

APA DOCUMENTATION GUIDE

Based on the *Publication Manual of the American Psychological Association* (6th ed.)
(January 2010)

Common Types of Articles Written in APA Format

Empirical Studies are reports of original research.

Literature Reviews are critical evaluations of material that has already been published.

Theoretical Articles are ones in which authors draw on existing research literature to advance theory.

Methodological Articles present new methodological approaches, modifications of existing methods, or discussions of quantitative and data analytic approaches to the community of researchers.

Case Studies are reports of case materials obtained while working with an individual, a group, a community, or an organization.

General Paper Format

Paper: 8 1/2 x 11 in., heavy white bond

Typeface: 12-pt Times Roman. Use italics rather than underlining.

Spacing: Double-space between *all* lines of the manuscript.

Margins: Leave uniform margins of at least 1 in. at the top, bottom, right, and left of every page.

Paragraph indentation: Indent the first line of every paragraph five to seven spaces (for consistency, use the tab key).

Title page: The title page includes five elements: **title** (in upper- and lower-case letters, centered horizontally and positioned in the upper half of the page), **running head** (at the left margin in the header), **author's name and institution affiliation** (on separate lines, double-spaced after the title), and **author note** (if required). The title page, as every other page, should include the page number. The title itself should summarize the main idea of the paper simply and, if possible, with style, fully explanatory when standing alone. (See sample pages at the end of this document.)

Abstract: The abstract is a brief, comprehensive summary of the contents of the paper; it should begin on a new page, with a header and the page number 2 in the upper right-hand corner of the page. The abstract should be between 150 and 250 words in a single paragraph in block form (do not indent). The abstract should be accurate, non-evaluative, coherent, readable, and concise.

Text: Begin the text on a new page and identify the first text page with the manuscript page header and the page number 3 in the upper right-hand corner of the page. Type the title of the paper centered at the top of the page, double-space, and then type the text. The sections of the text follow each other without a break. Do not start a new page when a new heading occurs. Each remaining manuscript page should also carry the manuscript page header and the page number.

Levels of Headings

Level 1	Centered, Boldface, Uppercase and Lowercase Heading (also called Title Case)
Level 2	Flush Left, Boldface, Sentence Case
Level 3	Indented, boldface, lowercase paragraph heading ending with a period.
Level 4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
Level 5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

Numbers

Use figures (numerals) to express
 numbers 10 and above
 numbers in the abstract of a paper or in a graphical display within a paper

numbers that immediately precede a unit of measurement

Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles

Numbers that represent time; dates; ages; scores and points on a scale; exact sums of money; and numerals as numerals

Use words to express

Any number that begins a sentence, title, or text heading

Common fractions

Universally accepted usage

Use a combination of figures and words to express

Rounded large numbers (starting with millions) ex: almost 3 million

Back to back modifiers ex: twenty 6-year-olds

Treat **ordinal** (first, second, etc.) numbers as you would **cardinal** (one, two, etc.) numbers.

In-Text Citations

Document your study throughout the text by citing parenthetically the **author and date** of the works you used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. You should cite the work of those individuals whose ideas, theories, or research has directly influenced your work. For a discussion of citing and plagiarism, see Chapter 6 of the 6th edition.

Whether paraphrasing or quoting an author directly, you must credit the source. For a **direct quotation** in the text, give the author, year, and page number in parentheses. Include a complete reference in the reference list. When **paraphrasing** or referring to an idea contained in another work, you are not required to provide a page number. Nevertheless, you are encouraged to do so, especially when it would help an interested reader locate the relevant passage in a long or complex text. **For electronic sources that do not provide page numbers**, use the paragraph number, if available, preceded by the ¶ symbol or the abbreviation *para*. If neither paragraph nor page numbers are visible, cite the heading and the location of the paragraph following it to direct the reader to the location of the material (Ex: Beutler, 2000, Conclusion section, para. 1).

If the name of the author appears as part of the narrative, cite only the year of publication in parentheses.

Ex: Walker (2000) compared reaction times

Otherwise, place both the name and the year, separated by a comma, in parentheses.

Ex: In a recent study of reaction times (Walker, 2000)

Sample pages, taken from the *Publication Manual*, 6th edition.

(Reference numbers [2.01, 8.03, etc.] refer to sections in the *Manual*. A copy of the manual is available for use in the Writing Center, 124 Eldridge Hall.)



