APA SAMPLE FORMATTING

The following is a simplified version of what is required in APA formatting. The information has been condensed from the *Publication Manual of the American Psychological Association* 6th ed., 2010.

- Page two is the outline of how the title page should appear.
- Page 3 is a sample title page.
- Page 4 contains general instructions for papers. It also begins the section that addresses how to cite references within the text. Several examples follow on page 5. Page 6 and following list instructions and samples for the reference page.

Running head: TITLE OF PAPER/PROJECT (The above two items are placed in the header. The title 'Running head' on the first page. The running head needs to be 50 characters or leading to the state of t	
Paper/Project Title in FULL: Centered on Page	
First Name, Middle Initial, and Last Name of Author	
Institutional Affiliation of Author	
[or city and state of residence]	

Running head: APA SAMPLE FORMATTING	1
APA Sample Formatting for Crossroads College: Helps and Guidelines	
Kimber J. Schletty	
Crossroads College	

General Instructions:

- Use standard size paper $(8\frac{1}{2} \times 11^{\circ})$
- Use only accepted typefaces, such as Times Roman or Courier and 12 point font size
- Do not use contractions
- Double space your entire paper no triple space between paragraphs
- Margins are to be 1 inch -- top, bottom, right and left
- Number all pages (including the title page)
- Paragraphs should be indented ½ in.
- Page numbers are to be placed in the upper-right corner include a running head with a condensed title of your paper in the upper-left corner. The running head should be in all capitals
- Single space after commas, colons, semicolons, and after punctuation marks at the ends of sentences.
- Short quotation of less than 40 words should be incorporated in the text.
- A long quotation of more than 40 words should be indented five spaces and double-spaced. If quotation is more than one paragraph, indent the first line of each subsequent paragraph (and additional lines) five spaces.
- A full title of the paper begins the first page and is centered at the top.

Citations in Text:

A citation in your paper identifies the source for readers and enables them to locate the source of information in the reference list at the end of your paper. If you cite a resource, you must include it in your reference list.

For citations in the paper:

- List the author(s) and the date published.
- For a direct quotation the page number must also be cited.
- When listing one to five authors each name must be listed.
- When a work has 3, 4, or 5 authors, cite all their names in the first citation; in subsequent citations use the name of the first author followed by "et al."
- For 6 or more authors list the first author followed by "et al."
- When citing references with same author and the same publishing year use the date with a letter of the alphabet following it as it would be listed on the reference page.
- Within a paragraph, you do not need to include the year in subsequent references as long as it cannot be confused with other citations.
- When a work has no author, cite in the text the first few words of the reference list, using italics for book or website titles and quotation marks for article titles and standard title capitalization.

The following are examples of how citations in the text should be typed:

1) One Work by One Author

In a recent study, it was found that most students prefer studying in the evening (Schletty, 2000).

A 2001 study by Sprinkle found that some students study better in the earlier hours of the day.

According to Dunbar (1996), for some students, studying while listening to music may be helpful.

2) Work by Same Author and Publishing Date

Walston (2001a) suggested that college students with bi-polar can succeed in the academic arena. In a follow up article by Walston (2001b) he concluded that while these students can have success it might also be quite difficult for them.

3) One Work by 2-5 Authors

According to a study in 1999 by Brink and Schletty, students prefer studying at night because there are fewer interruptions.

Divino, Haglund and Comeaux (2000) found in their research that in some cases the time of day did not matter.

When used later in the text: Divino et al. (2000) described in their research the need for good nutrition in respect to successful test taking.

4) One Work by Six or More Authors – Quote

As stated by Greene et al. (1998), "Several studies have shown that students who study during the morning hours are more likely to do better on exams" (p.15).

5) One Work by One Author – Quote

Academic performance is affected by the time of day a student studies. It has been shown that "of those students who prefer studying at night, 87% are on the Dean's Honor Roll" (Walston, 2002, p. 63).

6) Work from Electronic Media

College students who study are found to be much more successful in their academic pursuits (Crossroads College, n.d.).

7) Works from the Bible or Other Classical Works

"Identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source" (*APA Publication Manual*, 2010, p. 179).

Paul writes in 1 Cor. 13:1, "If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging symbol (*Revised Standard Version*).

The Bible provides us with words of encouragement and hope: "For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give hope and a future" (Jer. 29:11, *New International Version*).

Note if you are using "*The Message*" by Eugene H. Peterson, you will need to cite it and reference it as a book by a single author as it is a paraphrase written by Peterson.

Reference List:

The reference list at the end of the paper documents and provides information needed to identify each source used in the paper. Only sources used in the research paper should be referenced. (For clarification purposes, a reference list cites works that specifically support information provided in the paper. In contrast a bibliography cites works for background or further reading.)

For your paper:

- Type the word "References", capitalizing the 'R' with all remaining letters in lowercase. Center it on the top line of the last page.
- All references are to be double-spaced and should have a hanging indent. (This means all but the first line should be indented ½ inch.
- Sort references in alphabetical order.
- Alphabetize books with no author or editor by the first significant word in the title. (For example '*The Dictionary of the Psychology*' would be alphabetized using the word 'dictionary'.)
- Capitalize only the first word of the title, the subtitle (if any), and any proper names.
- For books italicize the title.
- For periodicals italicize the periodical title but not the article title.
- When listing multiple authors always list the names in the order they appear on the book or periodical.
- When listing books by the same author and same year of publishing add a letter of the alphabet after the year of publication. Sort alphabetically by title.
- For periodicals:
 - Include publication information: volume number, issue number or letter, and page number(s).
 - Give the date shown on the publication—season for seasonally, month for monthlies or month and day for weeklies.
- For Electronic Media:
 - Direct readers as closely as possible to the information being cited.
 - Use the URL from the specific document rather than a home or menu page.
 - If using multiple sources within a site, then use the home page.

The following are examples of how references should be typed.

Book, single author –

Schletty, K. J. (2000). General psychology. Rochester, MN: Crossroads College Publishing Co.

Book, same author and year of publishing -

Schletty, K. J. (2000a). A look at abnormal psychology. Chicago, IL: University of Chicago

Press.

Schletty, K. J. (2000b). Living with a bi-polar child. Grand Rapids, MI: Baker Publishing Co.

Book, two authors -

, L. K., & Nelson, K. A. (2007). Managing business ethics: Straight talk about how to do it right. Hoboken, NJ: Wiley.

Book, third edition, Jr. in name -

Sprinkle, J., Jr. (2001). *Psychology: A deeper look* (3rd ed.). Rochester, MN: Crossroads College Publishing Co.

Book, three up to seven authors, revised edition – (this example shows six authors)

Greene, K., Sprinkle, J., Jr., Cooper, J., Sargent, M., Mahan, H. G., & Burgstaler, J. (1998). *A new perspective of introductory psychology* (Rev. ed.). Lincoln, IL: Christian Source Publishers.

Book, editor -

Samovar, L. A., & Porter, R. E. (Eds.). (1997). *Intercultural communication: A reader* (8th ed.). Belmont, CA: Wadsworth.

Book, no author or editor -

The Weedman-Picker dictionary of the psychology (9th ed.). (1997). Rochester, MN: Moreland-Williams Companies, Inc.

Journal article, multiple author (no issue number) -

Walston, R. D., Haglund, M., & Comeaux, R. M. (2000). Understanding Freud's theories of psychology. *Christian Journal of Psychology*, 32, 108-123.

Journal/Magazine article, single author, volume, date and issue number –

Dunbar, B. (1996, August 1). A musician's view of psychology. *The Christian Newsweek, 16* (2), 92-98.

Journal article, more than eight or more authors –

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, *57*, 323-335.

(If there are eight or more authors, list the first six, then three spaced elipses (. . .) and finish with the last author.)

Magazine article, no author -

Understanding general psychology and more. (1999, Fall). A Christian View, 7, 114-126.

Electronic Media, no date -

Crossroads College. (n.d.) *The successful studies of bible college students*. Retrieved from http://www.crossroadscollege.edu/studies/psyc.00.11.html

Electronic Media, author, date -

Johnson, K., Woeste, M. (2000, March). *A look at how music students study*. Retrieved from Minnesota Christian College, Research Department Web site: http://www.mcc.edu/research/music/goodstudents.html

Electronic Media, author, date, online journal –

Hodges, F. M. (2003). The promised planet: Alliances and struggles of the gerontocracy in American television science fiction of the 1960s. *The Aging Male*, 6, 175-182. Retrieved from http://www.informaworld.com/TheAgingMale

Bible or Other Classical Works

"Reference entries are not required for major or classical works, such as ancient Greek and Roman works or classical religious works" (*APA Publication Manual*, 2010, p. 179).

DOIs (Digital Object Identifier)

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography.

European Journal of Marketing, 41(11/12), 1245-1283. doi:10.1108/

03090560710821161

Audiovisual: Motion Picture

Vasile, T. (Producer), & Fellini, F. (Director). (2001). Roma [Motion picture]. United States:

MGM Home Entertainment.

- 1. In the Author field, identify the primary contributors (i.e. the director or producer or both) but not the presenters.
- 2. A description of the form of the work goes in square brackets [] after the title. It is not italicized.
- 3. For publication information, give the motion picture's **country of origin** and the name of the motion picture studio.

Audiovisual: Music Recording

The Beatles. (2003). Across the universe. On *Let it be . . . naked* [CD]. Hollywood, CA: Capital Records.

Audiovisual: Audio Podcast

Noonan, D. (Producer). (2008, January 9). The whistle from the blunder: Part 5 [Audio podcast].

Retrieved from http://www.radionz.co.nz

Interviews, Email, and Other Personal Communication

Because they do not provide recoverable data, personal communication is <u>NOT</u> included in your reference list; instead, parenthetically cite the communicator's name, the fact that it was personal communication, and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Codes of Ethics and DSM

American Association of Christian Counselors (AACC). (2004). *AACC code of ethics: The Y2004 final code*. Retrieved from http://www.aacc.net/about-us/code-of-ethics/

American Counseling Association (ACA). (2005). *Code of ethics and standards of practice (Rev. ed.)* Alexandria, VA: Author.

American Psychiatric Association (APA). (2000). *Diagnostic and statistics manual of mental disorders (4th ed. text revised)*. Washington, DC: Author.

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