



APA Packet

This APA packet will help you organize your References and format your parenthetical references.

These handouts conform to the current APA standards. However, professors may change the requirements for individual papers. Please consult your professor for any special requirements.

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<http://www.dbu.edu/uwc>. 2004.

APA Basics

What is APA?

The American Psychological Association (APA) is an organization that unifies style requirements for writers in psychology and the other behavioral and social sciences because it is responsible for publishing many journal articles within these fields.

Why would I choose to use APA?

Generally, you should use APA for papers with scientific and business topics or when your professor requires it.

I have to use APA—now what?

If your instructor has asked you to write a paper in APA format, you will want to find a guide to help you follow the special format. *The Publication Manual of the American Psychological Association* is the ultimate authority on APA format; you can buy the book or visit the UWC to look through one of the center's copies. Likewise, you can look in *The Simon and Schuster Handbook for Writers* for some of the guidelines. Also, the UWC has a series of flyers that discusses a few of the aspects of the format. Your professors may require certain things that APA format does not, or they may or they may ask for something that is different from APA.

What are some of the basics of APA format?

- **Page Headers (Pg. 288 APA Publication Manual)**
One-half inch from the top and one inch from the right-hand edge of the paper is the page header. Page headers include the first two or three words from your title plus the page number. Skip five spaces between the title and page number. (Do not include your name on each page because the name will have to be removed if the manuscript receives a masked review.)
- **Margins (Pg. 286)**
Margins are to be one inch on all sides of the page.
- **Text on the Right Margin (Pg. 287)**
Many students want to justify (flush right) their text; however, this is not necessary in APA format. Do not justify your text.
- **Indents (for Reference Page) (Pg. 216-7)**
APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented five to seven spaces (for Reference Page only). If you have a block quote, (40 words or more) indent the entire quote five to seven spaces from the left margin and do nothing special to the right hand side. Also, do not indent the abstract.
- **Spacing (Pg. 286)**
Double-space everything in your paper: the title, the heading, the footnotes, quotations (normal and block quotations), captions, and parts of tables.
- **Subheadings (Pg. 113-5)**
In APA format, you may use subheadings to distinguish certain parts of your paper, such as: Introduction, Evaluation, Conclusion, etc. Often your professor will assign specific subheadings to use. Refer to the fifth edition of *The Publication Manual of the American Psychological Association* for more information on formatting your subheadings.

- **Using Italics or Underlining (Pg. 100)**
Use italics when listing titles of books, periodicals and microfilm publications. See pages 100-103 of the fifth edition of *The Publication Manual of the American Psychological Association* for detailed instructions. Ask your professor about recommendations for underlining and italicizing if you have any doubts.
- **Using Names (Pg. 207, 219)**
Within your paper, you need only mention the last names of researchers you are using to support your ideas. On the reference page, you should use their last name and the initials of their first and middle names.
- **Using Numbers (Pg. 122)**
Generally, express numbers 10 and above as numerals and express numbers below 10 in words; however, there are some additional guidelines. Look at pages 122-125 of the fifth edition of *The Publication Manual of the American Psychological Association* for further instructions.
- **Citing Your Sources in Your Paper (Pg. 207)**
Basically, type the author's last name followed by a comma and the year of publication in parentheses after the reference, but before the sentence's period. **If you have a direct quote, you also need to include the page number in the parentheses.** Place a "p." before the page number. (See the UWC flyer "Comparison Documentation Style APA & MLA.")
- **The First Page (Pg. 301)**
The first line of the page will be your running head. Type the words "Running Head" followed by a colon. Then type an abbreviated form of the title in all uppercase letters.

Ex: Running Head: INDIVIDUAL DIFFERENCES IN BIMODAL

(Do not exceed 50 characters, including punctuation and spaces.) Type the running head flush left at the top of the title page, but below the manuscript page header. Centered both vertically and horizontally on the page, type your actual title (in upper and lower case). Double space between all lines. The next typed line will contain your first name, middle initial and last name. Do not use the word "by." On the next typed line, type "Dallas Baptist University." Your title page will be page one and will have a page header.
- **The Abstract (Pg. 12)**
The abstract is a concise and brief (but specific) summary of the paper. Make sure all of the information in your abstract is covered in the actual paper. It is generally between 75 and 120 words and follows the title page.
- **References Page (Pg. 216, 288)**
If you have a source cited in your paper, you must also have a separate reference page. It will be the last page of your paper. It also has the same page header as all of the other pages. Center the word "References" at the top of the page. Double-space everything on the page. (For information on how to format the works you are citing, see the UWC flyer on APA Format: Reference List.)

In-text Citation

Circumstance	What to Include in Parentheses	Example
Author's name omitted from the sentence	Author's last name followed by a comma and date of publication	(Smith, 1982). See pg. 207 in APA Publication Manual.
Author's name included in the sentence	Date only	(2003). See pg. 207.
Author's name and the publication date included in the sentence	No citation is required	See pg. 207.
A work with two authors	Both authors' last names and the date	(Jones & Smith, 2001).* See pg. 208.
A work with three or more authors	The first time used, list all authors and the date. Every time after, give the last name of the first author, then 'et al.' then the date	(Jones, McGillicutty, & Smith, 2001). Then (Jones, et al., 2001). See pg. 209.
A multivolume work	Date, then page number, chapter, figure, table, or equation	(1981, p. 56).** or (1981, Chap 5). See pg. 250.
A work with no author	List the first few words of the reference list entry (usually the title) then the date	("Race and Ethnic Relations," 2001). Or (<i>Personality Disorders</i> , 2001). See pg. 225, 249.
A document from the Internet	Same for non-electronic sources: author, date	(Smith, 1981). See pg. 271.
A document from the Internet where the author's name is included in the sentence	Author, date, then page number, chapter, figure, table, or equation	(Smith, 1981, p. 56). or (Smith, 1981, Chap 5). See pg. 207.
A document from the Internet with no author	One major word from the title, then the date	("Patriot," 2003). See pg. 213.
Electronic sources that do not provide page numbers	Author, date, then paragraph (¶, or para.) number. If the page numbers aren't visible, cite the heading before the paragraph number.	(Smith, 1981 ¶5) or (Smith, 1981, Conclusion section, para. 3). See pg. 213.

*When a citation requires more than one author's name, use an ampersand (&) before the last author's name.

** **Use page number (or paragraph, chapter, etc.) only when directly quoting from a source.**

For more information, see our MLA vs. APA handout.

Printed Sources on Your Reference List - APA

If you have used someone else's ideas or words to help you create ideas and reach conclusions while you write your paper, you must give credit to the author; otherwise, you are plagiarizing.

In APA format, credit is given by parenthetical references within your paper and a list of these references at the end of your paper. References cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text.

Keep in mind that information sources are fluid and change constantly. This may affect how information is presented on your reference list. For the most recent updates, you should check the APA official website: <http://www.apastyle.org>.

Basic Guidelines (Pg. 219-31)

- Each entry usually contains the following: author, year of publication, title, and publishing information. Article titles have no quotation marks and no underlining, and only the first letter of the title, proper nouns, and the first letter of the subtitle are capitalized unless the title contains proper nouns. Double-space each entry.
- Entries should be arranged in alphabetical order by author's last name (use the first author if a work has several); if there is no author named, alphabetize the entry by the first significant word of the title. (Pg. 219, 222)
- Multiple entries by the same author should always include the name of the author, a comma, and initial only. It should be arranged by date of publication or alphabetically by title if the date is identical. (Pg. 220)
- Entries should be set flush left and subsequent lines indented five to seven spaces (hanging indent). (Pg. 216)
- Remember to add a space before a period or comma when it follows parentheses. Always use one space after a comma or a period. Do not abbreviate the months of publication. (Pg. 290-1)
- Finish each entry with a period. Double-space each entry. (Pg. 226, 291)

General Forms for Printed Sources

Periodicals

Include article author(s), date of publication, article title, periodical title, volume number, issue number, publication information, and page numbers.

General format (Pg. 227):

Last Name, A. B. (date). Article title. *Periodical Title*, Vol. #, pages.

Last Name, A. B. (date). Article title. *Periodical Title*, Vol. #(Issue #), pages.

1. Journal article, one author (Pg. 240)

Bekckitt, L. V. (1997). In search of the typical teenager. *General Psychologist*, 46, 574-576.

2. Journal article, multiple authors, journal paginated by issue (Pg. 240)

Kingsley, V., & Powell, C. (1997). Therapeutic tendencies of variegated ivy. *Botany Journal: Practice and Research*, 42(2), 10-27.

3. Magazine article (Pg. 241)

Polner, Y. T. (1995, October 27). Knowing the mind. *Science*, 260, 613-654.

- Give the date shown on the publication—either month or month and day.

4. Daily newspaper article, no author (Pg. 242)

Microwaved food is safe. (1995, July 15) *The Washington Post*, p. A 13.

- Alphabetize works with no author by the first significant word in the title.
- Precede page numbers for newspaper articles with "p" or "pp."

5. Daily newspaper article with author, discontinuous pages (Pg. 243)

Sowers, G. (1992, September 20). Gingerbread cookie gets prosthesis. *The Washington Post*, pp. A1, A4.

6. Periodical published annually (Pg. 246)

Fissle, S. L. (1991). Understanding effects of color. *General Review of Psychology*, 43, 155-194.

7. Entire issue of a journal or special section of a journal (Pg. 243)

Baxter, C. H. (Ed.). (1995). Paranoid schizophrenia: The *DSMV-IV's* new classification of an old disorder. [Special issue]. *Journal of General Psychology*, 130(3).

- To cite an entire journal or a special section, give the editors and title of the issue.
- Enclose non-routine information that is important for identification in brackets immediately after the article title.
- Provide the issue volume and issue numbers, instead of the page range for special sections.

Books:

Include book authors or editors, date of publication, book title, and publication information. Capitalize only the first letter of book title, subtitle, and proper nouns.

General format for book:

Author, A. B. (date). *Title of book*. Place of publication: Publisher.

1. Book with one or more authors (Pg. 248)

Cane, P. D., & Reams, D. L. (1995). *Dissertations and ideas from beginning to end:*

Psychology and other areas. Washington, DC: General Psychological Association.

2. Book other than the first edition (Pg. 248)

Mitcall, Y. R., & Jones, J. R., Jr. (1991). *Dogs in the Park: Animal communication* (3rd ed.). New York: Howard Jones.

- Note that the period following the book title moves when parenthetical information follows.

3. Edited book (Pg. 249)

Gaty, L. T., & Horris, L. P. (Eds.). (1990). *The write stuff: Students in rhetorical communities*. San Francisco: Blair-Lee.

- *For a book with just one author and an editor as well, give the author first, and list the editor in parentheses after the title, as a translator is treated. (See example 5 below.)*

4. Dictionary (Pg. 250)

Sadit, D. (Ed.). (1970). *The new dictionary of grammar and composition* (5th ed., Vols. 1-10). London: Lewisville.

5. English translation of a book (Pg. 251)

Landover, M. G. (1961). *Mark's musings: The illogic of gnomes without hats* (T. G. Mascott & B. A. Easte, Trans.). New York: Ceaser. (Original work published 1824)

- *The first date listed is the date of publication for the English translation. At the end of the entry, note the original publication date in parentheses, no period following.*

6. Article or chapter in an edited book (Pg. 252)

Black, P. W. (1989). The birds and the bees: Understanding the pollination process

of the North American tulip. In H. L. Rochester III & Q. T. N. Drake (Eds.), *Amateur Botany*. (pp. 109-130). Hillsdale, NJ: Easton.

List author of chapter or article first, followed by chapter or article title.

- *For a chapter in a book that is not edited, also include the word "In" before the book author and book title.*
- *Give page numbers of article or chapter after the book title, in parentheses as indicated above.*

7. Encyclopedia entry (Pg. 254)

Bergstatt, J. K. (1995). Religions. In *The new encyclopedia of hope* (Vol. 16, pp. 501-508). Chicago: Encyclopedia Hope.

- *If entry gives no author, begin the reference with the entry title followed by the publication date.*
- *Include volume number and pages in parentheses after encyclopedia title.*

Electronic Sources on Your Reference List - APA

The goal of an electronic reference is to give credit to the author and to enable the reader to locate the source. Be careful to give an accurate retrieval path so the information will be readily available to the reader.

Elements of references to World Wide Web documents (Pg. 269):

- Each reference must include:
 - a. The Author's name, if known.
 - b. Date of Internet publication or most recent revision (in parentheses).

- c. If document is also in print and you have viewed the article only in electronic form, you should add in brackets after the article title [Electronic version].
- d. Title of document. (Capitalize only the first word of the title and any proper nouns.)
- e. Title of complete work italicized.
- f. Volume and (issue number), if source is magazine or journal.
- g. Retrieved (date), from URL.

Generic Entry Format (Pg. 268):

Author's last name, first and middle initials. (Year, Month Day of publication or last revision). Document title. *Title of Complete Work, Vol. #(Issue #)*. Retrieved Month Day, Year, from URL

General Website (Pg. 268)

Long, P. W. (1998, September 4). Antisocial personality disorder. *Internet Mental Health*. Retrieved September 24, 1998, from <http://www.mentalhealth.com/dis/p20-pe04.html>

Article in an Electronic Journal—modified from print version (Pg. 271)

Schaeffer, J. A. (1998). Transference and countertransference interpretations: Harmful or helpful in short-term dynamic therapy? *American Journal of Psychotherapy, 52*(1). Retrieved September 24, 1998, from <http://www.aip.org/ajw98-1.html>

Article in an Electronic Journal—duplicate of print version (Pg. 271)

Dunlop, G., Kaplan, H., & Jones, D. (2000). Role of reference elements in the selection of resource by science graduates [Electronic version]. *Journal of Bibliographic Research, 7*, 200-213.

Article in an Electronic Magazine (Pg. 271)

Sabbatini, R. M. E. & Cardoso, S. H. (1998). Interdisciplinary and the study of mind. *Brain and Mind, 6*. Retrieved September 24, 1998, from <http://www.epub.org.br/cm.html>
If your article provides the month and the day, include them with the year, following the author: (year, month day).

Article in an Internet-only Journal

Martin, G. B. (1986, July 27). Training a hyperactive dog. *Dogs and Their Owners, 12*, Article 120b. Retrieved August 1, 1998, from <http://www.dogsandtheirowners.com/hyperactive.html>

Article in an Internet-only Newsletter

Garth, J.S., Marston, M. M., & Carlson, T. K. (1922, May 6). Therapeutic reading. *A Reader's Guide to Life, 7*(2). Retrieved January 30, 2004, from <http://www.readersguide.com/theraputic.html>

Document available on University Program or Department Web Site

Starnes, S. A., (2001). *Teaching children to play Twister*. Retrieved November 17, 2003, from Dallas Baptist University, Humanities Web site:
<http://www.dbu.edu/humanities/papers/twister.html>

Stand-alone Document (no author, no date) (Pg. 274)

Highlighting the capitalistic characteristics of the Argentinean government. (n.d.). Retrieved December 12, 2004, from <http://www.argentineangov/characteristics>

Article from On-line Database (Pg. 279)

Jones, K. L. (1995). Agricultural diets in North America. *American Dieting*, 32(1), 360-5. Retrieved October 21, 2004, from the InfoTrac database.

Citing the Bible - APA

Parenthetical References (Pg. 213)

When citing a particular passage, use the following order:
(book of Bible [abbreviated] chapter: verse, version of Bible used [in first citation only])
Ex: (1 Cor. 13:1, Revised Standard Version)

Things to Remember

- The first time you cite a particular version, indicate the version used, as illustrated above. The version does not have to be stated in subsequent references unless a different version is used.
- The book of the Bible you cite should be abbreviated.
Ex: Before God created light, "darkness was over the surface of the deep" (Gen. 1:2, New International Version).
After God separated the light from the darkness, "and the darkness he called 'night'" (Gen. 1:3).

Reference Entries (Pg. 213)

According to the APA Pub. Manual, a reference entry is not needed for the Bible and other major classical works. However, your professor may require full publication information and should be consulted.

Please Note:

In most cases, Turabian Style is much more appropriate for papers in which the topic is scriptural commentary.

Abbreviations

Old Testament

Gen.	Genesis	Jer.	Jeremiah	Acts	Acts
Exod.	Exodus	Lam.	Lamentations	Rom.	Romans
Lev.	Leviticus	Ezek.	Ezekiel	1 Cor.	1 Corinthians
Num.	Numbers	Dan.	Daniel	2 Cor.	2 Corinthians
Deut.	Deuteronomy	Hos.	Hosea	Gal.	Galatians
Josh.	Joshua	Joel	Joel	Eph.	Ephesians
Judg.	Judges	Amos	Amos	Phil.	Philippians
Ruth	Ruth	Obad.	Obadiah	Col.	Colossians

1 Sam.	1 Samuel	Jon.	Jonah	1 Thess.	1 Thessalonians
2 Sam.	2 Samuel	Mic.	Micah	2 Thess.	2 Thessalonians
1 Kings	1 Kings	Nah.	Nahum	1 Tim.	1 Timothy
2 Kings	2 Kings	Hab.	Habakkuk	2 Tim.	2 Timothy
1 Chron.	1 Chronicles	Zeph.	Zephaniah	Tit.	Titus
2 Chron.	2 Chronicles	Hag.	Haggai	Philem.	Philemon
Ezra	Ezra	Zech.	Zechariah	Heb.	Hebrews
Neh.	Nehemiah	Mal.	Malachi	Jas.	James
Esth.	Esther			1 Pet.	1 Peter
Job	Job			2 Pet.	2 Peter
Ps.	Psalms			1 John	1 John
Prov.	Proverbs			2 John	2 John
Eccles.	Ecclesiastes			3 John	3 John
Song Sol.	Song of Solomon			Jude	Jude
Isa.	Isaiah			Rev.	Revelation

New Testament

The author of this handout consulted the *Publication Manual of the American Psychological Association*, 5th ed. Washington, D.C.: American Psychological Association, 2001.