

APA Format Guide

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Introduction:

APA format is the prescribed manner for writing papers as established by the American Psychological Association. It is used by many disciplines in the social and behavioral sciences in addition to psychology, including sociology and criminal justice. It is similar in some ways to MLA format (the writing style used by disciplines in the humanities such as English), but there are many clear differences.

This purpose of this guide is to offer a quick overview of APA format and a quick reference guide for many commonly used sources. However, this guide may not include enough explanation or the actual source type that you are using. If the reference you need is not listed in this guide, or you would like more elaboration on the specific parts of APA-style papers, please refer to the actual manual: Publication Manual of the American Psychological Association (5th ed.). American Psychological Association, Washington, DC.

Guidelines At-A-Glance:

1. Everything should be double-spaced.
2. All margins are to be 1 inch.
3. All type is to be 12 point only. No bold on text.
4. Every page should have a running head (short form of the title) and page number all aligned with the right hand margin.
5. Title page should include article title, your name and your institution (MTC).
6. You do not need to include an abstract.
7. Please use the three headings given in your Article Review Writing Guidelines. All headings should be centered.
8. Every sentence with information taken from the text must be cited with author's names and the year of the article. Example: (Smith, 1999). This applies even if you put the information into your own words. If you directly quote the material it must be put in quotation marks and then the citation must include the page number. Example (Smith, 1999, p. 368) Also:

- a. If there are three or more authors you must list all last names the first time, then every time after that put the first author's last name followed by et al. and then the date.
 - b. The date for the article does not have to appear more than once in a paragraph. But when a new paragraph starts you must put the date in the citation again.
9. The reference page must be on a separate page. Please follow the format given in the APA guide for references. Also note that articles retrieved from the Internet (PsychArticles) should be list differently from those you found in print from the library. See APA Guide for Internet References to see an example.
10. The reference list must include all articles you cited in your summary.

General Format for APA-Style Papers:

All APA-style papers should be typed or word-processed in 12-point font, double-spaced, with one-inch margins at the top, bottom, and both sides. New sections should begin on a new page. Section headings should be centered, with the first letter of each word capitalized. Subheadings (if used) should be left-justified. Bold type-face should not be used anywhere in the paper. References in the reference section should be created with the hanging paragraph style (for each separate reference, the first line is left justified, while all subsequent lines are indented). You should not use additional lines between references.

APA-Style Article Format:

There are two basic kinds of APA-style articles: original research articles and review articles. Unless you are reporting some original research that you have just conducted, you are writing a review article: you are reviewing and summarizing other people's research. So, the majority of people writing papers for a class will be **READING** research articles but will be **WRITING** a review paper. Both formats are summarized here for quick reference so you will be able to see the difference.

An original research article has the following parts in this order:

A Title page

An Abstract, which is a brief (100-150 words) but concise summary of the article.

An Introduction section where the background and significance of the research study is described.

A Methods section where the exact methods used to conduct the study are described. In here you will find things like the number and type of participants used in the study and a description of exactly what was done.

A Results section where the data are described and statistical analyses are reported.

A Discussion or Conclusion section where the findings are explained.

A Reference section where all sources are listed in alphabetical order by the first author's last name.

A review article is the same, except that it does not have a Methods or a Results section; in a review article there is no study to describe and no data to be analyzed. Therefore a review article only has the following sections:

A Title Page: which contains the title of the article, the author's name, and the author's affiliation. If you are writing your paper for a class at Midland Technical College, then your affiliation is Midlands Technical College. The title page also contains a description of the running head and the actual running head with the page number (1); the running head is a short form of the full title. The running head and page number should be right justified, with the page number double spaced below the running head. The running head and page number also go at the top of all pages of the paper.

An Introduction section where the topic or problem are introduced, and previous research is described.

A Discussion section where the main points of the article are discussed.

A Conclusion section where the author's conclusions are given along with the article's strengths and weaknesses.

A Reference section (same as a research article).

Sample APA Reference Style for Citations in Text:

APA format uses just the author(s) last name(s) and the year of publication for all citations within the paper. You do not need first names, initials, initials, or suffixes like Jr. For example,

One work (article, book, etc.) by one author:

Walker (1999) compared reaction times

OR

In a recent study of reaction times (Walker, 1999)

One work by two authors:

Walker and Smith (1999) compared reaction times

OR

In a recent study of reaction times (Walker & Smith, 1999)

One work by three or more authors:

When you cite a work by more than 2 authors, you must cite all of the authors the **first** time, like this:

Smith, Jones, Rosen, Brown, and Rock (2001) found that

OR

In a recent study of schizophrenia (Smith, Jones, Rosen, Brown, & Rock, 2001)

*You must spell out "and" in text, but use the "&" in parentheses

For all **subsequent** citations of this reference, you can use "et al." (which means "and others"), like this:

Smith et al. (2001) also showed that

OR

It has also been suggested that schizophrenia.... (Smith et al., 2001)

Groups as authors:

You usually spell out the whole group name (for example, an agency) for every citation, but you may spell out the name the first time with an abbreviation for subsequent citations. For example:

First citation: (National Institute of Mental Health [NIMH], 1997)

Subsequent citations: (NIMH, 1997)

Two or more works within the same parentheses:

You must order the citations in parentheses in the same order they appear in the reference list (i.e., alphabetically).

If you have 2 or more works by the same authors in the same order (i.e., Smith & Jones for both, NOT Jones & Smith in one), then you can put the name just once, followed by the years, like this:

Past research (Smith & Jones, 1995, 1997, 2001)

For related references by different authors, list in alphabetical order, like this:

Past research (Brown et al., 1998; Jones & Smith, 2001; Smith & Jones, 1995).

Using Quotations:

As a general rule, a good paper does not rely on many quotations; you should try to paraphrase information in your own words as much as possible. However, in cases where direct quotations are necessary, you need to cite the author(s) and year as well as the page number the quote came from, as follows:

One study suggests that "the current system of managed care is shortsighted" (Smith & Jones, 1998, p. 321).

To quote an electronic source that does not provide page numbers, use the paragraph number the quote came from preceded by the ¶ symbol or the abbreviation para., like this:

(Myers, 2000, Discussion section, ¶ 5)

OR

(Myers, 2000, Discussion section, para. 5)

Sample APA Reference Style for Reference Section:

A journal article with one author:

Hogue, D. M. (1999). The use of creative writing assignments in psychology courses. *Journal of Applied Psychology, 32*(2), 66-85.

A journal article with multiple authors:

Hogue, D. M., Gramlich, C., & Rider, D. (1999). The use of creative writing assignments in psychology courses. *Journal of Applied Psychology, 32*(2), 66-85.

A book:

Hogue, D. M., & Sales, B. D. (1999). *Ancient quotations* (3rd ed.). New Orleans: Xavier Press.

A newspaper article:

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

A movie/film:

Axelrod, J. (Producer), & Frankenheimer, J. (Director). (1962). *The Manchurian Candidate* [Motion Picture]. (Available from MGM Home Entertainment, New York, NY).

A television broadcast:

Crystal, L. (Executive Producer). (2001, January 3). *The MacNeil/Lehrer news hour* [Television Broadcast]. New York and Washington, DC: Public Broadcasting Service.

INTERNET REFERENCES:**Internet articles based on a print source**

Today, many articles are available in full-text form online.

If you've gotten your article online through a database like InfoTrac, use this form to reference it:
Smith, G. F., & Jones, B. (2001). Effects of aging on reference memory. *Journal of Aging, 5*, 117-123. Retrieved October 23, 2002 from InfoTrac database.

If you've gotten your article online directly from the journal website, use this form:
Smith, G. F., & Jones, B. (2001). Effects of aging on reference memory [Electronic version]. *Journal of Aging, 5*, 117-123.

An internet address or website:

The Online Site for Professionals in Psychology and Psychiatry. <http://www.psychwatch.com> (accessed 1 May 1999).

A document (with no author or date identified) posted to a web site:

Electronic reference formats recommended by the American Psychological Association. (n.d.). Retrieved August 22, 2002 from <http://www.apa.org/journals/webref.html>

**Use (n.d.) to indicate no date; if the document is dated, then you would put the year in parentheses after the title instead of the (n.d.).

Article Review Checklist:

Based on the above guidelines, the following areas will be used to grade APA Style in your article reviews:

1. Text in only 12 point font
2. All text is double spaced
3. All margins are 1 inch
4. Title page is correctly formatted
5. Section headings are correctly inserted into text and formatted, and each section begins on a new page
6. Running head and page number are correctly formatted on every page
7. All material in the review is correctly cited
8. Reference page is complete and correctly formatted