

## American Psychological Association (APA) Format

*From Purdue University Online Writing Lab  
Revised by Germanna Community College's Academic Center for Excellence*

### 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. Your final essay should include, in the order indicated below, as many of the following sections as are applicable, each of which should begin on a separate page:

- **Title Page, which includes a running head for publication, title, and byline and affiliation**
- **Abstract**
- **Text**
- **References**
- **Appendixes**
- **Author Note**
- **Footnotes/Endnotes**
- **Tables**
- **Figure Captions**
- **Figures**

Running head: SHORT TITLE OF YOUR PAPER	1
Title of Your Paper	
Your Name	
Name of Institution	

The pages of your manuscript should be numbered consecutively, beginning with the title page, as part of the manuscript header in the upper right corner of each page. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. Appendixes and notes should be formatted similarly. Above is a sample title page in APA format. The header for the title page will include the definition marker "Running head:" and the running head aligned on the left and the page number aligned on the right. APA format centers the title, the writer's name, and the institution name in the middle of the page. Always remember to consult your instructor if you are writing a paper for a class; the professor may have different guidelines for how a title page should appear. Also, be aware

that the header for all pages after the title page will not include the “Running head:” definition marker.

## Handling Quotations in Your Text

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article, or other work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required). If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference. Here are some examples for referring to another idea or study:

**Jones (1998) compared student performance...**

**In a recent study of student performance (Jones, 1998), ...**

**In 1998, Jones compared student performances ...**

If there is no author to cite, such as when you are citing a webpage that lists no author, use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

**Webber did a similar study of students learning to format research papers (“Using APA,” 2001).**

If you are citing a work that has **no author and no date**, use the first few words from the title, then the abbreviation n.d. (for “no date”).

**In another study of students and research decisions, it was discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).**

Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should be referred to in your in-text citations but **NOT** in your reference list. To cite a personal communication, provide initials and last name of the communicator, the words *personal communication*, plus an exact date in the body of your paper. For example:

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

### Short Quotations

To indicate quotations of **fewer than 40 words** in your 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. Punctuation marks, such as periods, commas, and semicolons, should appear **after** the parenthetical citation. Question marks and exclamation points should appear **within** the quotation marks if they are a part of the quotation but **after** the parenthetical citation if they are a part of your text. For example:

She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

### Long Quotations (Block Quotes)

Place quotations **longer than 40 words** in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line indented **five spaces** from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come **after** the closing punctuation mark. For example:

Jones's 1993 study found the following: Students often had difficulty using APA style, especially when it was their first time citing sources. This

difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

## Choosing Double or Single Quotation Marks

If you are using a quotation that uses quotation marks as a short quotation, use **single quotation marks** to set off the material that was originally enclosed in quotation marks. If you are using a quotation that uses quotation marks in a block quote, use **double quotation marks** to set off the material that was originally in quotation marks.

## Your Reference List

Your reference list should appear at the **end** of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), and the label References should be centered at the top of the page. The Reference page should be double-spaced just like the rest of your essay.

## Basic Rules

- Authors' names are **inverted** (last name, first initial); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by the authors' last names.
- Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should **not** be cited in your reference list because they are not retrievable sources for anyone else. You should make references to these sources in your **in-text citations**.
- If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article).
- When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize using the **title of the work**, which will be listed in place of the author, and use a **shortened version of the title** for parenthetical citations.
- Use "&" instead of "and" when listing multiple authors of a single work (in text citations in parentheses, too).
- All lines after the first line of each entry in your reference list should be indented **one-half inch** from the left margin. This is called a **hanging indentation**.
- Capitalize only the first letter of the **first** word of a title and subtitle of a work.
- **Italicize** titles of books and journals.
- Note that the italics in these entries often continue beneath commas and periods.
- Provide a **Digital Object Identifier** (DOI) for electronic and print sources if available.

## Basic Forms for Sources in Print

### An Article in a Periodical (e.g., a journal, newspaper, or magazine)

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

**NOTE:** You only need to list the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: *Title of Periodical, Volume number* (Issue number), pages. Note that the issue number is **not** italicized.

### A Nonperiodical (e.g., book, report, brochure, or audiovisual media)

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

**NOTE:** For “Location,” you should always list the city, but you should also include the state abbreviation if the location is in the United States.

### Part of a Nonperiodical (e.g., 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, State Abbreviation: Publisher.

**NOTE:** When you list 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.

## Basic Forms for Electronic Sources

### Article in an Internet Periodical

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of journal, volume number*(issue number if available). Retrieved month day, year, from <http://Web address>.

**Nonperiodical Internet Document (e.g., a webpage or report)**

Author, A. A., & Author, B. B. (Date of publication). *Title of article*. Digital Object Identifier.

**NOTE:** If there isn't a date available for the document use **(n.d.)** for no date.

**Part of Nonperiodical Internet Document**

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Digital Object Identifier.

**Online Encyclopedia or Dictionary**

Word or Topic Being Defined. (Date of publication). In *Title of Encyclopedia or Dictionary*.  
Retrieved from <http://Web address>.

**E-Book**

Author, A. A. (Date of publication). *Title of E-Book*. Retrieved from <http://Web address>.

**Chapter or Section of a Web Document or Online Book**

Author, A. A. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://Web address>.

**NOTE:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

**Audio Podcast**

Author, A. A. (Date of publication). Title of podcast. *Title of Podcast Provider*. Podcast  
retrieved from <http://Web address>.

### Video Podcast

Producer, A. A. (Producer). (Date of publication). Episode title [Episode Number]. *Title of Podcast Series*. Podcast retrieved from <http://Web address>.

## Basic Forms for Audiovisual Sources

### A Motion Picture or Video Tape

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

**NOTE:** If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

### A Television Broadcast or Television Series

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [Television broadcast or Television series]. City of origin, State Abbreviation: Studio or distributor.

### A Single Episode of a Television Series



Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode  
[Television series episode]. In P. Producer (Producer), *Series Title*. City of origin, State  
Abbreviation: Studio or distributor.

### **A Music Recording**

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from  
song writer]. On *Title of album* [Medium of recording]. Location, State Abbreviation  
(if in United States): Label. (Recording date if different from copyright date).

## **Examples of Common Sources**

### **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, Two to Seven Authors**

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.

### **Journal Article, More Than Eight Authors**

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., ...Strait, G. (2001).  
Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-  
245.

**Work Discussed in a Secondary Source**

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

**Magazine Article, One Author**

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

**Book**

Calfree, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*.  
Washington, DC: American Psychological Association. Doi:1099087870.

**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 Brochure

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4<sup>th</sup> ed.) [Brochure]. Lawrence, KS: Author.

### A Book or Article with no Author or Editor Named

*Merriam-Webster's collegiate dictionary* (10<sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

**NOTE:** For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Merriam-Webster's*, 1993) and ("New Drug," 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)

**NOTE:** When you cite this work in text, it should appear with both dates: Laplace (1814/1951).

**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 a Print Encyclopedia**

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

**A Print Journal or Newspaper Article Retrieved from an Online Database**

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a “normal” print citation would be for that type of work). Then add information that gives the date of retrieval if the source is a periodical, and use the URL of the journal’s homepage only if the DOI cannot be found. This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article.

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Doi:10.110/ep097887.

**An Online Journal Article from a Periodical with No DOI**

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8(4). Retrieved February 20, 2001 from: <http://www.cac.psu.edu/jbe/twocont.html>

**Online Encyclopedia or Dictionary**

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved from

<http://www.britannica.com/EBchecked/topic/724633/feminism>.

**NOTE:** The abbreviation **n. d.** is used to indicate that there is no date given for this source.

**E-Book**

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from

<http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>.

**Chapter or Section of a Web Document or Online Book**

Jones, B. R. (2013). How to connect your solar panels. In *Tapping into the solar revolution* (5).

Retrieved from <http://www.solarpowerbooks.org/e-books/109753.htm>.

**Message Posted to an Online Newsgroup, Forum, or Discussion Group**

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25].

Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

**NOTE:** If only the screen name is available for the author, then use the screen name; however, if the author provides a real name, use their real name instead. Be sure to provide the exact date of the posting. Follow the date with the subject line, the thread of the message (not in italics). Provide any identifiers in brackets after the title, as in other types of references.

**Audio Podcast**

Bell, T., & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast

retrieved from <http://science.nasa.gov/podcast.htm>.

**Video Podcast**

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7].

*Adventures in Education*. Podcast retrieved from <http://www.adveeducation.com>.

#### **A Motion Picture or Video Tape with International or National Availability**

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really Big Disaster Movie* [Motion picture]. United States: Paramount Pictures.

#### **A Motion Picture or Video Tape with Limited Availability**

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing Labs: A History* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

#### **A Television Broadcast**

Important, I. M. (Producer). (1990, November 1). *The Nightly News Hour*. [Television broadcast]. New York, NY: Central Broadcasting Service.

#### **A Single Episode of a Television Series**

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape. [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles, CA: Belarus Studios.

#### **A Music Recording**

Tuapin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain Fantastic And The Brown Dirt Cowboy* [CD]. London: Big Pig Music Limited.

## Additional Sources

From the American Psychological Association:

- *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition) (ISBN: 978-1-4338-0561-5)
- *Mastering APA Style: Student's Workbook and Training Guide* (ISBN:978-1-4338-0557-8)
- *Mastering APA Style: Instructor's Resource Guide* (ISBN:978-1-4338-0558-5)
- *Displaying Your Findings: A Practical Guide for Creating Figures, Posters, and Presentations* (ISBN:978-1-4338-0707-7)

From other publishers:

- *The World's Easiest Guide to Using the APA* (ISBN: 0964385317)
- *Writing With Style: APA Style Made Easy* (ISBN: 0534363652)

- *Writing With Style: APA Style for Social Work* (ISBN: 0495098833)

Online Resources:

- <http://www.apastyle.org> (purchase an APA style manual and learn more about citing electronic sources)
- <https://www.germannanna.edu/academic-center-for-excellence/helpful-handouts/> (see handout on [APA Sample Paper](#))
- <https://owl.english.purdue.edu/owl/> (help with general formatting, in-text citations, and referencing sources)
- [http://libguides.lib.usm.edu/citation\\_help/cite\\_your\\_sources](http://libguides.lib.usm.edu/citation_help/cite_your_sources) (referencing sources)
- <https://writing.wisc.edu/Handbook/DocAPA.html> (everything about APA)
- <http://umalibguides.uma.edu/c.php?g=197121&p=1295915>

### A Final Reminder...

Germannanna Community College's Academic Center for Excellence is here to help answer any questions you may have about APA style. To make an appointment, call (540) 891-3017 for an appointment at the Fredericksburg Area Campus, (540) 423-9148 to make an appointment at the Locust Grove Campus or call (540) 834-1993.