

A Quick Guide to APA Style

1. Citing References

APA style requires two elements for citing outside sources: brief parenthetical citations in the text of a paper, and a detailed References list at the end. Together, these elements allow your reader to know and to access the sources you used. For the system to function, all sources cited in the text must appear in the References list, and all sources listed in the References list must be cited in the text.

For more information, go to library.uml.edu (if needed, access via "Off Campus Users Login"), select <Create a Bibliography>, scroll down to the "Websites" section and select <American Psychological Association formats>, then <Create an APA reference list>.

Citations in Text

APA style calls for at least two pieces of information to be included whenever citing the source of information presented in the text of a paper. The author's surname, followed by a comma and the work's date of publication, must always appear, and these items must match the corresponding entry in the references list (same surnames, same order, same year). A third possible piece of information, the page number (or for unpagged websites, the paragraph number), must be used for any direct quotation. For articles with multiple authors, use all authors' surnames, in correct order, separated by commas, with ampersand (&) before the last surname. The use of 'et al.' (literally, "and others") is permitted only when there are 7 or more authors, or whenever the citation, with all authors' names, has already been used once in the paper. If the author is an organization, use the organization's full name, in normal word order. If there is no author, use the first few words of the article or webpage title, in quotation marks.

The information may appear as part of a text sentence:

In 2003, Smith and Jones published a study in which students did not show any true increase in scores.

Or both may be in parentheses (and note that the citation is part of the sentence and therefore comes before the end-of-sentence period):

Another study has shown that students did show a modest increase in scores (Black, White & Brown, 2002).

Least desirable is to simply stick the citation in at the end of a paragraph. Since you are presenting information from sources, the goal is to identify the source being discussed early in your presentation, not at the very end.

Once you have cited a source, you do not need to keep citing it while you continue to discuss it. The only times you need to cite it again are when you have mentioned other sources in between, or if you are using an exact quotation.

The page number (or paragraph number for web pages) required for quotations is always in the parentheses (and again, before the end-of-sentence period):

Another study has shown that students did show an increase in scores but “only for those who completed both semesters” (Black, White & & Brown, 2002, p. 33).

You may only cite sources that you have located and read yourself. If you cite a “second-hand” source, (a source cited by the authors of the book or article you are reading but which you yourself have not actually read), then you still follow the rules above but also add “, as cited in.....”

Another study was conducted in 1998 by Smith and Jones (as cited in Black, White & & Brown, 2002) in which they found that students did not show any true increase in scores.

>Note that such second-hand sources are *not* included in the References list at the end.

Formatting the References List

Heading	Type the word “References” at the top of a new page, centered.
Spacing	All entries should be single-spaced (unless double-spacing of paper has been requested).
Indentation	Use "hanging indents": the first line is not indented, but subsequent lines for the same reference are indented 5 spaces.
Authors' Names	Always listed surname first, followed by first initial, second initial (if given). If no authors are identified, use name of organization, in normal word order. If no author or organization name is exists or is known, use the title of the article. All entries in the References list must be arranged alphabetically, by first author's last name (or by first letter of first word of organization's or title's name). Use an ampersand (&) before last author's last name.
Year	Authors' names are always followed by year in parentheses, followed by a period. Month-day (e.g., April 21) is also used for magazine and newspaper articles, but not for scientific periodicals. For web sites, look for a Copyright year, or a Last updated Year; if none can be found, use year of retrieval
Title of reference	Next comes title of book or article or webpage. Capitalize only the first letter of (a) first word of titles of books and articles, (b) the first word after a colon or question mark, and (c) proper names.
Electronic source	If the electronic reference is an electronic equivalent of what was originally published in print, insert after the title: [Electronic version]; no retrieval date or source or URL is required. If the reference is only an electronic source, then include: Retrieved date, from URL
Title of source	Titles of books and journals are in italics (no underlining, no quotation marks). For books that include the edition number, add “Nth ed.” in parentheses after title but before period, not in italics, followed by period.
Volume #s	For journals, volume number, in italics (but do not use the word “Volume”) must be included after the title of a journal. For journals that are consecutively numbered for all issues of a volume, no issue number is used, but for journals where each new issue begins with page 1, the issue number is included in parentheses (but without italics)
Publisher	The publisher of a journal is not included as part of the citation for a journal article, but is included for a book, as the last item after the title, in the format of.

	“Place: Publisher.” For ‘City,’ it is sufficient to use the city name for well-known cities (e.g., New York), but to add abbreviations for states or countries for less well-known cities
Punctuation	Use a comma to separate surnames from initials, a newspaper title from page numbers, a journal title from volume number, a volume number from page numbers, an issue number (when needed) from page numbers, (Ed.) from book title, city of publication from state. Use periods after initials, abbreviations, (such as et al.), year of publication, title of book or journal article, and at end of reference. Use ampersand (&) before surname of last author. Use a colon after the city (and state) of publication of a book.
URL	The URL must be for the specific page from which the information was located; do not simply give the home page address.

Examples of Journal Article References

Basic form, single author

Roy, A. (1982). Suicide in chronic schizophrenia. *British Journal of Psychiatry*, *141*, 171-177.

Journal paginated by issue, 3-6 authors

Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a church-based clinic: Communicating basic needs. *Journal of Multicultural Nursing & Health*, *6*(2), 26-28.

Seven or more authors

Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A., Wollan, P., Greco, M., Gleason, M., et al. (2000). An in-school CD-ROM asthma education program. *Journal of School Health*, *70*, 153-159.

Article retrieved as electronic version of print publication

Knowles, E. S. (1999). Distance matters more than you think! An artifact clouds interpretation of Latane, Liu, Nowak, Bonevento, and Zheng's results [Electronic version]. *Personality and Social Psychology Bulletin*, *25*, 1045-1048.

Article retrieved from electronic-only journal or that appears as part of an organization's web pages

Nelson, G., Westhues, A., & MacLeod, J. (2003, December 18). A meta-analysis of longitudinal research on preschool prevention programs for children. *Prevention & Treatment* *6*, Article 31. Retrieved December 2, 2004, from <http://journals.apa.org/prevention/volume6/pre0060031a.html>

Examples of Book References

Basic form, single author, well-known city

Sulloway, F. J. (1979). *Freud: Biologist of the mind*. New York: Basic Books.

Book beyond first edition, multiple authors, less well-known city

Strunk, W., Jr., White, E. B., & Angell, R. (1999). *The elements of style* (3rd ed.). Upper Saddle River, NJ: Prentice Hall.

Example of Internet Reference

University of Wisconsin-Madison (2006). Create an APA reference list. Retrieved January 14, 2008, from http://www.wisc.edu/writing/Handbook/DocAPAResources_Elec.html

2. Formatting a Paper

Running head: APA style requires this for manuscripts submitted for publication, but I do not require running heads for papers submitted at school.

Begin with the title of your paper (which should be as informative as possible, up to 10-15 words), using uppercase letters to start each word (except prepositions, conjunctions, and articles). Triple-spaced below the title goes your name and university affiliation; for papers submitted at school, you should also include the date of submission. The title (but not your name or date) is usually in larger font (if you use 12 for text, use 14 for title; if you use 10 for text, use 12 for title). Both title and your name are centered on the page.

APA style then requires an abstract, but I do not ask for one.

Triple-space to begin with your text.

An APA style research report has 5 main sections: Introduction, Method, Results, Discussion, and References. The Introduction has no heading, you simply begin with your first paragraph.

All subsequent sections must have headings, which are centered, not bolded, no italics or underlining, no change in font, with double or triple-spacing after the previous line and double-spacing before the next line.

Sub-headings are aligned left, not bolded, in italics, no underlining, no change in font, with double or triple-spacing after the previous line and double-spacing before the next line. In all sections except References, various sub-heading terms can be used, according to both your own preference and the dictates of your study..

For Method, you will always have Participants or Sampling (not both), and Procedure (usually the last sub-heading in the Method section). You will almost certainly have Materials or Measures or Instruments (just one of those) for telling us how you will be collecting data, and you might also need Materials if you are presenting your participants with stimuli to view or read, or tasks to work on. You might have Apparatus or Equipment (but only if you are using specific pieces of equipment in your procedure). If your intervention involves a detailed intervention, you might have a sub-heading for that. Some writers have a sub-heading for Design, others include it with Procedure. There is no one correct way to do all this.

All paragraphs in the text are single-spaced and indented one stop. APA journals do not have any additional spacing between paragraphs, but for my ease of reading and grading, I ask that you separate paragraphs with double-spacing.