

Running head: APA STYLE PAPER

The running head is flush left with the abbreviated title all capitals and no more than 50 characters including punctuation and spaces. The running head appears only on the title page.

The header includes the first two or three words of title positioned at top right, ½" down. Skip five spaces, then insert the page number.

Writing in American Psychological Association Format:

An Informative Model for College Students

Terri McLaughlin and Laurel Reinking

Indiana University-Purdue University Fort Wayne

Center the title of your paper, your name, and the name of your institution. Use uppercase and lowercase letters, and double-space between lines.

Abstract

Writing college papers using the American Psychological Association (APA) format may be an anxiety-producing event for students unfamiliar with APA style requirements. Moreover, the *Publication Manual of the American Psychological Association* (5th ed., APA, 2001) may be too complex to be used as a valuable resource in some rhetorical contexts. Using the *Publication Manual*, the APA website, and other sources on writing in APA style, the authors compiled this paper to explain APA style requirements for empirical research and review of literature college papers. Style requirements such as headers, format, language, in-text and reference citations, and appendixes are also included. This paper (revised October, 2001) will provide college students with a clear, concise, and accurate model to follow when writing in APA style.

The abstract should summarize the purpose and content of your paper in 120 words or less.
Center "Abstract" at the top of the page;
begin the abstract on a new page;
use a single paragraph with no indentation.

Writing in American Psychological Association Format:
An Informative Model for College Students

Center the title at the top of the page. Use upper and lowercase letters. Double space between lines.

For a writer unaccustomed to the American Psychological Association (APA) format, writing a paper using that format can be an anxiety-producing event. In addition, the *Publication Manual of the American Psychological Association* (5th ed., APA, 2001) may be too complex and confusing for the average student to use as a valuable resource. This paper was designed to help alleviate those anxieties by giving you a clear, concise, and accurate model to follow. Included in this model are the three most common types of papers used in APA style writing assignments--empirical research, review articles, and case studies--and various APA stylistic requirements and language preferences. This paper also provides models and descriptions of in-text and reference page citations and appendixes.

Recommendation

The *Publication Manual* is intended to guide authors when preparing articles they plan to submit for publication. While many college professors may stipulate that assignments be written in APA style, they may have requirements that differ from the APA such as including personal communications on the reference page; therefore, we encourage students to ask their professors if they have any specific variations to APA style documentation.

Empirical Research

Empirical research papers include the introduction, method, results, and discussion of an author's original research.

According to the APA (2001), empirical research papers are chronologically arranged into the following sections:

- Introduction to develop the problem and state the author's purpose for research.
- Method used to conduct the research written with sufficient detail so that others could replicate the research.
- Results of the research.
- Discussion of the implications of the results for current theory.

Review Articles

A review article is a critical evaluation of previously published material.

The abstract for review articles should be 75-100 words and describe the topic, purpose of the paper, thesis, sources used, and the conclusion. Review articles are arranged into sections according to relationship. These sections, according to the APA (2001), include:

- Definition and clarification of the problem.
- Summary of previous research to inform the reader of the state of current research.
- Identification of the relationships, inconsistencies, contradictions and gaps in the literature.
- Suggestions on the next step (or steps) to solve the problem.

Case Studies

A case study paper describes data collected from the author's work with an individual or organization.

According to the APA (2001), authors must present important case material while, at the same time, maintaining confidentiality.

Headings

Headings establish a hierarchy and help readers grasp the paper's outline and the relative importance of the various parts of the paper (APA, 2001).

Headings are never used at the beginning of introductions. In most cases, a first level heading can be used throughout your paper, and usually levels one, three, and four are sufficient. Use the levels as you would if you were writing an outline.

First Level is Centered with Uppercase and Lowercase Typing

Level one is a main point.

Third Level is Flush Left, Italicized, with Upper and Lowercase Typing

Level three is a sub point to level one.

Fourth level is indented, italicized, lowercase typing, ending with a period.

Level four is a sub point to level three.

The above examples are to be used in the order listed if you use one, two, or three levels of headings in your paper. If you use four or more levels of headings, refer to pages 113-114 of the *Publication Manual*.

Basic Format

Follow these guidelines throughout your paper to meet APA requirements.

1. Margins are 1" all around except page header.
2. Always double-space.
3. Use Courier or Times New Roman typeface in 12-point size.
4. Justify left only.
5. Begin page numbering with title page and continue through figure captions, if used.
6. Indent paragraphs five to seven spaces.

7. Leave one space after all punctuation including periods except for periods used in abbreviations or colons in ratios.

Order of Sections of Paper

Each section should start on a new page and be organized as follows:

1. Title page
2. Abstract
3. Text
4. References
5. Appendixes
6. Author note
7. Footnotes
8. Tables
9. Figure captions
10. Figures

The author note is usually not required in student papers.

- There are two kinds of footnotes: content footnotes and copyright permission footnotes. Use them only if they strengthen the discussion. For further information, see page 202 of the *Publication Manual*.
- Tables can provide a large amount of data in a small space but should be limited to crucial data related to your paper.
- Figures can illustrate certain portions of your text. If tables and figures are used, always refer to them in your text.

Language

Bias in Language

Avoid terminology that implies bias based on gender, sexual orientation, racial or ethnic group, religion, disability, or age.

According to the Publication Manual (APA, 2001), use language that reflects respect for your participants and your readers. Be as specific and precise as possible; for example, when referring to people in general use women and men, not just men. Call people what they prefer to be called; for example, instead of using handicapped, use people with disabilities. Use participants rather than subjects when referring to people involved in your research. In addition,

choose words that specifically describe your participant’s gender. More questions? Refer to the *Publication Manual*, page 61.

Tense

Be consistent: choose *either* past tense *or* present perfect tense.

Use *past tense or present perfect tense* to discuss variables manipulated or tests applied to *your own* already completed research and to discuss someone else’s already completed research. An example of an appropriate use of past tense would be: Madigan, Johnson, and Linton (1995) proposed that APA style reflects psychologist’s attitudes and values. An example of an appropriate use of present perfect tense would be: Madigan, Johnson, and Linton (1995) have proposed that APA style reflects psychologists’ attitudes and values. Use *present tense* to discuss the results and conclusions of your research and to refer to established knowledge (APA, 2001). Table 1 below may help clarify when it is appropriate to use past, present perfect, and present tense when writing in APA style.

Table 1

Use of Tenses

Tense	Empirical Research Report	Review Article
<ul style="list-style-type: none"> • Past tense <li style="text-align: center;">OR • Present perfect tense 	<ul style="list-style-type: none"> • Introduction/Review of literature • Methods • Results • Discussion (to discuss someone else’s research) 	<ul style="list-style-type: none"> • To define the problem • To summarize previous research • To identify the relationships, inconsistencies, contradictions and gaps in the literature.
<ul style="list-style-type: none"> • Present tense 	<ul style="list-style-type: none"> • Discussion (to discuss your own conclusions) 	<ul style="list-style-type: none"> • To make suggestions

Mood

Active voice is preferred unless the focus is on an object or a recipient.

According to the *Publication Manual* (APA, 2001), use passive voice only when the focus is on the research or participant; otherwise use active voice. Here is an example of an appropriate use of the active voice: *We chose to work on this project because of our interest in APA documentation style.* The focus is on our interest. On the other hand, when the focus is on the work itself, then the passive voice is used: *An APA model paper was written by McLaughlin and Reinking.*

Tone

Scientific writing does not have to be dull. Be direct, but interesting.

Be interesting; however, avoid flowery language that may detract from the content of your research. For example, do not use language such as: the results indicated that the medication induced a peaceful sensation of floating across the calm, blue sky while a gentle breeze softly caressed the skin. In addition, present controversial research using a non-combative, professional tone to avoid alienating readers. According to Madigan et al. (1995), disagreements in scientific writing should focus on the empirical processes, not the researchers.

Quotations

Give author name, year, and page number for direct quotations.

Avoid using quotations when writing in APA style; however, if you must use quotations, use them only when the quotation is unique in what is said and how it is said, and when paraphrasing would change the meaning or lose the unique quality of the quotation. If a quotation is fewer than 40 words, cite it in-text using double quotation marks. However, if a quotation is more than 40 words, start it on a new line indented five spaces and do not use quotation marks.

Example of an in-text quotation:

The authors stated, “Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article” (APA, 1994, p. 168).

Example of a quotation over 40 words:

By announcing the next major topic, subheadings reduce the need for authors to incorporate transitional passages to connect major sections. When subheadings are standardized, as in most psychology journals, the organizational structure they impose contributes to the communication between writer and reader by creating specific expectations about forthcoming information (Madigan et al., 1995, p. 428).

For more information see the section on in-text citations, page 207.

In-text Citations

There are two ways to cite in-text. With both, insert the author’s name and publication year at appropriate points.

In-text citations are used frequently when writing in APA style, especially in the introduction and discussion sections (Madigan et al., 1995). These citations will provide readers with background information related to your topic and establish your knowledge on the subject.

When citing your sources, follow the examples below.

Borst (1997) wrote an APA Style model paper.

An APA style model paper (Borst, 1997) gave concrete examples of writing.

If you cite the same source more than once in the same paragraph, do not include the year in subsequent references. For further information about in-text citations, see Appendix A or the *Publication Manual*, pages 207-214.

How to Format the Reference Page

The general format for references used in APA is:
 Author, A.A., Author, B.B. & Author, C.C. (1990). Title of article.
Title of Periodical, volume number, page number.

Only references that are cited in the text and can be retrieved are included on the reference page; therefore, personal communications such as letters, e-mails, or interviews are not included on the reference page. Appendix B contains more information on specific reference citations, including internet and on-line data bases retrieved from the APA website (“Electronic reference,” 2000).

Appendixes

Center the title and use uppercase and lowercase letters. Indent the first line of text five to seven spaces.

According to the *Publication Manual* (2001), appendixes allow the author to include detailed information for the reader that may be distracting if included in the main text. Each appendix should start on a new page and be titled Appendix A, Appendix B, etc. in the order that they are mentioned in the text. If only one appendix is included in the paper, label it as Appendix.

Conclusion

The APA style differs from other styles of writing that students may be more familiar with. Some of the differences, such as the title page format and in-text and reference citations, are more obvious. Others, however, are more subtle and can make mastering APA style a “challenging task” (Madigan et al., 1995, p. 428). This model paper, along with consultants at the Writing Center, can help students meet that challenge and help them successfully and efficiently write papers using the APA style of documentation.

References

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed). Washington, DC: Author.
- Borst, W.U. (1997). Guidelines for writing in APA style. Phenix City, AL: Author. Retrieved February 14, 2000, from <http://ldl.net/~bill/aparev.htm>
- Electronic reference formats recommended by the American Psychological Association. (2000, March 7). Washington, DC: American Psychological Association. Retrieved March 7, 2000, from <http://www.apa.org/journals/webref.html>
- Madigan, R., Johnson, S., & Linton, P. (1995). The language of psychology: APA style as epistemology. *American Psychologist*, *60*, 428-436.

References are started on a new page. The title--
References--is centered at the top using uppercase and
lowercase letters. Use a hanging indent with the references
alphabetized and double-spaced. The information includes
author's last name(s) followed by a comma, and initials;
year of publication in parentheses; title of article with only
the first word of the article, subtitle, and proper names
capitalized; and publishing information.

Appendix A

In-Text Citation Samples

The following sample citations were taken from the *Publication Manual* (2001) to provide students with a quick reference for commonly used sources when writing in APA style. Page numbers for further reference are also listed.

One Work, One Author (p. 207)

The year of publication and author's name are inserted at appropriate points. Use a comma to separate author's name and date in parenthetical information.

Rogers (1994) compared reaction times

In a recent study of reaction times (Rogers, 1994)

One Work, Two to Five Authors

Two authors--always cite both names every time the reference occurs in text. Three, four, and five authors--cite all authors the first time the reference occurs. In subsequent citations, include surname of the first author followed by et al. and year. The only exception is when two references with the same year shorten to the same form. Cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al. Join the names in a multiple-author citation in running text by the word "and." In parenthetical material, join the names by an ampersand (&).

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found

Wasserstein et al. (1994) found

Six or More Authors (p. 209)

Cite only the name of the first author followed by et al. and publication year unless two references with six or more authors shorten to the same form. Cite the surnames of the first

authors and of as many of the subsequent authors as are necessary to distinguish the two references, followed by et al.

Kosslyn et al. (1992) or (Kosslyn et al., 1992)

Groups as Authors (p. 209)

Spell out the group name in the first citation and abbreviate it thereafter only if the abbreviation is clearly understood.

(National Institute of Mental Health [NIMH], 1991)

(NIMH, 1991)

No Author (p. 210)

When a work has no author, cite in text the first few words of the title and the year.

("Study Finds," 1982) or the book, *College Bound Seniors* (1979)

Authors with the Same Surname (p. 211)

If a reference list includes publications by two or more authors with the same surname, include the first author's initials in all text citations, even if the year differs.

J.M. Goldberg and Neff (1961) and M.E. Goldberg and Wurtz (1972) studied

Two or More Works within the Same Parentheses (p. 212)

Arrange two or more works by the same author by publication date.

Past research (Edeline & Weinberger, 1991, 1993)

Works by the Same Author with the Same Publication Date (p. 212)

Use suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list.

Several studies (Johnson, 1991a, 1991b, 1991c)

Two or More Works by Different Authors (p. 212)

Cite within the same parentheses in alphabetical order by the first author's surname and separate the citations by semicolons.

Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

Classical Works (p. 213)

When a work has no date of publication, cite in text the author's name, followed by a comma and (n.d.) for "no date." When a date of publication is inapplicable, cite the year of the translation you used, preceded by trans.

(Aristotle, trans. 1931)

Personal Communication (p. 214)

Letters, memos, e-mail, and interviews are not included in the reference list. Cite personal communications in text only using the initials as well as the surname of the communicator, and provide as exact a date as possible.

K.W. Schaie (personal communication, April 18, 1993)

Citation to Secondary Source (p. 247)

Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Electronic Sources without Pagination (pp. 213-214)

If provided, cite the paragraph number preceded by the ¶ symbol or *para*.

(Myers, 2000, ¶ 5)

If paragraph numbers are not given, cite the heading of the section and the paragraph number following it.

(Beutler, 2000, Conclusion section, para. 1)

Appendix B

Types of References Used in APA Documentation Style (5th ed., 2001)

When writing a reference page, the following samples, taken from the *Publication Manual* (APA, 2001), may provide students with a quick reference for correct citation procedures. Page numbers are also included if more information is needed.

*Printed Resources**Periodicals (p. 240).*

Buss, D.M., & Schmitt, D.P. (1993). Sexual strategies theory:

An evolutionary perspective on human mating. *Psychological Review*, 100, 204-232.

Periodicals with three to six authors (p. 240).

Kneip, R.C., Delamater, A.M., Ismond, T., Milford, C., Salvia, L., & Schwartz D. (1993). Self- and spouse ratings of anger and hostility as predictors of coronary heart disease. *Health Psychology*, 12, 301-307.

Magazine (p. 241).

Henry, W.A., III. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Daily newspaper article, no author (p. 242).

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Daily newspaper article, discontinuous pages (p. 243).

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Book (p. 248).

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

Book chapter (p. 252).

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

Edited book (p. 249).

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

Encyclopedia or dictionary (p. 250).

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Electronic Resources

“Direct readers as closely as possible to the information being cited—whenever possible, reference specific documents rather than home or menu pages”(APA, 2001, p. 269).

Scholarly journals retrieved from web sites. (Format does not differ from print version.)

Jacobson, J.W., Mulick, J.A., & Schwartz, A.A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication [Electronic version]. *American Psychologist*, 50, 750-765.

Scholarly journals retrieved from web sites. (Format [not content] differs from print version.)

Jacobson, J.W., Mulick, J.A., & Schwartz, A.A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from <http://www.apa.org/journals/jacobson.html>

Electronic Databases Accessed Via the Web

The majority of databases used at IPFW fall into this category. These databases are accessed through “Databases and Indexes” from Helmke Library’s Home Page.

Retrieved [date: M/D/Y] from (name of database) database.

Schneiderman, R.A. (1997). Librarians can make sense of the Net. San Antonio Business Journal, 11, (31), pp. 58+. Retrieved January 27, 1999, from Masterfile database.

For updated information on references, visit the APA web site at:

<http://www.apa.org/journals>

Other Sources Used in APA Style with Publication Manual Page Numbers

Newsletters (p. 242)

Newspapers—Daily/Monthly (p. 242)

Journal—Entire issue (p. 243)

Monographs (p. 244)

Abstracts (p. 245)

Journal supplement (p. 246)

Periodical published annually (p. 246)

Non-English journal article, English translation (pp. 246-247)

Citation of work discussed in a secondary source (p. 247)

Book, group author (pp. 248-249)

Books, brochures, & book chapters (pp. 248-255)

Technical & research reports (pp. 255-259)

Proceedings of meetings and symposia (pp. 259-260)

Doctoral dissertations and Master's theses (pp. 260-262)

Reviews of books, films, videos (p. 265)

Audiovisual media, TV broadcasts (pp. 266-267)

Music recording, cassette recordings (pp. 267-268)

