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.

*The second printing corrected discrepancies in the APA original publication
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 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 handouts which discuss a few of the aspects of APA format. Please be aware that some professors may require certain rules that APA format does not abide by. In this case, always do what is requested of by the professor.
Getting Started

The First Page (pp. 229-230, See Figure 2.1 on p. 41, APA Publication Manual)
In the header of the first page, a running head, which is an abbreviated form of the title, is needed in the upper left-hand corner.

- 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, write “Dallas Baptist University.”

Margins (p. 229)
Margins are to be 1 inch on all sides of the page.

Page Headers (p. 230)
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. However, a professor may request that one add his or her name. *Achieving the appropriate APA header is a little complex. In Microsoft Word 2010, 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. Type the words “Running head:” with an abbreviated form of the title of the paper on the far left (see example above). Press the tab key twice. Insert a page number. Highlight the page number and running head with the cursor and change the font to match the body of the paper. Exit the header text box and place the cursor on the second page. Type the abbreviated form of the title in the header on the second page, excluding the words “Running head.” Press the tab key twice. Insert a page number again. Again, the font of the header should match the font of the paper. 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 the 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)
Align left is usually the default alignment. Do not justify the text.

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

Headings (pp. 62-63)
Headings 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 (see “APA Headings” below or 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. When using a hanging indent, the first line of each reference is aligned to the left while each subsequent line is indented to the right. *In Microsoft Word 2010, one should begin by highlighting the body of their References page with the cursor. Then, right click on the highlighted references and select the “Paragraph” tab from the drop down menu. Under the “Indentation” section, choose the “Hanging” feature from the settings under “Special.” Finally, press “Okay.” While looking at the References page, one will now notice that the first line of each reference is flush left, and all subsequent lines are indented. 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. If a page number is not available, use “para.” to indicate a paragraph number. Although the APA manual does not insist on page numbers for paraphrasing, it does “encourage” their use (p. 171). Most professors want page numbers to be included in their student’s work. 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)**
Heads 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’s body. No matter how many levels of headings are used within the work, 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.

**Example:**

**Method** (Level 2)

- **Planned procedures.** (Level 3)
- Limiting growth. (Level 4)
- Final analysis. (Level 5)
<table>
<thead>
<tr>
<th>Circumstance</th>
<th>What to Include in Parentheses</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraphrased quote -- Author’s name omitted from sentence</td>
<td>Author’s last name followed by a comma and date of publication. Always use the page number for direct quotes; its use in paraphrases is optional but recommended by some professors.</td>
<td>(Smith, 1982). or (Smith, 1982, p. 56). See p. 174 in the APA Publication Manual.</td>
</tr>
<tr>
<td>Paraphrased quote -- Author’s name included in sentence</td>
<td>Date only, immediately following name.</td>
<td>Smith (2003) explains… See p. 174.</td>
</tr>
<tr>
<td>Direct quote -- Author’s name omitted from sentence</td>
<td>Author’s last name, date, and page number.</td>
<td>(Jones, 2001, p. 56). See p. 171.</td>
</tr>
<tr>
<td>Direct quote -- Author’s name included in sentence</td>
<td>Remember the date will immediately follow the author’s name; therefore, use only the page number at the end of the sentence.</td>
<td>Brown (2003) explains…(p. 56). See p. 171.</td>
</tr>
<tr>
<td>Author’s name and publication date included in the sentence</td>
<td>The page number, if one is using a direct quote. A page number is not required for paraphrases.</td>
<td>(p.23). See p. 174.</td>
</tr>
<tr>
<td>Work with two authors</td>
<td>Both authors’ last names and the date.</td>
<td>(Jones &amp; Smith, 2001).* See pp. 175 and 177</td>
</tr>
<tr>
<td>Work with three or more authors</td>
<td>The first time used, list the last names of each other and the year of publication. For subsequent references, give the last name of the first author, followed by “et al.” and the year (if it is the first use of the source in the paragraph).</td>
<td>(Jones, McGillicutty, &amp; Smith, 2001). * then (Jones et al., 2001). See p. 175.</td>
</tr>
<tr>
<td>Multivolume work</td>
<td>Author’s last name and years of publication.</td>
<td>(Jones, 1965-1969). See p. 204.</td>
</tr>
<tr>
<td>Work with no author</td>
<td>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. *Be sure to include the page number if it is a direct quote.</td>
<td>(“Race and Ethnic Relations,” 2001). or (Personality Disorders, 2001). See p. 176.</td>
</tr>
<tr>
<td>Electronic sources that do not provide page numbers</td>
<td>Author, date, and paragraph number. If the document has headings but does not include visible paragraph numbers, cite the heading and the paragraph number of the quoted or paraphrased section.</td>
<td>(Smith, 1981, para. 3). or (Smith, 1981, Conclusion section, para. 3). See pg. 172.</td>
</tr>
<tr>
<td>Personal Communication</td>
<td>Person’s name followed by the words “personal communication” in parentheses, a comma, and the complete date.</td>
<td>(J.L. Smith, personal communication, April 12, 2001.) See p. 179</td>
</tr>
<tr>
<td>Facebook and Twitter</td>
<td>Only cite in the paper; use URL in parentheses.</td>
<td>Smith says on Twitter (<a href="http://www.twitter.com/smith">http://www.twitter.com/smith</a>) See apastyle.org</td>
</tr>
<tr>
<td>YouTube</td>
<td>Use author’s name (or screen name if real name is unknown), followed by the date.</td>
<td>(Smith, 2013) or (Ilovewriting, 2013) See apastyle.org</td>
</tr>
</tbody>
</table>

*When a citation requires more than one author’s name, use an ampersand (&) before the last author’s name.
Printed Sources in a 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 within 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 official APA website: http://www.apastyle.org.

Basic Guidelines (pp. 37, 87-88, 180-187)

- Each entry usually contains the following: author, year of publication, title, and publishing information (p. 180). 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. 185).

- 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 last name of the author, a comma, and the initial of his or her first name. 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. 87-89).

- Finish each entry with a period, unless it is a website (p. 88). Double-space each entry (p. 37).

General Forms for Printed Sources

Periodicals:
Include article author(s), date of publication, article title, periodical title, volume number, issue number, page numbers, and the digital object identifier (DOI) number, if the article has one.

General format (p. 198):


1. Journal article, one author (p. 198)

2. Journal article, multiple authors, journal paginated by issue (p. 198)
3. **Magazine article (p. 200)**

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

4. **Daily newspaper article, no author (p. 200)**

- *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)**

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

- *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):**

1. **Book with one author (p. 202)**

2. **Book with two or more authors (p. 203)**
3. Book other than the first edition (p. 203)


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

4. Book with editors as authors (p. 203)

• *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 4 below).*

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

• *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.*

4. Dictionary (p. 204)

• *Avoid dictionary definitions unless absolutely necessary.*

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

• *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. Personal Communication (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. See chart on page 6 for more information.
Electronic Sources in a 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.
- DOI, accession number, or the words “Retrieved from” followed by 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


1. Article on Website—no date


• N.D. in the above example stands for “no date.”

2. Article in an Electronic Magazine (p. 200)


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

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


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


5. Journal Article with WITHOUT Digital Object Identifier assigned (p. 199)

6. **Article from Online Database (p. 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 [EBSCO], if one’s instructor requests it. DOIs are not available for all articles, so in these cases use the words “Retrieved from” followed by the URL.


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

7. **Online Newspaper Article (p. 200)**

Retrieved from http://www.dnytimes.com

8. **Journal Article Peer Commentary (p. 209)**

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

9. **Abstract as Original Source (p. 202)**
   - **Hard Copy**

   - **Internet**


    Abstract retrieved from EBSCO database. (Accession No. 200010185)


    Abstract retrieved from http://rileypsychology.com

12. **Thesis Retrieved from Database Service (p. 207)**

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

15. Electronic Books—Entire Book (p. 203)


17. YouTube (www.apastyle.org)


- *Use the person’s real name as the author, followed by the screen name in brackets. If only the screen name is known, use it as the author’s name.*

**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)

*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

<table>
<thead>
<tr>
<th>Old Testament</th>
<th>New Testament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Genesis</td>
<td>Jer. Jeremiah</td>
</tr>
<tr>
<td>Exod. Exodus</td>
<td>Lam. Lamentations</td>
</tr>
<tr>
<td>Lev. Leviticus</td>
<td>Ezek. Ezekiel</td>
</tr>
<tr>
<td>Num. Numbers</td>
<td>Dan. Daniel</td>
</tr>
<tr>
<td>Deut. Deuteronomy</td>
<td>Hos. Hosea</td>
</tr>
<tr>
<td>Josh. Joshua</td>
<td>Joel Joel</td>
</tr>
<tr>
<td>Judg. Judges</td>
<td>Amos Amos</td>
</tr>
<tr>
<td>Ruth Ruth</td>
<td>Obad. Obadiah</td>
</tr>
<tr>
<td>1 Sam. 1 Samuel</td>
<td>Jon. Jonah</td>
</tr>
<tr>
<td>2 Sam. 2 Samuel</td>
<td>Mic. Micah</td>
</tr>
<tr>
<td>1 Kings 1 Kings</td>
<td>Nah. Nahum</td>
</tr>
<tr>
<td>2 Kings 2 Kings</td>
<td>Hab. Habakkuk</td>
</tr>
<tr>
<td>1 Chron. 1 Chronicles</td>
<td>Zeph. Zephaniah</td>
</tr>
<tr>
<td>2 Chron. 2 Chronicles</td>
<td>Hag. Haggai</td>
</tr>
<tr>
<td>Ezra Ezra</td>
<td>Zech. Zechariah</td>
</tr>
<tr>
<td>Neh. Nehemiah</td>
<td>Mal. Malachi</td>
</tr>
<tr>
<td>Esth. Esther</td>
<td>Jas. James</td>
</tr>
<tr>
<td>Job Job</td>
<td>1 Pet. 1 Peter</td>
</tr>
<tr>
<td>Ps. Psalms</td>
<td>2 Pet. 2 Peter</td>
</tr>
<tr>
<td>Prov. Proverbs</td>
<td>Matt. Matthew</td>
</tr>
<tr>
<td>Eccles. Ecclesiastes</td>
<td>Mark Mark</td>
</tr>
<tr>
<td>Isa. Isaiah</td>
<td>John John</td>
</tr>
<tr>
<td></td>
<td>Rev. Revelation</td>
</tr>
</tbody>
</table>


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