

# APA 5<sup>th</sup> Edition Guidelines




## Quick Reference

This guide is based on recommendations of the fifth edition of the *Publication Manual of the American Psychological Association* published by the American Psychological Association (2001). The *Publication Manual* contains guidelines for three aspects of an APA paper:

- Page formatting
- Writing skills and mechanics
- References and citations

This reference card will serve as a checklist for those three areas, but does not replace the need to study the APA *Publication Manual*.

Page Format	Headings	Sections of a Paper
<ul style="list-style-type: none"><li>• All margins of one inch</li><li>• Double space throughout (including title page, block quotes, references, &amp; between paragraphs) (CTRL+2)</li><li>• Allow words to automatically wrap to the next line. Do not press Enter-key twice to double space (CTRL+2 turns on double spacing in Word).</li><li>• Use 12-point Times Roman or Courier font only.</li><li>• Place a page header on every page including the title page (see the explanation on "Headings" to the right).</li><li>• Indent each paragraph's first line one-half inch. (TAB)</li><li>• Alignment is flush-left leaving right margins ragged.</li><li>• Do not divide words or hyphenate at the end of the line.</li><li>• Do not use one-sentence paragraphs or lengthy paragraphs.</li><li>• Turn on widow and orphan protection in your word processor. (FORMAT &gt; PARAGRAPH &gt; LINE &amp; BREAKS)</li></ul>	<p>APA formatting can be confusing because there are three elements using the word <b>Head</b>: Page headers, running head, and headings (section headings).</p> <p><b>Page Headers:</b> APA requires page number headers for all documents regardless of length or publication purposes. The title page is always numbered as page number one. Use the <b>VIEW &gt; HEADERS AND FOOTERS</b> in your word processor to create page headers. The page header is aligned flush right (CTRL+R) with the short title, five spaces, and the page number. → </p> <p><b>(Running Heads:</b> APA formatting requires running heads when your document will be submitted for publication in a professional journal. If your teacher requests a running head, it is typed flush left at the top of the title page with the label <i>Running head</i>: and the short title in ALL CAPS.</p> <p><b>Headings</b> are used to aid in the organization of your paper. Although APA provides five levels of headings, you will seldom use more than one or two. Headings are centered, not in italics, with title capitalization (all major words capitalized). Sub-headings are flush left, <i>italicized</i>, with title capitalization. See <i>Publication Manual</i>, pp. 113-114 for more details.</p>	<ol style="list-style-type: none"><li><b>1. Title page</b><ol style="list-style-type: none"><li>a. double spaced (CTRL+2)</li><li>b. centered horizontally (CTRL+E) and vertically (PAGE SETUP &gt; LAYOUT)</li><li>c. running head if required</li><li>d. page header (page number one)</li><li>e. title</li><li>f. author(s)— no degrees or titles of author(s)</li><li>g. name of university</li><li>h. other items as requested</li></ol></li><li><b>2. Abstract (only if required by instructor)</b></li><li><b>3. Body of paper</b><ol style="list-style-type: none"><li>a. begins on new page (p. 2, or p. 3 if abstract is present) (CTRL+ENTER)</li><li>b. title of paper is centered on the first line (CTRL+E)</li><li>c. introduction is NOT labeled with a heading</li></ol></li><li><b>4. References</b></li><li><b>5. Appendixes</b></li><li><b>6. Footnotes (rarely needed)</b></li><li><b>7. Tables</b></li><li><b>8. Figures</b></li></ol> <p>APA papers do not use a table of contents or a bibliography.</p>
Writing Skills & Mechanics		Word Choice
<p>Many of these are setup in <b>TOOLS &gt; OPTIONS &gt; SPELLING &amp; GRAMMAR TAB &gt; SETTINGS</b>. Refer to the <b>Setting up Word</b> handout on the Utah Campus Web site.</p> <ul style="list-style-type: none"><li>• Use only <b>one</b> space after punctuation.</li><li>• Use a comma before the conjunction in a series of three or more items.</li><li>• Place periods and commas <b>inside</b> the closing quotation marks except when a citation follows the quotation.</li><li>• Do not space before or after a hyphen. Type a dash as two hyphens with no space before or after the hyphens.</li><li>• Spell out all but common abbreviations the first time they are used.</li><li>• Spell out numbers less than ten (see <i>Publication Manual</i>, pp. 122-130 for exceptions).</li><li>• Capitalize the first word after a colon.</li><li>• Use italics for titles of books, journals, and the first time a key word is used.</li><li>• Use active voice when possible; use of passive voice is allowed.</li><li>• Do not use bullets or boldface font.</li><li>• Do not use contractions.</li><li>• Construct all series in parallel.</li><li>• Use third person unless otherwise indicated by the assignment or instructor.</li><li>• Avoid wordiness; be concise and precise; say exactly what you mean; do not add flowery adjectives or creative writing phrases to scholarly writing.</li><li>• Follow the accepted rules for commas (see <b>25 Comma Rules</b> handout on the Utah Campus Web site).</li><li>• Follow the accepted rules for grammar (refer to <i>Gregg Reference Manual</i> and to Chapter 2 of the <i>APA Publication Manual</i>).</li></ul>		<p><b>That vs. which:</b> <b>That</b> clauses are restrictive (required to the meaning of the sentence); whereas, <b>which</b> clauses are nonrestrictive and require a comma.</p> <p><b>That vs. who:</b> <b>That</b> is used with animals and things; <b>who</b> is used with humans.</p> <p><b>Capitalize Web and Internet:</b> Use <b>web page</b> (two words) and <b>web site</b> (two words) in formal writing. These rules are from the World Wide Web Consortium and have been accepted by APA style guidelines.</p> <p><b>Avoid gender bias:</b> Do not use <b>he/she</b> or <b>s/he</b>. Where possible, rewrite the sentence to avoid the need for <b>he</b> or <b>she</b>. The subject of the sentence can often be changed to a plural subject, which accepts <b>they</b> and <b>their</b> without gender bias.</p> <p><b>Avoid colloquial expressions</b>, such as <b>like</b>, <b>a lot</b>, <b>really</b>, <b>awesome</b>, and <b>very</b>.</p> <p>Refer to Section 11 of the <i>Gregg Reference Manual</i> for additional advice on word choice.</p>

## In-text Citations

The purpose of in-text citations is to identify the source in the **References** list so a reader can refer to the original source if desired. ALL in-text citations should have matching entries in the reference list (and ALL entries in the reference list should have matching citations in the body of the paper).

- The *Publication Manual* defines **paraphrasing** as summarizing a passage or rearranging the order of a sentence and changing some of the words. Citations are still needed for paraphrasing, but quotation marks are not needed.
- Stating facts of **common knowledge**, such as President Abraham Lincoln was assassinated in 1865, do not use citations (even if you had to look up the information).
- **Referring** to another's ideas/findings but not using any of that author's ideas/findings still requires a citation, but quotation marks are not used.
- For **quotations of less than 40 words**, place quotation marks before and after the quote. The citation goes in parenthesis after the ending quotation mark but **before** the period ending the quote.
- For **quotations of 40 words or more**, do not use quotation marks. Instead, block indent the quotation one-half inch from the left margin. The citation goes in parenthesis **after** the period ending the quote.
- Citations do not need to be repeated until a different author's name is used; only the page number of the source needs to be used.
- **For multiple authors**, use the ampersand (&). With two authors, include both authors' names each time the source is cited. With 3-5 authors, use all authors' names the first time the source is cited then use the first author and *et al.* each time thereafter. With six or more authors, use the first author and *et al.* every time.
- When it is necessary to cite a quoted source (a quote of a quote), use the original author's name in the stem of the sentence followed by (as cited in author, year).
- For personal communication (e-mail and newsgroups), include initials and surname followed by (personal communication, full date). Personal communication is only cited in the body of the paper; it is not listed on the References page.
- Classical works do not need a citation; however, quotations from the *Bible* should indicate the chapter and verse followed by the version in parenthesis.
- Use a 3-dot, **spaced** ellipsis (. . .) to indicate material omitted within a sentence. Use a 4-dot, **spaced** ellipsis (. . . .) for entire sentences omitted -- the first dot represents the period at the end of the sentence before the omission starts.
- Use brackets [ ] to indicate material you add. Use italics for emphasis but note your italics with [italics added] immediately after the italicized text.
- If a page number is not available (such as in electronic sources), list the paragraph number using the abbreviation *para.* or the pilcrow symbol (¶). The pilcrow is ASCII 0182 -- make it by typing 0182 on the numerical keypad while holding down the ALT key.
- Make use of the **Citation Machine** (see Web resources box to the right), but check citations from this Web site against guidelines in the *APA Publication Manual* before using them.
- If the names of the authors are part of the sentence structure, the year of publication appears in parenthesis following the authors' last names. The page number follows the quotation in parenthesis, with the end-of-sentence punctuation **after** the parenthesis. (See first example below.)
- If the names of the authors are not part of the sentence structure, the authors' last names, the year, and page number follow the quotation in parenthesis with the end-of-sentence punctuation **after** the parenthesis. (See second example below.)

### Example of citation with author as part of the sentence:

As Morris (2003) stated, "teaching is generally more art than science" (p. 45).

### Example of citation with author not part of the sentence:

We learn that "the Fair Use Doctrine applies only to classroom distribution in public schools" (Morris, 2003, p. 121).

## References

- The references page begins on a new page after the end of the body of the paper (press **CTRL+ENTER** in Word to force a page break).
- The word *References* is centered on the first line (not in bold).
- The references are double spaced and formatted using hanging indents. To set up hanging indentation, press **CTRL+T**
- Reference entries are organized alphabetically by the last name of the first author.
- Personal communications are not listed on the references page.
- Titles of books, titles of chapters in books, and titles of journal articles are *not* capitalized—only capitalize the first word and any proper nouns. Each significant word in the title of a journal name *is* capitalized.
- Titles of books and titles of journals are italicized.
- Refer to the *APA Publication Manual* and to [www.apastyle.org](http://www.apastyle.org) for exceptions and special references.

Most references have three parts, each part ending with a period:

1. **Authors and date.** List the author's last name, a comma and space, the initial(s) of the author, a space (no comma), the year of publication in parenthesis. End with a period.
2. **Title of work.** **For books**, chapter title is written first, followed by a period and space then the word "In," a space, and the book title in italics. Titles of chapters should not be italicized or in quotation marks. Capitalize only the first word and any proper nouns of both chapter and book titles. **For journals**, list only the title of the article, not italicized and not in quotation marks. Capitalize only the first word and any proper nouns. **For Web pages**, list the title of the Web page (from the title bar in your Web browser). Capitalize only the first word and any proper nouns.
3. **Source of the reference.** **For books**, list the city of publication, a colon, one space, and the publisher. **For journals**, list the name of the journal in italics (not underlined) with *all* significant words capitalized, a comma, one space, the volume number in Arabic numerals and italics, a comma, one space, the pages of the article (not in italics), and a period. **For Web pages**, type Retrieved followed by the full date of retrieval, a comma, one space, the word *from* followed by the title of the Web site (if known), a colon after the Web site name (or a comma after the date if Web site name is not known), then the URL address of the site. Do not end a URL address with a period.

### Example of a chapter in a non-edited book:

Morris, J. (2003). Title of chapter in the book.  
In *Title of the book*. Salt Lake City:  
Publisher.

### Example of an article in a professional journal:

Morris, J. (2003). Title of the journal article.  
*The Title of the Journal*, 123, 67-70.

### Example of a Web site, author and date known:

Morris, J. (2003). Title of the Web page from the title bar in IE. Retrieved January 31, 2003, from The Name of the Web Site:  
<http://www.domain.com>

### Excellent Web Resources

[http://www.landmark-project.com/citation\\_machine/cm.php](http://www.landmark-project.com/citation_machine/cm.php)  
[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)  
[www.referencepointsoftware.com/](http://www.referencepointsoftware.com/)  
[www.apastyle.org](http://www.apastyle.org)

and the **Utah Campus Web Site for Students and Faculty**