



APA DOCUMENTATION

The American Psychological Association (APA) guidelines for setting up a page are fairly simple, and using a computer will make the task even easier. For instance, word processing packages may contain a template set for APA style. This will arrange some items automatically and assist you with certain tasks. It is always a good idea, however, to understand some basics about APA style because computers will not do everything for you, and they are prone to mistakes.

Page Setup

Margins are set at least 1" on every side of the document. The default on Microsoft Word is 1.25" for left and right margins. Use Page Setup under the File menu to change margin settings.

Spacing, according to APA style, is double (2.0 for most word processors) from the beginning of the paper to the end, including headings, quotations, and the References list.

Headers appear at the top right-hand side of every page, including the title page. The header consists of two or three words of the title of the paper, five spaces, and then the page number, like in the example below:

Biology and Personality 12

The title page is double-spaced and centered. It includes the title of your paper (the title of your paper is also included on the first page of actual text), your name, and the name of the university. At the top of the page, include the full running head (an abbreviated version of your title):

Running head: BIOLOGY AND PERSONALITY TYPING IN HUMANS

Levels of Heading

Centered Uppercase and Lowercase Heading

Centered, Italicized, Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period.

In-Text Citations

Ideally, no more than 25 percent of your paper should be direct quotations. Attempt to paraphrase as much as you can. You should opt for direct quotations when citing a statistic or an original theory. Direct quotes are also good if you feel that the author's words capture a point exactly.

Any time you borrow ideas or material, whether quoted directly or paraphrased, you need to indicate from where and whom you borrowed the information. This helps you remember where you found the material in case you should need to find it again, and it helps others access your information quickly.

If you directly quote a source, include the author's last name (if more than one author exists, use an "&" symbol), year, and page number in your citation. You can include the author's last name in the text or in parentheses, but the page number always appears in parentheses after the citation. When using a date, always include it directly after the author's name (in-text or in parentheses).

Examples:

"Tolerance is social justice" (Heller and Hawkins Jr., 1999, p. 17).

OR

According to Heller and Hawkins Jr. (1999), "Tolerance is social justice" (p. 17).

Often, however, APA style is used to cite entire works, such as experiment reports, so page numbers may be omitted. (Notice that when you include the authors' names in the text, you use "and.")

Example:

Freud and Jung (1949) define the relationship between the id, ego, and super-ego.

If you are citing a work with three or more authors, include all last names the first time and only the first author's last name and et al. in the other citations.

Example:

Wasserstein et al. (1994) found that chipmunks are louder in the month of April.

The first time you use a source, it is a good idea to introduce the author at the beginning of the sentence (rather than just in parentheses at the end of the sentence) by establishing the person's credentials. Avoid referring to only the name of a work in your text (unless there is no identifiable author). This makes it difficult for the reader to locate the source on your References list. Always try to use primary sources. If the primary source is not available and you must cite something from a secondary source, indicate who said the quote in your text, then indicate where you found the actual quote in parentheses.

Block Quotations

If you quote material of 40 words or more, you should set off the text as a block quotation. To signal a block quote is being used, you should have a sentence introducing the block quote and that sentence should end with a colon. Next, remove the quotation marks and indent every line of text five spaces from the left margin (keep it double-spaced). This is the only time in APA style when punctuation will not follow the final parenthesis, but it will end the quotation instead.

Example:

Tolstoy (1960) argues against the perpetuation of artistic standards because works or composers were at one point valued:

But the critics, having no basis for their judgments, never cease to repeat their traditions.

The classical tragedians were once considered good, and therefore criticism stills considers them to be so still. Dante was esteemed a great poet, Raphael a great painter, Bach a great musician-and the critics, lacking a standard by which to separate good art from bad, not only consider these artists great but regard their productions as admirable and worthy of imitation. (p. 112)

If you are paraphrasing an entire chapter or study, it is permissible to include the citation information in parentheses at the end of the entire paragraph (rather than after each sentence). In this case, it is usually advisable to include the author's name at the beginning of the paragraph so the reader knows where the writer is getting his or her information.

Remember: Every paraphrase should include citation information!

The References List

- Center the phrase “References” at the top of the page.
- Alphabetize all entries (usually by author’s last name first). First and middle names are never used; only use first and middle initials.
- Begin all entries flush left. If an entry continues to other lines, indent the extra lines five spaces from the left-hand margin.
- Double-space all entries.
- Make sure all in-text citations have corresponding entries on the References list.

Example:

References

Baron, D. (1989). *Declining grammar and other essays*. Urbana, IL: NCTE.

Flower, L., & Hayes, J. L. (1977). Problem-solving strategies and the writing process. *College English*, 39, 449-61.

Murray, D. (1990). Write before writing. In T. Newkirk (Ed.), *To compose* (pp. 33-42).
Portsmouth, NH: Heinemann.

The first entry in the example listed above is a typical entry for a book. Notice the order information is listed in, as well as the spacing, punctuation, and capitalization (only the first word of the book is capitalized and the first word after a colon). Publication information can be found on the title page and

the copyright page of a book. The second entry is a typical periodical entry. Notice that it follows a slightly different format from a book. Again, notice the spacing, punctuation (no quotation marks around the title of the article), and capitalization. The third entry shows the way to write an anthology entry.

How to Cite Electronic Sources

A Professional or Personal Web Site:

The MSU Writing Center. (2000). Retrieved September 5, 2004, from <http://www.smsu.edu/writingcenter>

An E-mail:

Cite as a personal communication in-text only. Do not include on the References list.

(M. Paxton, personal communication, July 8, 2004)

An Online Government Publication:

United States Dept. of Justice. (1995). *Prosecuting gangs: A national assessment*. Retrieved July 19, 2004, from <http://www.ncjrs.org/txtfiles/pgang.txt>

An Article from an Aggregated Database:

Nelkin, D., & Lindee, M. S. (1995). Elvis' DNA: The gene as cultural icon. *Humanist*, 55(3), 10–20. Retrieved February 29, 2002, the EbscoHost MasterFILE Elite database.

Use (n.d.) to indicate the Web site has no published date of creation.

APA'S Web Site

For additional information or the most recent updates, visit APA's Web site at www.apastyle.org.