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Student Guide to APA Style in the Preparation of Papers

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STUDENT GUIDE TO APA STYLE IN THE PREPARATION OF PAPERS

The *Publication Manual of the American Psychological Association* is the publication policy guide of the American Counseling Association (ACA) and other publications in the field of counseling and personnel services. The Fifth Edition (2001) of the American Psychological Association (APA) manual has numerous changes and improvements, including the most important enhancement, the expansion of sections regarding on-line source citations. The APA recommends its manual as a style guide for graduate students, but because it was devised as a guide for preparation of papers for publication, the style must be adapted for students' use. See Chapter 6, pp. 321-330, of the manual for additional information regarding student papers.

 I have prepared this introduction to APA style to help students get started with this most accepted set of writing and formatting guidelines. I am not attempting to provide a substitute for the manual. All references are to the Fifth Edition of the *Publication Manual of the American Psychological Association* (American Psychological Association, 2001). You will find www.apastyle.org a useful Internet site.

Abstract

APA style includes an abstract of approximately 100 words on a second, separate page following the cover page. The abstract is entitled "Abstract" and the first line is not indented. Professors may not require the abstract; check before preparing the paper. (See section 1.07, pp 12-15, for an elaboration on the abstract.)

Organization

Organization helps the reader and provides a logical sequence of communication. Three heading levels should be sufficient for papers. Writers should recall that, like outlining, one should not use a level 3 heading unless there are at least two sections under the level 1 heading and that you should not use a level 4 heading unless you want to have two sections under the "parent" level 3 heading. (See sections 3.30-3.32, pp. 111-114, for elaboration on headings). Three levels of heading are suggested for most papers. The levels are 1, 3 and 4.

Headings

Level 1 headings (termed Organization, Headings, Quotations, Typing, etc. in this paper) are centered and typed in capital and small letters with major words beginning in capitals. Level 1 headings are major divisions within a paper. There is no Level 1 heading for the first section of a paper, but the title is repeated as a main heading on the first page of text. This paper has a Level 5 heading (all capitals) as an illustration. The following text serves

as an accurate content description and an illustration of Level 3 and Level 4 headings.

Level 3 Headings

Level 3 headings are italicized and typed flush with the left margin. The main words begin with capitals. The text begins on the next double-spaced line and is indented. Level 3 headings provide divisions for a minimum of two separate topics under Level 1 headings.

Level 4. Level 4 headings are indented and italicized. The heading is followed by a period and typing begins one space after the period.

Reference Citations in Text

Citation of sources used in preparation of papers is accomplished by internal referencing as illustrated below. Use a current APA or ACA publication as a model. The following examples illustrate typical citations in text. (See Sections 3.94-3.103, pp. 207-214, for further explanation).

1. A recent study (Jones, 1980) shows - -

The details of the citation of Jones' work of 1980 will be in the reference list. Each citation is in the reference list and only cited works are in the reference list.

2. One study (Jones, Smith, & Doe, 1981) - -.

To cite a work with two, three, four or five authors, cite all authors first in the first reference. If there are more than two and fewer than six authors, use the surname of the first author and "et al." for all subsequent citations [e.g., (Jones, et al., 1981)]. If there are six or more authors, use the surname of the first author and "et al." for the first and subsequent citations.

List all authors in the reference list if six or fewer. If there are more than six authors, use et al. to indicate additional authors beyond six.

3. A recent study (Jones, L., 1982) shows - -.

Use initial if more than one author with same surname.

4. Jones (1983) concluded - -.

If the author's name occurs in the text, only the publication date appears in parentheses.

5. Two studies (Jones, 1984; Smith, 1984) - -

To cite different works at the same point in the text, reference list surnames are in alphabetical order for different authors, and in ascending date order for the same author or authors. The placement of the in text citation should indicate the material you are attributing to the cited source.

6. Gelfand and Walker (1990a, 1990b), the only sample citation in the reference list, suggest –

To reference different works by the same author(s) distinguish citations of the same author and publication date by lowercase letters. Note that "and" is used to connect author names in text and an ampersand (&) is used to connect author names within parentheses.

7. Research by Smith (1982, 1983, chapt. 3) shows - -.

Multiple references to the same author are in ascending date order. Reference to a particular page or chapter is included in the text citation.

<div align="center">Quotations</div>

The citation of the source of a direct quotation should always include the page or pages as well as the reference.

Short quotations of fewer than 40 words are in text. Example:

One authority (Jones, 1979) states, "XXXXX XXXXXXX XXXXX XXXXX XXXXXXXXX XXX XXXXX XXXXX XXXXX" (p. 276).

Longer quotations (40 or more words) are blocked and indented one-half inch. No quotation marks are used. Example:

To illustrate the point, Davis and Jones (1980) stated:

> XXX XXXXXXX XXXXXXXX XXX XXXX XXXX XXXXXXXXX XXXXX XXXXXXX
>
> XXXXXX XXXXXXX XXXXX XXXXXX XXXXXXXXXXXXXXXXXX
>
> XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXX XXXXXXXXX XX
>
> XXXXXXXXXX XXXXX. (p. 12)

<div align="center">References</div>

Every reference cited in the text must appear in the reference list that follows the body of the paper. The reference list is entitled "References" and begins on a separate page. References are presented in alphabetical order by author, using the style of the examples that are presented below. Authors' names are alphabetized as they actually

appear (e.g., M<u>c</u> is alphabetized as <u>mc</u>); authors' names are repeated for each entry. References with the same author or authors are arranged by year of publication, the earliest first. Only the first word, words immediately following colons, and proper nouns are capitalized in titles. Quotation marks are not used for titles of articles. (See also Sections 3.104-3.117, pp. 174-188). Note that all types of references appear in a single list.

<div align="center">Examples of References</div>

Books

Anastasi, A. (1962). *Psychological testing* (5th ed.). New York: Macmillan.

Brown, A., Culver, J., & Davidson, E. III. (1965). *Individual differences among people from the same population group.* New York: Wiley.

Schrecker, P. (1986). The definition of work. In D. G. Zytowski (Ed.), *Vocational behavior* (pp. 4-7). New York: Holt, Rinehart & Winston.

Journal Paged by Volume

Klatt, L. A. (1969). Career patterns of the members of a skilled work group who have completed retraining programs*. Vocationa<u>l</u> Guidance Quarterly, 17*, 250-254.

Journal Paged by Issue

Emery, C. W., & Mott, H. W., III. (1968). Salaries and benefits for two year college faculty members. *Junior College Journal, 38*(6), 58-61.

Print article retrieved from Internet

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources psychology undergraduates. *Journal of Bibliographic Research, 5,* 117-123. Retrieved October 13, 2001, from http://jbr.org/articles.html

<div align="center">Appendices</div>

Materials distracting in the body of the text may be included in an appendix, which follows the list of references. Samples of materials, letters, questionnaires, protocols, and detailed tabular data are some of the materials suitable for inclusion in appendices.

<div align="center">Typing</div>

Please specifically determine what your professor expects for a given assignment. Faculty members differ in their preferences and level of adherence to APA standards. Typing guidelines:

1. Include the title of the paper, author's name, course number, and date on a cover sheet; if your institution, department, or instructor does not suggest a format. Repeat the title on the top of first page of text.

2. Maintain one-inch margins on all sides.

3. Number all pages in the upper right hand corner as part of the page heading. Page headings give enough of the title to identify the manuscript without the cover page.

4. Double-space everything.

5. Start the list of references on a separate page.

6. Indent each paragraph and second and subsequent lines of each reference list entry one-half inch.

7. Left justify the text and do not break words.

8. Skip one space after punctuation marks.

Footnotes

Footnotes are in APA style to: (1) supplement or amplify substantive information in the text, known as a content footnote or (2) acknowledge the permission to quote a source, known as a copyright permission footnote.

Tabular Presentation

The use of tables is discussed in Sections 3.62-3.74, pp. 147-174. Refer to tables by number and do not break or divide tables. If in doubt, place on a separate page.

Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.).* Washington, DC: Author.

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