

APA Research Style Crib Sheet

by Professor Russ Dewey & Dr. Abel Scribe PhD - Fall 2007

[This page is a summary of rules for using APA style. The version you are reading was revised 10/10/96, edited and revised again on September 5, 2000 with Bill Scott of the [College of Wooster](#), and updated in January 2003 by [Doc Scribe](#). I have made every effort to keep this document accurate, but readers have occasionally pointed out errors and inconsistencies which required correction. I am grateful to them and invite additional feedback. This document may be reproduced freely if this paragraph is included. --[Russ Dewey](#)]

➔ **APA Quick Study.** The *APA Crib Sheet* covers the details of APA style. The *APA Quick Study* examines underlying rules to documentation and highlights essential features that are trademarks of the style. This is the short course to using APA style.

➔ **APA Quick Reference!** For those in a hurry, the *Quick Reference* explains APA style features with graphics and pop-up notes. Download and install this free guide on your Windows PC.

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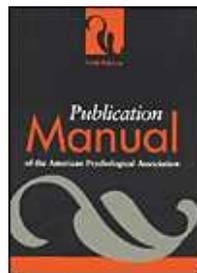


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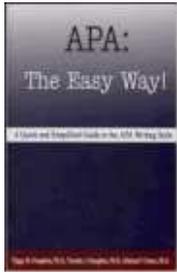
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APA STYLE: INTRODUCTION



APA style is the style of writing used by journals published by the American Psychological Association (APA). The style is documented in the *APA Publication Manual* (5th ed., 2001). The *APA Manual* began as an article published in *Psychological Bulletin* in 1929, the product of a 1928 conference of anthropologists and psychologists who gathered "to discuss the form of journal manuscripts and to write instructions for their preparation" (APA, 2001, p. xix). The APA first published the guidelines as a separate document called the *Publication Manual* in 1952. Today the manual is in its fifth edition, and *APA style* is widely recognized as a standard for scientific writing in psychology and education, used by over a thousand research journals.

Links to **APA Manual at Amazon.com**: ([Paperback \\$26.95](#)) ([Spiral Bound \\$33.95](#)).



APA Easy? This handbook is a quick and simplified guide to the APA writing style. It was developed as a condensed version of the official *APA Publication Manual* and designed to be utilized as a supplement to the actual guide. One reviewer at Amazon.com writes: "*APA The Easy Way* is a godsend. It takes the pain of dealing with the *APA Manual*, cuts through the BS and tells you the 'meat' of what you really need to know to conform to this style of writing. All-in-all a very simple and easy-to-use guide that helps take the sting out of writing APA style" (Fronckowiak, 2005).

Houghton, P. M., Houghton, T. J., & Peters, M. F. (2005). *APA: The Easy Way!*. Port Huron, MI: Baker College.

Link to APA: *The Easy Way* at Amazon.com: ([Paperback \\$10.95](#)).

The APA Crib Sheet covers some of the more common rules and reference sources in APA style. However, this Web page is no substitute for the 440 page *APA Manual*, which has evolved into a comprehensive style guide. The *APA Manual* should be purchased by any serious student preparing an article, theses, or dissertation in psychology or education. It answers question you may not think to ask. The *APA Crib Sheet* has no affiliation with the American Psychological Association. It began as a "community service" project by Professor Dewey, and has become the most widely consulted resource on APA style on the Internet.

👉 **APA Warning!** This is from the *APA Publication Manual*: "The *Publication Manual* is not intended to cover scientific writing at an undergraduate level. . . Instructions to students to 'use the *Publication Manual*' should be accompanied by specific guidelines for its use" (APA, 2001, sec. 6.01). *Never fear, Doc Scribe has you covered!* Read [APA Style Final Manuscripts \(PDF\)](#) for the details!

👉 **Final Manuscripts.** The *APA Manual* draws a distinction between *final manuscripts* such as class papers, theses, and dissertations, and *copy manuscripts* to be submitted for review and publication. The *APA Crib Sheet* follows the instructions given in chapter six for "Material Other Than Journal Articles" (APA, 2001, pp. 321-330). If you are writing for publication you should consult the *APA Manual* directly. Final manuscripts differ from copy manuscripts in these ways:

- **Spacing.** "Double-spacing is required throughout most of the manuscript. When single-spacing would improve readability, however, it is usually encouraged. Single spacing can be used for table titles and headings, figure captions, references (but double-spacing is required between references), footnotes, and long quotations" (APA, 2001, p. 326).
- **Figures, tables, and footnotes.** "In a manuscript submitted for publication, figures, tables, and footnotes are placed at the end of the manuscript; in theses and dissertations, such material is frequently incorporated at the appropriate point in text as a convenience to readers" (APA, 2001, p. 325).

The most notable **additions and changes** to fifth edition of the *APA Manual* (2001) include:

- Electronic sources require new formats in references. The formats previously featured on the APA Web site have been superseded. Several formats are included in the *Crib Sheet*.
- Italics or underline? "Use the functions of your word-processing program to create italic, bold, or other special fonts or styles following the style guidelines specified in this *Publication Manual*" (APA, 2001, p. 286). However, underlining in place of italics is still acceptable when using a typewriter (see APA, 2001, p. 100). Always be consistent!
- Hanging indents. "APA publishes references in a *hanging indent* format. . . . If a hanging indent is difficult to accomplish with your word-processing program, it is permissible to indent your references with paragraph indents" (APA, 2001, p. 299).

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APA EDITORIAL STYLE

"When editors or typesetters refer to *style*, they usually do not mean writing style; they mean editorial style--the rules or guidelines a publisher observes to ensure clear, consistent presentation of the printed word" (APA, 2001, p. 77). These style notes cover details commonly encountered when drafting a research paper. These are also the details that knowledgeable readers are likely to note when you get them wrong. You may elect to apply your own

best judgment on the more esoteric features, as long as you remember to be slavishly consistent throughout your paper.

Abbreviations [\(Contents\)](#)

- **Use acronyms** only for long, familiar terms (MMPI).
- Explain what an acronym means the first time it occurs: American Psychological Association (APA).
- If an abbreviation is commonly used as a word, it does not require explanation (IQ, LSD, REM, ESP).
- To form plurals of abbreviations, add s alone, without apostrophe (PhDs, IQs, vols., Eds).
- **Use periods** when making an abbreviation within a reference (Vol. 3, p. 6, pp. 121-125, 2nd ed.)
- Use two-letter postal codes for U.S. state names (e.g., GA for Georgia) in references (write the state name out in text).
- Use the abbreviation **pp.** (plain text) in references to newspaper articles, chapters in edited volumes, and text citations only, *not* in references to articles in journals and magazines.
- Use **hr** for hour or hours, **min** for minutes, **s** for seconds, **m** for meter or meters (all in plain text, no period, no bold font).
- In using standard abbreviations for measurements, like m for meter, do not add an s to make it plural (100 seconds is 100 s).
- **Do not use** Latin abbreviations in the text unless they are inside parentheses. An exception is made for et al. when citing a source. For example, "Smith et al. (2002) found monkeys measured higher in IQ tests than grad students." Instead, write out the equivalent word or phrase:
 - **cf.** [use **compare**]
 - **e.g.** [use **for example**]
 - **etc.** [use **and so forth**]
 - **i.e.** [use **that is**]
 - **viz.** [use **namely**]
 - **vs.** [use **versus**]
- Do not use the old abbreviations for subject, experimenter, and observer (S, E, O).
- Do not use periods within degree titles and organization titles (PhD, APA).
- Do not use periods within measurements (lb, ft, s) except inches (in.).

Avoiding Biased and Pejorative Language [\(Contents\)](#)

In general, avoid anything that causes offense. The style manual makes the following suggestions:

<p>DO NOT use . . .</p> <ul style="list-style-type: none"> • ethnic labels (for example, Hispanic) • "men" (referring to all adults) • "homosexuals" • "depressives" 	<p>when you can use . . .</p> <ul style="list-style-type: none"> • geographical labels (for example, <i>Mexican American</i> if from Mexico) • "men and women" • "gay men and lesbians" • "people with depression"
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Correct use of the terms "gender" and "sex"

- The term "gender" refers to culture and should be used when referring to men and women as social groups, as in this example from the *Publication Manual*: "sexual orientation rather than gender accounted for most of the variance in the results; most gay men and lesbians were for it, most heterosexual men and women were against it" (APA, 2001, p. 63).
- The term "sex" refers to biology and should be used when biological distinctions are emphasized, for example, "sex differences in hormone production."
- Avoid gender stereotypes. For example, the manual suggests replacing "An American boy's infatuation with football" with "An American child's infatuation with football" (see APA, 2001, p. 66).

Sensitivity to labels

Be sensitive to labels. A person in a clinical study should be called a "patient," not a "case." Avoid equating people

with their conditions, for example, do not say "schizophrenics," say "people diagnosed with schizophrenia." Use the term "sexual orientation," not "sexual preference." The phrase "gay men and lesbians" is currently preferred to the term "homosexuals." To refer to all people who are not heterosexual, the manual suggests "lesbians, gay men, and bisexual women and men" (APA, 2001, p. 67).

Ethnic labels can be tricky, and the manual has a lot to say about them. For example, "American Indian" and "Native American" are both acceptable usages, but the manual notes that there are nearly 450 Native American groups, including Hawaiians and Samoans, so specific group names are far more informative, such as *Hopi* or *Lakota*.

- Capitalize *Black* and *White* when the words are used as proper nouns to refer to social groups. Do not use color words for other ethnic groups. In racial references, the manual simply recommends that we respect current usage. Currently both the terms "Black" and "African American" are widely accepted, while "Negro" and "Afro-American" are not. These things change, so use common sense.
- The terms *Hispanic*, *Latino*, and *Chicano* are preferred by different groups. The safest procedure is use geographical references. Just say "Cuban American" if referring to people from Cuba.
- The term *Asian American* is preferable to *Oriental*, and again the manual recommends being specific about country of origin, when this is known (for example, Chinese or Vietnamese). The manual specifies that hyphens should not be used in multiword names such as Asian American or African American.
- People from northern Canada, Alaska, eastern Siberia, and Greenland often (but not always!) prefer *Inuk* (singular) and *Inuit* (plural) to "Eskimo." But some Alaska natives are non-Inuit people who prefer to be called Eskimo. This type of difficulty is avoided by using geographical references. For example, in place of "Eskimo" or "Inuit" one could use "indigenous people from northern Canada, Alaska, eastern Siberia, and Greenland."
- In referring to age, be specific about age ranges; avoid open-ended definitions like "under 16" or "over 65." Avoid the term *elderly*. *Older person* is preferred. *Boy* and *Girl* are acceptable referring to high school and younger. For persons 18 and older use *men* and *women*.

In general, call people what they want to be called, and do not contrast one group of people with another group called "normal." Write "we compared people with autism to people without autism" not "we contrasted autistics to normals." Do not use pejorative terms like "stroke victim" or "stroke sufferers." Use a more neutral terminology such as "people who have had a stroke." Avoid the terms "challenged" and "special" unless the population referred to prefers this terminology (for example, Special Olympics). As a rule, use the phrase "people with _____" (for example, "people with AIDS," not "AIDS sufferers").

Capitalization [\(Contents\)](#)

Heading caps capitalize all major words and *all words of four letters or more* in headings, titles, and subtitles outside reference lists, for example, chapter 6 in the APA Manual (2001) is titled "Material Other Than Journal Articles."

Sentence caps capitalize the first word and the first word after a comma or colon when the phrase is a complete sentence. For example, "This is a complete sentence, so this is capitalized."

The basic rule is to capitalize terms if they are highly specific--in effect, used as proper nouns. For example, write *the nineteen twenties (1920s)*, but also write the *Roaring Twenties*. Vague references to the "control group," or the "test factors" are not capitalized, while references to specific terms are: "Control Group A" and "Test Factor 2." Write the Great Plains, but also write the central plains, and the plains of Nebraska (but the Nebraska Plains).

- Capitalize formal names of tests, conditions, groups, effects, and variables only when definite and specific (e.g., Stroop Color-Word Interference Test, Group A was the control group). But do not capitalize names of laws, theories, and hypotheses (e.g., the law of effect, the test groups). Capitalize nouns before numbers, but not before variables (Trial 2, trial x).
- Capitalize specific course and department titles (GSU Department of Psychology, Psych 150). But do not capitalize the term when referring to generalities (any department, any introductory course).

Commas [\(Contents\)](#)

- Do not use commas to separate parts of measurement (9 lbs 5 oz). Use the metric system, as a rule.

- Use commas before "and" in lists, for example, height, width, and depth.
- Use commas between groups of three digits, for example, 1,453.
- Use commas to set off a reference in a parenthetical comment (Patrick, 1993).
- Use commas for seriation within a paragraph or sentence. For example, "three choices are (a) true, (b) false, and (c) don't know." Use semicolons for seriation if there are commas within the items. For example, (a) here, in the middle of the item, there are commas; (b) here there are not; (c) so we use semicolons throughout.
- Use commas in exact dates, for example, April 18, 1992 (but not in April 1992).

Hyphenation [\(Contents\)](#)

Compound words are two or more words that work together in a specified order. This order cannot be reversed or rearranged without destroying the compound word's meaning. A dictionary is the best guide to spelling and usage. If it is not in the dictionary it is not likely a hyphenated compound, but check the following rules for possible exceptions. If it is in the dictionary, use the first spelling given.

"With frequent use, open or hyphenated compounds tend to become closed (*on line* to *on-line* to *online*). Chicago's general adherence to Webster does not preclude occasional exceptions when the closed spellings have become widely accepted, pronunciation and readability are not at stake, and keystrokes can be saved" (CMS, 2003, p. 300).

General Rules

Full-time compound words are hyphenated whatever their role in a sentence—as an adjective or a noun. "The court-martial hearing is set for 1000 hours. The hearing will determine whether a court-martial is warranted." *Court-martial* is a full-time compound word (as is "full-time"). This information is given in a dictionary.

Conditional compounds are hyphenated as **adjectives**, but not when used as nouns.

1. *Adjectival compound*. "The counselor suggested a role-playing technique to reduce the stress of encounters, but cautioned that role playing alone would not solve the problem." Role-playing is a compound adjective, but not a compound noun.
2. *Add a hyphen* to any prefix attached to a proper noun, capitalized abbreviation, or number. For example, the post-Freudian era, the pre-1960s civil rights movement, the many non-ASA journals in sociology.
3. *Fractions*. "When . . . a fraction is considered a single quantity, it is hyphenated [whether it is used as a noun or as an adjective]" (CMS, 2003, p. 383). One-fourth the audience was comprised of former refugees. A two-thirds majority was required to pass the initiative.
4. *Made-up compound*. A compound may be of the made-up-for-the-occasion variety: "The up-to-date figures were unadjusted." But when these terms are used in the predicate they are not hyphenated: The compound word was made up for the occasion. "The unadjusted figures were up to date."
5. *Serial compounds*. When two or more compound modifiers have a common base, this base is sometimes omitted in all but the last modifier, but the hyphens are retained. Long- and short-term memory, 2-, 3-, and 10-minute trials.
6. *Do not hyphenate* a compound term using an adverb ending in -ly. "The widely used term was not yet in the dictionary. Such clearly understood terms are eventually documented if they endure."

 **Avoid confusion!** A *re-creation* is not the same as *recreation*. Does "the fast sailing ship" refer to a ship that was designed for speed, or one that is making an unusually fast passage? If the former, then it is a *fast* sailing ship. If it is the latter, then it is a *fast-sailing* ship (CMS, 1993, p. 203).

Prefixes

Through long usage most common prefixes do not require a hyphen: *aftereffect*, *antifreeze*, *cofounder*, *Internet*, *microwave*, *oversight*, *preempt*, *reexamine*, *supermarket*, *unbiased*, *underground*. There are many exceptions. When in doubt check a dictionary. Note the following exceptions:

1. *Same two letters*. If the prefix puts the same two letters together, a hyphen is sometimes inserted. For example, write: anti-industrial, co-op, non-native, post-trial. But also write: cooperative, coordinate, nonnegotiable, overrate, overreach, overrule, reelect, unnamed.
2. *Superlatives-diminutives*. Some prefixes, *best-*, *better-*, *ill-*, *lesser-*, *little-*, *well-*, are hyphenated when they precede the noun they modify, but are not hyphenated when preceded by a modifier, or when used as a predicate adjective. The *ill-advised* attack failed, the strategy was *ill advised*.
3. *Weird terms*. If the prefix creates an unfamiliar or weird term, a hyphen may improve clarity. The Turabian

Guide offers these examples: *pro-ally*, *anti-college* instead of *proally*, *anticollege* (1976, p. 101).

The following prefixes *always* require a hyphen.

Prefix	Example	Prefix	Example	Prefix	Example
all-	all-powerful leader	great-	great-grandfather	self-	self-reliant individual
ever-	ever-faithful friend	half-	half-baked plan	still-	still-active volcano
ex-	ex-president	much-	much-loved pastor		

Italics (Emphasis) [\(Contents\)](#)

- Italicize or underline the titles of books and the names of journals, newspapers, and magazines; species names; special terms, keywords, and labels (the first time only); words and phrases used as linguistic examples (the first time only); letters used as statistical symbols, and volume numbers in references.
- Add emphasis to a word or phrase by placing it in italics (the first time only). Do this sparingly.
- Use scare quotes (quotation marks) to "introduce a word or phrase used as an ironic comment, as slang, or as an invented word or coined expression" (APA, 2001, p. 82).
- Do not italicize or underline common foreign abbreviations (e.g., *vice versa*, *et al.*, *a priori*).

Numbers [\(Contents\)](#)

- **Spell out numbers** which are below 10, not precise measurements, and not grouped with numbers over 10 (one-tailed *t* test, eight items, nine pages, three-way interaction, five trials).
- Spell out common fractions and common expressions (one-half, Fourth of July).
- Spell out all numbers beginning sentences (Thirty days hath September . . .).
- Treat ordinal numbers like cardinal numbers (the first item of the 75th trial . . .).
- **Use numerals** for numbers 10 and above, or numbers under 10 grouped with numbers 10 and above (for example, from 6 to 12 hours of sleep).
- Use numerals for exact statistical measures, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample). Another example: "We studied 30 subjects, all two-year-olds, and they spent an average of 1 hr 20 min per day crying."
- Physical measures are given in the metric system following the International System of Units (a free style guide is available from the [National Institute of Science and Technology](#)).
- To make plurals out of numbers, add *s* only, with no apostrophe (the 1950s).
- **Use combinations of written and Arabic numerals** for back-to-back numbers (five 4-point scales).
- Use combinations of numerals and written numbers for large sums (over 3 million people).
- Use metric abbreviations with figures (4 km) but not when written out (many meters distant).
- Use the percent symbol (%) only with figures (5%) not with written numbers (five percent).

 APA style has a special set of numbers that are always written as numerals. These are "numbers that represent time; dates; ages; sample, subsample, or population size; specific numbers of subjects or participants in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals" (APA, 2001, p. 124). Write "in about 3 years; 2 weeks ago; 1 hr 34 min; at 12:30 a.m.; 2-year-olds; 3 participants [but two raters, seven observers]; 9 rats; scored 4 on a 7-point scale; were paid \$5 each; the numerals on the scorecard were 0–6" (APA, 2001, p. 124).

 "Numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers" are also written with numerals. Write "Grade 8 [*but* the eighth grade; see section 3.45]; Trial 3; Table 4; page 71; chapter 5; row 5; and 1, 3, 4, and 7 words, respectively" (APA, 2001, p. 125).

Statistics [\(Contents\)](#)

- Most symbols for statistics are placed in italics (exceptions are very rare).
- Place a space before and after all arithmetic operators and signs (=, <, >, -, +, etc.).

Nonstandard symbols are used for some common statistics:

- M = mean (\bar{x}),

- SD = standard deviation (σ),
- Mdn = median,
- SS = sum of squares ($\sum X^2$).
- Check the *APA Manual*, Table 3.9, for a complete list of accepted symbols.

APA style presents *descriptive statistics* and *inferential statistics* differently.

- *Descriptive statistics* give summary information about a sample or population, such as the average (mean) or standard deviation of some characteristic. For example, "Abigail Scribe has a GPA of 3.65, which is below the average for students accepted at Ivy and Oak University ($M = 3.85$, $SD = 0.21$)." Descriptive statistics may be presented in the text with the appropriate syntax (e.g., "a GPA of 3.85"). When referred to indirectly they are set in parentheses, as with ($M = 3.85$, $SD = 0.21$).
- *Inferential statistics* reason from a sample to the characteristics of a population, often expressed as a probability. For example, "Abbie Scribe has a chance of being accepted at Ivy and Oak University ($p < .15$), but counselors advise her that her odds are not great based on last year's applicants, $X^2(2, N = 2247) = 2.81$, $p < .15$ (one-tailed)." Inferential statistics are presented in the text (no parentheses) with "sufficient information to allow the reader to fully understand the results of the analysis. . . . [Which] depends on the analytic approach selected" (APA, 2001, p. 138). Inferential statistics follow these examples from the *APA Manual* (2001):

$$t(60) = 1.99, p = .03 \text{ (one-tailed), } d = .50;$$

$$X^2(4, N = 90) = 10.51, p = .03.$$

The first number in parentheses is degrees of freedom of the analysis; the N in the X^2 statistic is the sample population.

Quotations (Contents)

"Material directly quoted from another author's work . . . should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) in text and enclose the quotation with double quotation marks Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about 1/2 inch . . . from the left margin" (APA, 2001, p. 117).

- When the author is introduced in the text the page number follows the quotation, but the date follows the author's name. Smith (1999) reported that "the creature walked like a duck and quacked like a duck" (p. 23). The abbreviation "p." for page ("pp." for pages) is lowercased.
- Without an introductory phrase, the author, date, and page are placed together. For example, It was reported that "the creature walked like a duck and quacked like a duck" (Smith, 1999, p. 23).
- The same form is followed when citing a block quote. See the examples in the section on [text citations](#).

Editing quotations. Effective writing seeks to merge quotations into the flow of the text. The reader should not stumble over a quote. Edit a quotation according to the following rules, abstracted from the *APA Manual* (2001, pp. 119–120).

- *Change case/punctuation.* The case of the letter beginning the quote, and punctuation ending it, may be changed to fit the syntax. Drawing on the sentence above, note that "effective writing seeks to merge quotations" with the syntax of the text. A lowercase letter can also be uppercased, and the ending punctuation changed. "Merge quotations into the flow of the text!" **Do NOT** write "[M]erge quotations" in APA style (this is a Chicago thing, see *Chicago Manual of Style*, 2003, p. 462).
- *Omit . . . Words.* Words may be omitted from a quote as long as the original meaning is not altered. For example, you cannot change "the results of the test were not conclusive" to "the results of the test were . . . conclusive." The omissions is an *ellipsis*, and is indicated by inserting three *ellipsis points*, three periods with a space before, after, and between each period. If the omission is between two sentences, four points are used. "Do not use ellipsis points at the beginning or end of any quotation unless, in order to prevent misinterpretation, you need to emphasize the quotation begins or ends in midsentence" (APA, 2001, p. 119).
- *[sic].* Obvious errors in a quotation may be corrected without making a special notation. But for an unusual word choice, concept, term, or spelling, it may be appropriate to emphasize that the original is being quoted faithfully. This is done by inserting the Latin term *sic* (thus), in italics or underlined, and in brackets,

immediately following the term (see APA, 2001, p. 118). For example, the researcher reported "the hapless students in the study stutted [sic] unbearably."

- *[Add note]*. A clarification may be inserted in a quote. This is added in brackets at the the appropriate place. For example, the local authority reported "they [the Irish Republican Army] called for a cease-fire."
- *[Italics added]*. Emphasis may be added to a quote with italics. When this is done a note must be appended to the quote in brackets *immediately after the change* [italics added] to the quotation.

Rules, Spacing, & Lists [\(Contents\)](#)

- **APA Preferences.** Use *appendixes* (not *appendices*) as the plural of *appendix*. Use *datum* as singular, *data* as plural. Use *matrix* as singular, *matrices* as plural. *Phenomenon* is the singular form of the plural *phenomena*. Use *schema* as singular, *schemas* (not *schemata*) as plural.
- **Punctuation.** Use a dash (rendered on typewriters and some word processors as a double hyphen) when there is a sharp break--usually an *apposition*--in the flow of a sentence. Overuse "weakens the flow of the writing" (APA, 2001, p. 81).
- Use parentheses to introduce an acronym, for example, the galvanic skin response (GSR).
- Do not use "and/or." Write things out. For example, "Monday, Tuesday, or both" is preferable to "Monday and/or Tuesday."
- Do not use a colon or other punctuation after an introduction to a quote which is not a complete sentence such as

this one, or any other sentence in the body of text which flows into an extended quote. The quote "picks up where the sentence leaves off" and provides the punctuation.

- Use quotation marks for an odd or ironic usage (called "scare quotes") the first time but not thereafter, for example, "This is the "good-outcome" variable, but as it turns out, the good-outcome variable predicts trouble later on . . ."
- Use quotation marks for article and chapter titles cited in the text but not in the reference list. For example, in Smith's (1992) article, "APA Style and Personal Computers," computers were described as "here to stay" (p. 311).
- **Character spacing.** Space *once* after all punctuation--after commas, colons, semicolons, the punctuation at the end of a sentence, and after initials in names (unless followed by a comma). Do not space after internal periods in abbreviations, such as U.S., a.m., or around the colon in a ratio (e.g., 5:1 ratio) (APA, 2001, pp. 290-291). The *APA Manual* encourages changes to improve readability in final manuscripts. Spacing twice at the end of a sentence may help meet this goal. As always, be consistent.
- **Seriation (Lists).** When listing a series in running text in a sentence: (a) note each item with a lowercase letter, and (b) place the lowercase item letter in parentheses. When listing separate paragraphs in a series (*seriation*), use a number and a period, without parentheses:
 1. The first paragraph is number one.
 2. The second paragraph follows, number two.

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PAGE FORMATS

The title page combines the title and abstract and follows suggestions in the *APA Manual* (2001, p. 326). Blocks of text (title, author, abstract) are single-spaced within, double- or triple-spaced before and after. The page number is placed bottom center. The author's university affiliation is already known; substituting the course and date adds more useful information. The *running head* is dropped as it serves no purpose except for publication. A bold font for the title and headings improves readability (APA, p. 325). Without an abstract place title and author midpage.

The APA Manual notes that "the size of the type should be one of the standard typewriter sizes (pica or elite) or, if produced from a word processing program, 12 points" (2001, p. 285).

 The text of the paper should be in a **serif typeface** (like Courier or Times Roman) with lettering on figures in a sans serif typeface (such as Helvetica or Arial).

<p style="text-align: center;">Centered Title in the Style of the <i>American Psychologist</i></p> <p style="text-align: center;">Author M. Lastname University Affiliation [Course - Date]</p> <p style="text-align: center;">Abstract</p> <p>An abstract is not too common a feature in a student paper, but required when submitting any paper for publication in an APA journal. This is a good feature for students, especially graduate students, to emulate in their work. An abstract is a brief concise description of the research--what you were looking for, why, how you went about it, and what you found. It is limited to 120 words in APA style. Absent an abstract, proportion the title and author block on the page. Abstracts to articles published in APA journals are set in italics, a feature not specified in the APA <i>Manual</i> but a stylistic touch adding a professional appearance.</p>	<p style="text-align: right;">Short Title Header 2</p> <p style="text-align: center;">Centered Title in the Style of the <i>American Psychologist</i></p> <p>Psychology papers do not begin with the heading <i>Introduction</i>. All papers begin with an introduction, this is understood. The APA (American Psychological Association) <i>Manual</i> (2001) encourages you to take steps to improve readability--the headings shown are in a bold font, and there are two spaces at the end of sentences.</p> <p style="text-align: center;">Level A Heading</p> <p>Double space the text. Credit the works of others, as well as direct quotes, to their authors. Multiple citations go alphabetically (Alt, 2001; Baca, 1999; Car 2004).¹</p> <p><i>Level B Heading: Block Quotes</i></p> <p>Quotes of 40 words or longer are indented and single-spaced. These <i>block quotes</i> are usually introduced with a colon. For example, Thoreau (1854/1960) argued that:</p> <p style="padding-left: 40px;">The mass of men lead lives of quiet desperation. What is called resignation is confirmed desperation. From the desperate city you go to the desperate country, and have to console yourself with the bravery of minks and muskrats. . . . But it is a characteristic of wisdom not to do desperate things. (p. 10)</p> <p><i>Run-in paragraph heading.</i> Use sentence caps, in italics, ending with a period or other punctuation.</p>
1	<p>¹Footnotes go <i>inside</i> the margins!</p>

Text Details [\(Contents\)](#)

- *Margins* should be at least 1" around the page (about 2.5 cm); wider left if the paper is to be bound.
- *Double space* the text, but *single space* within block quotes, references, and the abstract.
- *Space once* after all punctuation (APA, 2001, p. 290). When spacing twice at the end of a sentence would "improve readability," it is encouraged (APA, p. 325). Be consistent.
- *Right justifying* a paper can introduce ambiguities with uncertain hyphenation, a ragged right margin is preferred (APA, p. 287). But "justified margins may substitute for ragged right margins" in final manuscripts (APA, p. 325).
- *Indent* paragraphs, block quotes, and hanging indents one-half inch (1.25 cm or five to seven spaces).
- *Long quotations*, 40 word or more, are formatted as text blocks (see example just above).
- *Page numbers* are required on every page: Number pages consecutively.
- *Emphasis* requires the use of italics, but only the first time a term is used. If the intent is to indicate odd or ironic usage, use quotation marks.
- *Header.* The page header summarizes the title in a few words. The header and page number go inside the margin space, double spaced above the text, next to the right margin.
- Abstracts are limited to 120 words (APA, 2001, p. 13).
- Footnotes are rarely used in APA papers, except for author affiliation and contact information--the *author note*.
- Word processor features--such as bold and italic fonts and hanging indents--should be used as appropriate.

Headings [\(Contents\)](#)

APA headings follow a complex hierarchy, with provision for up to five levels. These come, in descending order,

as levels 5, 1, 2, 3, 4. But, if one, two, or three levels of headings are required in a paper, use levels 1, 3, and 4, in that order. If four levels are required, interleave level 2 between levels 1 and 3. If five levels are required, start with level five and work down the remaining hierarchy in order (5, 1, 2, 3, 4). Confused? Most papers will need no more than three levels. To avoid confusion these are labeled A, B, and C below (APA levels 1, 3, and 4 respectively) (see APA, 2001, pp. 114–115).

<p>Margins are 1 inch around the page. A serif font (e.g., Times) is required.</p>		Short Title Header 4
A ➔	<p>Level A Heading: Major Section Heading or the Main Title</p> <p>The <i>APA Manual</i> (2001) notes that “because the introduction is clearly identified by its position in the article, it is not labeled [with a heading]” (p. 16). The <i>Manual</i> also advises in chapter 6, “Material Other Than Journal Articles,” that</p> <p style="padding-left: 40px;">double-spacing is required throughout most of the manuscript. When single-spacing would improve readability, however, it is usually encouraged. Single-spacing can be used for table titles and headings, figure captions, references (but double-spacing is required <i>between</i> references), footnotes, and long quotations. Long quotations [40 words or more] may also be indented five spaces or 1/2 inch. (p. 326)</p>	
B ➔	<p>Level B Heading: At Left Margin in Italics and Heading Caps</p> <p>There is a complex hierarchy of up to five levels of headings in APA style. Most papers can manage with just three. These are illustrated on this page (see APA, sec. 5.10).</p>	
C ➔	<p>Paragraph heading in italics and sentence caps. Level C headings are indented and begin a paragraph; so they are also known as <i>run-in</i> or <i>paragraph</i> headings. They need not be a complete sentence but end with a period or other appropriate punctuation.</p>	

Use headings in the order presented. If you need just two levels, use Level A and Level B headings. Level A and B headings do not end with punctuation except to add emphasis with an exclamation point or question mark. Do not begin a paper with the heading *Introduction*. It is understood that all papers begin with an introduction.

References and Tables ([Contents](#))

Short Title Header 10																							
References		Short Title Header 8																					
<p>Allport, G. W. (1979). <i>The nature of prejudice</i>. Cambridge, MA: Addison-Wesley. (Original work published 1954)</p> <p>Brewer, B. W., Scherzer, C. B., Van Raalte, J. L., Pettipas, A. J., & Anersen, M. B. (2001). The elements of (APA) style: A survey of psychology journal editors. <i>American Psychologist, 56</i>(3), 266-267.</p> <p>Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). <i>The craft of research</i>. Chicago: University of Chicago Press.</p> <p>Coyk, J. T. (2003). Use it or lose it—Do effortful mental activities protect against dementia? [Perspective]. <i>New England Journal of Medicine, 348</i>, 2489-2490.</p> <p>Jung, C. G. (1971). The concept of the collective unconscious. In J. Campbell (Ed.), <i>The portable Jung</i> (pp. 59-69). New York: Penguin Books.</p> <p>McGlynn, E. A., Asch, S. M., Adams, J., Keesey, J., Hicks, J., DeCristofaro, A., et al. (2003). The quality of health care delivered to adults in the United States. <i>New England Journal of Medicine, 348</i>, 2635-2645.</p> <p>Rundie, R. (2002, May 1). Obesity's hidden costs. <i>Wall Street Journal</i>, pp. B1-B4.</p> <p>Stephan, W. G. (1985). Intergroup relations. In G. Lindzey & E. Aronson (Eds.), <i>The handbook of social psychology</i> (3rd ed., Vol. 2, pp. 599-658). New York: Random House.</p> <p>Wilson, E. O. (1998, March). Back from chaos. <i>Atlantic Monthly, 281</i>, 41-62.</p>		<p>Place tables and figures in the text close to where they are first discussed (in manuscripts for publication they come at the end of the paper on separate pages). Tables and figures are numbered consecutively. Each table must have a descriptive title in italics and heading caps explaining the contents.</p> <p>Table 1</p> <p style="text-align: center;"><i>Homicides by Race of Victim: United States 1993</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Race</th> <th>Population^a</th> <th>Homicides</th> <th>Rate^b</th> </tr> </thead> <tbody> <tr> <td>Black</td> <td>29,986</td> <td>12,114</td> <td>40.5*</td> </tr> <tr> <td>White</td> <td>199,686</td> <td>12,153</td> <td>6.1</td> </tr> <tr> <td>Other</td> <td>19,038</td> <td>635</td> <td>3.3**</td> </tr> <tr> <td>Total</td> <td>248,710</td> <td>24,932</td> <td>10.0</td> </tr> </tbody> </table> <p><i>Note.</i> From <i>Statistical Abstract of the United States: 1993</i> (Table 305), Bureau of Census, Washington, DC. Author. ^aPopulation in 1000s. ^bRate per 100,000 persons. *$p < .05$, two-tailed test. **$p < .01$, two-tailed test.</p> <p>There are three kinds of notes that may be added to a table: (a) general notes that apply to the entire table following the word <i>Note</i> in italics, (b) specific notes marked by superscript letters, and (c) probability notes. Each type of note begins on a new line.</p> <p>Line spacing in tables in final manuscripts may be adjusted to improve readability (APA, 2001, p. 325). However, the tables in copy manuscripts must be double-spaced throughout.</p>		Race	Population ^a	Homicides	Rate ^b	Black	29,986	12,114	40.5*	White	199,686	12,153	6.1	Other	19,038	635	3.3**	Total	248,710	24,932	10.0
Race	Population ^a	Homicides	Rate ^b																				
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Other	19,038	635	3.3**																				
Total	248,710	24,932	10.0																				

Table Notes ([Contents](#))

Number tables consecutively as they appear in your text. Use only whole numbers, no 5a, 5b, etc. See recent issues of the *American Psychologist* or other APA journals for more complex table layouts. "Tables are efficient, enabling the researcher to present a large amount of data in a small amount of space" (APA, 2001, p. 147).

- Place tables close to where they are first mentioned in your text, but do not split a table across pages. (Tables in papers submitted for review or publication are placed on separate pages at the end of the paper.)
- Label each table beginning with the table number followed by a description of the contents.
- Horizontal rules (lines) should be typed into tables, not drawn by hand.
- Each row and column must have a heading. Abbreviations and symbols (e.g., "%" or "nos.") may be used.
- Do not change the number of decimal places within a column from row to row.
- Do not change the units of measurement within a column from row to row.
- "Use a zero before the decimal point when numbers are less than one" (APA, 2001, p. 128). Write "0.23" not ".23" *unless* the number is a statistic that cannot be larger than one, for example a correlation $r = .55$, or a probability $p < .01$.
- Add notes to explain the table contents. These may be general notes or footnotes. The latter are labeled "a, b, c, etc."
- Use asterisks to indicate statistical significance explained in the probability level note at the bottom of the table. "Assign a given alpha level the same number of asterisks from table to table within your paper, such as $*p < .05$ and $**p < .01$; the largest probability receives the fewest asterisks [the smaller probability get more asterisks]" (APA, 2001, p. 170).
- You may both single space and double space within a table to achieve clarity. Tables in papers submitted for review or publication (only!) must be double spaced throughout.

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RESEARCH DOCUMENTATION

Text Citations

Use the **author-date format** to cite references in text. For example: as Smith (1990) points out, a recent study (Smith, 1990) shows. . . . Every source cited in your text--and only those sources cited in your text--are referenced in the reference list.

Source	Citation	Source	Citation
No Author	(Short Title, 2004) ("Short Title," 2004)	Chapter	(APA, 2001, chap. 6)
1 Author	(Smith, 2005) (Smith, 2005, p. 123)	Data File	(Corporate Author, 2002)
2 Authors	(Smith & Jones, 2004, pp. 123-126)	In Press	(Adams, in press)
3/5 Authors	(Smith, Jones, and Garcia, 2003) Next Cite: (Smith et al., 2003, p. 123)	Message/ E-Mail	(A. B. Smith, personal communication, January 1, 2004)
6 Authors+	(Smith et al., 2002, pp. 123-456)	Multiple	(Adam, 2003; Baca, 2004; Burton, 2002)
Corporate Acronym	(United Nations [UN], 1999) Next Cite: (UN, 1999, p. 123)	No Date Reprint	(Smith, n.d.) (Freud, 1920/2002)

- Citations with three to five authors list all authors in the first citation; the lead author *et al.* (and others) in subsequent citations: first, (Smith, Jones, Andrews, Baker, & Charles, 2001); next, (Smith et al., 2001).
- Citations with six or more authors list the lead author *et al.* in all citations.
- Join the last name name in a multiple-author citation with *and* (in text) or an ampersand (&) in reference lists and parenthetical comments. For example: As Smith and Sarason (1990) point out, the same argument was made in an earlier study (Smith & Sarason, 1990).
- If a group is readily identified by its initials, spell it out only the first time. For example, "As reported in a government study (National Institute of Mental Health [NIMH], 1991)" The next citation gives just the initials and year, (NIMH, 1991).
- If the author is unknown or unspecified, use the first few words of the reference list entry (usually the title), for example: ("Study Finds," 1992). Remember to use *heading caps* in the text when noting a title; always use *sentence caps* in references!
- Reprints cite the he original publication date and reprint date if both are known, for example: (James, 1890/1983). Translations of classics note the date of the translation: (Aristotle, trans. 1931).
- For e-mail and other "unrecoverable data" use personal communication, for example: (C. G. Jung, personal communication, September 28, 1933). These do not appear in the reference list.

Citing Quotations

1. Include a page reference after the year, outside quotes. For example, one study reported "the results were ambiguous" (Alvarez, 2004, p. 123).
2. If the author is cited in the text, the date follows the author's name, the page number follows the quotation, both are placed in parentheses. For example, Thomas and Miller (2006) found "the results were extremely ambiguous" (p. 123).

Long quotations follow the same rules. A famous nineteenth century philosopher argued that:

The mass of men lead lives of quiet desperation. What is called resignation is confirmed desperation. From the desperate city you go to the desperate country, and have to console yourself with the bravery of minks and muskrats. . . . But it is a characteristic of wisdom not to do desperate things. (Thoreau, 1854/1969, p. 10) **<No period here!**

Also write, Henry David Thoreau (1854/1960) observed that:

The mass of men lead lives of quiet desperation. What is called resignation is confirmed desperation. From the desperate city you go to the desperate country, and have to console yourself with the bravery of minks and muskrats. . . . But it is a characteristic of wisdom not to do desperate things. (p. 10) **<No period here!**

Note, the final citation follows the closing punctuation of the quotation, with *no* punctuation following the citation.

Abbreviating Within a Reference [\(Contents\)](#)

The following abbreviations may be used in a reference list:

- **cap.** for chapter
- **ed.** for edition
- **rev. ed.** for revised edition
- **2nd ed.** for second edition
- **Ed.** for Edited by
- **(Eds.)** for multiple editors
- **Trans.** for Translated by
- **p.** for page number, with a space after the period
- **pp.** for page numbers (plural)
- **para.** paragraph (also use ¶)
- **Vol.** for a specific Volume
- **vols.** for a work with xx volumes
- **No.** for Number
- **Pt.** for Part
- **Suppl.** for Supplement,
- **Tech. Rep.** for Technical Report

Use the abbreviation "pp." for page numbers in encyclopedia entries, multi-page newspaper articles, chapters or articles in edited books, but *not* in journal or magazine article citations, where numbers alone should be used (see examples of reference formats).

Alphabetizing Reference Lists [\(Contents\)](#)

- Use prefixes in alphabetizing names if commonly part of the surname (De Vries).
- Do not use *von* in alphabetizing (Helmholtz, H. L. F. von), or *Jr.*, *III*, or *Sr.*
- Treat *Mc* and *Mac* literally; *Mac* comes before *Mc*.
- Disregard apostrophes, spaces, and capitals in alphabetizing; *D'Arcy* comes after *Daagwood*, *Decker* comes after *de Chardin*.
- Single-author citations precede multiple-author citations of the same year (Zev, 1990 then Zev et al., 1990).
- Multiple works by the same author(s) in the same year--add letters to the dates, eg., 2005a, 2005b, . . .
- Alphabetize corporate authors by first significant word. Do not use abbreviations in corporate names.

Sample References [\(Contents\)](#)

The **APA *Publication Manual*** now instructs authors to use hanging indents for references, and to use *italics* for titles in place of underlining where called for. The hanging indent is one-half inch (1.25 cm), just like paragraph indents. All titles in references are set in sentence caps, but titles quoted in the text are set in heading caps. No quotation marks are used around titles of articles in references, but quotes are used when citing article titles in the text. The *APA Publication Manual* (2001) contains 95 examples of different reference types (pp. 240-281). The following are examples of the most common sources. More extensive style sheets are available at: www.docstyles.com.

 **Your text and the reference list must agree.** "References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text" (APA, 2001, p. 215). See the section on [Reference citations](#) for citing references in text.

Anonymous or Unknown Author (common in newspapers)

Caffeine linked to mental illness. (1991, July 13). *New York Times*, pp. B13, B15.

Merriam-Webster collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Citations: ("Caffeine Linked," 1991), (*Merriam-Webster*, 1993). A short version of the title is used in the citation.

Use *heading caps* when citing titles in the text or in text citations, with quotation marks around article titles, italics with book titles.

Books-Authors [\(Contents\)](#)

Kohut, H. (1971). *The analysis of the self: A systematic approach to the psychoanalytic treatment of narcissistic personality disorders*. New York: International Universities Press.

Citation: (Kohut, 1971). Note: APA style typically gives the full title/subtitle in references

Edition other than first

Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Citation: (Strunk & White, 1979).

Editor as author (Edited book)

Friedman, H. S. (Ed.). (1990). *Personality and disease*. New York: Wiley.

Citation: (Friedman, 1990). Note: Usually a specific article in a compilation is cited. When the entire volume is cited add the note (Ed.) or (Eds.) after the author-editor(s).

Group author

American Psychiatric Association. (1990). *Diagnostic and statistical manual of mental disorders* (3rd ed.). Washington, DC: Author.

Citation: (American Psychiatric Association [APA], 1990); next citation (APA, 1990).

Note: "Author" is used as publisher when author and publisher are identical.

Multiple authors (3-5)

Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). *The craft of research*. Chicago: University of Chicago Press.

Citation: (Booth, Colomb, & Williams, 1995); next citation (Booth et al., 1995).

Note: With 3-5 authors, list all in the first citation, the lead author et al. in subsequent citations.

Multiple authors (6 or more)

Montani, C., Billaud, N., Tyrrell, J., Fluchaire, I., Malterre, C., Lauvernay, N., et al. (1997). Psychological impact of a remote psychometric consultation with hospitalized elderly people. *Journal of Telemedicine and Telecare*, 3, 140-145.

Citation: (Montani et al., 1997). Note: List up to six authors in all references, if there are more than six give the

first six plus et al. in the reference. In all text citations give just the lead author plus et al.

Reprint (translation)

Ebbinghaus, H. (1913). *Memory* (H. A. Rueger & C. E. Bussenius, Trans.). New York: Teachers College. (Original work published 1885)

Citation: (Ebbinghaus, 1885/1913). **Note: There is no period after (Original work published)**

Chapter in an Edited Book ([Contents](#))

Beers, M. H., & Berkow, R. (1999). Mood disorders. In *The Merck manual of diagnosis and therapy* (17th ed., sec. 15, chap. 189). Retrieved January 17, 2003, from <http://www.merck.com/pubs/mmanual/section15/chapter189/189a.htm>

Stephan, W. G. (1985). Intergroup relations. In G. Lindzey & E. Aronson (Eds.), *The handbook of social psychology* (3rd ed., Vol. 2, pp. 599-658). New York: Random House.

Citations: (Beers & Berkow, 1999, chap. 189); (Stephan, 1985). Note: Break a URL to wrap a line only after a slash or before a period. Do not add a hyphen or any other punctuation. Usually, only the page numbers are cited in a reference--follow the form shown if more information is relevant.

Editors' names go in their normal order, not reversed like authors' names!

Encyclopedia-Dictionary Reference ([Contents](#))

Bergman, P. G. (1998). Relativity. In *Encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Merriam-Webster collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Government Report (Works by Same Author) (Contents)

National Institute of Mental Health. (2002). *Breaking ground, breaking through: The strategic plan for mood disorders research of the National Institute of Mental Health* (Publication No. 0507-B-05). Retrieved January 19, 2003, from NIMH Web site via GPO Access: <http://purl.access.gpo.gov/GPO/LPS20906>

Citation: (National Institute of Mental Health [NIMH], 2002); next citation (NIMH, 2002).

Works by same author, same year

Taylor, B. N. (1995a). *Guide for the use of the International System of Units (SI)* (NIST Special Publication 811, 1995 Edition). Retrieved June 25, 2003, from National Institute of Standards and Technology Web site: <http://physics.nist.gov/Document/sp811.pdf>

Taylor, B. N. (1995b). *Guide for the use of the International System of Units (SI)* (NIST Special Publication 811, 1995 Edition). Gaithersburg, MD: National Institute of Standards and Technology.

Note: Reference a report as you would a book. Add a report number in parentheses after the title if it is available.

When there are two or more works by the same author list the earliest first. If two are published in the same year, add letters to the year, cite (Taylor, 1995a).

Journal Articles (Contents)

Annual review

Kelly, J. D., & Kaplan, M. (1990). Ritual studies. *Annual Review of Research in Anthropology*, 19, 119–150.

Citation: (Kelly & Kaplan, 1990). Annual reviews are published as books but are referenced as periodicals since the series continues from year to year.

Article (journal paged by volume)

Berry, D. S., & Pennebaker, J. W. (1993). Nonverbal and verbal emotional expression and health. *Psychotherapy and Psychosomatics*, 59, 11–19.

Citation: (Perry & Pennebaker, 1993). Most journals are paged by volume, that is, page numbering in each succeeding issue begins where the last issue left off. **The volume number is also set in italics with the journal name!**

Three to five authors

Brewer, B. W., Scherzer, C. B., Van Raalte, J. L., Petitpas, A. J., & Andersen, M. B. (2001). The elements of (APA) style: A survey of psychology journal editors. *American Psychologist*, 56, 266-267.

First citation list all authors: (Brewer, Scherzer, Van Raalte, Petitpas, & Andersen, 2001). Next citation: (Brewer et al., 2001). When there are three to five authors to a work list all authors in the first citation; just the lead author *et al.* in subsequent citations.

Six authors:

Mokdad, A. H., Bowman, B. A., Ford, E. S., Vinicor, F., Marks, J. S., & Koplan, J. P. (2001). The continuing epidemics of obesity and diabetes in the U.S. *JAMA*, 286, 1195-1200.

All citations: (Mokdad et al., 2001). List all six authors in the reference.

More than six authors

McGlynn, E. A., Asch, S. M., Adams, J., Keesey, J., Hicks, J., DeCristofaro, A., et al. (2003). The quality of health care delivered to adults in the United States. *New England Journal of Medicine*, 348, 2635-2645.

Citation: (McGlynn et al., 2003). APA style lists the first six authors to a work in a reference, then adds *et al.* (*and others*) if there are more. There is *no ampersand* (&) after the author, as *et al.* carries the same meaning, and no comma. The citation gives just the lead author.

Group author

Hypericum Depression Trial Study Group. (2002a). Effect of *Hypericum perforatum* (St John's Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, 287, 1807–1814.

Citation: (Hypericum Depression Trial Study Group, 2002). The APA *Manual* requires citing the full name of a corporate author like this; the acronym would not be easily recognized. However, shortening the author to "Hypericum Depression Trial" in subsequent citations would probably be acceptable to editors of APA journals.

Electronic facsimile (PDF)

Hypericum Depression Trial Study Group. (2002b). Effect of *Hypericum perforatum* (St John's Wort) in major depressive disorder: A randomized controlled trial [Electronic version]. *JAMA*, 287, 1807–1814.

Note: Many documents are now available online as exact facsimile copies of the print original (usually in Adobe's PDF format). References to these facsimiles just add the note [Electronic version] to the reference. If the document is not an exact copy of a print version--"(e.g., the format differs from the print version or page numbers are not indicated)"--add the date you retrieved the document and the URL to the reference (APA, 2001, p. 271). See below.

Journal article, changed/doubtful source

Hypericum Depression Trial Study Group. (2002c). Effect of *Hypericum perforatum* (St John's Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, 287, 1807–1814. Retrieved July 7, 2002, from <http://www.jama.org/articles.html>

Journal article, retrieved from a database

Hypericum Depression Trial Study Group. (2002d). Effect of *Hypericum perforatum* (St John's Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, 287, 1807–1814. Retrieved July 7, 2002, from MEDSYS database.

Online journal (paged by issue)

Barry, J. M. (2004, January 20). The site of origin of the 1918 influenza pandemic and its public health implications

[Commentary]. *Journal of Translational Medicine*, 2(3), 1-4. Retrieved November 18, 2005, from <http://www.translational-medicine.com/content/2/1/3>

Citation: (Barry, 2004). Note: There is no period after the URL in a reference.

When quoting or citing a document, a page number or other means of identifying a specific passage is required.

In the absence of page numbers, if paragraph numbers appear in an electronic document, add the paragraph

symbol or the abbreviation *para.* and the paragraph number to the citation (e.g., Barry, 2004, ¶ 17). If there is no paragraph number, cite the nearest preceding section heading and count paragraphs from there (e.g., Barry, 2004, Discussion section, para. 4).

Paged by issue

Conway, L. G., III. (2001). Number and age of citations in social-personality psychology over the lifespan of the field: Older and wiser? *Dialogue*, 16(2), 14-15.

Note: Some research journals are paged by issue, that is, each issue begins at page one. Add the number in the volume (in parentheses in plain text) to these references immediately after the volume number.

Newspapers & Magazines ([Contents](#))*Newspaper*

Rundle, R. (2002, May 1). Obesity's hidden costs. *Wall Street Journal*, pp. B1-B4.

Citation: (Rundle, 2002). The date of publication is cited for newspapers and magazines; no volume

number is cited; the abbreviation *pp.* precedes page numbers in references to **newspapers only!**

Book review

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