

American Psychological Association (APA) Style 6th Ed.

The basic elements of APA style are described in this handout, with page references to the *Publication Manual of the American Psychological Association, Sixth Edition*. (Note that the first printing of the manual has errors.) Further information is available at www.apastyle.org. Always check with your instructor for course-specific guidelines.

Basic Formatting (p. 229)

- With few exceptions the document is double-spaced.
- Maintain a 1" (2.54 cm) margin on all sides.
- The first line of every paragraph is indented ½ inch.
- Every page is numbered, starting with the title page.

Running head: PSYCHOLOGICAL ISSUES AND PROCESSES	1
<p>Psychological Issues and Processes of the Mind</p> <p>Timothy A. Buck and Kendall A. Doe</p> <p>University of Northern British Columbia</p> <p>(optional, or by request): Course, date, student number, professor's name</p>	

The Title Page (p. 229)

- Use Header command in MSWord to insert Running head: (left aligned) and page number (right aligned). Use an abbreviated (up to 50 characters) version of the title (if applicable) in CAPITALS.
- Note: The running head title and page number appear on every page; however, the words "Running head:" only appear on the title page.
- An APA title page includes: Running head, page number, title, author name, and institutional affiliation.

- The title should be 12 words or less, with the first letter of each primary word capitalized, centered, and on the upper half of the page (p. 23).

The Body

- The second page of the paper will start with the title centered, (not bolded), and first letter of each primary word capitalized, followed by a double-space to start the introduction. This eliminates the need for an "Introduction" heading (p. 63). The title must be the same as the full title indicated on the title page (not the header).

Body Headings (p. 62)

Specially formatted section headings are used to break up the document and establish hierarchies of information. There are five levels of headings, the first three of which are as follows:

	"Section" headings (Abstract, body title, References, Appendix) – Centred, not bolded
1	Centred, boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase
3	Indented, Boldface, First letter of first word uppercase and remaining words lowercase, with a period. Begin body text after the period on the same line.

In-Text Citations

Citation Basics

- Any information or idea that is not your own must be referenced in-text (p. 169) and in the reference list. The in-text reference must include the author's last name and publication date.
- There are two types of in-text citations with different formatting rules, based on whether the name of the author(s) is used in the sentence (p. 177). The following two examples pertain to paraphrased information:
 - Nonparenthetical: Samson and Tranget (2000) describe the effective...
 - Parenthetical: ...the effective radius (Samson & Tranget, 2000).
- If the reference is a direct quotation, you must also include the exact page number after the date:
 - "...in this manner" (Jones et al., 2012, p. 65).
 - Smith and Brown (1999) suggest that "the number of ..." (p. 298). [Note that the year always follows the author's name.]
- Direct quotations of 40 or more words use freestanding block quotations. Do not use quotation marks and indent ½" (p. 92, 170-71).

Citations for Works with Varying Numbers of Authors (p. 175-177)

- If you are citing two authors, you must separate the last names with an "&":
 - (Berk & Lang, 2002). Cite both names every time the reference occurs.
- If you are citing multiple authors, use the "&" before the last author:
 - (Berk, Lane, & Mayer, 2002).
- If you are citing a source with multiple authors, i.e. (Berk, Lane, & Mayer, 2002), after the initial citation you may abbreviate to:
 - (Berk et al., 2002).
- When a source has six or more authors, cite only the surname of the first author followed by et al. For example, an in-text citation for work by Berk, Lane, Mayer, Jacobson, Owen, & Kramer would be (Berk et al., 2002). (In the references page you must cite ALL authors, up to seven; see p. 198, example 2, for referencing sources with more than seven authors.)
- Remember to keep authors' names in the same order as in the publication.

References (p. 180-192; also see examples on the next page)

- The references section starts on a new page with the title References centered (not bolded).
- All references are in alphabetical order by author's last name (of the first author in the case of a reference with multiple authors). Group authors, such as associations or government agencies, are alphabetized by the first significant word of the name. If there is no author, alphabetize the work by the first significant word of the title (p. 183).
- Each line is double-spaced.
- Each reference starts left-justified; subsequent lines of that reference must be indented by ½" (this is called a "hanging indent").

See the sample papers in the *APA Manual*, p. 41-59.

References (p. 193-224)

Book

Berk, L. E. (2001). *Development through the lifespan* (2nd ed.). Toronto, ON: Allyn & Bacon.

Chapter or Different Authors in Edited Book

Russell, A. (1999). A way of life. In J. MacDonald (Ed.), *True North: Canadian essays for composition* (pp. 86-102). Don Mills, ON: Addison-Wesley.

Corporate/Government Author

National Council of Welfare. (2001). *Child poverty profile, 1998*. Ottawa, ON: Minister of Supply and Services Canada.

Journal Article

Vrana, S. R., & James, S. T. (1995). Emotional modulation of skin conductance and eyeblink responses to a startle probe. *Psychophysiology*, *32*(10), 351-357. [Note that the volume number is italicized but the issue number is not.]

Electronic Journal Article (with DOI)

Vrana, S. R., James, S. T., & Berk, L. E. (1995). Emotional modulation of skin conductance and eyeblink responses to a startle probe. *Psychophysiology*, *32*(10), 351-357. doi: 10.1037/0267-6543.24.2.556 [Note that a doi and URL are not the same. Also, if a journal article is obtained through a library database, then the URL is not needed.]

Internet source with author

Lentz, T. W. (2001, April 15). *Examining trust and honesty: A survey on relationships*. Retrieved December 14, 2012 from <http://www.trustingrelationships.com/> [Note: Include the date of retrieval **only** if the content of the page is likely to change over time.]

First Five Oral Health. (2005). *Healthy teeth begin at birth*. Retrieved from

http://www.first5oralhealth.org/page.asp?page_id=439 [online brochure]

- The basic website reference template is made up of four parts: author, date of publication, title, and source (the URL). When one or more of these parts is missing, adapt the template accordingly.

ASC 02/2013