



## ***AMERICAN PSYCHOLOGICAL ASSOCIATION FORMAT***

These are simplified guidelines for use in writing papers using APA format. For further information, visit the library tutorial:

<http://tutorial.lib.umn.edu/infomachine.asp?moduleID=10&lessonID=74>

### **CREATING THE MANUSCRIPT**

- Use 12 pt Times New Roman font. Space once after all punctuation.
- Double space all lines of manuscript including reference pages.
- Titles of books and journals are written in Italics and not underlined.
- Margins are at least 1 inch at top, bottom, left and right. Use 1½ inches on left side if paper will go into a binder.
- Indent paragraphs 5 spaces.
- Do not divide words at the end of a line. Leave the right margin of text uneven.
- Page numbers appear in the upper right hand corner of each page. Identify each page after the title page with the first two or three words of the title in the upper right-hand corner five spaces to the left of the page number.
- Do not use abbreviations unless you spell out the words the first time (i.e. National League for Nursing would be NLN).
- In the text, use figures for numbers 10 and above. Use words for numbers below 10.
- Use double quotation marks around titles of articles and chapters. The first word of a title and the major words in the title begin with capital letters.
- For title page instructions, see the last blue page of this Guideline or pages 288, 296, and 306 in the APA Manual.

### **CITATIONS WITHIN THE MANUSCRIPT**

The goal of citing references is to refer the reader to the Reference list at the end of the document. Refer to the first word in the Reference list citation; generally it will be an author or editor, as in the first five examples below. If there is no author or editor, use the first few words in the Reference list citation, as in example six below.

#### **I. BOOKS OR JOURNALS WITH AUTHOR OR EDITOR; PARAPHRASED QUOTES (no page number required):**

Within the sentence: Jones (1986) stated that the time has come for...

At the end of the sentence: The time has come for new allied health programs (Jones, 1986).



II. BOOKS OR JOURNALS WITH AUTHOR OR EDITOR; A DIRECT QUOTE REQUIRES A PAGE NUMBER:

Within the sentence: "... the time is now" (Frank, 1988, p. 6) for all good women ...

At the beginning or end of the sentence: Frank (1988) stated "... the time is now" (p. 6).

Most authorities agree that "... the time is now" (Frank, 1998, p.6).

III. BOOKS OR JOURNALS WITH **NO** AUTHOR OR EDITOR, use first few words of a title or whole title if it is short.

The time has come for a new paradigm (*Planning Concepts*, 1998).

IV. BOOKS OR JOURNALS WITH MULTIPLE AUTHORS

Two authors: Weir and Hart (1994) found...

Three, Four, or Five authors

First time in paper: Weir, Hart, Lesh, and Wasserman (1994) found...

Every subsequent citation: Weir et al. (1994) found...

Six or more authors: Cite only last name of first author followed by et al.

V. PERSONAL COMMUNICATIONS, SUCH AS INTERVIEWS, do **not** appear in the Reference list:

E. A. Presley (personal communication, February 29, 2002)

- Direct quotes over 40 words are indented five spaces from the left margin and NO quotation marks are used.
- Cite the source and exact page as shown in previous examples. DOUBLE SPACE.
- Electronic sources are cited in the same way as print sources (by author, title, or whatever first word for the source is used in the reference list).

**REFERENCE LIST GUIDELINES FOR PRINT SOURCES**

- Type the title References (or Reference), centered, at top of page.
- Alphabetize and double-space all reference entries.
- For each citation, the first line starts at the left margin. Indent 5 spaces for the second and subsequent lines.
- Use 1 space after a colon.
- Capitalize the first word and the first word after a colon in the title of a book, a chapter, or an article. All other words in titles are in lower case letters, except for proper nouns.
- All major words in the name of the publishing company are capitalized, but be brief.
- For journal and magazine titles, capitalize all major words.
- Books and journals with more than one author - list all authors in reference list (surname and initials).
- Interviews (personal communications) are **not** listed in the Reference list.

**I. ENTIRE BOOK WITH AUTHOR:**

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage* (3rd ed.). New York: Atheneum.

**II. EDITED BOOK (chapters do not have separate editors):**

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*. New York: Praeger.

**III. CHAPTER FROM AN EDITED BOOK (each chapter has its own author; alphabetize by chapter author and title):**

Hartley, J. T., Harker, J. O., & Walsh, D. A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L. W. Poon (Ed.), *Aging in the 1980s: Psychological issues* (pp.239-252). Washington, DC: American Psychological Association.

**IV. BOOK WITH NO AUTHOR AND NO EDITOR (for example, a dictionary or encyclopedia):**

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

**V. JOURNAL ARTICLE WITH PAGE NUMBERS CONSECUTIVE THRU ALL ISSUES IN A VOLUME:**

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*. 3, 635-647.

**VI. JOURNAL ARTICLE WITH EACH ISSUE BEGINNING ON PAGE #1:**

Jones, F. M. (1988). Health care today. *Journal of Allied Health Professionals*. 16(8), 3-7.

Note: the issue number (8) is in parentheses after the volume number (16).

**REFERENCE LIST GUIDELINES FOR ELECTRONIC SOURCES**

As with any reference, the goals of an electronic reference are to credit the author and to enable the reader to find the source material. Here are some basic guidelines for electronic citations:

- Direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or menu pages.
- Provide addresses (URLs) that work. Use uppercase and lowercase letters exactly as shown in the URL.
- It's best not to break the URL but type the entire address on one line. If you must break a URL, do so after a slash or before a period. Do not insert a hyphen at the break.
- Use n.d. (no date) when a publication date is not available.



- At a **minimum**, a reference of an Internet source should provide these **three elements**:
  - a **document title or description**,
  - a **date** (either the date of publication or update or the date of retrieval), and
  - an **address** (in Internet terms, a Uniform Resource Locator, or URL).
- Whenever possible, identify the **authors** of a document as well.

### EXAMPLES OF ELECTRONIC REFERENCES

#### I. Internet material that is also a journal article:

Since, at present, the majority of articles retrieved on the Internet are exact duplicates of the print versions, in general the basic journal citation and reference list guidelines can be used. If you viewed the article **only** in its electronic form, you should add in brackets after the article title [Electronic version], the date you retrieved it, and the URL as in the following example; do not put a period at the end:

VandenBos, G., Knapp, S., & Doe, J. (2000). Role of reference elements in selection of resources [Electronic version]. *Journal of Bibliographic Research Libraries*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

#### II. Internet material that is not a journal article:

##### 1. Author and title:

Woods, KA. (1998). Sick cell disease: Beyond the pain. Retrieved February 22, 2002, from <http://uhs.bsd.uchicago.edu/uhs/topics/sickle.cell>

##### 2. Corporate author and title:

American Cancer Society. (1999). Mammography. Retrieved February 22, 2002, from <http://cancer.org/maminfo.html>

##### 3. Author but no title:

Woods, KA. (1998). [Survey of people with sickle cell disease]. Retrieved May 2, 2002, from <http://uhs.bsd.uchicago.edu/uhs/topics/sickle.cell>

##### 4. Title but no author and no date of publication:

Sickle cell disease: Beyond the pain. (n.d.). Retrieved February 22, 2002, from <http://uhs.bsd.chicago.edu/uhs/topics/sickle.cell>

##### 5. No title and no author (provide brief description of material):

[Survey of people with sickle cell disease]. (1999). Retrieved May 2, 2002, from <http://uhs.bsd.chicago.edu/uhs/topics/sickle.cell>



### III. Databases

Most databases are available from a variety of sources and in a variety of formats. When referencing material obtained by searching a database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database, as in the following example:

Borman, W.C., Hanson, M.A., & Oppler, S.H. (1993). Role of early supervisory experience. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from UMR database

IV. For other electronic media citations, see the Publication Manual of the American Psychological Association (pp. 268-281).

V. Electronic correspondence, such as e-mail messages and conversations via bulletin boards and discussion groups, are cited as personal communication in the body of the paper and are **NOT** included in the Reference list. Example of citation in the body of the paper:

E. A Presley (personal communication, February 29, 2002)

VI. Encyclopedia articles have information at the ends of the articles showing how to cite them. Encarta Encyclopedia Online is a gateway to 17,000 articles, multimedia, a talking dictionary, and a world atlas. See a link at the bottom of each article or screen for "How to cite this article."

"Costa Rica," Microsoft Encarta Online Encyclopedia 2001. <http://encarta.msn.com>. [Retrieved October 25,2001]

### **TITLE PAGE INSTRUCTIONS**

- The title page is page 1 which should appear at least 1 inch from the right-hand edge of the page approximately ½ inch from top of the page.
- Identify the title page and each page of the paper with the first two or three words from the title in the upper right-hand corner above or five spaces to the left of the page number.
- Type the running head (an abbreviated title) flush left at the top of the title page, but below the page number, in all capital letters
- Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.
- Type the author's name in uppercase and lowercase letters, centered between the side margins, one double-spaced line below the title.
- Type the institutional affiliation in uppercase and lowercase letters, centered under the author's name, one double-spaced line below the author.

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