

APA FORMAT

Format, Heading, and Page Numbers:

The text of your paper must be double-spaced and in 12-point font, in either Times New Roman or Courier. The title page includes the full title, centered, with your name and institution under it. A header consisting of an abbreviated title (the first two or three words) and page number should appear at the top right of every page (including the title page) and should be positioned one-half inch below the top of the page. In addition to the header, your paper, title page included, should have one-inch margins on all four sides. The first line of each paragraph should be indented one-half inch (five to seven spaces). Block quotations must be indented one-half inch from the left margin (in the same position as the start of a new paragraph). In block quotations, omit the quotation marks.

NOTE: Some professors and publishers require additional formatting and technical elements. Please refer to the *APA Publication Manual* or one of the websites listed at the end of the handout for additional APA guidelines.

Rules to Remember for Quotations:

1. When documenting any direct quotations from a source as well as any ideas or passages you paraphrase or summarize, cite the name of the author, the year of publication, and, for exact quotations, the page(s) on which you found the information, as in the following examples:
 - The survey showed that 48% of all marriages end in divorce (Ross, 1999).
 - As Ross (1999) said, "Penn followed his conscience in all matters" (p. 127).
 - The author stated, "The effect disappeared within minutes" (Ross, 1999, p. 311), but she did not say which effect.

2. When citing a source with no author, use an abbreviated title. For the title of an article or chapter, use quotation marks; for the title of a periodical, book, brochure, or report, use italics. For example:
 - Television ratings wars have escalated during the past ten years ("Leaving the Cellar," p. 102). ["Leaving the Cellar" is an abbreviated title.]
 - The book *APA for the Nearly Insane* (2006) explained the intricacies of APA format to an unreasonable and maddening degree.

3. If you are quoting a source within a source, provide the name of the original work and then give the citation of the secondary source (i.e., the one you are using). For example:
 - Wagner (1998) stated that "earning a college degree is an excellent way to increase one's career opportunities" (as cited in Cogie, Sickinger, & Long, 1999, p. 4008).

4. If you are using a source with more than one but less than six authors, cite all names in parentheses for the first citation. For the first citation of every paragraph thereafter, use the first author's name with "et al." and the year. (Do this for the first citation of every paragraph after the initial citation.) After this first citation of every subsequent paragraph, cite only the first author's last name with "et al." Here are some examples of this progression:
 - With the advent of behaviorism, psychology began a new phase of inquiry (Bar, Cowan, & Crum, 1998). [This is an example of an initial citation. Notice each author's last name and the year.]
 - This new phase of inquiry elicited a varied response (Bar et al., 1998). [This is an example of a subsequent first citation of every paragraph following the initial citation. Notice the "et al." and the year.]

- Bar et al. described this varied response as having a positive effect on psychology as a whole. [Notice the omission of the year. Omit the year within each paragraph after it has already been revealed. Note: in every paragraph after the initial citation, the first citation must include the year (see 2nd example).]
5. For six authors or more, cite only the first author's last name followed by "et al." For example:
 - Many readers believe they are "victimized by the writer" (Bar et al., 1990, p. 36).
 6. Sources retrieved through personal communications – letters, e-mails, personal interviews, telephone conversations, and the like – do not provide recoverable data and are thus only cited in the text. Their in-text citations are formatted as follows:
 - A. B. Cedarian (personal communication, April 18, 2001) maintained that "college students today are more technologically advanced than the college students of generations prior."
 - Each year, universities across the nation and globe are becoming more advanced in their use of technology (A. B. Cedarian, personal communication, September 28, 1998).

Reference Page Entries:

At the end of your paper, on a separate sheet, list your sources in alphabetical order by author's last name on a "References" page. (If you use only one source, title the page "Reference.") The heading should be centered at the top of the page with the same standard one-inch margin, and the first source should begin just one double-spaced line below the heading. The entire page should be double-spaced throughout, and any line of an entry after the first needs to be indented five spaces or one-half inch. For each author, give the last name and first initial (and middle initial if there is one). Capitalize only the first word and proper nouns in titles, and only the first word of the subtitle. Use italics for titles of books but not articles. Do not enclose titles of articles in quotation marks. If the city of publication is not well known, include the two-letter postal abbreviation of the state.

The following are some basic examples of how to list your sources on the "References" page:

A Book by One Author:

Smith, A. (1989). *How to survive English 101 without going insane*. New York: Nowhere Press.

Two or More Books by the Same Author:

Pratt, S. (1984). *Catching the crowd: How I got into business*. Boston: Kirby-Smythe Pub.

Pratt, S. (1985). *Keeping ahead of the crowd: How I got ahead and stayed*. Boston: Kirby-Smythe Pub.

An Edited Book:

Lifton, K. (Ed.). (1998). *The greening of sovereignty in world politics*. Cambridge, MA: M.I.T. Press.

An Essay, Poem, Short Story, or Article Appearing in a Collection of Works:

Durante, J. (1987). Express yourself till it kills ya. *Open communication in arts* (P. Chalos, Ed.). New York: Free Press, 224-235.

A Book by a Corporate Author:

American Library Association. (1983). *Intellectual freedom manual*. Chicago: ALA.

An Article in a Reference Book (Encyclopedia, Dictionary, etc.):

Melodeon. (1985). In *Encyclopedia American* (p. 867). New York: Parkinson Press.

Azimuthal Equidistant Projection. (1983). In *Random House Webster's college dictionary* (p. 55). New York: Random House.

A Newspaper:

Reinhold, J. (1990, September 17). Why parking stinks at SIU. *Daily Egyptian*, pp. A1-A3, A6.

A Magazine Article:

Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Lane, B. (1996, June 28). Keeping track of the king of television. *People*, 56-60.

An Article in a Scholarly Journal:

Farrell, T. (1987). The challenge of basic writers. *Basic Writing*, 2(1), 30-50.

A Pamphlet/ Brochure:

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

Audiovisual Media:

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

A Television Broadcast:

Smith, J. (Executive Producer). (1993, September 19). *Sixty Minutes* [Television broadcast]. New York: WCBS.

Material Accessed through an Electronic Source:

Sources accessed through an electronic medium should, at a minimum, provide a document title or description, a date (either the date of publication or update or the date of retrieval), and a URL (electronic) address. Whenever possible, identify the authors of a document as well.

Examples:

(Daily newspaper article, electronic version available by search.)
 Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com> [When the citation ends with a URL, do not use a period.]

(Electronic copy of a journal article – treated similarly to printed journal articles.)
 Eid, M., & Langeheine, R. (1999). The measurement of consistency and occasion specificity with latent class models: A new model and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. Retrieved November 16, 2000, from the PsycARTICLES database.

Websites for further information about APA citation and documentation:

- <http://www.apastyle.org/elecref.html>
- http://www.lib.sfu.ca/researchhelp/writing/citing_guides/apa.htm
- <http://owl.english.purdue.edu/owl/resource/560/01/>

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