

APA Guideline Notes 2010 Sixth Edition

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 new 2010 version is the sixth 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 publication 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 handout:

It is not the intention of this handout to replace or duplicate the *Publication Manual of the American Psychological Association* (APA, 2010), nor is it to give examples of every possible situation. Rather this handout is offered as a quick reference for general writing use.

General APA Document Formatting:

APA has very specific guidelines on formatting documents. Refer to pages 41 through 59 in the sixth edition (APA, 2010) for examples. Specifics to consider in formatting your paper include:

Fonts and Size

Times New Roman in 12 pt. should be used throughout all papers.

Helpful Hints:

Microsoft Office Word 2007—default font is Calibri, 11 point. To change it to Times New Roman, select Home and then font style and 12 pt.

Change in 2010 APA Guidelines:

Previously APA guidelines recognized either Times New Roman or Courier. The sixth edition recognizes only Times New Roman.

Margins

APA guidelines (2010) require one inch margins around; that is, one inch margin on the top, bottom, left, and right sides of the 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

Line spacing: APA requires double-spacing throughout the text with five space indentions at the beginning of each paragraph.

Spacing after punctuation:

- 1 or 2 spaces after period at end of sentence in a text (if you are submitting an article for peer review for consideration of publication, use 2 spaces after sentences. Articles for publication should have 1 space after sentences. Refer to p. 88.)
- 1 space after commas, colons, and semicolons; periods separating parts of a reference citation; and after periods in personal name (A. B. Smith).

Helpful Hints:

*Spacing after paragraphs: Microsoft Office Word 2007 automatically adds a 10 pt space between paragraphs. To deselect this default, select *Paragraph*, change *Spacing After* to 0, *Line Spacing* to double.*

Headings

For most papers three heading style are sufficient.

Level 1 headings are used for major sections of papers. They are centered in boldface 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 boldface, 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 3 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), and all proper nouns are capitalized. All words are in boldface. Level 3 headings

end with a period. Text followed directly after a Level 3 heading (refer to Table 3.1, p. 62). An example follows.

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. This clearly identifies new sections of the paper for the reader.

Level 2 Headings

Use Level 2 headings for first type of subsection. Note that there is no punctuation after a Level 2 heading and subsequent text starts under the heading as a new paragraph.

Next level of headings: Level 3. Use Level 3 headings for subsections of Level 2 headings. Level 3 headings are indented as a paragraph. Only the first word of the heading, first word after subtitle, and any proper nouns are capitalized in Level 3 headings. The heading is followed by a period, with subsequent text following immediately after the heading.

Change in 2010 APA Guidelines:

- *The use of boldface in Levels 1, 2, and 3 headings is new. Previously Levels 2 and 3 headings were in italics.*
- *For more information on use of headings, start with section 3.03 in sixth edition of the Publication Manual of the American Psychological Association (2010, p. 62).*

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 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.

The APA *Publication Manual* (2010) outlines very specific ways in which this is done within the text of the body of your paper or in the reference page. There is no preference on which style is used. It is the writers' preference which they choose to emphasize: the study, author or idea. Refer to Table 6.1 (APA, 2010, p. 177). 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, only the page number is shown in parentheses 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 parentheses 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.*

Direct Quotes on Online Material Without Pagination:

Many electronic sources do not have pagination. In this case use paragraph numbers.

Example:

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Change in 2010 APA Guidelines:

The use of “para” is a change in the new edition of APA guidelines. Previously the symbol ¶ was used (refer to 6.05, p. 172).

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. A long quote is ended with a period followed by identifying information in a parenthesis; there is not punctuation after the parenthesis, a change in the 2010 edition (refer to 4.08, p. 92) An example of a long quote follows.

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 automatically 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. Refer to Table 6.1 (APA, 2010, p. 177).

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 appear as part of text, use "and" before last name. When authors' names appear in parentheses at the end of the sentence, use "&" before the last name.

Three or more authors: 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 and separated from each other by semi-colons*

Citing from secondary source:

A secondary citation is 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. Information can

often be inaccurate (such as wrong page) or taken out of context (misrepresenting author's intent). As a result, secondary citations should be **used very sparingly** and only when you cannot locate the original source. If you are interested in the 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 reference page is a summary of all the citations in the main body of the paper. Its purpose is to provide the reader with information on how to locate sources cited within the work. It should include only, and all, those sources cited in the paper (do not include works that you reviewed but did not cite in your work). The following information will detail how to format different types of citations on the reference page

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 if there are multiple pages of references. 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.

Articles in periodicals (journals, newspapers, or magazines)

General format:

Author, A. A., & Author, B. B. (year). Title of article: Subtitle 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 the 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
- not capitalizing proper nouns in title
- putting space between volume and number

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*
- *edition number: Microsoft Word will automatically default to superscript number (i.e., 3rd). APA does not recognize superscript. You will need to highlight the superscripted letters (i.e., rd) and deselect the superscript function*

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 2007**—highlight the superscript (i.e., “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

Change in 2010 APA Guidelines:

In the previous APA guidelines (5th edition) common cities with publishing companies include Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco did not need to have state abbreviation after city. Because of the expansion of publication sites, the new APA guidelines require that the two-letter state abbreviation follow all publication cities for all United States publication locations (i.e., New York, NY).

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*.

Reference 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 only the first word in title, first word of subtitle, and proper nouns capitalized*
- *book title is in italics with similar capitalization*
- *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, followed with a period*
- *location and publisher are listed in the same fashion as for a book reference.*

Electronic (Online) Periodicals:

Many resources are available online now. Reference citations for electronic resources will include as much information as is available including author(s), title of work, date of publication, publication, and volume, number, and page numbers; similar to printed versions in format and information included. Electronic versions will also include the online sources such as website address (URL) and the digital object identifiers(DOIs).

The inclusion of DOIs is a new addition to the sixth edition of the APA guidelines (refer to Section 6.31 and 6.32, pp. 187-192; and section 7.01, pp. 198-205, APA, 2010). A DOI is a unique string of numbers assigned by a registration agency (the International DOI

Foundation) to online periodicals to identify their content and provide a consistent link to their location on the Internet. When a DOI is present, no further retrieval information is needed to identify or locate the content. If no DOI is assigned to the content, provide the URL of the cited source.

Online Journal with DOI:

General format:

Author, A. A. (date of publication). Title of article. *Title of Journal*, volume(number), page numbers. doi: xx.xxxxxxxx

Example:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

Online Journal without DOI:

General format:

Author, A. A. (date of publication). Title of article *Title of Journal*, volume(number), page numbers. Retrieved from URL

Example:

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

Note:

- *there is no period at the end of the reference*
- *the hyperlink of the URL (indicated by blue font color and underlining) is removed*

Helpful Hints—Removing Hyperlinks:

- *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.*

Changes in the 2010 APA Guidelines:

- *It is no longer necessary to include database information such as EBSCO, OVID or ProQuest*
- *Retrieval dates are no longer included unless the source information may change over time*

Resources:

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

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

APA Web site: www.apastyle.org (website contains more detailed information about guide as well as tutorials)