

Guide for Writing in APA Style

Developed by the NU Psychology Department

Per the Revised *Publication Manual of the American Psychological Association* (2010, 6th Ed.)

It is recommended that you download and print out a copy of this guide.

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Guide for Writing in APA Style

This is a brief guide based on the *Publication Manual of the American Psychological Association* (APA, 2010). For more complete guidance, purchase the Publication Manual from the American Psychological Association, Amazon.com, locate it through the NU Library, or in any public library system. The complete title and reference follows:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: Author.

Formatting and Layout of Document

Title

The title is typed in uppercase and lowercase letters, centered on the page. The title page should include (centered and double spaced on the page) (a) title of the paper, (b) student's name, (c) institutional affiliation, (d) course number, (e) professor's name, and (f) date. [*Note:* The title is repeated at the top of the first page of the text (after the abstract, if one is used)].

Introduction

The body of your paper opens with an introduction that presents the problem under study. It does not carry a heading labeling it the introduction, but is identified by its position in the paper.

Margins

One-inch margins at the top, bottom, right and left sides. (For example, see the margins used in this handout.)

Spacing

Double space throughout paper, including after every line of the title, headings, block quotation, and reference section. Use only one space after all punctuation including marks at the end of the sentence. (For example, see the spacing used in this handout.)

Numbering

Each page is numbered consecutively, including the title page and reference page. Type the number in the upper right-hand corner in Arabic numerals using the insert function of your MS Word program. (For example, see the numbering used at the top of the pages of this handout.)

Running Head

Insert a running head flush left at the top of the page using the insert function in your MS Word program. The running head appears on all pages. On the first page (the title page) include the words Running head, a colon, the title (or abbreviated title) in all capital letters (left justified), and a page number on the far right. On subsequent pages, just include the title (or abbreviated title) in all capital letters (left justified) and the page number on the far right. Do not exceed 50 characters, including punctuation and spacing. If you exceed the character limit, use an abbreviated version of the title. For example, see the running head at the top of each of these pages. (Note: To get one header on the title page and a different header on the subsequent pages in MS word 2007, go to Insert Header and check different first page)

Alignment

Text should be left aligned (not blocked justified), leave the right margin ragged. Left alignment is the most common alignment and it means that the left edge of the paragraph is flush

with the left margin. Do not hyphenate (split) words at the end of a line. This sentence is an example of how to align your sentences to the left. Also, the following hyphenated word is the INCORRECT WAY. Instead of hyphenating carry the word to the next line.

Typeface

Use 12-pt Times New Roman font. (This typeface is used throughout this handout.)

Abstract

An abstract is a brief one-paragraph (150-250 words) comprehensive summary of the contents of the paper. It is the second page of your document, directly after the title page (unless you include a Table of Contents). Abstracts are not indented. The word is in bold centered at the top of the page with no underline. It is important that the abstract be concise and accurately describes the paper. Use blocked justified format. [For more information, see: (APA, 2010. pp. 25-27; 41)].

Headings

Headings are used to organize your paper. All topics of equal importance should have the same type of heading. Do not label headings with numbers or letters, use **boldface**. The kind of heading used depends on how many types of headings in the paper. [For more information, see (APA, 2010, pp. 62-63)]

Plagiarism

Plagiarism is the failure to acknowledge sources of information, or the act of making it appear that someone else's work is your own. All sources must be documented or cited, including, interviews, broadcast media, and electronic sources. Plagiarism is often the

unintentional failure to document sources accurately. When using information in your paper that is taken from another source, use a citation. A citation may either be in the form of a paraphrase or a quotation. Both paraphrasing and quoting are described in detail in the following sections.

When to Document

Whenever you use information, facts, statistics, opinions, hypotheses, or ideas from outside sources, it is essential that you document them. Outside sources include: books, websites, periodicals, newspapers, interviews, speeches, radio or television programs, letters and/or correspondence. Your documentation must be thorough and be correctly placed within the body of your paper as well as the reference section. Common knowledge, such as widely known information about current events, famous people, or geographical facts, normally does not need to be cited. However, if you are in doubt if information is common knowledge, use a citation.

An example of common knowledge would be: ADD or attention-deficit disorder is used to describe hyperactive children. When explaining specific information about the disorder you would need to cite a reference, as with the following sentence: Most parents and teachers are concerned about this diagnosis, yet it only affects about 2% of boys and a much smaller percentage of girls (Morrison, 2001). Note that the above sentence is paraphrased, not a direct quotation with quotation marks, and it is followed by the citation.

Paraphrasing

Paraphrasing is not only the preferred way to cite other people's work but it is expected throughout your paper. A paraphrase is a restatement in your own words and sentence structure of specific ideas or information from another person's work. Paraphrase is useful when you want

to capture certain ideas or details from a source but do not need or want to quote the author's actual words. As with quoting, you must cite the source from which you are gathering your information and state within your paper next to the information gathered the author's last name, and year of publication, but not the page number. You must also include the full reference in the reference section. (See examples of how to properly reference at the end of this section.)

Examples of Plagiarism

Original Source

Compared to that of schizophrenia, the course of delusional disorder is less fraught with intellectual and work-related deterioration. Nonetheless, domestic problems are frequent, and depending on subtype, these patients are often swept up in litigation or endless medical tests.

Reference

Morrison, J. (2001). *DSM IV made easy*. New York, NY: Guilford Publications, Inc.

Example of Plagiarism

According to Morrison (2001), delusional disorder, as compared to schizophrenia, is less fraught with intellectual and work-related deterioration.

What's Wrong?

Portions of the above sentence should have been placed in quotation marks because three or more words were repeated from the original source in succession.

Correct Citation

According to Morrison (2001), delusional disorder as compared to schizophrenia “is less fraught with intellectual and work-related deterioration” (p. 169).

Correct Citation using Paraphrasing

When comparing delusional disorder with schizophrenia, one may assume that the patient with delusional disorder is less affected since there is not severe deterioration with regard to intellect and work-related functioning. Yet, patients with delusional disorder, depending on the severity and subtype, are often plagued with medical and legal problems (Morrison, 2001).

Using Quotations

A quotation reproduces an actual part of a source, whenever repeating three or more words in succession. According to the American Psychological Association (APA, 2010), each quotation requires a full citation, which includes, “the author, year, and specific page citation...in the text, and include[s] a complete reference in the reference list” (p. 170). Although quotations may add to the content of your paper, beware of overusing them. It is preferred that you paraphrase, which is putting ideas into your own words, instead of quoting. Make sure to integrate quotations when you do use them, rather than just inserting them with no introduction or transition. Do not use quotation simply because you are unsure about your own writing or how to paraphrase. The following sentence in quotes is an example of a citation taken from the APA Manual. “This style of citation briefly identifies the source for the readers [in the body of your paper] and enables them to locate the source of the information in the alphabetical reference list at the end of the article” (American Psychological Association, 2010, p. 229). Below are examples of different types of quotations.

Short Quotation

Short quotations consist of (**fewer than 40 words**). The quotation should be included in the text and enclosed by double quotation marks (“ ”). (See quotation in the above paragraph.)

Long Quotation

For long quotations (**40 words or more**), use a double space block (see example below) with no quotation marks. Do not indent the first paragraph. If the quotation includes more than one paragraph, indent the first line of the second paragraph, and any additional paragraphs (APA, 2010, p. 170). The following is a block quote:

Direct quotations must be accurate. Except as noted... [by using ellipsis for omitted material, and brackets for inserting material], the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect....

Always check the manuscript copy against the source to ensure that there are no discrepancies. (APA, 2010, p. 172)

Note: the period goes before the (citation/page number) in a block quote; and after the (citation/page number) in a short quote. (For example, see above quotation.)

Single Quotation Marks

Use single quotation marks to (‘ ’) enclose quoted material within a short quotation. Use double quotation marks when quoting material within a long (blocked) quotation.

“She appeared in the doorway of the office and asked, ‘where would you like me to sit?’”

(Morrison, 2001, p. 492).

Inserting Material into a Quote

Use Brackets [], not parenthesis (), to enclose material inserted in a quotation.

Omitting Material from a Quote

Use ellipsis points (...) to indicate omitted material from a quotation. Type three periods with a space before and after each period, if ellipses are at the end of a sentence then there would be four periods.... See example below.

Adding Emphasis within a Quote

“If you want to emphasize a word or words in a quotation, italicize the word or words. Immediately after the italicized words, insert within the brackets the words italics added...” (APA, 2010, p. 106). For example, see the below quotation.

Example of Brackets, Ellipsis & Italics

“Dependent behavior is [often] found in several Axis I conditions and disorders... including [but not limited to] Somatization Disorder and Agoraphobia. The person with the *secondary psychosis* [italics added] in ‘Shared Psychotic Disorder’ often has a dependent personality [as well]” (Morrison, 2001, p. 492).

Reference List Citations

When citing in text, do not use the first or middle initial of the author(s) within the citation.

Only list the author’s last name with the year of publication.

(Smith, 2001) = Correct (J.D. Smith, 2001) = Incorrect

When paraphrasing you do not need to use the page number, but when directly quoting your source use the page number. (See example below).

When name of the author or association is part of the sentence, then only the year is in parentheses. See the first sentence in the example below.

Example

The American Psychological Association (2010) recommends that when you are citing another author's work, use the author – date method, and do not include the surname. The APA Manual also states that, “within a paragraph, you need not include the year in subsequent reference to a study [by the same authors] as long as the study cannot be confused with other studies cited in the article” (p. 174). Notice how the year is not included in this quotation because it has already been cited prior in the paragraph.

Citations with Multiple Authors

Two Authors

If a work has two authors, cite both authors every time. If authors are cited within the sentence, do not use **&**, use **and**. If authors are cited in parentheses at the end of the sentence, use **&**. (See example below)

According to Kaufman and Kaufman (2005), when conducting research with children a researcher must follow standards and regulations established by professional organizations.

Three to Five Authors

If there are 3-5 authors, cite all surnames the first time. Then, in subsequent citations, cite the surname of the first author only, followed by et al. and the year. See example below.

“Forgiveness is a significant intervention for healing interpersonal injury” (Butler, Dahlin, & Fife, 2002, p. 287).

Butler et al. (2002) further discuss how therapists often fail to use forgiveness as a therapeutic intervention.

Six or More Authors

For six or more authors in text, cite the surname of the first author only, even the first time you are using the citation, followed by et al. and the year. List all authors in the reference list. See the following example and example in the reference list (See also, APA, 2010 p. 175).

Hops, et al. (1987) conducted research on family interactions of depressed women. For example, Jones et al. (2005) stated that....

Group Authors

The name of a group author is spelled out the first time, and may be abbreviated thereafter. See above examples where APA is cited or:

(American Psychological Association [APA], 2010)

Same Material by Two or More Authors

When citing information that you have found from more than one source, include citations from all information. Alphabetize the last names and separate with a semicolon. (See example below):

It has been researched and reported that forgiveness is a therapeutic intervention for many different situations such as guilt, and family issues (Fitzgibbons, 1986; Joy, 1985).

Material with No Author

When citing material with no author, cite the first few words of the title in the text and the year. Use quotation marks around the title of an article or chapter in text.

“It appears that at times people fail to communicate then blame others for their lack of attention, when in truth the failure lies with the one initiating the communication (“Communication with Peers,” 2005, p. 5).”

Citing an Author within another Source

Sometimes you will want to cite an author who is listed in someone else’s journal or book. When doing this, list the author’s name and use the phrase “as cited in” to let the reader know where the reference is. In the reference section, list the reference for the journal or book that you found the author’s work in. (See example below)

Although at times this may be necessary, this type of citation should be used sparingly and is not a substitute for looking up the primary source. It is typically used when the primary source cannot be located or is out of print.

Citation of a work discussed in a secondary source: For example, citing a source within a text book or journal:

“North’s (1987) interpersonally focused definition is a widely accepted definition of the forgiveness process” (as cited in Butler et al., 2002, p. 118).

Your reference would list Butler, not North because that is where the information was found. (See the following reference citation as an example):

Butler, M., Dahlin, S., & Fife, S. (2002). Language factors affecting clients’ acceptance of forgiveness intervention in marital therapy. *Journal of Marital and Family Therapy*, 28, 285-298.

Referencing the Same Author and Publication the Second and/or Third Time in a Row

When referencing the same author and publication a second time in a paragraph, you do not include the date of publication. See the following example:

A particular case of significant consequence is the Yates case as her mental illness was well known, for example, “postpartum depression that had resulted in two hospitalizations and two suicide attempts” (Charatan & Eaton, 2002, p. 634). Yate’s psychiatrist had her hospitalized and placed on antipsychotic medications due to fear that she was suicidal. This occurred three months prior to the birth of her last child (Charatan & Eaton).

Note: If another citation was made in between the two Charatan & Eaton citations, then the year of publication would have been used.

One Work by Multiple Authors: Use of et al.

“When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. and the year if it is the first citation of the reference within a paragraph” (APA, 2010, p. 175)

References

The reference list is a list of all material cited in the paper and is the last pages of the paper, except for tables, figures, and appendices (which are placed after the references). The reference list provides the reader with all of the information necessary to retrieve the work that the author has cited in the paper. The reference list only includes material referenced in the paper; therefore you do not need to include all the material you have read, just the material cited within the paper. There should be a reference for each citation in the paper.

The title of the reference list (or page) is called References. Do not underline, or italicize, just place in the center of the page. List authors in alphabetical order, double space, and use a hanging indent after the first line of each citation. A hanging indent is when the first line is not indented, but all subsequent lines of the same entry are indented 10 spaces. See the reference page as an example. List author's last name, first initials, year of publication, title of article (only capitalize the first word of title and the first word after a colon or a dash), name of the Journal (journal titles are capitalized and in italics), volume number (in italics), and the page numbers. (For example, see the Reference page at the end of this handout.)

Reference List: Examples (APA, 2010, pp. 198-224)

Journal article with one Author

Seikkula, J. (2002). Open dialogues with good and poor outcomes for psychotic crises: Example from families with violence. *Journal of Marital and Family Therapy*, 28, 263-274.

Journal Article, with Two or More Authors

Hops, H., Beglan, A., Sherman, L., Arthur, J., Friedman, L., & Olsteen, V. (1987). Home observations of family interactions of depressed woman. *Journal of Consulting and Clinical Psychology*, 55, 341-346.

Journal Article from an Online Database

Seikkula, J. (2002). Open dialogues with good and poor outcomes for psychotic crises: Example from families with violence. *Journal of Marital and Family Therapy*, 28, 263-274.
Retrieved October 19, 2009, from ProQuest database.

Journal Article from an Internet-only Journal (for articles without DOI)

Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 001A. Retrieved November 30, 2000, from <http://journals.apa.org/prevnetion/volume3>.

Journal Article Published Annually

Prusiner, S. B., & DeArmond, S. J. (1994). Prion diseases and neurodegeneration. *Annual Review of Neuroscience*, 17, 311-339.

Book with one Author

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia, PA: F. A. Davis Company.

Book with Two or More Authors

Caldwell, I., & Thomason, D. (2004). *The book of four*. New York, NY: Dell.

Book by an Organization

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Article or Chapter in and Edited Book

Parker, J., & Guest, D. (2002). The integration of psychotherapy and 12-step programs in sexual addiction treatment. In P. J. Carnes & K. M. Adams (Eds.), *Clinical management of sex addiction* (pp. 115-162). New York NY: Brunner-Routledge.

Website with No Author

National Osteoporosis Foundation. (2004). *Fast facts*. Retrieved October 15, 2004, from <http://www.nof.org>.

Journal Article with DOI

Herbst-Damm, K. L., Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

What is the DOI (digital object identifier)?

This is a unique alphanumeric string of numbers that you will find referenced in a print publication in the top right hand corner of a journal article near the copyright notice.

In a Full Record Display, see: title, publication year, author, source, ISSN, and then a category called *digital object identifier*. All DOI numbers begin with a *10* and contain a prefix and a suffix separated by a slash. Use the form: doi: 10.xxxxx... [The DOI may be hidden under a button labeled *Article*, *CrossRef*, *PubMed*, or another full text vendor name. When a DOI is used, no further retrieval information is needed to identify or locate the content; however, you may also include the URL, volume, issue, and page numbers]. If there is no DOI assigned and you retrieve the article electronically, do provide the volume, issue, and page numbers as well as the home page URL of the journal, book, or report publisher (APA, 2010, pp. 188-192).

Important Additional Information on Organizing a Manuscript (APA, 2010, pp. 62-63)

<u>Level of Heading</u>	<u>Format</u>
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Flush Left, Boldface, uppercase and Lowercase Headings
3	Indented boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending</i>

with a period.

5 *Indented, italicized, lowercase paragraph heading ending with a period.*

Review the following websites on APA style:

1. <http://www.apastyle.org>
2. Tutorial: <http://flash1r.apa.org/apastyle/basics/index.htm>
3. What's New in the 6th edition?: <http://flash1r.apa.org/apastyle/whatsnew/index.htm>

***NEW:* Many features of the mechanics of APA style have changed including:**

1. New formats for referencing electronic and printed journals
2. Numbers expressing *approximate* lengths of time are written as words: [i.e.: about twenty-five years]; use 1:30 pm or 25 years to express exact lengths of time
3. Electronic resources without page numbers are cited using a paragraph number
4. Reference to a book: always list both the city and state of publication

References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Butler, M., Dahlin, S., & Fifth, S. (2002). Language factors affecting clients' acceptance of forgiveness intervention in marital therapy. *Journal of Marital and Family Therapy, 28*, 285-298.
- Hops, H., Beglan, A., Sherman, L., Arthur, J., Friedman, L., & Olsteen, V. (1987). Home observations of family interactions of depressed woman. *Journal of Consulting and Clinical Psychology, 55*, 341-346.
- Kaufman, A. S., & Kaufman, N. L. (Eds.). (2005). *Essentials of child psychopathology*. Hoboken, NJ: John Wiley & Sons.
- Morrison, J. (2001). *DSM IV made easy*. New York, NY: Guilford.
- Seikkula, J. (2002). Open dialogues with good and poor outcomes for psychotic crises: Examples from families with violence. *Journal of Marital and Family Therapy, 28*, 263-274.