American Psychological Association (APA) Style

**NOTE:** The following examples are taken from the Online Writing Lab at Purdue University and *The Publication Manual of the American Psychological Association, 6th edition* (2010). - Also, the complete manual is located in the Garver Room - call number Ready Ref 808.02 P96 2010.

<table>
<thead>
<tr>
<th>Basic Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>► General format for manuscripts written in APA style is covered in the first and eighth chapters of the <em>Publication Manual</em>. Your essay should be typed, <strong>double-spaced</strong> on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides and include, on a separate page, as many of the following sections as are applicable: title page, which includes a running head for publication, title, byline and affiliation and author note; an abstract, text, references, tables, figures, and appendixes.</td>
</tr>
<tr>
<td>► <strong>Reference citations in text</strong> are covered on pages 174-179 of the <em>Publication Manual</em>. Follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper. Example – “In a recent study of student performance (Jones, 1998), ...”</td>
</tr>
<tr>
<td>► The rules for <strong>formatting citations</strong> in your text are covered on pages 180-224 of the <em>Publication Manual</em> and include: Always capitalize proper nouns, including author names. - Capitalize all words that are four letters long or greater within the title of a source. - Italicize the titles of longer works such as books, edited collections, movies, documentaries, or albums - If a work has two authors, cite both names every time the reference appears in your text. Join the authors' names with the word “and.”</td>
</tr>
<tr>
<td>► Formatting quotations is covered on pages 170-174 of the <em>Publication Manual</em>. To indicate direct quotations of <strong>fewer than 40 words</strong> in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. An example is - She stated, &quot;Students often had difficulty using APA style,&quot; (Jones, 1998, p. 199), but she did not offer an explanation as to why.</td>
</tr>
<tr>
<td>► <strong>Formatting long quotations</strong> is covered on pages 171 and 173-174 in the <em>Publication Manual</em>. Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after closing punctuation mark.</td>
</tr>
</tbody>
</table>

Note: No single sheet can account for all sources or examples; see the *Publication Manual* or ask a librarian for help.
American Psychological Association (APA) Style

NOTE: The following examples are taken from the Online Writing Lab at Purdue University and The Publication Manual of the American Psychological Association, 6th edition (2010). - Also, the complete manual is located at the reference desk call number Ready Ref 808.02 P96 2010.

Basic Rules for Reference List

- Authors' names are inverted (last name, first name initial); give the last name and initials for all authors of a particular work unless the work has more than seven authors. If the work has eight or more authors, list the first six authors and then use an ellipsis (…) and add the last author’s name.
- Reference list entries should be alphabetized by the last names of the first author of each work.
- Italicize titles of longer works such as books and journals.
- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation. The following examples should also be double-spaced.

Basic forms for books (one author; §7.02):

Pattern: Author, A. A. (date). Title. Location: Publisher.

Basic form for an article in a periodical (such as a newspaper or magazine; one author; §7.01):


A book or article with no author or editor named:

Pattern: Title (edition.). (date). Location: Publisher.

An entry in an encyclopedia (7.02.27):


A print journal or newspaper article retrieved from an online source (§ 7.01):


Note: No single sheet can account for all sources or examples; see the Publication Manual or ask a librarian for help.