

APA STYLE SHEET  
A SUMMARY OF SELECTED APA RULES

This summary document is based on the 2009 Publication Manual of the American Psychological Association (APA) (6th ed.). The APA style of academic writing is used for social sciences, business, anthropology, and some of the life sciences. Items related to the format for reference lists and in-text citations are summarized in this document. This is not a complete summarization of all APA rules, and depending upon the assignment and instructor, students may have to consult the Manual for directions not included in this summary.

REFERENCE CITATIONS IN THE TEXT

The writer must document all summaries, paraphrases and quotations. In order to avoid plagiarism, provide the name of the source--where the idea or fact was obtained. (Directions on how to treat materials directly quoted from another source are covered later in this document.)

Not every fact, date or statistic other than the author's own assertion needs documentation. For example, if the material is common knowledge it does not need to be documented. Common knowledge is considered to be that information found in five or more sources, which are accessible to the public. Sayings of unknown origins and proverbs are also considered common knowledge.

Research papers are expected to contain considerable citations. Gaining new information is the purpose of conducting research. Writers are expected to acknowledge the sources of the borrowed material. Guidelines suggest that when in doubt, cite the known source. All information borrowed in the form of summaries, phrases, nomenclature, paraphrases, quotes, dates, and statistics must be cited.

Paraphrasing restates a passage or piece of information in approximately the same number of words as the original but uses the style, vocabulary, and syntax of the paraphraser. Information that has been paraphrased should also be cited. When paraphrasing cite the source, usually at the end of the paragraph.

. . . according to the protocol (Smith, 1957).

Citing an author's work in the text of your document briefly identifies the source of your information for readers and enables readers to locate the source of information in the alphabetical reference list at the end of the document. See pages 174 – 179 of the APA Publication Manual for complete citation information. There are several ways to include the author-date method of citation, and it is advisable to use a variety of the following styles to avoid repetition:

In 1990, Smith identified five basic questions...

Smith (1990) believes that there are five basic questions to ask if . . .

In a recent report on workplace literacy programs (Smith, 1990), five basic questions were identified . . .

Smith believes that there are five basic questions important for workplace literacy volunteers to ask (Smith, 1990).

Within a paragraph, you need not include the year in subsequent citations of the same work of the author.

Smith (1990) identified five basic questions to ask when considering the type of . . . Answering these questions is the key to good decision making. Smith also recommended that a needs assessment determine several important factors . . .

There are specific ways to cite the names of multiple authors. When a work has:

two authors, cite both names in every citation

more than two but fewer than six authors, cite all of the authors the first time the reference occurs, and then in subsequent citations include only the surname of the first author followed by the abbreviation, "et al."

Williams, Jones, Smith, Bradnes, and Torrinton (1989) found that despite . . . Williams et al. also believe that adults need to see . . .

six or more authors, cite only the surname of the first author followed by the abbreviation, "et al."

Sales management measures include average sale size, commissions, cross-selling . . . (Takac, et al., 1989).

### Personal Communications

Personal communications such as letters, memos, and personal conversations do not provide recoverable data and **should not be included in the reference list**. Cite personal communications in the text only. Use the initials of the referent as well as the surname, and provide as exact a date as possible in parentheses:

The director of human resources at a local company reported . . . (R.J. Melrose, personal communication, November 19, 2009).

J. O. Reiss (personal communications, April 10, 2010) reported . . .

### Specific References

Any time reference is made to a specific quotation, figure, graphic or table, supply the page number, figure or table number. The word "page" and "figure" are abbreviated. When there is more than one page reference, use "pp.". For direct quotes of online material without a page number use the abbreviation *para*.

(Boldrey & Felstehausen, 1998, pp. 15-25)

(Jones, 1999, Fig. 3)

(Woodley, 2006, para. 2)

### Direct Quotations

When quoting from an author's work, the quoted material should be reproduced exactly as the author had written it, including wording, spelling and punctuation. The length of the quotation determines how it is handled in the document.

Short Quotations: When the quotation is less than 40 words, incorporate the quote in the text, enclose the quotation with quotation marks, and provide the author, year, and specific page of the citation at the end of the sentence, before the period. The case (upper or lower) of the first letter of the first word of a quotation may be changed to fit the sentence within which it is included in your text.

The authors assert that "adults need to see immediate, practical value in what they are learning" (Dunn-Rankin & Beil, 1990, p. 45).

Quotations must fit logically into the context of the sentence or paragraph so as not to produce awkward, illogical, or improper sentence or paragraph structure. Brief quotations, four lines or less, should be introduced with a phrase to increase the reading smoothness for the reader.

Long Quotations: Quotations of more than 40 words must be indented five spaces from the left margin only and typed with double spacing and without quotation marks. If two or more paragraphs are quoted, the beginning sentence of each paragraph should be indented five more spaces. Each long quotation should be preceded by an introductory sentence establishing the context or reason for the quote and ending in a colon that immediately precedes the long quote as follows:

The final paragraphs of "A Rose for Emily" bring to a horrifying climax all elements of Gothic horror that have pervaded the story:

For a long while we just stood there, looking down at the profound and fleshless grin. The body had apparently once lain in the attitude of an embrace, but now the long sleep that outlasts love, had cuckolded him. What was left of him, rotted beneath what was left of the nightshirt, had become inextricable from the bed in which he lay; and upon him and upon the pillow beside him lay that even coating of the patient and biding dust.

Then we noticed that in the second pillow was the indentation of a head. One of us lifted something from it, and leaning forward, that faint and invisible dust dry and acrid in the nostrils, we saw a long strand of iron-gray hair. (Kyser, 1988, p.10)

**\*Note** (This is the only situation in which the citation appears after the period.)

Elements in a Periodical or Journal Reference:

- Author(s)
- Date of Publication
- Article Title (First letter of first word capitalized only.)
- Journal Title and Volume number (not underlined)
- Edition (in parenthesis, not underlined)
- Page number(s) of article (Unless the reference is to the entire periodical.)

Order of the Elements:

Authors' last name, First and Middle Initials. (Publication Year). Title of the article. Title of the Journal, Volume number, (edition number if available), Page numbers (numbers only).

General Rules for Reference List Citations:

1. Begin flush left (no indent).
2. Invert all author's names: Last Name, Initials.
3. Keep names in same order as the publication.
4. Use initials only for the author's first/middle names: White, S. L.
5. Include all of the authors in the citation regardless of number.
6. Use commas to separate authors and to separate last names and initials.
7. With two or more authors, use an ampersand (&) before the last author.
8. In a work that has no author, move the title to the author position, before the date of publication.
9. Enclose the date of publication in parentheses followed by a period.
10. Capitalize only the first word of the title and subtitle (if there is one), the first word following a colon, and any proper names.

Additional Rules for Citing Periodicals

1. When citing the date of publication for **magazines or newspapers**, give the year followed by the month and date, if any.
2. Do not underline the title of the article or place quotation marks around it.
3. Include the full title of the journal, using upper and lower case letters, and italicize.
4. Give inclusive page numbers and use the designation "pp." before the page numbers if your reference is a magazine or newspaper (these do not have a volume and issue number). Do not use pp. in a journal reference.

Selected Examples of References to Periodicals – See APA Manual, pp. 215-281 for complete listing

1. **Journal article, continuous pagination**

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647.

2. **Journal article, two authors, journal paginated by issue**

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37(2), 1-7.

3. **Journal article, no author**

Getting older, getting better. (1990). *Training & Development Journal*, 44(8), 9-10.

4. **Magazine article, discontinuous pages**

Schwinn, D.R. (1989, November). Converting training into action. *Quality Progress*, XXII, 53-56,58.

5. **Online periodical**

Gardner, H. (2002). Do babies sing a universal song? *Psychology Today*, 21, 70-76. Retrieved August 9, 2003, from <http://www.etc>

## 6. **Online document**

Author, A. A. (1980). *Professionals face tax increases as IRS targets personal-service corporations*. Retrieved August 21, 2003, from <http://www.etc>

### General Paper Format

1. Typeface: Times New Roman, 12-point font size.
2. Line spacing: Double throughout the paper except for tables and figures.
3. Margins: 1 inch on all sides.
4. Line Length: 6 ½ inches, ragged right.
5. Hyphenation: Do not use hyphenation function.
6. Paragraph Indent: five to seven characters or ½ inch.
7. Running Head: All caps, flush left
8. Title Page: RUNNING HEAD, Title, author byline, institutional affiliation, or other items required by your professor. An example of a paper appears on pp. 41-59 of APA Publication Manual.

### **Major Changes from 5<sup>th</sup> edition to 6<sup>th</sup> edition:**

1. APA now allows **boldface** on **headings** and in **tables and figures**. See pp. 62-63 and p. 118 of APA Publication Manual.
2. RUNNING HEAD is in all caps and flush left
3. Bulleted lists are allowed. See pp. 64-65.