



# W. L. Adams Center for Writing

## APA Style: Some Highlights

### Format Papers Correctly

First impressions mean a lot, and it is important to make certain that research papers follow the formatting guidelines established in Chapter 8 of the *APA Publication Manual*:

- Use white 8½ by 11 inch paper and print in black.
- Use a standard serif typeface such as Times Roman. Avoid sans serif, except for figures.
- Use a 12 point font.
- Double-space between all lines of the document.
- Set uniform left, right, top, and bottom margins of at least 1 inch.
- Use flush-left lines of 6 ½ in. maximum length; do not justify right margin.
- Do not break words at the ends of lines using a hyphen.
- Place the running head and the page number at the top of each page. Page headers are no longer required.
- Make certain your paper has all the required parts (title page, text, references) and that all the parts are in the correct order (*APA*, p. 229-230).

### Use the Correct Form for In-text Citations and for the Reference Page

You must cite material that you quote, paraphrase, or summarize in your paper. Document your paper throughout by citing the author and date of the works you have used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of your paper. References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text. Because the purpose of listing references is to enable readers to retrieve and use the sources, reference data must be correct and complete.

#### In-text Citations

##### Summarized and paraphrased material

Correct forms for in-text citations of paraphrased material are described on page 177 of the *APA Manual*. In any case, author's last name and date of publication must be included.

##### **Work by one author:**

**Examples:** Walker (2000) compared reactions times.

In a recent study of reaction times (Walker, 2000)

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the paper.

**Work by two or more authors:** When given in the text, two authors' names are connected by *and*. In a parenthetical citation, they are connected by &, an ampersand.

**Example:** Smith, Jones, and Rogers (1994) determined . . . or According to one study (Smith, Jones, & Rogers, 1994) . . .

**When a work has two authors,** always cite both names every time the reference occurs in text.

**When a work has three, four, or five authors,** cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after "al") and the year if it is the first citation in a paragraph.

**When a work has six or more authors,** cite only the surname of the first author followed by *et al.* and the year for the first and subsequent citations. (In the reference list, however, provide the initials and surnames of the first six authors and shorten any remaining authors to *et al.*)

**Work by groups (corporations, associations, government agencies):** The names of groups that serve as authors are usually spelled out each time they appear in a text citation. However, the names of some group authors (associations, government agencies) are spelled out in the first citation and abbreviated thereafter.

**Example:** According to one study (National Institute of mental Health [NIMH], 1991) one in four persons suffers from a mental health disorder. Subsequent text citations (NIMH, 1991).

**Work with no author:** Cite in text the first few words of the reference list entry (usually the title) and the year.

**Example:** Research shows the dangers of drunk driving ("Study Finds," 1997).

**Works by authors with the same surname** (include the first author's initials in all text citation, even if the year of publication differs):

**Example:** R. D. Luce (1959) and Luce (1986) also found that drinking while driving is dangerous.

**Two or more works by different authors:** List the sources in alphabetical order by the first author's name. Insert a semicolon between sources.

**Example:** Past research (Edeline & Weinberger, 1991; Hamblen, 1993) reflects the difficulty in determining responses.

**Works by the same author with the same publication date:** (identify works by the suffixes a, b, c, and so forth after the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by the title. **Example:** Several

studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983) have determined that cheating by college students is common.

**Works without date of publication:** When the work has no date of publication, cite in text with the author's name, followed by a comma and n. d. for "no date."

**Example:** Work hours will continue to become longer for Americans (James, n.d.).

**Works from the web or online sources:** Cite these works in text by author (or keyword of title if there is no author) and date if a date is provided. If no date is provided, use n. d. to indicate no date.

**Example:** Witchcraft is still practiced in contemporary America ("Witching," n.d.).

**Works from the classics or the Bible** do not require reference entries. Simply identify in the first citation the text the version you used.

**Example:** If one member suffers, all the members suffer (1. Cor. 13:1, Revised Standard Version).

**An indirect source or of a source cited within a quotation** must be cited in the text, but they do not need to be included in the list of references.

**Example:** Supporting data appear in a study by Wong (as cited in Marconi & Hamblen, 1990).

The phrase "as cited in" indicates that the reference to Wong's study was found in Marconi and Hamblen. You are obliged to acknowledge that you did not consult the original source (Wong) yourself. In the list of references, give only Marconi and Hamblen.

#### **Material that is directly quoted**

If the material is directly quoted, page numbers (or paragraph numbers with electronic sources) must be included in the citation. [Additional information in the A.P.A. manual, p. 171]

**Example:** Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when behaviors were studied in this manner" (p. 276).

- Incorporate a short quotation of fewer than 40 words in text and enclose the quotation with double quotation marks. **Display a quotation of 40 or more words in a free-standing block** of lines, and omit the quotation marks. Start such a block quotation on a new line, and **indent it five spaces** from the left margin (in the same position as a new paragraph). Parenthetical citations go outside the period with block quotes.
- Use brackets, not parentheses, to enclose material (additions or explanations) inserted in a quotation.
- Use **double quotation** marks for quotations in text. Use **single quotation** marks within double quotation marks to set off material that in the original source was

enclosed in double quotations. Do not use any quotation marks to set off block quotations.

- For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation *para.* or by the symbol for a paragraph (§).
- **personal communications** (*APA*, p. 179). Because personal communications (letters, memos, phone calls, personal interviews—but not print or broadcast interviews) do not provide recoverable data, **personal communications are not included in the reference list**. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

**Example:** K. W. Schaie (personal communication, April 18, 1993) notes that attendance is dropping at public universities.

## Reference Page

The sources you cite in text must be fully documented on a page titled *References* at the end of the research paper. Exact forms for the reference page entries are provided in the *APA Manual*, chapter seven. Appendix 7.01 (pages 216-224) provides samples for citation of legal sources and government reports.

### Order and Components of Entries on the Reference Page

- Alphabetize entries by name of author or by title if there is no author. Use the author's last name, then initials. (*APA*, p. 181).
- After the author's name comes the date of publication in parentheses. For magazines, newsletters, and newspapers, give the year and the exact date of publication (month or month and day), separated by a comma and enclosed in parentheses (see chapter 7, Examples 7-11). If the date is given as a season, give the year and the season, separated by a comma and enclosed in parentheses.
- For papers and posters presented at meetings, give the year and month of the meeting separated by a comma and enclosed in a parentheses.
- If there is no date, write n.d. in parentheses.
- See page 185 for additional details concerning date of publication.
- **Capitalize only the first word of the title and subtitle of books, articles, and chapter names. Also capitalize proper nouns. Do not underline or place quotations marks around the titles of articles or chapters.**
- Enclose additional information give on the publication for its identification and retrieval (e.g. edition, report number, volume number) in parentheses immediately after the title. Do not use a period between the title and the parenthetical information; do not italicize the parenthetical information.

- Enclose non-routine information that is important for identification purposes in brackets immediately after the title and any parenthetical information. Capitalize the first letter of the notation. Example: [Letter to the editor]
- Next give periodical title in full, in upper and lower case letters.
- Give volume number of journals, magazines and newsletters; italicize it but do not use *Vol.* before number. Example: *Time*, 135, 28-31.
- Italicize the name and volume number of the periodical. If the journal is paginated separately by issue (see Chapter 7, Examples 3, 7, and 8), give the issue number in parentheses immediately after the volume number, but do not italicize it.
- If the journal does not use volume numbers, include month or season with date.
- Give inclusive page numbers. Use pp. before the page numbers
- Next comes the place of publication, followed by the publisher's name (following long practice, periodical publisher names and locations are generally not included in references).
- With anthologies and edited books, follow title of the chapter with an abbreviation for editor (Ed.) and name of editor; then follow with the book title in italics, the pages in parenthetical, and place and name of publisher.
- Close each element of the citation, including the last element, with a period.

Complete description of this format for listing periodicals on the reference page is offered on Chapter 7 of the *APA Manual*.

Finally, if the reference you need to cite is not exemplified in the *APA Manual*, model your citation after the example that most closely matches your source.

Here is a brief list of types of sources commonly used and examples of how they should appear on the reference page. Note that each entry begins at the flush left margin and that subsequent lines of the entry are indented five spaces from the left margin. All entries are double-spaced.

### **Providing Publication Data for Electronic Sources**

**In general, include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources. Citations for electronic source will include either a DOI (digital object identifier) number or a ULR (uniform resource locator).**

**About the DOI number:** A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet. All DOI numbers begin with a 10 and contain a prefix and suffix separated by a slash. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. Sometimes the DOI number is hidden behind a button. Use this format for DOI in references: doi:xxxxxxx. Always use the DOI if it is available. When a DOI is used,

no further retrieval information is needed to identify or locate the content. If no DOI has been assigned, provide the home page URL of the journal or book.

### **Citation of Electronic Sources**

At the minimum for an online source provide:

- author's name (if known)
- date of publication or revision (if known)
- title of document
- title of complete work (if applicable), italicized
- DOI number, if available.

If there is no DOI number, use retrieval date and URL (exercise care in transcription)

### **For an entire book, use the following reference formats:**

format for print source: Author. A. A. (1967). *Title of work*. Location: Publisher.

example: Smith, A. J. (1967). *Losing ground: A football tale*. Fort Worth, TCU P.

format for electronic source without a DOI:

Author, A. A. (1997). *Title of work*. Retrieved from <http://www.xxxxxxxx>

example: Smith, A. J. (1967) *Losing ground: A football tale*. Retrieved from [descant.tcu.edu](http://descant.tcu.edu)

format for electronic source with a DOI:

Author, A. A. (2006) *Title of work*. doi: xxxxxxxx

example: Smith, A. J. (1967) *Losing ground: A football tale*. [Adobe Digital Editions version] doi:10.1036/0071393722

format edited book : Editor, A. A. (Ed.). (1996) *Title of work*. Location. Publisher.

### **For a chapter in a book or entry in a reference book, use the following formats:**

Author, A.A. & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C.. Editor (EDS.), *Title of book*. (pp.xxx-xxx). Location. Publisher.

Author, A. A. & Author, B. B.(1993). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxxx>

Author, A. A. & Author, B. B. (1995) Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher. doi:xxxxxxx

If there are no page numbers, the chapter or entry title is sufficient.

**For an entry in a reference work with no byline, use the following formats:**

Title of entry. (1998). In A. Editor (Ed.), *Title of reference work* (xx ed., Vol. xx, pp. xxx-xxx). Location . Publisher.

Title of entry. (1998). In *Title of reference work* (xx ed., Vol. xx) Retrieved from <http://www.xxxxx>

**When the publisher and the author are the same, use the word *Author* as the name of the publisher.**

**Some other examples:**

Chapter in an anthology

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum

Note that page numbers of the article or chapter title are required in this listing.

- **brochures** (format references to brochures in the same way as those to entire books and in brackets identify the publication as a brochure).

**Example brochure with a corporate author:**

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and*

*writing about people with disabilities*. [Brochure]. Lawrence, KS: Author.  
(Note that in this example the publisher is also the author.)

- **corporate authors and government documents** published by the Government Printing Office (*APA*, pp. 205).

**Example:** U.S. Department of Health and Human Services. (1992). *Pressure ulcers in adults: Prediction and prevention* (AHCPR Publication NO. 92-0047). Washington, DC: Government Printing Office.

- **journal article with DOI** (*APA* p. 198)

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 58. 574-576. doi:10.1080/14622200410001676305

- **journals paginated by issue** (*APA*, pp. 199).

**Example:** Klimoski, R (1993). The ADA and the hiring process. *Consulting: Practice and Research*, 45 (2), 10-36.

- **newsletters** (APA, p. 200)

**Example:** Writing center sees growth. (1998, January). *From the Center*, 4 (2), 1-2.  
Retrieved  
from <http://www.writingctr.tcu.edu>

- **magazine articles** (APA, p.200).

**Example:** Brown, L. S. (1993, October 29). Seeing the mind. *Science*, 263, 673-674.

- **newspaper articles** with and without authors (APA, p. 200) Alphabetize by last name of author or by first significant word in the title. If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).

**Example print source:** Ramirez, A. (1993, December 14). Computer groups plan standards.

*The New York Times*, p. D5.

**Example online source:** Ramirez, A. (1993, December 14). Computer groups plan standards.

*The New York Times*. Retrieved from  
<http://www.nytimes.com>

- Review of a book: (APA, p. 209)  
Schatz, B.R. (2000). Learning by text of context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid] *Science*, 290, 1304.

Consult Chapter 7 of the APA manual for additional examples and details.

## Sample Reference Page

Violence 15

### References

Bates, R. L., Rutter, C. H., Karl, J., Linton, M., & Smith, K. (1997). Premarital abuse: A social psychological perspective. *Journal of Family Issues*, 13 (1), 79-90.



Cortes, L. (1998). Beyond date rape: Violence during courtship. *Electronic Journal of Intimate Violence*. Retrieved from <http://acast.nova.edu/health/psy/file-disc.file50.html>

Glaser, R., & Futter, C.H. (Eds.). (1994). Familial violence [Special issue]. *Family Relations*, 43.

Makepeace, J. M. (1998). Courtship violence among college students. *Family Relations*, 28, 97-103. doi:10.1037/0735-7036.122.2.186

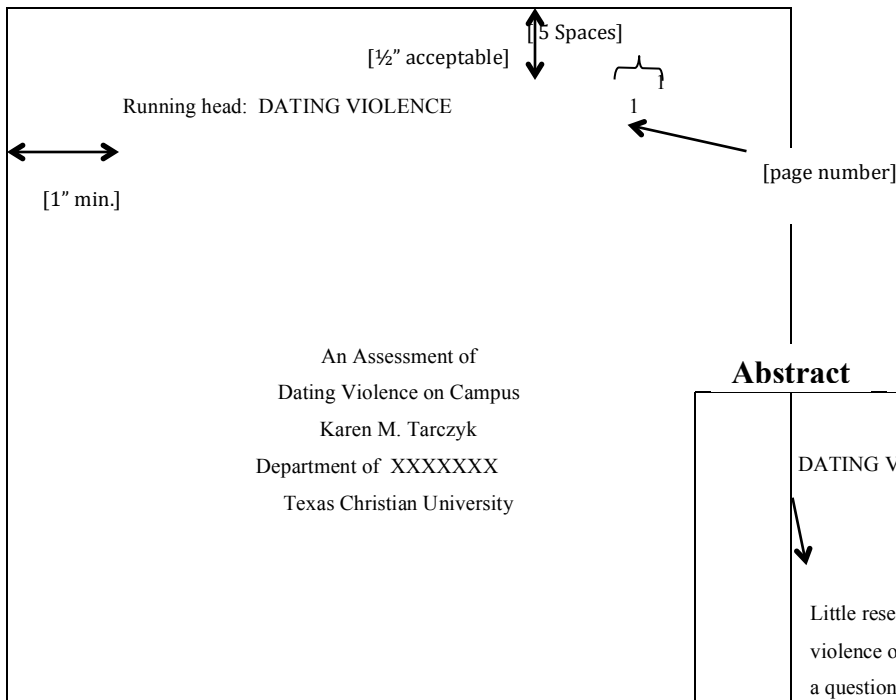
Strauss, M. L. (1982). *Conflict tactics scales*. New York: Sociological Tests.

Much of the language in this handout was taken directly from the 6<sup>th</sup> edition of the APA Manual.

This handout is intended for supplemental, instructional purposes only.

## Sample pages from an APA style paper

### Title Page



[margins same on all sides:  
minimum of 1" on all pages]

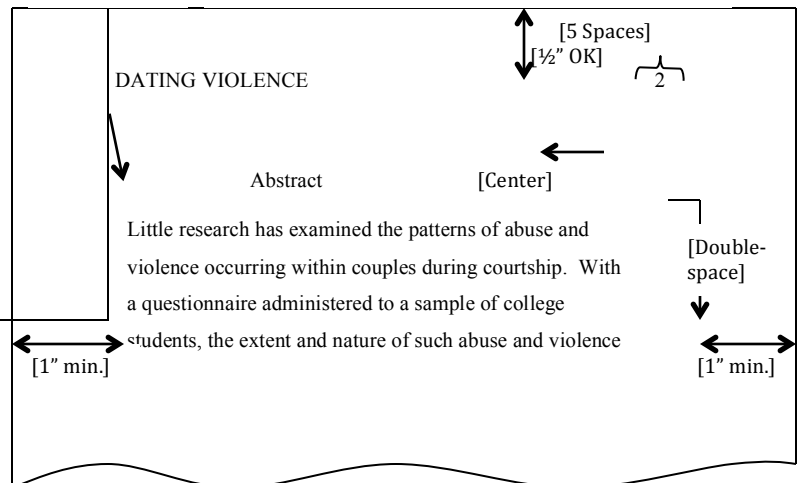
[Double-space between all lines.]

[All Pages: Don't hyphenate words at ends  
of lines. Instead, use short or slightly long  
lines. Don't justify right margin!]

[Use a 12-Point font, serif preferred.]

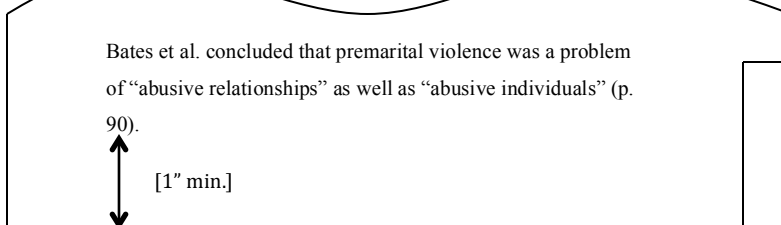
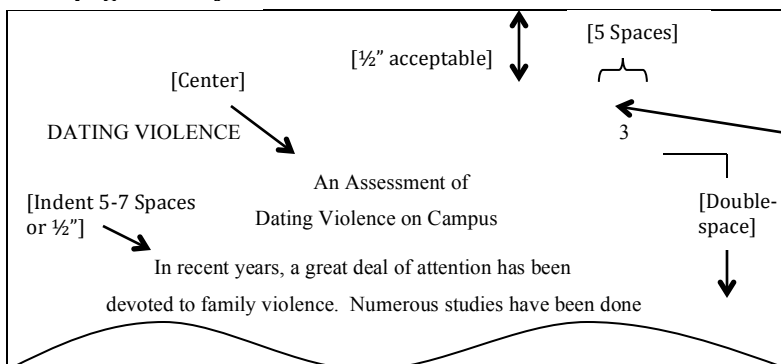
### Abstract

[Short papers usually do not require an abstract.]



The body of the paper begins with a restatement of the paper's title and then an introduction (not labeled). The introduction concisely presents the problem you researched, your research method, the relevant background (such as related studies), and the purpose of your research.

### First page of body



### Later page of body

