
What an APA paper usually contains:

Empirical Reports:
- Title Page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- References
- Appendices

Literature Reviews:
- A literature review follows APA citation style only
- Most still use a cover page
- Some professors may request an abstract
- They will include a reference page

Title Page
Running head
- Now included in the header
- Type “Running head” colon
- then an abbreviated version of the title in all caps
- No more than 50 characters, spaces included.

Title
- Concise statement of main topic
- Fully explanatory on its own

Author Name(s)
- Omit titles (Dr., Professor) and degrees (PhD, EdD, MD, etc.)

Institutional Affiliation
- If none, list city and state of residency

Author Note (if applicable)
Page size: 8.5 x 11”
Margins: 1” on all side (Chapter 8, section 8.03 (p 229))

Line spacing: Double spaced for whole document (Chapter 8, section 8.03 (p 229))

Font: Times New Roman (or other serif typeface) (Chapter 8, section 8.03 (p 228))

Font size: 12 pt (Chapter 8, section 8.03 (p 228))

Alignment: Flush left. (Chapter 8, section 8.03 (p 229))

Paragraph & Indentation: Indent the first line of every paragraph & footnote. Use the tab key which should be set at 5-7 spaces or 1/2”. (Chapter 8, section 8.03 (p 229))

Page header: Title page: “Running Head: SHORT TITLE” with page number ; Page 2: SHORT TITLE with page numbers on all pages after title page. (Chapter 8, section 8.03 (p 229))

Headers: (Chapter 3, Section 3.03, p 63-64).

**Header 1, Centered, Bold, Mixed Case**

**Header 2, Flushed Left, Bold, Mixed Case**

**Header 3 indented, first letter capitalized, bold with a period.**

**Header 4 Indented, first letter capititalized, bold, italicized, with a period.**

**Header 5 Indented, first letter capitalized, italicized, with a period.**

Spacing after punctuation: One space after punctuation, i.e, comma, semi-colon, colon. Two spaces after a period. An exception has been added so that numbers expressing approximate lengths of time be written as words (4.31-4.32). For example 1 hr 24 min at 12 : 30 a.m. about three months ago (Chapter 4, section 4.01)

Abstract: 150-250 words. Starts on 2nd page of paper. Double spaced. No paragraph indentation is used. The entire abstract is left aligned. Page begins with title “Abstract” in mixed case and is not bold. (Chapter 2, Section 2.04 (p 25-27)

Length: The optimal length to effectively communicate the primary ideas. RULE: “Less is more” (APA manual 6th ed., Chapter 3, Section 3.01 (p. 61).

Writing Style: Clear communication that uses continuity in presentation of ideas, smoothness of expression, tone, economy of expression, precision and clarity, and linguistic devices. (Chapter 3: Sections 3.05 - 3.10 (pp. 65-70)).

Voice: Third person point of view and active voice (Chapter 3: Section 3.09 - Precision & Clarity: Attribution (pp.69 -70). Chapter 3: Section 3.18 - Verbs (p.77))
Digital Objective Identifier (DOI)

If the source has a DOI, cite it after the rest of the citation is finished. For example:


**CITATIONS & REFERENCE LIST BASIC FORMATTING**

- Always double space your reference list.
- Always indent the second and subsequent lines of a citation (also called a hanging indent).
- Always arrange your reference list by the author’s name
- Only use the first and middle initials of the author’s name, do not type out the full name.
- Only use the first & middle initials of the author’s name, do not type the full name.
- If the article or book has multiple authors, you must list all of them up to 7. You can’t use et al in the references list anymore.
- Always italicize the journal or magazine title, and the volume number.
- Always italicize the book title.
- Only capitalize the first word, first word of a subtitle, or proper nouns in an article or book title.
- Make sure you know the format of the item you are citing (print or electronic).
- Do not include retrieval dates unless the source material may change over time (Wikis)

**Place of Publication:** For location, you should always list the city, but you should also include the two-letter state abbreviation for US publishers. There is no need to include the country name. If the publisher is a university and the name of the state is included in the name of the university, do not repeat the state in the publisher location (e.g. Lincoln: University of Nebraska Press).
IN TEXT CITATIONS

References are cited in the text in alphabetical order (the same way they appear in the reference list), separated by a semi-colon. References to classical works such as the Bible and the Qur’an and personal communications are cited only in the text. If you have two authors with the same last name, use first initials with the last names.

Indirect Quotation with Parenthetical Citation

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

Indirect Quotation with Author as Part of the Narrative

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

Direct Quotation with Parenthetical Citation

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

Direct Quotation with Author as Part of the Narrative

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (p. 14).

Several works by same author

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Green (1981a, 1981b) illustrated that...

CITING SECONDARY SOURCES

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) provided a glimpse into the world

In the references page, you would cite the secondary source you read not the original study.

REFERENCE LIST FORMATTTING

○ Book

○ E-Book

○ Book with editor

○ Edited Anthology with reprinted chapters

○ Journal paginated by volume
  □ With DOI: Same format, but after page number: doi: 10.1037/0278-6133.24.2.225

○ Journal paginated by issue

○ Article From an Online Periodical
  □ (Note: if there is no print version available, include date of access and URL after the issue: Retrieved July 5, 2005, from http://www...)

Use the exact URL of the article if possible, unless you have retrieved an article from a newspaper’s site (i.e., www.newyorktimes.com)
Editorial without signature


Article from a Database


Non-Periodical Web Document


Keep them in this order!

Two to Seven Authors In Journal article [List all authors]


Eight or More Authors [List the first six authors, ... and the last author]


Newspaper Article with No Author and Discontinuous Pages

Chapter in a Book

Corporate Author with an Edition and Published by the Corporate Author

Anonymous Author

ERIC Document

Web Sites in Parenthetical Citations: To cite an entire Web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. No entry in the reference list is needed. Example:

Kidpsych is an excellent website for young children (http://www.kidpsych.org).

Podcast:
Author/Producer: A.A. (year, month, date). *Podcast title.* (Audio podcast). Retrieved from URL.

Youtube video:

Audio Recording:
Author, A.A. (Speaker). (year). *Title.* (Type of recording, archive number). Location: Publisher.

Music recording:
Author, A.A. (year). Song title. (Recording by name). *On Album title* (type of recording), Location: Publisher.
Photograph:

[Photographs of A. Name]. (archive or record number). Title of collection (call number). Archive/Library name, Location: City Location.

Film:

Producer, P.P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

DISSERTATION OR THESIS


UNPUBLISHED


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Indirect Quotation with Author as Part of the Narrative

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QUOTES

Many educators agree with Dewey’s (1940) statement, “Once is never enough when it comes to a good idea” (p. 79). [period after parentheses]

Many educators wonder along with Dewey’s (1940), “Is once is enough when it comes to a good idea?” (p. 79). [question mark inside quote if part of original, period after parentheses]
**QUOTES of 40 WORDS OR MORE** are blocked and indented on the left but not the right. FOR EXAMPLE:

Miele (1993) found the following:

The placebo effect…disappeared when behaviors were studied in this manner. Furthermore the behaviors were never exhibited again [italics added], when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276) [period before parentheses]

**NOTES:**