All papers written in WSON courses should follow the formatting requirements and standards found in the *Publication Manual of the American Psychological Association, 7th edition*. Listed below is a quick guide for finding common APA formatting requirements and examples in the APA manual. Refer to the specified sections of the manual for additional information and examples.

1. Title page with running head
   a. Sections 2.3-2.8 pp. 30-38, Section 2.16-2.22 pp. 43-45
   b. Example pp. 31 & 32
2. Page numbers/headers
   a. Section 2.2-2.3 pp. 30, Section 2.16-2.18, pp. 43-44
   b. Example p. 31 & 32
3. Spacing, margins, and paragraphs
   a. Section 2.21-2.24 pp. 45-46
4. Font
   a. Section 2.19, pp. 2.19
   b. NOTE: The WSON expectation is the use of Times New Roman, 12 point font
5. Section headers and section labels
   a. Section 2.27, pp. 47-48
      i. See Table 2.3
      ii. Examples pp. 48 & 49
   b. Section 2.28, pp. 49
6. Lists
   a. If the student chooses to bullet point or order by number/letter within a paper, it must be done by the APA formatting standards
   b. Section 6.49-6.52, pp. 189-191
7. Abbreviations
   a. Sections 6.24-6.31 pp. 172-178
8. Numbers
   a. Sections 6.32-6.39, pp. 178-181
9. Statistics
   a. Sections 6.40-6.48, pp.181-189
      i. See Table 6.5
10. In-text citations
    a. Appropriate Level of Citation: Section 8.1 pp. 254-354
    b. Plagiarism/self-plagiarism: Section 8.2, pp. 254-256; Section 8.3, pp. 256-257.
    c. Author-Date Citation System: Section 8.10, pp. 261-262
    d. Parenthetical an Narrative Citations: Section 8.11, pp. 262-263
    e. Citing Multiple Words: Section 8.12, pp. 263-264
    f. Different types of citations (Sections 8.7-8.22, pp. 259-269). Most common:
       i. Number of Authors to Include: Section 8.17, pp. 266
          1. See Table 8.1
       ii. Works with Same Author/Same Date: Section 8.19, pp. 267
       iii. Personal communications - Section 8.9 pp. 260-261
    g. Examples pp. 50-67
11. Primary vs. Secondary Sources
    a. Section 8.6, pp. 258
12. Paraphrasing & Quotations (*Quote properly, paraphrase preferentially*)
    a. Paraphrasing: Section 8.23-8.24, pp. 269-270
    b. Quoting: Sections 8.25-8.33, pp. 270-277
i. Principles of Direct Quotation: section 8.25, pp. 270-271
ii. Short Quotations: Section 8.26, pp. 271
iii. Block Quotations: section 8.27, pp. 272-273
iv. Examples (correct/incorrect): pp. 272

13. Reference list
   a. Reference Categories: Section 9.1, pp. 281
   b. Using the Webpages/Websites Category: Section 9.2, pp. 282
   c. Online and Print References: Section 9.3, pp. 282-283
      i. See Figure 9.1 & Table 9.1
   e. Reference Elements: Sections 9.7-9.37, pp. 285-301
   g. Reference Examples: Sections 10.1-10.16, pp. 316-352. Most common:
      i. Periodicals: Section 10.1, pp. 316-321
      iii. Edited Book Chapters/Entries in Reference Words: Section 10.3, pp. 326-329
      iv. Online Media: Section 10.15, pp. 348-352

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