



APA Packet

(Based on the Publication Manual of the American Psychological Association, 6th ed. Published 2010.)

This APA packet is designed to detail proper reference organization and correct formatting of parenthetical references.

These handouts conform to the current APA standards. However, professors may change the requirements for individual papers. The recommendation of the University Writing Center is that each individual consult his or her professor for any special requirements.

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Sample First Pages (p. 41)

Notice the words “Running head” are not included in the header beginning on page 2.

Running head: PSYCHOLOGY IS COOL 1

Psychology is Cool:
A Comparative Study of Academics
Meesa Student
Dallas Baptist University

PSYCHOLOGY IS COOL 2

Abstract

This is the concise summary of the paper. Specific main points are included. It will be about 150 to 250 words, but since this is only a sample, I will fill up the rest of the page with nonsense. Saf fs dsjfaslfj jsaflf jsdfl ajsfl jsdflk jskdlf jsklfl jslauwejljiovm ds iovmihiovna ghfg iovnaiovn aofini asof anfiio ahnvioa ah io aijf flajf hello jkfl abakd hioa hnioas jfkla hjiofa ajfkls asfghfhsret sfgsz jkyda a ag hd h fdgh . This is not always a necessary component of a paper. Consult the professor of the course for instructions.

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 APA?

Generally, APA should be used for papers with scientific and business topics or when one’s professor requires it.

I have to use APA—now what?

If an instructor has assigned a paper in APA format, it is to the student’s benefit to find a guide to the special format. *The Publication Manual of the American Psychological Association* is the ultimate authority on APA format. One may purchase the book or visit the UWC to look through one of the Center’s copies. Likewise, *The Simon and Schuster Handbook for Writers* may be helpful. Also, the UWC has a number of flyers which discuss a few of the aspects of the format. Professors may require certain things that APA format does not, or they may ask for something that is different from APA.

Getting Started

The First Page (pp. 229-230, See Figure 2.1 on p. 41, *APA Publication Manual*)

The first line of the first page will be your running head, which is an abbreviated form of the title.

- *Ex:* Running head: INDIVIDUAL DIFFERENCES IN BIMODAL
 - Do not exceed 50 characters, including punctuation and spaces.

Center the complete title (in upper and lower case letters) in the upper half of the page (see example on pg. 41). Double-space the lines. The next typed line will contain the student's first name, middle initial, and last name. Do not use the word "by." On the next typed line, type "Dallas Baptist University."

Margins (p. 229)

Margins are to be 1 inch on all sides of the page.

Page Headers (p. 230)

The page header is ½ inch from the top and 1 inch from the right-hand edge of the paper. Page headers include the running head and the page number. A student's name should not be included on each page because the name will have to be removed if the manuscript receives a masked review (a professor may request that one add his or her name). *Achieving the appropriate APA header is a little complex. In Microsoft Word 2007, one should begin by double clicking the top of the first page to open the header text box. Check the box that says "Different First Page" under the design tab. Insert a page number on the top of the page flush right. Type the words "Running head:" with an abbreviated form of the title of the paper. (See example above.) Press the tab key twice. Exit the header text box and place the cursor on the second page. Insert a page number on the top of the page flush right. Type the abbreviated form of the title in the header on the second page, excluding the words "Running head." Press the tab key twice. The abbreviated form of the title and subsequent page numbers will appear on all the following pages. For other Word programs, please consult the Computer Lab.*

The Abstract (pp. 25-27)

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 150 and 250 words and follows the title page. Type the word "Abstract" centered at the top of the page. Type the abstract itself as a single paragraph without any indentation. Many DBU professors do not require an abstract, especially for shorter papers.

Text Alignment (p. 229)

Many students want to justify (flush right) their text; however, this is not necessary in APA format. Do not justify the text. "Align Left" is usually the default.

Spacing (p. 229, 171)

Double-space all of the lines in the paper: the title, the heading, the footnotes, normal and **block quotations**, references, captions, and parts of tables.

Writing the Paper & Citing the Sources

Subheadings (pp. 62-63)

Subheadings may be used to distinguish certain parts of the paper, such as: Introduction, Evaluation, Conclusion, etc. Often a professor will assign specific subheadings to use. (Refer to the *Sixth Edition Publication Manual of the American Psychological Association* for more information.)

Indents (pp. 229, 27, 37,171)

Indent the first line of every paragraph in the paper. On the References page, use a *hanging indent* format where the first line of each reference is flush left, and all subsequent lines should be indented using the tab key. If a **block quote is used** (40 words or more), indent the entire quote using the tab button and do nothing special to the right hand side. Also, do not indent the **abstract**.

Names & Titles (pp. 180-181, 185-186)

Only the last names of researchers used to support one's own research claims need to be included within the text. On the References page, use the author's last name and the initials of his/her first and middle names.

Within the paper, *italicize* the titles of complete works (books, anthologies, newspapers, paintings, movies) and "place quotes around" unit titles (chapters, articles, essays in a collection, songs). Note that the reference page will differ in the use of quote marks (see pp 185-186).

Using Numbers (pp. 111-112)

Generally, express numbers 10 and above as numerals and express numbers below 10 in words; however, there are some additional guidelines. If numbers are used in titles, headings, or at the beginning of a sentence, use words.

Citing Sources in the Paper (pp. 170 - 171)

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 there is a direct quote, the page number should be included in the parentheses.** Place a "p." before the page number, or pp. for multiple pages. Although the APA manual does not insist on page numbers for paraphrasing, it does "encourage" their use (p. 171). Most professors want page numbers included in student work. Moreover, APA suggests using paragraph numbers for online sources. One should *always* credit his or her sources.

References Page (pp.180-181, ex.: p. 49)

If a source is cited in the paper, there must be a separate "References" page. It will be the last page of the paper. It 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.

APA Headings (pp. 62-63)

Headings function as an outline to reveal the organization of a paper. All topics of equal importance have the same level of headings throughout the paper. No matter how many levels of headings are in the paper, the headings for all segments follow the same top-down progression. Each segment starts with the highest level of heading, even if one section may have fewer levels of subheadings than the other segments. The heading style consists of five possible formatting categories, depending on the number of levels of subordination.

Choosing the Levels of Heading

One level- For a short paper, one level of heading may be adequate. Level 1 is centered and written in bold uppercase and lowercase letters.

Two levels- For many articles in APA journals, two levels of heading will be satisfactory. Use Level 1 and Level 2 headings. Level 2 is flush left, bold, upper and lower case.

Three levels- For some articles, three levels of heading are needed. Use Level 1, Level 2, and Level 3. Level 3 is an indented, bolded, lower case (capitalize the first letter of the level) paragraph heading ending with a period.

Four levels- For some lengthy experiment studies or literature reviews, four levels of headings are needed. Use Levels 1 through 4. Level 4 is indented, bolded, italicized, lower case (capitalize the first letter of the level) paragraph heading ending with a period.

Five levels- On rare occasions, an article requires five levels of headings. In that case, subordinate all four levels by placing a Level 5 heading which is indented, italicized, lower case (capitalize the first letter of the level) paragraph heading ending with a period.

Example:

Experiment 2 (Level 1)

Method (Level 2)

Planned procedures. (Level 3)

Limiting growth. (Level 4)

Final analysis. (Level 5)

Sources in Your Paper – Parenthetical Notation

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. It is strongly recommended that one adds the page number of the book as well.	(Smith, 1982). or (Smith, 1982, p. 56). See pg. 174 in the <i>APA Publication Manual</i> .
Author's name included in the sentence	Date only, immediately following name.	Smith (2003) explains... See pg. 174.
Using a direct quote without author's name in sentence	Author's last name, date, and page number.	(Jones, 2001, p. 56). or
Using a direct quote with author's name in sentence	Remember the date will immediately follow the author's name; therefore use only the page number.	(p. 56). See pg. 174.
Author's name and the publication date included in the sentence	No citation is required.	See pg. 174.
A work with two authors	Both authors' last names and the date.	(Jones & Smith, 2001).* See pg. 175.
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. *Be sure to include the page number if it is a direct quote.	(Jones, McGillicutty, & Smith, 2001). * then (Jones, et al., 2001). See pg. 175.
A multivolume work	Authors last name and years of publications.	(Jones, 1965-1969). See pg. 204.
A work with no author	List the first few words of the reference list entry (usually the title) then the date. Use Double quotation marks around the title of an article or chapter; Italicize the title of a periodical, book, or report.	("Race and Ethnic Relations," 2001). or (<i>Personality Disorders</i> , 2001). See pg. 176.
A document from the Internet	Same for non-electronic sources: author, date.	(Smith, 1981).* See pg. 170-171.
A document from the Internet where the author's name is included in the sentence	The date immediately follows the name. The page number, chapter, figure, table, or equation goes at the end of the sentence.	(p. 56). or (Chap 5). See pg. 174.
A document from the Internet with no author	First few words of title (until it is unique), then the date.	("Patriot," 2003). See pg. 176.
Electronic sources that do not provide page numbers	Author, date, then paragraph (para.) number. If the page numbers are not visible, cite the heading before the paragraph number.	(Smith, 1981, para. 3). or (Smith, 1981, Conclusion section, para. 3). See pg. 172.

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

Printed Sources in Your Reference List

If a student uses someone else's ideas or words to help create ideas and reach conclusions, he or she must give credit to the author; otherwise, the student is plagiarizing.

In APA format, credit is given by parenthetical references within the text along with a list of these references at the end of the 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 the references list. For the most recent updates, check the APA official website:
<http://www.apastyle.org>.

Basic Guidelines (pp. 87-88, 180-187)

- Each entry usually contains the following: author, year of publication, title, and publishing information. Article titles have no quotation marks, italicizing, or underlining, and only the first letter of the title, proper nouns, and the first letter of the subtitle are capitalized (p. 180).
- 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 (pp. 181-183).
- 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 (p. 182).
- Remember to add one space after commas, colons, semicolons, and periods that separate parts of a reference. Do not abbreviate the months of publication (pp. 87-88).
- Finish each entry with a period, unless it is a website. Double-space each entry (p. 88).

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 (p. 198):

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 (p. 198)

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

2. Journal article, multiple authors, journal paginated by issue (p. 199)

Kingsley, V., & Powell, C. (1997). Therapeutic tendencies of variegated ivy. *Botany*

Journal: Practice and Research, 42(2), 10-27.

3. Magazine article (p. 200)

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 (p. 200)

Microwaved food is safe. (1995, July 15). *The Washington Post*, p. A13.

- Alphabetize works with no author by the first significant word in the title.
- Precede page numbers for newspaper articles with “p.” for single page or “pp.” for multiple pages.

5. Daily newspaper article with author, discontinuous pages (p. 200)

Sowers, G. (1992, September 20). Gingerbread cookie gets prosthesis. *The*

Washington Post, pp. A1, A4.

6. Entire issue of a journal or special section of a journal (p. 201)

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.
- If the issue has no editors, move the title to the author position before the year of publication. End the title with a period.
- 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 (p. 202):

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

1. Book with one or more authors (p. 182)

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 (p. 203)

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 (p. 203)

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 (p. 204)

Sadit, D. (Ed.). (1970). *The new dictionary of grammar and composition* (5th ed.,

Vols. 1-10). London: Lewisville.

5. English translation of a book (p. 204)

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. Based on information for an English translation of a book chapter.

6. Article or chapter in an edited book (p. 202)

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 the article or chapter after the book title, in parentheses as indicated above.

7. Encyclopedia entry (p. 203)

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.*

8. Personal Interview (p. 179)

- *Personal communications (interviews, e-mail messages, memos, etc.) require in-text citation only and do not need to be included on the reference page.*

(A.J. Houston, personal communication, July 17, 2010)

Electronic Sources in Your Reference List

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 (pp. 187-192)

Each reference must include:

- The Author's name, if known.
- Date of Internet publication or most recent revision (in parentheses).
- Title of document. (Capitalize only the first word of the title and any proper nouns.)
- Title of complete work italicized.
- Volume and issue number, if source is magazine or journal.
- The words "Retrieved from," then the URL.

Generic Entry Format

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 from URL

General Website

Long, P. W. (1998, September 4). Antisocial personality disorder. *Internet Mental Health*. Retrieved from

<http://www.mentalhealth.com/dis/p20-pe04.html>

Article on Website—no date

Smith, D. P. (n.d.). *History: Russian Institute of Physiological Sciences*. Retrieved from

http://www.infran.ru/history_abc.htm

Article in an Electronic Magazine (p. 200)

Sabbatini, R. M. E. & Cardoso, S. H. (1998). Interdisciplinary and the study of mind. *Brain and Mind*, 12(6).

Retrieved from <http://www.epub.org.br/cm.html>

- *If the article provides the month and the day, include them with the year, following the author: (year, month day).*

Article in an Internet-only Newsletter (p. 200)

Garth, J.S., Marston, M. M., & Carlson, T. K. (1922, May 6). Therapeutic reading.

A Reader's Guide to Life, 7(2). Retrieved from <http://www.readersguide.com/therapeutic.html>

Journal Article with Digital Object Identifier assigned (DOI) (p. 198)

Davis, J. (2008). Integrating Christian views with psychoanalytic approaches. *American Journal of*

Psychology Weekly, 72(3), 481-491. doi: 10.1037/0002-9432.76.4.482

Journal Article with Digital Object Identifier NOT assigned (p. 199)

Hill, T. S., & Monson, G. W. (2008). The aftereffects of post-hypnotic suggestions. *Psychology Simplified for*

Undergrads, 22. Retrieved from www.psundergrad.net/posthypnotic.html

Article from On-line Database (p. 192, 199)

This edition of the APA manual does not list specific information for citing a database. However, pg. 198 states that one should give “any other non-routine information that is important for identification and retrieval.” One may enclose said information in square brackets [InfoTrac], if one’s instructor requests it. DOIs are not available for all articles.

Miller, D. M., & Crawford, E. L. (2003). Servant leadership, volunteerism, and the stress of the freshman year.

Christianity Tomorrow, 42, 34-36. [InfoTrac], doi: 12.1186-9279-5256.22.6.117

Newspaper Article (p. 200)

Miller, D. N. (1999, February 10). In forecasting their emotions, most people lie. *The Daily New York Times*.

Retrieved from <http://www.dnnytimes.com>

Journal Article Peer Commentary (p. 209)

Wallace, G. K. (2005). *The future for depressed lawyers should be concerning* [Peer commentary on the paper

“Lawyers: depression and exuberance” by J. K. Knoll]. Retrieved from

<http://www.laywerpersonalityinventory.org/papers/knoll>

Abstract as Original Source (p. 202)

- Hard Copy

Peterson, G. F., Daughtery, Q. K., & Richard, D. E. (2003). MAP-2 acute panic disorder reviewed in young

adults involved in higher education [Abstract]. *Society for Panic Disorder Prevention*, 21, 42.

- Internet

Powell, B.G., Rosseau, A. T., Ghitis, D. O., & Riley, K. L. (2007). Efficiency in treating Bi-Polar Disorder in

pregnant women using diet, exercise, and strict schedules. *Association of Bi-Polar Researchers*, 33, 186-

189. Abstract retrieved from XYZ database. (Accession No. 7833457)

Abstract from Secondary Source—Retrieved from Database (p. 202)

Riley, K., Davis, J., & Biggs, D. (2000). A book about psychology. *Psychology Quarterly*, 41, 700-711.

Abstract retrieved from Wiley InterScience database. (Accession No. 200010185)

Thesis Retrieved from Database Service (p. 207)

Romo, T. (2007). *Working through the pain: A psychological examination of athletes who cannot win big games* (Master's thesis). Retrieved from ProBowl Online Dissertations. (Accession No. 1434728)

Thesis Retrieved from Commercial Database (p. 208)

Smith, W. (2009). *The portable APA workshop* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1428945)

Dissertation Retrieved from Institutional or Personal Web Site (p. 208)

Simpson, J. (2009). *Alone on my birthday: Psychoanalysis of adults experiencing neglect* (Doctoral dissertation, Yale University, 2009). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

Electronic Books—Entire Book (p. 203)

Buehler, F. (n.d.). *Anti-establishment issues in adolescents*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

Electronic Books—Book Chapter (p. 202)

Davis, J. (1913). My second book about psychology. In A.W. Black & E.S. Jeffrey (Eds.), *The treatment of modern mental disorders* (Vol. 1, pp. 287-330). Retrieved from <http://www.apa.org/psybooks/>

Using the Bible as a Source

Parenthetical References (p. 179)

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 a particular version is cited, 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 cited 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 (p. 179)

According to the APA Pub. Manual, a reference entry is not needed for the Bible and other major classical works. However, the professor may require full publication information. Consultation with the professor is advised for questions such as this one.

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*, 6th ed. Washington, D.C.: American Psychological Association, released summer 2009, © 2010.