

## Using APA Style (5th Edition) With Confidence:

### A Few Pointers on How to Format Your Paper

This small paper is intended not only to give you answers to the most commonly asked questions about American Psychological Association style points but also to illustrate by example how to format your research papers. The subsection titles that follow not only guide you through the topic areas covered, for example, but also demonstrate by example how to format your papers with section headings.

### How to Cite Sources in the Text of Your Paper

Quotes should be cited in author-date format. According to Coover (2001), “The theory was well received in the early 1900s” (p. 233). Notice that the author is cited in the sentence itself followed by the year of publication. This is the most common way to cite a source. Also note that the period follows the parenthesis. Direct quotes always require a page number (or a paragraph number if a page number is unavailable). If you think the title of an article pertains to the discussion and you cite it in the text, use upper/lower case formatting and put it in quotes. Journal names are italicized. In the article “Television and Social Identity” in the *Journal of Broadcasting & Electronic Media*, Coover (2001) disagrees sharply. Usually, however, you will want to use only the author and date without including the article or journal title. “If a quote is given without introducing who said it (which should be the exception, not the rule), and it comes from a source with two authors, you cite it like this” (Priest & Dominick, 1994, p. 22).

A quote of 40 or more words should be set as a block quote. Mitchell, Larson, and Lee (1987) argue, for example, that

this paragraph should be indented five spaces from the left (but not the right) and *not* set off in quote marks. If there is a quote within the extended quote, as in “this is an example of a quote in an extended quote,” use double quotation marks. Notice that at the end the period comes first and the parenthesis last (unlike quotes which are not set off as block quotes). And notice the use of “p.” to indicate page number. Block quotes are double-spaced. (p. 27)

If you cite an author again in the same paragraph, do not include the year unless you have cited another author in between. For subsequent references to multiple authors of three or more, replace all but the first name with et al. For example, type (Mitchell et al., 1987), not (Mitchell, Larson, & Lee, 1987) the second and subsequent times you cite the authors in your paper. But always use both names for works with two authors (Priest & Dominick,

1994). Note that there is no comma before the ampersand (but the comma is required in the Reference list after the ampersand). When you reference in the body of your paper two or more separate works, place the authors in alphabetical order with a semicolon between (Brown, 1996; Coover, 2001; Eid & Langeheine, 1999; Kandel & Squire, 2000). When a work has six or more authors, list only the first author followed by et al.--even on first reference (et al. is Latin for “and others”).

Sometimes you may want to paraphrase or summarize an author’s position. If you say that Coover (2001) also indicates that the theory has been severely criticized in the last few decades (that is a summary statement), you do not need a page number (but you do still need the author and date). If you draw on an extended amount of material from another author, be clear about that: Coover (2001) proposes seven points (pp. 33-37), which I summarize below. And occasionally remind us that the ideas come from the other author: Coover continues by . . . Coover also says . . . .

What if you cite or quote an author from a secondary source—not from the source where the quote originally appeared? For example, say Eid and Langeheine (1999) quote a statement made by a researcher named Leaman, and you want to use Leaman’s quote in your paper. Do not list the original source (Leaman) in the reference section, only the secondary source (Eid & Langeheine). In the text you write: As Leaman argues, “Method often equals ‘results’ in qualitative research” (as quoted in Eid & Langeheine, 1999, p. 93). No publication year is given for Leaman. Also notice APA uses “and” between authors’ names when they are not inside parentheses, but APA does require the ampersand (&) when used inside parentheses.

### How to Format the Body of Your Research Paper

Break your paper into sections with headings that help the reader visually perceive the logic of your organization. The information below is broken into two main sections on headings and formatting.

#### *Handling Headings Right*

APA specifies three levels of headings as follows:

*Level-one headings.* The words “How to Format the Body of Your Research Paper” above form a level-one heading. They should be centered, upper-lowercase, not italicized, and set off on their own line. Enter an extra set of line spacing above it (for papers in my class; APA allows for variation on this point for research papers). Sections like Literature Review, Method, and Findings or Results usually are level-one headings.

*Level-two headings.* The words “Handling Headings Right” above form this level. They should be flush left, italicized, and upper-lowercase with no period. Enter an extra set of line spacing above them.

*Level-three headings.* This is the level that this paragraph begins with. Treat level-three headings as part of the paragraph; that is, tab in the heading and begin the first sentence following the period.

#### *Handling Formatting Right*

Use double line spacing as a default setting (even in block quotes and in the Reference section). Exceptions include linespacing for tables and some charts. Use ragged-right justification. Use 12-point Times Roman or Courier typeface or a similar typeface (unlike this paper which uses 10 point to save space). Your running header (such as “APA Paper Format 3” in the top margin of this page) is one or two words from your title followed by five spaces and then your page number. Page margins should be set at 1” for both right and left margins and for the top and bottom of the page.

What should you do about page numbers if you retrieved an article online, such as from EbscoHost or Infotrac, and the article is not an exact photo image (such as PDF format) of the journal page it comes from? APA says that if paragraph numbers are provided, give the citation with the paragraph symbol ¶. For example, if a quote comes from a paragraph-numbered source you got online, your reference to a quote from paragraph 5 would look like this: (Eid & Langeheine, 1999, ¶ 5). I rarely see numbered paragraphs, however. So if paragraphs are not numbered and you are not reading from a PDF file (for example, the document is in HTML format), type “para.” in place of “p.” and give the paragraph number (count paragraphs from the beginning of the article). For example: (Eid & Langeheine, 1999, para. 5). If it is a quote buried deep in the paper and there are sections headings, give the heading the citation falls under and reference it with the abbreviation “para.” followed by the paragraph number as you number it (Eid & Langeheine, 1999, Method section, para. 3).

#### How to Format the Reference List

Note how the reference to Eid and Langeheine is handled in the Reference list. It is an HTML article and so does not provide you with the actual page numbers of the paper version of the article. APA requires that all articles in the Reference list include the page range of the article. Often you can determine the page range covered by an HTML-formatted journal article because the abstract will say it begins, for example, on page 100 and runs, say, 17 pages long. Thus the range is 100-116. If a page range can not be determined, just do not list any page numbers in the Reference section. If the Internet site has no author or date identified, give the first part of the title of the document in quote marks (“GVU’s 8th”) in the body of the text. In the reference list, give the full title but do not use quotation marks. The (n.d.) following “GVU’s 8<sup>th</sup> WWW user survey” in the Reference list indicates no date was given on the website.

Observe the following features in the Reference section below (which should begin on a fresh page): double spacing; hanging indents (go to MS Word/Format/Paragraph/Special/Hanging); a comma before the ampersand; the space between name initials (never give full first names); journal titles are uppercased, but book titles and article titles are not except for proper nouns, the first word of the title, and the first letter after a colon; no space between the volume number and the issue number, e.g., *44(4)*; only the volume number *44*, (and not the issue number 4) italicized (and not underlined).

If the journal is not a continuous pagination journal (continuous means the page numbers *do not* start over with each issue but run continuous through all volumes until the end of the year, as in Priest & Dominick), you must include the issue number. If it is a continuous page journal, do not include the issue number (as in the Coover reference). Also, include the page range in references to chapters or articles from an edited book, as in the Brown entry. Classical works, such as the Bible, do not require Reference list entries. Just identify the version the first time you use it in the body of the text, such as in referencing I Cor. 13:1 (Revised Standard Version).

A small style point to remember: Do not use two spaces after any period (only one), and do be sure to use one space after a period used to end a sentence or to punctuate initials. In Jones, P. F., for example, there should be a space after P.

This quick guide to APA will not answer all your referencing needs. You are responsible to use the APA style manual, which is a black and red book available in the Huntington University library under the call letters Reserve 808.02 A612p. Another very helpful cite is the University of Wisconsin Writing Center's [www.wisc.edu/writing/Handbook/Documentation.html](http://www.wisc.edu/writing/Handbook/Documentation.html)

## References

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**Key to References:**

Brown—a chapter from an edited book; notice the title of the book is lowercase and italicized.

Coover—an article from a scholarly journal; notice the title of journals are uppercase; scholarly journals publish research and theory and contain references and footnotes.

Eid and Langeheine—an article from a scholarly journal that was found online in HTML format (the date "November 19, 2000" lets us know how current the posting was since web pages sometimes are removed).

GVU's 8th WWW—a stand-alone document on a website that doesn't provide author or date identification.

Kandel and Squire—an article from a magazine (not a scholarly journal). It includes the *month and day* the issue was published, not just the year. It also includes the volume number (290) followed by the page numbers.

Mitchell and Larson—an unedited book that is dual authored (both authors wrote the entire book).

Priest and Dominick—a scholarly journal that is noncontinuous pagination—that is, each volume begins again with page 1, so it needs both the volume number and the issue number. If a journal uses continuous pagination throughout the year (meaning that issue 1 starts on page one but issue two of the year might start on page 307, or example, and issue 3 on page 579 and issue four on page 922—you only list the volume number and not the issue number.

Zane, L., Roberts, P. D., and Adams, J.—an article in a scholarly journal found online (such as from EbscoHost) in PDF format. Since it is a PDF, it is essentially a photocopy of the actual journal page and so the page numbers are accurate to the real paper version of the article. So you simply add the words "Electronic version" in brackets at the end of the article title. This is in contrast to the Eid and Langeheine article which was found in HTML format and so did not have accurate pagination and so needed to be cited as "Retrieved from ...."

**Some Common Mistakes to Avoid:***WRONG*

Priest, P.J.

Miller, Katherine (1999).

*RIGHT*

Priest, P. J.

Miller, K. (1999).

Priest, P. J. & Dominick, J.  
the school” (p.35).  
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44 (4), 74-97.  
from www.jbc.edu.

Priest, P. J., & Dominick, J.  
the school” (p. 35).  
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from www.jbc.edu

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