

APA Style Guide (5TH Edition)

What is APA style?

To ensure written material is published clearly and consistently, many of the social and behavioral sciences use APA style. It is an editorial style established by the American Psychological Association which uses standardized rules and guidelines relevant to punctuations, abbreviations, citation of references, construction of tables, presentation of statistics, and other elements that are a part of every manuscript.

When is APA style used?

Authors use the rules of one style when submitting written material to a publisher to avoid any inconsistencies in publications such as journal articles. Using one editorial style helps the reader to understand what the author is communicating, especially with complex statistical findings. APA is a standardized method of writing which is used by writers to know where to put each piece of their manuscript, and for the readers to know where to look for each piece, such as the abstract or results section.

Why use APA style?

Researchers communicate their ideas and findings via written reports. When the reports are published, others get a chance to revise, expand or criticize their work thus benefiting society as a whole.

How to use APA style

Start by assuming you are writing a paper to submit to a journal. You will want to:

- use standard white paper, 8.5 x 11 inches
- use a standard 12 pt font, such as Times New Roman or Courier New (avoid bold print or italics)
- set all margins at one inch
- number all pages
- space only one time after a sentence before beginning a new one
- left justify the text
- indent paragraphs five spaces
- double space
- use a staple to fasten your paper together (no fancy folder, paperclip, etc.)

Order of the Pages:

Title Page

Abstract

Body of Paper

References

Appendixes

Author note

Footnotes

Tables

Figure Captions

Figures

Title Page

The title page has a total of five pieces of information on the entire page.

1. Header: Place in the upper right corner starting with page number one.

The header contains only two or three words from your title and is set within the one inch margins. The header is important in case the pages of your paper are separated.

2. RUNNING HEAD: The running head is important for publishers because they often use this shorter title when publishing the paper as an article.

- Double space twice from the top of the page
- Type RUNNING HEAD all in CAPS, semicolon, then type a shortened version of your title.

3. Title: The title should reflect the main idea of your paper.

- Double space four times from the running head.
- Type your title in the center of the page.

4. Your Name: type your name below your title, centered

5. Your School: type the name of your school below your name, also centered.

Auditory Perceptions 1
RUNNING HEAD: Male and Female Auditory Perceptions
Differences in Male and Female Auditory Perceptions
Jane Doe
Metropolitan State University

Body of Paper: Method

This section is designed to allow a reader to replicate your study. It is a very detailed description of how the study was conducted and typically consists of three subsections: participants, materials and procedure. You do not need to begin this section on a new page, just place it following your introduction.

1. Type the word Method
 - Center this line

Participants

Begin this section directly below the methods heading (you do not need begin on a new page).

1. Type the word Participants
 - Left justify and italicize this word.
2. Include
 - Who participated in the study
 - How many participants were used
 - How the participants were selected
 - Details relevant to the study (gender, age, weight, talent, ethnicity, etc.)
 - Any reward or motivation used

Auditory Perceptions 5
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Method
<i>Participants</i>
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
<i>Materials</i>
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Materials

Begin this section directly below the participants section (you do not need begin on a new page).

1. Type the word Materials
 - Left justify and italicize this word.
2. Describe
 - Materials used in this section
 - How the materials functioned
 - Give dimensions and descriptive details if necessary
 - If using standard items such as a pencil, stopwatch or furniture, details are not necessary
 - If using a piece of equipment, give the model number, company and state where the company operates from
3. Avoid using action verbs in this section

Procedure

Begin this section directly below the materials section (you do not need begin on a new page).

1. Type the word Procedure
 - Left justify and italicize this word.
2. Describe in detail
 - Each step of the study
 - What a typical test, trial or session included
 - Any instructions given to participants

Body of Paper: Results

In this section describe the data you collected. Think of different ways to summarize your data and state your findings in words. Begin this section directly below the procedures section (you do not need begin on a new page). Write this section using present tense.

1. Type the word Results
 - Center this line.
2. Start by giving a general description of your results and then go into detail.
 - Statistical power and/or significance
 - Effect size and strength of relationship
3. Emphasize the meaning of the data but do not discuss any implications of your results.

References

Any citations made throughout your paper must be referenced in this section. Likewise, any references listed in this section must also be cited in your paper. Do not include any literature reference in this section unless it appears in the body of your paper. This section is designed to let your reader know where to find the literature you used. Begin this section on a new page.

1. Center and type the word References on the top line.
2. Organize your references alphabetically by the author's last name or group author (use the first author listed in the study).

Anderson, R. T. (2000).

Arizona State University. (1999).

3. If using more than one work by the same author, organize your references by the year
4. of publication with the oldest first.

Smith, R.P. (2001). ...

Smith, R.P. (2002). ...

5. Italicize the titles of publications (journals, books, etc.) and volume numbers (but not issue or page numbers).

Auditory Perceptions 9

References

Anderson, R. T. (2000). Hearing and memory loss.

Journal of Health Psychology, 2, 33-45.

Anderson, R. T. (2002). Loss of hearing in dogs.

Journal of Animal Research, 77 (2), 333-350.

Doe, J. J. (1999). Post-traumatic stress disorder.

New York: Vogue Press.

Smith R. P., Grate, E. T., & Dunlap, W. (1995).

Dogs are smarter than turtles. *Los Angeles*

Times, pp. B6, C8.

Smith, R. S. (1980). Chimpanzees and gorillas:

Learning to sign with children. *Journal of Sign*

Language, 1, 2-9.

Tables

Tables allow a writer to include large amounts of data in a small space. If you choose to include any tables to help the reader understand your results, you must first introduce it in the results section of your paper. There you describe what will be shown by the table presented in this section (i.e. Table 1 displays...). A table should be able to be understood by itself. In other words, the reader should not have to look back to the results section in order to understand it.

1. Start each table on a new page.
2. Include a header and page number on each page.
3. Type the table number
 - Left justified on the top line
4. Double space, then type the table title. Make the title brief but explanatory.
 - Italicize the title.
5. Do not vertical lines.
6. Present your table of results
 - If you use columns with decimal numbers, line up the decimal points. Also, make sure every column has a centered column heading and allow at least three spaces in between column headings.

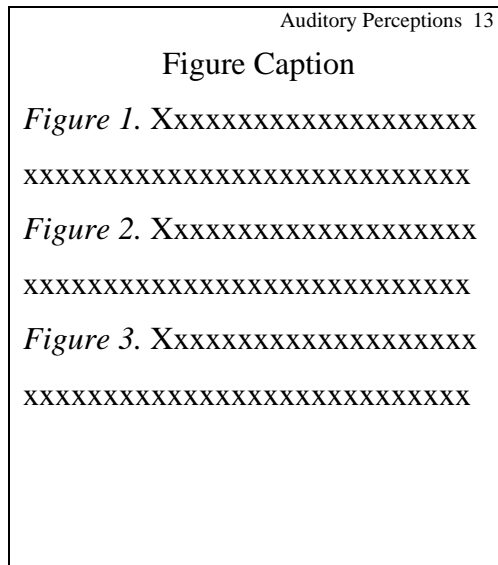
Auditory Perceptions 12		
Table 1		
<i>Average ages of participants and noise levels compared with test scores</i>		
Age	Noise	Test score
21	5	10.0
22	5	10.0
35	5	8.5
51	5	6.2

Note. The higher the age, the lower the test score. Max score = 10.

Figure Captions

A figure caption is a brief but descriptive phrase used both as a title and as an explanation for the figure being presented. Each figure needs a figure caption and all figure captions are typed together on the same page. Explain all abbreviations, symbols and terminology represented in a figure in the figure caption. Begin this section on a new page.

1. Include a header and page number on this page.
2. Type the words Figure Caption
 - Center this heading on the top line.
3. Type Figure 1.
 - Left justify and italicize this line
 - Type your figure caption.
 - Continue these steps for every figure captions.



Figures

Included under the title of figures are graphs, scatter plots, charts, drawings and photographs.

1. Figures are presented in black and white.
2. Each figure should be centered both vertically and horizontally on a new page.
3. If necessary, label the figures axes or provide a key for the figure being presented.
4. On the back side of each figure using a pencil or felt tip pen write the
 - Page header
 - Figure number
 - Word TOP (to show how the figure should be viewed)

Citations

Any literature included in your reference list must be cited within the paper. APA uses the author-date method. Use the author's last name and the year of the publication (do not include suffixes such as Sr. with the name). When citing two or more authors within a sentence, use the word and, when citing two or more authors within parenthesis, use an ampersand (&).

One Author

- Smith (2001) experimented with chimpanzees
- A study comparing chimpanzees and gorillas (Smith, 2001)
- In 2001 Smith studied chimpanzees

If within a paragraph you refer to the same work by one author, you do not need to include the year of publication in subsequent citations.

- ...Smith also compared chimpanzees and snow monkeys.

When including quotations, cite the author, the year of publication and the page number(s).

- "Chimpanzees were much more active than gorillas" (Smith, 2001, p. 26).

Multiple Authors

If a work only has two authors, cite both names every time you cite the reference. If a work has three, four or five authors, cite every author the first time you cite the reference.

- Smith, Johnson, Meier, Doe, and Anderson (2000) found

After the first citation of the work, when citing the same work again in following paragraphs, you may use only the last name of the first author listed followed by et al. and the year of publication.

- Smith et al. (2000) found

Within the same paragraph after the first citation, you may omit the year of publication.

- Smith et al. found

If citing two or more works by authors in the same paragraph list the authors alphabetically and use a semicolon to separate their names in parentheses.

- Previous studies comparing chimpanzee's level of activity to that of snow monkeys did not find any differences between the two species (Cochran, 1997; Darwin, 2000; Simpson, 1998).

Six or More Authors

When citing a work with six or more authors, use only the last name of the first author listed followed by et al. and the year of publication for all citations.

- Smith et al. (2002)

Group Authors

When citing publications from corporations, universities, government agencies cite the name of the organization and the year of publication.

- According to recent research in academics (University of Minnesota [UMN], 1999)

When citing this source subsequently, abbreviate the organization's title.

- Further research indicates (UMN, 1999)

Website

When citing an entire website, but not a specific document in your paper write the web address in the body of your paper, but do not include it in your reference section.

- The University of Minnesota's web page is very helpful in researching academic standings (<http://www.umn.edu>).

Personal Communication

Any communication such as a memo, a person to person conversation, a phone call, an email or an electronic bulletin board is cited within the paper, but is not included in the reference section.

- While interviewing President Bush (personal communication, May 16, 2002)

References

Here is a step by step guide on how to reference a journal article:

Begin by typing

- Author's last name
- Comma, Space
- Author's first name initial
- Period, Space
- Author's middle name initial (if available)
- Period
- If there is a second author...Comma...Space...then repeat the above steps; similarly for a third and fourth. After the second to last author, type an ampersand '&' then type the last author's information. End with a period
- Space
- Type the year of the publication in parentheses.
- Period
- Space
- Type the title of the reference. Only capitalize the first word of the title, unless there is a semicolon, then capitalize the word following the semicolon as well.
- Period
- Space
- Type the source of the reference (i.e. journal, book, etc.). Italicize the source of the reference and if applicable, the volume number (do not italicize the issue number or page numbers).
- Comma
- For a journal reference, type the volume number
- Comma
- Type the page numbers of the reference separated by a dash. End with a period. Always indent the second line, rather than the first line of the reference.

Reference Example

Book (Single Author)

Doe, T. (1987). *Cognitive Processes*. New York: Oxford Press.

Book (Multiple Authors)

Doe, T., & Nector, E. (1998). *Suffering from depression*. San Antonio: Green Publications.

Journal Article (Single Author)

Jackson, M. J. (1990). Treating anxiety among teenagers. *Journal of Abnormal Psychology*, 2, 99-118.

Journal Article (Multiple Authors)

Hammer, P. J., Dockson, I. N., & Beck, S. P. (1988). The effects of light on mood. *Journal of Holistic Health*, 3(2), 199-213.

Journal Article (Six or more Authors)

Klein, M. M., Hill, J. R., Dugg, W. E., Tryn, O. P., & Grate, W. E., et al. (1998). Long-term effects of second hand smoke. *Journal of Health Psychology*, 5, 23-54.

Newspaper Article

Poundstone, P. (1997). Why children are cool. *Los Angeles Times*, pp. B1, 4.

Magazine Article

Kaelyn, D. (1990, September). AIDS in Africa. *Newsweek*, 23, 33-45.

Brochure

Fanny May Foundation. (1992). How to Live Independently. [Brochure]. Fargo, ND: Author.

Motion picture

Include producer, writer, year of release, title of film, location and production company. Include parenthesis and brackets.

- Grazer, B. (Producer), & Howard, R. (Director). (2002). *A beautiful mind* [Motion Picture]. United States: Dreamworks.

Music Recording Form

Include the writer, date of copyright, title of song (recorded by artist if different from writer, the album [medium of recording: CD, cassette, record, etc.], location and label, (also recording date if different from copyright date).

- Thomas, R. (2000). *You're gone* [Recorded by Matchbox Twenty]. On *Mad Season* [CD]. United States: Atlantic.

World Wide Web References

When doing a literature search on the internet and you are able to view a full text document, or if you request an article through the library, you do not need to use this format. If using an article from an internet-only journal (APA-online journals), use this format. When referencing internet sources keep two things in mind:

- Direct readers as closely as possible to the information being cited. When possible cite documents rather than web pages or home sites.
- Provide addresses that work.

Whenever possible identify the author of the web site.

Online Periodical

Smith, P. B. (2001, February 4). Developing anxiety reducing classrooms. [Electronic Version] *Journal of School Psychology, 4*, Article 0001a. Retrieved October 24, 2001, from <http://journals.apa.org/school/volume4/pre0040001a.html>

Online Document

Smith, P. B. (2002). The use of art in healing. Retrieved May, 3, 2002, from <http://www.healing.com>

Miscellaneous

Quotations

Only use a quotation when you believe that the meaning of the phrase would be lost otherwise, and use quotations sparingly. Whenever you use a quotation, you must include the page number from the source it was retrieved from.

Fewer than 40 words (use quotation marks)

- “Dogs are brighter than turtles” (Smith, 1976, p. 32).

More than 40 words – Block quotation (indent the quotation five spaces from the left margin)

- Although many disagree, Smith (1976) defended his position:

Dogs are brighter than turtles because they can run, jump, play games, learn lessons and tricks, and they can be house trained. Turtles cannot perform any of these activities (p. 33).

Abbreviations

Page (pages)	p. (pp.)
Editor (Editors)	ed. (eds.)
Volume (Volumes)	Vol. (Vols.)
Chapter	chap.
Degree of freedom	df
Frequency	f
F-ratio	F
Mean	M
Total number in a sample	N
p-value	p
Standard deviation	SD
Computed value of a t-test	t
Analysis of Variance	ANOVA
Nonsignificant	ns
Sum of squares	SS

Numbers

Generally, write out numbers which are less than ten, and use numerals for numbers greater than ten. Also, use numerals to express any numbers which are measurements of time, ages, dates, percentages, ratios, decimal quantities, exact sums of money, scores and points on a scale, page numbers, and series of four or more numbers.

Unbiased Language Choices

- A person in a clinical study should be called a “patient” not a “case.”
- When possible use “participants” instead of “subjects.”
- Avoid equating people with their condition, use “people diagnosed with schizophrenia” instead of “schizophrenics.” Instead of “mentally ill person” use “person with mental illness.”
- When appropriate try to identify American Indian groups by specific groups or nations.
- Also, when possible state a specific geographical reference for Asian Americans, Hispanics, Latinos, etc.
- African American may be preferred to Black. However, when using Black and White, capitalize these words.
- “Gay men and lesbians” is currently preferred to “homosexuals.”
- “Humankind” is preferred to “mankind.”
- Men, women, boys, girls, adults, adolescents and children are preferred to males and females.