_____ _____

APA FORMAT

(6th edition)

I.   Formatting the text: General instructions

Font and typeface (p. 228-229)

The preferred typeface for a paper in the APA style is Times New Roman as opposed to a non-serif typeface such as Arial. Choose 12 points as your type size. Combined with a uniform line length and proper margins uniform font and typeface enhance readability and provide a consistent gauge for estimating the length of your paper.

Indentation (p. 229)

Indent the first line of each paragraph with a five-to-seven-space (or ½ inch) indent. For consistency use the tab key. The remaining lines should be flush with the left margin. The title page (p. 229), abstract (p. 25-27), quotations (p. 92), headings (p. 62-63), and reference list citations (p. 180) have separate rules governing indentation.

Justification (p. 229)

Do not justify lines, except in page headers; that is, do not use the word processing feature that adjusts spacing between words to make all lines the same length. Do not use hyphens to break up words at the end of lines.

Line Spacing (p. 229)

Use double-spacing for all parts of the paper, including the title page and the reference list.

Margins (p. 229)

Use a margin of at least 1 inch on all four sides of each page. The top margin limit does not apply to the page header.

Page numbers and running head (p. 229-230)

Place a running head in the upper left corner of each page (except pages comprised entirely of figures or artwork). The header should be ½ inch from the top of the page and should consist of an abbreviated version of the official title, all uppercase letters. Place page numbers in right corner. Use the header function of your word-processor to automatically generate a running head and page numbering.

For **example**, a typical running head may look like this:

SOFT DRINK INDUSTRTY   4

Punctuation spacing (p. 87-96)

Space **once** after:
* commas, colons, and semicolons
* periods that separate parts of a reference citation
* periods following the initials in personal names (e.g.: Jones, T. J.)

Space **twice** after:
* punctuation marks at the end of sentences.

Use **no** spaces before or after:
* internal periods in abbreviations (example: U.S.)
* colons in ratios (example: 3:4)
* hyphens (example: in-class)

Quotations—long (p.171)

Display quotations of **40 or more words** in a double-spaced block of typewritten lines with **no** quotation marks and include the page number in the citation. Indent each line of the quotation five to seven spaces or ½ inch.

Quotations—short (p. 170-171)

Quotations of **fewer than 40 words** should be incorporated into the text and enclosed by double quotation marks (" "). When quoting, always provide author, year and specific page citation.

> **Example:** A prominent expert in the field found that "the study demonstrates that most students prefer longer classes" (Haddad, 2006, p. 511)

Quotations—punctuation (p. 92)

Place periods and commas within closing quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.

Ellipsis points within quotations (P. 172)

Ellipsis points are used to indicate that you have omitted material from a quotation; use three spaced ellipsis points (…) within a sentence. Use four points (….) to indicate any omission between two sentences.

Brackets within quotations (P. 94)

Brackets are used to indicate additions or further explanations that have been inserted into a quotation by someone other than the original author.

Quoted material within quotations (p. 92)

Enclose direct quotations within a block quotation in double quotation marks. Use single quotation marks to embed a quotation within a quotation that is already enclosed by double quotation marks.

> **Example:** Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviours were studied in this manner" (p. 276)

Quoting Electronic Sources (p. 171-172)

Generally, the rules for citing electronic resources in your paper are the same as those for non-electronic sources. When dealing with electronic sources, page numbers are often not provided. Therefore, when quoting electronic source, enclose the chapter, section or paragraph (if available) in place of page number. For paragraphs, use the abbreviation "para."

> **Example:** According to Myers (2006, para. 5) the most appropriate…
> **Example**: (Beutler, 2000, Conclusion section, para. 1)

II. Citing References in Text: General instructions

NOTE: **ALWAYS cite the work of individuals whose ideas, theories, or research have directly influenced your work. Whether it is word for word (see quotation rules above), paraphrasing or even referring to someone else's ideas, it MUST be cited so as to indicate that the preceding information is not your original thought.**

Citing an entire source (p. 174)
Identify the author(s) and the year of publication. You can do this in two ways:

1) As much as you can, try and incorporate the author's names into your text at the appropriate point and cite the year of publication in parentheses.

> **Example:** Walker (2000) compared reaction times and found that…

2) When option 1 is not possible, identify the authors and the publication year in parentheses, separating these elements with a comma.

> **Example:** In a recent study of reaction times (Walker, 2000) it was found that …

Citing a specific part of a source (p. 179)
To cite a specific source (chapter, figure, quotation, table, etc...), in the text of your paper, identify the author(s) and year of publication. Also indicate the specific location of the information you are citing.

> **Example:** (Cheek, 1981, p.332)
> **Example:** Prior to this, Shimamura (1989, pp.10-12) had shown…

Personal Communications (p.179)
In citing personal communications such as emails, interviews, private letters, online forums, etc., because they do not provide recoverable information, **are not** included in the reference lists. In the text, give the initials as well as the surname of the communicator and provide as exact a date as possible.
> **Example:** When T. K. Lutes responded to my email (personal communication, April 18, 2006), he told me that……
> **Example:** I was told through an email (T. K. Lutes, personal communication, September 28, 1998) that it was important to……

How to indicate multiple, group, anonymous, or no authors:

Two authors (p. 175)
Identify both authors each time you cite the work in your text.

> **Example:** Nightlinger and Littlewood (1993) demonstrated…
>
> **Example:** As has been shown (Nightlinger & Littlewood, 1993) in their study….

Three, four, or five authors (p. 175)
Identify all authors the first time you cite the work. As much as you can, try and incorporate the author's names into your text (examples a and c). If you cannot, use example b or d.

> **Example a:** Wasserstein, Zappulla, Rosen and Rock (1994) found…
>
> **Example b:** In a study (Wasserstein, Zappulla, Rosen and Rock, 1994) found…

In subsequent citations to the same piece of work, include only the first author followed by "et al."

> **Example c:** Wasserstein et al. (1994) stated that…
>
> **Example d:** The argument made (Wasserstein et al., 1994) stated…

Six or more authors (p. 175)
Identify only the first author followed by "et al."

> **Example:** Johnson et al. (1999) stated that…
>
> **Example:** The argument made (Johnson et al., 1999) stated…

Groups (corporations, association, etc.) as authors (p. 176)
Spell out the complete name the first time you cite the work and include the abbreviation within brackets followed by a comma.

> **Example:** Canada Council for the Arts [CCA], (2005) showed…
>
> In subsequent citations to that work you can abbreviate the name if the abbreviation is well known.
>
> **Example:** Researchers at the CCA (2005) also showed…

Anonymous author(s) or no author(s)   (p. 176-177)
If a work's author is designated as "Anonymous," cite in the text the word "Anonymous" followed by a comma and the date.

       Example: (Anonymous, 1997)

Use the first few words of the reference list entry (usually the title) in place of an author. Use double quotation marks around the title of an article or chapter, and italicize the title of a magazine, newspaper, journal, book, brochure or report.

       Example: on free care ("Study Finds," 1982) it is noted that….

       Example: In the book *College Bound Seniors (1979)* it is stated that….

III. Reference list: General instructions and examples

Reference list page (p. 180-192)

Rules to follow:
- No matter what you do, **BE CONSISTENT.**
- The information you provide in a reference list must help answer the following questions:
  > Who wrote **it**?
  > When did they write **it**?
  > What is **it** called?
  > Where can I go to find **it**?
- Choose sources judiciously and include only the sources that you used in the research and preparation of the paper.
- Start the reference list on a new page.
- Type the word **References** centered at the top of the page.
- Double- space **all** lines in reference list. (see sample paper on p.59).
- Set the first line of each entry flush with the left margin and subsequent lines are indented (5 or 7 spaces or ½ an inch).
- Arrange entries in alphabetical order. One-author entries precede multiple-author entries that begin with the same last name.
- Author's surname first, initials of given names after. e.g.: Jones, T. J.
- In a reference to a work with no author, move the title to the author position, before the date of publication.
- Alphabetize works with no author by the title ignoring any initial *A, An,* or *The* or the equivalent in another language.
- If no date is available, write "n.d." in parentheses where the date would normally go.
- Capitalize only the first word of the title and subtitle, if any, and any proper nouns.
- Italicise books and journal titles. Do not italicise journal article titles.

Reference list examples

References to journal articles and books in print

- For books and articles in electronic format, see *Citing Electronic Sources*, below.

Journal article, single author

Mellers, B. A. (2000). Choice and the relative pleasure of consequences.

Psychological Bulletin, 126(6)*,* 910-924.

Journal article, two authors (p.199)

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican

immigration in the United States and its implications for local law

enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

Journal article, three to seven authors (p. 184)

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000).

Treatment for sexually abused children and adolescents. *American*

Psychologist, 55(9)*,* 1040-1049.

Journal article, eight or more authors (p.184)

Wolchick, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D.,

Lengua, L., . . . Griffin, W. A. (2000). An experimental evaluation of

theory-based mother and mother-child programs for children of divorce.

Journal of Consulting and Clinical Psychology, 68(5), 843-856.

References to magazine or newsletter articles (p. 200)

- Give the date shown on the publication in the following order: (Year, Month Day).

Chamberlin, J., Novotney, A., Packard, E., & Prince, M., (2008, May).

Enhancing worker well-being: Occupational health psychologists

convene to share their research on work, stress and health. *Monitor on*

Psychology, 39(5), 26-29.

References to newspaper articles (p. 200)

- Give the date shown on the publication (year, month day).
- Use p. (single page) or pp. (more than one page) before page numbers.
- If an article appears on broken pages, give all page numbers, and separate broken pages with a comma.

Killen, A. (2000, August 6). Happiness is in again. *Chicago Sun-Times,* p.

9.

Shwartz, J. (1993, September 30). Obesity affects economic, social status.

The Washington Post, pp. A1-A7, A9.

Book, one author (p.203)

Shotton, M. A. (1989). *Computer addiction? A study of computer*

dependency. London, England: Taylor and Francis.

Book, two authors, third edition (p.202-203)

Mitchell, T. R., & Larson, J. R. (1987). *People in organizations: An introduction to organizational behaviour* (3rd ed.). New York, NY: McGraw-Hill.

Book, edited (p. 184, 202)

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth.* San Francisco, CA: Jossey-Bass.

Article or chapter in an edited book, two editors (p. 204)

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillside, NJ: Erlbaum.

Book, group (corporate) author, author as publisher (p. 206)

- When the author and publisher are identical, use the word "Author" as the name of the publisher.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Reference book (ie; encyclopedias, dictionaries, etc.) (p. 204)

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6).

New York, NY: McGraw-Hill.

Encyclopedia entry (p.205)

- For an unsigned encyclopedia entry, start the reference list entry with the title of the article, followed by the date, etc.)

Bergmann, P. G. (1993). Relativity. In *The New Encyclopaedia Britannica*

(Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.

References to Audiovisual media

Video or DVD (p. 209-210)

Philips, M., & Philips, J. (Producers), & Scorsese, M. (Director). (1992).

Taxi Driver [DVD]. Culver City, Calif.: Columbia TriStar Home Video.

Music recording (p. 210)

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New

York, NY: Polygram Music.

- For in text citations, include side and band or track numbers:
  Example: "Over the Waterfall" (Shocked, 1992, track 4).

Citing Electronic Resources:

- *Electronic resources* **refer to all material in electronic format. This usually means items that are retrieved from the Internet (either from Web, or from an online database).**
- **DOI: digital object identifier. A doi is unique alphanumeric string assigned to identify content and provide a persistent link to its location on the Internet. (p.187-189). When a doi is available include it at the end of the reference.**

Journal Article with DOI (p.198)

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital

status, and the survival times of terminally ill patients. *Health*

Psychology, 24(2), 225-229. doi:10.1037/0278-6133.24.2.225

Journal Article, more than seven authors (p.184, 198)

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C.,

Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG

activation and attention last for more than 31 days and are more severe

with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine*

and Tobacco Research, 6(2)*,* 249-267. doi: 10.1080/146222004100

01676305

Journal article retrieved online, but without DOI (p.199)

- Note: For articles that have not been assigned a doi and it was retrieved online, give the URL of the journal home page

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem medicate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, *2*(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index/php/ejap

Electronic Version of a print book (eBook) (p.203)

- Include the type of viewer software in brackets following the title, and the doi. When there is no doi, give URL of the publisher's home page.

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth.* [Adobe Digital Editions version]. doi: 10.1036/0071393722

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency.* [DX Reader Version]. Retrieved from http://www.ebo okstore.tandf.co.uk/htm/index.asp

Online Magazine article (p.200)

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from http://www.apa.org/monitor/

Online Newspaper Article (p.200)

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The*

New York Times. Retrieved from http://www.nytimes.com

Article from an online news source

- For an unsigned article, start the reference list entry with the title of the article, followed by the date, and so on..
- For news agencies or newswires such as the Associated press (AP) or Canadian press (CP), note that they are not to be considered an author.

Chung, E. (2010, October 28). Greener carbon capture comes closer. *CBC*

News. Retrieved from http://www.cbc.ca/technology/story/ 2010/10/28/

greener-carbon-capture.html

Online Encyclopedia entry (p.205)

- For an unsigned encyclopedia entry, start the reference list entry with the title of the article, followed by the date, etc.)
- Identify the encyclopedia's editor after the entry title (see example).

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford*

encyclopedia of philosophy (Fall 2007 ed.). Retrieved from

http://plato.stanford.edu/entries/behaviorism/

Corporate author, report filed online (p.206)

American Psychological Association. Task Force on the Sexualization of

Girls. (2007). *Report of the APA Task Force on the Sexualization of*

Girls. Retrieved from http://www.apa.org/pi/wpo/sexualization.html

Example of an online document with no author or date indicated

Welcome to the library. (n.d.). Retrieved from http://www.ubishops.ca/

library_info/Microsoft%20Word%20-%20Welcome-web.pdf

Unpublished and informally published works (pg. 211-212)

- This includes such things as personal emails, informally published works (personal blogs, unpublished manuscripts, etc,), lecture notes and so on…
- Using this type of information necessitates vigilance…Verify that the information used is the most recent version.
- Place information about the type of resource it in in square brackets

Stevens, R. J. (2005). *The art of driving and texting* [PowerPoint slides].

Retrieved from http://www.BBTBUno12012.cg43^#@#%_%.htm

Review of a book (p.209)

Schatz, B. R. (2000, November 17). Learning by text or context? [Review

of the book *The social life of information*, by J. S. Brown & P. Duguid].

Science, 290(5495), 1304. doi: 10.1126/science.290.5495.1304

References

American Psychological Association. (2010). *Publication manual of the*

American Psychological Association (6th ed.). Washington, DC: Author.

This guide is based on a document created by Kansas State University
Libraries' APA guide: http://catnet.ksu.edu/help/citing2.html. Thanks KSU!

Last update: 09/2013

If you have any questions/suggestions, please contact the Bishop's University Reference
Department: 819-822-9600 ext. 2608, or email us at reference@ubishops.ca