

APA BASIC FOR RESEARCH PAPERS



APA Basic is a concise guide to crafting research papers in the style of the American Psychological Association (APA). It is based on the current edition of the *APA Publication Manual* (corrected printing, 2009) while incorporating guidelines for “Material Other Than Journal Articles” found in the previous (2001) edition.

APA Basic is an abridged text of the version found online. Many of the topics covered online, such as flow charts for clinical trials or numerals according to the *Système International d’Unités* (SI), are not needed in most research papers so are omitted. If you need guidance not provided here, check the website. *APA Basic* © Copyright 2017 by Dr. Abel Scribe PhD.

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GUIDELINES FOR FINAL MANUSCRIPTS IN APA STYLE

■ The APA calls papers written for publication *copy manuscripts*. They are formatted to aid the publication process, not the reader. When not writing for publication “the manuscript must be as readable as possible” (APA, 2001, p. 323). The APA calls these papers *final manuscripts*. There are minor differences:

1. **Organization.** “In a manuscript submitted for publication, figures, tables, and footnotes are placed at the end of the manuscript; in theses and dissertations, such material is frequently incorporated at the appropriate point in text as a convenience to readers” (APA, 2001, p. 325).
2. **Line spacing.** “Double-spacing is required throughout most of the manuscript. When single-spacing would improve readability, however, it is usually encouraged. Single-spacing can be used for table titles and headings, figure captions, references (but double-spacing is required between references), footnotes, and long quotations [this is sometimes referred to as *block spacing* in reference to block quotes]” (p. 326).
3. **Title page.** Elements that require separate pages are usefully combined on a single title page: the title, author, affiliation, date. The *running head* becomes the page header, as it does in published articles.

👉 **APA Basic is a guide to crafting final manuscripts.** It incorporates these recommendations from the 2001 edition of the *APA Publication Manual* (5th ed.). For the rest, *APA Basic* follows the current sixth edition (2009).

1.0 MECHANICS OF STYLE

1.1 ABBREVIATIONS

■ The *Chicago Manual of Style* notes that *acronyms* are abbreviations that are sounded as words (e.g., AIDS, NASA), while *initialisms* are abbreviations sounded as letters (e.g., ATM, FBI). The term *acronym* usually suffices for both. Use acronyms sparingly, only for terms frequently repeated throughout your text.

- Explain what an acronym means the first time it occurs: American Psychological Association (APA).
- If an abbreviation is commonly used as a word, it does not require explanation (IQ, LSD, REM, ESP).
- To form plurals of abbreviations, add **s** alone, without an apostrophe (PhDs, IQs, vols., Eds).

Use periods when presenting an abbreviation within a reference (Vol. 3, p. 6, pp. 121-125, 2nd ed.)

- Use two-letter postal codes for U.S. states (e.g., GA for Georgia) in references (write the state name out in text).
- Use the abbreviation **pp.** (in plain text) in references to newspaper articles, chapters in edited volumes, and text citations only, *not* in references to articles in journals and magazines.
- When using abbreviations for measurements (e.g., m for meter) do not add an **s** to make it plural (100 seconds is 100 s), do not add a period.

Do not use Latin abbreviations in the text unless they are inside parentheses. An exception is made for *et al.* when citing a source. For example, “Smith et al. (2009) found monkeys measured higher in IQ tests than grad students.” Instead, write out the equivalent word or phrase:

cf. [use **compare**] **etc.** [use **and so forth**] **viz.** [use **namely**]
e.g. [use **for example**] **i.e.** [use **that is**] **vs.** [use **versus**]

- Do not use periods within degree titles and organization titles (PhD, APA).
- Do not use periods within measurements (ft, s, kg, km, lb) except inches (in.).

1.2 CAPITALIZATION

■ The general rule is to capitalize terms if they are highly specific—in effect, used as proper nouns. For example, write *the nineteen twenties (1920s)*, but also write the *Roaring Twenties*. Write the Great Plains, but also write the central plains, and the plains of Nebraska (but the Nebraska Plains).

- Capitalize formal names of tests, conditions, groups, effects, and variables only when definite and specific (e.g., Stroop Color-Word Interference Test, Group A was the control group). But do not capitalize names of laws, theories, and hypotheses (e.g., the law of effect, the test groups).
- Capitalize nouns before numbers or letters that indicate a specific place in a numbered series, but not before variables (Chapter 4, Table 3, Trial 2, but not trial x).
- Capitalize specific course and department titles (GSU Department of Psychology, Psych 150). But do not capitalize the term when referring to generalities (any department, any introductory course).
- Capitalize the first word after colon in all titles in references and in the text and in headings. In the text, if the phrase following a colon is a complete sentence capitalize the first word.
- When capitalizing a compound word capitalize all words in the compound (e.g., Double-Blind Trial).

Exception! “Do not capitalize nouns that denote common parts of books or tables followed by numerals or letters—page iv, row 3, column 5” (APA, 2009, p. 103).

Heading caps capitalize all major words and *all words of four letters or more* in headings, titles, and subtitles outside reference lists, for example, chapter 6 in the *APA Manual* (2001) is titled “Material Other Than Journal Articles.”

Sentence caps capitalize the first word and the first word after a comma or colon when the phrase is a complete sentence. For example, “This is a complete sentence, so *this* is capitalized.”

1.3 ITALICS (EMPHASIS) & QUOTATION MARKS

■ Use italics for the titles of books, species names, novel or technical terms and labels (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and the volume numbers in references to journal articles.

- Add emphasis to a word or short phrase by putting it in italics (the first time only). Use this sparingly!
- Add emphasis to a word or phrase in a quotation with italics, *followed by the note* [italics added] in brackets.
- Note a word used as a word, or a foreign term, with italics, for example, *hutte* means *hut* in German.
- Introduce a keyword or technical term (the *neoquasipsychoanalytic* theory), or identify endpoints on a scale (*poor* to *excellent*) with italics.
- Do not italicize foreign words that have entered common usage (e.g., et al., a priori, laissez-faire, arroyo).

Use quotation marks for:

- Odd or ironic usage the first time—the “outrageous” use of social security funds to finance the deficit. These are known as *scare quotes*.
- Article and chapter titles cited in the text but not in the reference list. For example, in Smith’s (1992) article, “APA Style and Personal Computers,” computers were described as “here to stay” (p. 311).

Do not use quotes to hedge, cast doubt, or apologize (e.g., he was “cured”). Leave off the quotes.

1.4 COMMON NUMBERS

Spell out common numbers under 10. “Use numerals to express numbers 10 and above and words to express numbers below 10” (APA, 2009, p. 111) as long as the numbers below 10 do not express precise measurements and are not grouped with numbers above 10.

- Spell out common fractions, common expressions, and centuries (one-half, Fourth of July, twentieth century).
- Spell out all numbers beginning sentences (Thirty days hath September . . .).
- To make plurals out of numbers, add *s* only, with no apostrophe (the 1950s).
- When numbers below 10 must be mixed with numbers above 10 in the same sentence they should be written as numerals. For example, write “the students trying out for the soccer team included 5 girls and 16 boys.”
- Use words and numerals with two numbers in series (five 4-point scales) unless it creates an awkward construction—write the *third of five* tests, not the *3rd of five* tests.
- Use combinations of numerals and written numbers for large approximate sums (over 3 million people).

Use numerals for numbers 10 and above, for exact statistical references, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample).

- Use metric abbreviations with physical measure (4 km) but not when written out (many *meters* distant).
- Use the percent symbol (%) only with figures (5%) not with written numbers (five percent).
- Put a leading zero before decimal fractions less than one (e.g., 0.25 km), unless the fraction can never be greater than one, as with statistical probabilities (e.g., $p < .01$).

- Ordinal numbers follow the same rules as other numbers. Spell out ordinals below 10: first, second, . . . ninth. Use numerals for ordinals 10 and above: 10th, 43rd, 99th, and so on. Exception—the *twentieth* century.

Use numerals for all numbers “that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or numbers” (APA, 2009, p. 112). Write Grade 6 (but sixth grade); Trial 5; Table 6; page 71 (do not cap *page*); chapter 8 (do not cap *chapter*); 2, 4, 6, and 8 words in a series.

Use numerals for all numbers in an abstract, table, or figure.

Use numerals for all “numbers that represent time; dates; ages; sample, subsample, or population size; specific numbers of subjects or participants in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals” (APA, 2009, p. 124). But, spell out approximate days, months, years. “She has about fifteen years remaining on her jail sentence.”

- Always cite page numbers after quotations. For example, the author noted, “The rats fell asleep within minutes” (Jones, 2003, p. 76). Or, Jones (1993) found “the rats fell asleep within minutes” (p. 76).
- *E-documents*. When quoting electronic documents without page numbers, cite paragraph numbers if given, after the paragraph symbol or abbreviation *para.* (e.g., Smith, 2000, ¶ 17). If there are no paragraph numbers, cite the nearest preceding section heading and count paragraphs from there (e.g., Smith, 2000, Method section, para. 4).
- If the citation is repeated in the *same paragraph*, the year may be omitted. For example (Smith et al., 2002, p. 22), then (Smith et al., p. 23).
- Use an ampersand (&) in references and parenthetical citations only; write *and* in plain text, for example, Smith and Sarason (1990) explained . . . Or write: (Smith & Sarason, 1990).
- If there are two or more citations that shorten to the same lead author and date, give as many additional names as needed to identify them, e.g., (Smith, Jones, et al., 1991) and (Smith, Burke, et al., 1991).
- When citing multiple works by the same author, arrange dates in order. Use letters after years to distinguish multiple publications by the same author in the same year, e.g., (Johnson, 1988, 1990a, 1990b).

2.0 PAGE LAYOUT

2.1 TITLE PAGE, FIRST & FOLLOWING TEXT PAGES

Final manuscripts are not intended for anonymous review so only a single page is needed with the author’s name.

The title is formatted as a level 1 heading (see Sec 2.2 below).

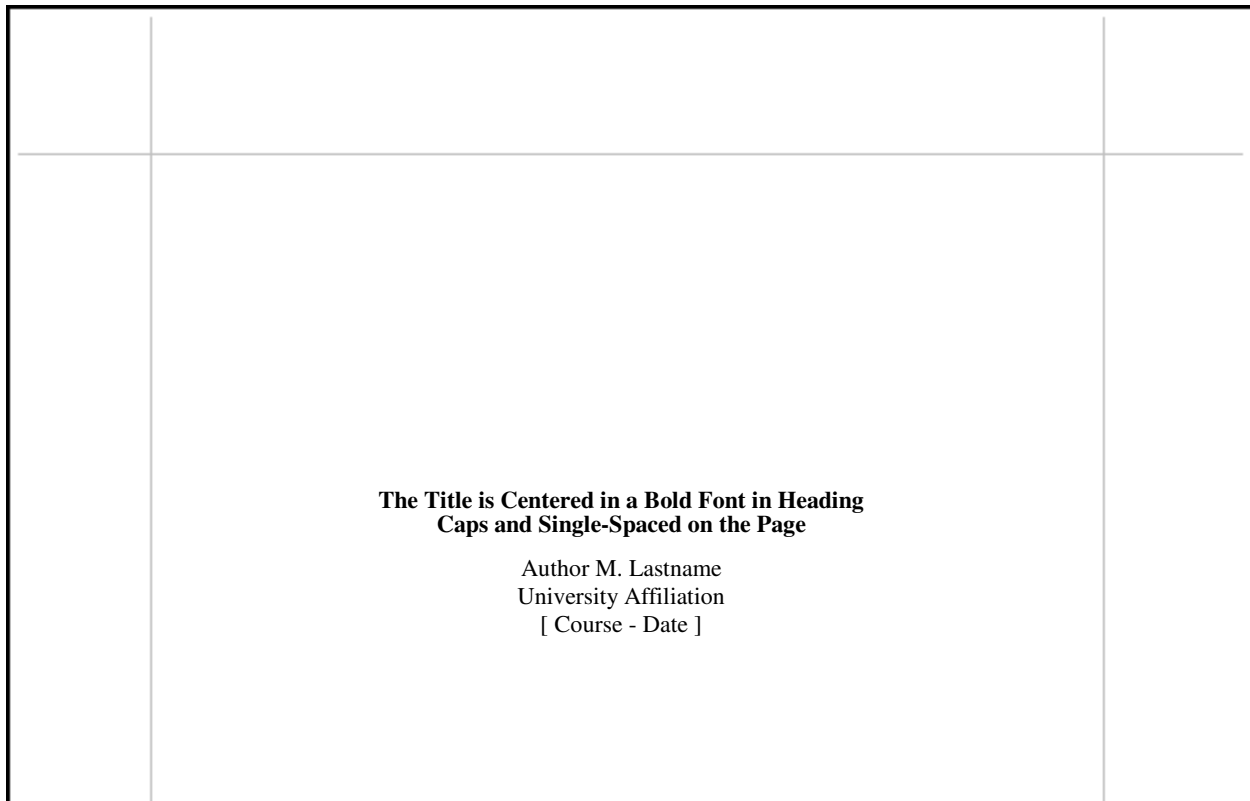


Figure 1. Title pages for final manuscripts. The title pages shown differ significantly from that shown in the *APA Manual* for copy manuscripts. Block spacing is used (single space within blocks of text, double space between blocks); title, author, affiliation, and date go on the same page.

- A **serif typeface is preferred in APA style.** *Times* and *Courier* are common serif typefaces; there are small cross bars at the base of many letters. *APA Basic* is mostly written in a *sans serif* typeface.
- **Every page is numbered in APA style.** The page number goes at the bottom center of the title page, just below the margin. On other pages it goes upper right inside the margin space.

Repeat the title on the first text page. “The introduction to a manuscript does not carry a heading that labels it as the introduction. (The first part of a manuscript is assumed to be the introduction)” (APA, 2009, p. 63).

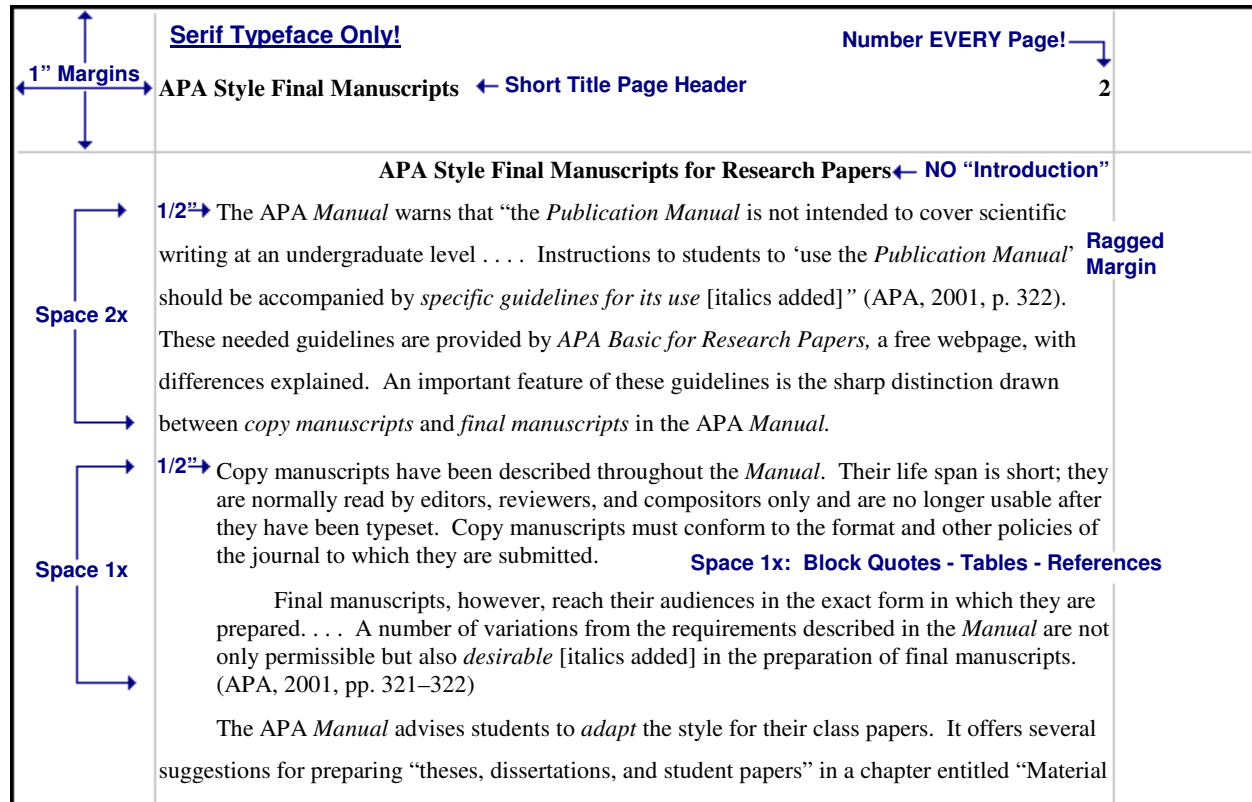




Figure 2. First and subsequent text pages. The previous edition of the *APA Manual* (2001) advocated block spacing to improve the readability of college and conference papers (p. 326). The text is double-spaced, but block quotes are single-spaced within while double-spaced from the text. The same line spacing is applied to headings, tables, references, and figure captions.

Page Format

- **Margins** must be at least one inch on all four sides of the page, wider left if the paper is to be bound. For shorter papers *do not use a binder*, a single staple in the upper left corner makes the paper easier to read.
 - **Page header & page number.** The page header is an abbreviated title in heading caps (every major word is capitalized). This is the revised *running head* found in copy manuscripts (APA, 2009, p. 229). The page header goes inside the top margin a half inch above the text, next to the *left* margin. The page number aligns with the right margin; on the title page the number is centered at the bottom or omitted.
 - **Typeface.** “The preferred typeface for APA publications is Times Roman, with a 12-point font size” (APA, 2009, p. 228). This is a *serif* typeface, a typeface with small cross bars on the letters—Times Roman and Courier are common examples.
 - **Ragged right margin?** An unjustified right margin is called a *ragged right margin* for its appearance on the page. Do not hyphenate words at the ends of lines, do not justify the right margin, leave it ragged.
 - **Indent** all text paragraphs--except the abstract and the first paragraph in a block quote--one-half inch. Hanging indents in references are also indented one-half inch. There are special rules for paragraphs in block quotes.
 - **Block spacing?** Double space the text, but single space “table titles and headings, figure captions, references (but double-spacing is required *between* references), footnotes, and long quotations” (APA, 2001, p. 326). Long quotations--block quotes--are single spaced within and double spaced from the text. Titles, headings, and references also follow this format.
 - **Space once after (most) punctuation?** However, “spacing twice after punctuation marks at the end of a sentence aids readers of draft manuscripts” (APA, 2009, p.88). Space once after initials--but not inside abbreviations--for example, the initials in *Tolkein, J. R. R.* are spaced, but the *U.* in *U.S.* is not (see p. 88).
-  Number all pages consecutively--starting with the title page--whether the page number is shown or not.

2.2 HEADINGS & LISTS (SERIATION)

Definitions. Headings, subheadings, and lists are tools used to organize a manuscript. Lists come in two forms: sentence lists and paragraph lists, or more accurately, *sentence seriation* and *paragraph seriation*.

 Do not begin a paper with the heading *Introduction*, this is understood (APA, 2009, p. 63). Repeat the title.

	Page Header in Bold Heading Caps	2
Level 1	Title or Major Heading Centered in Heading Caps and Bold Font Do not use the heading "Introduction." Repeat the title. It is understood that all papers begin with an introduction (APA, 2009, p. 63). Level 2 Side Head in Bold Heading Caps When top level headings run to two lines single-space within the heading, double-space before and after (see the top of the page). Use (a) paragraph seriation or (b) sentence seriation to further organize your paper, anywhere in the text. 1. Paragraph seriation lists single sentences or paragraphs numbered with arabic numerals and indented like ordinary paragraphs (see APA, 2009, p. 63). 2. Sentence seriation (a) lists topics or categories within sentences, with (b) each preceded by a small letter in parentheses. Items are separated by commas or semicolons as required. Level 3 paragraph or run-in heading in sentence caps and bold font. The heading is indented, need not be a complete sentence, but ends with a period or other punctuation. Level 4 paragraph or run-in heading in sentence caps and bold italic font. Level 5 paragraph or run-in heading in sentence caps and italic font.	
Seriation	(Diagram showing arrows pointing from the Seriation label to the Level 2 and Level 3 text in the table above)	

Figure 3. Revised APA headings (2009). Headings are used in descending order as needed, starting over with each section of the paper. The use of a bold font for the title and page header (running head) are an *APA Basic* modification.

Five levels of headings are available in APA style, used in the order shown as needed. "Use at least two subsection headings within any given section, or use none" (APA, 2009, p. 62).

Seriation. "Just as the heading structure alerts readers to the order of ideas within the paper, seriation helps the reader understand the organization of key points within sections, paragraphs, and sentences" (APA, 2009, p. 63). The elements in the list must be comparable and the construction parallel. Letters are used to identify the items within a sentence, numbers to list full sentences—each indented as a paragraph—or paragraphs. Note, though:

- Numbered lists may imply an ordering or ranking of the items.
- Use bullets to remove or reduce this implicit ranking (APA, 2009, p. 64).

2.3 QUOTATIONS

Reproduce a quote exactly. If there are errors, introduce the word *sic* italicized and bracketed—for example, "the speaker stttutred [*sic*] terribly"—immediately after the error to indicate it was in the original.

Shorter quotes, less than 40 words, are placed in the text in quotation marks. Longer quotes, 40 words or more, are indented and single spaced as block quotes, without quotation marks.

- Reproduce a quote exactly. If there are errors, introduce the word *sic* (thus) italicized and bracketed—for example, "the speaker stttutred [*sic*] terribly"—immediately after the error to indicate it was in the original.
- When the author is introduced in the text the page number follows the quotation, but *the date follows the author's name*. Smith (1999) reported that "the creature walked like a duck and quacked like a duck" (p. 23). The abbreviation "p." for page ("pp." for pages) is lower cased.
- Without an introductory phrase, the author, date, and page are placed together. For example, It was reported that "the creature walked like a duck and quacked like a duck" (Smith, 1999, p. 23).

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<p>Block Indent</p> <p>→ No ¶ Indent →</p> <p>Block & ¶ Indent →</p>	<p>A Tale of Two Quotes</p> <p>The APA <i>Publication Manual</i> (2001) includes a chapter entitled “Material Other Than Journal Articles” (chap. 6). Therein it advises “the <i>Publication Manual</i> is not intended to cover scientific writing at an undergraduate level Instructions to students to ‘use the <i>Publication Manual</i>’ should be accompanied by <i>specific guidelines for its use</i> [italics added]” (APA, 2001, p. 322). College and conference papers are formatted differently from copy manuscripts.</p> <p>Copy manuscripts have been described throughout the <i>Manual</i>. Their life span is short; they are normally read by editors, reviewers, and compositors only and are no longer usable after they have been typeset. Copy manuscripts must conform to the format and other policies of the journal to which they are submitted.</p> <p>Final manuscripts, however, reach their audiences in the exact form in which they are prepared. . . . A number of variations from the requirements described in the <i>Manual</i> are not only permissible but also <i>desirable</i> [emphasis added] in the preparation of final manuscripts. (APA, 2001, pp. 321–322) ← No period here!</p> <p>Authors are advised to <i>adapt</i> the style for college and conference papers. What changes are the page formats and organization of the paper. Everything else remains the same.</p>	

Figure 4. Text and block quotations. Quotes 40 words or longer are formatted as block quotes.

Block quotes, quotations of *40 words or longer*, are double-spaced from the text, single-spaced within. Indent the entire block five spaces (one-half inch, 1.25 cm).

- The first line of the first paragraph in a block quote is not additionally indented; the first line of each paragraph *after the first* is indented (see Figure 5). Add the citation to the end of the block quote *after* the final punctuation.
- Block quotes may be single-spaced in research papers, but must be double-spaced in copy manuscripts submitted for publication or review.

Edit quotes. Effective writing seeks to merge quotations into the flow of the text. Edit a quotation according to the following rules (see APA, 2009, pp. 170–171):

- *Change case/punctuation.* Double quotation marks may be changed to single quotes, and the reverse, without indicating the change. The case of the letter beginning the quote, and punctuation ending it, may be changed to fit the syntax. For example, drawing on the sentence above, write: "Merge quotations into the flow of the text!" **Do Not** write "[M]erge quotations" in APA style (but see *Chicago Manual of Style*, 2003, p.462).
- *Omit . . . Words.* Words may be omitted from a quote as long as the original meaning is not altered. The omission is an *ellipsis*, and is indicated by inserting *three ellipsis points*, three periods with a space before the first, after the last, and between each period; between two sentences, four points are used. "Do not use ellipsis points at the beginning or end of any quotation unless, in order to prevent misinterpretation, you need to emphasize the quotation begins or ends in midsentence" (APA, 2009, p. 173).
- *[sic].* Obvious errors in a quotation may be corrected without making a special notation. But for an unusual word choice, concept, term, or spelling, it may be appropriate to emphasize that the original is being quoted faithfully by inserting the Latin term *sic* (thus), in italics or underlined, and in brackets, immediately following the term (see APA, 2009, p. 172). For example, "the hapless students in the study stuttttered [*sic*] unbearably."
- *[Add note].* A clarification may be inserted in a quote. This is added in brackets at the appropriate place. For example, the local authority reported "they [the Irish Republican Army] called for a cease-fire."
- *[Italics added].* Emphasis may be added to a quote with italics. When this is done a note must be appended to the quote in brackets *immediately after the change* [italics added] to the quotation.

2.4 TABLES

■ “Any type of illustration other than a table is referred to as a *figure*” (APA, 2009, p. 125).. Word processors offer an array of elaborate table styles, but APA style requires an austere format following a template or *canonical form* featured in the *APA Manual*. Figures include graphs as well as photo images. Their use is discouraged in copy manuscripts because they are expensive to publish. This is not a problem with college and conference papers.

👉 When presenting data in a table or figure drawn from another source that source must be referenced in the table note or figure caption. The reference follows a special format that is undocumented in the *APA Manual* (2009) but observed in examples of tables (pp. 129-149). Titles are presented in heading caps, authors’ names go in their normal order and follow the title. Note the page number after the title in the reference to the book, and the use of the *pp.* abbreviation in the journal reference.

Journal Article (from Figure 6)

Adapted from "The Elements of (APA) Style: A Survey of Psychology Journal Editors," by B. W. Brewer, C. B. Scherzer, J. L. Van Raalte, A. J. Petipas, and M. B. Andersen, 2001, *American Psychologist*, 56, p. 266.

Book (Monograph)

Note: From *The Analysis of the Self: A Systematic Approach to the Psychoanalytic Treatment of Narcissistic Personality Disorders* (p. 123), by H. Kohut, 1971, New York: International Universities Press.

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<p>There is a limit to how much numerical information a reader can interpret when presented in the text. The following passage is from the original article:</p> <p>Respondents cited references ($M = 3.23, SD = 1.07$), tables and figures ($M = 3.00, SD = 0.98$), and mathematics and statistics ($M = 2.81, SD = 0.99$) as the categories in which they most frequently observed deviations from APA style. Similarly, deviations from APA style in mathematics and statistics ($M = 2.31, SD = 1.32$), reference ($M = 2.27, SD = 1.39$), and tables and figures ($M = 2.23, SD = 1.27$) were identified as having the strongest impact on editorial decisions. (Brewer et al., 2001, p. 266)</p> <p>The same information is presented in Table 1.</p> <p>Table 1 <i>APA Style Problem Areas as Identified by Journal Editors</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Problem Area</th> <th colspan="2">Frequency</th> <th colspan="2">Influence</th> </tr> <tr> <th>Mean</th> <th>SD</th> <th>Mean</th> <th>SD</th> </tr> </thead> <tbody> <tr> <td>References</td> <td>3.23</td> <td>1.07</td> <td>2.27</td> <td>1.39</td> </tr> <tr> <td>Tables and figures</td> <td>3.00</td> <td>0.98</td> <td>2.23</td> <td>1.27</td> </tr> <tr> <td>Math and statistics</td> <td>2.81</td> <td>0.99</td> <td>2.31</td> <td>1.32</td> </tr> </tbody> </table> <p><i>Note.</i> Values are mean scores on a 5-point scale (1 = none, 5 = a lot); $N = 210$. Adapted from "The Elements of (APA) Style: A Survey of Psychology Journal Editors," by B. W. Brewer et al., 2001, <i>American Psychologist</i>, 56, p. 266.</p>		Problem Area	Frequency		Influence		Mean	SD	Mean	SD	References	3.23	1.07	2.27	1.39	Tables and figures	3.00	0.98	2.23	1.27	Math and statistics	2.81	0.99	2.31	1.32
Problem Area	Frequency		Influence																						
	Mean	SD	Mean	SD																					
References	3.23	1.07	2.27	1.39																					
Tables and figures	3.00	0.98	2.23	1.27																					
Math and statistics	2.81	0.99	2.31	1.32																					

Figure 5. Statistics from a survey of problem areas in using APA style. The same statistics are presented in the text and in the table according to APA style (Brewer et al., 2001).

Table Manners

- Place tables close to where they are first mentioned in your text, but do not split a table across pages. (Tables in papers submitted for review or publication are placed on separate pages at the end of the paper.)
- Label each table beginning with the table number followed by a description of the contents in italics.
- “Tables may be submitted either single- or double-spaced” for publication, do the same (APA, 2009, p. 141).
- Each row and column must have a heading. Abbreviations and symbols (e.g., “%” or “nos.”) may be used in headings.
- Do not change the number of decimal places or units of measurement within a column. "Use a zero before the decimal point when numbers are less than 1" (APA, 2009, p. 113). Write "0.23" not ".23" *unless* the number is a statistic that cannot be larger than one, for example a correlation $r = .55$, or a probability $p < .01$.
- General notes follow the word *Note:* (*in italics*) and are used to explain general information about the table, such as the source.

3.0 CREDITING SOURCES

■ **Every time you make use of the work of another a citation is required.** This may be a reference to an idea or concept, a specific finding, or a direct quote. "Each reference cited in text must appear in the reference list; and each entry in the reference list must be cited in text" (APA, 2009, p. 174).

Exceptions. "Two kinds of material are cited only in the text: references to classical works such as the Bible and Qur'an, . . . and references to personal communications" (APA, 2009, p. 174).

3.1 Text Citations

Placement. Citations to references follow their referral in the text. For example, American Psychological Association journals use the author-date style of citation (APA, 2009, p. 174).

- Text citations do not repeat information. If an author's name is mentioned in the text, it is not repeated in the citation. If no specific page is cited, none is noted. For example, the *APA Publication Manual* (2009) is entirely focused on preparing manuscripts for publication. The citation immediately follows the author's name.
- Page numbers are required with all direct quotations. The citation comes immediately after the quote, even when it is not at the end of the sentence. For example, changes to APA style "are not only permissible but also desirable" (APA, 2001, p. 322) when preparing final manuscripts for courses or conferences.
- When the author's name and the quote are separated, the citation is also separated. For example, the *APA Manual* (2001) advises that changes to the style "are not only permissible but also desirable" (p. 322) when preparing research papers.

Source	Citation	Source	Citation
No Author	(<i>Short Title</i> , 2004) ("Short Title," 2004)	Chapter	(APA, 2001, chap. 6)
1 Author	(Smith, 2005) (Smith, 2005, p. 123)	Data File	(Corporate Author, 2002)
2 Authors	(Smith & Jones, 2004, pp. 123-126)	In Press	(Adams, in press)
3/5 Authors	(Smith, Jones, & Garcia, 2003) Next Cite: (Smith et al., 2003, p. 123)	Message/E-Mail	(A. B. Smith, personal communication, January 1, 2004)
6 Authors+	(Smith et al., 2002, pp. 123-456)	Multiple	(Adam, 2003; Baca, 2004; Burton, 2002)
Corporate Acronym	(United Nations [UN], 1999) Next Cite: (UN, 1999, p. 123)	No Date Reprint	(Smith, n.d.) (Freud, 1920/2002)

- *Three to five authors* list all authors in the first citation; the lead author *et al.* (and others) in subsequent citations: first, (Smith, Jones, Andrews, Baker, & Charles, 2001); next, (Smith et al., 2001).
- *Six or more authors* list the lead author *et al.* in all citations.
- *Corporate author.* If a group is readily identified by an acronym, spell it out only the first time. For example, "As reported in a government study (National Institute of Mental Health [NIMH], 1991) . . ." The next citation gives just the initials and year, (NIMH, 1991).
- *No author.* If the author is unknown, use the first few words of the reference list entry (usually the title), for example: ("Study Finds," 1992). Use *heading caps* in the text when noting a title (*sentence caps* in references)!
- *Anonymous.* If the work specifically carries the designation "Anonymous" in place of an author's name, use Anonymous as the author. Otherwise, the work has no author.
- *Reprints* cite the original publication date and reprint date if both are known, for example: (James, 1890/1983). Translations of classics note the date of the translation: (Aristotle, trans. 1931).
- *Personal communication.* E-mail and other "unrecoverable data" are cited as personal communications, for example: (C. G. Jung, personal communication, September 28, 1933). These sources do not appear in the reference list.
- Always cite page numbers after quotations. For example, the author noted, "The rats fell asleep within minutes" (Jones, 2003, p. 76). Or, Jones (1993) found "the rats fell asleep within minutes" (p. 76).
- If the citation is repeated in the *same paragraph*, the year may be omitted. For example (Smith et al., 2002, p. 22), then (Smith et al., p. 23).
- Use an ampersand (&) in references and parenthetical citations only; write *and* in plain text, for example, Smith and Sarason (1990) explained . . . Or write: (Smith & Sarason, 1990).
- If there are two or more citations that shorten to the same lead author and date, give as many additional names as needed to identify them, e.g., (Smith, Jones, et al., 1991) and (Smith, Burke, et al., 1991).
- When citing multiple works by the same author, arrange dates in order. Use letters after years to distinguish multiple publications by the same author in the same year, e.g., (Johnson, 1988, 1990a, 1990b).

3.2 Reference Lists

A reference list is not a bibliography; only those works cited may appear in the reference list. The term *citation* refers to the notation of a source in the text, a *reference* is the corresponding entry in the reference list.

List references alphabetically by author. Spaces or punctuation precede letters after last names, *Smith* comes before *Smithson*, but note 2 below. Use initials as appropriate, *Smith, A.* comes before *Smith, B.* When there are multiple works by the same author, list references by date, the most recent *last*.

1. Use prefixes if they are commonly part of the surname (e.g., *de Chardin* comes before *Decker*, *MacGill* comes before *McGill*. But do not use *von* (e.g., write: Helmholtz, H. L. F. von).
2. Disregard apostrophes, spaces, and capitals in alphabetizing; *D’Arcy* comes after *Daagwood*, *Decker* comes after *de Chardin*. Single-author citations precede multiple-author citations (Zev, 1990 then Zev et al., 1990).
3. Alphabetize corporate authors by first significant word. Do not use abbreviations in corporate names.

APA Style Final Manuscripts	10
References	
<p>American Medical Association Editors. (2007). <i>American Medical Association manual of style: A guide for authors and editors</i> (10th ed.). New York, NY: Oxford University Press.</p> <p>American Psychological Association. (2009). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p>Brewer, B. W., Scherzer, C. B., Van Raalte, J. L., Petipas, A. J., & Andersen, M. B. (2001). The elements of (APA) style: A survey of psychology journal editors. <i>American Psychologist</i>, <i>56</i>, 266-267.</p> <p>Gibaldi, J. (2003). <i>MLA handbook for writers of research papers</i> (6th ed.). New York, NY: The Modern Language Association.</p> <p>Hypericum Depression Trial Study Group. (2002). Effect of <i>Hypericum perforatum</i> (St John’s Wort) in major depressive disorder: A randomized controlled trial. <i>JAMA</i>, <i>287</i>, 1807–1814. doi:10.1001/jama.287.14.1807</p> <p>Taylor, B. N. (1995, April). <i>Guide for the use of the International System of Units</i> (NIST Special Publication 811, 1995 Edition). Gaithersburg, MD: National Institute of Standards and Technology. Retrieved from http://physics.nist.gov/Document/sp811.pdf</p> <p>Turabian, K. L., Booth, W. C., Colomb, G. G., Williams, J. M., & University of Chicago Press. (2007). <i>A manual for writers of research papers, theses, and dissertations</i> (7th ed.). Chicago, IL: University of Chicago Press.</p> <p>University of Chicago Press. (2003). <i>The Chicago manual of style</i> (15th ed.). Chicago, IL: Author.</p>	

Figure 6. List of references in block format. References are arranged alphabetically by author. Block format single-spaces within references, but double-spaces between references. Copy manuscripts double-space everything

Abbreviations. Use the abbreviation p. (pp.) before page numbers in encyclopedia entries, newspaper articles, chapters or articles in edited books, but **not** in journal or magazine article citations, where numbers alone are used. The following abbreviations are commonly used in APA references:

chap. chapter	No. number	Pt. part	Trans. translator
ed. edition [Rev. ed. revised]	p. (pp.) page (pages)	Suppl. supplement	Vol. volume (as in Vol. X)
Ed. (Eds.) editor(s)	para. paragraph	Tech. Rep. technical report	vols. volumes (as in xx vols.)

1. **Authors & editors.** List up to seven *authors* to a work; if there are more than seven list the first six, insert an elipsis, then the last author. Invert all *authors’* names, using first & middle initials. With two or more authors place an ampersand & < before the final name. Note, unless they are serving in place of authors in a reference, *editors’ names go in their normal order* (First. M. Last).
2. **Character Spacing.** Space once after the periods in references including initials except DOIs and URLs where no space is required (APA, 2009, p. 87).

3. *City, State.* City and state, province, or country are now required for all cities. Write: Baltimore, MD; New York, NY; Boston, MA; London, England; Paris, France. Use postal abbreviations for states, provinces.
4. *Date.* Use the month-day-year format for full dates, but see the sample references for newspapers.
5. *E-mail* and other "unrecoverable data" are cited as a personal communication, for example: (A. B. Carter, personal communication, April 1, 2005). These do not appear in the reference list.
6. *Titles of Works.* All titles require sentence caps (all words lowercase except for the first word, first word after a colon, and proper nouns). Article titles are not placed in quotes in references (they are when mentioned in the text). Italicize titles of books, reports, working and conference papers, dissertations, and similar documents.
7. A *note* is added to a reference to help identify a source, for example [Book review of . . .]. This follows the title after any material in parentheses, in brackets, with the first word capitalized in plain text (APA, 2009, p. 186).
8. **Do not drop digits from inclusive pages numbers, *do not write pp. 1234-38, write pp. 1234-1238.***

4.0 REFERENCE EXAMPLES

Quality of Sources. Information comes in a variety of guises. Only that information that has been subjected to peer review is considered the highest quality in scientific and scholarly research. Government agencies and private research groups are other useful sources of information. This information may be highly credible but without peer review is of unknown quality. These sources are sometimes referred to as "gray literature" (APA, 2009, p. 205). Everything else is, at most, data lacking the authority of that comes with peer review.

DOI (Digital Object Identifier). The DOI system was developed to permanently mark and identify digital documents. It is not unlike a library call number and URL (Internet Uniform Resource Locator) combined in its application. Publishers are increasingly assigning DOIs to journal articles whether online or in print.

- "We recommend that when DOIs are available, you include them for both *print* [italics added] and electronic sources" (APA, 2009, p. 189). If the DOI is not available for documents retrieved online use the URL. If it is available for a print article include it in the reference—the DOI indicates an electronic copy is available somewhere.
- "Test the URLs in your references If the content is no longer available, substitute another source . . . or drop it from the paper altogether" (APA, 2009, p. 192). Journal editors do check references, instructors may as well. *If the document cannot be found it is not a source.*

Titles of Works. All titles require *sentence caps* (all words lowercase except for the first word, first word after a colon, and proper nouns). Article titles are not placed in quotes in references (they are when mentioned in the text). Italicize titles of books, reports, working and conference papers, dissertations, and similar documents.

4.1 ARTICLES IN RESEARCH JOURNALS, NEWSPAPERS, & MAGAZINES

The volume number in references to periodicals is placed in italics (but not the issue number, if any).

Annual Review:

Andresen, E. M., Diehr, P. H., & Luke, D. A. (2004). Public health surveillance of low-frequency populations. *Annual Review of Public Health, 25*, 25-52. doi:[add if available]

Citation: (Diehr & Luke, 25).

Anonymous or unknown author:

Annual smoking attributable mortality, years of potential life lost and economic costs: United States 1995-1999. (2002). *Morbidity and Mortality Weekly Report, 51*, 300-303. doi:[add if available]

Citation: ("Annual Smoking," 2002). Use heading caps when citing parts of titles in text citations. Do not use "Anonymous" for the author unless that is the designated author expressly given in the source.

One author:

Abelson, R. P. (1997). On the surprising longevity of flogged horses: Why there is a case for the significance test. *Psychological Science, 8*, 12-15. doi:[add if available]

Citation: (Abelson, 1997). APA style places the volume (but not the issue number in a volume) in italics with the name of the journal.

Two authors:

Makary, M. A., & Daniel, M. (2016). Medical error—The third leading cause of death in the US. *BMJ, 353*, 5 pp. doi:10.1136/bmj.i2139

McGlynn, E. A., & Brook, R. H. (2001). Keeping quality on the policy agenda. *Health Affairs (Millwood), 20*(3), 82-90. doi:[add if available]

Citation: (Makay & Daniel, 2016), (McGlynn & Brook, 2001).

Three to seven authors:

Brewer, B. W., Scherzer, C. B., Van Raalte, J. L., Petitpas, A. J., & Andersen, M. B. (2001). The elements of (APA) style: A survey of psychology journal editors. *American Psychologist*, *56*(3), 266-267. doi: 10.1037/0003-066X.56.3.266

First Citation: (Brewer, Scherzer, Van Raalte, Petitpas, & Andersen, 2001); next: (Brewer et al., 2001).

More than seven authors:

Heshka, S., Anderson, J. W., Atkinson, R. L., Greenway, F. L., Hill, J. O., Phinney, S. D., . . . Pi-Sunyer, F. X. (2003). Weight loss with self-help compared with a structured commercial program: A randomized trial. *JAMA*, *289*, 1792-1798. doi:[add if available]

All citations: (Heshka et al., 2003).



“Update your references close to the publication date of your work, and refer to the final version of your sources, if possible” (APA, 2009, p. 199).

Group author: DOI, Internet references:

Hypericum Depression Trial Study Group. (2002b). Effect of *Hypericum perforatum* (St. John’s Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, *287*, 1807–1814. doi:10.1001/jama.287.14.1807

Hypericum Depression Trial Study Group. (2002c). Effect of *Hypericum perforatum* (St. John’s Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, *287*, 1807–1814. Retrieved [retrieval date] from <http://www.jama.org>

Citation: (Hypericum Depression Trial Study Group, 2002). Cite the full name of a corporate author. The print original does not have a DOI, it was added through an online cover sheet later.

The DOI (*Digital Object Identifier*) should be added to a reference *whether you use a digital version of the article or not*. The DOI, when it is available, takes precedence over the URL.

Reference the *URL of the home page of the journal*, not that of the specific document (APA, 2009, p. 198). The *retrieval date* is added when referencing other than the version of record, such as an updated copy.

Journals paged by issue (online):

Barry, J. M. (2004). The site of origin of the 1918 influenza pandemic and its public health implications [Commentary]. *Journal of Translational Medicine*, *2*(3), 1-4. Retrieved from <http://www.translational-medicine.com>

Add the issue in the volume (in parentheses in plain text) to these references after the volume number.

Magazine article:

Wilson, E. O. (1998, March). Back from chaos. *Atlantic Monthly*, *281*, 41–62.

Newspaper articles (online):

Rundle, R. (2002, May 1). Obesity’s hidden costs. *Wall Street Journal*, pp. B1-B4.

Bradsher, K. (2005, November 3). Poverty and superstition hinder drive to block bird flu at source. *New York Times*. Retrieved from <http://www.nytimes.com/2005/11/03/international/asia/03bird.html?th&emc=th>

4.2 BOOKS AND CHAPTERS

Group author, Edition other than the first

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Citation: (American Psychological Association [APA], 2009); next citation (APA, 2009). Note: "Author" is used for the publisher’s name above when the author and publisher are identical, an APA quirk.

Three to seven authors:

Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). *The craft of research*. Chicago, IL: University of Chicago Press.

Citation: (Booth, Colomb, & Williams, 1995); next citation (Booth et al., 1995).

Chapter or section in a book (online & print):

Beers, M. H., & Berkow, R. (1999). Mood disorders. In *The Merck manual of diagnosis and therapy* (17th ed., sec. 15, chap. 189). Retrieved from <http://www.merck.com>

Stephan, W. G. (1985). Intergroup relations. In G. Lindzey & E. Aronson (Eds.), *The handbook of social psychology* (3rd ed., Vol. 2, pp. 599–658). New York, NY: Random House.

Citations: (Beers & Berkow, 1999, chap. 189); (Stephan, 1985).

Edited book (two or more editors):

- Friedman, H. S. (Ed.). (1990). *Personality and disease*. New York, NY: Wiley.
- Guyatt, G., & Rennie, D. (Eds.). (2002). *Users' guides to the medical literature: A manual for evidence-based clinical practice*. Chicago, IL: American Medical Association.

Edition other than the first (two authors):

- Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillan.

4.3 REFERENCE WORKS

Encyclopedia:

- Alderson, A. S., & Corsaro, W. A. (2000). Cross-cultural analysis. In E. F. Borgatta (Editor-in-Chief) & R. J. V. Montgomery (Managing Editor), *Encyclopedia of sociology* (2nd ed., Vol. 1, pp. 546-553). New York, NY: Macmillan Reference USA.
- Bergman, P. G. (1998). Relativity. In *Encyclopedia Britannica* (15th ed., Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.
- Croatia. (1991). In *The new encyclopedia Britannica: Micropaedia*. Chicago: Encyclopedia Britannica.

Dictionary:

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

Multivolume references:

- Kotz, S., Johnson, N. L., & Read, C. B. (1982–1988). *Encyclopedia of statistical sciences* (10 vols.). New York, NY: Wiley.
- Middleton, J., & Rassam, A. (Eds.). (1995). *Encyclopedia of world cultures: Vol. IX. Africa and the Middle East*. Boston, MA: G. K. Hall.

Statistical abstract:

- Bureau of the Census. (1993). Higher education price indexes: 1965–1991. In *Statistical abstract of the United States: 1993* (113th ed., Table 277). Washington, DC: US GPO.

4.4 MONOGRAPHS & WEB PAGES

Government report online accessed through GPO database:

- National Institute of Mental Health. (2002). *Breaking ground, breaking through: The strategic plan for mood disorders research of the National Institute of Mental Health* (Publication No. 0507-B-05). Retrieved from NIMH website via GPO Access: <http://purl.access.gpo.gov>
- Citation: (National Institute of Mental Health [NIMH], 2002); next citation (NIMH, 2002).

Monograph online:

- Foley, K. M., & Gelband, H. (Eds.). (2001). *Improving palliative care for cancer* [Monograph]. Retrieved from the National Academy Press website: <http://www.nap.edu>
- Homeland Security Council. (2005, November 1). *National strategy for pandemic influenza* [Monograph]. Washington, DC: The Whitehouse. Retrieved from <http://www.whitehouse.gov/homeland/pandemic-influenza.html>

Technical report online:

- Taylor, B. N. (1995b, April). *Guide for the use of the International System of Units (SI)* (NIST Special Publication 811, 1995 Edition). Retrieved from National Institute of Standards and Technology website: <http://physics.nist.gov/Document/sp811.pdf>

Theses or dissertation:

- Downey, D. B. (1992). *Family structure, parental resources, and educational outcomes*. PhD dissertation, Department of Sociology, Indiana University, Bloomington, IN.

Web pages:

- Department of Health and Human Services, Center for Complementary and Alternative Medicine. (n.d.). *St. John's Wort and the treatment of depression*. Retrieved from National Institutes of Health website: <http://nccam.nih.gov/health/stjohnswort/>
- Dewey, R. A. (2002). *Psych Web*. Retrieved from <http://www.psywww.com/>
- Purdue University Online Writing Lab. (2003). *Using American Psychological Association (APA) format* (Updated to 5th edition). Retrieved from the Purdue University Online Writing Lab at http://owl.english.purdue.edu/handouts/print/research/r_apa.html