

What is APA?

- Formatting standards set up by the American Psychological Association and used within the field of psychology but also used by other disciplines (e.g., education, social sciences, business, health fields)
- An approach to research and presenting research
- A formatting style that mirrors the research cultures of the disciplines using it by emphasizing certain elements, such as publication dates, section headings, and summary over direct quotation
- Rules for how your paper looks on the page and how to give credit for the sources used in your essay

Organizing and Formatting your Paper

APA provides guidelines for how to organize and format your paper, including the following:

- How numbers should look in your essay, such as when numbers should be spelled out versus written as numerals, how to write out decimal fractions, and the style to use for metric units
- When to italicize, bold, and capitalize titles
- How to display data in a table, graph, or chart
- How to include in-text citations and how to construct a reference page
- How to organize your paper into sections and by titles/subtitles
- When to directly quote from a source versus when to summarize or paraphrase
- Do not be afraid to reference the APA manual when formatting your paper!!

APA suggests the following standards:

- | | | | |
|--|---|--|---|
| ➤ 12 point, Times New Roman for body of paper | ➤ 12 point, Arial for figure labels | ➤ Apply one inch margins around the entire paper | ➤ Use a 1/2 inch indentation for each paragraph |
| ➤ Double space all lines, including quotations | ➤ Use two spaces after concluding punctuation marks | ➤ Use left justification, not full justification | ➤ Use only white 8 1/2 by 11 inch paper |

Main Sections of an APA Paper

Common sections include: Title Page, Abstract, Introduction, Method, Results, Discussion, References, and Appendices. Ask your professor which specific sections are required for your assignment. The first page is the Title Page and should look like this:

The diagram shows a rectangular box representing a title page. At the top left, there is a circular callout with a dashed border containing the text "No more than 50 characters". An arrow points from this callout to the text "Running head: SHORT TITLE ALL CAPS IN HEADER" located at the top left of the page. The page number "1" is positioned at the top right. In the center of the page, the text "Full Title of Paper: Sentence Case, Centered Left to Right" is displayed. Below this, the text "Name of Author" and "Author's Affiliation" are centered. Further down, "Author Note" is centered, followed by a paragraph: "Author note with more information about affiliation, research grants, conflict of interest and how to contact. Most students will not need an author's note. Ask your professor or consult the APA handbook." On the right side, another circular callout with a dashed border contains the text "Full title is centered and positioned in upper half of the page".

Running head: SHORT TITLE ALL CAPS IN HEADER 1

No more than 50 characters

Full Title of Paper: Sentence Case, Centered Left to Right

Name of Author

Author's Affiliation

Author Note

Author note with more information about affiliation, research grants, conflict of interest and how to contact. Most students will not need an author's note. Ask your professor or consult the APA handbook.

Full title is centered and positioned in upper half of the page

The second page is the Abstract and should look like this:

The diagram shows a rectangular box representing an abstract page. At the top left, the text "SHORT TITLE ALL CAPS IN HEADER" is displayed. The page number "2" is positioned at the top right. In the center of the page, the word "Abstract" is centered. Below this, a paragraph reads: "A brief (150-250 words), comprehensive, summary of all the points of your essay. Should be accurate, nonevaluative, coherent and readable. Needs to cover all your points and your conclusion. Even if your professor does not require an abstract, it would be good practice to write one to get your ideas organized, and doing so will save you time in the future if you decide to submit your essay to a conference or publication."

SHORT TITLE ALL CAPS IN HEADER 2

Abstract

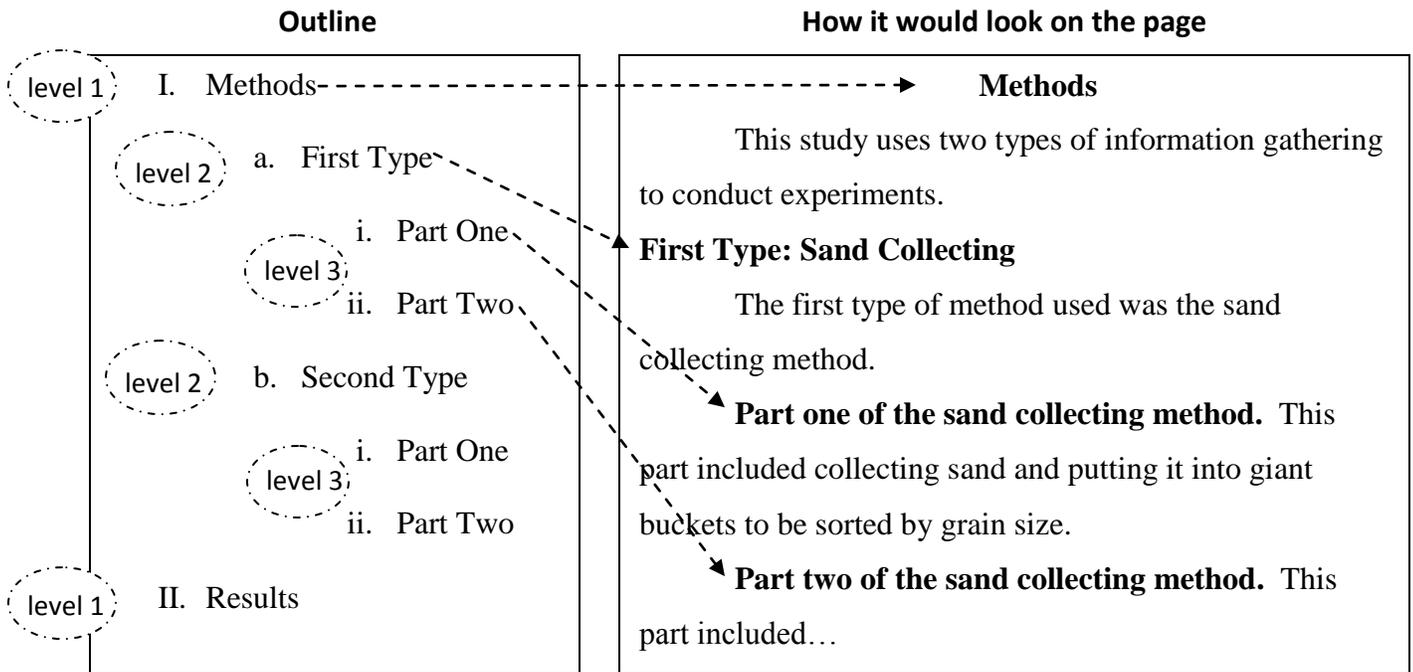
A brief (150-250 words), comprehensive, summary of all the points of your essay. Should be accurate, nonevaluative, coherent and readable. Needs to cover all your points and your conclusion. Even if your professor does not require an abstract, it would be good practice to write one to get your ideas organized, and doing so will save you time in the future if you decide to submit your essay to a conference or publication.

Heading Levels

Each section heading is formatted according to its level. There are five levels:

Level of Heading	Formatting of Heading
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period. Begin body text after period (i.e., don't push "ENTER").
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i> Begin body text after period (i.e., don't push "ENTER").
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i> Begin body text after period (i.e., don't push "ENTER").

Use levels consecutively, meaning that, if your paper has three levels, use levels 1, 2, and 3. A three-level paper might include a Method (level 1) section in which two types of methods are used (both types would be level 2), and each type has two parts used to describe it (level 3). Think of it like an outline:



Citing Sources

To “document” means to tell the reader the source of any material a writer uses in writing his or her essay. Material needing documentation includes facts, statistical data, and ideas as well as the words used to express such information. Writers need to document, or cite, sources whether or not they are using the exact words of the original. If using any of the exact words (even just a phrase), writers need to put quotation marks around those words in addition to citing the source. Failure to use quotation marks appropriately constitutes plagiarism. APA style requires writers to place the author’s last name, year of publication, and page number in parentheses immediately after a quotation or the author’s last name and year of publication before the quotation and the page number afterwards. The type of source determines the formatting of the source in your paper: (see next page)

- **When referring to a study**
 - As Kessler (2003) found in his study...
 - Early onset of the disease is worse (Kessler, 2003).

- **When quoting directly / paraphrasing specific info**
 - Harrison (1990) argues that participation in combat units is essential for women who wish to advance in the military (p. 114).
 - However, “this book does not replace the *Publication Manual*” (Szuchman, 1999, p. 4), and writers who are serious about their writing should own both.

- **When referring to two or more studies**
 - List in parentheses alphabetically by authors’ last name
 - Training materials are available (Gogel, 1990; Smith, 2001).

- **When there are two authors for one source**
 - Use both authors’ last names EACH time you quote
 - As Kurtines and Szapocznik (2003) demonstrate...
 - (Kurtines & Szapocznik, 2003)

- **When there are three to five authors for one source**
 - Cite all authors first time, first author and et al. afterwards
 - Kisangau, Lyaruu, Hosea, and Joseph (2007) argue...
 - Kisangau et al. (2007) argue...

- **When there are six or more authors**
 - Cite only first author and et al. first time and afterwards

- **Secondary source**
 - Allport’s diary (as cited in Nicholson, 2003)...

- **When using a group author**
 - First time, write out name; afterwards abbreviate
 - According to the American Psychological Association (2009)
 - (APA, 2009)

- **No author**
 - Use double quote marks around title of article, chapter, or web page and italicize title of periodical, book, report, or brochure
 - ...on free care (“Study Finds,” 2007).
 - In the book *College Bound Seniors* (2008)...

- **Websites often do not have authors or page numbers**
 - If paragraph numbers are available
 - (Smith, 1999, para. 3)
 - If paragraph numbers are not available, use heading and the number of paragraphs following it
 - In their study, Verbunt, Pernot, and Smeets (2008) found that “cockroaches are gross” (Discussion section, para. 2).

Constructing a Reference Page

Template

Example

Book with One Author

Author's name. (publication year). *Title* (edition).
Publishing City: Publishing Company.

Fields, R. (1991). *The code of the warrior*. New York: Harper.

Book with Multiple Authors

Author's name and other author's name. (publication year). *Title* (edition). Publishing City: Publishing Company.

Mydans, C., & Mydans, S. (1968). *The violent peace: A report on wars in the postwar world* (6th ed.). New York: Athenaeum.

An Article in a Collection or a Chapter

Article or chapter author (publication date). Title of article or chapter. Book editors, *Book title* (page numbers). Publishing City: Publishing Company.

Browning, E. (1997). Aurora Leigh. In P. Feldman (Ed.), *British women poets of the romantic era* (pp. 225-305). Baltimore: John Hopkins University Press.

Article from Magazine

Author's name (publication date). Title of the article. *Periodical title, volume number, page numbers.*

Ryback, T. (2003, May). Hitler's forgotten library. *The Atlantic Monthly*, 300, 84-87.

Article from a Newspaper

Author's name. (publication date). Title of article. *Periodical title, page numbers.*

O'Harra, D. (2003, May 11). Stranded whale struggles to survive. Anchorage Daily News, pp. B4, B8-B10.

Scholarly Journal

Author's Name. (publication date). Title of article. *Title of the Journal, volume number* (issue number), page numbers.

Wolcott, W. (1987). Establishing writing center workshops. *Writing Center Journal*, 7(2), 45-50.

Work on a Website

- Add as much info as print sources in the same order
- Add the "Digital Object Identifier" (DOI)
 - A number assigned to every website once it's made available online
 - Typically located on first page of electronic journal article, near copyright notice; also on the database landing page for article
- If DOI is available, do not need URL

Author's name. (publication date). Title of the article. *Title of the Journal, volume number* (issue number), page numbers. doi:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24(2), 225-229. doi:10.1037/0278-6133.24.2.225

Author's name. (publication date). Title of the site. Retrieved from URL

Shotton, M. A. (1998). Computer addiction? A study of computer dependency. Retrieved from <http://www.ebookstore.tandf.co.uk.asp>

Organizing your Reference Page

After a writer arranges the information in the proper format, the entries are listed in alphabetical order by author. When there is no author, alphabetize by title. The works references page should look similar to this:

References

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225-229.

doi:10.1037/0278-6133.24.2.225

Stranded whale struggles to survive (2003, May 11). *Anchorage Daily News*, pp. B4, B8-B10.

For more information

- <http://apastyle.org/>
for more info about APA style and manuals
- <http://flash1r.apa.org/apastyle/basics/index.htm>
for a tutorial about APA Style
- <http://flash1r.apa.org/apastyle/whatsnew/index.htm>
for a tutorial about the changes from the APA 5th edition to the APA 6th edition (starting July 2009)
- <http://owl.english.purdue.edu/>
for APA explanations and examples
- Consult the *Publication Manual of the American Psychological Association* 6th Edition, available at the Writing Center and Miller Nichol's Library