

APA GUIDELINES FOR RESEARCH PAPERS

The guidelines for formatting an APA paper are set forth in the *Publication Manual of the American Psychological Association*, 5th ed. An abbreviated version appears in the Wadsworth handbook by Kirszner and Mandell (3rd ed.). For consistency, these requirements will be followed in this class and you will be graded on the requirements listed below. It would be beneficial for you to read Wadsworth, Chapter 34, pages 232-259, to learn all you can about APA formatting.



General Formatting Guidelines

1. Use one-inch margins on all sides—top, bottom, left and right. Use a nondecorative font such as Times New Roman (**not** Arial). The size of the font should be 12-pt. This is generally the default font and font size in Microsoft Word.
2. The paper must be double-spaced and the paragraphs are to be indented ½ inch. In Word, this is done by selecting Format | Paragraph | Special: First Line and then choosing .5.
3. Number all pages consecutively. Each page should include a page header and a page number.
4. Set off a long quotation of more than 40 words in a block format. Indent the entire quotation five spaces from the left-hand margin.
5. Center major headings. Left justify and italicize minor headings. Headings should be in mixed-case with the initial letter of major words capitalized; do not use all capital letters in headings.

Title Page

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Your title page must include:

1. **A running head and page number:** Open the header area in Microsoft Word (View | Header & Footer). On the formatting toolbar, click **Align Right** . Type two or three words from the title of the paper. **Space five times** and then press the Insert Page Number button  on the Header toolbar. A running head and page number now will appear on every page of the paper, **including** the title page.
2. **The title of paper:** The title should state the topic of the paper. It should be no more than 12 words long, but should be more than a word or two. It should be centered in the middle of the page in upper and lowercase letters. Do not use bold. If the title is long, you may use two lines.
3. **The author's name:** This is your first and last name.
4. **Institutional affiliation:** The institutional affiliation is the name of the place where the research was conducted or where the paper was written, i.e. the name of the college.
5. **Name of course:** The name of the class for which you are completing this paper.
6. **Instructor's name:** This is the name of the instructor who has assigned the paper.
7. **Date.** This is the date of the final typed version of the paper.

****A page break (Insert/Break) is now inserted to begin the body of the report****

Text**Wadsworth, Page 249**

Begin the text or body of the paper on page 2 (or page 3 if an abstract is created). You will notice the automatic running header line. You begin by typing the complete name of the report centered on the first available line in upper and lowercase letters. Do not use all capital letters or bold print for the title. Leave one blank line between the title of the paper and the body of the text. Indent all paragraphs ½ inch. In Microsoft Word, Format | Paragraph | Special: First Line and select .5.

In-Text Citation**Wadsworth, Pages 232-235**

If you are paraphrasing an idea from another author's work, you only have to make reference to the author and year of publication. This is called a **parenthetical reference** or an **in-text citation**. Listed below are two common ways to type a parenthetical reference:

EXAMPLE: He believes the housing market of today is like a modern day fairy tale (Pepin, 2005).

EXAMPLE: According to Pepin (2005), the housing market is like a modern day fairly tale.

If you are directly quoting from another author's work, you need to include the author name, year of publication, and the page number for the reference. This is called a **direct quote**. Listed below are two common ways to type a direct quote:

EXAMPLE: In his latest article, Pepin (2005) stated, "I believe the housing market has exploded in the past five to seven years with the number of houses available for sale. It is very much like a modern day fairy tale" (p. 22).

EXAMPLE: As one expert in the field has stated, "I believe the housing market has exploded in the past five to seven years with the number of houses available for sale. It is very much like a modern day fairy tale" (Pepin, 2005, p. 22).

NOTE: If the publication date includes a month and day, they are not used in the in-text citation.

INCORRECT EXAMPLE: In his latest article, Pepin (2005, July, 6) stated, "I believe the housing market has exploded in the past five to seven years with the number of houses available for sale. It is very much like a modern day fairy tale" (p. 22).

An **interview** (personal communication) is not cited on the reference page. Rather, it is only cited in-text as a parenthetical reference. EXAMPLES:

T.K. Lutes said that "All cars are green" (personal communication, June 19, 2006)

(A.J. Smith, personal communication, September 1, 2006)

Reference Page

Wadsworth, Pages 236-243,246

A reference list must appear at the end of the paper. It provides the information necessary for a reader to locate and retrieve any source cited in the body of the paper. Except for personal communications, such as interviews, **each** source cited in the body of the paper **must** appear in the reference list. Likewise, each entry in the reference list must be cited in the text. If you have researched material that **you do not** use in your paper, do not include a citation to this material on the reference page.

Formatting a reference page

1. Center the word References at the top—no bold and only an initial capital letter.
2. Next, create a hanging indent. A hanging indent is created in Word by clicking Format | Paragraph | Special: Hanging.
3. Each entry is double-spaced, with only one blank line between entries.
4. List the items on the reference page alphabetically.

Bibliographic Information

- The **author's** first name is listed as an initial and not a fully spelled out name. A middle initial can also be included. If a book has **two** authors, separate the names with an &.
- Capitalize only the initial letter of the first word and any proper nouns in the **title of an article or book**. The initial letter in a subtitle is also capitalized. A book title is italicized.
- Capitalize the initial letter of all major words in **journal, magazine, and newspaper titles**. These should also be in italics. Example: *The Journal of Accountancy*
- Use only the first **publication city** listed. When citing a book, include the **publishing location** by city and state. However, the following locations can be listed without a state or country: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna.
- **Publication year**
 - If there is more than one publication year provided, use the most current date. If there is no publication date given, use n.d.
 - When citing a **monthly magazine** or **journal**, use both the year of publication and the month in the citation on the reference page.
 - When citing a daily **newspaper**, also include the day in your citation.
 - When citing an **online database**, include the year and month of publication. Also include the date the information was accessed.
 - When citing a **journal or magazine**, include references to volumes, issues, and page numbers. Depending on the medium used, you may use a “p.” or “pp.” or no reference to a page—see Wadsworth, page 239 for examples.
- In citing online sources, if you need to break the URL at the end of a line, break it after a slash or a period. Do **not** add a period at the end of the URL. Delete the hyperlink by right clicking the hyperlink and choosing Remove Link.

Reference Examples

Book

Cunningham, L.& Reich, J. (2002). *Culture and values: A survey of the humanities*. Australia: Wadsworth Thomson Learning.

Monthly Magazine

Taylor, T. (2006, July). Computers in today's world. *Computer World Monthly*, 21(9), 44-47.

Newspaper

Johnson, R. (2006, July 15). When a computer begins to run your world. *Wall Street Journal*, p. A16.

Online Database

Wilson, A. E. (2006, January). Housing market crisis. *Housing Coalition Monthly Report*, 12(1), 34-50. Retrieved July 6, 2006, from EBSCO Academic Search Premier database.

Web document with most components

Olson, J. L. (2006, May). *Working in the big city housing market*. Retrieved July 12, 2006, from <http://www.researchcompany.org/198679/results.html>

Web document with no author

Working on an APA research paper. (2005, May). *Research Writing*. Retrieved July 22, 2006, from http://www.researchwriting.org/ppws.pt_results.html

Web document with no author or date

Working in a housing market crisis. (n.d.). *Housing Coalition*. Retrieved July 25, 2006, from <http://www.housingcoalition.com/research/native.html>

If you need information about a citation other than the examples provided here or in the *Wadsworth handbook*, please refer to pages 232-281 of the *Publication manual of the American Psychological Association 5th Edition*.