

APA Style Guide

Publication Manual of the American Psychological Association,
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Available at 1st floor - Reference Desk and Quick Reference

General Format

Your essay should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Your final essay should include, in the order indicated below, as many of the following sections as are applicable, each of which should begin on a separate page:

- title page, which includes a running head for publication, title, and byline and affiliation
- abstract
- text
- references
- appendixes
- author note
- footnotes/endnotes
- tables
- figure captions
- figures

The pages of your manuscript should be numbered consecutively, beginning with the title page, as part of the manuscript header in the upper right corner of each page. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. Appendixes and notes should be formatted similarly.

Handling Quotations In Your Text

When using APA format, follow the author-date method of citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper.

Examples:

Jones (1998) compared student performance...

In a recent study of student performance (Jones, 1998)...

In 1998, Jones compared student performance ...

If there is no author to cite, such as when you are citing a web page that lists no author, use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

Webber did a similar study of students learning to format research papers ("Using APA," 2001).

If you are citing a work that has no author, no date, and no page numbers, use the first few words from the title, then the abbreviation n.d. (for "no date"), and then use paragraph numbers (if available) or simply leave out any reference to pages.

In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

To indicate quotations of fewer than 40 words in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

Examples:

She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

Place quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after closing punctuation mark.

Example:

Jones's 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

If you are using a quotation that uses quotation marks as a short quotation, use single quotation marks to set off the material that was originally enclosed in quotation marks. If you are using a quotation that uses quotation marks in a block quote, use double quotation marks to set off the material that was originally in quotation marks.

BOOK

BOOK by MORE than ONE author

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

BOOK CHAPTER or ARTICLE

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for Healing, Transition, and Transformation. In B. R. Wainrib (Ed.), *Gender Issues Across the Life Cycle* (pp. 107-123). New York: Springer.

NOTE: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

BOOK NO author or editor named

Merriam-Webster's Collegiate Dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

NOTE: For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, a parenthetical citation of the source above would appear as follows: (*Merriam-Webster's*, 1993).

Entry in ENCYCLOPEDIA

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica* (Vol. 26, pp. 501- 508). Chicago: Encyclopedia Britannica.

GOVERNMENT Publication

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

NONPERIODICAL (e.g., BOOK, REPORT, BROCHURE, or AUDIOVISUAL MEDIA)

Saxe, G. B. (1991). *Cultural and cognitive development: Studies in mathematical understanding*. Hillside, NJ: Erlbaum.

NOTE: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

TRANSLATED work and/or REPUBLISHED work

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

NOTE: When you cite this work in text, it should appear with both dates: Laplace (1814/1951).



ARTICLES

ARTICLE NO author named

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

NOTE: For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, a parenthetical citation of the source above would appear as follows: ("New Drug," 1993).

JOURNAL ARTICLE, ONE author

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

NOTE: You need only list the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: *Title of Periodical*, Volume number, Issue number, pages.) Note that the issue number is not italicized.

JOURNAL ARTICLE, THREE to SIX authors

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

JOURNAL ARTICLE, more than SIX authors

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-245.

NOTE: The phrase *et al.* stands for "and others."

MAGAZINE ARTICLE, ONE author

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

REVIEW for a BOOK

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

REVIEW for a FILM

Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

WORK DISCUSSED in SECONDARY SOURCE

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

NOTE: Give the secondary source in the reference list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...



INTERNET/ELECTRONIC

CHAPTER or SECTION of ONLINE DOCUMENT

The Foundation for a Better World. (2000). Pollution and banana cream pie. In *Great chefs cook with chlorofluorocarbons and carbon monoxide* (Chap. 3). Retrieved July 13, 2001, from: <http://www.bamm.com/cream/pollution/bananas.htm>

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

MESSAGE POSTED to ONLINE NEWSGROUP

Frook, B. D. (1999, July 23). New inventions in the cyber world of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

NOTE: If only the screen name is available for the author, then use it. Be sure to provide the exact date of the posting. Follow the date with the subject line, the *thread* of the message (not in italics). Provide any identifiers in brackets after the title, as in other

NONPERIODICAL INTERNET DOCUMENT (e.g., WEB PAGE OR REPORT)

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal?* Retrieved October 5, 2000 from <http://www.familymealttime.org>

NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

ONLINE JOURNAL ARTICLE

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8(4). Retrieved February 20, 2001, from: <http://www.cac.psu.edu/jbe/twocont.html>

For additional information on citing other types of sources refer to the Publication Manual of the American Psychological Association, 5th edition. Available at the reference desk.

Your Reference List

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names.
- If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article).
- When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.
- Use "&" instead of "and" when listing multiple authors of a single work (in text citations in parentheses, too).
- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Capitalize only the first word of a title and subtitle of a work.
- Italicize titles of books and journals.
- Note that the italics in these entries often continue beneath commas and periods.