

Running Head: LEARNING TO FORMAT PAPERS

Learning to Format Papers
in APA Style

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APA Documentation

General Format

Your paper should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Your final paper 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 (also set “header” so the running head title appears on each page with page number), title, name, class, date, and school
- abstract
- text
- references
- appendixes
- author note
- footnotes/endnotes
- tables
- figure captions
- figures

Consecutively number the pages of your manuscript, 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 with the title **References** (with no quotation marks, underlining, etc.), centered at the top of the page. Similarly format appendices and notes.

Look at the **title page** for this handout. Note how it includes the running head and page number in the upper right hand corner, defines the running head that will title all manuscript pages, and centers the title in the middle of the page. If your professor requires a different format for the title page, without question follow the professor’s guidelines.

Documentation

Any time you use information from a source, whether you paraphrase, summarize, or quote it, you must document the source. Documentation includes two parts: parenthetical (also called in-text) citations and a References list. The citations refer the reader to the References page for complete source information.

Handling Documentation in Your Text

When using APA format for **summaries and paraphrases**, follow the **author-date method of citation**. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper.

When using APA format for **quotations**, follow the **author-date method of citation and include the page number(s)** on which the original material is found.

Examples:

Jones (1998) compared student performance ...

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

In 1998, Jones compared student performance ...

If there is **no author to cite**, such as when you are citing a web page or article that lists no author, use an abbreviated version of the title 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, no date, and no page numbers**, use the first few words from the title, then the abbreviation n.d. (for "no date"), and then use paragraph numbers (if available) or simply leave out any reference to pages.

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

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.

Examples:

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 freestanding block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation one-half inch from the new margin. (You should manually tab over to the one-inch mark for the first line, then use hanging indentation set at one inch for subsequent lines.) Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

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 short quotation that includes quotation marks within it, use single quotation marks to set off the material that was originally in quotation marks. If you are using a block quotation that includes quotation marks within it, 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, you must cite in your text each entry in the reference list. Your references should begin on a separate page from the text of the essay. Center the title **References** (with no quotation marks, underlining, etc.) at the top of the page. It should be double-spaced just like the rest of your paper. (See page 12 of this handout for a sample reference list.)

Basic Rules

- Invert (last name first) authors' names; give the **last name and initials** for all authors of a particular work.
- **Alphabetize** the reference list by authors' last names.
- If you have more than one work by a particular author, order the works 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, too).
- Indent all lines after the first line of each entry in your reference list one-half inch from the left margin. This is called **hanging indentation**.
- **Capitalize only the first word of a title** and subtitle of a work.
- **Italicize titles of books and journals**. Note that the italics in example entries often continue beneath commas and periods.
- Do not place article titles in quotation marks.

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 need list only 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 (Issue), pages.*

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: Publisher.

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

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: 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 if available). Retrieved month day, year, from
http://Web address.

Nonperiodical Internet Document (e.g., a Web page or report)

Author, A. A., & Author, B. B. (Date of publication).
Title of article. Retrieved month date, year, from
http://Web address.

NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there is no 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). Retrieved from http://Web
address.

Examples

The *Publication Manual of the American Psychological Association* provides extensive examples covering a wide variety of potential sources. Below are some of the most commonly cited kinds of sources. If your particular source is not listed below, use the

basic forms (above) to determine the correct format, check the *Publication Manual*, or consult www.apastyle.org/.

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, three to six 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 six authors

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

NOTE: The phrase *et al.* stands for "and others."

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.

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:

In 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.

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 an encyclopedia

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

An online journal article

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>

Chapter or section of an online document

The Foundation for a Better World. (2000). Pollution and banana cream pie. In *Great chefs cook with chlorofluorocarbons and carbon monoxide* (Chap. 3). Retrieved July 13, 2001, from: <http://www.bamm.com/cream/pollution/bananas.htm>

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.

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 it. 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.

An article retrieved from the DeVry Orlando Faulkner database

Barr, J. (2001). Optical disk storage technology. Retrieved August 7, 2001, from the Faulkner database: <http://www.faulkner.com/products.faccts/00005785.html>

An article retrieved from the DeVry Orlando Proquest database

DeNike, K. (2001, August). Firewire 16x CD-RW drives. *Macworld*, 18 (8), 28-29. Retrieved August 10, 2001, from the Proquest database: <http://proquest.umi.com/>

A Note on Notes

Because long explanatory notes can be distracting to readers, APA style guidelines recommend the use of **endnotes/footnotes**. In the text, place a superscript numeral immediately after the text about which you would like to include more information (e.g., Scientists examined the fossilized remains of the woolly-wooly yak.¹) Number the notes consecutively in the order they appear in your paper. At the end of the paper, create a separate page titled **Notes** (centered at the top of the page). Below are examples of two kinds of notes.

1. evaluative bibliographic comments

1. See Blackmur (1995), especially chapters three and four, for an insightful analysis of this extraordinary animal.
2. On the problems related to yaks, see Wollens (1989, pp. 120-135); for a contrasting view, see Pyle (1992).

2. explanatory or additional information considered too digressive for the main text

3. In a recent interview, she (Weller, 1998) reiterated this point even more strongly: "I am an artist, not a yak!" (p. 124).

References

- Barr, J. (2001). Optical disk storage technology. Retrieved August 7, 2001, from the Faulkner database: <http://www.faulkner.com/products.faccts/00005785.htm>
- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- DeNike, K. (2001, August). Firewire 16x CD-RW drives. *Macworld*, 18 (8), 30-32. Retrieved September 1, 2002, from the Proquest database: <http://proquest.umi.com/>
- Gillette, K. (2002). A student response to the nature of research. *Journal of Education* 16 (7). Retrieved July 27, 2002, from <http://www.je.dvu.edu/papers.html>
- Henry, B., III (2001, May 20). Making the grade in college. *Newsweek* 127, 17-20.
- New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
- 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.

Note: This document was assembled with assistance from current adopted textbooks, the APA style manual, and the Purdue OWL.