citation and if there is no date provided, use n.d. instead.

The final portion of an APA style paper is the references list. The references list gives complete information about all the sources that are cited in the paper. Every in-text citation must have a corresponding reference that provides the full information on where and how to find that source. References also have a specific formatting style depending on the type of source you are using. To find out more, ask your librarian for help.

References Section Tips

The References page provides the information necessary for a reader to locate and retrieve any source you cite. Remember that every source you cite must appear on your References page.

Note these features of the references section:

► The references list always begins on its own page at the end of the paper.
► The references list begins with the word **References**, which is centered and **bolded** at the top of the page.
► All sources are listed alphabetically by the first word in the reference entry (usually the author's last name).
► Hanging indents should be used so that the second and subsequent lines of the reference (if present) are indented.

All APA references have the same basic reference elements of **Author**, **Date** and **Title** included. The **Source Information** portion of the reference varies, depending on the type of source it is (book vs. website vs. journal article etc.) Each of the reference elements is separated by a period. If you have missing reference information, use as much information that is available to complete the reference and citation.

Note: Microsoft Word 2019 reference formatting feature does NOT create correct APA 7th edition references.

References

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). American Psychological Association.

Miller, P. C., Ruegg, R., Agnello, M. F., & De Boer, M. (2017). The concise APA handbook. Information Age.

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Mitchell, M. S. (2009). The first word: a letter from the editorial assistant: an in-depth look at in-text citations. *Journal of Advanced Academics*, *20(3),* 381-382.

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Swales, J. M. (1986). Citation analysis and discourse analysis. *Applied Linguistics, 7(1*), 39-56.

For the Title of a source, only capitalize the first letter of the first word and any proper nouns.

Note this entry has no author and uses the title of the article instead.

URLs should link directly to the cited source, not the general website or search results.

For further assistance on APA formatting and citations please contact the UMA Librarian at:

askthelibrarian@ultimatemedical.edu