General Format
Your essay should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Your final essay should include, in the order indicated below, as many of the following sections as are applicable, each of which should begin on a separate page:

- title page, which includes a running head for publication, title, and byline and affiliation
- abstract
- text
- references
- appendixes
- author note
- footnotes/endnotes
- tables
- figure captions
- figures

The pages of your manuscript should be numbered consecutively, beginning with the title page, as part of the manuscript header in the upper right corner of each page. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. Appendices and notes should be formatted similarly.

Handling Quotations In Your Text
When using APA format, follow the author-date method of 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. Examples:

Jones (1998) compared student performance...
In a recent study of student performance (Jones, 1998)...
In 1998, Jones compared student performance ...

If there is no author to cite, such as when you are citing a web page that lists no author, use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

Webber did a similar study of students learning to format research papers (“Using APA,” 2001).

If you are citing a work that has no author, no date, and no page numbers, use the first few words from the title, then the abbreviation n.d. (for “no date”), and then use paragraph numbers (if available) or simply leave out any reference to pages.

In another study of students and research decisions, it was discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).

To indicate quotations of fewer than 40 words 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. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.
Examples:

She stated, “Students often had difficulty using APA style,”
(Jones, 1998, p. 199), but she did not offer an explanation as to why.

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

Jones (1998) found “students often had difficulty using APA style” (p. 199); what implications does this have for teachers?

Place 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.

Example:

Jones's 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

If you are using a quotation that uses quotation marks as a short quotation, use single quotation marks to set off the material that was originally enclosed in quotation marks. If you are using a quotation that uses quotation marks in a block quote, use double quotation marks to set off the material that was originally in quotation marks.

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<td>BOOK by MORE than ONE author</td>
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NOTE: When you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

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<th>BOOK NO author or editor named</th>
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NOTE: For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, a parenthetical citation of the source above would appear as follows: (Merriam-Webster's, 1993).

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<th>NONPERIODICAL (e.g., BOOK, REPORT, BROCHURE, or AUDIOVISUAL MEDIA)</th>
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NOTE: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

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<th>TRANSLATED work and/or REPUBLISHED work</th>
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NOTE: When you cite this work in text, it should appear with both dates: Laplace (1814/1951).
## ARTICLES

### ARTICLE NO author named

**NOTE:** For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, a parenthetical citation of the source above would appear as follows: (“New Drug,” 1993).

### JOURNAL ARTICLE, ONE author

**NOTE:** You need only list the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: Title of Periodical, Volume number, Issue number, pages.) Note that the issue number is not italicized.

### JOURNAL ARTICLE, THREE to SIX authors

### JOURNAL ARTICLE, more than SIX authors

**NOTE:** The phrase *et al.* stands for "and others."

### MAGAZINE ARTICLE, ONE author

### REVIEW for a BOOK

### REVIEW for a FILM

### WORK DISCUSSED in SECONDARY SOURCE

**NOTE:** Give the secondary source in the reference list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...
### CHAPTER or SECTION of ONLINE DOCUMENT


**NOTE:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

### MESSAGE POSTED to ONLINE NEWSGROUP


**NOTE:** If only the screen name is available for the author, then use it. Be sure to provide the exact date of the posting. Follow the date with the subject line, the *thread* of the message (not in italics). Provide any identifiers in brackets after the title, as in other

### NONPERIODICAL INTERNET DOCUMENT (e.g., WEB PAGE OR REPORT)


**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn’t a date available for the document use (n.d.) for no date.

### ONLINE JOURNAL ARTICLE


For additional information on citing other types of sources refer to the *Publication Manual of the American Psychological Association*, 5th edition. Available at the reference desk.

### Your Reference List

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors’ last names.
- If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article).
- When an author appears both as a solo author and, in another citation, as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.
- Use “&” instead of “and” when listing multiple authors of a single work (in text citations in parentheses, too).
- 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.
- Capitalize only the first word of a title and subtitle of a work.
- Italicize titles of books and journals.
- Note that the italics in these entries often continue beneath commas and periods.