

Quick Reference Guide for APA Style Writing

(The information in this reference guide was taken directly from the Publication Manual of the American Psychological Association, fifth edition. It is not meant to serve as a replacement for the manual itself. Please refer to the manual for any additional information on APA style writing.)

Format

Typeface

12-pt Times New Roman

This will include all headings as well.

Spacing

Use double spacing by leaving one full line between each line.

Double-space after every line in the title, headings, quotations, and references.

Use only one space after each period at all times.

Margins

Leave uniform margins of 1 inch (2.54 cm) at the top, bottom, left, and right of every page.

Justification

Use left justification.

Paragraphs and Indentation

Indent the first line of every paragraph. For consistency use the tab key, which should be set at five to seven spaces or ½ inch. Type the remaining lines of the document to a uniform left-hand margin.

Headings

Must have designated headings and sections that delineate the required information. All topics of equal importance have the same level of heading throughout the document.

Major headings should be centered with no underline. Subheadings, under the major headings, should be left justified and underlined, subsequent headings should be indented and underlined.

EXPERIMENT 1: AN INTERVIEW VALIDATION STUDY

External Validation

Method

Participants

Sleep-deprived group.

Writing

Grammar

When using verbs use the active rather than the passive voice.

Subject-Verb agreement – a verb must agree in number (i.e., singular or plural) with its subject, regardless of intervening phrases that begin with such words as *together*, *with including*, *plus*, and *as well as*.

Incorrect:

The percentage of correct responses as well as the speed of the responses increase with practice.

Correct:

The percentage of correct responses as well as the speed of the responses increases with practice.

Spelling

Capitalization is to be used in the following areas: Words at the beginning of a sentence, major words in titles and headings, and when using proper nouns and trade names. All documents must be spell-checked for errors.

Punctuation

Use a comma between elements (including before *and* and *or*) in a series of three or more items and to set off a nonessential or nonrestrictive clause, that is, a clause that embellishes a sentence but if removed would leave the grammatical structure and meaning of the sentence intact.

Students, teachers, and parents will start arriving at noon.

Use a semicolon to separate two independent clauses that are not joined by a conjunction.

The participants in the first study were paid; those in the second were unpaid.

Use a colon between a grammatically complete introductory clause (one that could stand as a sentence) and a final phrase or clause that illustrates, extends, or amplifies the preceding thought. If the clause following the colon is a complete sentence, it begins with a capital letter.

Freud (1930/1961) wrote of two urges: an urge toward union with others and an egotistic urge toward happiness.

They have agreed on the outcome: Informed participants perform better than do uninformed participants.

Use a dash to indicate only a sudden interruption in the continuity of a sentence. Overuse weakens the flow of material.

These 2 participants – 1 from the first group, 1 from the second group – were tested separately.

Italics

Italics can be used for the following items: titles of books, periodicals, and microfilm publications, genera, species, and varieties, introduction of a new, technical, or key term or label (after a term has been used once, do not italicize it), letter, word or phrase cited as a linguistic example, and words that could be misread. In general, use italics infrequently.

Bold

You may use boldface **discretely** to assist with readability.

Quotation Marks

Use double quotation marks to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression. Use quotation marks the first time the word or phrase is used; thereafter, do not use quotation marks.

considered “normal” behavior

the “good-outcome” variable...the good-outcome variable [no quotation marks

after the initial usage]

Quotes

Short Quotes

Incorporate a short quote (fewer than 40 words) into text, and enclose the quotation with double quotation marks.

"Brown (1994) examined research on students under the age of ten (p. 21). "

"Research was examined on students under the age of ten (Brown, 1994, p. 21). "

Block Quotes

Quotations with 40 or more words are to be a freestanding block of typewritten lines. Do not use quotation marks with block quotes. Start a block quote on a new line, and indent the block about ½ in. (1.3 cm, or five spaces) from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional ½ in. The entire quotation should be double-spaced.

Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Figurative language and slang

Figurative language or slang should not be used in professional writing.

Seriation

Enumerate elements in a series to prevent misreading or to clarify the sequence or relationship between elements, particularly when they are lengthy or complex. Identify the elements by a letter (within a paragraph or sentence) or by a number (at the start of each paragraph in a series). Within a paragraph or sentence, identify elements in a series by lowercase letters (not italicized) in parentheses.

The participant's three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

Within a sentence, use commas to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that have internal commas.

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

If the elements of a series within a paragraph constitute a compound sentence and are preceded by a colon, capitalize the first word of the first item.

Abbreviations Accepted as Words

APA style permits the use of abbreviations that appear as word entries (i.e., that are not labeled *abbr*) in *Webster's Collegiate*. Such abbreviations do not need explanation in text. Examples:

IQ REM ESP AIDS HIV NADP ACTH

Citations in the Text

APA uses the author-date method of citation in the text. In general, the *surname* (only) of the author(s) and the *year* (only) of publication are inserted at an appropriate place in the text. If the name of the author(s) is part of the narrative, cite only the date, in parentheses.

Smith and Jones (1995) wrote....

However, if the name(s) of the author(s) is/are not part of the narrative, include it/them in the parentheses.

Several studies (Smith & Jones, 1995; Wallace, May, & Fink, 1992) discussed...

If there are three to five authors, list them all in the text *only* the first time they are cited. After that, use *et al.* ;

Wallace et al. (1992) discussed...

One Work by One Author

If the name of the author appears as part of the narrative cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses.

Walker (2000) compared reaction times

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

One Work by Multiple Authors

When a work has two authors, always cite both names every time the reference occurs in the 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 same 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 of the reference within a paragraph.

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found
[Use as first citation in text.]

Wasserstein et al. (1994) found

[Use as subsequent first citation per paragraph thereafter.]

Wasserstein et al. found

[Omit year from subsequent citations after first citation within a paragraph.]

Works with No Author (Including Legal materials) or With an Anonymous Author
When a work has no author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report.

on free care (“Study Finds,” 1982)

the book *College Bound Seniors* (1979)

When a work’s author is designated as “Anonymous,” cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 1998)

Authors with the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author’s initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references.

R. D. Luce (1959) and P. A. Luce (1986) also found

J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied

Reference List

Start the reference list on a new page. Type the word *References* (*Reference*, if there is only one) in uppercase and lowercase letters, centered, at the top of the page.

Double-space all reference entries. (Although some theses and dissertations use single-spaced reference lists, single-spacing is not acceptable for manuscripts submitted to journals or books because it does not allow space for copyediting and typesetter’s marks.)

APA publishes references in a *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented. If a hanging indent is difficult to accomplish with your word-processing program, it is permissible to indent your references with paragraph indents. The chosen format should be consistent throughout the references.

The general format and punctuation for references are: author(s) surname, initials. (publication year in parenthesis). Title of article or chapter, if any. Publication city: publisher.

Gliner, J. A., & Morgan, G. A. (2000). *Research design and analysis in applied settings: An integrated approach*. Mahwah, NJ: Erlbaum.

Morgan, G. A., Griego, O. V., & Gloeckner, G. with Leech, N. L., Lyall, J. M., Quick, D., Tsay, M-H., & Vogel, L. M. (2001). *Using SPSS for Windows: An introduction to use and interpretation in research*. Mahwah, NJ: Erlbaum.

Electronic Media

Sources from the Internet. Regardless of the format, authors using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work. This is how to reference an Internet-only journal. Many other examples for specific situations are provided in the APA Manual.

Frederickson, B. L. (2000, March 7). *Cultivating positive emotions to optimize health and well-being*. *Prevention & Treatment*, 3,

Article 0001a. Retrieved November 20, 2000, from

<http://journals.apa.org/prevention/volume3/pre0030001a.html>

Periodicals

Internet articles based on a print source. At present, the majority of the articles retrieved from online publications in psychology and the behavioral sciences are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. This is likely to change in the future. In the meantime, the same basic primary

journal reference can be used, but if you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version] as in the following fictitious example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements
in the selection of resources by psychology undergraduates
[Electronic version]. *Journal of Bibliographic Research*, 5, 117-
123.

Audio recording

Give the name and function of the originators or primary contributors (in the example below, *Costa*, is the speaker).

Specify the medium in brackets immediately after the title (in the example, *cassette recording*).

Give a number in parentheses for the recording if it is necessary for identification and retrieval. Brackets are used to identify medium. If medium is indicated as part of retrieval ID, brackets are not needed.

Give the location and name of the distributor (in the example, *American Psychological Association*).

Costa, P. T., Jr. (Speaker). (1988). *Personality, continuity, and changes of
adult life* (cassette recording No. 207-433- 88A-B). Washington, DC:
American Psychological Association.

Audiovisual Media/Videotape

Give the name, and, in parentheses, the function of the originator or primary contributors (the director or the producer, or both).

Identify the work as a motion picture in brackets immediately after the title.

Give the motion picture's country of origin (where it was primarily made and released) as well as the name of the movie studio. Note that depending on the film, a movie studio can be represented by different countries. In the example, the primary production and release of *You Can Count on Me* took place in the United States, but Miramax Film's *Il Postino* (*The Postman*) was primarily made in Italy and released there first, so the country of origin listed for that film would be Italy.

When a motion picture is of limited circulation, provide the distributor's name and complete address in parentheses at the end of the reference.