APA Style Guide

If you are writing a paper for psychology, sociology, business, economics, nursing, social work, or criminology, your professor may want you to use the style guidelines of the American Psychological Association (APA).

For more information than is in this handout, refer to *The Publication Manual of the American Psychological Association, 6th ed.* or visit www.apastyle.org.

Note: You should always follow your professor's guidelines if they are different from APA Style.

APA FORMAT

- ❖ **Font-** The font should be 12 point in Times New Roman or Courier.
- ❖ **Margins-** All margins should be one inch.
- ❖ **Line spacing-** The entire text should be double-spaced. Do not put extra lines after the title or between the paragraphs.
- ❖ **Justification -** The text should be aligned with the left side of the paper. The left side of the text should be straight and the right side jagged.
- ❖ **Running Head –** The running head is the short version of the title that is displayed at the top left portion of each page. In the second page, insert a header and type short version of the title in all capital letters. Then in the Design tab, click *Different first page*. In the first page, insert a header, and in the left side type Running Head: (short version of the title).
- ❖ **Page numbers-** The page numbers should be in the upper right-hand corner of every page (including the title page). To do this, open the header and move the cursor to the right side of the page. Then click on *Page Number* and select the *Current Position* option. Click the *Plain Number* option.
- ❖ **Abstract -** The abstract goes on page two by itself with the word *Abstract* as the title. Although abstracts are required by APA Style, some professors do not require one. (A sample abstract page is on page 12 of this handout.)

Save as you go!

- ❖ Save your document often to a flash drive or your email BEFORE you begin typing. If you do not know how to do this, ask a Communication Lab Assistant.
- ❖ When you are finished, print a copy of your document in case the saved version gets corrupted.

Note: The Communications Lab computers support *Office XP*, *Office Vista*, and *Open Office*.

PARENTHETICAL CITATIONS

You must cite all information that is not your own or is not common knowledge (To *cite* means to give credit to your source). When you use information from another source, you either quote or paraphrase. To quote, you must use the exact words of the source and put those words in quotation marks. To paraphrase, you must put the information in your own words. In both cases, you must include a parenthetical citation.

Use the past tense (i.e. wrote) or present perfect tense (i.e. has written) when introducing cited information.

Basic format
In parentheses, give the author's last name, the year of publication, and the page number. If you cite the same source twice in one paragraph, give the year of publication the first time only and only the author's name and page number the following times.

Note: A page number is not required for paraphrases, but it is recommended, especially if the paraphrase is from a long text.

❖ *Example 1*

   Another study found that "people suffering from anxiety make greater use of non-signaling hand movements, use shorter glances and smile less frequently" (Bull, 1983, p.113).

❖ *Example 2*

   The author's name is not included in the parentheses because it is used to introduce the quote

   According to Bull (1983), "Observers can . . . " (p. 114).

❖ *Example 3*

   For quotes of 40 or more words, do not use quotation marks. Indent every line of the quote to make a freestanding block. Notice that citations already in the quote are included in the quote (but are not included in the references list).

   Bull (1983) also found the following:

>   Richard and Coss (1976) compared a group of British autistic boys and girls . . .with local primary schoolchildren matched for sex and age, and found that the autistic children would look significantly more at an adult, and were significantly less inclined to run away when the adult covered his eyes. (p. 91)

Multiple authors

Use the word *and* between authors' names as you introduce a quote. Use an ampersand (&) in parentheses and in the reference list.

❖ **Two authors**
   Cite both names every time.

   According to Relph and Wilson (1989), . . .

   "Often things which trouble you the most are things you can do nothing about" (Relph & Wilson, 1989, p. 79).

❖ **Three to five authors**
   Cite all names the first time. In later citations, use the first author's last name followed by *et al*. (no italics, end with a period).

o First citation
   Van Kleef, De Dreu, and Manstead (2004) found that . . .

o Later citations
   Van Kleef et al. (2004) later discovered that . . .

❖ **Six or more authors**
   Every time, use the first author's last name followed by *et al*.

   Ritterbrand et al. (2003) noted that "the internet . . . " (p. 1).

Corporate authors

You may abbreviate citations after the first if the name is long and if the abbreviation would be easily recognizable.

❖ **First citation**

   (American Psychological Association [APA], 2001)

❖ **Following citations**

   (APA, 2001)

❖ **Unabbreviated citation**
   University names are not usually abbreviated.

   (University of Oklahoma, 1961, p. 200)

No author

Use the first few words of the reference list entry, usually the title.

 ("Obsession," 2004)

No publication date

Cite the author's name followed by a comma and n.d. for *no date*.

 (Smith, n.d.)

No page number

Many sources from the internet do not have page numbers. If there are paragraph numbers, use that number after the symbol ¶ or the abbreviation *para*. Otherwise, use the heading and number of the paragraph under it.

 (McClean, 2004, ¶ 5)
 (Borchers, 1999, Initiation section, para. 1)

Two or more works

To cite more than one work in one set of parentheses, list the works in the order they would appear in your reference list.

❖ *Two works by different authors*

 (Grumet, 1999; Relph & Wilson, 1989)

❖ *Two works by the same author*

 (Obama, 2004, 2006)

Personal communication

This includes e-mails, messages from nonarchived discussion groups, interviews, telephone conversations, etc. Do not include these in your reference list because the reader cannot refer to them.

 (Jim Clark, personal communication, October 29, 2004)

Indirect sources

Name the original work in your sentence as you introduce the information. Give the secondary source in the parenthetical citation as list only the secondary source on the reference list.

 Cozby's definition (as cited in Scott & Powers, 1978, p. 182)

Reference List

The reference list is an alphabetized list of all the sources cited in your paper. Alphabetize the list by the author's last name. If there is no author, then use the first meaningful word in the title (not *a* or *the*).

The reference list should have a page number and be double-spaced like the rest of the paper. (To save space, the examples in this section are single spaced.)

For a sample reference list, see the last page of this handout.

Guidelines for all types of sources
❖ For sources with seven authors or less, list all. For sources with eight or more, list the first six, place an ellipsis (. . .) and then list the final author.
   Example: Nelson, T., Kymes, T., Webb, N., Isaak, B., Rucker, L., Adams, M., . . . Pham, S. (2009) . . .
❖ For titles of articles and all nonperiodicals such as books and movies, capitalize only the first word. Capitalize periodical titles normally.
❖ Use brackets to set off information about the form of a work, and place the information just after the title.
   Example: [Brochure], [Letter to the editor], [Abstract]
❖ Include the city and state for the U.S. publishers or the city, state or province, and country for publishers outside the U.S. Some cities well known for publishing, such as New York, San Francisco, and London, can stand alone. If there is more than one publisher location, use the one listed first. Leave out the words 'Publishers', 'Co.', or 'Inc.'
❖ If an organization is both the author and the publisher, substitute the word 'Author' for the name of the publisher.
❖ For sources not circulated widely, put in parentheses at the end of the citation 'Available from' distributed by the distributor's name and complete address (a Web address is acceptable as well if the source is available online).
❖ If your source does not exactly match an example below, find one that is close or combine the guidelines from several examples.
   Example: *Book with more than six authors* and *Edition of a book other than the first*

Books
Basic Format:
> *1.) Author's name (initials for first name)*
> *2.) Year of publication*
> *3.) Title of book in italics*
> *4.) Publishing city (and state in applicable)*
> *5.) Publishing company*

Author, last name first. (Year). *Title of book*. Place of Publication: Publishing Co.

❖ ***Book with an author***

Relph, A. K., & Wilson, K. (1989). *How to communicate with "difficult" people: A survival guide for the office and life.* Laguna Beach, CA: The Enterprising Woman Enterprises.

❖ *Two or more books by the same author*
　　Give the full information for the author each time. The work published first comes first.

Obama, B. (2004). *Dreams from my father: A story of race and inheritance*. New York: Crown.
Obama, B. (2006). *The audacity of hope: Thoughts on reclaiming the American dream*. New York: Crown.

❖ *Book by a corporate or government author*

American Psychological Association. (2001). *Thesauraus of psychological index terms* (9th ed.). Washington,
　　　DC: Author.

❖ *Book with an editor (no author)*

Damon, W. (Ed.). (1998). *Handbook of child psychology (5th ed., Vols. 1-4)*. NewYork: J. Wiley.

❖ *Book with an editor or translator (with author)*
　　For a translation, include in the parenthetical citation the original publication date and the date of the
　　translation.

Arbaizer, P. (2003). *The man, the image and the world: A retrospective / Henri Cartier-Bresson*. (Jane
　　　Brenton, Trans.). London: Thames & Hudson. (Original work published 2003).

❖ *Edition of a book (other than the first)*

Sparks, S., & Taylor, C. (2001). *Nursing diagnosis reference manual* (5th ed.). Springhouse, PA: Springhouse.

❖ *One volume of a multivolume work*
　　Follow this example when each volume does not have its own title.

　Brocas, I. & Carillo, J. (Eds.). (2003). *The psychology of economic decisions* (Vol. 2). Oxford, UK: Oxford
　　　University Press.

❖ *Separately titled work of a series*
　　Follow this example when each book in a series has its own title. Treat the title as a two-part title with the
　　title of the book before the colon and the volume number (if any) and series title after the colon.

Libman, H., & Makadon, H. (Eds.). (2003). *HIV: ACP key diseases series*. Philadelphia: American College of
　　　Physicians.

❖ *Article or chapter in an edited book*

Grumet, G. W. (1999). Eye contact: The core of interpersonal relatedness. In L. K. Guerrero, J. A. DeVito, &
　　　M. L. Hecht (Eds.), *The nonverbal communication reader: Classic and contemporary readings* (pp.
　　　62-73). Prospect Heights, IL: Waveland Press.

❖ *Article from an encyclopedia or dictionary*
    Include the author if one is listed.

Nurse. (1991). In *The American heritage dictionary* (2nd college ed., p. 853). Boston: Houghton Mifflin.

Periodicals
Basic Format:
1.) *Author's name (initials for first name)*
2.) *Year of publication*
3.) *Title of article*
4.) *Title of publication*
5.) *Volume*
6.) *Issue (in parenthesis)*
7.) *Page numbers*

Author, last name first. (Year). Title of article. *Title of Journal*, *Vol*(Issue), Page numbers.

Give the issue only if each issue begins with page one.

❖ *Journal article*

Bennett, J. A., Thomas, V., & Riegel, B. (2004). Unrecognized chronic dehydration in older adults: Examining prevalence rate and risk factors. *Journal of Gerontological Nursing*, *30*(11), 22-28.

Note: For the publication date of the following examples, include after the year the exact date (month or month and day).

❖ *Magazine article*

Marano, H. E. (2004, September/October). The truth about compatibility. *Psychology Today*, *37*(5), 52-53.

❖ *Newspaper article*
    Before the page numbers, use the abbreviation p. or pp.

Guzman, K. (2004, November 22). Divorce catches men unawares. *The Oklahoman*, p. 2C.

Miscellaneous sources
Basic Format:
1.) *Creator's name (indicate position)*
2.) *Year of publication*
3.) *Title of work (indicate medium)*
4.) *Place of production*
5.) *Production company*

Creator's name, last name first. (Position). (Year). *Title of work* [medium]. Place of production: Production Co.

❖ *Motion picture*

Rudin, S., & Pollack, S. (Producers). (1995). *Sabrina* [Motion picture]. United States: Paramount Pictures.

Oklahoma City Community College Media Services. (Producer), & Frey, C. (Writer). (1997). *Nursing orientation* [Motion picture]. (Available from Oklahoma City Community College, 7777 S. May Ave, OKC, OK 73159).

❖ *Television broadcast*

Clarke, J. (Executive Producer). (2001). *To heal a heart: Proactive changes for beating heart disease* [Television broadcast]. Houston, TX: HoustonPBS.

❖ *Television series*

Dugan, D. (2003). *DNA* [Television series]. New York: Educational Broadcasting Corporation and Windfall Films.

❖ *Single episode of a television series*
List script writer first (if any), then the director. The producer of the series goes in the editor position.

Massarella, C. (Director). (2003). Episode 4: Curing cancer [Television series episode]. In D. Dugan (Producer), *DNA*. New York: Educational Broadcasting and Windfall Films.

❖ *Music recording*
If the writer and recorder are the same, the second publication year and *Recorded by* in brackets is unnecessary.

Berlin, I. (1940). White Christmas [Recorded by L. A. Womack]. On *The season for romance* [CD]. Nashville, TN: MCA Nashville. (2002)

❖ *Audio recording*

Messenger, B. (Narrator). (1995). *The power of music* [Cassette recording]. Baltimore, MD: Health Professions Press.

❖ *Video blog posting*

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs

Electronic sources

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters.

The most important parts of the citation are the URL. The URL should go directly to the article, or document, being cited. Type the URL exactly as it appears in the address window, preserving all uppercase and lowercase letters and punctuation. If the URL runs over into a second line, break it after or before a period. Never add (or allow your word processor to add) a hyphen. Do not end the URL with a period.

Check your URLs before turning in your paper. If an article or document is no longer available online, drop it from your paper or substitute another source.

Basic Format:

> _1.) Author's name_
> _2.) Year of posting or last update_
> _3.) Title of document_
> _4.) Date of access_
> _5.) URL address_

Author's name, last name first. (Year). _Title of document_. {Retrieved from} URL address.

❖ **_Basic Web document_**

McLean, C. (2004). _How can email communication affect your business?_ Retrieved from
http://www.pertinent.com/articles/communication/chrisCom1.asp

❖ **_Multipage document_**
When each page of a document has a different URL, give a URL for the home or entry page of the document.

Borchers, T. (1999). _Interpersonal communication_. Retrieved from
http://www.abacon.com/commstudies/interpersonal/interpersonal.html

❖ **_Document on a large complex Web site_**
Identify host organization and relevant program or department in retrieval statement.

Fact sheet: The president's emergency plan for AIDS relief. (2003, January). Retrieved from the White House, News & Policies Web site: http://www.whitehouse.gov/news/releases/2003/01/20030129-1.html

❖ **_Chapter or section in a Web document_**

Benton Foundation. (1999, June 4). What's needed. In _Networking for better care: Health care in the information age_ (chap 3). Retrieved from http://www.benton.org/publibrary/health/three.htm

❖ *Journal article based on a print source*
   The 6th Edition has introduced a new method of citing journal articles located online or in databases. These now require (when available) a Digital Object Identifier (DOI) in the publication section of the reference entry. DOIs provide a permanent link to the article through the agency *CrossRef.org*. A DOI is a unique alphanumeric code to identify content and provide a persistent link to its location on the internet. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. It can also be found on the database landing page for the article.

   o   The DOI should be included in any source that contains one. If the source (whether an online book or a journal article) lists a DOI, place at the end of the reference entry.

Greer, M. (2004). Parents overestimate differences in their children. *Monitor on Psychology*, *35*(10), 10-15. doi:10.1037/0278-6133.24.2.225

Griffin-Sobel, J.P. (2004). The unique voice of nursing. *Clinical Journal of Oncology Nursing*, *8*(5), 443.doi:10.1080/14622200410001676305

   o   If no DOI is provided, use the URL where the journal was located. The name of the library database is not necessary.

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

   o   If a newspaper article is available by search from the home page, provide a link to the home page.

Harris, G. (2004, November 16). F. D. A. strengthens warning on the abortion pill. *The New York Times*. Retrieved from http://www.nytimes.com

❖ *Report*
   There are reports by universities, private organizations, and government agencies. Any of these may appear on a Web site for a different type of organization than the one who authored it. In this case, identify the provider of the document in the retrieval statement.

National Quality Forum. (2004). *National voluntary consensus standards for nursing-sensitive care: An initial performance measure set*. Retrieved from the Robert Wood Johnson Foundation Web site: http:www.qualityforum.org/txNCFINALpublic.pdf

❖ *Paper presented at a meeting*

Gresham, D., Edwards, K., Ehiemua-Pope, L., Petermann, M., & Schrader, B. (2002, June). *Emergency contraceptive pill still a secret?* Slide show presented at the American Academy of Nurse Practitioners 17th National Conference. Retrieved from http://nursing.ou.hsc.edu/npprogram/pda_fac_pres/EC%20AANP_files/frame.htm

❖ *Online posting or blog*

    Include in the reference list only if the postings are archived. Otherwise, cite only in the text as a personal communication. Use the author's screen name only if full name is not available.

Howard, J. M. (2004, April 12). Do bullies have low self esteem? [Msg 2]. Message posted to http:// groups.google.com/groups?hl=en&lr=&selm=SPR1040410163942-11310%40psychcentral.com

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log message]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_ prerequisites.php

❖ *Computer software*

    A reference entry is not needed for common programs such as Microsoft Word. Put the author's name first if an individual has proprietary rights to the software. Include the edition or version after the title.

Voilá! (3rd ed.) [Computer software]. (1998). Boston, MA: Heinle & Heinle.

Interpersonal Communication in the Age of Technology

Janie Student

Oklahoma City Community College

Abstract

An abstract is a brief summary (120 words maximum) of your paper. The abstract goes on page 2 by itself with the word *Abstract* as the title. The first line of the paragraph is not indented. The abstract should start with the most important information in your paper, such as the purpose, thesis, results, or conclusions. Summarize the main idea of your paper and include the major concepts, findings, or implications. Do not evaluate or add to your paper. Although abstracts are required by APA style, some professors do not require one.

References

American Psychological Association. (2001). *Thesauraus of psychological index terms* (9th ed.).

Washington, DC: Author.

Berlin, I. (1940). White Christmas [Recorded by L. A. Womack]. On *The season for romance* [CD].

Nashville, TN: MCA Nashville. (2002)

Borchers, T. (1999). *Interpersonal communication*. Retrieved from

http://www.abacon.com/commstudies/interpersonal/interpersonal.html

Greer, M. (2004). Parents overestimate differences in their children. *Monitor on Psychology*, *35*(10), 10-15.

doi:10.1037/0278-6133.24.2.225

Grumet, G. W. (1999). Eye contact: The core of interpersonal relatedness. In L. K. Guerrero, J. A.

DeVito, & M. L. Hecht (Eds.), *The nonverbal communication reader: Classic and contemporary*

readings (pp. 62-73). Prospect Heights, IL: Waveland Press.

Howard, J. M. (2004, April 12). Do bullies have low self esteem? [Msg 2]. Message posted to http://

groups.google.com/groups?hl=en&lr=&selm=SPR1040410163942-11310%40psychcentral.com

McLean, C. (2004). *How can email communication affect your business?* Retrieved from

http://www.pertinent.com/articles/communication/chrisCom1.asp

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from

http://www.youtube.com/watch?v=Vja83KLQXZs

Obama, B. (2004). *Dreams from my father: A story of race and inheritance*. New York: Crown.

Obama, B. (2006). *The audacity of hope: Thoughts on reclaiming the American dream*. New York:

Crown.

Relph, A. K., & Wilson, K. (1989). *How to communicate with "difficult" people: A survival guide for the*

office and life. Laguna Beach, CA: The Enterprising Woman Enterprises.

Rudin, S., & Pollack, S. (Producers). (1995). *Sabrina* [Motion picture]. United States: Paramount

Pictures.