

APA Style Format – 6th Edition

Help Sheet

E. H. Butler Library

The following is a guide to the most recent APA Style Manual and is not intended to replace the *Publication Manual of the American Psychological Association, 6th edition*.

What is APA Style?

APA Style was developed in 1929 by social and behavioral scientists to standardize scientific writing. The latest edition was released in 2010 and includes information on:

- Ethics in publishing
- Parts of a manuscript
- Guidance on writing journal articles
- Information on grammar and punctuation
- The use of graphics and illustrations
- How to cite sources
- The journal publishing process

APA Style is meant to provide authors guidelines for the formatting of research papers and instructions for citing those individuals who had a direct influence on their work. This handout is an effort to consolidate some of the important APA guidelines, instructions, and examples. Please refer all questions to your instructor.

Where can I find additional information about APA Style?

Paper copies of the manual are available at the Reference Desk in Butler Library and on reserve at the Circulation Desk. Ask a librarian for assistance.

The American Psychological Association Web site: www.apastyle.org

The E. H. Butler Library Web site provides links to information about the 6th edition:
<http://library.buffalostate.edu/research/style.php>

Schedule a research appointment with a reference librarian:
<http://library.buffalostate.edu/research/appointment.php>

Visit the Writing Help Center in Butler Library:
<http://ic.buffalostate.edu/writing.html>

RESEARCH PAPER FORMAT

The preferred typeface is Times New Roman with 12-point font size.

Double-space between all text lines in the paper.

Leave uniform margins of at least one inch on all sides of the paper.

Indent the first line of every paragraph one tab space or five to seven spaces.

ESSENTIAL PARTS OF A RESEARCH PAPER

Title Page includes the following elements:

- **Page Numbers:** Identify the title page with the number 1. Number all following pages consecutively.
- **Title:** The title should summarize the main idea of the paper, should be concise and fully explanatory when standing alone. It should be no more than 12 words and should easily be shortened to the running head. The title is typed in upper and lowercase letters, centered between the page margins and positioned in the upper half of the page.
- **Running Head:** This is an abbreviated title that is printed at the top of all pages of your article on the same line as the page number.
- **Author:** first name, middle initial, last name
- **Institutional Affiliation:** Identifies the location where the author was when the research was conducted.

Abstract

Begin the abstract on page 2 and identify it with a running head. The word Abstract should be in upper and lowercase letters centered at the top of the page. An abstract is a single paragraph, double-spaced. Consider writing the abstract after the entire paper has been written.

Body of the Paper

Begin the text of the paper on a new page, typically page 3, after the abstract page. All pages of the paper must have a running head and a page number.

References Page

Start the references on a new page. Number the page. The word References should appear in upper and lowercase letters centered on the page. Double-space all entries and use a hanging indent format, meaning that the first line of each reference is flush with the left margin and subsequent lines are indented one tab or five to seven spaces.

VIEW A YouTube TUTORIAL ON FORMATTING YOUR RESEARCH PAPER USING APA FORMAT, 6TH EDITION:

<http://www.youtube.com/watch?v=9pbUoNa5tyY>

CITING SOURCES IN APA FORMAT – GENERAL INSTRUCTIONS

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. These works may provide key background information, support or dispute your theories, or offer definitions and data. You must credit all those sources you used to write your paper otherwise you will be guilty of plagiarism. There are two ways to cite sources: citations within the text of your paper and references provided at the end of your paper. All citations in the text of your paper must have a corresponding entry in the references section.

*Please note that the following examples are single-spaced in order to save space. Proper APA format requires all lines of text to be double-spaced.

CITING SOURCES WITHIN THE TEXT OF YOUR PAPER

Direct Quotes: Put quotations around the direct quote and provide, in parenthesis, the author, year, and page number. Use paragraph numbers when online material does not supply page numbers. Include a complete citation to the quote in the references section.

Direct quote, less than 40 words:

“Medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p.112).

“Empirical studies have found mixed results on the efficacy of labels” (Golan, Kuchler, & Krissof, 2007, para. 4).

Direct quote, more than 40 words:

Display as a block quotation, indented ½ inch from the left margin. Do not use quotes.

Co-presence does not ensure intimate interaction among all group members.

Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event. In these instances participants are able to see the visible manifestation of the group. (Purcell, 1997, pp. 111-112)

Paraphrased Material: When paraphrasing or referring to an idea contained in another work, do not use quotes. Provide, in parenthesis, the author and year. Provide a complete citation to the paraphrased material in the references section.

Kessler (2003) found that among epidemiological samples....

Early onset results in a more persistent and severe course (Kessler, 2003).

In 2003, Kessler’s study of epidemiological samples showed that...

REFERENCES AT THE END OF YOUR PAPER

The reference list at the end of a research paper provides the information necessary to identify and easily retrieve each source that was cited in the body of your paper. A reference is provided for every citation in text and only those references that are cited in text are listed. The reference list is alphabetical by author's last name, double-spaced, and uses hanging indentation. Below are examples of citation formats used in the references section. For each material type, an example is given for print and online format.

IMPORTANT NOTE: The majority of research material is now available in electronic format. When providing references to material retrieved online, provide either the DOI (Digital Object Identifier) for the reference or the URL to the home page of the material referenced.

Where do I find a DOI?

It may be part of the citation of the online material

It may be found on the first page of an article

You can use the DOI Lookup

<http://www.crossref.org/guestquery/>

Cut and paste citation information in CrossRef Simple Text Query

<http://www.crossref.org/SimpleTextQuery/>

Where do I find the URL homepage for a journal?

Cut and paste the name of the journal into your browser. Cut and paste the URL of the homepage into your references list.

REFERENCE EXAMPLES

Journal article – print

Klimoski, R., & Palmer, S., (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research, 45*(2), 10-36.

Journal article – online with DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225-229. doi: 10.1037/0278-6133.24.2.225

Journal article – online without DOI

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved from <http://www.apa.org/pubs>

Magazine article – print

Morrison, H. A. (1992, December). The paperless office. *Business Talk, 115*, 70-76.

Magazine article – online without DOI

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from <http://www.apa.org/monitor/>

Newspaper article – print

Jones, J. T. (1993, December 10). Is an upturn in Ohio's economy still years away?
Los Angeles Times, p. B24.

Newspaper article – online without DOI

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*.
Retrieved from <http://www.nytimes.com>

Book – print with two authors

Spetch, M. L., & Wilkie, D. M. (1983). *How to bullet-proof your manuscript: An expert guide to professional writing*. Buffalo, NY: Atheneum.

Book – print with more than six authors

Sanders, T. J., Jones, L., Lyle, B.R., Brown, K. G., Speth, M. L., Wilkie, D. M., et al. (1992).
Effective leadership in the 90's. New York, NY: Management Press.

Book – online

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. Retrieved from
<http://www.ebookstore.tandf.co.uk.html/index/asp>

Chapter in a book – print

Jones, J. T. (1992). The workplace in the year 2000. In R. Smith (Ed.), *PC's today*
(pp. 113-120). New York, NY: Doubleday.

Chapter in a book – online with DOI

Strong, E. K., Jr. & Uhbrock, R. S. (1923). Bibliography on job analysis. In L. Outwaite (Ed.), *Job analysis and the curriculum* (pp. 140 – 146). doi: 10.1037/10762-00

Reference book – print

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

Reference book entry – online without DOI

Graham, G. (2005). Behaviorism. In E. H. Zalta (Ed.), *The Stanford encyclopedia of philosophy*
(Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

Web site

To site an entire Web site, give the address of the Web site in text. No entry in the References section is needed.

Kidspsych is a wonderful interactive Web site for children. (<http://www.kidspsych.org>)

Authored report retrieved from a Web site

Kessy, S. S. A., & Urrio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania*. Retrieved from Research on Poverty Alleviation website:
http://www.repoa.or.tz/documents_storage/Publications/Reports/

Internet only document, no author, no date

Greater New Milford (CT) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved from <http://www.familymealtime.org>

Video

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

Podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

Music recording

lang, k.d. (2008). Shadow and the frame. On *Watershed* [CD]. New York, NY: Nonesuch Records.

Single episode of a television series

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. shore (Executive producer), *House*. New York, NY: Fox Broadcasting.

Map

Lewis County Geographic Information Services. (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps.Demographics/census-pop-dens_2000.pdf