

How to Style Your Paper in APA Format

Independent Study in Psychology
Fall 2010

Manuscript Structure



Sections

- Title Page (Page 1)
- Abstract (Page 2)
- Introduction (Page 3)
- Methods
- Results
- Discussion
- References (Begins on a new page)
- Appendices (Each begins on a new page)

Each figure begins on a new page (include the figure caption on the same page as the figure)

Title Page

- Page Header (use Insert Page Header and make the title flush left and the page number flush right)
- Title (in the upper half of the page, centered)
- Beneath the title, list your name (no title or degree) and your affiliation (i.e., Scripps College)

Title Page (Example)

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER 1

The Purdue OWL's Awesome Example
of an APA Paper
Purdue Pete
Purdue University

Abstract

- Page Header (do not include the “Running Head:”)
- Abstract (centered, at the top of the page)
- An abstract is a brief summary (between 150 and 250 words) of your paper, which should include the research topic, research questions, participants, methods, results, data analysis, conclusions, and future implications of your research

Abstract (Example)

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisi suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

Keywords: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Introduction

1. Describe your research question
2. Summarize previous research
3. Explain why your research was necessary
4. State your hypotheses

Methods

- Participants (number of participants and where they came from, the selection criteria, and any other important characteristics)
- Apparatus and Materials (equipment and supplies used during the experiment)
- Design (the type of design, the independent and dependent variable(s), and the experimental hypotheses)
- Procedure (important instructions given to participants, how participants were assigned to different conditions, what the participants did)

Results

- Results of the descriptive and inferential statistical analyses
- Rejection or retention of the null hypothesis
 - If an effect is found, the direction of the effect
- If necessary, include summary tables of the results or include figures to display the data

Discussion

- Discuss the results in relation to each of your hypotheses
- Discuss possible explanations for your results
- Identify and discuss limitations in the experimental design that may reduce the strength of your results
- Introduce new ideas that your results suggest
- Generalize your results
- Discuss the strengths and weaknesses of applying your results to other groups, species, ages, or sexes
- Identify another experiment to be done in this research area

Figures and Tables

- Label a figure with an Arabic numeral and provide a title (the label and title appear on the same line below the figure, flush-left); cite the source below the label and the title
- Label a table with an Arabic numeral and provide a title (the label and title appear on separate lines above the table, flush-left and single-spaced); cite the source in a note below the table

Manuscript Format



Manuscript Format

- Use a serif typeface (i.e., Times New Roman) for the text and a sans serif typeface (i.e., Arial) for figure labels
- Double-space the ENTIRE manuscript
- Indent the first line of every paragraph one-half inch
- Align the text to the left hand margin, leaving a “ragged” right margin
- Use TWO spaces after each sentence

APA Stylistics

- Use the third person point of view rather than using the first person point of view
- Use the active voice rather than passive voice
- Make sure to be:
 - CLEAR (specific explanations)
 - CONCISE (condense information)
 - PLAIN (minimize figurative language)

Manuscript Format (Example)

Serif typeface

Sans serif typeface

Heading

The manuscript is double-spaced for readability. There is no need for extra spaces between headings and body text. Indent the first line of every paragraph.

Next Heading

Align the text to the left margin, leaving a ragged right margin.
Now I will introduce a block quotation.

For a block quotation, indent the entire paragraph one half inch. Double space between body text and the block quotation as well as between lines in the block quotation. Use the same size typeface for the block quotation as you use for the rest of the paper. Don't forget to cite the source of your quotation. (Source, year, page number)

Headings



Heading Format

Format for Five Levels of Heading	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading*
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.**
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.**</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period**</i>

*This type of capitalization is also referred to as title case

**In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase

Use Heading Levels Consecutively

for the arousing items than shown by the young adults (resulting in an interaction between age and arousal).

Method

Participants

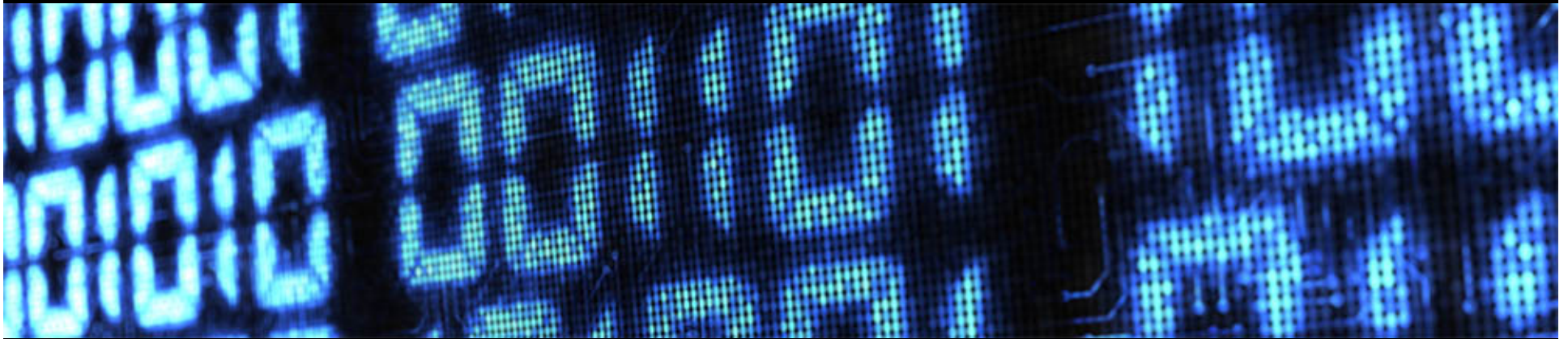
Younger adults (14 women, 10 men, $M_{age} = 19.5$ years, age range: 18–22 years) were recruited with flyers posted on the Boston College campus. Older adults (15 women, 9 men, $M_{age} = 70.1$ years, age range: 60–84 years) were recruited through the Harvard Cooperative on Aging

This example shows Level 1, Level 2, and Level 3 headings.

valence) and homology objectiveness (i.e., how similar the emotion is to the object)

Valence and arousal ratings. Valence and arousal were judged on 7-point scales (1 = negative valence or low arousal and 7 = positive valence or high arousal). Negative objects received mean valence ratings of 2.5 or lower, neutral objects received mean valence ratings of 3.5 to 4.5, and positive objects received mean valence ratings of 5.5 or higher. High arousal

Reducing Bias in Language



Reducing Bias in Language

- Guideline 1
 - Describe at the appropriate level of specificity (*i.e., participant demographics*)
- Guideline 2
 - Be sensitive to labels (*call people what they prefer to be called at the present time*)
- Guideline 3
 - Acknowledge participation (*when writing about the roles of individuals in an experiment, use language that portrays them as active participants*)

Citing References in Text



Citing References in Text

- APA Style uses the author-date citation system (the sources cited in text are listed alphabetically in the reference list)
- To insert a citation in the text, include the author's surname and year of publication
- For a direct quotation, include a page number

Citing References in Text (Table)

Table 6.1 Basic Citation Styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Citing References in Text

- APA Style uses the author-date citation system (the sources cited in text are listed alphabetically in the reference list)
- To insert a citation in the text, include the author's surname and year of publication
- For a direct quotation, include a page number

Citing References in Text (Examples)

Author-Date Citation

Kessler (2003) found that among epidemiological samples...

Early onset results in a more persistent and severe course (Kessler, 2003).

In 2003, Kessler's study of epidemiological samples showed that...

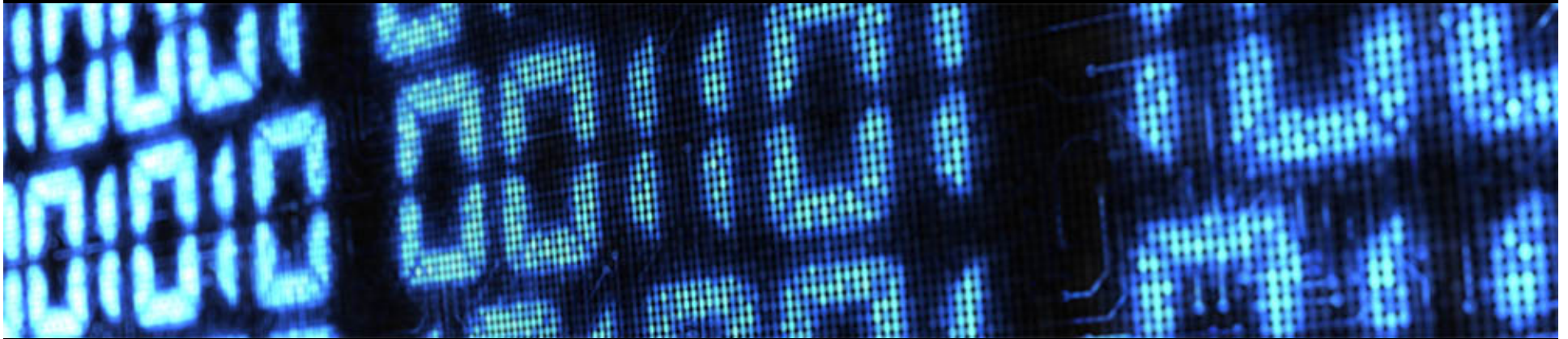
Alphabetically Arrange Multiple In-Text Citations

Training materials are available (Department of Veterans Affairs, 2001, 2003)
Past research (Gogel, 1990, 2006, in press)

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

The Reference List

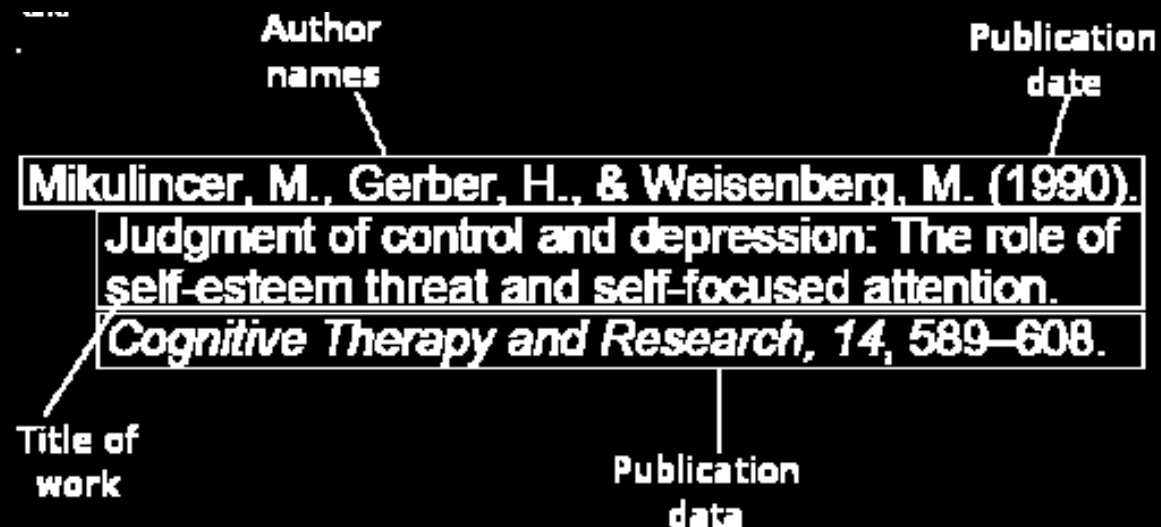


The Reference List

- Put references in order by the author's surname (or the first author's surname if there is more than one author)
- Use the hanging indent paragraph style
- Double-space the entire reference list

The Reference List

- References should contain 1) the author name(s), 2) the publication date, 3) the title of the work, and 4) the publication data



The Reference List

- Make sure that the version being cited is the most recent one
- Journal volume number and inclusive page numbers should be cited if available
- Place the article DOI (digital object identifier) at the end of the reference - do not use a period; if there is no DOI, cite the home page URL

Formatting References to Journal Articles

- Type the article title in sentence case and the journal title in title case
- Italicize the journal title and volume number
- Include the issue number in parentheses if the journal is paginated by issue

Formatting References to Journal Articles (Examples)

DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229.
doi:10.1037/0278-6133.24.2.225

NO DOI

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

URL

Wheeler, D. P., & Bragin, M. (2007). Bringing it all back home: Social work and the challenge of returning veterans. *Health and Social Work, 32*, 297-300. Retrieved from <http://www.naswpressonline.org>

Formatting References to an Entire Issue of a Journal

- Give the editors of the issue and the title of the issue
- If there are no editors, move the issue title to the author position and alphabetize the entry by the first significant word in the title

Formatting References to an Entire Issue of a Journal (Examples)

Greenfield, P., & Yan, Z. (Eds.). (2006). Children, adolescents, and the Internet [Special section]. *Developmental Psychology*, 42, 391-394. doi:10.1037/0012-1649.42.3.391

Formatting References to a Chapter in an Edited Book

- After the chapter title type *In*, the editor's name, the abbreviation *Ed.* In parentheses, and then the title of the book
- Give the page numbers in parentheses after the book title

Formatting References to a Chapter in an Edited Book (Example)

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Formatting References to an Entire Book

- Type the title of the book in sentence case, capitalizing the first word following a colon or end punctuation
- If you cited an electronic book, give information about the format in square brackets after the title; give the DOI or URL instead of the publisher location and name

Formatting References to an Entire Book (Examples)

Print Book: Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Electronic Book (With DOI): Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/10071393722

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

Formatting References to a Conference Proceeding

- Use the same format as for a periodical to cite proceedings that are published regularly
- Use the same format as for a chapter in an edited book to cite proceedings that are published in book form

Formatting References to a Conference Proceeding (Examples)

Published Regularly: Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences* 105, 12593-12598. doi:10.1073/pnas.0805417105

Published in Book Form: Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems* (pp. 97-108). Berlin, Germany: Springer-Verlag.
doi:10.1007/978-3-540-74607-2_9

Resources for Furthering Your Understanding of APA Style Formatting



Supplementary Materials

- Sample Papers:

<http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf>

- Sample Appendix:

<http://flash1r.apa.org/apastyle/basics/data/resources/sample-appendix.pdf>

- Sample References:

<http://flash1r.apa.org/apastyle/basics/data/resources/references-sample.pdf>

Helpful Websites

- The Writing Center:
<http://writing.wisc.edu/Handbook/DocAPA.html>
- Manual for Experimental Reports:
<http://psychology.pomona.edu/materials/manual.html>
- Purdue Online Writing Lab:
<http://owl.english.purdue.edu/owl/resource/560/01/>

**Now Its Time
to Format Your Paper
...APA Style!**



References

Information gathered for this PowerPoint was taken from the “APA Style: Basics of APA Style Tutorial” (<http://www.apastyle.org/>) as well as from the “Purdue Online Writing Lab” (<http://owl.english.purdue.edu/owl/>).