

Top 10 APA Basics

As of 7-15-2013, UNO Writing Center

**Use this as a quick reference guide only. Use the APA Manual, 6th Edition, as your authoritative guide.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

An excellent resource:

<http://www.apastyle.org/learn/index.aspx>

1) **Font** (p. 228)

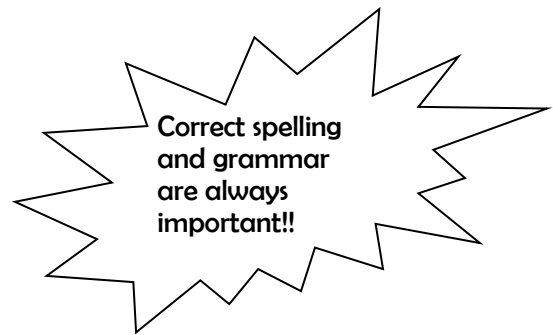
- Times New Roman
- 12-point

2) **Margins** (p. 229)

- 1” on left, right, top and bottom

3) **Justification/Spacing** (p. 229)

- Left-justified
- The entire paper is double-spaced, including block quotes and the Reference page
- Do not use the default settings; reset your paper to *0 pt. spacing* and check the box “Don’t add space between paragraphs of the same style” (located on the paragraph dialog box on Microsoft Word)



4) **Page Headings** (p. 229-230)

- The title page includes five elements: title, running head, author byline, institutional affiliation, and author note.
- The running head is an abbreviated title in all capital letters, flush left in the header. It is a maximum of 50 characters.
- Page numbers are located in the upper right-hand corner of the page (in the header), 1” from the right, ½” from the top. Identify the title page with the number 1.

Running head: MULTIPLE INTELLIGENCES

1

Multiple Intelligences: New Horizons in Theory and Practice

Howard Gardner

University of Nebraska at Omaha

5) **Section Headings** (p. 62)

Centered, Boldface, Title Case

Flush Left, Boldface, Title Case

Indented, boldface, lowercase paragraph ending with a period.

Indented, boldface, italicized, lowercase paragraph ending with a period.

Indented, italicized, lowercase paragraph ending with a period.

6) **Quotations** (p. 92, 171)

- Quotation punctuation: periods and commas go inside the quotation marks, unless followed by a parenthetical citation. Then the punctuation goes after the final parenthesis.
“Hello,” he said. “I am a tree” (Smith, 2010, p. 27).
- If the quotation appears mid-sentence, end the passage with the quotation marks, cite the source immediately after the quotation marks, and continue the sentence.
- Long quotations (more than 40 words): indent ½” from left side, double space, no quotation marks, punctuation after the quote, before the parenthetical citation.
- Always cite the author(s), date and page numbers.

7) **Numbers** (p. 111)

- Use numbers:
 - Numbers 10 and above (i.e. 10 books, 21 years old)
 - When grouping/comparing numbers under 10 with numbers above 10 (i.e. 4 of 20 responses, 3 out of 15 persons responded)
 - When the number precedes a measurement (i.e. 4-mg dose, 10.54 cm)
 - When writing time, date, ages, scores, points and money sums
 - Use the percent symbol (%) when it is preceded by a number
- Use words:
 - When the number begins the sentence, title or text heading
 - Common fractions (i.e. one-fifth of the class, two-thirds majority)
 - Universally accepted usage (the Twelve Apostles, the Five Pillars of Islam)

8) **Electronic sources** (p. 199)

- If there is not DOI assigned and the reference was retrieved online, give the URL of the journal homepage.
- Do not include retrieval dates unless the source material may change over time (e.g., Wikis).
- If there isn't a date available for the document use (n.d.) for no date.
- Including database information in citations is not necessary.

- When there is no author for a web page, the title moves to the first position of the reference entry.
- When citing an entire website, it is sufficient to give the address of the site in the text only, not including it on the Reference page.

A page on a website example:

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved
from <http://web address>

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001 from
http://news.ninemsn.com.au/health/story_13178.asp

An online journal example:

Sillick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate
between perceived early parental love and adult happiness. *E-Journal of
Applied Psychology*, 2(2), 38-48. Retrieved from
<http://ojs.lib.swin.edu.au/index.php/ejap>

9) Citation

- Simple citation (p. 174): include author(s) last name and year of publication. Punctuation follows the end parenthesis.
 - Early onset results in a more persistent and severe course (Kessler, 2003).
 - Kessler (2003) found that among epidemiological samples....
 - In 2003, Kessler’s study of epidemiological samples showed that.....
- After a quote (p. 174): put in parentheses after last quotation mark; include page number
 - “The social worker played a significant role in the positive outcome” (Sanchez & Black, 2007, p. 230).
 - Sanchez and Black (2007) stated, “The social worker played a significant role in the positive outcome” (p. 230).
- No known author (p. 176): use the first few words of the reference list entry (usually the title) and the year. Place the title in quotation marks if it's a short work (e.g. articles) or italicize it if it's a longer work (e.g. plays, books, television shows, and entire websites).
 - ...on free care (“Study Finds,” 2007).
 - ...the book *College Bound Seniors* (2008).
- Multiple authors (p. 175): When a work has two authors, cite both names every time the reference occurs in text.
 - ...as Kurtines and Szapocnik (2003) demonstrate
 - ...as has been shown (Joreskog & Sorbom, 2007).

For a source with three, four or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. and the year if it is the first reference within a paragraph.

- First time: (Sanchez, Black, Jones, Himalaya, Anderson, & Ford, 2007).
- Second time: (Sanchez et al., 2007).

When a work has six or more authors, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.

- Secondary sources (p. 178): A secondary source is a source cited in another source. Use "as cited in" to indicate the source you actually consulted.
 - Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (as cited in Weisman, 2003, p. 259).

10) References (p. 180+)

- Begin your References page on a separate page at the end of your research paper.
- Label the page References (do not italicize the word References or put it in quotation marks) and center the word References at the top of the page.
- First line is left justified; second line is indented ("hanging" indent, located on the Paragraph dialog box in Microsoft Word).
- Double spaced, alphabetical order.
- Invert all author's names; give surnames and initials for up to and including seven authors. If source has more than seven authors, list the first six, then insert three ellipsis points, and add the last author's name.
- Include the digital object identifier (DOI) if one is available.

Book example:

Author, A. A. (year). *Title of work*. Location: Publisher.

Journal article example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online*

Periodical, volume number (issue number if available), pages. Retrieved

from <http://www.someaddress.com/full/url/>