

Using APA Format (6th edition) Updated 8/2014

APA formatting and documentation style is used in a variety of disciplines, including nursing, business, social work, education, and other behavioral and social sciences. APA values currency of work and thus cites by author(s) and year (as opposed to MLA, which values authorship and cites by author and page number). It is important in APA that writers inform readers not only of authors they are using, but how current the sources are.

General Format

What follows are some general instructions/guidelines for formatting in APA style. Also included are sample title and Reference pages. General format for manuscripts written in APA style is covered in the *Publication Manual* sec. 8.03.

Your manuscript should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with 1 inch margins on all sides. Do not justify the right margin. Double-space throughout the paper, and indent all paragraphs ½ inch (usually 5-7 spaces). Put two spaces between sentences. Your final manuscript should include, in the order indicated below, as many of the following sections as are applicable, *each of which begins on a separate page*:

- title page
- abstract
- text (Introduction – Method – Results – Discussion as appropriate)
- references
- tables
- figures
- appendices (seldom used)

Title: A title should be fully explanatory when standing alone. It should be easily shortened for the running head. The words *method* and *results* do not normally appear in a title, nor should *A Study of* or *An Experimental Investigation of*. Do not use abbreviations (spell them out). A title should be no longer than 12 words. The title of the paper and author are centered between the left and right margins and are placed in the upper half of the page (APA 2.01).

Abstract: If you are asked to write an abstract (usually 150-250 words), the heading Abstract will be centered, in boldface, and appear at the top of p. 2. Type the abstract as a single paragraph. *Do not* indent the paragraph (see APA 2.04).

The **Introduction** to a manuscript *does not* have a heading that says “Introduction.” The first part of the manuscript is assumed to be the Introduction. Place the title of your paper here instead of “Introduction.”

Running heads (see APA 8.03): The running head is an abbreviation of the title of the paper and no more than 50 characters, counting letters, punctuation, and spaces between words. It is placed flush left, in all upper case letters, at the top of the title page and all subsequent pages. The page number is flush right.

If you do not need to include an abstract, begin page 2 with the title of your paper, centered, and the first letter of all major words capitalized.

Levels of Headings: For most undergraduate papers, one or two levels of headings will be sufficient. Nevertheless, the first three levels are set up as follows (see sec. 3.03 in *APA* for all levels).

Level 1: **Centered, Boldfaced, Capitalize all Major Words**

Level 2: **Flush Left, Boldface, Capitalize all Major Words**

Level 3: **Indented, boldface, capitalize only the first word, add period at end.** Rest of text follows—*do not* start new paragraph.

Capitalization: *Within the paper/text*, capitalize major words in titles of books and articles. When a capitalized word is a hyphenated compound, capitalize both words. Also capitalize the first word after a colon.

In References lists, capitalize only the first word, the first word after a colon, and proper nouns in titles of books and articles. *Do not* capitalize the second word in a hyphenated compound.

In table titles and figure legends, capitalize major words. *In table headings and figure captions*, capitalize only the first word and proper nouns.

See *APA* secs. 4.14-20 for further rules concerning capitalization.

The following are sample pages in APA format. Note that the title page identifies the running head; page number is flush right. The title of the paper and author are centered between the left and right margins and are placed in upper half of the page. Please check with your professor if you need to add additional information to the title page and/or format differently.

Running head: INDIVIDUAL DIFFERENCES

1

Individual Differences in
Bimodal Processing and Text Recall

Student Name
Millikin University

If you do not need to include an abstract, page 2 of your paper may appear as follows (see *APA* Fig. 2.1). Note that the heading “Introduction” is **not** used:

INDIVIDUAL DIFFERENCES

2

Individual Differences in Bimodal Processing and Text Recall

A growing body of research has indicated that variations in the electrical activity from the brain, as recorded by an electroencephalograph (EEG), particularly the amount of alpha activity, can be used to identify a person’s manner of processing information, that is, a person’s cognitive style (e.g., Davidson & Schwartz, 1977; Doktor & Bloom, 1997; Ornstein & Galin, 1976). Much of this research is influenced by what has been termed the *bimodal theory* of cognitive processing (Deikman, 1971, 1976; Dunn, in press; Ornstein 1973, 1977). Bimodal theory contends that . . . [text continues . . .]

Method

Participants

Sixty upper division university students (30 women and 30 men, mean age = 21.6 years) volunteered to participate. All participants were strongly right-handed, as determined by the laterality Assessment Inventory (Sherman & Kulhavy, 1976). Volunteers were paid for their participation and were treated in accordance with the “Ethical Principles of Psychologists and Code of Conduct” (American Psychological Association, 1992). Two passages with approximately the same number of words were used. The first passage, “Chemical Pesticides,” was a 155-word expository passage developed by Howell (1980) and based on the work of Meyer and Freedle (1979). We chose this particular passage because . . . [text continues . . .]

Use of Numbers in Text: Spelling versus numeral use varies according to a variety of rules in the *APA Publication Manual* (see secs. 4.31-39). In general, all numbers below 10 are spelled out; use numerals to express numbers 10 and above. However, there are exceptions, and it would be best to refer to the sections mentioned above for your specific needs.

Using Sources within Your Text

When using APA format, follow the author-date method of in-text citation for reasons stated at the beginning of this style guide. This means that the author's last name and the year of publication for the source should appear in the text. Complete reference information should appear in the References list at the end of the manuscript.

Paraphrasing: If you are paraphrasing an idea from another work, you only have to reference the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (see *APA* sec. 6.04).

Examples:

Falk (2013) claims that the most stigmatized women were unmarried mothers . . .

In a recent study of mental illness (Falk, 2013) . . .

In 2013, Falk discussed mental illness as . . .

If there are 3-5 authors and you use the source more than once in your paper, you may use et al. **after** the initial citation. Example:

Smith, Jones, Alt, and Marks (2013) state that . . .

Smith et al. (2013) further point out that . . .

Omit the year in subsequent citations *within the paragraph* (see *APA* 6.12) for *nonparenthetical* citations only:

Smith et al. further state that . . .

(See *APA* Table 6, attached to this document, for examples of citing within the text.)

If there are 6 or more authors, use only the name of the first author followed by et al. (*et al.* is Latin for “and others”).

The growth deficit of children with allergies is evident the first year regardless of diet type (Marcello et al., 2014).

If no author is given, such as when you are citing an article or web page that lists no author, use an abbreviated version of the title *in quotation marks* to substitute for the name of the author (see *APA* sec. 6.15). Note that the comma goes inside the quotation marks.

A similar study of students learning to format research papers was conducted in 2010 by J. Webber ("Using APA," 2014).

If you are citing a work that has no date, use the abbreviation n.d. (for "no date"):

In another study of students and research decisions, it was discovered that students succeeded with tutoring (Merriman, n.d.).

Source within a source (see *APA* sec. 6.17): In the text, identify the work you want to use (primary source), and give a citation for the source from which it came (secondary source). For example, if James C. Dobson's book (primary source) is used in an article written by Carlin Romano (secondary source), and you did not read Dobson's book, list the Romano reference in your References page. In the text, use the following citation:

James. C. Dobson begins describing matrimony in his book *Marriage Under Fire* as the very foundation of social order (as cited in Romano, 2008).

Or:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), reading skills improvement varied considerably under these conditions.

Personal communications and classical works: Classical works (in which sections are standardized across editions) such as the Bible appear only in text and not in the References list. (see *APA* sec. 6.10). As well, e-mail messages to you or private interviews that you conducted with another person, should be referred to in your in-text citations but NOT listed in your reference list because they are not retrievable to anyone else. To cite a personal communication, provide initials and last name of the communicator, the words "personal communication," plus an exact date in the body of your paper (see *APA* sec. 6.20).

For example:

Booker claims that no current findings contradict previous studies (personal communication, August 3, 2014).

Quotations

If you are directly quoting from a work, you *must* include the author, year of publication, and the page number for the reference.

Short quotations: To indicate quotations of *fewer than 40 words* in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear *after* the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

Examples:

Some psychoanalysts speak of illegal "ego-constricting drugs" (Falk, 2013, p. 302), which have more serious effects than earlier believed.

According to Falk (2013), "A subculture is a group who have had significantly different experiences from those of most members of any society" (p. 303).

Falk (2013) points out that ancient Greek medicine "holds that the locus of mental disorders is in the brain" (p. 43), which reflects current day understanding.

Long Quotations (block quotes)

Place quotations *longer than 40 words* in a freestanding block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. *Maintain double-spacing throughout!* The parenthetical citation should come *one space* after the closing punctuation mark. Do *not* set off the blocked quote with quotation marks.

Example:

Falk (2013) points out that:

Because deinstitutionalization places the burden of care on the family[,] this is really a feminist issue since in our culture women are the prime caregivers for ill persons who remain at home. This may mean that a woman's career will be disrupted or destroyed by the chronic mental illness of a family member. (p. 53)

Note: In a blocked quote, set off a *quote that is within the blocked quote* with double quotation marks ("").

Acronyms

Acronyms must be introduced and clear. In text, when first using an acronym, introduce it and spell it out, with the acronym immediately following in parentheses:

According to the World Health Organization (WHO)(2014), . . .

After this, the acronym alone can be used.

. . . these numbers have continued to increase (WHO, 2014).

In the References section, spell out, with the acronym immediately following in parentheses:

World Health Organization (WHO). (2014). Senegal: A leap forward on infant survival.

Retrieved from <http://www.who.int/features/2013/senegal-infant-survival/en/index.html>

The Reference List

The References list appears at the end of your paper. It provides the information necessary for a reader to locate and retrieve any cited in the body of the paper. Each source cited in the paper must appear in the References list; likewise, each entry in the reference list must be cited in the text.

Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. The reference page(s) should be double-spaced and paginated just like the rest of your paper because it is considered a part of your text.

Basic Rules

1. All authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. If an author uses more than one initial, place one space between each initial (example: Jones, N. H.).
2. The reference list should be alphabetized by authors' last names or corporate name. If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title, in quotes, for parenthetical citations.
3. When using a corporate name with an **acronym**, spell out the name, followed by the acronym in parentheses, followed by the rest of the citation information:

World Health Organization (WHO). 2014.
4. List surnames and initials for up to and including seven authors. When authors number eight or more, include the first six authors' names, then insert three ellipsis points, and add the last author's name (see example 3 below).
5. Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should not be cited in your reference list because they are not retrievable sources for anyone else. However, you do need to make reference to these sources in your in-text citations.
6. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2012 article would appear before a 2014 article).
7. When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.
8. Use "&" (ampersand) instead of "and" when listing multiple authors of a single work (in-text citations in parentheses, too).
9. All lines *after* the first line of each entry in your reference list should be indented one-half inch or five spaces from the left margin. This is called hanging indentation.
10. Italicize titles of books, journals, magazines, films, etc. (see examples).

11. Capitalization:

-When citing a nonperiodical (e.g. a book) in your References section, capitalize only the first letter of the first word of a title as well as any proper noun(s); also capitalize the first word after a colon. (See *APA* sec. 4.15)

-When citing a periodical (e.g. journal, newspaper, etc.), capitalize all main words in the title as well as the first word after a colon.

Fixed Media Sources

Below are examples for some of the most commonly cited kinds of sources. If your particular source is not listed below, go to Millikin's Writing Center for help, check the 6th edition of the *APA Publication Manual*, or consult the APA style website at <http://www.apastyle.org/apa-style-help.aspx>

1. Journal article, one author (see *APA*, sec. 7.01)

Johnson, M. K. (2013). Investigating the relationship of nutrition- and exercise-compromising health impairments With Autism Spectrum Disorders among children with special health care needs. *American Journal of Health Education*, 44(4), 221-8.

2. Journal article, three to seven authors (list all of them; see *APA* 6.27)

Trudnak, T. E., Arboleda, E., Kirby, R. S., & Perrin, K. (2013). Outcomes of Latina women in centering pregnancy group prenatal care compared with individual prenatal care. *Journal of Midwifery & Women's Health*, 58(4), 396-403.

3. Journal article, eight or more authors (Include first six authors' names, then insert three ellipses with one space before and after each, and add the last author's name.)

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267.

4. An article with no author or editor named

HIV treatment reduced risk for malaria recurrence in children. (2012). *Infectious Disease News* 25(12), 41-43.

NOTE: For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: ("New Drug," 1993).

5. An anonymous author

If—and only if—the work is signed “Anonymous,” begin the entry with Anonymous spelled out, and alphabetize as if Anonymous is the true name, followed by the rest of the required citation information. In text, the citation would appear as (Anonymous, 2009).

6. Corporate author

Spell out the full name of a group or corporate author. If the publisher and the author are the same, use the word “Author” as the publisher. Otherwise, identify the author and publisher separately if they are different.

American Psychiatric Association (APA). (2002). *Practical guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

7. Book

LeFever Kee, J., Hayes, E. R., & McCuiston, L. E. (2015). *Pharmacology: A patient-centered nursing process approach*. St. Louis, MO: Elsevier/Saunders.

8. Chapter in a book

LeFever Kee, J., Hayes, E. R., & McCuiston, L. E. (2015). A nurse's perspective of pharmacology. In *Pharmacology: A patient-centered nursing process approach* (pp. 105-133). St. Louis, MO: Elsevier/Saunders.

9. Work discussed in a secondary source (see Source within a Source in this handout)

Romano, C. (2008, August 1). For marriage, the honeymoon's over. *The Chronicle of Higher Education* p. B5.

10. Reference book (see APA 7.02.27-30 for additional examples)

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

11. Government publication [one of many kinds—ask your instructor for help]

National Institute of Mental Health. (1990). *Clinical training in serious mental illness*

(DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

12. Brochure, corporate author

Research and Training Center on Independent Living. (2013). *Guidelines for reporting and writing about people with disabilities*. [Brochure]. Lawrence, KS: Author.

13. Magazine article

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135(9), 28-31.

14. Newspaper article

(no author)

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

(authored)

Reddy, S. (2014, June 17). Effort to reduce ear surgeries for small children. *The Wall Street Journal*, pp. D1-D3.

15. Translated work and/or a republished work

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

NOTE: When citing this work in text, it should appear with both dates: (Laplace, 1814/1951).

16. Archival documents and collections

Archival sources include letters, unpublished manuscripts, limited-circulation brochures and pamphlets, in-house institutional and corporate documents, or any material that forms part of an institutional collection, private collection, or archival storage. Cite information that you have, as appropriate to the source. Order of information is as follows:

Author. (Year, Month Day). *Title of Material*. [Description of material]. Name of Collection, (Call number, Box number, File name or number, etc.). Repository, location.

Example:

Subcommittee on Mental Hygiene Personnel in School Programs. (1949, November 5-6).

Meeting of Subcommittee on Mental Hygiene Personnel in School Programs. David Shakow papers (M1360). Archives of History of American Psychology, University of Akron, Akron, OH.

Electronic Sources

Changes have been made in APA concerning citation of electronic sources. In general, APA recommends including “the same elements, in the same order, as you would for a fixed media source and add to that as much of the electronic retrieval information as needed for others to locate your sources” (p. 187). The retrieval information will include either the URL (uniform resource locator) or the doi (digital object identifier).

1. Journals and the doi

Content on the Internet tends to be moved, restructured, or deleted, which results in broken hyperlinks and nonworking URLs. Thus, scholarly publishers have begun assigning a digital object identifier or doi to articles and other documents in order to maintain retrievability. The doi provides a persistent link to the location of information on the Internet, avoiding the possible arbitrariness of other kinds of links (APA, 2009).

-A doi may be found in scholarly journal articles, but it may appear with other kinds of sources as well. Always use the doi if it is listed.

-When citing the doi, there is no space between doi and the number itself (see examples). No period follows the doi at the end of the citation.

-When a doi is used, no further location information is needed.

The doi is usually located on the first page of the electronic article (see APA Fig. 6.2). It can also be located on the Full Record Display page of an article (see Fig. 6.3) or in the Results information.

All doi numbers begin with a 10 and contain a (4 number) prefix plus a suffix separated by a slash.

doi: 10.1037/0278-6133.27.3.379

As of 2014, an alternative style of citing a doi has been offered by the American Psychological Association. To insure that a working link is created, a doi may also be cited as follows:

<http://dx.doi.org/10.1037/0278-6133.27.3.379>

Either citation is acceptable.

(examples 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*, 225-229. doi:10.1037/0278-6133.24.2.225

Kafka, B. (2007). The demon of writing: paperwork, public safety, and the reign of terror. *Representations, 98*, 1-24. <http://dx.doi.org/doi:10.1525/rep.2007.98>

(examples without doi)

Johnson, T. M. (1988). Physical impairment: Social origins of a medical concern.

Medical Anthropology Quarterly, 2(1), 17-33. Retrieved from www.aq.gwu.edu

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*(4). Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

2. Government documents (also see APA sec. A7.01-A7.07)

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2013). Managing asthma: A guide for schools (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

3. Online newspaper article

Reddy, S. (2014, June 17). Effort to reduce ear surgeries for small children. *The Wall Street Journal*. Retrieved from <http://www.wsj.com>

Hilts, P. (1999, February 16). Forecasting Emotions. *The New York Times*. Retrieved from <http://www.nytimes.com>

4. Online magazine article (not a journal)

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/>

Gorman, C., & Cole, W. (2004, March 1). Between the sexes. *Time, (163)*9. Retrieved from <http://www.time.com/>

5. Online reference work

(authored)

Raisz, L. G. (2013, February). Osteoporosis. In R. S. Porter (Ed). *The Merck Manual Medical Library* (2013). Retrieved from <http://www.merck.com/mmpe/sec04/ch036/ch036a.html?qt=osteoporosis&alt=sh>

(no author)

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

(NOTE: n.d. stands for “no date”)

6. Page/section from a multipage website

Ameren Corporation. (2012). *Renewable initiatives*. Retrieved from <http://www.ameren.com>

7. Electronic version of a print book

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Other Sources

1. Lecture

Samuelson, Sheryl. (2012, March 6). *Issues in effective nursing for cardiac patients*. Lecture presented at Millikin University, Decatur, IL.

2. Paper presentation

Fitzgerald, D. (2008, October). *More than just the facts, ma'am: New media and the hyperlocal narrative*. Paper presented at The Thomas R. Watson Conference, Louisville, KY.

3. Television Broadcast

Smithson, I. M. (Producer). (2012, November 1). *The nightly news hour* [Television

broadcast]. New York: Central Broadcasting Service.

4. Television Series

Samels, M. (Producer). (2014). *American experience*. (Television series). Boston, MA: WGBH Educational Foundation.

5. Single Episode of a Television Series

Burns, R. (Writer/Director). (2012). Death and the Civil War. [Television series episode]. In R. R. Espinola, B. Lafave, & R. Burns (Producers), *American Experience*. Boston, MA: WGBH Educational Foundation and Steeplechase Films, Inc.

References

- Fitzgerald, D. (2008, October). *More than just the facts, ma'am: New media and the hyperlocal narrative*. Paper presented at The Thomas R. Watson Conference, Louisville, KY.
- Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267.
- 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:10.1037/0278-6-33.24.2.225
- Kafka, B. (2007). The demon of writing: paperwork, public safety, and the reign of terror. *Representations, 98*, 1-24. <http://dx.doi.org/10.1525/rep.2007.98>
- LeFever Kee, J., Hayes, E. R., & McCuistion, L. E. (2015). *Pharmacology: A patient-centered nursing process approach*. St. Louis, MO: Elsevier/Saunders.
- Miller, R. (Producer). (1989). *The mind* (Television series). New York: WNET.
- Reddy, S. (2014, June 17). Effort to reduce ear surgeries for small children. *The Wall Street Journal*. Retrieved from <http://www.wsj.com>
- Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722
- U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2014). Managing asthma: A guide for schools (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf
- World Health Organization (WHO). (2014). Senegal: A leap forward on infant survival. Retrieved from <http://www.who.int/features/2013/senegal-infant-survival/en/index.html>