APA DOCUMENTATION GUIDE
Based on the Publication Manual of the American Psychological Association (6th ed.)
(January 2010)

Common Types of Articles Written in APA Format

Empirical Studies are reports of original research.

Literature Reviews are critical evaluations of material that has already been published.

Theoretical Articles are ones in which authors draw on existing research literature to advance theory.

Methodological Articles present new methodological approaches, modifications of existing methods, or discussions of quantitative and data analytic approaches to the community of researchers.

Case Studies are reports of case materials obtained while working with an individual, a group, a community, or an organization.

General Paper Format

- **Paper:** 8 1/2 x 11 in., heavy white bond

- **Typeface:** 12-pt Times Roman. Use italics rather than underlining.

- **Spacing:** Double-space between all lines of the manuscript.

- **Margins:** Leave uniform margins of at least 1 in. at the top, bottom, right, and left of every page.

- **Spacing and Punctuation:** Space once after all punctuation as follows: after commas, colons, and semicolons; after periods that separate parts of a reference citation; after periods of the initials in personal names; and after periods at the end of the sentence (although two spaces may be used in early drafts to aid in reading).

- **Order of pages:** title page with running head for publication, title, author's name, and institutional affiliation, (numbered page 1); abstract (numbered page 2); text (start on a separate page, numbered page 3); references (start on a separate page); appendixes (start each on a separate page). (See sample pages at the end of this document.)

- **Page numbers and headers:** Number pages consecutively, beginning with the first page. On page 1, at the left of the header, type the words Running head: (not italicized); follow in all caps the title of the paper (or a shortened version of the title if it is very long). Subsequent pages require only the title of the paper. All page number should be located at the right margin of the header. (See sample pages at the end of this document.)
• **Paragraph indentation:** Indent the first line of every paragraph five to seven spaces (for consistency, use the tab key).

• **Title page:** The title page includes five elements: **title** (in upper- and lower-case letters, centered horizontally and positioned in the upper half of the page), **running head** (at the left margin in the header), **author’s name and institution affiliation** (on separate lines, double-spaced after the title), and **author note** (if required). The title page, as every other page, should include the page number. The title itself should summarize the main idea of the paper simply and, if possible, with style, fully explanatory when standing alone. (See sample pages at the end of this document.)

• **Abstract:** The abstract is a brief, comprehensive summary of the contents of the paper; it should begin on a new page, with a header and the page number 2 in the upper right-hand corner of the page. The abstract should be between 150 and 250 words in a single paragraph in block form (do not indent). The abstract should be accurate, non-evaluative, coherent, readable, and concise.

• **Text:** Begin the text on a new page and identify the first text page with the manuscript page header and the page number 3 in the upper right-hand corner of the page. Type the title of the paper centered at the top of the page, double-space, and then type the text. The sections of the text follow each other without a break. Do not start a new page when a new heading occurs. Each remaining manuscript page should also carry the manuscript page header and the page number.

**Levels of Headings**

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Centered, Boldface, Uppercase and Lowercase Heading (also called Title Case)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td><strong>Flush Left, Boldface, Sentence Case</strong></td>
</tr>
<tr>
<td>Level 3</td>
<td><strong>Indented, boldface, lowercase paragraph heading ending with a period.</strong></td>
</tr>
<tr>
<td>Level 4</td>
<td><strong>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</strong></td>
</tr>
<tr>
<td>Level 5</td>
<td><strong>Indented, italicized, lowercase paragraph heading ending with a period.</strong></td>
</tr>
</tbody>
</table>

**Numbers**

Use figures (numerals) to express

- numbers 10 and above
- numbers in the abstract of a paper or in a graphical display within a paper

*Available at http://troy.troy.edu/writingcenter/handouts/APA.doc*
- numbers that immediately precede a unit of measurement
- Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles
- Numbers that represent time; dates; ages; scores and points on a scale; exact sums of money; and numerals as numerals

Use words to express
- Any number that begins a sentence, title, or text heading
- Common fractions
- Universally accepted usage

Use a combination of figures and words to express
- Rounded large numbers (starting with millions) ex: almost 3 million
- Back to back modifiers ex: twenty 6-year-olds

Treat ordinal (first, second, etc.) numbers as you would cardinal (one, two, etc.) numbers.

**In-Text Citations**

Document your study throughout the text by citing parenthetically the author and date of the works you used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. You should cite the work of those individuals whose ideas, theories, or research has directly influenced your work. For a discussion of citing and plagiarism, see Chapter 6 of the 6th edition.

Whether paraphrasing or quoting an author directly, you must credit the source. For a direct quotation in the text, give the author, year, and page number in parentheses. Include a complete reference in the reference list. When paraphrasing or referring to an idea contained in another work, you are not required to provide a page number. Nevertheless, you are encouraged to do so, especially when it would help an interested reader locate the relevant passage in a long or complex text. **For electronic sources that do not provide page numbers**, use the paragraph number, if available, preceded by the ¶ symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the location of the paragraph following it to direct the reader to the location of the material (Ex: Beutler, 2000, Conclusion section, para. 1).

If the name of the author appears as part of the narrative, cite only the year of publication in parentheses.

Ex: Walker (2000) compared reaction times

Otherwise, place both the name and the year, separated by a comma, in parentheses.
Ex: In a recent study of reaction times (Walker, 2000)
Direct Quotations:

Although APA recommends paraphrasing and/or summarizing, in some instances direct quotations are more appropriate or effective. Material directly quoted from another author's work should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) in text, and enclose the quotation with double quotation marks. Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent it one-half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each one-half inch from the margin of the quotation. Type the entire quotation double spaced. At the end of the block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

Multiple Authors:

When a work has two authors, always cite both names every time the reference occurs in the text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a period after al) and the year if it is the first citation of the reference within the paragraph. When a work has six or more authors, cite only the surname of the first author followed by et al. (not italicized and with a period after al) and the year for the first and subsequent citations. (In the reference list, however, provide the initials and surnames of the first six authors, and shorten any remaining authors to et al.). Join the names in parenthetical material and in the reference list by an ampersand (&).

Examples of Reference Entries

Periodicals:

General reference form:

DOI is the digital object identifier assigned to content that is retrieved online. If the article used has no DOI, then give the page URL for the document: http://www.xxxxxx
Notice that there is no period after the DOI number or the URL.

Journal Article with DOI

Journal article without DOI (when DOI is not available)


Note: The issue number of the journal is included in parentheses following the volume number.

Magazine Article


Online Magazine Article


Newsletter Article, No Author


Newspaper Article


Note: Use the abbreviation *p.* or *pp.* before the pages of a newspaper article.
Books, Reference Books, and Book Chapters:

General reference forms:


Editor, A. A. (Ed.) (1986). *Title of work*. Location: Publisher.


Entire Book, Print Version


Electronic Version of a Printed Book


Electronic-Only Book


Note: *n.d.* means *no publication date given*.

Book Chapter, Print Version


Reference Book


Available at http://troy.troy.edu/writingcenter/handouts/APA.doc
Entry in an Online Reference Work, No Author or Editor


Note: n.d. means no publication date given.

Audiovisual Media:

General Forms:


Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Date of recording if different from song copyright date).

Video


Single Episode from a Television Series


Music Recording


Note: When citing music recordings in text, include side and band or track numbers: “Shadow and Frame” (lang, 2008, track 10).
Internet Message Boards, Electronic Mailing Lists, and Other Online Communities:

General form:

Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from

http://www.xxxxx

Message Posted to a Newsgroup, Online Forum, or Discussion Group

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions

[Online forum comment]. Retrieved from

http://www.wipo.iunt/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural

#comments

Blog Post

MiddleKid. (2007, January 22). Re: the unfortunate prerequisites and consequences of

partitioning your mind [Web log message]. Retrieved from


Note that a blog post may contain a screen name as the author if only the screen name is given.

Web Page with No Author


Note 1: *n.d.* means no publication date given.

Note 2: If an entire website is referenced, the citation information may be included within the text.

Ex: “Kidspsych is a wonderful interactive website for children (http://www.kidspych.org).”

(Reference numbers [2.01, 8.03, etc.] refer to sections in the Manual. A copy of the manual is available for use in the Writing Center, 124 Eldridge Hall.)

---

EFFECTS OF AGE ON DETECTION OF EMOTION

Research examines relatively automatic processing. First, in their previous work, Otman et al. (2001) compared RTs with both 2 x 2 and 3 x 3 arrays. No significant RT differences based on the number of images presented in the arrays were found. Second, in their Otman et al. (2001) study and the present study, analyses were performed to examine the influence of target location on RT. Across both studies, and across both age groups in the current work, emotional targets were detected more quickly than non-emotional targets, regardless of their location. Together, these findings suggest that task performance is dependent on relatively automatic detection processes rather than on controlled search processes.

Although further work is required to gain a more complete understanding of the age-related changes in the early processing of emotional information, our findings reflect this.


Available at http://troy.troy.edu/writingcenter/handouts/APA.doc