

Page Setup

- 1" on every side of the document
- Double-spaced; no extra spaces
- 12 pt font
- **TWO spaces follow punctuation (recommended)**

Title Page

- Running head
 - Now included in the header
 - a colon
 - abbreviated version of the title in all caps
 - No more than 50 characters & spaces
 - Type "Running head," on title page only

- All proceeding pages will only have the portion of the title
- NOTE: May need to insert the title page under a separate document

- Title
 - Concise statement of main topic
 - Fully explanatory on its own
- Author Name(s)
 - Omit titles (Dr., Professor) and degrees (PhD, EdD, MD, etc.)
- Institutional Affiliation
 - If none, list city and state of residency
- Author Note (if applicable)

The Author Note

- Should appear on the first page below title, byline, institutional affiliation
- First paragraph: Complete departmental affiliation
 - Author name as it appears in the byline, department name, university name; next author name, department name, university name.
 - State names should be spelled out
- Second paragraph: Changes of affiliation (if any)
 - Use this wording: [author's name] is now at [affiliation].
 - Include department and institution
- Third paragraph: Acknowledgements
 - Identify grants/other financial support (and source), other colleagues who assisted. Do not acknowledge peer reviewers/editors, etc.
 - Explain special circumstances concerning authorship
 - Thanks for personal assistance
 - Special circumstances (see *APA Manual* 6th edition, p. 25)
- Fourth paragraph: Contact info

Complete mailing address. End w/email address, no period.

Header Levels

These have changed!

- Header levels go in order, 1-5. If using one level, use Level 1. If using two, use Levels 1 and 2, and so on.

Level One is Centered, Bold, Uppercase and Lowercase

Level Two is Flush Left, Bold, Uppercase and Lowercase

Level Three is Indented, bold, lowercase paragraph heading ending with a period. Paragraph.

Level Four is indented, bold, italicized, lowercase paragraph heading ending with a period. The paragraph follows.

Level Five is indented, italicized, lowercase paragraph heading ending with a period. The paragraph follows.

Digital Object Identifier (DOI)

- If the source has a DOI, cite it after the rest of the citation is finished:
 - Brownlie, D. Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283. doi:10.1108/03090560710821161

Reference List

- Book
 - Gravetter, F. J., & Forzano, L. B. (2005). *Research methods for the behavioral sciences* (2nd ed.). Belmont, CA: Wadsworth/Thomson.
- Book with editor
 - Plath, S. (2000). *The unabridged journals* (K. V. Kukil, Ed.). New York, NY: Anchor.
- Journal paginated by volume
 - Risko, E. F., Stolz, J. A., & Besner, D. (2005). Basic processes in reading: Is visual word recognition obligatory? *Psychonomic Bulletin & Review*, 12, 119-124.
 - *With DOI: Same format, but after page number:* doi:10.1037/0278-6133.24.2.225
- Journal paginated by issue
 - Schmidt, J. R., & Cheesman, J. (2005). Dissociating stimulus-stimulus and response-response effects in the Stroop task. *Canadian Journal of Experimental Psychology*, 59(2), 132-138.
- Article From an Online Periodical
 - Stroop, J. R. (1935). Studies of interference in serial visual reactions [Electronic version]. *Journal of Experimental Psychology*, 121(1), 15-23.
 - (Note: if there is no print version available, remove [Electronic version], include date of access and URL after the issue: Retrieved July 5, 2005, from <http://www...> Use the exact URL of the article if possible, unless you have retrieved an article from a newspaper's site (e.g. www.newyorktimes.com)
- Article from a Database
 - Holliday, R. E., & Hayes, B. K. (2001, January). Dissociating automatic and intentional processes in children's eyewitness memory. *Journal of Experimental Child Psychology*, 75(1), 1-5. Retrieved February 21, 2001, from Expanded Academic ASAP database (A59317927).
- Non-Periodical Web Document
 - List as many as possible of the following:
 - Author's name. Date of publication (use "n.d." if no date is known or available). *Title of the document in italics*. Date of access. URL directly to the source
 - Chovil, I. (n.d.). *What is schizophrenia?* Retrieved November 6, 2005, from <http://www.chovil.com/first.html>
 - Keep them in this order!
 - If there is no author, use the title as the author, followed by the date in parenthesis.

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