

## **SIXTH EDITION**

**NOTE:** The American Psychological Association moved to the seventh edition of its style guidelines in October 2019, so the guidelines in this handout are no longer current. Some teachers and courses are still using the 6<sup>th</sup> edition guidelines, however, so if you need them... here they are!

Effects of Flying Pigs on Consumer Confidence

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## Effects of Flying Pigs on Consumer Confidence

This sample paper presents some guidelines for papers following the 2010 *Publication Manual*, 6<sup>th</sup> edition, of the American Psychological Association (APA). It is printed in 12-point Times New Roman font, and the lines are double-spaced and left-aligned. The full title on this page is centered but not bolded. Top, bottom, and side margins are set at one inch throughout the paper. There are no extra spaces between the title and the text in any paragraph, and there are no extra spaces between paragraphs. Each new paragraph is indented half an inch, which can be done by using the tab key. APA assumes the paper begins with an introduction, so there is no heading titled “Introduction” (p. 63) unless a teacher asks for one. Two spaces follow a period at the end of each sentence (APA, 2010, p. 88).

### **Title Page**

In strict APA style, which was created for professional researchers, the middle of the title page would list only the (a) paper’s full title, (b) author’s name, and (c) university’s name. However, APA (2010) has no guidelines for student papers. Some departments require students to use the official format, and some have their own requirements for the title page. The title page of this example follows the example in Maimon’s (2010) *A Writer’s Resource* and is appropriate for papers in many lower-division courses.

The header on the title page is slightly different from the header on other pages. To set it up, a writer can click “Different First Page” on the “Edit Header” option on Word’s® “Insert” ribbon. Like other pages, the title page shows the page number alone in the top right corner and the paper’s running head in the top left. The running head is a few words from the title and is at most 50 characters, including letters, punctuation, and spaces (APA, 2010, p. 229). All the letters are capitalized. On the title page, however, the paper’s running head comes after the words “Running head” and a colon. The running head and page number are ½” from the top of paper.

### **Style Choices**

Academic papers avoid contractions and are normally written in the third person, avoiding “I” and “you.” APA also uses the active voice whenever possible, to make it clear who performed the action in a sentence. Thus it prefers “researchers found porcine aviation to have several benefits” or “Smith (2011) found porcine aviation to have several benefits” to “porcine aviation was found to have several benefits.” More information on active and passive voice is available in the handouts on the Writing Center’s website.

APA (2010) also has rules for using numbers and abbreviations. In general, the numbers one through nine are spelled out but figures are used for larger numbers. All numbers beginning a sentence are spelled out (APA, 2010, p. 112). Almost all abbreviations must be spelled out on first reference, though a list of exceptions is on p. 107 of the *Manual*. When an organization like Idaho State University (ISU) is first named in a paper’s text, its full name is written out, and, if it will be mentioned again at least twice, followed by an abbreviation in parentheses. After that it is referred to by the abbreviation only.

### **Section Headings**

This paragraph begins a new section of this paper with a heading. This sample paper uses two levels of heading, as shown on the next page. Each major heading is centered and bolded, and each of the next subheadings is flush left and bolded. All major words of each are capitalized. If there are any subheadings at all in a section, there must be at least two; no part of a paper can contain a single subsection by itself. See p. 62 of the *APA Manual* or the Writing Center’s handouts for a paper with more than two levels of headings.

### **Citations**

American academic writing requires a writer to show the sources of all ideas, facts, and words that come from somewhere else. Those sources are listed on a reference page at the end of

the paper, and *citations* in the paper show which source each idea, fact, or quotation comes from. Those citations can be *in-text* (the source's author is part of a sentence) or *parenthetical* (the author and date are listed in parentheses at the end of a sentence).

### **Direct Quotations**

As Ray (2016) explained, “the source of a direct quotation can be identified by giving the author's last name and the year of publication in the sentence introducing the quotation, and by putting the page after the closing quotation mark” (p. 56). The year goes with the author, not the page number. If the quotation was found on a single page, a “p.” goes before the page number, but, Ray noted, “if it was on two pages, a “pp.” is used instead” (pp. 56-57). In the previous sentence, the name *Ray* is not followed by a date because in-text citations need to list the year only once per paragraph (APA, 2010, p. 174).

Sometimes, however, “a source is identified only in parentheses after a quotation” (Ray, 2016, p. 57). If a writer chooses to cite a source this way instead of naming it in a sentence, the year must be included every time. APA does not insist that writers connect each quotation to some words of their own, but many teachers require it and it is a good habit to get into.

Quotations of more than 40 words are indented one inch (APA, 2010, p. 171). They are double-spaced like the rest of the paper but, Ray (2016) insisted,

they are not placed in quotation marks because the indentation already shows that this material is quoted. The citation at the end also differs from the usual format: instead of the period coming after the parentheses, it comes before them. (p. 148)

### **Indirect Quotations**

Writers who put a source's ideas or information in their own words must cite the author and year but not usually a page number (APA, 2010)—although several exceptions have been made in this sample paper to help writers find relevant sections of the APA's *Manual*. Ray

(2016) observed, however, that the rest of the rules for direct quotations still apply to these paraphrases. Those rules include using the past tense to describe a previous researcher's work ("Numeroff noted," "Numeroff found") and putting a period only AFTER any parenthetical citation (Ray, 2016). First names or initials are not included in citations unless they are absolutely necessary to distinguish between two sources.

### **Multiauthor Citations**

Many sources have more than one author, and the best resource for citing multiauthor sources is the chart found on p. 177 of the *APA Manual*. Ingalls, Brown, and Powers (2010) have explained that when one to five authors are named in a sentence, the last two names are connected with the word "and." When they are named inside citation parentheses, however, the last two names are linked with an ampersand (Ingalls, Brown, & Powers, 2010). Either way, all later references to a source written by three to five authors replace the later names with "et al." (Ingalls et al., 2010). Sources by more than six authors use "et al." from the start. "Et al." means "and others," so authors described as "Ingalls et al." should always take plural verbs and pronouns: *Ingalls et al. (2010) were the first researchers to... they argued...*

### **Complicated Authorship**

Many sources are authored by organizations rather than individuals. For citation purposes, the name of the organization is treated as the name of the author (Federal Aviation Administration [FAA], 2003). A work published by the FAA is alphabetized under "Federal" on the reference list. If the abbreviation "FAA" is introduced, it is used consistently; the writer does not go back and forth between the full name and the abbreviation (APA, 2010, p. 107).

Not all sources show the names of their authors. Sources without authors are alphabetized on the reference list by their titles, instead, and citations in the paper use the title's first words instead of an author's name ("Porcine Aerodynamics," 1998). If the source is a web

page, an article, or a book chapter, the words from the title go inside quotation marks; if it is a book, report, or brochure, they are italicized (*Frequent Flyers*, 2002). All major words of titles are capitalized in the body of the paper, although not on the reference list (APA, 2010, p.101).

To cite a 2005 quotation, fact, or explanation by Cho that a student actually found in a 2016 article by Ray, the student will use the phrase “as cited in.” The student did not read Cho’s article itself, so it does not appear on the reference list; only Ray’s article does. Instead, as Garcia made clear in the 1999 article “Snowball Rising,” the information about the original source goes in the sentence introducing the material, while the parenthetical citation directs the reader to the source (as cited in Ray, 2016, p. 92).

### **Personal Communications**

If a source is something like an interview, an email or a telephone conversation—that is, not something that a reader could refer back to—it is not included on the reference list. Instead, explained S. B. Barry (personal communication, May 31, 2011), it is cited in-text only as a dated “personal communication.” As always, the source’s name can be cited either in-text or parenthetically (S. B. Barry, personal communication, May 31, 2011).

### **Electronic Sources**

URLs are not included in citations within the body of a paper. Online sources are treated like any others: if the author and date are known, they are named in-text or parenthetically (APA, 2010). If the author is unknown, the first words of the title are used instead (“Porcine Aerodynamics, 1998”). If the date is unavailable, the abbreviation “n.d.” is used (“Shoes and Ships,” n.d.). The APA blog has noted that “Last Updated” dates should **not** be used as publication dates (Hume-Pratuch, 2010, “Online Documents,” para. 2).

When an online source has paragraph numbers rather than page numbers, “the citation for a direct quotation uses the abbreviation “para.” instead of ‘p.’” (APA, 2010, p. 172). If it has no

page or paragraph numbers but does have headings, the writer should count down to the relevant paragraph from the closest heading (Hormel, 2007, Results section, para 2). Subheadings with long titles can be shortened (Numeroff, 2002, “Pancakes Complicate,” para. 3).

### **The Reference List**

The reference section begins at the top of a new page. The word “References” is centered but not bolded or italicized. Reference entries are listed in “hanging indent” style (Ctrl-T on a PC) and are double-spaced. They are listed in alphabetical order by the last name of the first author (when the author’s name is available) or by title (when the author’s name is unavailable). All authors are presented last-name-first and only initials are used for their first and middle names.

Electronic source citations in the reference list end with a URL or DOI, and no period follows them. If a source has a DOI, the reference must include it instead of the URL. The words “Retrieved from” come before a URL (but not a DOI), and no retrieval date is used unless the source is something like a wiki which is likely to change (APA, 2010, p.192). Long URLs can be broken at forward slashes or underscores.

The list on the next page offers examples of only a few kinds of references. For more information, consider consulting the APA blog, the Purdue OWL, the *APA Publication Manual*, Maimon’s *A Writer’s Resource*, or the ISU Writing Center’s APA handout. All are cited on the reference list below.

## References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: American Psychological Association.
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- Maimon, E.P., Peritz, J.H., & Yancey, K.B. (2010). *A writer's resource: A handbook for writing and research* (3<sup>rd</sup> ed.). Boston, MA: McGraw Hill.
- Purdue Online Writing Lab. (n.d.) APA style workshop. Retrieved from <https://owl.english.purdue.edu/owl/resource/664/01/>