

## APA STYLE

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APA (American Psychological Association) Style is used for papers in the social sciences. All of the many rules are set forth in the *Publication Manual of the American Psychological Association*, recently updated with a Fifth Edition. This handout is meant as an overview of pertinent aspects of APA style and should not be used as a substitute for the manual.

The APA has its own website at <http://www.apa.org> and has further specific requirements for APA style at <http://www.apastyle.org>.

Explanations about APA style can also be found in writer's reference handbooks.

Other websites that give a great deal of information about APA format:

[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html) (This one gives a comprehensive list of how various publications should be listed in the Reference section.)

<http://www.psywww.com/resource/apacrib.htm>

[http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)

<http://www.vanguard.edu/uploadedfiles/faculty/ddegelman/prayer.pdf> (This one has a sample paper so you can see how to lay things out.)

<http://www.wooster.edu/psychology/apa-crib.html>

### Sections in an APA style paper

**Title page:** Includes title, author's name and institutional affiliation, along with a running header of the title of the paper (which also appears on subsequent pages).

**Abstract:** A concise and specific summary of the paper. This is most people's first contact with your paper, and key words in it are used for search purposes. Use third person. Different publications limit the number of words for an abstract, anywhere from 100-150 words.

**Text:** Can include sections such as Introduction, Statement of Purpose, Methodology, Results, Discussion and Conclusion.

**References List:** Includes all references used, listed alphabetically

**Appendices:** Used for any peripheral material

## Headings

If the paper is subdivided into headings, the types of headings depend on the number of headings:

One Level:

Centered, Uppercase and Lower Case (Initial Capitals) Heading

Two Levels:

Centered, Uppercase and Lower Case (Initial Capitals) Heading

*Flush Left, Italicized, Uppercase and Lower Case  
(Initial Capitals) Side Heading*

Three Levels:

Centered, Uppercase and Lower Case (Initial Capitals) Heading

*Flush Left, Italicized, Uppercase and Lower Case  
(Initial Capitals) Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*  
Then continue text just after the heading.

Four Levels:

Centered, Uppercase and Lower Case (Initial Capitals) Heading

*Centered, Italicized, Uppercase and Lower Case (Initial Capitals) Heading*

*Flush Left, Italicized, Uppercase and Lower Case  
(Initial Capitals) Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*  
Then continue text just after the heading.

## Citations

Whenever you are referring to the work of another author, whether by use of direct quotes or through paraphrasing, you must insert a citation. APA uses in-text citations with an author/date format consisting of the author's last name and the year of publication. Citations can either be put in parentheses or incorporated into the sentence:

Columbus discovered America in 1492 (Smith, 2002).

Smith (2002) states that Columbus discovered America in 1492.

In 2002, Smith stated that Columbus discovered America in 1492.

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If using a direct quote, use quote marks and the page number must also appear in the citation:

“Columbus discovered America in 1492” (Smith, 2002, p. 45).

Smith (2002) states that “Columbus discovered America in 1492” (p. 45).

Smith stated in 2002 that “Columbus discovered America in 1492” (p. 45).

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If the quote is more than 40 words, indent the quote one-half inch on the left and do not use quote marks. Note that the punctuation comes BEFORE the citation with an indented quote.  
Example:

Statistical process control has played a significant role in the Total Quality-Quality Improvement process at RAAP. Failure costs have been reduced by approximately 6% of cost of production over three years of continuous Quality Improvement. This savings is equivalent to 12–15 million dollars per year based on a 200–250 million dollar operating contract. A significant portion of these savings can be attributed to the role of statistical thinking employees at RAAP. (Evans & Gizzi, 1991, p. 745)

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Pay careful attention to where the quote marks and punctuation are in relationship to one another. Generally citations will come at the end of a sentence. If you are paraphrasing a large section of someone else's work, put the citation at the end of that section. If the section carries on for more than one paragraph, you are safer inserting the citation at the end of each paragraph so your reader knows that the source of your information is consistently the same

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If you have two authors with the same last name, include the first initial in the citation:

“Columbus discovered America in 1492” (Smith, A., 2002, p. 45).

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If the work has two authors, put both authors (in the order that they appear on the title page of the book) and separate with & (not “and”):

“Columbus discovered America in 1492” (Smith & Green, 2002, p. 45).

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If the work has no author, use the title of the book or an abbreviated form of the title in the citation:

“Columbus discovered America in 1492” (*Searching for America*, 2002, p. 45).

If the title is from an article, it goes inside quote marks:

“Columbus discovered America in 1492” (“Searching for America,” 2002, p. 45).

## Tables

Tables are used to present data and are labeled at the top. Number the tables consecutively throughout the document. Under the word “Table” and table number (with no period), give the table a title (in italics), with a double-space in between the two. The table may be centered, but the table label should be left-aligned:

Table 1

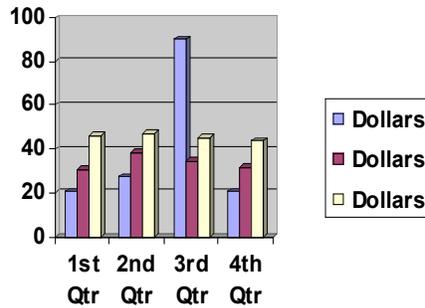
*Number of People Graduating between 1990 and 1995*

Year	Number
1990	1,250
1991	2,555
1992	1,520
1993	1,487
1994	2,541
1995	1,894

## Figures

Figures are used for graphics, photos, anything that is not laid out in table format and are labeled at the bottom, numbered consecutively. The figure number and title appear on the same

line. The word “Figure” and the number (followed by a period) are italicized and the title is not. Again, the figure may be centered, but the label is left aligned.



*Figure 1.* Earnings per Quarter for 2004

If secondary sources are used for tables or figures, they appear below the table or figure.

#### Reference List

In-text citations are meant as convenient abbreviations of the references. All of the information about the publication then goes on a reference list at the end of the document. Put the headings References (Not Works Cited, not Bibliography) at the top of a new page and then list the works alphabetically. Do not separate various sorts of publications (books, articles, web pages, primary and secondary sources) into different sections.

The reference list should be doubled spaced, with a hanging indent of one-half inch for carry-over lines and no extra space in between entries.

References
Davidson, G., Neale, J., & Kring, A. (2004). <i>Abnormal psychology</i> . New York: John Wiley, & Sons.
Dweck, C. (2002). <i>The development of ability conceptions</i> . New York: Academic Press.
Harris, J. R. (1995). Where is the child’s environment? A group socialization theory of development. <i>Psychological Review</i> , 102, 458-489.
Siegler, R., Deloache, J., & Eisenberg, N. (2003). <i>How children develop</i> . New York: Worth Publishers.

Notice no first names are used for authors. Titles **DO NOT** use initials capitals. Only capitalize the first word or the first word after a colon and proper names in a title. Pay careful attention to types of punctuation and **the placement** of punctuation. Also pay attention to the order in which things appear and what is italicized and what is not (The new edition of the APA says to always use italics and not to use underlining for book titles, both in the written text and in the reference list). Titles from articles do not use italics in the reference list and are put inside quote marks in the written text.

Each type of publication is set up differently so it is imperative that you have the APA manual in front of you when preparing the reference list.

The [http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html) is also a good, clear resource for how to set up each item.