APA HANDOUT

Title Page¹ (see 6th Edition 2.01-2.04 p. 23 and 8.03 p. 229)

APA requires four elements in the title page: a running head (shortened title, flush left; the actual term running head only appears on the first page) and page number (flush right) that appears on every page, the title of the paper (in upper half of first page, no more than twelve words, with no abbreviations), the writer’s name (first name, middle initial, and last name, with no additional titles), and the institutional affiliation (location of conducted research). NOTE: Professors and publishers may ask for more information, so double-check the requirements.

Running Head: THE EASE AND COMPLICATIONS OF WRITING

The Ease and Complications of Writing
in APA Format
Michael Smith
Appalachian State University

Headings and Subheadings (see 6th Edition 3.03, p. 62)

If your paper is divided into multiple sections (Introduction, Method, Result, Discussion, etc.), use the following format to distinguish your headings.

Heading Level

1 An Example of Heading Level 2

Heading level 3 is lowercase and has a period.

Heading level 4 is like heading level 3 but it is italicized.

Heading level 5 is like heading level 4 but with the boldface removed.

¹ The headings in this handout follow APA style, so while they might seem confusing, they are meant to reflect the basics parameters of the documentation format. Also, many examples serve as illustrations, not as actual sources.
- **Heading Level 1**: Centered, boldface, uppercase and lowercase heading, also known as “title case.” The first heading is often one for a major section of a paper, like Method, for example. (No period after heading)

- **Heading Level 2**: The first sub-heading of Level 1, this is flush left, boldface, and uses both uppercase and lowercase in the heading title. (No period after heading)

- **Heading Level 3**: A sub-heading of level 2, it is indented, boldface, and uses lowercase paragraph heading ending with a period.

- **Heading Level 4**: A further sub-heading of level 3, this is indented, boldface, italicized, and uses lowercase paragraph heading ending with a period.

- **Heading Level 5**: A sub-heading of level 4, this title is indented, italicized, and uses a lowercase paragraph heading ending with a period. (No boldface)

**In-text Citations** (see 6th Edition 6.03-6.21 pp. 170-179)

APA uses an *author-date* system of documentation because the psychological sciences value when studies were published. When you directly quote material from other sources you must include the **author(s) last name, year of publication, and page number or paragraph number** for nonpaginated material.

**Capitalization of titles** (see 6th Edition 4.14 p. 101)

APA is tricky about capitalization; in fact, there are different rules for capitalization within the body of your paper and within the reference list. In the body, capitalize all

- **Major words** in titles of books and articles (i.e., all verbs, nouns, adjectives, adverbs, and pronouns)

- **All words that have four or more letters**

- **First word after a colon, dash, or hyphen** in a title.

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Attitudes Toward Mental Health Workers
“Ultrasonic Vocalizations Are Elicited From Rat Pups”
New Directions: A Case for Diversity
```

**Short quotations**

- Integrate into the body of the text using quotation marks.

- Citation follows the quotation mark.

- *Note*: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research. E.g., Jones (1998) **found** or Jones (1998) **has found**...

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In the 1980s, the War on Drugs prompted officials to “pursue both the sellers and the consumers at an aggressive pace” (Trager, 1986, p. 40). President Reagan had the strong…
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Long Quotations (40 words or more) (*Include author, date, and page number*)

- Begin the quotation on a new line and use double-space
- Indent the block ½ inch from left margin
- No quotation marks
- Punctuate quotation; no period following citation

James Berlin (1984) argued,

Every rhetoric, as a result, has at its base a conception of reality, of human nature, and of language. In other terms, it is … a closed system defining what can, and cannot, be known; the nature of the knower; the nature of the relationship between the knower, the known, and the audience; and the nature of language. Rhetoric is thus ultimately implicated in all a society attempts. It is at the center of a culture’s activities. (p. 2)

Specific examples for incorporating author(s)

**Author NOT used in sentence**

She stated, “ESL students are a unique population that benefits from writing center services” (Jones, 1989, p. 99).

**Author IS used in sentence**

Jones (1989) found that “writing centers to be valuable resources for all college students” (p. 99).

**Two or more authors (Notice difference in use of “&” for citation, “and” in text)**

Using a computerized scheduling system increased writing center efficiency by 20% (Johnson & Kerns, 2000, p. 6).

Johnson and Kerns (2000) point out that using a computerized scheduling system increased writing center efficiency by 20% (p. 6).

**Three to five authors (First citation, list names; subsequent, first author and “et al.”)**

A recent trend in writing centers is to be open on at least one weekend day (Kay, Lyle, Williams, & Borne, 2002). Sunday hours seem to attract the most student traffic (Kay et al., 2002).
**Six or more authors** (Use first author’s name and “et al.”)

Theorists in rhetoric and composition have advocated for scholarship that moves beyond the classroom and toward institutional critique (Porter et al., 2000).

**Organization as author** (For well-known organizations, place the abbreviation in brackets after the name and use abbreviation for subsequent entries)

- …for the eradication of all contaminated water in Africa” (WHO, 2002, p. 19).

**Unknown author** (Use short version of title)

- …are PC compatible (“Softwares,” 2004, p. 6).

**Government report**


**Anonymous author**

- …but there was no conclusive evidence (Anonymous, 2009, p. 890).

**In-text citation miscellaneous examples**

**If the date is unknown, use “n.d.” (see 6th Edition 6.28 p. 185)**

- …indicated such (Williams, n.d., p. 56).

**Multiple references in one citation (for order see 6th Edition 6.16 p. 177)**

- …this relationship was found to be probable in both studies (Hart, 1960; Lewis, 1962).

**Authors with same last name in one citation**

- …in order to prove their effectiveness (C. Moore, 2004; R. Moore, 1999).

**Two or more works by same author in same year** (Use lowercase letters following year)

- …would never find the cure for cancer” (Jackson, 1990a, p. 56).
- Jackson (1990b) proved that aluminum did produce…
**Personal communication** (Examples of personal communication are interviews, email, private letters, memos, and telephone conversations. These sources are cited in the text with the date, but NOT on reference list. See p. 179 in APA Manual for further details.)

> In an interview, she explained that her teacher “did not make one effort” to teach her comma usage (W. Isaacs, personal communication, February 4, 2005). R. Smith (personal communication, February 6, 2005), her teacher, wrote in an email that Isaacs did not attend class when commas were addressed.

Citing indirect sources

Reagan announced, “drugs are bad, we are going after them” (as cited in Trager, 1986, p. 40).

**Electronic sources** (As much as possible, use the typical author-date style; although some information is hard to find on the internet, do the best you can to include similar information as other sources) See 6th Edition 6.31 p. 187

**No author and no date**

> … effects of global warming are not to be overlooked (“Why We Care,” n.d.).

**No page numbers** (Refer to paragraph numbers instead)

> …and still, there is work left” (William, 2000, para. 20).


Any reference cited in your text MUST appear in the reference list. Any reference appearing on your reference list MUST be cited in your text. The reference page is a new page at the end of your paper, the title is centered at the top of the page (References), the running head appears in the top right corner, everything is double-spaced, a 5-space hanging indent is used after first line of source, sources are listed alphabetically according to author(s) name, and all author names are inverted. (See also 6th Edition 2.11 p. 37)

<table>
<thead>
<tr>
<th>SHORT TITLE</th>
<th>References</th>
</tr>
</thead>
</table>
Format and capitalization of titles

Books, journal titles, and other longer works are italicized. Short works, like articles or essays, are not italicized, underlined, or in quotation marks. For books, capitalize first word of title and subtitle only and italicize title. For articles, capitalize first word of title and subtitle only. For journals, capitalize and italicize title. (Always capitalize proper nouns like “English”)

Specific examples for listing authors (See 6th Edition Ch. 7 p. 193)

Single author

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J.B.</td>
<td>1999</td>
<td>The writing center in a ...</td>
</tr>
</tbody>
</table>

Two authors

<table>
<thead>
<tr>
<th>Authors</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowley, S., &amp; Jackson, K.</td>
<td>2000</td>
<td>Counting the right cards ...</td>
</tr>
</tbody>
</table>

Three to seven authors

<table>
<thead>
<tr>
<th>Authors</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, K.R., Robinson, M.T., Fullbright, F., &amp; Jones, R.</td>
<td>2003</td>
<td>Usability studies ...</td>
</tr>
</tbody>
</table>

More than seven

<table>
<thead>
<tr>
<th>Authors</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phelps, T., Rogers, D., Arnold, M.K., Howard, P., Guest, B., Thompson, A.B., ...</td>
<td>2007</td>
<td>Allergic reactions among...</td>
</tr>
<tr>
<td>Matthews, J.K.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Organization as author

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric Society of America.</td>
<td>2009</td>
<td>The responsibilities of rhetoric ...</td>
</tr>
</tbody>
</table>

Unknown author (Begin with title)

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>The composition manual for teachers. (1967). Chicago ...</td>
</tr>
</tbody>
</table>

Two or more works by same author (Order by year of publication, earliest first)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roskelley, H.</td>
<td>1989</td>
<td>Groupwork in the composition classroom. Chicago: Pearson ...</td>
</tr>
<tr>
<td>Roskelley, H.</td>
<td>1991</td>
<td>What we lost there. CCC, 62(3) ...</td>
</tr>
</tbody>
</table>
Two or more works by same author in same year (Alphabetize by title and assign letter after the year)


Journal articles (print)


Journal articles (electronic)

Note on 2009 update: APA now uses what is called a digital object identifier, or DOI, an alphanumeric code unique to articles appearing online, in an attempt to provide stable, long-lasting links for online articles. Many web-based articles and databases now assign DOIs, and they may be found either on the first page of the document or on the database page with bibliographic information for the article.
- Articles with DOI codes may be accessed by entering the code at www.doi.org.
- Online articles follow the same guidelines for printed articles. Include all information available, including an issue number in parentheses.
- Provide a retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since many online periodicals appear in their "final" form, a retrieval date is not needed.

Journal article with DOI (Similar to print, except with DOI code at the end)


Journal article without DOI (Include URL)


Journal article retrieved from a database

# Books (print)

Author. (Year of publication). *Title of book: Following titles rules*. City of Publication: Publisher.


# Books (electronic) (Use “retrieved from” if the book is accessible and “available from” if readers must buy the book)


# Book chapter or anthologized article (print)


# Book chapter or anthologized article (electronic)

*(See various examples 7.02 pp.202-204)*

# Other print sources

## Government documents


# Other electronic sources

## Section of a Web document


## Encyclopedias and dictionaries


## Dissertation/thesis from a database

**Online discussion forums**


**Blogs**


**Podcasts**


**Other media**

**Movies**


**Television episode**


**Notes for electronic sources:** “Retrieved from . . .” is used when a source is available for free from a database or website. “Available from . . .” is used when a source is available to be bought from a database or website.

**Brackets within citations:** APA now requires that specific formats or versions be noted in brackets within a citation for certain electronic sources. Some examples include electronic versions of books, print or online version of an article, etc.

*NOTE: This handout is intended as a supplement to the APA Manual, 6th edition. It is not meant to replace it.*