

# APA STYLE, 5th EDITION

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

## I. Reading and editorial ease

- A. Double-space between all lines of the manuscript.
- B. 1 inch at top, bottom, right, and left of every page.
- C. Do not right justify the pages.
- D. Do not hyphenate words at the end of a line.
- E. Use underlining instead of italics.
- F. Use a 5-7 space indent to begin each paragraph.
- G. Type no more than 25 lines of text on a page.
- H. Double space after all punctuation that completes a sentence. Single space after all periods, except for those used in abbreviations (internal, no space; external, one space).
- I. Single space after commas.
- J. Single space after colons, except in ratios (no space).
- K. Single space after semicolons.
- L. Set quotations of 40 or fewer words between quotation marks in text.

**At the beginning of each trial, the experimenter said, "This is a new trial."**

- M. Set longer quotations in double-spaced blocks indented five spaces from each margin. Do not use quotation marks with blocks.

Courtright (1996) summarized:

**Clearly, if the accepted purpose of experiments and their associated statistical tests was to generalize statistical results to an unobserved, heterogeneous population, then the use of nonprobability, student samples would be highly problematic. Equally clear is that this is the purpose assumed sometimes implicitly, sometimes openly by many of the critics of this practice, including Potter et al. (1993, 1995). Such a purpose, however, is not universally accepted.**

- N. Generally, place periods and commas inside the quotation marks. Use footnotes sparingly.

- O. To show seriation within a paragraph or a sentence, use lowercase letters in parentheses.
- P. Use the final serial comma.

**Subjects considered (a) some alternative courses of action, (b) the factors influencing the decision, and (c) the probability of success.**

- Q. To indicate seriation of separate paragraphs, number each paragraph with an Arabic numeral followed by a period.
- R. Begin with paragraph indentation. Type second and succeeding lines flush left.
- S. The second item begins a new paragraph.
- T. Use headings to organize your paper. You will probably need no more than three levels of headings.

### **FIRST LEVEL HEADING**

Second Level Heading

Third level heading.

- U. Number each page.
- V. Express numbers below 10 in words. Express numbers 10 or greater in numbers except when they begin a sentence. Treat ordinal numbers the same (e.g., first, 10th).
- W. Use a combination of words and numbers to express large rounded numbers (e.g., 5 million).
- X. Use the symbol for percent (%) when preceded by a numeral. Use the word percentage when a number is not given.

## **II. Clear and unbiased expression of ideas**

- A. Say only what needs to be said. Use economy of expression.
- B. Use the active (rather than the passive voice).
- C. Be attentive to parallel construction.
- D. Watch subject/verb agreement.
- E. Watch for dangling modifiers.
- F. Avoid sexist language.

The client is usually the best judge of the value of his counseling.

The client is usually the best judge of the value of counseling.

The client is usually the best judge of his or her counseling.

Clients are usually the best judges of the counseling they receive.

Man's search for knowledge had led him into ways of learning that bear examination.

The search for knowledge has led us into ways of learning that bear examination.

People have continually sought knowledge.

The search has led them into ways of learning that bear examination.

Scholars often neglect their wives and children.

Scholars often neglect their spouses and children.

### III. Verification of information

- A. Describe the sample. Provide the sample size (N), means (M), standard deviations (SD).
- B. Provide adequate information about statistical tests. Present the degrees of freedom, value, and probability level.
- C. Provide a complete citation, including page numbers, for all quotations. Never quote without credit. **This is plagiarism.**
- D. Document your work. Provide citations for all sources in text and in the reference list at the end of the paper.
- E. APA uses the author-date method of citation; that is, the surname of the author and the year of the publication are inserted in the text at the appropriate point.

#### 1. One Work by a Single Author

Signorielli (1986) compared the images

In a recent study of program images, Signorielli (1986)

#### 2. One Work by Two or More Authors

- a. If a work has two authors, cite both names every time the reference occurs.
- b. When a work has more than two authors and fewer than six 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." and the year:

Rubin, Perse, and Powell (1985) [first citation]

A recent study (Rubin, Perse, & Powell, 1985) [first citation]

Rubin et al. (1985) [subsequent citations]

NOTE: USE "AND" IN TEXT; USE "&" IN PARENTHESES.

3. Corporate Authors

The names of corporate authors are spelled out the first time they appear in a text citation. You may abbreviate subsequent citations, if the abbreviation is understandable.

(National Institute of Mental Health [NIMH], 1981). [first citation]

(NIMH, 1981) [subsequent citations]

4. Works with No Author

a. If a work has no author, use the first two or three words of the title and the year in the citation. Use double quotation marks around the title of an article or chapter and underline the title of a book.

The book College Seniors (1979)

There was no indication of harm ("Study Finds," 1982).

b. If the work is designated as "Anonymous," cite in text as Anonymous followed by the date.

(Anonymous, 1983)

5. Authors with the Same Surname

If a reference list includes publications by two or more authors with the same surnames, include the authors' initials in all text citations to avoid confusion, even if the year of publication differs.

A. M. Rubin (1983) and R. B. Rubin (1985) also concluded

6. Two or More Works within the Same Parentheses

- a. Two or more works within the same parentheses should be in the same order as the reference list.
- b. Arrange two or more works by the same authors by year of publication. Place in-press citations last; for each subsequent work, give only the date.

**Past research (Signorielli & McLeod, 1993, 1994)**

**Past research (Zajonc, 1969, 1980, in press)**

- c. Identify works by the same author (or by the same two or more authors) with the same publication date by adding suffixes a, b, c, and so forth after the year.

**Several recent studies (Courtright, 1978a, 1978b, 1978c, in press-a, in press-b)**

- d. List two or more works by different authors within the same parenthesis in alphabetical order. Separate the citations by semicolons.

**Several studies (Dorow & O'Neal, 1979; Jones, Goswick, & Freeman, 1982; Mullaney, 1978)**

7. Specific Parts of a Source

When citing a specific part of a source, provide the page, chapter, figure, or table at the appropriate point in the text. Always give page numbers for quotations. Note that "page" and "chapter" are abbreviated when in parentheses.

**(Czapiewski & Ruby, 1978, p. 10)**

**(Petty & Cacioppo, 1982, Table 1)**

8. Personal Communication

Personal communication may be letters, memos, telephone conversations, and so on. Because they are not recoverable, personal communications are not included in the reference list, only in the text. Give the initials as well as the last name of the source and provide as exact a date as possible.

E. M. Perse (personal communication, October 15, 1994)

(E. M. Perse, personal communication, October 15, 1994)

## THE REFERENCE LIST

1. The reference list at the end of a paper documents the paper and provides the information the reader to identify and find each source. Reference only those sources you have actually used in your research.
2. References cited in the text must appear in the reference list. All entries in the reference list must be cited in the text.
3. All reference entries must be accurate. Double check your references.
4. Alphabetize all entries, by surname, by letter, by first word in titles with no authors, by "Anonymous," and by corporate names.
5. Several works by the same first author are alphabetized according to the second author's name.
6. References with same authors in the same order are arranged by year of publication, earliest first.
7. References by the same author (or the same group of authors in the same order) published in the same year are arranged alphabetically by title. Lowercase letters are placed immediately after the year.

Rubin, A. M., & Perse, E. M. (1987a). Audience activity and soap opera involvement: A uses and effects investigation. *Human Communication Research, 14*, 246-268.

Rubin, A. M., & Perse, E. M. (1987b). Audience activity and television news gratifications. *Communication Research, 14*, 58-84.

8. Invert all authors' names; give surname first and initials for all authors.
9. Use commas to separate authors and to separate surname and initials; with two or more authors, use an ampersand (&) before the last author.
10. Spell out the full name of corporate authors.
11. Finish all elements with a period. When an author's initial with a period ends the element, do not add an extra period.
12. Give the year of publication in parentheses. If a work is not published, give the year it was written. If a work is in press, insert "in press" in parentheses.
13. Capitalize only the first word of the title and of the subtitle and any proper names in the title.

14. Give journal titles in full, in uppercase and lowercase letters. Underline the title. Give the volume number and italicize it. Give the issue numbers only if each issue begins with page 1. Use pp. before page number in magazines and newspapers, but not in references to journal articles.
15. Italicize the title of books. Capitalize only the first word of the title and subtitle. Give page numbers for chapters in edited works.

### **JOURNAL ARTICLE, ONE AUTHOR**

Signorielli, N. (1982). Marital status in television drama: A case of reduced options.

*Journal of Broadcasting*, 26, 585-597.

### **JOURNAL ARTICLE, TWO AUTHORS, PAGINATED BY ISSUE**

Malamuth, N. M., & Billings, V. (1984). Why pornography? Models of functions and effects. *Journal of Communication*, 34(3), 117-129.

### **MAGAZINE ARTICLE**

Waters, H. (1981, September 28). Television's hottest show. *Newsweek*, pp. 60-66.

### **NEWSPAPER ARTICLE, NO AUTHOR**

Study finds free care used more. (1982, April). *APA Monitor*, p. 14.

In text, cite as: ("Study Finds," 1982)

### **NEWSPAPER ARTICLE, DISCONTINUOUS PAGES**

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work, at least for a while. *The Wall Street Journal*, pp. 1, 25.

**ENTIRE BOOK**

Bowers, J. W., & Courtright, J. A. (1984). *Communication research methods*. Glenview, IL: Scott, Foresman and Company.

**BOOK, SUBSEQUENT EDITION**

McQuail, D. (1987). *Mass communication theory: An introduction* (2nd ed.). London: Sage Publications, Inc.

**EDITED BOOK**

Bryant, J., & Zillmann, D. (Eds.). (1986). *Perspectives on media effects*. Hillsdale, NJ: Lawrence Erlbaum Associates, Inc., Publishers.

**BOOK, NO AUTHOR OR EDITOR**

*College bound seniors*. (1979). Princeton, NJ: College Board Publications.

To cite in text: (*College Bound Seniors*, 1979)

**CHAPTER IN AN EDITED BOOK**

Berkowitz, L., & Rogers, K. H. (1986). A priming effect analysis of media influences. In J. Bryant & S. Zillmann (Eds.), *Perspectives on media effects* (pp. 57-81). Hillsdale, NJ: Lawrence Erlbaum, Inc., Publishers

**ENGLISH TRANSLATION of an article or chapter in an edited book, volume in a multivolume work, republished work**

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. and Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923)

**REPORT**

Birney, A. J., & Hall, M. M. (1981). *Early identification of children with written language disabilities* (Report No. 81-1502). Washington, DC: National Educational Association.

**REPORT AVAILABLE FROM THE GOVERNMENT PRINTING OFFICE**

National Institute of Mental Health. (1982). *Television and behavior: Ten years of scientific progress and implications for the eighties* (DHHS Publication No. ADM 82-1195). Washington, DC: U.S. Government Printing Office.

**UNPUBLISHED PAPER PRESENTED AT A MEETING**

Pavitt, C. (1988, May). *Accounting for the process of communicative competence evaluation: Delayed judgments*. Paper presented at the International Communication Association convention, New Orleans, LA.

**UNPUBLISHED DOCTORAL DISSERTATION**

Perse, E. M. (1987). *Cognitive and affective involvement with local television news*. Unpublished doctoral dissertation, Kent State University, Kent, OH.

**DOCTORAL DISSERTATION ABSTRACTED in Dissertation Abstracts International**

Pendar, J. E. (1982). Undergraduate psychology majors: Factors influencing decisions about college, curriculum and career. *Dissertation Abstracts International*, 42, 4370A-4371A. (University Microfilms No. 82-06, 181)

### **ARCHIVED MATERIAL**

Public Security Bureau, Shanghai Municipal Government. (1947, October). *Archives: Vol. 609. Broadcasting* No. 5-23[1], Reorganization and ban.

### **UNPUBLISHED MANUSCRIPT not submitted for publication**

McLeod, D. M., Perse, E. M., Signorielli, N., & Courtright, J. A. (1991). *Censorship of mass media during the persian Gulf War*. Unpublished manuscript, University of Delaware, Department of Communication, Newark.

### **NONPRINT MEDIA**

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis* [Film]. Englewood Cliffs, NJ: Prentice-Hall, Inc.

Clark, K. B. (Speaker). (1976). *Problems of freedom and behavior modification* (Cassette Recording No., 7612). Washington, DC: American Psychological Association.

### **ELECTRONIC MEDIA**

Fernandes, F. D. (1972). *Theoretical prediction of interference loading on aircraft stores Part 1. Subsonic speeds* [Computer program]. Pomona, CA: General Dynamics, Electro Dynamics Division. (National Aeronautics and Space Administration Report No. NASA CR-112065-1; Acquisition No. LAR-11249).

Girnius, S. (1996, February 2). Two private Esonian stations to merge. *OMRI Daily Digest* Retrieved July 29, 2003, from <http://www.omri.cz>

Cite in text: (Girnius, 1996)

Rimm, M. ( 1995). Marketing pornography on the information Superhighway Retrieved May 5, 1995, from <http://trfn.pgh.pa.us/guest/mrstudy.html>

Cite in text: (Rimm, 1995)