



An Overview of “APA Style”

*Publication Manual of the
American Psychological
Association (6th edition)*





How to set up your paper in APA

- Use 8 ½ by 11" white paper, with margins of 1"
- Double space EVERYTHING
- Font should be Times Roman or Arial12 pitch
- Single spaces between sentences
- **Alignment:** Flush left (creating uneven right margin)
- Page numbers in upper right hand corners



More General Document Guidelines

- o **Paragraph Indentation**: 5-7 spaces
- o **Manuscript Page Header** : The first two or three words of the paper title appear five spaces to the left of the page number on every page (except Figures), beginning with the title page.



Two Types of Quotations

- **Short quotations** (fewer than 40 words)
 - According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).



Two Types of Quotations

- **Long quotations** of 40 or more words
 - double-spaced block of typewritten lines with no quotation marks. Reproduce quote exactly.
 - Errors -- introduce the word (*sic*) italicized and bracketed immediately after the error



Citations in the text

- APA style requires authors to use the **past tense** or **present perfect tense** when using signal phrases to describe earlier research. E.g., Jones (1998) **found** or Jones (1998) **has found**...
- The author/s names may be part of the sentence (**emphasis on author/s**)
"Doe (2001) reported that a major source of dissatisfaction among students appears to be the lack of guidance they receive in choosing a career."
- The author/s names may be included parenthetically (**emphasis on content**)
"A major source of dissatisfaction among students appears to be the lack of guidance they receive in choosing a career (Doe, 2001)."



Citations in the text

- 1-2 author/s: Author/s are always cited
 - Outside parentheses: "Smith and Jones (2002) reported ..."
 - Inside parentheses: "Previous studies (Smith & Jones, 2002) indicate ..."
- 3-5 authors:
 - 1st Citation: (Smith, Jones, & Pierce, 2000)
 - Subsequent Citations: (Smith et al., 2000)



Citations in the text

- 6 or more authors:
 - "et al." is always used
- Several citations by the **same** author are listed chronologically
 - (Smith, 1982, 1987, 1993)
- Several citations by **different** authors are separated by a ";" and listed alphabetically
 - (Brown, 1997; Fox, 1994; Russ, 2001; Zeigler, 2002)



Citations in the text

- **Personal Communication:** For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.
- Example:
 - (E. Robbins, personal communication, January 4, 2001).



Citations in the text

o **Electronic Sources**

- cite an electronic document the same as any other document by using the author-date style.
 - When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited.
 - When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5).
- o **Note:** Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.

