

APA General Formatting Guidelines

I. Page Setup [see pp. 42-44, 228-230]

- **Margins:** 1 inch on all sides (top, bottom, left, right)
- **Font Size and Type:** Times New Roman 12-point font
- **Line Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
- **Spacing after Punctuation:** Space *once* after all punctuation. This includes using one space (not two!) following punctuation marks at the ends of sentences.
- **Alignment:** Flush left (creating uneven right margin)
- **Paragraph Indentation and Spacing:** first line of each paragraph is indented ½-inch except for Abstract and no extra space between paragraphs or sections (set 'Before' & 'After' to 0 in Paragraph Format)
- 2 spaces after the periods that end sentences (but not after periods used for other purposes)
- **Pagination:** The page number appears 1 inch from the right edge of the paper on the first line of every page except Figures, beginning with the title page. Arabic page numbers (i.e. 1, 2, 3) begin on title page, top-right.
- **Manuscript Page Header:** a running head top-left on every page (omitting the words "Running head" on 2nd and subsequent pages). The first two or three words of the paper title appear five spaces to the left of the page number on every page (except Figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.
- **Active voice:** As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."
- **Order of Pages:** Title Page, Abstract, Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures

II. Title Page [see pp. 23, 41-44, 229]

Pagination: The Title Page is page 1 on the top-right [see pp. 229-230]

Click Insert⇒Header⇒Blank⇒Page Number⇒Top of Page⇒Plain Number 3 with the cursor to the left of the page number 1, type in your **running head**

Running head for publication [see p. 230]

- includes the words "Running head" followed by a colon, a space, and an abbreviated title (less than 50 characters, counting letters and spaces) in all upper-case letters
- after typing Running head: ABBREVIATED TITLE to the left of the page number, hit Tab once or twice to place your running head flush with the left margin while the page number remains flush with the right margin

Key Elements: Paper title, author(s), author affiliation(s), and running head.

Paper Title: Uppercase and lowercase letters, centered on the page and preferably, no more than 12 words in title, double-spaced if the title is longer than 1 line, centralized in the upper half of the page.

Author(s): Uppercase and lowercase letters, centered on the line double-spaced following the title.

Institutional affiliation: Uppercase and lowercase letters, centered on the line following the author(s).

Running head: The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.

III. **Abstract** [see pp. 25-27, 41, 229]

The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

Pagination: The abstract begins on a new page (page 2).

Heading: Abstract (centered on the first line below the manuscript page header with no bold).

Format: The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words. Abstract heading centered at the top of page (format is double-spaced with 0 space before and after paragraph).

IV. **Body**

Pagination: The body of the paper begins on a new page (page 3). Subsections of the body of the paper do *not* begin on new pages.

Title: The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header – with no bold.

Introduction: The introduction (which is not labeled) begins on the line following the paper title.

Headings: does not have an Introduction heading. Headings are used to organize the document and reflect the relative importance of sections. For example, many empirical research articles utilize Method, Results, Discussion, and References headings. In turn, the Method section often has subheadings of *Participants*, *Apparatus*, and *Procedure*.

1. **Main headings** (when the paper has either one or two levels of headings) use centered uppercase and lowercase letters (e.g., Method, Results, Discussion, and References).

2. *Subheadings* (when the paper has two levels of headings) are italicized and use flush left, uppercase and lowercase letters (e.g., *Participants*, *Apparatus*, and *Procedure* as subsections of the Method section).

- **Levels of Headings** [see pp. 42-47, 62-63]

- APA describes headings, subheadings, and sub-subheadings as levels 1, 2, 3, 4, or 5.
- Format each level of heading and the text that follows it according to the description below.
- See pp. 62-63 and sections 3.02-3.03 of the *APA Publication Manual*, 6th edition, 3rd printing for heading format information and examples.

APA Level of Heading	Format
1	Centered, Bold, Uppercase and Lowercase Your paragraph text begins a double-spaced line below the heading (also double-spaced with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. Note: Headings for Title, Abstract, and References are not in bold but otherwise follow Level 1 format.
2	Flush Left, Bold, Uppercase and Lowercase Your paragraph text begins a double-spaced line below the heading, with ½-inch indentation at the start of each paragraph.
3	Indented, bold, lowercase, and ending with a period. Your paragraph text begins two spaces after the period at the end of the heading.
4	<i>Indented, bold, italicized, lowercase, and ending with a period.</i> Your paragraph text begins two spaces after the period at the end of the heading.
5	<i>Indented, italicized, lowercase, and ending with a period.</i> Your paragraph text begins two spaces after the period at the end of the heading.

II. **Text citations:** Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas

and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

- When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant. [**Note:** *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

- When the authors of a source are *not* part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991). [**Note:** *&* is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

- When a source that has two authors is cited, both authors are included every time the source is cited.
- When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).

Payne et al. (1991) showed that ...

- When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

- Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

- To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

B. F. Skinner (personal communication, February 12, 1978) claimed ...

- To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

Degelman and Harris (2000) provide guidelines for the use of APA writing style.

Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).

- To cite the Bible, provide the book, chapter, and verse. The first time the Bible is cited in the text, identify the version used. Consider the following example:

"You are forgiving and good, O Lord, abounding in love to all who call to you" (Psalm 86:5, New International Version). [**Note:** No entry in the References list is needed for the Bible.]

III. **Quotations:** When a direct quotation is used, always include the author, year, and page number as part of the citation.

- A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Example:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

- A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin.

IV. **References:** All sources included in the References section must be cited in the body of the paper (and all sources cited in the paper must be included in the References section).

- **Pagination:** The References section begins on a new page.
- **Heading:** References (centered on the first line below the manuscript page header)
- **Format:** The references (with hanging indent) begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have three components:

Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference.

Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.

Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

This handout is based on the 6th edition of the Publication Manual of the American Psychological Association (APA), but is not a comprehensive guide. For all detailed rules and requirements of APA citations, please consult the 6th edition of the Publication Manual of the American Psychological Association. APA requires that information be cited in 2 different ways—within the text and in a reference list at the end of the paper. The reference list should be on a new page, double spaced, and use the hanging indent method (all lines after the first one are indented).

APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. When referencing or summarizing a source, provide the author and year. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well. When quoting in your paper, if a direct quote is less than 40 words, incorporate it into your text and use quotation marks. If a direct quote is more than 40 words, make the quotation a free-standing indented block of text and DO NOT use quotation marks.

- ***Examples of References***

APA requires that information be cited in 2 different ways—within the text and in a reference list at the end of the paper. The reference list should be on a new page, double spaced, and use the hanging indent method (all lines after the first one are indented). APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. When referencing or summarizing a source, provide the author and year. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well. When quoting in your paper, if a direct quote is **less** than 40 words, incorporate it into your text and use quotation marks. If a direct quote is **more** than 40 words, make the quotation a free-standing indented block of text and DO NOT use quotation marks.

- **One work by one author:**

-

- f* In one developmental study (Smith, 1990), children learned...

- OR

- f* In the study by Smith (1990), primary school children...

- OR

- f* In 1990, Smith's study of primary school children...

- **Works by multiple authors:**

When a work has 2 authors cite both names every time you reference the work in the text. When a work has three to five authors cite all the author names the first time the reference occurs and then subsequently include only the first author followed by et al. For example:

First citation: Masserton, Slonowski, and Slowinski (1989) state that...

Subsequent citations: Masserton et al. (1989) state that...

For 6 or more authors, cite only the name of the first author followed by et al. and the year.

- **Works by no identified author:**

When a resource has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or Web page. Italicize the title of a periodical, book, brochure, or report. For example:

The site seemed to indicate support for homeopathic drugs (“Medical Miracles,” 2009). The brochure argues for homeschooling (*Education Reform*, 2007).

Treat reference to legal materials such as court cases, statutes, and legislation like works with no author.

- **Two or more works in the same parenthetical citation:**

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically).

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

- **Specific parts of a source**

Always give the page number for quotations or to indicate information from a specific table, chart, chapter, graph, or page. The word page is abbreviated but not chapter. For example:

The painting was assumed to be by Matisse (Powell, 1989, Chapter 6), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).

If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it. This allows the reader to locate the text in the source. For example:

The patient wrote that she was unimpressed by the doctor’s bedside manner (Smith, 2006, Hospital Experiences section, para. 2).

Citation in Reference List

In general, references should contain the author name, publication date, title, and publication information. Include the issue number if the journal is paginated by issue.

For information obtained electronically or online include the DOI:

DOI - a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The **DOI** is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed. Use this format for the DOI in references:

doi:xxxxxxx

If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. Do not insert a hyphen if you need to break a URL across lines; do not add a period after a URL, to prevent the impression that the period is part of the URL.

In general, it is not necessary to include database information. Do not include retrieval dates unless the source material has changed over time.

- **Book:**

Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff*.

New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

- **Chapter of a Book:**

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.),

Multiculturalism in the United States: A comparative guide to acculturation and ethnicity (pp. 53-76). New York, NY: Greenwood.

- **Journal Article with DOI:**

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647. doi:10.1037/0278-6133.24.2.225

- **Journal Article without DOI (when DOI is not available):**

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37(2), 1-7.

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38 -48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

- **Online Newspaper Articles:**

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

- **Encyclopedia Articles:**

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from http://0-www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev/developmental_genetics

- **Technical and Research Reports (often with corporate authors)**

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

- **Book Reviews:**

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book

Models of cognitive development, by K. Richardson]. *American Journal of Psychology*, 114, 126-133.

NOTE: For articles that have a DOI, see Journal Article with DOI example.

- **Data Sets:**

Simmons Market Research Bureau. (2000). *Simmons national consumer survey* [Data file]. New York, NY: Author.

- **Blog post:**

Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle. [Web log post]. Retrieved from <http://www.blogspot.com/lincolnworld/2009/1/23.php>

- **Website with no author or date of publication:**

Census data revisited. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of Population website, <http://harvard.edu/data/index.php>

Do not include retrieval dates unless the source material may change over time.
If no DOI has been assigned to the content, provide the homepage URL.

- **Reprint from Another Source:**

f Citation in the text:
(Newton, 1998/1999).

f Reference List Citation:

Newton, W. (1999). Return to Mars. In C. Mari (Ed.), *Space Exploration* (pp. 32-41). New York, NY: H.W. Wilson. (Reprinted from *National Geographic*, pp. 2-26, August 1998).

In this example of a reprinted book review, the author of the book is named first, followed by the editor of the reprinting source, then the reviewer. In your parenthetical citation, it is necessary to name the author of the book, while the reviewer is named to distinguish from other reviews of this book.

- V. **Appendixes:** A common use of appendixes is to present unpublished tests or to describe complex equipment or stimulus materials.

Pagination: Each Appendix begins on a separate page.

Heading: If there is only one appendix, Appendix is centered on the first line below the manuscript page header. If there is more than one appendix, use Appendix A (or B or C, etc.). Double-space and type the appendix title (centered in uppercase and lowercase letters).

Format: Indent the first line 5-7 spaces.

- VI. **Footnotes:** Content footnotes are occasionally used to support substantive information in the text.

Pagination: Footnotes begin on a separate page.

Heading: Footnotes is centered on the first line below the manuscript page header.

Format: Indent the first line of each footnote 5-7 spaces and number the foot notes (slightly above the line) as they are identified in the text.

- VII. **Tables:** A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). See the *Publication Manual* (2001, pp. 147-176) for detailed examples. Tables must be referred to in the text.

Pagination: Each Table begins on a separate page.

Heading: Table 1 (or 2 or 3, etc.) is typed flush left on the first line below the manuscript page header. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).

- VIII. **Figure Captions and Figures:** A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). Figure Captions provide, on a single page, captions for the figures that follow.

Pagination: The Figure Captions page is the final numbered page of the paper. The Figures that follow the Figure Captions page do NOT have page numbers or manuscript page headers.

Heading for Figure Captions: Figure Caption(s) is centered on the first line below the manuscript page header. Double-space and type *Figure 1.* (or 2 or 3, etc.) italicized and flush left, followed by the caption for the figure (not italicized), capitalizing only the first letter of the first word and any proper nouns.