

## APA Style Quick Reference

6<sup>th</sup> edition

### Formatting an APA Paper

*See pp. 21-59 in the APA Style Manual*

Elements:

- **Title Page:** The title, author, and other required information should be centered about 1/3 of the way down on the page. Formal APA manuscripts include a *running head* or abbreviated title in all uppercase letters, placed in the top left corner of the page followed by the page number in the top right hand corner. This information appears on all pages. Page number 1 will be on the title page. The words *running head* will be included on the title page only.
- **Abstract:** On a new page, with the word “Abstract” typed in uppercase and lower case letters, centered, at the top of the page and as a single paragraph between 150-250 words.
- **Body:** The text of the paper. Double space between lines of the manuscript, leave margins of at least one inch at the top, left, and right of every page. Number all pages, place the number at least one inch from the right hand edge of the page.
- **Headings:** APA style employs a series of headings and subheadings. Level 1 headings are centered, boldface, upper and lower case letters. Level 2 headings are flush left, boldface, uppercase and lowercase letters.
- **References:** On a new page, with the word “References” centered at the top of the page, with hanging indent format.
- **Appendices**
- **Tables**
- **Figures**

*Sample Paper (Please note that Microsoft Office products offer a template for APA):*

Running head: SHORT TITLE 1  Title Centered  Name  Other Info as Required by Instructor	SHORT TITLE 2  Abstract	SHORT TITLE 3  Title  Begin Body of the paper	SHORT TITLE 4  References
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## In Text Citations: The Basics

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*See pp. 174-179 in the APA Style Manual*

- The author and publication year of a source must be cited in the text of your paper. One or both of these elements may be in parentheses, depending on the situation.
- In all cases, whenever you cite something in-text, you must include the full citation in the reference list at the end of the paper.
- Whenever multiple elements are in the parentheses, separate them with commas. Any punctuation that the sentence requires goes *outside* the parentheses. Here are some examples of correct in-text citations for paraphrasing:
  - Kessler (2003) found that among epidemiological samples...
  - Early onset results in a more persistent severe course (Kessler, 2003).
  - In 2003, Kessler's study of epidemiological samples showed that...
- If you cite a specific part of a source, with or without direct quotations, the citation requires the page number, with *p.* or *pp.* before the number. Examples:
  - Rogers (1961) has identified genuineness and transparency as two important elements of a helping relationship (p. 37).
  - Through brain scans of live chimpanzees, researchers have found that, as with humans, "the language controlling..." (Begley, 1998, p. 57).
- APA has specific rules about citing one, two, three or more authors in the text. Examples:
  - One author: (Butzer, 2013).
  - Two authors: (Nell & Ruggles, 2014).
  - Three to five authors: (Abdallatif, Emam, Suh, Hemaly, & Odah, 2010).
    - Subsequently: (Abdallatif et al., 2010)
  - Six or more authors: (Hammerschmidt et al., 2015).
- When possible, find an original source. If you must cite a source within another source, follow these guidelines:
  - Turing noted that children who experience abuse... (as cited in Helms & Durant, 2014).
- If you use a direct quotation, and the material is online or otherwise without pagination, first use the author and date format as you would with regular written sources. Then, use the paragraph number, if available, with the abbreviation *para.*

## References

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*See pp. 193-224 in the APA Style Manual*

- The heading (centered, no italics/bold/underline) on the page of sources should be *References*.
- Double space the entire list, both between and within entries (this will not be done on this handout).
- All lines after the first line of each reference entry should be indented one-half inch from the left margin; a hanging indentation.
- Arrange entries alphabetically by the last name of the first author of each work. If no author is given, start with the first significant word in the title. Authors are listed last name first, then first initial.
- In dates, include as much of the date as is provided – (year, month day) if possible, or (year, month), or (year).
- In titles of articles and books (but *not* journal titles), capitalize only the first word of the title, the first word of the subtitle, and proper names.
- Each entry starts at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word).
- You should include Digital Object Identifier (DOI) information, when provided, in the standard citation format for all electronic documents- articles, books, or websites.
  - A DOI is a unique alphanumeric string assigned to each article available electronically to identify its content and provide a persistent link to its location online, since URLs can change.
  - Use the DOI in whichever format it is provided with the articles. *Examples:*  
doi:10.1108/03090560710821161 or <http://dx.doi.org/10.1016/j.appdev.2012.05.005>
- If you are citing multiple works by the same author, list them chronologically (earliest to most recent).
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

## Authors

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The following rules for handing works from single authors or multiples authors apply to all APA style references.

- One author: Berndt, T. J.
- Two authors: Wegner, D. T., & Petty, R. E.
- Three to seven authors: Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S.
- More than seven authors: Miller, F., Choi, M., Angeli, L., Harland, A., Stamos, J., Thomas, S., ... Rubin, L.
- Corporate author: American Medical Association

## Citing Books

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See pp. 202-205 in the APA Style Manual

### Basic Format for an Entire Print Book Citation

Author, A. A. (date). *Title of work*. Location: Publisher.

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

Editor, A. A. (Ed.). (date). *Title of work*. Location: Publisher.

### Example: Entire Print Book

Mash, E. J., & Barkley, R. A. (2006). *Treatment of childhood disorders*. New York: Guilford Press.

### Example: Entire eBook

Davis, J. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

### Example: Chapter of a Print Book

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York: Guilford Press.

### Example: Chapter of a eBook

Rom, H. (2009). Detecting: Hyenas, frogs, zebra fish, and assorted farm animals. In *Pavlov's dogs and Schrodinger's cat: Scenes from the living laboratory* (pp. 20-56). Retrieved from <http://site.ebrary.com/lib/bristolcc/detail.action?docID=10300120>

### Example: Encyclopedia Entry, Print

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

### Example: Encyclopedia Entry, Electronic

Feminism. (n.d.). In *Encyclopedia Britannica online*. Retrieved from <http://www.britannica.com>

### Example: Government Document, Print

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, D.C.: U.S. Government Printing Office.

### Example: Government Document, Electronic

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from [http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf)

## Citing Periodicals

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See pp. 187-192 in the APA Style Manual

### Basic Format for an Article Citation

Author, A. A., Author, B. B., & Author, C. C. (date). Title of article. *Title of Periodical*, vol(issue), pp.-pp. doi:xxxx

### Example: Print Article

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125.

### Example: Electronic Article with DOI, 1-2 Authors.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24(2), 255-229. doi:10.1037/0278-6133.24.2.225

### Example: Electronic Article with DOI, 3-7 Authors.

Schweickert, R., Fortin, C., Zhuangzhuang, X., Viau-Quesnel, C., Berryhill, M., & Penney, T.B. (2014). Parallel effects of memory set activation and search on timing and working memory capacity. *Frontiers in Psychology*, 5, 5159-173. doi:10.3389/fpsyg.2014.00779

### Example: Electronic Article with DOI, More than 7 Authors.

*\*include the first 6 authors, an ellipses, and the last listed author*

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/14622200410001676305

### Example: Electronic Article with no Available DOI

*\*Include the URL of the journal homepage, not the article itself*

Dybvik, A. C. (2004). Autism and the inclusion mandate: What happens when children with severe disabilities like autism are taught in regular classrooms? Daniel knows. *Education Next*, 4(1), 42-49. Retrieved from <http://educationnext.org>

### Example: Online Magazine Article

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor>

### Example: Online Newspaper Article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

*\*Include a DOI if one is present. If there is no DOI, include the homepage for the journal-even if you found the article in a database.*

## Other Common Sources

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*See pp. 187-192 in the APA Style Manual*

### Basic Format for a Non-Periodical Web Document.

Author, A. A. (date). Title of document [Format description]. Retrieved from <http://www.xxxxx>

#### *Example: Blog Post*

Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Web log post]. Retrieved from <https://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/>

#### *Example: Page on a Website.*

Centers for Disease Control and Prevention. (2019, June 3). Lyme disease. Retrieved from <https://www.cdc.gov/lyme/index.html>

#### *Example: PDF File*

Eco, U. (2015). How to write a thesis [PDF file]. Retrieved from <https://www.xxxxx>

#### *Example: Social Media Site*

Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved from <https://www.facebook.com/PurdueUniversityWritingLab/>

#### *Example: Online Video or Audio File*

Otis College. (2007, July 27). Information literacy: Identify your sources [Video file]. Retrieved from <http://www.youtube.com/watch?v=k-2hziLTSyU>

#### *Example: Personal Communications*

*\*Personal communications may be private letters, memos, some electronic communications, personal interviews, telephone conversations and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Use in text citations only.*

T.K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)

#### *Example: Music Recording*

Lang, K. D. (2008). Shadow and the frame. On *Watershed* [CD]. New York: Nonesuch Records.

#### *Example: Streaming Media from a Subscription Source*

Duffer, R., & Duffer M. (2017). *Stranger things* [Streaming video]. Retrieved from <http://www.netflix.com>