

## **APA Formatting**

American Psychological Association

### **I. Basic formatting guidelines:**

Typed and double-spaced

Standard-sized paper (8.5 X 11 inches)

1 inch margins on ALL sides

Only one space after punctuation marks such as a period.

### **II. What information belongs on an APA title page? (refer to sample title page)**

**A title!** Give the reader a *brief* title (no longer than 10 to 12 words). State the topic of your paper and/or the theories and experiments that are going to be explored. Center the title in the middle of your page.

**Author's name and institutional affiliation.** Give your name AND the name of the college or university where the research was conducted. This information will be centered and placed directly below the title.

**Running head.** An abbreviated version of your title; no more than 50 characters (including spaces and punctuation). The running head is what appears at the top of each page next to the page number throughout the paper. The running head should be left justified and will appear at the top of the page after the page number.

**Page number.** Page numbers appear on the title page in the upper right hand corner, after the running head. Pages should then be numbered consecutively in the upper right hand corner throughout the paper.

### **III. References**

A reference list should appear at the end of a paper.

Each source you cite in the paper must appear in your reference list

Each source in the reference list must appear somewhere in the body of the paper

#### **A reference list provides information about:**

- The author(s) of the work or the institution/group responsible for the work
  - Authors' names are inverted (last name first); give the last name and initials for ALL authors of a particular work UNLESS the work has more than six authors.
  - If a work has more than six authors, list the first six authors and then write et al. after the sixth author's name to indicate the rest of the authors.
  - Reference list entries should be alphabetized by the LAST names of the first author of each work.
  - If you have more than one article by the same author(s), single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
  - Also include: the date that the work was published, the title of each work, whether the work appears as part of a larger work (such as an article in a journal or newspaper, or a chapter in an essay collection), where the work was published, who published the work, information that would help someone retrieve the work (a web page address or an access number for an electronic database)
  - Use hanging indents: All lines **after** the first line of each entry in your reference list should be indented one-half inch from the left margin.

- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- For a magazine or newspaper article, include specific publication dates (month and day, if applicable) as well as the year. For a journal article, you do not need to include the month or day of publication.
- List only the volume number if the periodical uses continuous pagination throughout a particular volume

#### **IV. SAMPLES:**

##### **JOURNAL ARTICLE**

Cypher, B.L. and Spencer, K.A. (1998). Competitive interactions between coyotes and San Joaquin kit foxes. *Journal of Mammalogy*, 79, 204-214.

##### **BOOK**

Author, A.A. (Year of Publication). *Title of Book Used: Capital letter for subtitle*. Place of Publication: Publisher.

##### **WEBSITE**

California Department of Fish and Game (2006). San Joaquin Kit Fox. Retrieved April 2, 2006 from, <http://www.dfg.ca.gov/whdab/html/ml148.html>

#### **V. APA: In-Text Citations**

- Give both the author and date in parentheses after you refer to information from that source.
  - If you include this at the end of the sentence, be sure that the citation is before the period.
- If you directly refer to the author or date in the sentence, then you do not need to include that information in parentheses.
- 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.
- If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference.
- If you are directly quoting from a work, include the author, year of publication, and the page number for the reference.

- If there is no author to cite, such as when you are citing a web page 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.
- 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").
- 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 Reference list examples. 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.
- If a work has two authors, cite both names every time the reference appears in your text. Join the authors' names with the word and if you are referring to them in the text; join the authors' names with an ampersand (&) if you are referring to them in a parenthetical citation.
  - James & Jones (2001)...
- If a work has three, four, or five authors, cite all of the authors the first time you refer to the work in your text. The next time you refer to the work, shorten the citation to the last name of the first author plus the words et al. Join the authors' names with the word and if you are referring to them in the text; join the authors' names with an ampersand (&) if you are referring to them in a parenthetical citation.
- If a work has six authors (or more), cite only the last name of the first author plus the words et al.

#### **VI. Miscellaneous formatting tips:**

- Capitalize proper nouns, including author names.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source.
- When capitalizing titles, capitalize both words in a hyphenated compound word.
- After a colon or dash in a title, capitalize the first word.
- Italicize the titles of longer works such as books, edited collections, movies, documentaries, or albums.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television shows, and song titles.

#### **VII. Consult:**

- Publication Manual of the American Psychological Association (6<sup>th</sup> edition)
- <http://www.apastyle.org>