

## APA DOCUMENTATION GUIDE – PSYCHOLOGY (UW-L)

Based on the *Publication Manual of the American Psychological Association* (6th ed.)

This document summarizes the components of the 6<sup>th</sup> Edition APA style guide that all UW-L psychology instructors will be expecting **IF** it is specified that an assignment must be in APA style and includes paper format, headings, in-text citations, referencing, and numbers. Unless specifically instructed otherwise, follow the style elements shown on pp 1-5 of this document. Instructors may indicate that “only” the citations must be in APA style (in-text and references), in which case, you need only follow the citation/referencing components below.

In addition to the required elements, a faculty member may wish for you to submit a work where the entire paper is in “letter perfect” APA format. If so, the 6<sup>th</sup> page of this document provides a summary of the additional formatting components that should be evident.

### General Paper Format

**Paper, Typeface and Margins:** 8 ½ x 11 in., 12-pt Times Roman, and 1 inch margins at the top, bottom, right and left of every page.

**Spacing and Punctuation:** Double-space between *all* lines of the manuscript. Space **once** after all punctuation as follows: after commas, colons, and semicolons; after periods that separate parts of a reference citation; and after periods of the initials in personal names.

### Levels of Headings

Level 1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
Level 2	<b>Flush Left, Boldface, Sentence Case</b>
Level 3	<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>
Level 4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
Level 5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

### In-Text Citations

**Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.**

Document your resources 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.

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. **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 time...

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. Ex: It has been noted that "patient satisfaction increases with increased doctor-patient interaction" (Havid, 1999, p. 5).

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). 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 the order in which they are listed in the publication; in subsequent citations, include only the surname of the first author followed by *et al.* and the year if it is the first citation of the reference within the paragraph.

First time mentioned in text example: Hughes, Brestan, and Valle (2004)

Subsequent citations: (Hughes et al., 2004)

When a work has **six or more authors**, cite only the surname of the first author followed by *et al.*

**In the reference list** 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 (&)**.

## Reference Entries

**The object of providing citations and references is to allow the reader to easily find the resource in question. When providing your references err on the side of providing the most complete information possible in order to show good faith in providing an accurate reference. For example, if you don't know whether a journal is paginated, provide the issue number as an additional reference point.**

**If the type of document you are referencing is not listed below, consult the 6<sup>th</sup> edition of the APA style guide.**

### *Journal article (electronic and print examples)*

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

### *Journal Article with DOI*

Stevenson, W., Maton, K. I., & Teti, D. M. (1999). Social support, relationship quality, and well-being among pregnant adolescents. *Journal of Adolescence*, 22, 109-121. doi: 10.1006/jado.1998.0204

If you cite a journal article that originates from a print journal (e.g., not only available in electronic format) but you accessed the article via electronic means, you do NOT need to provide the URL or the database. However, if you have the DOI (Digital Object Identifier) for the article, please include.

### *Magazine Article*

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2003, May). Enhancing worker well-being: Work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

***Online Magazine Article***

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor>

***Newsletter Article, No Author***

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December).

*OJJDP News @ a Glance*. Retrieved from

[http://www.ncjrs.gov/html/ojjdp/news\\_at\\_a\\_glance/216684/topstory.html](http://www.ncjrs.gov/html/ojjdp/news_at_a_glance/216684/topstory.html)

***Newspaper Article***

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

**Books, Reference Books, and Book Chapters:**

Author, A. A. (1967). *Title of work*. Location: Publisher.

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

Author, A. A., & Author, B. B. (1995). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

***Entire Book, Print Version***

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

***Electronic Version of a Printed Book***

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

***Electronic-Only Book***

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from

<http://www.onlineoriginals.com/showitem.asp?itemID=135>

***Book Chapter, Print Version***

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford.

***Reference Book***

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

***Entry in an Online Reference Work, No Author or Editor***

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

**Audiovisual Media:**

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of origin: Studio.

***Video***

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

***Single Episode from a Television Series***

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive Producer), *House*. New York, NY: Fox Broadcasting.

**Internet Message Boards, Electronic Mailing Lists, and Other Online Communities:**

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](http://www.wipo.iunt/roller/comments/ipisforum/Weblog/theme_eight)

***Web Page with No Author***

Kidspsych. (n.d.). Retrieved from <http://www.kidspsych.org>

***Lecture Notes***

Morgan, B. (2009). *Introductory psychology* [Class handout]. Department of Psychology,

University of Wisconsin-La Crosse, La Crosse, Wisconsin.

***Powerpoints***

Morgan, B. (2009). *Psychopath* [PowerPoint slides]. Retrieved from

<https://uwlax.courses.wisconsin.edu>

**Numbers**

Use figures (numerals) to express

- Numbers 10 and above
- Numbers that immediately precede a unit of measurement, statistical or mathematical functions, time, dates, ages, and scores.

Use words to express

- Any number that begins a sentence, title, or text heading; Common fractions.

**Additional APA Criteria That May Be Assigned by Faculty**

- **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).
- **Page numbers and headers:** Number pages consecutively, beginning with the first page. 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). The page number should be located at the right margin of the header.
- **Paragraph indentation:** Indent the first line of every paragraph five to seven spaces.

- **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.
- **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.