



Using American Psychological Association (APA) Format

A WMU WRITING CENTER HANDOUT

This handout is based on the *Publication Manual of the American Psychology Association* (5th edition) and Purdue University's Online Writing Lab (owl.english.purdue.edu). If you need additional help with APA format, contact the WMU Writing Center at 387-4615.

When instructors ask students to use APA format, they expect students to follow the guidelines detailed in the *Publication Manual of the American Psychology Association* (5th edition). We have this book in the Writing Center (1071 Moore Hall), and we used it to develop this handout, which summarizes the following aspects of APA format.

- ◆ General Format
- ◆ Handling Quotes in the Text
- ◆ Your Reference List
- ◆ Examples
- ◆ A Note on Notes

General Format

Your essay should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Include as many of the sections bulleted below as you need for your writing purpose and instructor's requirements. Writers develop a wide variety of papers using APA format, and some sections are required for particular types of papers. Because you will not need all the sections listed below in all papers, check with your instructor to see what sections he/she wants you to include for your particular assignment. *Begin each of the section of your paper on a separate page.*

- title page (first page)
 - header with first few words of title and page number (ex: APA Format 1)
 - title of the work (capitalize all important words)
 - author's name (your name)
 - class paper is for

Note: Centered your title, name, and class both horizontally and vertically so this information is directly in the middle of the page.

- abstract
- text
- references
- appendices
- author identification notes
- footnotes
- tables
- figure captions
- figures

Handling Quotations in the Text

You must cite material directly quoted from a published source (speech, book, article, electronic journal, brochure, etc.) within your paper. Use an author-date method, as indicated in the examples below.

Short Quotations

To indicate short quotations (**fewer than 40 words**) in the text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. It is important to note that punctuation marks (i.e. periods, commas, etc.) belong **after the parenthetical citation**.

Examples:

Quotation 1:

She stated, "The 'placebo effect' . . . disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Quotation 2:

According to Miele (1993), "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner" (p. 276).

Quotation 3:

Miele (1993) found that "the placebo effect disappeared" in this case (p. 276), but what will the next step in researching this issue be?

Long Quotations

Place quotations **longer than 40 words** in a freestanding block of typewritten lines, and omit the quotation marks. When introducing the quotation, use the author's name, year and a colon, with a standard margin setting. Start the *block quotation* on a new line, indenting five spaces (TAB) from the left margin. Type the entire quotation using the new margin; indent the first word of each new line five spaces (TAB) from the left margin. **Maintain double-spacing throughout**. The parenthetical citation should come **after** closing punctuation mark.

Quotation 1:

Miele's 1993 study found the following:

The "placebo effect" disappeared when behaviors were studied in this manner.

Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies conducted by the same group of researchers at the hospital were clearly premature in attributing the results to a placebo effect. (p. 276)

The Reference List

On the last page of your paper, the reference page, list sources you cited in your paper, **but only sources that can be accessed by someone else**. Include materials from printed and electronic sources that anyone can easily access, such as printed books, interviews, etc. and online journal articles, stored electronic conference papers, etc. Don't cite **in your reference list** conversations, personal interviews you conducted, or personal electronic communication **that cannot be found by someone attempting to follow your research path**. You **must** indicate such information in your paper. For example, you might write: Grace Melone, Team Leader for the Geriatric Unit of Johns Hospital, said when I interviewed her on May 3, 2003, "Occupational therapists are vital to our staff." Don't list your interview with Ms. Melone on your reference page; you've cited it in the text. Handle an email interview in a similar manner.

Basic Rules

- Invert authors' names (put last name first); use initials for the first name or the first and middle names. Alphabetize the reference list by authors' last names: Brown, J. R. will precede Browning, A.R. If you cite more than one work by an author, put the works in chronological order beginning with the oldest piece. If one author is the sole author of one publication and the first author of a co-written piece, place the one-author entry first. If no author is given for a source, alphabetize that source by the title and use a shortened version of the title for parenthetical citations.
- Use "&" instead of "and" when listing multiple authors of a single work.
- The first line of each entry in the reference list should be flush with the left margin, and the second should be five spaces in (hanging indent).
- All references should be **double-spaced** (thus the entire reference list is double-spaced, with no extra returns added).
- Capitalize only the first word of a title or subtitle of a work. **Italicize** titles of books and journals.
- Note that the italicizing of these entries often continues beneath commas and periods.

Basic Forms for Sources in Print

An article in a periodical (such as a journal, newspaper, or magazine)

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. *Title of periodical*, *Volume Number*, pages.

Note: With an article in a periodical, list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then list the issue number as well: *Title of Periodical*, *Volume (Issue)*, pages.

A non-periodical (such as a book, report, brochure, or audiovisual media)

Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Note: For "Location," always list the city, but also include the state if the city is unfamiliar or could be confused with one in another state.

Part of a non-periodical (such as a book chapter or an article in a collection)

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of Book* (pages of chapter). Location: Publisher.

Note: When listing the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

Journal article, one author

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896.

Journal article, more than one author

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, *65*, 1190-1204.

Work discussed in a secondary source

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Model of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

Note: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Magazine article, one author

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, *135*, 28-31.

Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

An article or chapter of a book

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

A government publication

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

A book or article with no author or editor named

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

Note: For parenthetical citations of sources with no author named, use a shortened version of the title, or the whole title if it is short, instead of an author's name. For example, the above book would be cited in text as: (Merriam-Webster's Collegiate Dictionary, 1993).

A translated work and/or a republished work

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

A review of a book, film, television program, etc.

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

An entry in an encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Basic Forms for Electronic Sources

The following information explains how to document the most common types of electronic resources students use in research papers.

Internet Article Based on a Print Source

Currently most of the articles available online suitable for college research papers following APA format are reproductions of printed versions. In you access an article using electronic methods and that article is also available in print, you may use the same basic primary journal reference information, but you must add in brackets immediately following the article title [Electronic version]. Compare the following example with the example showing how to reference a printed, one-author article on page 4.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. [Electronic version]. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

If you think an electronic article you have used has been altered, add the date you accessed the document and the URL (web address). Because that information indicates that you used an electronic version, you will not need to add [Electronic version]. No period should follow the URL.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896. Retrieved October 23, 2002, from <http://jcpp.org/articles.html>

Article in an Internet-Only Journal

Page numbers are usually not provided for Internet-only resources because the Internet has no pages. Internet users' individual printers determine how many pages an article has, so page numbers will not be helpful on a reference list. Instead, individuals searching for a particular quotation, will use the Search or Find command of their computer.

Many Internet periodicals do not list volume and issue numbers. If those are not listed, you can only provide the name of the periodical in the reference. Whenever possible, list the URL that links directly to the article. If you must break a URL because the address is too long to fit on one line, do not insert a hyphen. Individuals wanting to locate your electronic resources will need to be able to type the URL and go directly to the source you used.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Web Site Source From a Private Organization

With Author and Revision Date

Vega, P. (2001, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved October 3, 2002, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

With Organization as Author and Revision Date

Canarie, Inc. (2001, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved October 3, 2002, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

With No Author but Revision Date

Towards a Canadian health IWAY: Vision, opportunities and future steps. (2001, September 27). Retrieved October 3, 2002, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

With No Author Nor Revision Date

Towards a Canadian health IWAY: Vision, opportunities and future steps. (n.d.). Retrieved October 3, 2002, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

A Note on Footnotes and Endnotes

Because of the in-text citations and reference pages, most frequently used documentation styles no longer recommend using footnotes and endnotes. Extensive discursive notes are discouraged in APA style because they can become distracting to the reader; include them only if you need to explain something that doesn't belong in the paper itself. All footnotes should strengthen your discussion.