The *Publication Manual of the American Psychological Association* is intended primarily as a guide to prepare manuscripts for publication in the American Psychological Association (APA) journals and books. However, it is frequently used as the format for student papers. Information on the manual and revisions to the manual can be found at the APA website [http://www.apa.style.org](http://www.apa.style.org).

This material is presented meant to familiarize students with APA format. Students should check with their faculty for specific guidelines for using the manual with course papers and assignments (e.g., is an abstract required). It is required that students have their own copy of the manual.

### Helpful Information in the APA Manual

1. Author responsibility in manuscript preparation (pp. 228-231, 241-243)
2. Sample papers (pp. 41-59)
3. Levels of headings (pp. 62-63)
4. Use of quotations (pp. 92, 170-173)
5. Secondary sources (p. 178)
6. Specific parts of a source (p. 179)
7. Personal communication (p. 179)
8. Capitalization (pp. 101-104)
9. Use of abbreviations (pp. 106-111)
10. Use of numbers (pp. 111-114)
11. Reference citations in-text (pp. 174-179)
   - Multiple citations in the same parentheses (p. 177)
12. Examples of references (pp. 193-224)
13. Appendices (pp. 38-39)
14. Guidelines for use of tables (pp. 127-129, 141,150)
15. Guidelines for use of figures (pp. 127,150-151, 161,167)
16. Seriation (pp. 63-65)
17. Electronic resources (pp. 187-192)
18. Digital Object Identifiers (doi) numbers (p. 189-191)
19. Self-plagiarism (p. 16)
20. Checklist for manuscript submission (pp. 241-243)

Rev: 8-27-2013
Tips for Students: Putting Your APA Paper Together

- The chronological order of the manuscript is: title page, abstract (if used), text, references, tables, figures, and appendices (pp. 229-230).

- Use standard 8 1/2 x 11 inch white paper.

- Margins should be uniform at least 1 inch at the top, bottom, left, and right of every page.

- The font should be uniform and done in Times New Roman, size 12.

- Place the running head and page number 1/2 inch from the top of each page of the manuscript. Do not put your name in the running head.
  - Note: The title page is page 1. It has its own running head format and that format can be viewed in the sample paper.
  - Note: If an abstract is used it is numbered as p. 2. If an abstract is not used the text starts on p. 2.

- Double space text. Text should be flush left—do not right justify.
  - Note: Single-spacing, one-and-a-half spacing, or double spacing can only be used in tables and figures.
  - Note: Double space references on the reference list and double space in between each reference.

- Use indentations for each paragraph. For consistency, use the tab key set at five to seven spaces or 1/2 inch (p. 229).
  - Note: Exceptions include block quotations, the abstract, and the first paragraph of an appendix.

- Use one space after a period at the end of a sentence. Use one space after initials in personal names, punctuation, and periods that separate part of a reference citation.
  - Note: Two spaces after a period at the end of a sentence is standard for draft manuscripts for publication. Check with your faculty to see if two spaces after a period is acceptable for your assignment.

- Do not break words at the end of a line. See guidelines for hyphenation (pp. 98-100).

- Use headings!! Headings organize your paper and assist the reader.
  - Think of your headings as an outline of your paper.
  - Headings should not be a single line at the bottom of the page, instead begin a new page.

- Tables, figures, and appendices must be mentioned in the text so the reader knows where to refer to them.

- Start the reference list, each table and figure, and each appendix on a separate page.

Rev: 8-27-2013
COMPONENTS OF A MANUSCRIPT USING APA FORMAT

I. Title Page

- The title page is numbered as the first page of the manuscript and includes: (a) Running head, (b) title, (c) author(s) names, and (d) institutional affiliation.
- Running head
  - The Running head is a shortened version of the title.
  - Maximum of 50 characters including letters, spaces between words, and punctuation.
  - On the title page, the following format should be used (p. 41):
    
    Format: Running head: ABBREVIATION OF TITLE
    Example: Running head: HYPERTENSIVE AGENTS

  - On all subsequent pages, leave off the term “Running head” and place the Running head flush left, all in upper case letters.

    Format: ABBREVIATION OF TITLE
    Example: HYPERTENSIVE AGENTS

- Do not put your name in the Running head.

- Title
  - The title is centered on the upper half of the page in uppercase and lowercase letters.
  - The title should be not be longer than 12 words and summarize the main idea of the paper.
  - Do not use abbreviations in the title.
  - Do not bold the title.
- The author(s) name(s) and institutional affiliation follow the title.
  - If more than one student author see the format given in Table 2.1 (p. 24).

II. Abstract

- An abstract is not always used in student papers. Students should check with their faculty and assignment guidelines to see if an abstract is required.
- When used, it starts on a separate page and becomes the second page of a manuscript.
- It is a brief, comprehensive summary of the contents of the manuscript. It explains to the reader what the paper is all about (pp. 25-27).
- At the top of the page type the word Abstract in upper and lower case letters; centered and not bolded.
- Although APA does not give a word limit on an abstract, it is generally between 150 to 250 words.
- It is usually a single paragraph with no indentation.
  - If a second paragraph is used, it is indented.

III. Text

- This is the body of the manuscript where the “content” of the paper is presented.
  - Each page of the text is numbered consecutively.
  - Important to this part of the paper are writing style, grammar, the use of headings, and referencing.
  - Begin the text on a new page with the manuscript title (centered in uppercase and lowercase letters, but not in bold), double space, and then start the text with an introduction.
The introduction does not have a heading and starts immediately after the title.
- Indent the first line of each paragraph with consistent spacing. For consistency, use the tab key, set at five to seven spaces or 1/2 inch (p. 229).
- Paragraph length should be at least 2 sentences, but not longer than one page (p. 68).
- Capitalize the first letter of words in titles of books and articles in the text. This is different than the format on the reference page.
- Do not divide words at the end of a line—let a line run short rather than divide a word.

Headings (pp. 62-63)
- It is important to use headings to organize the content of the text and establish the importance of topic areas. Headings function as an outline to reveal a manuscript’s organization (p. 62).
- All topics of equal importance have the same level of heading.
- A manuscript can have from one to five levels of headings (See table below).
- Use a minimum of two headings in a subsection, just as you would in an outline (p. 63).
- Do not label the heading with numbers or letters of the alphabet (Examples: do not label as: 1, 2 or I, II or a, b or A, B).

<table>
<thead>
<tr>
<th>APA Levels of Headings (p. 62)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
</tr>
<tr>
<td>Indent and begin text here.</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
</tr>
<tr>
<td>Indent and begin text here.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
</tr>
</tbody>
</table>

Citations in the Text (pp. 170-179)
- In-text citations have the author(s) name and the year of the reference. A page number is included with a direct quote or a specific part of a source.
  - Use direct quotes sparingly. Instead paraphrase ideas from your literature review.
  - Sources of information must be clearly acknowledged in the paper.
- Credit the source every time you paraphrase, quote an author directly, or use an idea contained in another work.
  - If a source has been cited once in a paragraph, the next time cite only the name of the author(s) and not the year.
- When paraphrasing or referring to an idea contained in a long and complex text (e.g. a book, book chapter, web site) provide a page number, paragraph number if non paginated, or the heading, to guide the reader to the relevant information. Page number is preferred (p. 171).
- In the case of multiple in-text references by the same author in the same year use a, b, c to indicate the order that the references were used in the text.

• For Basic Citation Styles, see p. 177 in the APA Manual and examples given in the Carnegie-Vincent Library APA Resource Booklet.

• How to cite in-text:
  o If the reference does not have an author (p. 176)
  o If the reference has one author (p. 174)
  o If the work has two authors (p. 175)
  o If the reference has 3 to 5 authors (p. 175)
  o If the reference has 6 or more authors (p. 175)
  o If the reference has a group or organization as the author (p. 176)
  o Direct quotations of online material without pagination (pp. 171-172)
  o Personal communication (p. 179)

Quotations (pp. 170-173)
• When quoting, always cite the author, year, and specific page number. Use a paragraph number, or heading for non-paginated material.
• Quotes must be accurate and must “follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect” (APA, 2010, p. 172).
• If the quote is less than 40 words, incorporate it into text and enclose the quotation with double quotation marks (pp. 171-172).

Example: According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 547).

Example: “A flexible mind is a healthy mind and that should be recognized and appreciated” (Palladino & Wade, 2010, p. 147).

• If the quote is less than 40 words and appears in mid-sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence (p. 171).

Example: In fact, “a flexible mind is a healthy mind” (Palladino & Wade, 2010, p. 147) and that is an important point to remember.

Example: Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

• If the quote is more than 40 words, use block format, double space the entire quotation, and do not use quotation marks. Start a block quotation on a new line and indent the block about half inch from the left margin. Do not indent the first paragraph of the block quotation. If two or more paragraphs are involved, indent the first line of each additional paragraph an additional half inch. At the end of the quotation, cite the author/source, date, and the page number in parentheses after the final punctuation mark. Use a paragraph number, or heading for non-paginated material instead of a page number. Do not put a period after the parentheses.

Rev: 8-27-2013
Abbreviations (pp. 23, 106-111)
- Must be written out completely with the first use and followed immediately by its abbreviation in parentheses (p.107).
- *Example*: The results of studies of simple reaction time (RT) to a visual target have shown a strong negative relation between RT and luminance.
- Abbreviations should be avoided in titles (p. 23).
- See Table 4.4 Common Abbreviations for Units of Measurement (p. 109). These abbreviations are accepted without explanation.

Italics/Italicize (pp. 104-106)
- Titles of books, periodicals, films, videos, TV shows, and microfilm publications.
- Introduction of a new, technical, or key term or label (after a term has been used once to not italicize it).
- Periodical volume numbers in reference lists. Example: *American Journal of Nursing, 113*. Do *not* italicize an issue number. Example: *Nursing Research, 64(3)*
- Anchors of a scale for example: health ratings ranged from 1 *(poor)* to 5 *(excellent)*
- Genera, species, and varieties for example: *Macaca mulatta*

Conclusion
- It is helpful to end the text of the manuscript with a conclusion
- Typically requires a Level 1 heading (e.g., *Conclusion*).
- Completes the paper by giving a sense of closure. It is *not* a restatement of the introductory paragraph.
- If there was a thesis statement refer back it (do *not* just restate it).
- Do *not* introduce new information.
- Summarize the main points of the paper.
- Provide suggestions for further inquiry.

IV. References (pp. 198-224)
- References are listed after the text and start on a separate page.
- Type, References, in uppercase and lowercase letters at the top of the page and do not put in bold.
- The reference list documents all references used in the text except for personal communications.
  - References *not* used in the text are *not* put on the reference list. The references on the reference list should match references in the text.
- References are listed in alphabetical order.
  - In the case of multiple references by an author the entries are given in chronological order beginning with the earliest publication.
  - In the case of multiple references by the same author in the same year use a, b, c to indicate the order that the references were used in the text.
- The listed reference is double spaced with double spacing in between references.
- A hanging indent format is used (the first line of each reference is flush left and subsequent lines are indented).
- In the reference list, capitalize only the first word, the first word after a colon in a title, and proper nouns.
- For additional reference examples please see:
Professional Meetings (pp. 206-207).
Audiovisual Materials – such as a video documentary (pp. 209-210).
Unpublished and informally published works (pp. 211-212).

- **Missing Piece of a Reference**: Sometimes a part of a reference is missing or unidentifiable, such as a date or author, the following chart lists types of information that might be missing and how to adapt the reference.

<table>
<thead>
<tr>
<th>No Author</th>
<th>No Title</th>
<th>No Author &amp; No Date</th>
<th>No Author &amp; No Title</th>
<th>No Date &amp; No Title</th>
<th>No Date, Title, &amp; Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute title for the author, followed by date</td>
<td>Use n.d. which stands for no date</td>
<td>Describe the document inside square brackets</td>
<td>Combine no author and no date methods</td>
<td>Combine no author &amp; no title</td>
<td>Combine no date &amp; no title</td>
</tr>
<tr>
<td>See pp. 184 &amp; Example on p. 205, #30</td>
<td>See p. 185 &amp; Example on p. 203, #20</td>
<td>Example on p. 212, #60</td>
<td>Example on p. 205, #30</td>
<td></td>
<td>Example on p. 209, #47</td>
</tr>
</tbody>
</table>

V. **Tables** (pp. 128-150)
- Check with faculty for formatting.
- Tables are consecutively numbered and mentioned in the text.
  - Discuss only the table highlights in the text.
  - Tables taken from sources must be cited. See table citation examples in the APA manual.
- Tables serve as an informative supplement to the text.
- Each table is numerically paginated consecutively with the paper.
- Tables Checklist (p. 150).

VI. **Figures** (pp. 150-167)
- Check with faculty for formatting.
- Figures are consecutively numbered and mentioned in the text.
  - Discuss only the figure highlights in the text.
  - Figures taken from sources must be cited. See figure citation examples in the APA manual.
- Each figure is numerically paginated consecutively with the paper.
- Figure checklist (p. 167).

VII. **Appendix** (pp. 387-40)
- An appendix provides the reader with detailed information that would be distracting to the main text of the manuscript.
- Each Appendix should be mentioned in the text and briefly described so that the reader knows the content is there.
- Each Appendix must have a title.

Rev: 8-27-2013
- Each Appendix starts on a separate page.
- Type the word, Appendix, in the center of the page.
  - If more than one Appendix, label each with a capital number, beginning with A

  Example: Appendix A, Appendix B, Appendix C.
- After typing the word Appendix, double space and type the title of the Appendix (centered, in uppercase and lowercase letters, but italicized or bolded).
  - Double space again and begin the text of the appendix flush left, followed by indented paragraphs.
  - Double space the text.
- Each appendix page is numbered consecutively with the papers page numbering.

Reference

ADDITIONAL HELPFUL HINTS

1. Introductory Paragraph
   ○ Does not have a heading (i.e., do not have a heading that says Introduction).
   ○ Should capture the reader’s interest so he/she will want to read more.
   ○ Introduces the topic of the paper and briefly provides some background about the topic.
     ★ Topic example: Diabetes Mellitus
   ○ Has a thesis and/or purpose statement that identifies the premise or central idea of the paper
     ★ Thesis statement example: Even though the incidence of Type 2 Diabetes is increasing among children and adolescents in the United States, nurses are not fully prepared to care for the special needs of this population
     ★ Purpose statement example: The purpose of this paper is to provide an overview of diabetic care for adolescents and children, as recommended by the National Diabetes Education Program.
   ○ Identifies the main sections of the paper.
     ★ Example: This paper will begin by presenting current epidemiological trends, followed by a review of current literature, appropriate nursing interventions, and future recommendations.

2. Numbers (pp. 111-112)
   ○ General rule
     ★ Use numerals to express numbers 10 and above.
     ★ Use words to express numbers nine and below.
   ○ Exceptions
     ★ Numerals:
       ○ Immediately preceding a unit of measurement. Example: 5mg
       ○ Statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles.
         Example: 3%, 0.33, 16:1, 5th percentile
       ○ Represent time, dates, ages, scores and points on a scale, and exact sums of money.
         Example: 1 hr 34 min, 12:30 a.m., 2-year-olds, 2 days
     ★ Words:
       ○ Approximations of number of days, months, and years (use only if the date range is not precise).
         Example: about five days, approximately three months
       ○ Any number that begins a sentence, title, or text heading.
         Example: Forty-seven percent of the sample showed 2% had no change.
       ○ Common fractions. Example: One fifth of the class...

3. Personal communication can be used for a scholarly paper (p. 179)
   ○ While personal communication must be cited appropriately, it is not included in the reference list.
   ○ Give the initials as well as the surname of the communicator and date of interview.
     Example: (T. K. Lutes, personal communication, April 18, 2013)
   ○ This is a good way to reference information received during an interview. Take good notes.

This information is not all inclusive! Always refer to your APA Manual for assistance and examples and clarify questions with your course faculty.

Rev: 8-27-2013