

This APA packet contains the following handouts: General Formatting Guidelines, Title Pages, Common Resources, In-Text Citations, and Title Hierarchy for formatting headings.



Writing Center

General APA Formatting Guidelines

Resources: *The Publication Manual of the American Psychological Association* (6th ed.); and *The LB Brief Handbook* by Jane Aaron, 5th edition

Margins

Margins are the borders around the page. They should be 1 inch on all sides (top, bottom, left, right).

Alignment

Alignment refers to how the text is arranged across the page. The document text should be flush left, and the right margin should appear jagged (unjustified).

Font Size and Type

The font size and type are determined by the professor, but the preferred settings are Times New Roman 12-point font.

Line Spacing

The whole document requires double spacing on all pages. Do not have extra space between paragraphs; refer to paragraph settings.

Spacing after Punctuation

Using two spaces after all punctuation throughout the paper is the standard. However, one space after all punctuation is an option. Most professors just want consistency.

Paragraph Indentation

Use the TAB key to indent ½ inch for the first line of every new paragraph.

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.

APA Title Pages

Resources: *The OWL at Purdue* website; the *Publication Manual of the American Psychological Association* (6th ed.); and *The LB Brief Handbook* by Jane Aaron, 5th edition

Pagination

The title page is the paper's page 1.

Key Elements

The title page requires the running head, title of the paper, author's name, and institutional affiliation.

Line Spacing

The title page is double-spaced.

Placement of Text

The title page information is horizontally centered in the upper third of the page. Press the Enter Key four times from the top.

Title

The title summarizes the paper's main idea and identify the variables under discussion and the relationship between them.

Formatting:

- APA recommends the title be no more than 12 words in length.
- It should not contain abbreviations or words that serve no purpose.
- The title may take up one or two lines.
- Center the title in the upper third of the page.
- Type the paper title in upper and lowercase letters.
- Do not underline, bold, or italicize the title.

Author's Name

The author is the individual who conducted the research and subsequently wrote the paper.

Formatting:

On the line following the title, type the author's name in the following format:

- Center your name, written in uppercase and lowercase letters.
- Include first name, middle initial(s), last name.
- Do not use titles (Dr.) or degrees (Ph.D.).

Institutional Affiliation

The institutional affiliation indicates the location where the author conducted the research.

Formatting:

On the line following the author's name, type the institutional affiliation centered with uppercase and lowercase letters

****For establishing a running head, refer to the Writing Center's handout "Running Heads for APA."****

Common Resources for APA Format

Books

Basic Format

Lastname, First Initial. (Publication Year). *Title of book*. Location: Publisher.

Example:

Graff, G. & Birkenstein, C. (2014). *They say, I say: The moves that matter in academic writing*.

New York: W.W. Norton & Company.

In-text citation: (Graff & Birkenstein, 2014, p. 57).

Journal Articles with DOI

Basic Format

Lastname, First Initial. (Publication Date). Article title. *Name of Journal*, volume(issue), pages.

DOI

Example with DOI:

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography.

European Journal of Marketing, 41, 1245-1283. doi:10.1108/03090560710821161

In-text citation: (Brownlie, 2007, p. 1248).

Tip: Always use the DOI if it is available. If it isn't, use the URL instead.

Journal Articles with URL

Basic Format

Lastname, First Initial. (Publication Date). Article title. *Name of Journal*, volume(issue), pages.

Retrieved from URL

Example with URL:

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125. Retrieved from <http://www.articlehomepage.com/full/url/>

In-text citation: (Smyth, Parker, & Pease, 2002, p. 123).

Pages on a Website

Lastname, First Initial. (Publication Date). Article title. *Name of Website*. Retrieved

from URL

Example:

Schierholz, C. (2015). NASA releases plan outlining next steps in the journey to Mars. *NASA*. Retrieved from <https://www.nasa.gov/press-release/nasa-releases-plan-outlining-next-steps-in-the-journey-to-mars>

In-text citation: (Schierholz, 2015).

Note: If an individual author is not available, use the organization name or the article title (in quotation marks) in place of the author.

In-text Citations for APA Format

Resource(s): *The OWL at Purdue* website; the *Publication Manual of the American Psychological Association* (6th ed.); and *The LB Brief Handbook* by Jane Aaron, 5th edition

Purpose

- 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 so plagiarism does not occur.
- The reader can obtain the full citation in the References page following the body of the paper.
- The publication year must be cited because APA users are concerned with the date of the article (i.e. more current articles are better).
- According to the APA Style Guide, “To cite a specific part of a source, indicate page, chapter, figure, table, or equation at the appropriate point in the text.”

Citations

Citations follow the basic **author’s last name-publication date** format in two separate ways:

1. If the authors’ names are a part of the formal structure of the sentence:
 - Cite the year of publication in parentheses immediately after the name of the author(s).

Example:

Myers (2013) discovered students who stayed up past midnight to study for final exams scored 20% lower than students who studied a few hours before the day of the test.

2. If the authors’ names are *not* part of the formal structure of the sentence:
 - The author and year of publication appear within parentheses, a period is placed *after* the citation, and a comma is used to separate the name from the year.

Example:

Research showed students who stayed up past midnight to study for final exams scored 20% lower than students who studied a few hours before the day of the test (Myers, 2013).

Paginated Sources

If a source contains a page number, such as books and journal articles, use the abbreviation p. for one page and pp. for two or more pages. Insert one space between the abbreviation and the numerical digits.

Source with a Single Author

Example 1:

Burgess (2013) concluded, “APA was the easiest style manual to use” (p. 33).

Example 2:

In a recent comparison of style manuals, the “APA was judged to be easier to use than the MLA style manual” (Burgess, 2013, p. 33).

Source with Two Authors

Both authors are included *every time* the source is cited.

Example 1:

Burgess and Meredith (2013) concluded, “APA was the easiest style manual to use” (p. 33).

Example 2:

In a recent comparison of style manuals, the style “APA was judged to be easier to use than the MLA style manual” (Burgess & Meredith, 1998, p. 33).

Note: The word “and” is used when multiple authors are identified as part of the formal structure of the sentence. The symbol ampersand & is used when the authors are cited within an in-text citation.

Source with Three, Four, or Five Authors

All authors are included the *first* time the source is cited. When the source is cited again, use the first author's surname and "et al." A comma is not used between the name and et al.

Example 1:

Newby, Proctor, Stone, Jones and McConnell (2009) found in their research that “the APA was an excellent manual” (p. 35).

Example 2:

The definitive study on the APA style manual was recently revised and declared as easier to use than the previous edition (Newby, Proctor, Stone, Jones & McConnell, 2009, p. 35).

Example 1 with “et al.”:

Additional research proves the APA style manual is easier to use than the previous edition (Newby et al., 2009, p. 35).

Example 2 with “et al.”:

Newby et al. (2009) discovered there was a “great deal of interest in the latest edition of the APA style manual” (p. 35).

Source with Six or More Authors

Include the first author's surname and shorten any remaining authors to "et al." This format is used *every time* the source is cited in the body of the paper, including the first time.

Example 1:

Kinko et al. (2009) stated "the American Psychological Association spent many years developing the fifth edition of the style manual" (p. 281).

Example 2:

The authors stated, "The American Psychological Association spent many years developing the fifth edition of the style manual" (Kinko et al., 2009, p. 281).

Citing the Same Source within a Paragraph

If a subsequent reference is in the same paragraph as the first citation, the year and page number need not be listed. However, if the subsequent reference is in a different paragraph, the year must be listed as well as the page number, if appropriate.

Several Sources Cited Parenthetically

Order the sources alphabetically by the author/authors' surname(s). Separate by semicolons.

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).

Article with No Stated Author

If the source has no named author but has an institution, agency, corporation, or other group as an author, treat the name of the group as though it were one person's name. If the source has neither, cite the first two to three words in the article title, enclosed in quotation marks, the year of publication, and the page number.

Example 1:

The American Psychological Association (2009) provides guidelines for in-text citing in the APA writing style, which is "better than using the footnotes that Chicago Style requires" (p. 282).

Example 2:

Guidelines for using in-text citations in the APA writing style are provided by the APA manual, which is "better than using the footnotes that Chicago Style requires" (American Psychological Association, 2009, p. 282).

Example 3:

The hypodermic needle can be used in injections ("Lesson Plans," 1997, C47).

Web Document

For short articles on the internet, use the author-date format since they will not contain a page number.

Example 1:

Degelman and Harris (2000) provide user-friendly guidelines for the use of APA.

Example 2:

The revised source provides user-friendly guidelines for the use of APA writing style (Degelman & Harris, 2000).

No Publication Date

If no date is provided, use the abbreviation "n.d." in place of the date. The abbreviation is *not* capitalized, and no space is inserted between the letters.

Example:

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

APA Title Hierarchy

APA is uniquely specific when it comes to titles. In this style, there are five levels of titles in the hierarchy. The titles work together to categorize information from broad and general to narrow and specific with levels ranging 1-5. Level 1 is the broadest, and level 5 is the most specific. Always begin with level 1 titles. Remember: the more specific the information, the higher level the title.

Level	Format
1	Center, Bold, Uppercase and Lowercase Headings
2	Left-align, Bold, Uppercase and Lowercase Heading
3	Indent, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indent, bold, italicize, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indent, italicize, lowercase heading with a period.</i> Begin body text after the period.

Examples:

Austin Peay State University (Level 1)

Departments (Level 2)

English. (Level 3)

Introduction to world literature. (Level 4)

Gilgamesh. (Level 5)

Hamlet. (Level 5)

The Odyssey. (Level 5)

Gum (Level 1)

Types of Gum (Level 2)

Chewing gum. (Level 3)

Double Mint. (Level 4)

Winter fresh. (Level 5)

Spearmint. (Level 5)