

APA Guidelines
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WELCOME:

What are the APA publication guidelines?

The American Psychological Association (APA) has been establishing publishing guidelines since 1928 in order to standardize how professional journals share information. The current 2001 version is the fifth edition of the *Publication Manual of the American Psychological Association*. These guidelines are currently used by 27 publications and numerous colleges of education throughout the United States.

Why should you learn APA publication guidelines?

There are several reasons for learning APA publications guidelines:

1. It is the professional standard for your profession.
2. It is the ASU College of Education standard.
3. If you want to publish your work, you will need to know the guidelines.
4. If you wish to continue in further graduate study, it is imperative that you know APA formatting guidelines.

Purpose of this website:

It is not the intention of this website to replace or duplicate the *Publication Manual of the American Psychological Association* (APA, 2001), nor to give examples of every possible situation. Rather this website is offered as a quick reference for general writing use.

General APA Document Formatting:

Fonts and Size

APA allows only two fonts, Times New Roman or Courier; both at 12 point.

Note:

- **Microsoft Office Word 2007**—default font is Calibri, 11 point. To change it to Times New Roman or Courier select Home and then font style and size.

Margins

APA requires one inch margins around; that is, one inch margin on the top, bottom, left, and right sides of your page.

Helpful Hints:

- **Microsoft Office Word 2003**—default margins are one inch for top and bottom, and 1.25 inches on right and left margins. To change this, go to Find, select Page Setup and make all margins one inch.

- **Microsoft Office Word 2007**—the normal margin default is one inch around. To confirm this select Page Layout, then Margins, and then Normal.

Spacing

APA requires double-spacing throughout the text with five space indentions at the beginning of each paragraph. In addition, there are only **one space** between sentences and one space after colons.

Helpful Hints for checking spacing:

For people who have been typing for a long time, it is almost automatic to put two spaces after each sentence or after a colon. The Find / Replace feature in Microsoft Word is an easy way to check spacing.

- **Microsoft Office Word 2003**—To use the Find / Replace feature select Edit, then select Find. Put two spaces (two taps on space bar) in the Find section. In the Replace section put one space (one tap on the space bar). Then select Replace All. Microsoft Word will search your entire document and find all double spaces, replacing them with one space.
- **Microsoft Office Word 2007**—follow the same procedure as above. The Find / Replace feature is on the Home tab.

Headings

For most papers three heading style are sufficient.

Level 1 headings are used for major sections of papers. They are centered with all major words capitalized. There is no punctuation after a Level 1 heading.

Level 2 headings are used for subsections of Level 1 sections of papers. The heading is flush left, in italics, with all major words capitalized. There is no punctuation after a Level 2 heading. Text starts on the next line, indented in five spaces.

Level 4 headings are subsections of Level 2 sections. The heading starts indented five spaces, like a new paragraph. Only the first word of the heading and first word after a colon, if used, are capitalized. All words are in italics. Level 4 headings end with a period. Text followed directly after a Level 4 heading.

Example:

Using Headings within the Text of a Paper

It is sometimes very helpful to organize complex papers into various sections.

This organizational pattern is also useful to delineate various requirements of an assignment. Examples would be description of study sample, identification of problem issue, recommended strategies for dealing with identified problem, and description of outcome.

One strategy for organizing sections of papers is to use headings.

Level 2 Headings

Use Level 2 headings for first type of subsection.

***Next level of headings: Level 4.* Use Level 4 headings for subsections of Level 2 headings.**

Note:

- Level 1 headings are centered with all major words capitalized.
- Level 2 headings are flush left, in italics, with all major words capitalized. There is no punctuation after Level 2 headings. Text starts as a new paragraph following the Level 2 heading.
- Level 4 headings are indented 5 spaces, like the start of a new paragraph. Only the first word of the heading and subheading and all proper nouns are capitalized. Level 4 headings are in italics and end with a period. Text starts after the heading.

For more information on use of headings, start with section 3.30 in the *Publication Manual of the American Psychological Association* (2001, p. 111).

Reference Page:

The reference page is a summary of all the citations in the main body of the paper. It should include only, and all, those sources cited in the paper.

The reference page starts on a separate page with a heading of reference (if there is only one source) or references (if there are multiple sources). The reference page heading is only used on the first page.

All references are double-spaced with the first line flush left and all subsequent lines indented five spaces. References are listed alphabetically by the last name of the primary author of each work.

Citing within the text:

A citation is giving credit whenever you use someone's ideas, figures, unique approach, or specific reasoning. This is done whether you paraphrase another's ideas or use direct quotes. The *APA Publication Manual* (2001) outlines very specific ways in which this is done within the text of the body of your paper or in the reference page.

Citing within the text

The purpose of using citations is twofold: to give credit for the person whose material you are using and to offer a way for readers of your work to find out more information about that source. Within the body of your paper, the critical pieces of information to cite are author(s), year of publication, and page numbers if direct quotes are used. This can be done in a variety of ways. There is no preference on which style you use. It is the writers' preference which they choose to emphasize: the study, author or idea. Examples follow:

Paraphrasing within text:

In the 2006 bestselling *The World is Flat*, Friedman outlines ten forces that have affected globalization.

Author cited in text:

Friedman (2006) outlines ten forces that have affected globalization.

Author not cited in text:

There are ten forces that have affected globalization (Friedman, 2006).

Direct quotes:

Whenever using direct quotes from another source, it is necessary to include author(s), year of publication, and page number.

If the quote is less than 40 words (short quote), the quote may be listed in the regular text.

Examples follow:

Direct quote (short) from author:

Friedman (2006) believes “the world has been flattened by the convergence of ten major political events, innovations, and companies” (p. 50).

Direct quote (short) without name of author:

Globalization has been fueled by the “convergence of ten major political events, innovations, and companies” (Friedman, 2006, p. 50).

Note:

- If author(s) and publication date appear in the sentence, the page number is shown in a parenthesis at the end of the sentence.

- If the author(s) and date of publication are not included in the body of the sentence, the author(s), date of publication, and page number all appear in a parenthesis after the sentence.
- Notice that quotation marks are used and the last quotation marks appear before the parenthesis.
- Also note that the period at the end of the sentence falls after the parenthesis.

Long Quotes:

If the quote is 40 words or more in length (long quote), the whole quote should be indented five spaces and double-spaced throughout. Quotation marks are not used with long quotes.

Guidelines on how to include information about author(s), year of publication, and page number(s) is the same for long quotes as for short quotes: if author(s) and year of publication appear in the text, only the page number(s) would appear in parenthesis after the quote. If the author(s) and year of publication do not appear in the text, the author(s), year of publication, and page number(s) would all appear in the parenthesis following the quote. As in short quotes, the period at the end of the quote appears after the parenthesis.

Example of a long quote:

Friedman (2006) draws connections between two seemingly disparate events: November 9 (dismantling of the Berlin Wall) and September 11 (attack on the World Trade Center). He believes these two dates represent the two competing forms of imagination at work in the world today: the creative imagination of 11/9 and the destructive imagination of 9/11. One brought down a wall and opened the windows of the world. . . [the other] putting up new invisible and concrete walls among people (p. 543).

Helpful Hints:

In order to determine the word count of a quotation, highlight the quote and then:

- Microsoft Office Word 2003—select Tools then Word Count
- Microsoft Office Word 2007—on the Home tab, the word count will appear in the lower bar on the left.

One work by multiple authors:

It is common to have more than one author for an article, study, or book. All authors are mentioned the first time their work is cited in the text. This can be done within the sentence or at the end of the sentence in parentheses. Examples follow:

First citation in text:

Wasserstein, Zappula, Rosen, German, and Rock (1994) found. . .

The use of metaphors was found to be helpful (Wasserstein, Zappula, Rosen, German, & Rock, 1994)

NOTE: When authors' names appears as part of text, use "and" before last name. When authors' names appear in parenthesis use "&" before the last name.

Whenever there are three or more authors, subsequent references of that work in the text can be done in an abbreviated fashion. Examples follow:

Subsequent citations:

Wasserstein and colleagues (1994) found

Wasserstein et al. (1994) found

The use of metaphors was found to be helpful (Wasserstein et al., 1994).

Multiple works on same topic:

When researching a topic, you may find several studies have similar results. An example follows that shows how to cite numerous studies with similar findings.

Several studies (Balda, 1980; Kammil, 1988; Pepperberg & Funk, 1990) confirm the use of metaphors increases learning.

Note with listing multiple studies:

- only the authors' last names are used
- studies are listed alphabetically by the primary author's last name
- authors are separated from the date of publication by a comma
- references are separated from each other by semi-colons

Citing from secondary source:

A secondary citation is referring to a citation from another source other than the one you are reading (work cited in the article or book you are reading). This practice (citing a source that was cited in another article) is highly discouraged because it is, in essence, passing on hearsay—you are reporting what someone else said about a third party. As a result, secondary citations should be used **very sparingly** and only when you cannot locate the original source. If you are interested in cited information, you are encouraged to go to the original source and cite directly from that.

There are times, however, when you may be unable to locate the original work. In that case, it is appropriate to use secondary citations. Examples follow:

In the text:

Socrates was not a proponent of reading and preferred dialog to transmit knowledge (as cited in Coltheart, Curtis, Atkins, & Haller, 1993).

Reference page:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 598-608.

Reference Page:

The purpose of any reference page is to provide the reader information on how to locate sources cited within the work. The following information will detail how to format different types of citations on the reference page. Only those works that are cited within the text should appear on the reference page (do not include works that you reviewed but did not cite in your work). Conversely, all the works cited in your work should appear on the reference page.

Articles in periodicals (journals, newspapers, or magazines)

General format:

Author, A. A., & Author, B. B. (year). Title of article. *Title of periodical*, volume(issue), pages.

Example:

Lick, D. W., & Smith, C. S. (2001). Leading change: Creating the future for education technology. *Syllabus*, 15(5), 22-24.

Note:

- only the author's last name and initials are used
- authors are separated by commas

- use an ampersand (&) before the last author
- if the periodical is published on a regular basis, indicate the day, month, or season after the publication year, separated by a comma. For example: (2007, May)
- title of the article is in plain text with first word of title, first word of the subtitle, and proper nouns capitalized
- periodical title and volume are in italics
- the issue number of publication is in plain text in parentheses after the volume with no space between the volume and first parenthesis
- pages are listed last by number only (do not include “p.”)

Common mistakes:

- not spacing between initials
- putting a comma after the last author before the parentheses with the publication date
- capitalizing all the words of the title
- putting space between volume and number

Electronic (Online) Periodicals:

It is common to do online searches for information and many periodicals are now available online. The format for referencing an online source is similar general periodical with the inclusion of the website address.

General format:

**Author, A. A. (date of publication). Title of article *Title of Journal*,
volume(number), page numbers. Retrieved month date, year, from
<http://web address>**

Example:

**Hackney, C. E., & Bock, M. (2000). Beyond mentoring: Toward an invitational
 academe. *Advancing Women in Leadership*, 3(1), 34-41. Retrieved August
 20, 2001, from
<http://www.advancingwomen.com/awal/winter2000/hackney-bock.html>**

Note:

- the date the article was retrieved and URL address are noted
- there is no period at the end of the reference
- the hyperlink of the URL (indicated by blue font color and underlining) is removed

- when printed periodicals are also available online, use the formatting guidelines of regular periodicals (author, date, title, journal, volume, issue, page numbers). URL address of where the article was found can also be included.

Helpful Hints:

- Microsoft Word defaults to creating links to URL addresses. These are indicated by blue font color and underline. APA guidelines do not recognize hyperlinks. To remove these, highlight the URL address, right click, and select Remove Hyperlink.

Book, edition:

General format:

Author, A. A. (year of publication). *Title of work: Capital letter also for subtitle.*

Location: Publisher.

Author, A. A., & Author, B. B. (year of publication). *Title of work: Capital letter also for subtitle (number ed.).* Location: Publisher.

Example

DeVoss, J. A., & Andrews, M. F. (2006). *School counselors as educational leaders.*

Boston: Houghton Mifflin Company.

Dougherty, A. M. (2009). *Psychological consultation and collaboration in school and community settings: Issues and stages (5th ed.).* Belmont, CA: Brooks/Cole.

Note:

- title is in italics
- only the first word of the title, first word of the subtitle, and proper nouns are capitalized
- location of publisher includes city and two-letter state abbreviation followed by a colon and the publisher
- it is not necessary to include state or country if the city is well known, such as in the DeVoss example above. In the United States these common cities with publishing companies include Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco

- edition number: Microsoft Word will automatically default to superscript number (e.g., 3rd). APA does not recognize superscript.

Helpful Hints:

To deselect a superscript:

- **Microsoft Office Word 2003**—highlight the superscript (for example the “rd” of 3rd, go to Format to Font to Effects. Remove arrow (click on it) in front of Superscript.
- **Microsoft Office Word 2003**—highlight the superscript (e.g., “rd” of 3rd), on the Home tab, click on the arrow on the lower right corner of the Font bar for more selections, remove the arrow by clicking on it in front of Superscript

Chapters in a book

In edited books, it is common for multiple authors to submit individual chapters of a book, each approaching the common theme of the book from their unique perspectives. Within the text, you would cite the chapter author and date—for example: James & Smith (1988). On the reference page you would also include the book from which the chapter came.

Text:

James and Smith (1988) draw similarities to the Eden myth and the original version of the television series *Star Trek*.

General format:

Author, A. A., & Author, B. B. (date of publication). Title of chapter. In A. Editor (Ed.), *Title of book* (pages of chapter). Location: Publisher.

Example:

James, J. E., & Smith, A. A. (1988). Two sides of paradise: The Eden myth according to Kirk and Spock. In D. Palumbo (Ed.), *Spectrum of the fantastic* (pp. 219-223). Westport, CT: Greenwood.

Note:

- chapter title is in plain text, with first word in title, first word of subtitle, and proper nouns capitalized
- book title is in italics
- the editor name is listed with initial first and then last name (opposite of what has been done before with authors)
- the editor is indicated with “Ed.” or “Eds.” if there are multiple editors. This is indicated in parentheses after editor’s name.
- page numbers for the chapter are indicated in parenthesis after the name of the book.

- location and publisher is the same as for a book reference.

Electronic (Online Periodicals)

Many resources are available online now. Reference citations will include as much information as is available including author, title of work, date of publication, and page numbers. Online references will also include the date the information was gathered and the URL address.

General format:

Author, A. A. (date of publication). Title of article. *Title of Journal*, volume(issue), page numbers. Retrieved month date, year, from <http://web address>

Example:

Hackney, C. E., & Bock, M. (2000, Winter). Beyond mentoring: Toward an invitational academy. *Advancing Women in Leadership*, 3(1), 33-39. Retrieved August 20, 2001, from <http://advancingwomen.com/awal/winter2000/hackney-bock.html>

Note: Microsoft Word automatically defaults to show hyperlinks (underlined in blue ink) but APA guidelines do not allow for hyperlinks in manuscripts. To remove a hyperlink, highlight the URL address, right click, and select *Remove Hyperlink*. The URL address should appear in black font color without underlining.

Resources:

We hope that this outline for general use of APA guidelines is helpful to you. For more information refer to:

American Psychological Association (2001). *Publication manual of the American*

Psychological Association (5th ed.). Washington, D. C.: Author.

APA Web site: www.apastyle.org

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