APA Style

America Psychological Association (APA) publishes the *Publication Manual of the American Psychological Association*, a style guide used in a variety of academic disciplines. This handout covers basic APA issues, including citing references in text, listing references, and preparing the manuscript. For further explanation, see the sixth edition manual or visit APAstyle.org.

Citing References in Text

APA format uses the author-date method of citation. The author's last name and year of publication appears in text. Page numbers are included when citing direct quotations in text. APA uses past tense or present perfect tense signal verbs: *Jones (2010) showed* or *Jones (2010) has shown.*

Format for Quotation

When the author's name appears in a signal phrase, the year follows immediately in parentheses, and the page number is in a separate parenthetical at the end. With no signal phrase, the parenthetical citation has three elements: author, date, and page number.

> Yagoda (2007) pointed out that "when people get upset over language, more often than not the crux of the problem is a pronoun" (p. 183).

> The author observed that when language gets people riled, "more often than not the crux of the problem is a pronoun" (Yagoda, 2007, p. 183).

If page numbers are not visible in a source, but the document uses headings, cite the quotation by heading and paragraph number.

> Wilkes (2008) found that patients in underserved communities were "often unaware of the federally funded care available to them" (Discussion section, para. 4).

Format for Paraphrase

APA does not require page numbers for paraphrases from brief sources but recommends including with longer sources; otherwise, format like a quotation (above).

> Sapp (2010) reported that Kohl's began predictive modeling to improve the effectiveness of their direct mail campaigns.

Two Authors

Use *and* between authors' names in signal phrase; use ampersand (**&**) in parenthetical citation.

> Jack and Ang (2006) observed that child neglect cases spiked during phases where the supply of crack and crystal meth increased.

> Child neglect cases spiked during phases where the supply of crack and crystal meth increased (Jack & Ang, 2006)

Three to Five Authors
Cite all authors in first reference; in subsequent references, repeat or follow the first author with *et al.*

> Mann, Lime, Cale, and Jonas (2007) found that patients respond well to hydrotherapy.

> Mann et al. (2007) found that patients respond well to hydrotherapy.

For **six or more authors**, cite the last name of the first author followed by *et al.* in all citations. For more information, see pp. 174-176.

Block Quotation
If a quotation is 40 words or more, use block style. Following the signal phrase, indent one half-inch from the left margin. Start on a new line and continue double-spacing. Do not use quotation marks. The terminal punctuation comes *before* the parenthetical citation. (For more formatting help, see p. 171.)

> Lane (2011) posed another question on "diversity" in German and British cooking:
>> However, the French influence on haute cuisine is no longer the only one in the two countries. What then does the above noted diversity consist of and how strongly is it developed? Diversity, overall, is still quite modest. Borrowing from other culinary cultures consists mainly of blending individual foreign ingredients, particularly spices or flavourings from Indian, Chinese, Thai and Japanese cuisines, into European dishes, prepared in the European (particularly French) way. (705)

Unknown Author
If the work has no author, use the title or its first several words. Italicize book titles and place the titles of short works in quotation marks. Follow with year of publication.

> The Pew Survey found that just 20% of Americans think federal government programs are run well ("Beyond Distrust," 2015).

In the example above, the article's full title is "Beyond Distrust: How Americans View Their Government."

Two or More Works within One Parentheses
To cite two or more works together, order alphabetically and separate with a semicolon. List works by the same author chronologically separated by commas: (Lee 1992, 2002.

> Several studies (Algood, 2004; Sullivan & Lowe, 2003) indicated that severe dehydration, prior to the event, worsened outcomes for stroke victims.

Secondary Sources
If you need to quote a source quoted in your source, use *as cited in* before your source's name. Include, as usual, the year of publication, and the page number for your source. (APA prefers that you retrieve the source your author quoted and quote it directly, as opposed to using this secondary filter. Your professors will likely expect the same diligence.)

> Berry (as cited in Weiss, 2011) asserted, "Eating ends the annual drama of the food economy that begins with planting and birth" (442).

Personal Communications
Cite emails, lectures, interviews, or any other material that is not recoverable by your readers. Cite the name of the person, *personal communication*, and date. Cite in text *only*; exclude from references list.

E. Choate (personal communication, October 16, 2014) described how time spent in the Appalachians influenced her use of color and natural finishes.

For more in-text citation guidelines, see pp. 177-78.

References List

This section covers the formatting basics for the references and provides examples of several common source types. See Chapter 7, pp. 193-224, for a full discussion and examples.

Basic Rules

- Each entry begins flush-left, and any additional lines are on hanging indent (one-half inch). Double-space within and between entries.

- Alphabetize the list by author's last name. After the last name, include initials of given name.

- When including a source with no identifiable author, alphabetize by the source's title.

- If list has more than one work by an author, arrange entries by year of publication, earliest first.

- When a source does not have a date, use (n.d.) after the author's name.

- For an article or chapter title, capitalize only the first word of the title, the first word in the subtitle, and any proper nouns or proper adjectives. Do not italicize or enclose the title in quotation marks.

- For books and reports, capitalize only the first word of the title, first word of the subtitle, and any proper nouns or proper adjectives; italicize the title.

- For journals, newsletters, and magazines, include volume number, issue number (if available), and page numbers.

- Titles of articles should not be italicized or underlined, but the titles of the journals, newsletters, or magazines the articles they come from are italicized.

- For electronic sources, much of the same source information is included as fixed-media, but the electronic location of the source is added to the entry. Use the DOI when available. If no DOI is assigned, use the home page URL for periodicals (journals, magazines, etc.). For Web sources, provide exact URLs.

- Retrieval dates are not necessary for electronic sources unless you are citing a source that may change or move over time, such as a Wiki.

Format for Print and Electronic Sources

B*ook:*
> Swales, J. M., & Feak, C. B. (2004). *Academic writing for graduate students: Essential tasks and skills*. Ann Arbor: University of Michigan Press.

Chapter in a book or work in an anthology:
> Cullington, M. (2015). Does texting affect writing? In G. Graff, C. Birkenstein, & R. Durst (Eds.), *They say, I say*, (3rd ed., pp. 373-91). New York: W. W. Norton.

Journal article:

> Devet. B. (2010). Unpacking faculty's questions and comments about the writing center: Advice for new writing center directors. *Writing Lab Newsletter*, 34(4-5), 10-12.

Newspaper article:

> DeMoss, N. (2009, May 29). Buying back books: UA students decide where to sell used textbooks for best price. *The Arkansas Traveler*, p. A1.

An electronic version of print book:

> Douglass, F. (1845). Narrative of the life of Frederick Douglass, an American slave. [Plain text UTF-8 Version]. Retrieved from http://www.gutenberg.org/cache/epub/23/pg23.txt

Journal article with DOI:
If the journal article has a DOI, include it in the entry. No other electronic retrieval information is needed.

> Weiss, B. (2011), Making pigs local: Discerning the sensory character of place. Cultural Anthropology, 26: 438–61. doi: 10.1111/j.1548-1360.2011.01106.x

Journal article with no DOI:

> Roy, J. (2013) Elementary teacher perceptions of teaching practices that foster creative thinking in students. *Inquiry: The University of Arkansas Undergraduate Research Journal*, 14(1): 75-94. Retrieved from http://inquiry.uark.edu/issues/V14/2013a07.pdf

Online magazine article:

> Weir, K. (2016, July/August). Climate change is threatening mental health. *Monitor of Psychology*, *47*(7). Retrieved from http://www.apa.org/monitor

Online newspaper article:

> Bar, M. (2007, June 17). Think less, think better. *The New York Times*. Retrieved from http://www.nytimes.com

Website article with no author:

> Beyond distrust: How Americans view their Government. (2015, November 23). http://www.people-press.org/

Preparing the Manuscript

Use standard paper with one-inch margins. APA "prefers" 12-pt Times New Roman (p. 228). A complete APA scientific study has the following sections:

- Title Page
- Abstract (concise summary of Main Body sections)
- Main Body
    - Introduction
    - Method (usually includes subheadings)
    - Results
    - Discussion
- References
- Tables
- Figures
- Appendices

The top of each manuscript page includes a flush-left running head in all capital letters and a flush-right page number. The Title Page is page 1, which at flush-left includes *Running Head* and a colon preceding the short version of the title. The remainder of the title page has the following information centered in upper and lower case, each on its own line: title, your name, your school affiliation. For further formatting details, see pp. 23-40 and 228-31 or APA formatting help online.

Headings

The sixth edition has a top-down progression for formatting headings.

Level 1
Centered, Boldface, Uppercase and
Lowercase Heading

Level 2
Flush Left, Boldface, Uppercase and Lowercase Heading

Level 3
 Indented, boldface, lowercase paragraph heading ending with a period.

Level 4
 Indented, boldface, italicized, lowercase paragraph heading ending with a period.

Level 5
 Indented, italicized, lowercase paragraph heading ending with a period.

The introduction to an APA manuscript does not have a heading. Refer to pp. 62-63 for a more detailed discussion of heading format.

Seriation

Arranging elements into lists helps your reader organize ideas. When you use seriated items in a sentence, divide the elements using lowercase letters in parentheses.

>Angela's three research options were (a) collaborating with another student, (b) working with a group, and (c) working alone.

APA also recommends using bulleted lists to separate elements. This example comes from the APA's updated (DSM-5) PTSD diagnosis criteria.

>The exposure must result from one or more of the following scenarios, in which the individual:
>- directly experiences the traumatic event;
>- witnesses the traumatic event in person;
>- learns that the traumatic event occurred to a close family member or close friend (with the actual or threatened death being either violent or accidental); or
>- experiences first-hand repeated or extreme exposure to aversive details of the traumatic event (not through media, pictures, television or movies unless work-related). (APA, 2013)

APA recommends numbered lists to establish priority, describe process, etc. Use a period with the numeral but not a parentheses. Capitalize the first word in each complete sentence. The following is an abridged example from the APA's site on best practices for treating diverse patient populations.

>A Few Best Practices for Working with Asian Patients
>1. Assess the language barrier. Ascertain whether the patient speaks English or not, their native dialect, and the degree of acculturation.
>2. Familiarize yourself with ethnopsychopharmacological research. You may, for example, start with a lower prescribed dosage of psychotropic medications for Asians.
>3. Consider traditional interventions, in addition to medication and if indicated, diets, exercises, and other traditional methods (Tai Chi, Breathing exercises) of stress-reduction and relaxation.
>4. Ask detailed clinical history with open-ended questions first and be attentive to non-verbal clues (facial expression, tearing, etc). (Gaw, 2016)

Verbs: Voice and Tense

The APA recommends use of the active voice, and notes that in a few cases writers may want to use passive voice to focus a reader's attention on the recipient of the action (p. 77). Note the examples below.

>*Preferred active voice:*
>>We conducted the experiment in Dr. Smith's lab.

>*Nonpreferred passive voice:*
>>The experiment was conducted in Dr. Smith's lab.

The APA also recommends using the past tense when referring to actions that took place at a specific time in the past. Use past tense to refer to other scholars' research or your own research and results.

☑ Goodson (2012) developed a similar methodology.

☒ Goodson (2012) presents a similar methodology.

Numbers
Use numerals to express or represent

10 and above	124 volunteers	3rd rotation	21 years old
statistical or mathematical functions	divided by 4	4 times as many	10 times higher
units of measurement	8-mg dose	20.50 ml saline	10-kg weight
percentages, ratios, and percentiles	8% of students	10:1 ratio	4th percentile
time, dates, ages	4:30 p.m.	3 hr 15 min	15-year-olds

Use words to express a number that begins a sentence, title, or text heading. The APA suggests rewording the sentence to avoid beginning with a number.

Thirty-two percent of the students showed a grade increase by the end of the semester; 3% showed no change.

By the end of the semester, 32% of students showed a grade increase; 3% showed no change.

Use words to express common fractions.

We found seven eighths of freshmen prefer to make decisions about use of support services.

Rule changes require a two-thirds majority vote.

Use commas between groups of three digits in figures 1,000 or more. For exceptions, see p. 114. See pp. 111-14 for further help with numbers.

Additional Resources
APA Sample papers
APA Running head
APA Exposed (APA PowerPoint tutorial)
APA In-text citations and references
Basics of APA Style (Web tutorial)
APA Style Blog

Selected Bibliography

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2016) DSM-5: Updated disorders (Posttraumatic stress disorder) [PDF file]. Retrieved from https://www.psychiatry.org/psychiatrists/practice/dsm/dsm-5

"Beyond distrust: How Americans view their government." (2015, November 23) Retrieved from http://www.people-press.org/

Gaw, A. (2013). Best practice highlights: Asian American patients [PDF file] Retrieved from https://www.psychiatry.org/psychiatrists/cultural-competency/treating-diverse-patient-populations

Lane, C. (2011), Culinary culture and globalization. An analysis of British and German Michelin-starred restaurants. *The British Journal of Sociology*, 62: 696–717. doi:10.1111/j.1468-4446.2011.01387.x

Weiss, B. (2011), Making pigs local: Discerning the sensory character of place. *Cultural Anthropology*, 26: 438–461. doi:10.1111/j.1548-1360.2011.01106.x

Yagoda, B. (2007). *When you catch an adjective, kill it*. New York: Broadway Books.