GENERAL APA INFORMATION – 7TH EDITION

Background Information About APA

The American Psychological Association (APA) began publishing the standards for scientific communication in 1929. Since then, there have been many updates that have been published in various editions of the APA *publication manual.* **APA style** summarizes the uniform standard for scientific writing in articles, journals, books, electronic databases and papers in order to ensure that the information being published is clearly communicated to the audience.

General Overall APA Guidelines

- ✓ assignment should be typed and double-spaced on standard-sized white paper (8.5" x 11")
- ✓ Set 1" margins on all sides
- ✓ Use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font (other options include Arial and Tahoma…12pt.)
- ✓ Include a **page header** (also known as the "**running head**") at the top of every page, including title pg.
- ✓ To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Major Paper Sections

An APA style paper usually includes **four** major sections:

1. **Title Page**
2. **Abstract**
3. **Main Body**
4. **References**.

1. TITLE PAGE

The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. Include the page header (described above) flush left, with the page number flush right at the top of the page. Please note that on the title page, your page header/running head should look like this:
Running head: TITLE OF YOUR PAPER
Pages after the title page should have a running head that looks like this:
TITLE OF YOUR PAPER

When creating a title page:

    a) Type your **title** in upper and lowercase letters **centered** in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose.

    b) Your title may take up one or two lines.

    c) All text on the title page, and throughout your paper, should be double-spaced.

    d) Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

    e) Beneath the author's name, type the **institutional affiliation,** which should indicate the location where the author(s) conducted the research.

SAMPLE APA TITLE PAGE

Running head: PURDUE ONLINE WRITING LAB SAMPLE TITLE PAGE   1

The Purdue Online Writing Lab's Sample Title Page:

Following the American Psychological Association's Guidelines

Purdue Pete

Purdue University

2. **ABSTRACT**
   a) Begin a new page. Your abstract page should already include the **page header** (described above).
   b) On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).
   c) Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings.
   d) Your abstract should be a single paragraph, double-spaced. Your abstract should be between 150 and 250 words.
   e) You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

SAMPLE APA ABSTRACT

PURDUE ONLINE WRITING LAB SAMPLE TITLE PAGE   2

                                    Abstract

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rhoncus eget est. Sed euismod, quam eu viverra pretium, magna velit dignissim lectus,

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placerat. Aliquam sagittis pulvinar ultricies.

       Keywords: lorem ipsum, nulla vitae

3. **MAIN BODY**
   a) Begin a new page. Your **page header** (described above) should be at the top of each page and flush with the left margin, while the **page number** is flush with the right margin.
   b) Indent each paragraph
   c) The entire body of the paper should be double-spaced with no extra spaces between paragraphs
   d) When making references to other sources, use **in-text citations.** See the information below:

   APA style uses the author and date (with a comma in between) when citing sources in the text. If you include the author's name in the narrative, you only need to include the year in parentheses. If you don't include the author's name in the narrative, then you put it and the year in parentheses.

   Ex. Walker (2000) compared reaction times….
   Ex. In a recent study of reaction times (Walker, 2000)

   One work by multiple authors:
   If your article, book or website has 1 or 2 authors you must always use both of them in the in-text citations.

   Ex. as has been shown (Joreskog & Sorbom, 1989)

   If your work has 3, 4, or 5 authors, you must cite all the authors for the first in-text citation. If you cite that work again, you only record the first author and *et al.*

   Ex. this was found to be true (Wasserstein, Zappulla, Rosen, Gerstman, & Rock,1994)

   Ex. The testing was concluded in 1985 (Wasserstein et al., 1994)

   If your work has six authors, or more, you must cite the first author and then *et al.*

   Ex. Davis et al. (1999) found that…

   Ex. According to the study (Davis et al., 1999)

   Direct quotations:
   If you use a direct quotation or image in your paper you must say what page (if an article) or paragraph (if a web site) the quotation came from. Use the punctuation outlined in the examples below:
   Ex.   (Cheek & Buss, 1981, p.332)
   Ex.   (Myers, 2000, ¶ 5)

4. **REFERENCES (at the end of the paper)**
   a) The list of references begins on a new page with the title ***References*** centered at the top
   b) Arrange your reference list alphabetically by the author's last name, followed only by the first and middle initials of the author's first name
   c) Double-space your reference list
   d) Left justify each new entry, but indent the second and subsequent lines of a citation (a hanging indent)
   e) If the article or book has multiple authors, you must list all of them, up to six AND use the *&* symbol before the last author's name, do not type out the word *and*
   f) Italicize the title and volume number of the journal or magazine and the title of a book.
   g) Only capitalize the first word, first word of a subtitle, or proper nouns in an article or book title.

1. **BOOKS:**
Author, A.A. (year). *Title of book.* Location: Publisher.

Robinson, D.N. (1992). *Social discourse and moral judgment.* San Diego, CA:

     Academic Press.

2. **E-BOOKS:**
Use the phrase "available from", when the url does not go directly to the item.
Use the phrase "Retrieved from" when the url goes directly to the item.
If the book is only available electronically, or is hard to find in print, include the name of the e-book collection (es: netLibrary) Author, A.A. (year). *Title of book.* Available from URL

O'Keefe, E. (2005). *Egoism & the crisis in Western values.* Retrieved from

     http://www.onlineoriginals.com/showitem.asp?itemID=135.

McElmell, S.L. (2002). *Character education: A book guide for teachers, librarians, and parents.*

     Available from netLibrary database.

3. **BOOK CHAPTER:**
Author, A.A. (year). Chapter title. In author, *Book Title* (pp.xx-xx). Location: Publisher.

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for

     healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues*

     across the life cycle (pp.107-123). New York: Springer.

4. **ARTICLE FROM A JOURNAL THAT USES CONTINUOUS PAGINATION (EACH ISSUE STARTS ON THE PAGE WHERE THE LAST STOPPED):**
Author, A.A. (year). Title of article. *Title of Journal, vol. #,* pp-pp.

Kernis, M.H. (1993). There's more to self-esteem than whether it is high or low: The

     importance of stability of self-esteem. *Journal of Personality and Social*

     Psychology, 65, 1190-1204.

5. **ARTICLE FROM A JOURNAL THAT DOES NOT USE CONTINUOUS PAGINATION (EACH ISSUE STARTS ON PAGE 1):**
Author, A.A. (year). Title of article. *Title of Journal, vol. #* (issue #)*,* pp-pp.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting*

     Psychology Journal: Practice and Research, 45(2)*,* 10-36.

6. **MAGAZINE ARTICLE:**
Author, A.A. (year, month, date). Title of article. *Title of Journal, vol. #,* pp-pp.

Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific

barriers to the study of brain and mind. *Science, 290,* 1113-1120.

7. **INTERNET SOURCES:**
Author, A.A. (date of last update). *Site title.* Date you accessed the information. URL

U.S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to*

guide investments. Retrieved September 12, 200.

http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.hml

8. **CITING ELECTRONIC JOURNAL ARTICLES (New Summer 2007)**
Before you cite an electronic journal article you need to know if the electronic article has a DOI (digital object identifier).
If the article does have a DOI follow this format:
Author, A.A. (year). Title of article. *Title of Journal, vol. #*(issue#*),* pp-pp.   doi: #

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of*

Orthopsychiatry, 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482

If the article does not have a DOI and is available by subscription only on the web follow this format (give the URL of the journal homepage or database name):
Author, A.A. (year). Title of article. *Title of Journal, vol.#*(issue#*),* pp-pp. Retrieved from journal homepage URL or database name.

Hager, M.H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition, 22*(1),

28-36. Retrieved from http://www.topicsinclinicalnutrition.com.

Hager, M.H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition, 22*(1),

28-36. Retrieved Academic Search Complete Database.

If the article does not have a DOI and is available for free on the Web follow this format (give the exact URL):
Author, A.A. (year). Title of article. *Title of Journal, vol. #* (issue#*),* pp-pp. Retrieved from exact URL.

Sillick, T.J. & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental

love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from

http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100.