

# APA 6<sup>th</sup> Edition Guidelines

## Quick Reference Card

This guide is based on the sixth edition of the *Publication Manual of the American Psychological Association* published by the American Psychological Association (Second Printing). The *Publication Manual* contains guidelines for many aspects of an APA paper, including manuscript formatting, writing skills and mechanics, and references and citations.

This reference card will serve as a checklist for those three areas, but does not replace the need to study the APA *Publication Manual*.

Page Format	Headings	Sections of a Paper
<ul style="list-style-type: none"> <li>All margins of one inch</li> <li>Double space throughout (including title page, block quotes, references, &amp; between paragraphs) (<b>CTRL+2</b> turns on double spacing in Word)</li> <li>Allow words to wrap automatically to the next line. Do not press Enter-key twice to double space.</li> <li>Use 12-pt Times Roman font.</li> <li>Place a page header on every page including the title page (see the explanation on "Headings" to the right).</li> <li>Indent each paragraph's first line one-half inch. (<b>TAB</b>)</li> <li>Text alignment is flush-left leaving right margins ragged. (<b>CTRL+L</b>)</li> <li>Do not divide words or hyphenate at the end of the line.</li> <li>Do not use one-sentence paragraphs or lengthy paragraphs.</li> <li>Turn on widow and orphan protection. (<b>PARAGRAPH &gt; LINE &amp; BREAKS</b> Word 2003: <b>FORMAT</b> menu; Word 2007: <b>HOME</b> tab)</li> </ul>	<p>APA formatting can be confusing because there are three elements using the word <b>head</b>: Page headers, Running head, and section headings.</p> <p><b>Page headers:</b> Use Word's <b>HEADERS AND FOOTERS</b> feature to create page headers (Word 2003: <b>VIEW</b> menu; Word 2007: <b>INSERT</b> tab).</p> <p>The <b>Running head</b> and short title are aligned flush left <i>in the page header</i> with the page number aligned flush right (tab after the short title to reach the pre-set flush right tab in the headers and footers of Word). The short title is typed in ALL CAPS (on all pages). The title page is always numbered as page number one. On the title page only, type Running head: before the short title.</p> <p><b>Section headings:</b> Four of the five headings are in bold. Headings are used in numerical order (for example, use headings 1, 2, and 3 if three levels are needed). Format headings as listed below:</p> <p>1=line by self, centered, bold, title case, no period at end                  2=line by self, left-align, bold, title case, no period at end                  3=first sentence of para., indented, bold, sentence case, period                  4=first sentence of para., indented, bold &amp; ital., sentence case, period                  5=first sentence of para., indented, ital.(no bold), sentence case, period</p>	<ol style="list-style-type: none"> <li><b>Title page</b> <ol style="list-style-type: none"> <li>double spaced (<b>CTRL+2</b>)</li> <li>page header (Running head:, short title, and page number 1)</li> <li>three lines placed <i>in the top half of the page</i>, with each line centered horizontally (<b>CTRL+E</b>):                             <ul style="list-style-type: none"> <li>title</li> <li>author(s)—no degrees or titles</li> <li>name of university</li> </ul> </li> <li>other items if requested by instructor</li> </ol> </li> <li><b>Abstract (only if required by instructor)</b>—max 250 words</li> <li><b>Body of paper</b> <ol style="list-style-type: none"> <li>begins on new page <i>and new section</i> (page header w/o words " Running head:" -- only short title and page #)</li> <li>title of paper is centered on the first line (<b>CTRL+E</b>)</li> <li>introduction is NOT labeled with a heading of "Introduction"</li> </ol> </li> <li><b>References</b>—title not in bold</li> <li><b>Tables</b></li> <li><b>Figures</b></li> <li><b>Appendices</b></li> </ol> <p>APA papers do not use a table of contents or a bibliography.</p>
Writing Skills & Mechanics		Word Choice
<p>Configure Word settings in Word 2003: <b>TOOLS &gt; OPTIONS &gt; SPELLING &amp; GRAMMAR TAB &gt; SETTINGS</b>, and in Word 2007: Orange Office Button &gt; Word Options &gt; Proofing.</p> <ul style="list-style-type: none"> <li>Use two spaces after punctuation.</li> <li>Use a comma before the conjunction in a series of three or more items.</li> <li>Place periods and commas <b>inside</b> the closing quotation marks except when a citation follows the quotation.</li> <li>Do not space before or after a hyphen. Type a dash as two hyphens.</li> <li>Spell out all but common abbreviations the first time they are used.</li> <li>Spell out numbers less than ten (see <i>APA Publication Manual</i> for exceptions).</li> <li>Capitalize first word after a colon if the expression after the colon is a complete sentence.</li> <li>Use italics for titles of books, journals, and the first time a key word is used.</li> <li>Use active voice when possible; however, use of passive voice is allowed.</li> <li>Do not use boldface font in text. Use italics for emphasis.</li> <li>Do not use contractions.</li> <li>Construct all series in parallel.</li> <li>Use transition sentences and/or transition words to facilitate the flow of your writing.</li> <li>Use third person unless otherwise indicated by the assignment or instructor.</li> <li>Avoid wordiness; be concise and precise; say exactly what you mean; do not add flowery adjectives or creative writing phrases to scholarly writing.</li> <li>Follow the accepted rules for commas.</li> <li>Follow the accepted rules for grammar.</li> </ul>		<p><b>That vs. which:</b> <b>That</b> clauses are restrictive (required to the meaning of the sentence); whereas, <b>which</b> clauses are nonrestrictive and require a comma before the word <i>which</i>.</p> <p><b>That vs. who:</b> <b>That</b> is used with animals and things; <b>who</b> is used with humans.</p> <p><b>web and e-mail:</b> The word web is a common noun and should not be capitalized. The word website is written as one word. The word e-mail is written with a hyphen.</p> <p><b>Avoid gender bias:</b> Do not use <b>he/she</b> or <b>s/he</b>. Where possible, rewrite the sentence to avoid the need for <b>he</b> or <b>she</b>. The subject of the sentence can often be changed to a plural subject, which accepts <i>they</i> and <i>their</i> without gender bias.</p> <p><b>Avoid colloquial words &amp; expressions,</b> such as <i>like, a lot, really, awesome, and very</i>.</p>

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> Edition, Second Printing). Washington, DC: Author.

This Quick Reference Card prepared by Jolene M. Morris in December 2009. Print back-to-back on card stock, and then laminate.

## In-text Citations

The purpose of in-text citations is to identify the source in the References list so a reader can obtain the original source if desired. ALL in-text citations should have matching entries in the reference list (and ALL entries in the reference list should have matching citations in the body of the paper). Use only author's surname in citations.

- Words such as figure and chapter are not abbreviated in citations.
- The *Publication Manual* defines **paraphrasing** as summarizing a passage or rearranging the order of a sentence and/or changing some of the words. Citations are required for paraphrasing. Page numbers are not required, but you are encouraged to use them.
- Stating facts of **common knowledge**, such as President Abraham Lincoln was assassinated in 1865, do not require citations (even if you had to look up the information).
- **Referring** to another's ideas/findings but not using any of that author's ideas/findings still requires a citation, but no quote marks.
- **Quotations of less than 40 words**--Place quotation marks before and after the quote. The citation goes in parenthesis after the ending quotation mark but *before* the period ending the quote. The page number is required. Use p. or pp.
- **Quotations of 40 words or more**--Do not use quotation marks. Instead, block-indent the quotation one-half inch from the left margin (using Word's *Increase Indent*). Citation goes in parenthesis *after* the period ending the quote. Page # required. Use p. or pp.
- Citations do not need to be repeated within a paragraph until a different author's name is used; only the page number of the source needs to be used (p. 174).
- For multiple authors, use the ampersand (&) in parentheses, but use *and* in sentence stem. With two authors, include both authors' names each time the source is cited. With 3-5 authors, use all authors' names the first time the source is cited then use the first author and *et al.* (not italicized) each time thereafter. With six or more authors, use the first author and *et al.* every time.
- When it is necessary to cite a quoted source (a quote of a quote), use the original author's name in the stem of the sentence followed by (as cited in author, year). The works cited do not need to be listed on the References page.
- For personal communication (private letters, personal interviews, e-mail, and newsgroups), include initials and surname followed by (personal communication, full date). Personal communications are not listed on the References page.
- Classical works do not need a citation; however, quotations from the *Bible* and the *Qur'an* should indicate the chapter and verse followed by the version in parenthesis.
- Use a 3-dot, *spaced* ellipsis (. . .) to indicate material omitted within a sentence. Use a 4-dot, *spaced* ellipsis (. . . .) for entire sentences omitted -- the first dot represents the period at the end of the sentence before the omission starts.
- Use brackets [ ] to indicate material you add. Use italics for emphasis but note your italics with [italics added] immediately after.
- If a page number is not available, list the paragraph number using the abbreviation para. Do not use the pilcrow symbol (¶).
- If the names of the authors are part of the sentence structure, the year of publication appears in parenthesis following the authors' last names. The page number follows the quotation in parenthesis, with the end-of-sentence punctuation *after* the parenthesis. (See first example below.)
- If the names of the authors are not part of the sentence structure, the authors' last names, the year, and page number follow the quotation in parenthesis with the end-of-sentence punctuation *after* the parenthesis. (See second example below.)

### Example of citation with author as part of the sentence:

As Morris (2003) stated, "teaching is generally more art than science" (p. 45).

### Example of citation with author not part of the sentence:

We learn that "the Fair Use Doctrine applies only to classroom distribution in public schools" (Morris, 2003, p. 121).

## References

- The references page begins on a new page after the end of the body of the paper (press **CTRL+ENTER** in Word to force a page break).
- The word *References* is centered on first line (not in bold).
- The references are double-spaced and formatted with hanging indents. To turn on hanging indents in Word, press **CTRL+T**.
- Reference entries are organized alphabetically by the last name of the first author.
- Bold, underlining, and professional credentials (such as Ph.D.) are not used on the References page.
- Personal communications are not listed on the references page.
- Titles of books, titles of chapters in books, and titles of journal articles are *not* capitalized—only capitalize the first word and any proper nouns [sentence case]. Each significant word in the title of a journal name *is* capitalized [title case].
- Titles of books and titles of journals are italicized.

Most references have three parts, each part ending with a period:

**Part 1. Author and date.** List the author's last name, a comma and space, the initial(s) of the author with a period and space after each initial, and the year of publication in parenthesis. End with a period.

**Part 2. Title.** For books, chapter title is written first, followed by a period and space then the word "In," a space, and the book title in italics. Titles of chapters should not be italicized or in quotation marks. For journals, list the title of the article, not italicized and not in quotation marks. For web pages, list the title of the web page (from the title bar in your web browser). Capitalize only the first word and any proper nouns.

**Part 3. Publication Information.** For books, list the city, a comma, the state (or country) of publication, a colon, one space, and the publisher. For printed journals, list the name of the journal in italics (not underlined) using title case, a comma, one space, the volume number in Arabic numerals and italics, a comma, one space, the pages of the article (not in italics), and a period. For electronic sources, list the publication information for journals in electronic databases the same as a printed journal but followed by the DOI. Do not end the DOI with a period. Retrieval date not needed. For web pages, type Retrieved from then the URL address of the site. Do not end a URL address with a period. Retrieval date not needed unless the web page changes on a regular basis.

### Example of a chapter in a non-edited book:

Morris, J. (2003). Title of chapter. In *Title of book*. Salt Lake City, UT: Publisher Name.

### Example of an article in a printed journal:

Morris, J. (2003). Title of the article. *Title of the Journal*, 123, 67-70.

### Example of an electronic source with DOI:

Morris, J. (2003). Title of the article. *Title of the Journal*, 123, 67-70. doi:10.1002/S625-1234(09)6789-1

### Example of an electronic source without DOI:

Morris, J. (2003). Title of the web page from the title bar in IE. Retrieved from <http://www.domain.com>

### Excellent Web Resources

<http://citationmachine.net/>

[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)

<http://www.referencepointsoftware.com/>

<http://www.perrla.com>

<http://www.apastyle.org>

<http://www.CrossRef.org> (for DOI numbers)

University of Phoenix Center for Writing Excellence