

## APA STYLE GUIDE

In academic writing, the source of any borrowed ideas or information must be acknowledged; presenting others' ideas without giving them credit is not acceptable. Various disciplines have certain ways of crediting others' ideas. American Psychological Association, or "APA," is most frequently used in the sciences and social sciences. Papers for classes in Psychology, Sociology, Business, Economics, Nursing, and Education typically require the use of APA style. Modern Language Association, or "MLA," is used in most Humanities classes, especially English. It is important to be aware of the various styles typically used and to use the style recommended by the professor. Faculty members take documentation seriously, and the consequences of plagiarism, using other people's ideas without giving them credit, are equally serious. Penalties can range from failing grades to expulsion from school.

As compared to MLA, APA style is more objective and less creative or subjective. Third person or passive voice is typically preferred when writing in APA style. The *Publication Manual of the American Psychological Association* is the best resource to consult for details on writing and formatting APA papers. To review the latest information, especially for formatting and citing electronic sources, visit the new APA website at <http://www.apastyle.org>. Basic format and citation guidelines are included here.

### APA FORMAT

**Margins:** Leave 1 inch at the top, bottom, right, and left of every page. Do not justify the right margin.

**Spacing:** Double-space between all lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables.

**Page Number:** Once arranged in the correct order, number manuscript pages consecutively, beginning with the title page. Type page numbers in the upper right-hand corner, 1 inch from the right-hand edge, using Arabic numerals.

**Page Order:** Arrange the pages of the manuscript as follows: Title page, Text, References (on a new page following the text), table (on a separate page from the text), figures (on a separate page from the text).

**Title Page:** The title page includes four elements: title, author, institutional affiliation, and abbreviated title. Identify the title page with a short article title and the number 1, typed in the upper right-hand corner of the page. Type the title in uppercase and lowercase letters, centered on the page. Titles with two or more lines should be double-spaced.

**Italics:** Titles of longer works, magazines, journals, newspapers, books, and the following punctuation are italicized. **NOTE:** Titles of magazine articles are **NOT** enclosed in quotation marks and **ONLY** the first word of the title is capitalized.

### APA CITATIONS WITHIN THE TEXT

The purpose of the parenthetical citation is to indicate when another author's work has been used or quoted and where the original source can be found. **You must cite your source when you use a direct quotation** and also when you **paraphrase** or rewrite information.

#### Basic Format for In-text Citations

[Author's last name, (space) Date of Publication]

**EXAMPLE:** *All colleges provided financial aid* (Miller, 2002).

**NOTE:** There is a comma and a space between the last name (Miller) and the date.

The basic elements of a parenthetical citation are the author's last name, the year of publication, and the page number; however, the page number is only included if the citation is a direct quote. Unlike MLA, **APA is date-focused**. The following are some options for including these basic elements in accordance with APA style:

**One author with direct quote**

According to one authority, "Use of home computers is doubling every five years" (Mayes, 1978, p. 123).

**-OR-**

Mayes stated, "Use of home computers is doubling every five years" (1978, p. 123).

**-OR-**

Mayes (1978) stated, "Use of home computers is doubling every five years" (p. 123).

**Two authors with summarized or paraphrased material**

Literature exhibits a close relationship to reality in that both are open to individual interpretation (Keeton & Parrish, 1983).

**More than two authors**

Studies have shown that spanking children is not an effective form of discipline (Minton, Heiferman, & Novak, 1985).

**Two or more works within the same parentheses**

Sirius is the brightest star in the sky, not because of its size, but because of its relative nearness to Earth (Ahad 1983; Chiou, 1975).

Order the citations within the same parentheses in the same order as they appear in the reference list.

**Anonymous works**

When citing an anonymous work in text, **use an abbreviated version of the title** to identify it:

The Orion Nebula, found in the sword of the constellation Orion, is a birthplace for stars ("Astronomy," 1993).

In this case, the author has cited a short article identified in the bibliography as "A Layman's Guide to the Universe."

**NOTE:** In each example above, the author or main entry and the date of publication are the key elements.

Reproduce quoted sources word for word. Enclose quotes of fewer than 40 words with double quotation marks, as is one in the example that follows:

In his essay "Shooting an Elephant," George Orwell states that "imperialism was an evil thing" (1934, p. 118).

Reproduce quotes of more than 40 words in a freestanding block indented five spaces from the left margin as is done in the example that follows. Notice that quotation marks should be omitted and the quotation double-spaced.

Orwell (1934) offered this motive for shooting an elephant:

The sole thought in my mind was that if anything went wrong those two thousand Burmans would see me pursued, caught, trampled on and reduced to a grinning corpse like that Indian up the hill. And if that happened it was quite probable that some of them would laugh. That would never do. (p. 122)

Indent the first line of any subsequent paragraphs within the quotation five spaces from the new margin.

## **BASIC RULES FOR THE REFERENCE LIST**

- 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. Also use the ampersand when listing multiple authors in parenthetical citations.
- All lines after the first line of each entry in your reference list should be indented ½ 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; punctuation marks included in references are also italicized.

## **BASIC FORMS FOR SOURCES IN PRINT**

### **An article in a periodical (e.g., a journal, newspaper, or magazine)**

Author, A. A., Author, B. B., & Author, C. C. (Year, add month and day of publication for daily, weekly, or monthly publications). *Title of article, Title of periodical*, volume number, pages.

**NOTE:** You only need to 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. Notice that the issue number is not italicized.

### **A nonperiodical (e.g., book, report, brochure, or audiovisual media)**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

**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.

### **Part of a nonperiodical (e.g., a book chapter or an article in a collection)**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

**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.

## BASIC FORMS FOR ELECTRONIC SOURCES

### Article in an Internet Periodical

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of journal*, volume number (issue number, if available). Retrieved month date, year, from <http://Web address>.

### Nonperiodical Internet Document (e.g., a Web page or report)

Author, A. A., & Author, B. B. (Date of publication). *Title of Article*. Retrieved month date, year, from <http://Web address>.

**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.

### Part of Nonperiodical Internet Document

Author, A. A., & Author, B. B. (Date of publication). *Title of article*. In Title of book or larger document (Chapter or section number). Retrieved from <http://Web address>.

## SAMPLE ENTRIES FOR REFERENCES

The publication Manual of the American Psychological Association provides extensive examples covering a wide variety of potential sources. Below are some of the most commonly cited kinds of sources. If your particular source is not listed below, you should use the basic forms (above) to determine the correct format, check the Publication Manual, or consult the APA style website.

### Journal Article, One Author

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

### 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." means "and others."

### Work Discussed in a 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 references 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, & Hallers, et al., 1993),...

### Magazine Article, One Author

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

## **Book**

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

## **An Article or Chapter of a Book**

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.

## **A 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.

## **A Book or Article with no Author or Editor Named**

*Merriam-Webster's college dictionary* (10<sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster. 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, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 1993) and ("New drug," 1993).

## **A Translated Work and/or a 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).

## **A Review of a Book, Film, Television Program, etc.**

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

## **An Entry in an Encyclopedia**

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

## **An 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>

## **Chapter or Section of an 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.bam.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 an Online Newsgroup, Forum, or Discussion Group**

Frook, B. D. (1999, July 23). New inventions in the cyberworld 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 types of references.

**A Film**

Flintstone, F., & Rubble, B. (Producers), & Flintstone, F. (Director). (1992). *Life in prehistoric times*. Bedrock: Caveman Pictures.

**A Recording**

Floyd, M. (Speaker). (1993). *Nutritional needs of the tarantula* (Cassette Recording No. 8294). Nashville, TN: Spiderworks Productions.

**A Computer Program**

McClannahan, R. (1993). First Choice [Computer program]. Bloomington, IL: Wonderword Corp. (OTR-87713).

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**RESOURCES CONSULTED IN PREPARING THIS HANDOUT**

*Frequently asked questions (n.d.)*. Retrieved January 9, 2003, from: <http://www.apastyle.org/faqs.html>

Harnack, A. & Kleppinger, E. (2003). *Online! A reference guide to using Internet sources*. Retrieved December 1, 2003, from: <http://www.bedfordstmartins.com/online/index.html>

Lester, J. D. (1999). *Writing research papers: a complete guide*. New York: Longman.

*Publication manual of the American Psychological Association* (4th ed.). (1994). Washington, DC: American Psychological Association.

*Quick orientation to APA (n.d.)*. Retrieved January 9, 2003, from: <http://www.wisc.edu/writing/Handbook/Doc/APAOrientation.html>