APA Documentation

- Quick Orientation to APA
- APA Parenthetical Citation
- Create an APA Reference List
- Format a Paper Using APA Guidelines
- Format APA Headings for a Paper
- Review APA Usage and Style Guidelines

What is APA style?¹

Like all documentation styles, APA style provides a standard system which gives credit to others for their contribution to your work. It is known as a “parenthetical” documentation style, meaning that citations to original sources appear in your text. This allows the reader to see immediately where your information was found, and it saves you the trouble of making footnotes or endnotes.

• The APA style includes three kinds of information in in-text citations.
  1. The author's last name*
  2. The work's date of publication*
  3. The page number, appears only in a citation to a direct quotation. (*these items must match exactly the corresponding entry)

• The APA encompasses strict guidelines for the formatting of documents. Formatting the reference list and headings are the most important aspects of these guidelines in academic writing. The general intent of the Publication Manual is to assist the editorial staff of APA journals in typesetting. If you are preparing a paper for a class assignment rather than a journal, you are in a sense publishing it yourself. Therefore, according to APA, you may relax the APA's rules in some cases: The student should find out whether (or in what respects) the university's or department's [or instructor's] requirements for theses, dissertations, and student papers take precedence over those of the Publication Manual.

• Writers are reminded that they are preparing the "final" copy; because the manuscript will not be set in type, the manuscript must be as readable as possible. Many of APA's format requirements aid production for publication. Reasonable exceptions to APA style for theses and dissertations often make sense and are encouraged to better serve communication and improve the appearance of the final document. For example, tables may be more readable if single-spaced, and justified margins may substitute for ragged right margins (in this case, end-of-line hyphens are acceptable).

¹ Source: The Writing Center at the University of Wisconsin-Madison.
For an APA style online tutorial, refer to:

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Bibliography for the APA Handbook:

An Introduction to Parenthetical Citation

This section provides guidelines on how to use parenthetical citations to cite original sources in the text of your paper. These guidelines will help you learn the essential information needed in parenthetical citations, and teach you how to format them correctly.

- Parenthetical citations are citations to original sources that appear in the text of your paper. This allows the reader to see immediately the source of your information, and it saves you the trouble of making footnotes or endnotes.
- The APA style requires three kinds of information in in-text citations. The author's last name and the work's publication date must always appear, and these items must match exactly the corresponding entry in the references list. The third kind of information, the page number, appears only in a citation to a direct quotation.

### Where to place parenthetical citations

There are three options for placing citations in relation to your text:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Sample Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Idea-focused</td>
<td>Place the author(s) and date(s) in parentheses at an appropriate place in or at the end of a sentence</td>
<td>Researchers have pointed out that the lack of trained staff is a common barrier to providing adequate health education (Fisher, 1999) and services (Weist &amp; Christodulu, 2000).</td>
</tr>
<tr>
<td>2. Researcher-focused</td>
<td>Place only the date in parentheses</td>
<td>Fisher (1999) recommended that health education be required for high school graduation in California.</td>
</tr>
<tr>
<td>3. Chronology-focused</td>
<td>Integrate both the author and date into your sentence</td>
<td>In 2001, Weist proposed using the Child and Adolescent Planning Schema to analyze and develop community mental health programs for young people.</td>
</tr>
</tbody>
</table>

### Additional Guidelines

- Place citations in sentences and paragraphs so that it is clear which material has come from which sources.
- Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

Symthe (1990) found that positioning influences ventilation. In his study of 20 ICU patients, he used two methods to... However, his findings did not support the work of Karcher (1987) and Atley (1989), who used much larger samples to demonstrate that...
# Parenthetical Citations

## First and subsequent citations
- Within a paragraph, omit the year in citations after the first one if no confusion with other studies will result.
- Fisher (1999) administered a questionnaire. Fisher's results indicated...
- [new paragraph] The questionnaire administered by Fisher (1999) was used by...

## A source with 1 or 2 authors
- Cite name(s) in first and all subsequent citations.
  - (Adkins & Singh, 2001)
  - Adkins and Singh (2001)

## Authors with the same surname
- Use initials even if the years are different.

## A source with three to five authors
- In all citations after the first, use the first author's name followed by et al.
  - *First citation*: (Baldwin, Bevan, & Beshalke, 2000)
  - *Subsequent citation*: (Baldwin et al., 2000)

## A source with six or more authors
- Use the first author's name followed by et al. in all citations.
  - 6 authors: (Utley et al., 2001)
  - 7 authors: (Yawn et al., 2001)
  - [Note: In the reference list, use of et al. begins with 7-author references.]

## Sources with two or more six-author groups with same first surname
- If two or more six-author groups shorten to the same surname, cite the surnames of as many subsequent authors as needed to distinguish references.
  - (Baldwin, Utley et al., 2001)
  - (Baldwin, Bevan et al., 2000)

## A source with no author
- Use the first few words of the title—in quotation marks for article or chapter, in italics for self-contained item.
  - ("Mad Cow," 2001)
  - *(Sleep Medicine, 2001)*

## An editor's work with no author
- Use editor(s) name(s) in the author position.
- See guidelines for citing authored work.
<table>
<thead>
<tr>
<th>When you have:</th>
<th>What you do:</th>
<th>Sample Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Two or more works in parentheses</td>
<td>Arrange by order of the reference list; use a semicolon between works</td>
<td>Several researchers (Greenberg, Domitrovich, &amp; Bumbarger, 2000; Roy, 1995; Yawn et al., 2000)</td>
</tr>
<tr>
<td>2. Representative works</td>
<td>Use <em>e.g.</em> (<em>for Sample Citation</em>) before parenthetical citations</td>
<td>The need for more effective prevention of mental illness in children has been the focus of many reports (<em>e.g.</em> National Institute of Mental Health, 1998; U.S. Public Health Service, 2000; Weist, 2001).</td>
</tr>
<tr>
<td>3. Major work plus others</td>
<td>Use <em>see also</em> after major work</td>
<td>(Roy, 1995; see also Embar-Seddon, 2000; Greenberg, 2001)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When you have:</th>
<th>What you do:</th>
<th>Sample Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Entire Web site</td>
<td>Don't put on reference list. Include URL in-text instead</td>
<td>The APA’s site is an excellent source of information on writing (http://).</td>
</tr>
<tr>
<td>2. Direct quotation from electronic source without page numbers</td>
<td>Use paragraph numbers (preceded by <em>para.</em> or ¶); add section numbers for long documents</td>
<td>Universal interventions &quot;target the general public or a whole population group that has not been identified on the basis of individual risk&quot; (Greenberg et al., 2000, Section I, para. 20).</td>
</tr>
</tbody>
</table>
Reference List

Book Reference

Book (1): Basic form, single author


Book (2): Editors in place of authors


Book manuscript: Submitted but not yet accepted; 3-6 authors


Chapter in edited work: Second or later edition


Magazine or Newspaper Reference

Magazine article: Basic form


Newspaper Article: No author; electronic version found on searchable, aggregated database


Private Organization Publication

Publication, private organization: Basic form

**Journal Article**

**Journal article (1): Basic form, single author**


**Journal article (2): Journal paginated by issue, 3-6 authors**


**Journal article (3): 7 or more authors**


**Journal article (4): In press**


**Journal article (5): In Internet-only journal; secondary reference**


**Journal article (6): Electronic version of print journal that differs from print version (e.g. no page numbers in text; tables reduced)**


**Journal article (7): Special issue of Internet journal based on print source**


[Note: Brackets are used to enclose information about the form of a document, 2 items in this case.]
Dissertation (1): Abstracted in Dissertation Abstracts International (DAI); obtained from university


Dissertation (2): Abstracted in DAI; obtained from UMI


Dissertation (3): Retrieved from online database


Government Report

Government report (1): From Government Printing Office (GPO); organization as author (group author)


Government report (2): Obtained online; organization as author (group author)

Formatting Your Paper

Title Page

Page Numbering and Page Header

Starting with the title page, place consecutive page numbers at the upper right-hand corner of the page, at least 1 in. (whatever your right margin is) from the right edge of the page, between the top of the page and the first line of text (the default setting on most word-processing programs, 1/2 in. from the top of the page, is acceptable).

Use the first two or three words of your title as a page heading on every page, including the title page and reference pages. Place it five spaces to the left of the page number, using the header function of your word-processing software to place it automatically on every page.

Margins
Use uniform margins at least 1 in. from the top, bottom, and sides of every page.

Spacing
Double-space all text throughout the manuscript, including the title page and reference page. For student papers, the APA allows some exceptions, for instance, wider spaces between text and headings, and single-spacing within reference list items and long quotations. Check with your instructor before making these exceptions.

Indentation
Use the tab key to indent the first lines of paragraphs and all lines of block quotes five to seven spaces or 1/2 in.

Type Face
Use a serif typeface of 12 points, such as 12-point Times Roman or 12-point Courier. (Serifs are the "tails" that you see at the top and bottom of the letters that help readers to follow a line of text.)
**Example: Level 1 Headings***

Most undergraduate papers often use only **Level 1** headings, which are:

- centered
- uppercase and lowercase

*Heading font sizes enlarged for illustration purposes. In an actual paper, headings are the same font size as regular text.*

**Example: Level 1 & 3 Headings***

Slightly more complex undergraduate papers often use **Level 1** and **Level 3** headings.

**Level 3** headings are:

- flush left
- italicized
- uppercase and lowercase

*Heading font sizes enlarged for illustration purposes. In an actual paper, headings are the same font size as regular text.*
Example: Level 1, 3, & 4 Headings

Papers that are long or that have many subsections often use **Level 1**, **Level 3**, and **Level 4** headings. **Level 4** headings are:

- indented
- italicized
- sentence case (only 1st letter capitalized)
- followed by a period, and then immediately by text

Example: Level 1, 3, 4 & 2 Headings

Multi-experiment studies, monographs, and lengthy literature reviews often require **Level 1**, **Level 3**, **Level 4**, and **Level 2** headings. **Level 2** headings are:

- centered
- italicized
- uppercase and lowercase
Books often use **Level 1, Level 3, Level 4, Level 2, and Level 5 headings.**

**Level 5 headings** are:
- centered
- uppercase

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**Long Quotations**

Place quotations of 40 or more words in block form: Indent the entire quotation five to seven spaces, or 1/2 in. (the same distance you indent the first line of a paragraph). An example of the formatting of a paragraph containing a block quotation follows:

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Each paragraph of your text begins with an indent of five to seven spaces, or 1/2 in., from the left margin. Block quotations are often introduced with a colon:

Indent the whole block quotation as far as the first line of a normal paragraph of text. Don't put quotation marks around it. If the source you are quoting includes quotation marks, you should include them "as they appear in the original."

If the block quotation has more than one paragraph, indent the first line of each additional paragraph five to seven spaces or 1/2 in. from the new margin. The parenthetical citation (or the page number[s], if the author and date are used to introduce the quote) follows the final punctuation mark of the block quotation, with no period after the closing parenthesis. (Author, 2001, page 000)
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**APA Style**

**Abbreviations**

- Acronyms and abbreviations must be spelled out completely on initial appearance in text.
- Use only if abbreviation is conventional, is apt to be familiar, will save considerable space, and will prevent cumbersome repetition.
- Avoid beginning a sentence with an acronym or an abbreviation.

**Capitalization**

- Capitalize all words of four letters or more in titles of books and articles in text.
- Do not capitalize names of laws, theories, and hypotheses except for proper nouns.

**Hyphenation**

- For compound words not in the dictionary, use hyphens for clarity rather than omit them.
- Hyphenate compound adjectives that precede the noun they modify:
  - role-playing technique
  - two-way analysis
  - middle-class families
- Do not hyphenate a compound adjective if its meaning is established or it cannot be misread:
  - grade point average
  - gender role difference

**Numbers**

- Use figures for numbers 10 and above (12 of the subjects); for numbers above and below 10 grouped for comparison (2 of 16 responses); for numbers representing time, dates, and age (3 years ago, 2 hr 15 min); for numbers denoting a specific place in a series, book, or table (Table 3, Group 3, page 32).
- Use words for numbers below 10 that do not represent precise measurements (eight items, nine pages); for numbers beginning a sentence, title, or heading (Forty-eight percent responded; Ten subjects improved, and 4 subjects did not.).

**Quotations**

- Incorporate quotations of less than 40 words in the text with double quotation marks.
- Place quotations of 40 or more words in a double-spaced block, indented five spaces from left margin. Do not use quotation marks with a blocked quotation.
- If quoting more than one paragraph, indent the first line of each paragraph five additional spaces from the left margin (for a total of ten spaces).
- A page number always immediately follows a quotation, even when the author and date precede it: Lu (1990) found that "several hypotheses were partially supported" (page 48).