

A summary of APA Style

I. FORMATTING MANUSCRIPT

- 1. Margins:** Leave at least one inch (2.5 cm) on all sides.
- 2. Justification:** Left-justify the document, leaving the right margin ragged.
- 3. Typeface:** Use a serif typeface such as 10 to 12-point Times New Roman, Palatino, Courier, or VNI-Times
- 4. Line Spacing:** Double-space the entire paper including quotations, reference list, author identification notes, content footnotes, figure captions, and all parts of tables. Long papers may use 1.5 spacing.
- 5. Page Headers and Page Numbers:** A page header consists of the first two or three words of the title and serves as identification in case pages are separated. Place the page header and the page number in the upper right corner of the page, e.g. Application Results 1
- 6. Paragraph Indentation:** Indent the first line of each paragraph five to seven spaces (or half an inch). The remaining text of the essay should be left-justified.
- 7. Long quotations (block quotes):**
 - Place direct quotations longer than 2 lines in a free-standing block of typewritten lines.
 - Omit quotation marks. Block quotations are often introduced with a colon (:).
 - Start the quotation on a new line, indented five spaces (or ½ inch) from the left margin without the usual opening paragraph indent.

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)

8. Headings

- APA headings follow a hierarchy.
- Using different levels of heading helps reveal the organization of the paper.

=> **Levels of heading**

CENTERED UPPERCASE HEADING	Level 5
Centered Uppercase and Lowercase Heading	Level 1
<i>Centered, Italicized, Uppercase and Lowercase Heading</i>	Level 2
<i>Flush left, Italicized, Uppercase and Lowercase Side Heading</i>	Level 3
<i>Indented, italicized, lowercase paragraph heading, ending with a period.</i>	Level 4

Example:

AN INTERVIEW VALIDATION STUDY

External Validation

Method

Sample and Procedures

Participants and interview sheets.

NOTES:

- Do not precede headings with numbers (I, II, 1, 2,...) or letters (A, B, a, b,...).
- Level 4 ends with a period although it might not be a complete sentence.

=> Choice of levels of heading

- Few papers require all 5 levels of heading. Three-level heading is the most common.
- One level (for a short article) → use level 1
- Two levels → use level 1 & level 3 (or level 4)
- Three levels → use level 1, level 3, and level 4
- Four levels → use level 1, level 2, level 3, and level 4

Level 5

Level 1

Level 2

Level 3

Level 4

II. WRITING PARENTHETICAL CITATIONS

Examples

As Shrensky (1995) has noted in an earlier paper, poodles can be taught to sing (p. 25).

Shrensky (1995) demonstrates that poodles can be taught to sing (p. 25).

Miniature poodles can be taught to sing (Shrensky, 1995, p. 25).

Shrensky (1995) alleges/claims that poodles can sing (p. 25).

According to Wilson and Collins (1999), Shrensky's study is nonsense (p. 50).

Wilson and Collins (1999) say that Shrensky's study is nonsense (p. 50).

III. WRITING REFERENCES

Here are approved abbreviations for use in a reference list:

- **chap.** for chapter
- **ed.** for edition
- **rev. ed.** for revised edition
- **2nd ed.** for second edition
- **Ed.** for Edited by
- **(Eds.)** for multiple editors
- **Trans.** for Translated by
- **p.** for page number, with a space after the period
- **pp.** for page numbers (plural)
- **Vol.** for a specific Volume
- **vols.** for a work with xx volumes
- **No.** for Number
- **Pt.** for Part
- **Suppl.** for Supplement,
- **Tech. Rep.** for Technical Report
- **n.d.** for no date
- **n.p.** for no page

IN-TEXT CITATION	REFERENCES
1. Book, one author	
<p>... (Chitty, 1996, p.28). Chitty (1996) claimed that sources of facts about lemmings are unreliable (p. 28).</p>	<p>Chitty, D. (1996). <i>Do lemmings commit suicide? Beautiful hypotheses and ugly facts</i>. New York: Oxford University Press.</p>
2. Book, two authors	
<p>...(Rosellini & Worden, 1997, pp. 123-146) ... As Rosellini and Worden (1997) suggested...</p>	<p>Rosellini, G., & Worden, M. (1997). <i>Of course you're angry: A guide to dealing with the emotions of substance abuse</i> (Rev. ed.). Center City, MN: Hazelden.</p>
3. Book, 3 to 5 authors	
<p>- <u>First citation</u>: Common people may wonder whether doing research is an art (Booth, Colomb, & Williams, 1995). - <u>Next citation</u>: ... In fact, research skills are many and researchers need to be trained (Booth et al., 1995).</p>	<p>Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). <i>The craft of research</i>. Chicago: University of Chicago Press.</p>
4. Book, more than 6 authors	
<p>... (Jones et al., 2000). As Jones et al. (2000) demonstrated, ...</p>	<p>Jones, J.J, Wilson, K.M., Carr, K.L., Clark, J.F., Hudson, L.R., Jacobs, R.D., et al. (2000). <i>An introduction to linguistics</i>. Oxford: Oxford University Press.</p>
5. Book, corporate author	
<p>- <u>First citation</u></p>	<p>- Corporate author is not the publisher</p>

<p>The number of patients with mental disorders is reported increasing (American Psychiatric Association [APA], 1990).</p> <p>- <u>Next citation</u></p> <p>... Scientists have suggested some solutions to the problem (APA, 1990).</p>	<p>Children's Express. (1993). <i>Voices from the future: Our children tell us about violence in America</i>. New York: Crown.</p> <p>- Corporate author is the publisher</p> <p>American Psychiatric Association. (1990). <i>Diagnostic and statistical manual of mental disorders</i> (3rd ed.). Washington, DC: Author.</p>
6. Unknown author	
<p>Many reports have been made on the relationship between mental illnesses and caffeine ("Caffeine Linked," 1991).</p> <p>One study ("Computers and college", 1989) examines the differences between programs at various colleges.</p>	<p>Caffeine linked to mental illness. (1991, July 13). <i>New York Times</i>, pp. B13, B15.</p> <p><i>Computers and college writing: Selected college profiles</i>. (1989). City University of New York: National Project on Computers and College Writing.</p>
7. Book with editor(s)	
<p>... (Moen, Elder, & Luscher, 1995)</p>	<p>Moen, P., Elder, G., & Luscher, K. (Eds.) (1995). <i>Examining lives in context: Perspectives on the ecology of human development</i>. Washington, DC: American Psychological Association.</p>
8. Secondary source	
<p>In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...</p> <p>... (Seidenberg & McClelland, as cited in Coltheart, Curtis, Atkins, & Haller, 1993)</p>	<p>Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i>, 100, 589-608.</p>
9. Newspaper articles	
<p>... (Monson, 1993)</p> <p>...("Amazing Amazon Region," 1989)</p>	<p>- <u>With author</u></p> <p>Monson, M. (1993, September 16). Urbana firm obstacle to office project. <i>The Champaign-Urbana News-Gazette</i>, pp. 1, 8, 10-11.</p> <p>- <u>Unknown author</u></p> <p>Amazing Amazon region. (1989, January 12). <i>New York Times</i>, p. D11.</p>
10. Magazine articles	
<p>... (Garner, 1997)</p>	<p>- <u>With author / monthly</u></p> <p>Garner, H. J. (1997, July). Do babies have a universal song? <i>Psychology Today</i>, 102, 70-77. (=> continuous pagination)</p> <p>Gerry, R. (1997, April-June). Tempo training for freestyle. <i>Swimming Technique</i>, 34 (1),</p>

<p>... ("The Blood Business," 1992).</p>	<p>40-42. (=) paginated by issue) - <u>Unknown author / weekly</u> The blood business. (1992, September 11). <i>Time</i>, 97, 47-48.</p>
<p>11. Journal articles</p>	
<p>... (Simon, 2000).</p> <p>... (Becker & Rozek, 1995).</p> <p>... (Wolchik et al., 2000).</p>	<p>- <u>One author (continuous pagination)</u> Simon, A. (2000). Perceptual comparisons through the mind's eye. <i>Memory & Cognition</i>, 23, 635-647.</p> <p>- <u>Two authors (continuous pagination)</u> Becker, M. B., & Rozek, S. J. (1995). Welcome to the energy crisis. <i>Journal of Social Issues</i>, 32, 230-343.</p> <p>- <u>Multiple authors (continuous pagination)</u> Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i>, 68, 843-856.</p> <p>- <u>Non-continuous pagination</u> (→ with issue number within parentheses, after the volume number) Sawyer, J. (1966). Measurement and prediction, clinical and statistical. <i>Psychological Bulletin</i>, 66 (3), 178-200.</p>
<p>12. Online sources</p>	
<p>... (Nielsen, n.d.)</p> <p>... ("Gender and Society," n.d.)</p> <p>Families with no telephone service have difficulty accessing social services for which they are qualified (Benton Foundation, 1998, chap. 2, "Societal Priorities").</p>	<p>- <u>With author, no date</u> Nielsen, M. E. (n.d.). <i>Notable people in psychology of religion</i>. Retrieved August 3, 2001, from http://www.psywww.com/psyrelic/psyrelpr.htm</p> <p>- <u>Unknown author, no date</u> <i>Gender and society</i>. (n.d.). Retrieved December 3, 2001, from http://www.trinity.edu/~mkearl/gender.html</p> <p>- <u>With author</u> Bryant, P. (1999). <i>Biodiversity and Conservation</i>. Retrieved October 4, 1999, from http://darwin.bio.edu/sustain/bio65/Titlepage.htm</p> <p>- <u>With private organization as author</u> Benton Foundation (1998). <i>Losing ground bit by bit: Low-income communities in the information age</i> [Electronic version]. Retrieved June 27, 2001, from</p>

... (Thompson, 2003, ¶ 5).
or (Thompson, 2003, para. 5).

H. R. Varian (1997, June 11) suggested one way a professional organization might develop and publish an electronic journal (section 7.2).

Abeles (1999) asserts that the teacher will be replaced by hi-tech machines (n.p.).

Abeles (1999, para. 2) asserts that the teacher will be replaced by hi-tech machines.

<http://www.benton.org/Library/Low-Income/two.html>

- Chapter or section in an Internet document

Thompson, G. (2003). Youth coach handbook. In *Joe soccer*. Retrieved September 17, 2004, from <http://www.joesoccer.com/menu.html>

Varian, H. R. (1997, June 11). *The future of electronic journals*. Paper presented at the 1997 Scholarly Communication and Technology Conference. Retrieved June 27, 2001 from <http://arl.cni.org/scomm/scat/varian.html>

- Government as author

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*. Retrieved September 18, 2001, from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

- Journal article (e-journal)

Fine, M., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147. Retrieved June 7, 1999, from <http://www.apa.org/journals/amp/kurdek.html>

- Magazine article (e-zine)

Adler, J. (1999, May 17). Ghost of Everest. *Newsweek*. Retrieved May 19, 1999, from http://newsweek.com/nwsrv/issue/20_99a/printed/int/socu/so0120_1.htm

- Newspaper article

Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, high school psychology. *APA Monitor*. Retrieved October 7, 1999, from <http://www.apa.org/monitor/oct99/in1.html>

- Forum

Abeles, T. (1999, May 21). Technology and the future of higher education. Formal discussion initiation. Message posted to http://ifets.gmd.de/past_archives/archiv_150499_250899/0107.html

- Photo, image

everest2.gif. (1993, April 4). 535K. Image of Mt. Everest. Retrieved June 3, 1999, from <ftp://ftp.ntua.gr/pub/images/views/sorted.by.type/Mountains/everest2.gif>

- University website, department document

	<p>Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). <i>Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures</i>. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: http://www.ilt.columbia.edu/publications/papers/newwine1.html</p> <p>- Internet Adobe Acrobat Document (PDF)</p> <p>Harris Interactive Inc. (2002). Web@work survey 2002: Cyber-addiction in the workplace. Retrieved March 3, 2003, from page 3 at http://www.websense.com/company/news/research/webatwork2002.pdf</p> <p>- E-book</p> <p>Wells, A. (1999). <i>The Tillamook</i> [Online]. Corvallis, OR: Oregon State University Press. NetLibrary. 22 May 2001.</p>
13. Personal communication (letters, e-mail, interview)	
<p>- <u>Interview</u></p> <p>As I was told in an interview (J. Smith, personal communication, August 15, 2001), ...</p> <p>As Jeff Smith told me (Personal communication, August 15, 2001), ...</p> <p>- <u>Email</u></p> <p>Bryan Burgin (personal communication, November 18, 1998) notified me that my proposal had been accepted.</p> <p>- <u>Letter</u></p> <p>... (C. Jones, personal communication, June 6, 1984).</p>	<p>Unrecoverable data => not included</p>
14. Source from an anthology; Chapter from a book	
<p>... (Roll, 1976, p.160).</p>	<p>- <u>With editor(s)</u></p> <p>Updike, J. (1996). A & P. In Meyer (Ed.), <i>The Bedford introduction to literature: Reading, thinking, and writing</i> (pp. 487-491). Boston: St. Martin's Press.</p> <p>Roll, W.P. (1976). ESP and memory. In J.M.O. Wheatley & H.L. Edge (Eds.), <i>Philosophical dimensions of parapsychology</i> (pp. 154-184). Springfield, IL: American Psychiatric Press.</p> <p>- <u>Without editor(s)</u></p>

... (Sesnan, 1997, chap. 1).	Sesnan, B. (1997). An introduction to language. In <i>How to teach English</i> (pp. 3-85). Oxford: Oxford University press.
15. Source from a dictionary or encyclopedia	
... (Sturgeon, 1995).	<p>- <u>With author's name, no entry</u> Sturgeon, T. (1995). <i>The encyclopedia Americana</i> (Vol. 24, pp. 390-392). Danbury, CT: Grolier.</p> <p>- <u>With author's name & entry</u> Sturgeon, T. (1995). Science fiction. In <i>The encyclopedia Americana</i> (Vol. 24, pp. 390-392). Danbury, CT: Grolier.</p> <p>- <u>Entry in a dictionary or an encyclopedia</u> Eschatology. (1982). In <i>Webster's new world dictionary of the American language</i> (2nd ed.). New York: Simon and Schuster. Imago. (2000). In <i>World book encyclopedia</i> (Vol. 10, p. 79). Chicago: World Book Encyclopedia.</p>
16. Source in a multi-volume work	
... (Schlager, 1994-1999).	- <u>Several volumes in a multivolume edited work, published over a period of more than 1 year</u> Schlager, N. (Ed.). (1994-1999). <i>How products are made: An illustrated guide to product manufacturing</i> (Vols. 1-4). Detroit, MI: Gale Research.
... (Mills, 1996)	- <u>Several volumes in a multivolume work, no editor(s), published within a year</u> Mills, L. (1996). <i>Architecture of the Old South</i> (Vols. 1-2). Savannah, GA: Beehive Foundation.
17. English translation of a book	
... (Ebbinghaus, 1885/1913).	Ebbinghaus, H. (1913). <i>Memory</i> (H. A. Rueger & C. E. Bussenius, Trans.). New York: Teachers College. (Original work published 1885)
18. Edition other than first	
People of different statuses may use different styles in their speech (Strunk & White, 1979).	Strunk, W., Jr., & White, E. B. (1979). <i>The elements of style</i> (3rd ed.). New York: Macmillan.
19. Reprinted or republished works (English translation in an edited work)	
... (Freud, 1923/1961).	Freud, S. (1961). The ego and the id. In J. Strachey (Ed. and Trans.), <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 19, pp. 3 - 66). London: Hogarth Press. (Original work published 1923).

20. Edited book	
... (James, 1988, chap. 3)	<p>- <u>With editor(s)</u> Letheridge, S., & Cannon, C. R. (Eds.). (1980). <i>Bilingual education</i>. New York: Praeger.</p> <p>- <u>Chapter or section in an edited book</u> James, N. E. (1988). Two sides of paradise: The Eden myth according to Kirk and Spock. In D. Palumbo (Ed.), <i>Spectrum of the fantastic</i> (pp. 219-223). Westport, CT: Greenwood.</p>
21. Dissertations, theses	
	<p>- <u>Published (obtained in print from a university)</u> Olsen, G. W. (1985). Campus child care within the public supported post-secondary educational institutions in the state of Wisconsin (dare care) (Doctoral dissertation, University of Wisconsin-Madison, 1985). <i>Dissertation Abstracts International</i>, 47/03, 783.</p> <p>- <u>Unpublished</u> Bernardi, R.A. (1990). <i>Accounting pronouncements, firm size, and firm industry: Their effect on Altman's bankruptcy prediction model</i>. Unpublished doctoral dissertation, Nova University, Fort Lauderdale, FL.</p> <p>Almeida, D.M. (1990). <i>Fathers' participation in family work: Consequences for fathers' stress and father-child relations</i>. Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.</p>
22. Non-English book	
... (Piaget & Inhelder, 1951).	<p>- <u>Original version of a non-English book</u> Piaget, J., & Inhelder, B. (1951). <i>La genèse de l'idée de hasard chez l'enfant</i> [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.</p>

NOTES

- For periodical titles (newspapers, journals, magazines), use title case (i.e. capitalize important words).

e.g. Psychology Today

- For non-periodical titles (books, dictionaries, encyclopedias) use sentence case (i.e. capitalize only the first word).

e.g. Examining lives in context: Perspectives on the ecology of human development => book

Webster's new world dictionary of the American language => dictionary

- If the publication date is the same, then the entries should appear alphabetically by title (excluding "A" or "The"):

e.g. Neisser, U. (1967). *Cognitive psychology*. New York: Wiley.

Neisser, U. (1967). *Personality and assessment*. New York: Wiley.

- The web address (URLs) can be broken after the slash (/) or before the period (.)

- The abbreviations "p." and "pp." are used for newspapers in the reference list. Journals and magazines do not need these abbreviations.

e.g. Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23, 635-647. => journal article

Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*, pp. 1, 8, 10-11.

=> newspaper article