

The American Psychological Association (APA) Style Formatting and Documentation

This handout does not cover the entire set of rules governing APA style, but it does provide some general guidelines that apply to many writing situations. For more complete information, refer to the Publication of the American Psychological Association, 5th ed., available in the Writing Center and at the reserve desk at the Chester Fritz Library. An APA guide to on-line citation is available at: <http://www.apa.org/journals/webref.html>

Basic Format

- **Margins:** At least one inch on all sides of the page.

- **Page Numbering:** Number pages consecutively, beginning with the title page. The number should appear at least one inch from the right-hand edge of the paper, in the space between the top edge of the paper and the first line of the text.

- **Title Page:** The title includes five elements: title, byline, running head, manuscript page header, and page number 1.

- **Title:** Type the title in uppercase and lowercase letters, centered on the page. If the title is two or more lines, double-space between the lines.

- **Byline:** Type the name of the author in uppercase and lowercase letters, centered on the page, one double-spaced line below the title. On the next double-space line, type the institutional affiliation, centered under the author's name.

- **Manuscript page headers:** Identify each manuscript page with the first two or three words from the title in the upper right-hand corner, above or five spaces to the left of the page number.

- **Spacing:** Double-space between all lines of the manuscript. Double-space after every line in the title, headings, quotations, and references.

- **Text:** Begin the first page of the text on a new page and identify it with the manuscript page header and the page number (2) 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.

- **Titles: *Italicizing and capitalization***
 Italicize titles of books, journals, newspapers, etc. For books, capitalize only the initial letter of the first word of the title and subtitle (and any proper nouns). For periodicals, capitalize initial letters of words in the title.
 Do not italicize titles of articles in journals and newspapers or titles of sections within larger works (such as chapter titles). Capitalize only the initial letter of the first word of the title, subtitle, and any proper noun.

Here is an example of an APA-style title page (margins, indents, and font sizes of examples in this handout are shown proportionately reduced to fit a two-column format):

Electric Fetal Monitoring 1

Running head: ELECTRIC FETAL MONITORING

Electric Fetal Monitoring:
 Legal Implications for Nurses
 Elizabeth K. Miller
 University of North Dakota

The text should begin on the next page, as in this sample:

Electric Fetal Monitoring 2

Electric Fetal Monitoring:
 Legal Implications for Nurses
 Introduction

As the risk of malpractice and negligence lawsuits permeates the health care arena, labor and delivery nurses must continually be aware of the standards which guide their practice. It is these rules and regulations that will either protect them or make them vulnerable to legal action. One clinical practice which is susceptible to legal ramifications if used improperly is the application of the electric fetal monitor (EFM), a tool which observes the fetal heart rate and pattern to determine fetal distress. This paper serves to answer the question: What are the nursing legal implications of using an electric fetal monitor while a woman is in labor?

Review of Literature

Fetal monitoring is a clinical technique that requires

In-text Citations

Short quotations (fewer than 40 words).

Cite the author and year in a single phrase, as in example (a) or include the author and year in your parenthetical reference, as in example (b).

(a) Wilson (1997) writes, “The concept of a life force was central to medical practice in many ancient cultures” (p. 6).

(b) Spirituality and medicine share a long history: “The concept of a life force was central to medical practice in many ancient cultures” (Wilson, 1997, p. 6).

Long quotations (more than 40 words):

Start a block quotation on a new line and indent it one tab space from the left margin. Do not indent the right margin.

Wilson (1997) comments:

The concept of a life force was central to medical practice in many ancient cultures. Qi is called “Chi” in China, “Ki” in Japan, “Prana” in India, “The Great Spirit” in Native America, “Num” in the plateau region of Africa, and “Lapa’au” in the Kahuna shamanic tradition of Hawaii. (p. 6)

- If a source has two authors, use an ampersand between last names in the parenthetical reference:

(Dabul & Michaels, 1996, p. 12)

- If a source has more than two authors, cite all authors the first time the source is used. For subsequent citations, use the (last) name of the first author followed by “et al.”

(Huang et al., 1992, p. 10)

- If you cite more than one source in your parenthetical reference, list citations alphabetically (according to last name) and separate them with semicolons:

(Forsythe, 1997; Polyani & Freeman, 1998; Singh, 2000)

Reference List Citations

Reference list citations should be displayed in hanging indent style (first line flush-left and additional lines indented one tab). Continue double spacing.

Books

Book by one author

Wilson, S. (1997). *Qi gong for beginners*.

Portland, OR: Rudra Press.

Book by two or more authors

Kokko, J.P., Tannen, R.L., & Bott, D.F.

(1996). *Fluids and electrolytes*.

Philadelphia: W.B. Saunders.

Book by unknown author

Begin the citation with the title of the book and alphabetize according to the first word in the title (excluding “a”, “an,” and “the”).

The zombie phenomenon. (1997). Boston:

Harvard UP.

Article or chapter in an edited book

McCormick, K. (1992). Using cultural

Theory to critique and reconceptualize the research paper. In J.A. Barnet & M.J. Vivon (Eds.), *Cultural studies in the English classroom* (2nd ed., pp. 211-230). Portsmouth, NH: Boynton/Cook.

Periodicals

Magazine article by one author

Colino, S. (2001, April). How to talk tough to

Your doctor. *Fitness*, 50-53.

Magazine article by more than one author

Jin, Y, Petrosky, A., & Benson, D. (2001, June). The DNA of heart disease. *Health News*, 50-53.

Magazine article by an unknown author

Begin the citation with the title of the article and alphabetize according to the first word in the title (excluding “a”, “an”, and “the”):

Animated ambitions. (2000, June 4). *Time*, 78.

Newspaper Article

Sternberg, S. (2000, November 15). Handy test checks

Cholesterol without blood. *USA Today*, p. A1.

Newspaper article by an unknown author

Begin the citation with the title of the article and alphabetize according to the first word in the title (excluding “a”, “an”, and “the”):

IQ issue won't stop killer's execution.

(2000, November 15). *USA Today*, p. A14.

Journal article (paginated by volume)

Blanco-Davila, F. (2000). Beauty and the body: The

origins of cosmetics. *Plastic and Reconstructive*

Surgery, 105, 1196-1204

Journal article (paginated by issue)

Rand, N. (1999). Lonely hearts beat as one:

The importance of family. *North Dakota*

Quarterly, 66(3), 7-23.

Citing Electronic Sources

- **In-text citation:** Include both the year and, if available and visible to all readers of the Website, paragraph or page number(s). To indicate pages, use the abbreviation “p.” or “pp.”; for paragraphs use the symbol ¶ or abbreviation “para.”
- **Reference list:** Cite the following (when available):
 - Author (s) (last name first)
 - Date of publication in parentheses (year, month, and day, if all are available)
 - Title of the work (essay, article, report, etc.)
 - Periodical, book, or other medium title
 - Edition, volume/issue number (if applicable)
 - Form of information, if needed (e.g., Online, CD-ROM, Computer Software)
 - Date information was accessed
 - Path statement or electronic address

General example:

DeAngelis, T. (2001, April). Thwarting modern Prejudice. *APA Monitor* [Online newspaper]. Retrieved April 12, 2001, from the World Wide Web: <http://www.apa.org/monitor/prejudice.html>

- **Dates:** Show both the publication date of the electronic source (if available) and the date you assessed it. Note the month, day, and year you retrieved the source (for example: Retrieved April 15, 2001). If the site was originally a printed source, show the date of the original printing, if available.
- **Addressees (URLs):** Addresses for electronic sources can be cited in the list of references or in the text. If you cite the address in the text, it is unnecessary to cite it in the list of references.

Web Sites

- **Citing a Web site as a whole:** If you want to refer a reader to a main web site, such as an organization's home page, cite the name and full URL in your text. No entry is needed in the list of references. For example:

The American Psychological Association provides online access to a number of electronically archived APA *Journal* articles (<http://www.apa.org>).

- **Citing documents within a Web site:** If you want to refer a reader to a source within a larger Web site, mention the source either in your text or in a parenthetical reference and provide a citation in the references list that leads the reader directly to that site.

Article or site (within a larger site) with no named author

Reference list citation:

Image Resources. (1999). St. Paul, MN:

America Phytopathological Association.

Retrieved May, 2001, from <http://www.apsnet.org/online/image.asp>

Corresponding in-text citation:

Leaves of wheat plants infected with the rust virus exhibit a distinctive “striping” effect (*Image resources*).

Article or site (within a larger site) with a named author

Reference list citation:

Bennett, L.H., Boal, R.J. & Grove, G.G. (2000). Managing powdery mildew of cherry in Washington orchards and nurseries with spray oils. *Plant Health Progress 2001*. Retrieved May 29, 2001 <http://www.planthealthproress.org/current/research/sprayoil/top.htm>

Corresponding in-text citation:

Several control methods have been tested in Western orchards (Bennett et al., 2000).

Periodicals

Article in a newspaper

Reference list citation:

Pates, M. (2000 June 23). In critical condition [Electronic version]. *Grand Forks Herald*. Retrieved March 12, 2001, from <http://www.gfherald.com>

Corresponding in-text citation:

Mikkel Pates (2000) reported that . . .

Article in a magazine (online source shows page or paragraph numbers)

Reference list citation:

Willis, E. (2001, March 14) Our mobsters, ourselves [Electronic version]. *The Nation*. Retrieved April 2, 2001 from <http://www.thenation.com>

Corresponding in-text citation:

Ellen Willis (2001) writes . . . (p. 1).

Article in a scholarly journal

Reference list citation:

Parrott, A.C. (1999). Does cigarette smoking cause Stress? [Electronic version]. *American Psychologist*, 54, 817-820. Retrieved May 15, 2001, from <http://www.apa.org/monitor>

(When it is obviously that the source is a scholarly journal, no bracketed explanation of the medium, such as “online journal article,” is necessary in the reference line.)

Corresponding in-text citation:

Andy C. Parrott (1999) already has noted that . . .

Personal Communication (email, listserv)

Because personal communications do not provide recoverable data, they are not included in the reference list, but they can be included in a parenthetical reference:

Michael Jones (personal communication, April 12, 2001) predicts . . .

Databases

The APA recommends listing the date of retrieval (except for CD-ROMS) and the source (e.g. DIALOG, WESTLAW) followed in parentheses by the name of the specific database used and any other information that your reader would need to retrieve the source.

- The following examples of database citations were taken directly from the APA website (April 2001) at <http://www.apa.org/journals/webref.html>:

CD-ROM

Reference list citation:

Federal Bureau of Investigation. (1998, March).

Encryption: Impact on law enforcement.

Washington, D.C.: Author. Retrieved from SIRS database (SIRS Government Reporter, CD-ROM, Fall 1998 release)

Corresponding in-text citation:

The Federal Bureau of Investigation (1998) reported that . . .

Online Database

Reference list citation:

Schneiderman, R.A. (1997). Librarians can make sense of the Net. *San Antonio Business Journal*, 11(31), pp. 58+. Retrieved January 27, 1999, from EBSCO database (Masterfile) on the World Wide Web: <http://www.ebsco.com>

Corresponding in-text citation:

Schneiderman (1997) suggests . . .

Reference list citation:

Davis, T. (1992). Examining educational malpractice jurisprudence: Should a cause of action be created for student-athletes? *Denver University Law Journal*, 69, 57+. Retrieved January 27, 1999, from WESTLAW on-line database (69 DENULR 57)

Corresponding in-text citation:

Davis (1992) notes . . .

A Sample References Page

Science Research 12

References

- Bennett, L. H., Boal, R. J. & Grove, G. G. (2000). Managing powdery mildew of cherry in Washington orchards and nurseries with spray oils. *Plant Health Progress* 2001. Retrieved May 29, 2001, from <http://www.planthealthprogress.org/current/research/sprayoil/top.htm>
- Blanco-Davila, F. (2000). Beauty and the body: The origins of cosmetics. *Plastic and Reconstructive Surgery*, 105, 1196-1204.
- Colino, S. (2001, April). How to talk tough to your doctor. *Fitness*, 50-53.
- Davis, T. (1992). Examining educational malpractice jurisprudence: Should a cause of action be created for student-athletes? *Denver University Law Journal*, 69, 57+. Retrieved January 27, 1999, from WESTLAW on-line database (69 DENULR 57)
- Federal Bureau of Investigation. (1998, March). *Encryption: Impact on law enforcement*. Washington, D.C.: Author. Retrieved from SIRS database (SIRS Government Reporter, CD-ROM, Fall 1998 release)
- Jin, Y, Petrosky, A., & Benson, D. (2001 June). The DNA of Heart Disease. *Health News*, 50-53.
- Kokko, J.P., Tannen, R. L., & Bott, D. F. (1996). *Fluids and electrolytes*. Philadelphia: W.B. Saunders.
- Parrott, A. C. (1999). Does cigarette smoking cause stress? [Electronic version]. *American Psychologist*, 54, 817-820. Retrieved May 15, 2001, from <http://www.apa.org/monitor>
- Wilson, S. (1997). *Qi gong for beginners*. Portland, OR: Rudra Press.
- The zombie phenomenon*. (1997). Boston: Harvard UP.