



PRECIS: APA STYLE (ADAPTED)

APA Lite for College Research Papers by Dr Abel Scribe PhD - Revised and Updated Early Winter 2012



APA Lite for College Papers 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* (2009) while incorporating guidelines for “Material Other Than Journal Articles” found in the last edition. *APA Lite* succeeds the *APA Crib Sheet* developed by Professor Dewey in the 1990s and revised by the Abel Scribe collaboration in the current century. Doc Scribe is not affiliated in any way with the American Psychological Association--this style guide is free!

APA (Style) Lite for College Papers ©2012 by Dr Abel Scribe PhD - www.docstyles.com.

Style Guide, or “Instructions for Authors?”

The latest edition of the *Publication Manual of the American Psychological Association* (2009) is an extended set of instructions and advice for authors *writing for publication*. **The content is true to the title.** There is absolutely no prevision or mention of how the style might be applied to other research papers, such as college papers, theses, and dissertations, or conferences papers.

The previous fifth edition of the *APA Publication Manual* (2001) included a chapter on “Material Other Than Journal Articles” (chap. 6). In this chapter a distinction was drawn between *copy manuscripts* for publication and *final manuscripts*.

The author of a thesis, dissertation, or student paper produces a “final” manuscript; the author of a journal article produces a “copy” manuscript (which will become a typeset article). The differences between these two kinds of manuscripts help explain why the requirements for theses, dissertations, and student papers are not necessarily identical to the requirements for manuscripts submitted for publication in a journal.

Copy manuscripts have been described throughout the Manual. 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.

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 Manual are not only permissible but also desirable [italics added] in the preparation of final manuscripts. (pp. 321–322)

The *APA Manual* then goes on to offer suggestions for final manuscripts. “Because the [final] manuscript will not be set in type, the manuscript *must be as readable as possible* [italics added]. . . . Reasonable exceptions to APA style for theses and dissertations [and research papers] often make sense and are encouraged to better serve communication and improve the appearance of the final document” (APA, 2001, p. 324-325).

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*]” (APA, 2001, p. 326).
3. *Tables*. “Tables may be more readable if single-spaced” (APA, 2001, p. 325).

The new *APA Manual* incorporates item 3 as an option, the remaining advice and guidance is lost.

APA Lite for College Papers

For each paper published in a journal there are likely several hundred written for the classroom. This is a problem. If students rigorously follow the *APA Manual* they end up with a paper attractive only to copy editors. *APA Lite* (aka *APA Crib Sheet*) was developed to provide a concise and comprehensive guide to applying APA style to college and conference papers—research papers presented in *final format* in APA terminology. Chapter 6 in the old *Manual* (2001) was the guide.

 **Most differences between copy manuscripts and final manuscripts (college papers) are formatting issues. Everything else stays largely the same.**

TITLE PAGE

Things useful for publication, such as the running head, serve no purpose on the title page of a paper intended for a class or conference. The running head repeats the title and becomes the page header on the following pages. Likewise, if a paper is not intended for review there is no point to separating author information from the abstract.

<p>Running head: TITLE PAGE FOR COPY MANUSCRIPTS</p> <p style="text-align: center;">1</p> <p style="text-align: center;">Title Page for Copy Manuscripts Double-Spaced Title in Plain Text Abel and Abigail Scribe University of Boulder</p> <p style="text-align: center;">Author Note [Complete Author Affiliations] [Changes in Affiliation During Review] [Acknowledgements/Special Issues] [Contact Information]</p>	<p style="text-align: center;">Centered Title in Heading Caps and Bold Font</p> <p style="text-align: center;">Abel and Abigail Scribe Department of Advanced Studies University of Boulder April 1, 2009</p> <p style="text-align: center;">Abstract</p> <p>An abstract is not too common in student papers, but required when submitting any paper for publication in an American Psychological Association (APA) journal. This is a good feature for students, especially graduate students, to emulate in their work. An abstract is a brief concise description of the research: what you were looking for, why, how you went about it, and what you found. Absent an abstract, proportion the title and author block on the page. Abstracts to articles published in APA journals are set in italics, a feature not specified in the <i>APA Manual</i>, though perhaps appropriate for conference papers.</p> <p>[Keywords]</p> <p>[Complete Author Affiliations]</p> <p>[Acknowledgments (Conference Papers)]</p> <p>[Contact Info (Conference Papers)]</p> <p style="text-align: center;">1</p>
--	---

Figure 2. APA style title page. Left, title page adapted from the *APA Publication Manual*, (6th ed., Fig. 2.1, p. 41). Right, condensed style for college and conference papers. Block spacing is used (single space within blocks of text, double space between blocks); title, author, abstract, and author note are combined on a single page.

Block spacing has provoked fewer protests than the layout of the title page. This follows the suggestion from the last edition of the *APA Manual* as a device to “improve readability.” Block quotes, multiline titles and headings, notes and captions, tables and references are single-spaced within, double-space from the rest of the text.

Page number. The old *APA Manual* (2001) suggested “the position of [page] numbers on the first pages of chapters or on full-page tables and figures may differ from the numbers on other pages” (p. 326). It is shown centered at the bottom of the title page.

Date. A copy manuscript carries no date. College papers probably should.

Abstract. This goes on a separate page in copy manuscripts since the title page is torn off to facilitate anonymous review. Separate pages are just an annoyance in conference papers.

FIRST AND FOLLOWING TEXT PAGES

<p>1" Margins</p>	<p><u>Serif Typeface Only!</u></p> <p>Number EVERY Page! →</p> <p>← Short Title Page Header</p> <p>2</p>
<p>Space 2x</p> <p>Space 1x</p>	<p>APA Style Final Manuscripts for College Papers ← NO "Introduction"</p> <p>1/2" → The <i>APA Manual</i> warns that "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). These needed guidelines are provided by <i>APA Lite for College Papers</i>, a free online webpage that is also available in printable PDF format. An important feature of these guidelines is the sharp distinction drawn between <i>copy manuscripts</i> and <i>final manuscripts</i> in the <i>APA Manual</i>.</p> <p>1/2" → 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 style="text-align: right;">Space 1x: Block Quotes - Tables - References</p> <p style="text-align: right;">Ragged Margin</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> [italics added] in the preparation of final manuscripts. (APA, 2001, pp. 321–322)</p> <p>The <i>APA Manual</i> advises students to <i>adapt</i> the style for their class papers. It offers several suggestions for preparing "theses, dissertations, and student papers" in a chapter entitled "Material</p>

Figure 3. 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.

REFERENCE LISTS

<p>APA Style Final Manuscripts</p>	<p>15</p>
<p>References</p>	
<p>American Medical Association Editors. (2007). <i>American Medical Association manual of style: A guide for authors and editors</i> (10th ed.). New York: 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>University of Chicago Press. (2003). <i>The Chicago manual of style</i> (15th ed.). Chicago, IL: Author.</p>	


Figure 4. List of references in block format. References are arranged alphabetically by author. Block format single-spaces within references, but double-spaces between references.

RETAINED TEXT FORMAT RULES

- *Typeface.* “The preferred typeface for APA publications is Times New 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?* Do not hyphenate words at the ends of lines, “leave the right margin uneven, or *ragged*” (APA, 2009, p. 229). An unjustified right margin is called a *ragged right margin* for its appearance on the page.
- *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.

Copyright Issues?

You cannot copyright a style. By law (17 U.S.C. 102(b)) “the original and creative word sequences in [a text] are protected by copyright, but a writing style itself is in the public domain, no matter how original it is” (*The Copyright Handbook*, 3rd. ed., by Stephen Fishman, 1998, Berkeley, CA: Nolo Press). You cannot copyright a research (or any) style, nor can you copyright a language, even a programming language. If for example, you could copyright all the works in the style of William Shakespeare, you would own everything published in that style. More recently the courts have denied copyright protection to programming languages, even those invented by Microsoft and IBM!

 **“APA policy permits** authors to use . . . a maximum of three figures or tables from a journal article or book chapter, single text extracts of fewer than 400 words, or a series of text extracts that total fewer than 800 words without requesting formal permission from APA” (APA, 2009, p. 173). *APA Lite* meets these fair use criteria.



FAIR USE. You are welcome to print, link, or distribute *APA (Style) Lite for College Papers* for not-for-profit educational purposes. Instructors are encouraged to use the guide in their classrooms. No additional permission is required. *APA Lite* is revised on a regular basis; you are invited to link directly to the document rather than post it to another site.