

American Psychological Association (APA) Style Guide

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This information is a guide to the APA style used at Savannah Technical College. It is not intended to replace the *Publication Manual of the American Psychological Association*, 5th edition (available in the library) as only selected information is included. *Please refer to the printed Manual kept at the Library Information Desk for other examples.* The pages and chapters in the book are listed below for quick reference.

How to Prepare Your Paper

Page 285 Chapter 5.02 Typeface

Type the paper in one of the following two fonts:

12-pt Times New Roman

12-pt Courier

Page 286, Chapter 5.03 Double Spacing

Double Space Almost Everything!!!! Single space long quotations. Double space between all lines of the paper including the title, headings, short quotations, and references

Page 286, Chapter 5.04 Margins

▶ Leave margins of at least 1 in. (2.54 cm) on all four sides of every page. Microsoft Word automatically formats the margins at one-inch on all four sides.

1 in.

Page 288, Chapter 5.06 Page Numbers and Page Headers

Page Numbers. Number the pages consecutively (1, 2, 3...) beginning with the title page. In MS Word, go to Insert and click on Page Number, Top of Page, and select Plain Number 3. Page 2 is the abstract page (for Psychology courses) or the first page of the actual paper.

Page headers. Identify each page with the first two or three keywords from the title in the upper right-hand corner. For example, the title *How to Conduct Business in Singapore* would be shortened to Conduct Business for the page header. Open the Page Number box by clicking in the area to activate it prior to typing in the page header.

Number all pages in the upper right-hand corner, to the right of the page header. The number should be at least 1 inch from the right-hand edge of the paper, in the space between the top edge of the paper and the first line of text. See Example 1 on page 2.

Page 289, Chapter 5.08 Paragraphs and indentations

Use the tab key to indent the first line of every paragraph.

Page 292, Chapter 5.13 Quotations

Short quotations. Quotations of fewer than 40 words should be included in the text and enclosed by double quotation marks (“”).

▶ Long quotations. Display quotations of 40 or more words in a single-spaced block of typewritten lines. Indent ½ in. from the left margin as shown here. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs ½ in. from the new margin. Do not use quotation marks for long quotations. Long quotations are not double spaced.

Instructions for Typing Your Paper

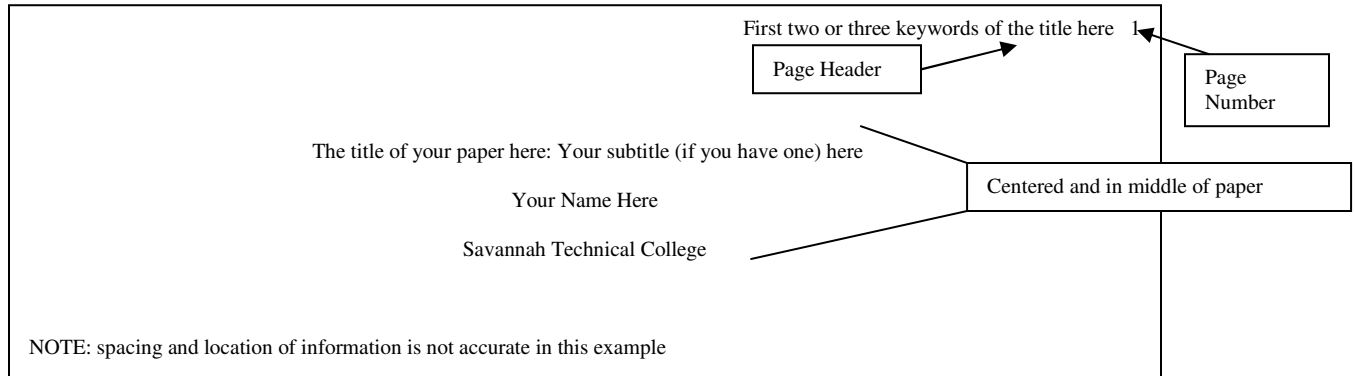
Page 296, Chapter 5.15 Title Page

The title page includes a title, the author's name (the byline), and the name of the college (the institutional affiliation). **Do not include the instructor's name or the date.** Identify the title page with a page header and the page number 1, placed in the upper right hand corner of the page. **See the back of this handout for an example.**

Type the title, only capitalizing the first word of the title, centered between the left and right margins and positioned in the middle of the page. If typing a subtitle, only capitalize the first word. If the title is two or more lines, double-space between the lines.

Type the name(s) of the author(s), centered, one double-spaced line below the title. Type the college's name centered under the author's name on the next double-spaced line. See Example 1.

Example 1: Title Page (not to scale).



Chapter 3 APA Editorial Style
Page 207 Reference Citations in Text

Document your research throughout the paper by citing the author and date of publication of the works you used in your research. The citation allows your instructor to locate the source of information in the reference list at the end of your paper. Cite the source every time it changes in the paper.

Page 207, Chapter 3.94 One Work by One Author

The surname (last name) of the author and the year of publication are inserted in the text either at the beginning or the end of the information from a source. For example:

Rushkoff (1999) breaks down the methods of control...

In the book *Coercion* (Rushkoff, 1999), the author breaks down the methods of control...

In the book *Coercion* (1999), Rushkoff breaks down the methods of control...

The book *Coercion* breaks down the methods of control... (Rushkoff, 1999).

Tip: Authors of quality papers use various ways to cite their sources to keep their readers interested.

Tip: You may find it easier to cite your sources as you write the paper instead of waiting until you have finished the whole paper. Regardless of how you do it, keep track of who wrote what to cite it properly.

Page 208, Chapter 3.95 One Work by Two Authors

When a work has two authors, always cite both names every time the reference occurs in the text:

In their 1995 study, Johnson and Johnston demonstrated...

A study of 2,500 eligible bachelors...(Johnson and Johnson, 1995)

When a publication has three, four, or five authors, cite all authors the first time the reference occurs; in later citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after "al") which means 'and others' to indicate the remaining authors and the year if it is the first citation of the reference within a paragraph. Refer to the *Manual* for more than five authors.

1st time publication is cited: Fenwick, Gibson, and Stoele (2000) researched

2nd time same publication is cited: Fenwick et al. (2000) proved

3rd time on: Fenwick et al.

Page 209, Chapter 3.96 Groups as Authors

The names of groups that serve as authors are usually spelled out (example: American Psychological Association), but some are abbreviated after the first time they are cited.

1st citation: In 2001 the National Institute of Mental Health (NIMH) studied...

2nd citation: The results of the NIMH study...

Page 210, Chapter 3.97 Works with No Author

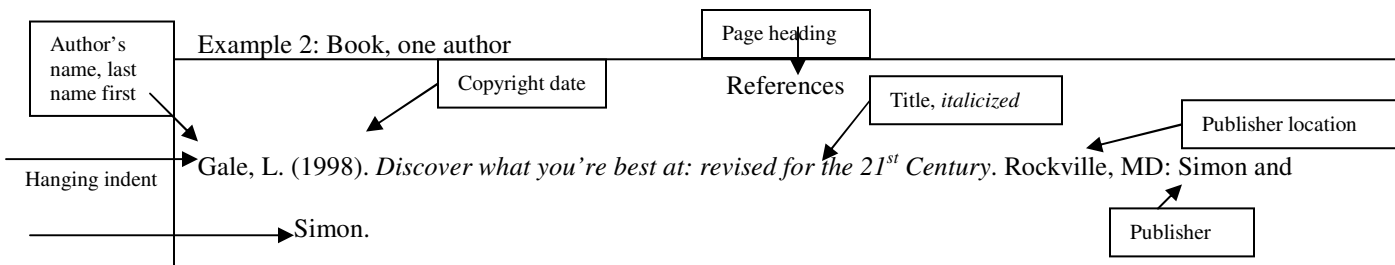
When a work has no author (common with Internet sites) cite the title and the year (if a title and year are not available rethink using the source). Use double quotation marks (“ ”) around the title of an article or chapter, and italicize the title of a book, periodical, brochure, or report. For example:
on free care (“Study Finds,” 1982)

the book *College Bound Seniors* (1979)

How to Do the Reference List

Pages 215-281, Chapter 4 Reference List

Start the reference list on a new page after the text. Include the header and the page number in the upper right corner. Type the word *References* in uppercase and lowercase letters, centered, at the top of the page. List the references in alphabetical order by author, or title if no author is provided. **Double-space all reference entries.** APA publishes references in a *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented. It is permissible to indent your references using the ‘Tab’ key. Be sure to use the exact punctuation as shown in the Example 2 below.



Examples

Print Resources

Journal Article, one author

Simon, A. (2000, Fall). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23(2), 35-47.

Journal Article, two authors

Becker, M. B., & Rozek, S. J. (1995, May 15). Welcome to the energy crisis. *Journal of Social Issues*, 32, 230-343.

Magazine Article, one author

Garner, H. J. (1997, July). Do babies have a universal song? *Psychology Today*, 102, 70-77.

Newspaper article, no author

Study finds free care used more. (1982, April 3). *Wall Street Journal*, pPage A1, A25.

Book, two authors

Struck, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). Cashiers, NC: Macmillan.

Edited book

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education*. Athens, GA: Praeger.

Entry in an Encyclopedia

Imago. (2000). In *World Book Encyclopedia* (Vol. 10, Page 79). Chicago: World Book Encyclopedia.

Videotape

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis*. (Motion picture).

Englewood Cliffs, NJ: Prentice Hall.

Tip: If the material is published in a major city like Chicago or New York you do not have to include the state.

Electronic Formats**GALILEO Article Based on Print Source**

The reference citation for a GALILEO article is similar to a journal article's print citation with additional information about the online content.

GALILEO Article Without Page Numbers

Sahelian, R. (1999, January). Achoo! *Better Nutrition*, 61. Retrieved September 17, 2005,

from Academic Index.

Entry in an Online Encyclopedia

Author. (Date). Title of entry. In *Name of Encyclopedia*. Retrieval date, web address. (note title of

encyclopedia is italicized)

Web page, no author, no date

GVU's 8th WWW user survey. (n.d.) Retrieved September 19, 2001, from

http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Web page, no date

Thompson, G. (n.d.). Youth coach handbook. In *Joe soccer*. Retrieved September 17, 2001, from

<http://www.joesoccer.com/menu.html>

If a document is part of a large website such as a government website, identify the host organization and the relevant program or department before giving the URL. Precede the URL with a colon.

Web page, Government author

Glacial habitat restoration areas. (2001, March 14). Retrieved September 18, 2001, from Wisconsin

Department of Natural Resources website: from <http://dnr.wi.gov/org/land/wildlife/ghra/>

Web page, no author, no date

Eldorado. (n.d.). In PlacesNamed.com. Retrieved September 18, 2001, from <http://www.placesnamed.com/e/l/eldorado.asp>

Personal Communications

Personal communications may be things such as email messages, interviews, speeches, and telephone conversations. They do not appear in the reference list because the information is not retrievable. In the paper, cite personal communication as follows: Example: J. Burnitz (personal communication, September 20, 2000).

Some general rules for APA reference pages:

- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in the text.
- Give in, parentheses, the year the work was published. For magazines and newspapers, give the year followed by the month and date, if any. If no date is available, common with web sites, write (n.d.) for 'no date'
- Give volume numbers for magazines, journals, and newsletters. Include the issue number for journals if and only if each issue begins on page 1.

Reference:

Publication Manual of the American Psychological Association (5th ed.). (2001). Washington, D.C.:

American Psychological Association.

APA Style Guide Checklist

Use this checklist each time you write a paper to make sure it is formatted in proper APA format. The full checklist can be found in Appendix A of the *Publication Manual*.

- ___ The paper's font is either 12-point Times New Roman or 12-point Courier
- ___ Everything is double-spaced except long quotations
- ___ The margins are set at 1-inch on all four sides of each page (MS Word is automatically set to 1" margins)
- ___ Each and every page is numbered consecutively (1,2,3...), beginning with the title page, in the upper right-hand corner (Use View – Header & Footer in upper right-hand corner)
- ___ Each page is identified with a manuscript page header (the first two or three keywords from the title) in the upper right-hand corner to the left of the page number
- ___ On the title page, the first word of the title and the first word of the subtitle are capitalized and centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, they are double-spaced.
- ___ Below the title are the author's name and the name of the college, double-spaced
- ___ Long quotations of more than forty words are indented 1/2 inch from the left margin without the usual opening paragraph indent
- ___ The research is properly cited throughout the text of the article
- ___ References are cited both in the text and in the Reference list
- ___ The references are on a separate sheet with the word *References* centered at the top of the page
- ___ References are alphabetized by the author's last name or the first keyword of the title if no author information is given
- ___ All reference entries are double-spaced in a hanging indent format
- ___ Spelling/grammar check has been performed
- ___ At least one person has read over the paper to catch mistakes spelling/grammar check did not
- ___ See Appendix A pp. 379-383 for more information

Disclaimer: This guide is not designed to replace the Publication Manual of the American Psychological Association, 5th edition. Further, all attempts have been made to make this an accurate guide but the author is not an APA expert and does not accept responsibility for inaccuracies. Refer to the Manual for further assistance.