

APA Style

Following, in outline format, is a summary of information regarding the formatting of a paper in APA style. Information is summarized from the *Publication Manual of the American Psychological Association, 5th edition*. This guide is not meant to be definitive. Consult the *Publication Manual* or the official APA Website (<http://www.apastyle.org/>) for more specific details and for authoritative answers to questions on APA style.

Note: Numbers in text (e.g. 5.01) refer to numbered sections (not page numbers) of the *Publication Manual of the American Psychological Association, 5th edition*. These numbers are provided to assist the user of this guide when referring to the *Publication Manual of the American Psychological Association, 5th edition*.

Physical Appearance

- I. Use white, heavy bond 8 ½” x 11” paper, printed only on one side. (5.01)
 - a. Make sure all pieces of paper are the same size.
 - b. Do not staple or tape anything to the pages.
 - c. Do not use onionskin or erasable paper.

- II. Preferred typefaces. (5.02)
 - a. Times Roman 12-pt. (serif)
 - b. Courier 12-pt. (sans serif)
 - c. Use serif font for text, sans serif for figures.

- III. Use italics versus underlining. (5.02)

- IV. Paper should be double-spaced. (5.03)
 - a. Double-space after every line in the title, headings, footnotes, quotations, references, figure captions and all parts of tables.

- V. Margins. (5.04)
 - a. Should be at least 1” at top, bottom, left and right.

- VI. Justification. (5.04)
 - a. Left justify with a ragged right margin.
 - b. Do not break words with hyphens at the end of lines—let words wrap to the next line.

- VII. Numbering / Pagination. (5.05 / 5.06)
 - a. Number all pages consecutively.
 - b. Use Arabic numerals, located in the top right-hand corner to number pages.
 - c. Title page is on a separate page and is numbered page 1.
 - d. Abstract is on a separate page and is numbered page 2.
 - e. Text of paper should begin on a separate page numbered page 3.
 - f. Reference list should start on a separate page and be numbered consecutively after the end of the text.

- g. Appendixes should each start on a separate page.
 - h. Author note should start on a separate page.
 - i. Footnotes should be listed together and start on a separate page.
 - j. Tables should each start on a separate page.
 - k. Figure captions should be listed together and start on a separate page.
 - l. Figures should each start on a separate page.
 - m. No more than 27 lines of text per page. (5.04)
- VIII. Manuscript page headers. (5.06)
- a. Identify each page with the first 2 or 3 words of the title of the paper, above or 5 spaces to the left of the page number.
- IX. Corrections. (5.07)
- a. Make all corrections using the word processing program.
 - b. Completed papers may have handwriting on them only to note special characters or special instructions)
- X. Indentation. (5.08)
- a. Indent should be 5 to 7 spaces. Indent should be consistent throughout the document.
 - b. Indent the first line of every paragraph and the first line of every footnote.
 - c. Indent the entire quotation for long quotes (40 words or longer). Additionally, indent the first line of subsequent paragraphs in long quotations containing 2 or more paragraphs.
- XI. Capitalization. (5.09)
- a. Capitalize the first letter of important words.
 - i. Title.
 - ii. Byline.
 - iii. Do NOT capitalize the running head for publication.
 - iv. Page labels (Abstract, Methods, etc.).
 - v. Most headings. (5.10)
 - vi. Table titles.
 - vii. Some elements of the reference list.
- XII. Spacing and Punctuation. (5.11)
- a. Use one space after the following:
 - i. Commas, semicolons and colons.
 - ii. Punctuation at the end of sentences.
 - iii. After periods separating parts of a reference citation.
 - iv. After periods in the initials of names (J. D. Power).
 - v. One exception: Do not use a space after internal periods in abbreviations or internal colons in ratios (e.g. 3:5).
 - vi. Punctuation with parenthesis depends on context.

XIII. Quotations. (5.13) (see also 3.34 – 3.41)

- a. Short quotations.
 - i. Fewer than 40 words.
 - ii. Incorporated into the text of the document and enclosed with double quotation marks (“”).
 - iii. See 3.39 – 3.41 for information on in-text citation.
- b. Long quotations.
 - i. Longer than 40 words.
 - ii. Display in a double-spaced block with no quotation marks.
 - iii. Indent 5 to 7 spaces, without an opening line indent, except for the opening line of subsequent paragraphs of multi-paragraph quotations.
 - iv. See 3.39 – 3.41 for information on in-text citation.

XIV. Statistical and mathematical copy.

- a. See 5.14 of the *Publication Manual*.

Instructions for writing and typing the manuscript

I. Title page. (5.15)

- a. Contains three elements.
 - i. Running head for publication.
 - 1. An abbreviated title printed at the top of the title page (and all subsequent pages).
 - 2. Printed flush left in all UPPERCASE letters.
 - 3. Should not exceed 50 characters, including spaces and punctuation.
 - ii. Title.
 - 1. Summarizes the main idea of the paper and is fully self-explanatory.
 - 2. Type in uppercase and lowercase letters.
 - 3. Center between left and right margins.
 - 4. Position in the upper half of the page.
 - 5. If more than two lines, double-space between the lines.
 - iii. Byline and institutional affiliation.
 - 1. Byline is the author’s name.
 - a. Name is printed first name, middle initial, last name (John A. Smith), with uppercase and lowercase letters.
 - b. Omit all titles.
 - c. For names with suffixes, separate the suffix with a space rather than a comma.
 - d. Center between left and right margins.
 - e. Position one double-spaced line below the title.
 - 2. Institutional affiliation is the place where the research was conducted.
 - a. Centered under the byline.

- b. Placed on the next double-spaced line below the byline.
- 3. For multiple authors and/or affiliations, see 5.15.

II. Abstract. (5.16 / 1.07)

- a. A brief, comprehensive summary of the contents of the article.
- b. Begins on a new page.
- c. Running head for publication (manuscript page header) and page number (2) should be in the upper right-hand corner.
- d. The label Abstract should be typed in uppercase and lowercase letters, at the top, center of the page.
- e. Type in a single paragraph, with no first line indent.
- f. Abstracts should be:
 - i. Accurate.
 - 1. Report nothing that isn't in the body of the paper.
 - ii. Self-contained.
 - 1. Define all acronyms and abbreviations.
 - 2. Spell out names of tests and drugs (use generic names for drugs).
 - 3. Define unique terms.
 - 4. Include in-text citations for referral to previous research. Full bibliographic citation should be included in References.
 - iii. Concise and specific.
 - 1. Be as brief as possible without being uninformative.
 - 2. Do not exceed 120 words.
 - 3. Spell out the 4 or 5 most important concepts, findings or applications of the research.
 - iv. Non-evaluative.
 - 1. Report, do not editorialize.
 - 2. Avoid biased language.
 - v. Coherent and readable.
 - 1. Use active voice.
 - 2. Use present tense for results with continuing applicability or for conclusions drawn.
 - 3. Use past tense to describe variables manipulated or tests applied.
 - 4. Use third person rather than first.
- g. Refer to 1.07 for more specific guidelines and for information about differences in abstracts for different types of articles (i.e. review paper, methodological paper, etc.)

III. Text. (5.17)

- a. Begin text on a new page.
- b. Running head for publication (manuscript page header) and page number (3) should be in the upper right-hand corner. Header and page number should be on all subsequent pages of text.
- c. Title of paper should be printed at the top center of the page, double-spaced.
- d. Text sections follow without break. Do not start a new page for each section of text.

- e. There are four sections of text.
 - i. Introduction. (1.08)
 - 1. Opens the body of the paper.
 - 2. Is not labeled Introduction.
 - 3. Presents the problem being studied and describes the research strategy.
 - a. Develop the background.
 - i. Discuss the literature (lit review).
 - ii. Cite only works pertinent to the current study.
 - iii. Emphasize pertinent findings, major conclusions, and relevant methodological issues.
 - iv. Treat controversial issues fairly.
 - v. Assume the reader is knowledgeable, but not a specialist.
 - b. State the purpose and rationale.
 - i. Explain the approach to solving the problem. This should be in the closing paragraphs of the introduction.
 - ii. Define the variables.
 - iii. Issue a formal statement of the hypotheses and the rationale behind them.
 - ii. Method. (1.09)
 - 1. Describes in detail how the study was conducted.
 - 2. The label Method should be typed in uppercase and lowercase letters, centered on the page.
 - 3. Consists of separate, labeled sections (labels are uppercase and lowercase, left justified) (see 3.32 for information about levels of headings), which include:
 - a. Participants (or, Subjects)
 - i. Describe the sample.
 - 1. With human participants:
 - a. Report procedures for selection and assignment.
 - b. Report any agreements or payments made.
 - c. Report demographic characteristics:
 - i. Sex, age, race/ethnicity, and where appropriate, socioeconomic status, disability status, sexual orientation.
 - 2. With animal participants:
 - a. Report genus, species, strain number, or other specific identification.

- b. Levels of analysis. How are these findings linked to other analyses?
- c. Application and synthesis. What can be explained by the results?

IV. References. (5.18)

- a. Start the reference list on a separate page.
- b. Type the label References in uppercase and lowercase letters at the top, center of the page.
- c. Double-space all entries.
- d. The first line of each entry should be indented 5 to 7 spaces.
- e. All citations in the paper must be in the reference list, and all references in the list must be cited in the paper.
- f. For more information about references see:
<http://www.stfrancis.edu/lib/citing.htm#APA>

V. Appendixes. (5.19 / 1.14)

- a. Include appendixes only if it helps the reader to understand, evaluate or replicate the study.
- b. Double-space appendixes.
- c. Begin each appendix on a separate page.
- d. Type the label Appendix in uppercase and lowercase letters at the top, center of the page.
- e. If there is more than one appendix, follow the label with identifying capital letters (A, B, etc., in the order in which they are mentioned in the text.)

VI. Footnotes and notes.

- a. Author note.
 - i. Start the author note on a separate page after the references (or appendixes, if any).
 - ii. Type the label Author Note in uppercase and lowercase letters at the top, center of the page.
 - iii. Start each paragraph of the note with an indent of 5 to 7 spaces.
 - iv. Type separate paragraphs for:
 1. Authors and affiliations.
 2. Sources of financial support.
 3. Acknowledgement of colleague's contributions.
 4. Author's address for correspondence.
 - a. Begin the sentence with "Correspondence concerning this article should be addressed to..."