USING THE APA STYLE MANUAL
(6^(TH) Edition)

Workshop sponsored by:

The Dr. Mack Gipson, Jr.,
Tutorial and Enrichment Center

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WHAT DO WE MEAN BY "APA STYLE?"

Many journals accept articles for publication. Since these articles come from so many different researchers and authors, it is important to have some rules and procedures so that the articles will be similar in format and easy for the readers to follow.

These standard procedures (or rules for format) are different for different disciplines. For example, while the social sciences follow the procedures set forth by the American Psychological Association (the "APA" style), authors in other fields use other styles or standards.

Although you will probably not be submitting your paper to a journal, it is still important for you to follow the standard rules so that your paper will be easy for others to read. These rules cover such topics as format, grammar, typing rules, and page layout. It will be especially important for you to follow the rules for proper documentation (giving credit to those authors whose work you have referred to in your paper).

Your instructor has assigned you a research paper and has specified that you follow the APA Manual. This packet will discuss some of the more important features of that manual and will provide samples of many of the rules.

This packet is intended to be used as a brief guide to introduce you to the use of the APA Manual as you write your research paper. You will probably need more information as you go through the process. **For more information, you should look at the <u>Publication Manual of the American Psychological Association (Sixth Edition).</u>*** (This edition has a copyright date of 2010.)

Many other books may help explain how to write a research paper. These books are available in the Tutorial and Enrichment Center and in most libraries and bookstores. In addition, many grammar books have sections on writing research papers.

HOWEVER, keep in mind that the APA Manual will always be the best place to look for answers to your questions about format, rules, and procedures. Remember, also, that you will be using the rules for the **<u>6th edition.</u>**

If you want more information about any rules discussed in this packet, refer to the page numbers of the APA Manual that are included in the discussion. NOTE: Although most of the basic rules are presented in this packet, it was not possible to include the information needed to write your reference entries. **IN ORDER TO CORRECTLY WRITE YOUR REFERENCES, YOU WILL NEED TO REFER TO THE APA MANUAL ITSELF (pp. 193-224).**

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*   This manual will be called the "APA Manual" for the remainder of this packet.
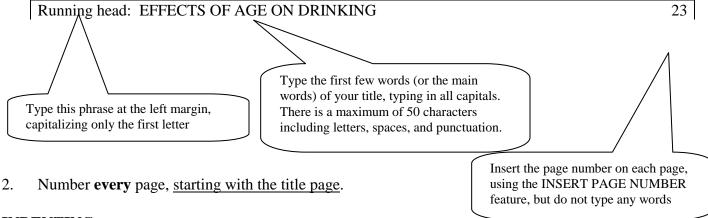
TYPING RULES

GENERAL RULES:

1. Use standard paper (8½ X 11). Do not use erasable or onionskin paper. Do not tape, glue, or staple anything to any of the pages.

2. All pages should be **double-spaced**. Double-space between <u>all</u> lines of your paper.

3. Do <u>not</u> use full justification. That is, do not try to make every line the same length. Instead, use **left justification** to leave the right margin uneven. Do not hyphenate at the end of a line.

4. **All margins** (top, bottom, right, and left) should be **1**". Remember that your page numbering (your "running head") should be only ½" from the top margin.

FONTS:

1. Use a font that will give your paper a professional look. (Times-Roman is preferred.)

2. Use font size **12** only. (If you are using a standard typewriter instead of a computer or word processor, you may use either pica or elite type.)

PAGE NUMBERING:

1. You will number your pages by creating a **"running head"** that will appear in the header at the <u>top</u> of **every page**. The proper format for a running head is as follows:

Running head: EFFECTS OF AGE ON DRINKING   23

Type this phrase at the left margin, capitalizing only the first letter

Type the first few words (or the main words) of your title, typing in all capitals. There is a maximum of 50 characters including letters, spaces, and punctuation.

Insert the page number on each page, using the INSERT PAGE NUMBER feature, but do not type any words

2. Number **every** page, <u>starting with the title page</u>.

INDENTING:

1. Indent the first line of every paragraph **½"**. Use the TAB key to be consistent.

2. There are a few exceptions, which will be covered in other sections of this packet.

TYPING SPACES AFTER PUNCTUATION MARKS:

1. Leave just **one** space after typing the following punctuation marks:
    *   commas
    *   colons
    *   semicolons
    *   punctuation at the end of a sentence
    *   periods that separate the parts of a reference citation
    *   periods that follow the initials of a person's name

2. See pp. 87- 96 of the APA Manual for other rules for typing punctuation.

HEADINGS:

1. Headings should be as brief as possible.

2. The first section, the *introduction*, **does not** have a heading. Instead, type the full title of your paper, centered, starting on the first line of the page. Use proper capitalization. Do not use bold, italics, or underlining for the title.

3. The APA style has 5 levels of headings. (See p. 62 of the APA Manual.) For most student papers, however, only 1 or 2 levels are usually needed:

    a.) *Main headings* should be centered and typed in boldface. Capitalize words that are 4 or more letters long, and capitalize verbs, pronouns, nouns, adjectives, and adverbs. Do <u>not</u> capitalize prepositions or conjunctions. Here is an example of a main heading:

    Technology and Adult Literacy

    b.) *Sub-headings* should be typed at the left margin and should be in bold type. Follow the same rules for capitalization that are described for main headings. Here is an example of a sub-heading:

    Advantages

4. Do <u>not</u> start a new page when you start a new section or heading. Do not skip extra blank lines between sections or paragraphs. Let your paper flow without any gaps in it.

CREATING A WORKING BIBLIOGRAPHY

As you start to do your research, it is a very good idea to keep track of the sources that you are using. If you write down all of the information you might need as soon as you see that you will be using the book or article, you will save yourself a lot of difficulty later on. The APA Manual (**pp. 193-224**) will tell you the specific format to use for each of your resources, but you can use the following lists to get an idea of the information you should keep for each source:

BOOK:

> Author's full name: last name first (write down all names if there are more than
>   one author)
> Full title (including any subtitle)
> Editor or translator (if there is one) – record the name and whether he/she is an
>   editor or translator
> Edition (if the book is a second or later edition)
> Number of the volume and the total number of volumes (if the book is part of a
>   mutlivolume set)
> Series name (if the book is part of a series)
> City of publication (write down only the first city if several are listed)
> Publisher
> Year of publication

ARTICLE IN A SCHOLARLY JOURNAL:

> Author's name
> Title of the article
> Title of the journal
> Volume number (and issue number, if needed)
> Year of publication
> Inclusive page numbers of the article (for example: **162 - 171**)
> doi: number [recently, articles have used a doi: number to help readers locate it]
>   See p. 189 in APA Manual for example and more information.

NEWSPAPER OR MAGAZINE ARTICLE:

> Author's name
> Title of the article
> Title of the periodical
> Volume number (and issue number, if needed)
> Date of publication
> Inclusive page numbers of the article (for example: **162 - 171**). If the article
>   appears on discontinuous pages, give all page numbers and separate the
>   pages with a comma (for example: **1, 3, 6-7**).

NOTE: For an Internet source, include the complete pathname and the date of access.

REFERENCES/CITATIONS IN TEXT

It is extremely important that you give credit to authors when you use their ideas and/or their words. There are 3 basic situations:

1. **<u>GIVING CREDIT FOR IDEAS</u>**

    If you are giving credit to authors for an idea but have not used their actual words, you must give the **author's last names and the year**.

For example, letting a few students work together at the computer allows them to share their past experience and to make use of prior knowledge (Howie, 1990).
Turner (1988) discussed the development and administration of computerized programs.

2. **<u>SHORT QUOTATIONS</u>**

    If you are using a short quote (**up to 39 words**), you should incorporate it into your text and use double quotation marks before and after it. You must give the **author(s), year, and page number**. *Put the period <u>after this reference information</u>*, not after the words of the quotation.

Diem (1986) noted that, in addition to participating in general group problem-solving behaviors, "most students sought peer aid rather than teacher help in answering instructional questions while working on the microcomputers" (p. 96).
When people use a computer, they may be able to "identify physically with what is happening inside the machine. It makes the machine feel like a part of oneself" (Turkle, 1984, p. 183).

3. **LONG QUOTATIONS**

   If the quote has **40 or more words**, you must **double-space** it in **block form** with each line indented **½"** from the left margin. Do not use quotation marks before and after it. You must give the **author(s), year, and page number**. *Put the period underline after the last word of the quote*, not after the citation.

   Lewis (1988) found that most adult remedial students have little anxiety about using computers. Rather, she found that they seem to have a very positive attitude toward technology:

   > Adult literacy students favor the use of computers in literacy instruction, enjoy using computers, and find the experience personally rewarding. Not only do learners feel that they gain a sense of increased self-esteem, but they also feel a sense of control over their lives. (p. 7)

   Another factor which may affect the usefulness of a computerized program is the potential change in relationships which may result:

   > When students use computers and have control over their personal learning agendas, they become more independent. Sometimes teachers and tutors feel displaced by the technology. Training can overcome these feelings of displacement and give instructors an important role in instruction. (Askov & Clark, 1991, p. 436)

NOTE: If the quotation is longer than one paragraph, indent the first line of all paragraphs after the first paragraph. Indent these extra paragraphs ½" from the new margin.

See the following pages of the APA Manual for more information:

- 170-174   quotations
- 174-183   reference citations in text

FORMAT

TITLE PAGE

The title page displays the **running head** that contains **part of your title** <u>and</u> the **page number**. The entire running head should appear on every page of the paper. Refer to **page 2** of this packet for more details and an example of the running head.

Follow your instructor's guidelines about what to include on the title page. If your instructor does not specify what to include, the following information should appear on the title page for most college papers: The main title of the paper should be typed in uppercase and lowercase letters. It should be placed in the upper half of the page and should be centered. If the title takes more than one line of type, it should be double-spaced. The title page should also include your name, your course, your instructor's name, and the date you will turn the paper in (not the date you actually write it or type it).

ABSTRACT

The abstract is a short summary of your paper. Each journal has a limit for the length of the abstract. It is generally between 150 and 250 words long. It should be typed as one paragraph but should not be indented.. The abstract should give the reader a comprehensive overview of your thoughts and should be accurate and easy to understand. It should cover all of your important points: your topic, thesis, purpose, main points, types of sources, and conclusions. If you have conducted some type of research (experiment, interview, questionnaire, etc.), you should include a summary of your purpose, subjects, methods, and conclusions.   In the abstract, you should type all numbers (expect those that start a sentence) as numbers rather than as words. Although the abstract is placed as the second page of your paper, it is often easier to write it <u>after</u> you have written the entire paper rather than before you have written the paper. If you write it afterwards, you will have a clearer idea of the points you actually made and the direction your paper actually took.

BODY

The body starts on page 3 of your paper. Type the complete title of your paper starting on the top line of the page, centered and double-spaced. Then start your paper with your introduction (but do <u>not</u> type the heading "Introduction"). Present your thesis and describe your method of research. Discuss the literature but do not give an extremely detailed review at this point. (You will be doing that later on.) End the introduction with your thesis statement to help you make the transition to the main body of the paper. In the body, you will discuss each of your major points and give supporting evidence from the literature you have read. Be sure to use correct citation procedures and to give credit whenever needed.

The body of your paper will end with your conclusions. In addition to summarizing your findings, you will be able to suggest avenues for future research, applications of your work, implications for future behavior, etc. In other words, try to evaluate and interpret your findings and help the reader see beyond your work. Remember: In a research paper you are doing more than just reporting what other people have said.

FORMAT (cont'd.)

Do not leave any blank lines in the text: For example, do not use extra blank lines between sections of your paper and do not start each new section on a new page. Instead, just let your paper flow from one section to another.

<div align="center">

REFERENCES

</div>

The references section of your paper will be one of the most important parts. This section is where you will list your bibliography of the articles and books that you have used while writing your paper. Your information must be **accurate**.

The references are typed on a separate page following the last page of the body of your paper. Continue your page numbering system on the references page.

Type your entries in the proper format. Use a **hanging indent**: Start the first line of every entry at the left margin of your page. If an entry is more than one line long, the remaining lines should be indented. Here is a sample entry:

> Mellers, B. A. (2000). Choice and the relative pleasure of consequences.
> *Psychological Bulletin, 126,* 910-924.

See **pp. 193-224 in the APA Manual** for specific instructions and examples that you can follow to type your references.

For sample paper showing formatting, layout, citations, and references, refer to:

- APA Manual: pp. 41 – 59
    - 2 sample research papers
        - one-experiment paper (pp. 41 – 53)
        - two-experiment paper (pp. 54 – 59)

- APAStyle Website: http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf
    - view the same one-experiment paper on pp. 41 – 53 of the APA Manual

References

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

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

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Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science, 290,* 1304. doi:10.1126/science.290.5495.1304

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

REMEMBER:

- Alphabetize the entire list
- Do not number the entries
- Use hanging indents
- Pay attention to details in formats

*Above samples are compiled from sample entries on the APA Style website (www.apastyle.org).

Follow the guidelines for reference formats in chapter 7 of the APA Manual

193-224   **general information** about references and the **specific example(s)** that you need for the books, periodicals, and other sources that you used

193-198   **"table of contents"** of all of the examples and patterns for you to follow when typing your references

198-224   **examples/patterns** for references

For information about using the doi (digital object identifier) in the references, refer to

- pp. 187-192 for explanation (what the doi is, where to find it, etc.)
- p. 198 for information on how to include the doi in the reference entry

For more information on APA style, try these APA websites:

- ✓   www.apa.org
- ✓   www.apastyle.org

MISCELLANEOUS SUGGESTIONS

1.   Avoid gender-specific terms (like "he" and "she"). See pp. 73-77 in the APA Manual for more information on avoiding bias in terms of gender, sexual orientation, racial and ethnic identity, disabilities, age, and historical and interpretive inaccuracies.

2.   Make sure you have subject-verb agreement.

3.   Be consistent in your use of verb tenses.

4.   Use proper punctuation.

5.   Be sure to back up your paper onto an extra flash drive in case your main drive develops a problem. Make a hard copy after you finish each draft.

6.   Make sure your final copy is neat. Avoid smudges, erasures, crossed-out words, and insertions.

7.   Make sure each page is numbered and in order before you assemble and hand in your paper. (Ask your instructor if you should just staple you paper together or if you must use a report cover.)

8.   Keep a copy of your final paper for your own protection and for your records.

9.   Give proper credit to ideas as well as direct quotations. Your instructor will be able to tell when you are not using your own ideas (or your own words) and will look for your citation to see where you found the information.

10.   Be sure to integrate your sources into your paper and synthesize what they have said. Do not merely report what each person wrote. Do <u>not</u> turn your paper into a book report on each article. <u>Remember</u>: You must put your own thoughts into this paper and you must find a way to incorporate what other people have written.

11.   Do not be confused by the numbering system used in the APA Manual. The manual is divided into chapters. The information within each chapter is numbered by sections. For example:

4.16 means that this is **Chapter 4, section 16**