I. Formatting

1. Title page. The title page lists the title, the author, and the author's institution in uppercase and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page. List the author and the institution on separate lines. (Separately, put the title of your paper, centered, at the top of the page on which your paper actually begins. This action is separate from a formal title page.)

2. Running head and page numbers. Your paper will contain a running head, which is the abbreviated title of your paper. A running head is printed at the top of every page in the document's header. It can be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. On the title page only, the running head should be preceded by this sequence: Running head:

Setting the Paper's Running Head and Page Numbers

1. Open a new Word document

2. Choose Insert, Header, Blank

3. Select "Different First Page" (if unselected)

4. Type the header for your first page, e.g., Running head: MY ABBREVIATED TITLE

5. Click "Insert Alignment Tab"

6. Select "Right" and click the "OK" button

7. Under "Quick Parts" choose "Field..."

8. Under "Field names" select "Page" and click the "OK" button

9. Double-click in the body of your paper

10. Move to the second page of your document

11. Repeat Steps 2 through 9 except put "Running head:" on the first page only

3. Headings. Papers are organized in sections, and sections are labeled at their beginning with a heading. For example, common headings found in papers include: Method, Results, and Discussion. (Abstract and References are not Level 1 headings.) There are five levels of headings, and each heading level is formatted differently. Levels are also nested: for example, a Level 2 section occurs only within a Level 1 section. A Level 3 section occurs only within a Level 2 section, etc. Never jump over a heading level; for example, never follow a Level 1 section with a Level 3 section: use a Level 2 section instead. Headings outline the structure and organization of your paper to your reader. This article in Google Scholar uses APA Headings well: Emotion in bipolar I disorder: Implications for functional and symptom outcomes.

Here are the heading levels and how they are formatted:

Heading Format

1 Centered, Boldfaced, Uppercase and Lowercase Heading

 2 Flush Left, Boldfaced, Uppercase and Lowercase Heading

 3 Indented, boldfaced, lowercase paragraph heading ending with a period.

 4 Indented, boldfaced, italicized, lowercase paragraph heading ending with a period.

 5 Indented, italicized, lowercase paragraph heading ending with a period.

Examples of headings. Let's say your paper has four main sections: Introduction, Methodology, Results, and Discussion. The name of each section is formatted following the Level 1 heading style. Within a section, your paper may have subsections. For example, the Discussion section may have one subsection named Limitations and another called Future Research. The name of each subsection is formatted following the Level 2 heading style, etc. (If the first section is “Introduction,” do not list that particular heading.)

Rules about Citing

1. Cite other people's ideas and influences.

2. Cite facts and figures that are not common knowledge.

3. Citing a source implies you have read it.

4. Ensure your quotations are accurate.

5. Direct quotations of:

—under 40 words: quote in the paragraph using quotation marks;

—40 words or more: use a block quotation with special tabs; do not use quotation marks.

6. Direct quotations of online material without pagination:

—use headings if there are neither paragraph numbers nor page numbers;

—use a short title in quotation marks.

7. When quoting, some changes require no explanation:

—changing the case of the first letter; changing the final mark of punctuation;

—spaced ellipsis show where material was omitted.

8. When quoting, some changes require an explanation:

—inserting material: “. . . to what extent [children’s] play is a luxury.”

—adding emphasis: “with Liberty for *all* [emphasis added].”

II. Parenthetical, In-text Citations

1. You need to give enough information in the in-text citation for the reader to locate the entry in the References list without difficulty.

2. An in-text citation is usually an author's last name and a year: (Freud, 1905).

3. Keep authors' names in the order listed in the source: do not alphabetize or otherwise change the order of authors' names within an in-text citation. (#3 and #9 are completely different things.)

4. When a work has two authors, cite both names every time.

5. When a work has 3-5 authors, cite all authors the first time. Thereafter, cite the first author and et al. Include the year if it is the first citation of the reference within a paragraph.

6. Omit the year from subsequent citations after the first non-parenthetical citation within a paragraph. Include the year in subsequent citations if the first citation is parenthetical.

7. When a work has six or more authors cite the first author and et al. for all in-text citations.

8. When a work has no author, cite the first few words of the reference entry and the year. Use double quotation marks around the titles of articles, book chapters, and Web pages. Italicize the title of a periodical, book, or report.

9. Alphabetize multiple citations within the same parentheses (Clinton, 1947; Sanders, 1941; Trump, 1946).

10. Use secondary sources sparingly. Give the secondary source (the one you have) in the References list; in text, name the original work and give a citation for the secondary source:

. . . Jung’s diary (as cited in Elliot, 2004). [Cite Elliot in your References.]

11. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation; abbreviate page but do not abbreviate “Chapter.”

12. §6.20 Personal Communications. Personal communications may be private letters, memos, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications only in the main body of the paper. Give the initials as well as the surname of the communicator and provide as exact a date as possible:

T. K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)

Examples:

Your citation can come at the end of a sentence:

Also, cluster solutions that added less than 5% to the explained variation were eliminated from consideration (Onwuegbuzie, 2003).

Follow this method even if an article has more than one author:

Specifically, aggressive children are more likely than their nonaggressive peers to externalize blame in provocative social interactions (Dodge & Coie, 1987).

You can put your reference in the middle of your sentence:

More specifically, Cornell (1987) found that the best single predictor of violence is past violent behavior.

You can have multiple references in one set of parentheses; put them in alphabetic order:

This methodological flaw may have culminated in the difficulties that investigators have experienced in predicting violent acts (Capaldi & Patterson, 1993; Cornell, 1987; Schlesinger, 1983).

If you are using direct quotations with quotation marks then also include the page number in your in-text citation:

*Corporal punishment* is defined as “the use of physical force with the intention of causing a child to experience pain but not injury for the purposes of correction or control of the child's behavior” (Straus, 1994, p. 4).

For subsequent citations, see Table 6.1 on page 177 of the APA *Manual*.

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a Web page and italicize the title of a periodical, a book, a brochure, or a report:

. . . on free care ("Study Finds," 2017).

. . . in the book *College Bound Seniors* (2018).

III. References Page

1. The References page is double-spaced. Center the word References at the top of the page.

2. For numerals, use Arabic numbers except when the number is a Roman number in a title.

3. Alphabetize by the author’s last name. Alphabetize letter by letter. “Nothing precedes something,” for example, Brown precedes Browning.

4. References by the same author and same year are arranged alphabetically by title.

5. For references with the same author and year, add letters (a, b, etc.) to the years: e.g., 2012a, 2012b.

6. If there is no author, move the title to the author position, and alphabetize by the first significant word.

7. Alphabetize group authors by the first significant word of the name. Use full official names. A parent body precedes a sub-organization.

8. With 8 or more authors, list the first six, a spaced ellipsis, and the last author’s name.

9. When citing an edited book, place the editors’ names in the author position and add (Eds.).

10. In reference to a chapter in an edited book, do not invert the editors’ names.

11. For magazines and newspapers, give the exact date of publication.

12. Use n.d. if there is no date of publication. There is no space between the “.” and the “d.”

13. Enclose additional information—e.g., report number—in parentheses.

14. Italicize the volume number when citing a journal article.

15. Include the issue number in parentheses if the journal is paginated separately by issue.

16. Give the city and state where the book was published. Use US Postal Code abbreviations for states. Give city and country if the book was published outside the United States.

17. If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the state or province in the publisher location.

18. Give the publisher’s name in as brief a form as is intelligible. Omit superfluous terms, e.g., Publishers, Co., Inc. Retain the words “Books” and “Press.”

19. Use the first publisher location listed.

20. When the author is the publisher use “Author.”

21. There is no space between “doi” and the colon, and there is no period after the DOI:

Sevincer, A. T., & Oettingen, G. (2009). Alcohol breeds empty goal commitments. *Journal of*

*Abnormal Psychology, 118*, 623-633. doi:10.1037/a0016199

Authors

In your References*,* list all authors by their last names, followed by their initials. For example:

Skinner, B. F.

Tolkein, J. R. R.

List any suffixes—like Jr. or III—after the author’s middle initial; separate the middle initial and the suffix with a comma and a space. For example:

Gates, H. L., Jr.

Howell, T., III

If an author has two first names connected by a hyphen abbreviate both first names and include the hyphen. For example, cite Cheong-Yi Park as Park, C.-Y.

If an author has a hyphenated last name, keep the names and the hyphen in the original order. For example, cite Frances Munet-Vilaró as Munet-Vilaró, F.

List up to the first seven authors. If your work has more than seven authors, include the first six authors’ names, insert three spaced ellipsis points, and add the last author’s name:

Polly, M. B. (1 author)

Polly, M. B., & Santi-Foe, B. (2 authors)

Polly, M. B., Santi-Foe, B., & Berlin, L. H.

Polly, M. B., Santi-Foe, B., Berlin, L. H., & Tolan, P.

Polly, M. B., Santi-Foe, B., Berlin, L. H., Tolan, P., & Key, C.

Polly, M. B., Santi-Foe, B., Berlin, L. H., Tolan, P., Key, C., & Chertok, F.

Polly, M. B., Santi-Foe, B., Berlin, L. H., Tolan, P., Key, C., Chertok, F., & Bale, N.

Polly, M. B., Santi-Foe, B., Berlin, L. H., Tolan, P., Key, C., Chertok, F., . . . Sloan, M. E.

List the works in alphabetic order by the author’s last name.

If you have two or more works by the same author(s), list the works in chronological order, with the earliest work first. For example:

King, S. (1980). *Firestarter*. New York, NY: Viking Press.

King, S. (1981). *Cujo*. New York, NY: Viking Press.

One-author entries come before multiple-author entries:

Polikowski, M. B. (2004).

Polikowski, M. B., & Santos-Eggimann, B. (2004).

If necessary, alphabetize by the second author:

Polikowski, M. B. (2004).

Polikowski, M. B., Santos-Eggimann, B., & Berliner, L. H. (2004).

Polikowski, M. B., & Tolan, P. (2004).

Complete names come before names with similar beginnings:

Brown, J. R. comes before Browning, A. R.

Dates

If your work does not have a date then list “n.d.”—without the quotes—where the date would go; for example: Zahid, I. (n.d.). *Ramadan: Rules & regulations*. (The “n.d.” stands for “no date.”)

When you cite this work in your paper include n.d.; for example: (Zahid, n.d.).

Include the month and day of publication if you are citing a work that begins each issue with page 1. (See ISSUE NUMBERS below for more information.) Do not abbreviate the month, and put the month after the year, for example: Black, M. E., & Healing, T. D. (1993, September 21).

When you cite this work in your paper list only the year; for example: (Black & Healing, 1993).

If you have two or more works with the same author(s) and dates, alphabetize the entries by title and use *a, b*, etc. in the dates; for example:

King, S. (1983a). *Christine*. New York, NY: Viking Press.

King, S. (1983b). *Pet sematary*. Garden City, NY: Doubleday.

When you cite the work in your paper use this date; for example: (King, 1983b).

Web sites sometimes do not list dates. If your Web site does not list a date of publication use n.d.; for example: Foster, R. (n.d.). If your Web site lists an update date with a month, a day, and a year then list all three; for example: Foster, R. (2004, October 20).

Titles

• Articles: Capitalize the first word in the title, the first word of the subtitle—if any—and all proper nouns. A proper noun is the name of something, like a person, a place, or a thing. Do not put the article title in quotes and do not put it in italics.

Examples:

Campbell, A. L. (2003). Participatory reactions to policy threats: Senior citizens and the defense

of Social Security and Medicare.

Kedar, N. P. (2003). Can we prevent Parkinson's and Alzheimer's disease?

• Books and Web Sites: Capitalize the first word in the title, the first word of the subtitle—if any—and all proper nouns. Put the title in italics.

Examples: *The evolution of mental health law: An introduction*

 *Memory systems*

• Journals, Magazines, and Newspapers: Capitalize all the major words in journal, magazine, and newspaper titles and put the titles in italics.

Examples: *Journal of the American Academy of Child and Adolescent Psychiatry*

 *Psychology Today*

 *The New York Times*

volume numbers

Put the volume number in italics.

issue numbers

Include the issue number if you are citing a work that begins each issue with page 1. Such works include magazines, newspapers, and some journals. Include the issue number in parentheses, not in italics, with no space between the volume number and the parentheses.

If a journal continues its second issue where the page numbers of its first issue end then do not include an issue number in your citation. For example, issue 1 of volume 16 of the Journal of Personality Disorders ends with page 106; issue 2 starts with page 107. When citing the Journal of Personality Disorders do not include any issue number.

Place of publication

Give the city and state where the book was published. Use US Postal Code abbreviations for states. Give city and country if the book was published outside the United States. “If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the state or province in the publisher location.”

Publisher

“Give the name of the publisher in as brief a form as is intelligible. Write out the names of associations, corporations, and university presses, but omit . . . terms, such as *Publishers, Co.*, or *Inc.*, which are not required to identify the publisher. Retain the words *Books* and *Press*.”

Examples: Wiley *for* Wiley and Sons

Springer *for* Springer Publishing Company

 Oxford University Press *for* Oxford University Press

 Bantam Books *for* Bantam Books

URLs

When citing a Web site do not put a period after the URL. If you need to separate a long URL onto two lines break it after a slash or before a period. Do not add any hyphens to a URL that are not already in the URL. For example:

*GVU’s WWW user survey*. (n.d.). Retrieved from http://www.cc.gatech.edu/gvu/user\_surveys/

survey-1997-10/

PAGE NUMBERS

Cite all of an article or chapter's page numbers: do not abbreviate or elide any numbers. When citing a newspaper article use p. before the page number; use pp. if there is more than one page. To cite an article with non-sequential pages—as in some newspaper articles—use a comma between the page numbers: pp. A1, B15. Your citation should list all the pages the article is on.