



APA STYLE – QUICK REFERENCE

APA (American Psychological Association) style is usually used when writing papers for psychology, sociology, and other social sciences. The following is a brief guide to formatting and citing sources using APA Style, 5th edition. Students should consult *Publication Manual of the American Psychological Association* (call number BF 76.7 .P83 2001) for more detailed information.

Formatting Guidelines

Margins and Spacing – All margins should be set at 1 (one) inch (top, bottom, left, and right). The first word of each paragraph should be indented five to seven spaces from the left margin. The right margin should not be justified and should not have words broken with hyphens. The paper should be *double-spaced* throughout, including quotations, notes, and the reference list. Headings should be centered on the page.

Parenthetical Citations – Brief references to the full citation should be inserted within the text whenever another person's words or ideas are incorporated into your own work. The brief reference should usually contain the author's last name and the appropriate page numbers in parentheses. For example: The theory has been proposed in the past (Jones 56-83). *or* Jones has proposed this theory in the past (56-83).

Page Numbering – Page numbers should be placed in the upper right hand corner of each page and be flush with the right margin. The title page is page number one and numbering should continue to the end. Your paper's title should be inserted before the page number on every page.

Reference List Guidelines

General Rules – Use hanging indentation (the 1st line is flush with the left margin and any other lines in that reference are indented 5-7 spaces). References should be alphabetized by the authors' last names. As in the rest of your paper, all lines should be *double-spaced*.

Information to Include – Most references should generally contain the author's name, the publication year, the title of his work, the title of the book or journal in which his work appears, the edition, the location and name of the publisher, and the appropriate page numbers.

Key points to remember:

Never use the full first name of an author. Use initials followed by a period and space.

Capitalize only the first word of titles of books and articles and the first word after a colon, but capitalize all major words in journal titles.

Electronic source citations can vary. Check with your instructor on the desired format.

- **Book by a single author:**

Angelou, M. (1994). The complete collected poems of Maya Angelou. New York: Random House.

- **Book by two or more authors (list all authors):**

Jakobson, R., & Waugh, L. R. (1975). The sound shape of language. Bloomington: Indiana UP.

- **Books with corporate or organizational authors:**

U. S. Department of Labor. (1996). Occupational outlook handbook. (1999-2000 ed.). Washington, DC: Bernan.

- **Book, 2nd edition or later**

Trawick-Smith, J.W. (2000). Early childhood development: A multicultural perspective (2nd ed.). New Jersey: Prentice Hall.

- **Edited Book:**

Williams, M. W. (Ed.). (1993). The African American encyclopedia. 6 vols. New York: Marshall Cavendish.

- **Encyclopedia (List the author first, followed by the date, unless there is none):**

Mandarin. (1996). In Encyclopedia Americana. (Vol. 11, p. 682). Danbury, CT: Grolier.

- **Article in Journal with Continuous Pagination (the volume number and page numbers follow the journal title):**

Spear, K. (1983). Building cognitive skills in basic writers. Teaching English in the Two-Year College, 9, 908-18.

- **Article in Journal with Each Issue Paged Separately (the volume and issue number follow the title):**

Lyon, G. E. (1981). Contemporary Appalachian poetry: Sources and directions. Kentucky Review, 2 (5), 98-101.

- **Newspaper Article (if there is no author listed, start with the title of the article followed by the date):**

Collin, G. (1983, Nov. 21). Single-father survey finds adjustment problem. New York Times. pp. B17, B19.

- **Article in an Online Database (include date of access):**

Stewart, M. (1996). English-only laws. Civil Liberties Law Review, 31, 539-560. Retrieved May 1, 2000 from (the URL of the source).

- **Article at an Online Scholarly Website:**

Perry, W. (1997, April). Victorian Women Writers Project. Indiana University. Retrieved Feb. 26, 2000 from the Indiana University Web site: <http://www.indiana.edu/~letrs/vwwp/>

Tips

- Record complete citation information for each of your sources during your search process so that you will not need to go back later and search again for the information.
- Always carefully cite your sources within your paper and on the Reference List page in order to avoid plagiarism.
- For more information on citing *other online sources*, refer to one of the following reference sites on the Internet:

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

<http://www.apastyle.org/electgeneral.html> (5th edition)