

Running head: APA GUIDE

APA Guide
Evonne C. Bird
Exercise Science
Truman State University

Date Submitted: Revised, August, 2003

Please address all correspondence to: Evonne Bird, 212 Pershing, Truman State University,
Kirksville, MO 63501, (660) 785-7729, ebird@truman.edu

Table of Contents

Manuscript Preparation.....4

 Writing Style.....4

 Typeface.....4

 Italics.....5

 Spacing.....5

 Margins.....5

 Pagination.....5

 Headings.....6

Title Page.....6

 Page Header.....6

 Running Head.....6

 Title.....7

 Author's Name.....7

 Institutional Affiliation.....7

 Date Submitted.....8

 Correspondence.....8

Referencing.....8

 One to Five Authors.....9

 Six or More Authors.....9

 Group Authors.....10

 Electronic Sources.....10

 Personal Communications.....10

Quoting.....10

Tables.....11

Figures.....12

Reference Page17

 Alphabetizing17

 Reference17

 Author17

 Publication date.....18

 Title of article or chapter.....18

 Title of work and publication information: Periodical18

 Title of work: Nonperiodical.....18

 Publication information: Nonperiodicals19

 Electronic resources19

Conclusions19

Appendix.....20

References.....21

APA Guide

This guide has been created to help you learn how to format your papers properly using the *Publication Manual of the American Psychological Association*. By using this guide in conjunction with the manual, formatting your papers should be simpler. Included with each topic in this guide is the corresponding code in the *Publication Manual of the American Psychological Association* to assist you in your writing.

Manuscript Preparation

Writing Style

Your paper should be written in an orderly fashion with ideas clearly expressed. To achieve this, correct grammar usage is a must. By following basic writing guidelines your paper will express your thoughts and ideas in a way that is easier to understand. For technical writing the past tense should be used. Common mistakes in writing have been summarized in the Appendix. Refer to this writing guide to prevent making these mistakes. The number corresponding to the guide may also be used in grading, so you can refer to the writing guide to determine the feedback on your paper.

Typeface

When selecting the typeface use a serif (a font with short lines stemming from and at an angle to the upper and lower ends of the strokes of a letter) typeface except for in figures, in which a sans serif (a font without the short lines) typeface can be utilized. The size of the type should be 12 points. The preferred typeface is either 12-pt Times Roman (serif) or 12-pt Arial (sans serif). See code 5.02 for more details.

Italics

Italics should be used rather than underlining for titles of books, periodicals and microfilm publications. Italics is used for level two, three and four headings. For other uses of italics refer to code 3.19.

Spacing

The paper should be entirely double spaced. “Double space after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables” (American Psychological Association [APA], 2001, p. 286). Only under special circumstances should single, one-and-a-half, triple or quadruple spacing be used, the majority of which rarely apply to papers you will construct. See code 5.03 for more information.

Margins

One inch margins should be used at the top, bottom, left and right of every page. The margin for the page header and page number should be one inch from the right side and in the space between the top edge of the paper and the first line of text. Use the header function under “view” in Microsoft Word to place the page header and number correctly. If a line is running long, do not divide a word at the end of the line or use the hyphenation feature to break words at the end of the line. Also, use the flush-left style with a ragged right margin. Section 5.04 will help you with this information.

Pagination

Number pages beginning with the title page as page one. The page number should be at least 1 in. from the right-hand edge of the page and in the space between the top edge of the paper and the first line of text. Use the header under “view” in Microsoft Word to insert your

page numbers automatically. Reference pages are numbered as well. Code 5.06 addresses this topic.

Headings

Use the appropriate level of headings based on the length and complexity of your paper. Headings are used to aid the reader in the organization of the paper. The same level of heading should be used for topics of equal importance. Short papers require only one or two headings. Most research articles will use three or four levels of headings. For more information refer to codes 3.31 and 5.10.

Title Page

Page Header

The page header consists of the first two or three words from the title. The page header's placement is in the upper right-hand corner five spaces to the left of the page number in the top margin. Page headers are used to put your paper back in order if the pages should become separated. Your name should not be used as the page header. As with the page number, you should use the header function to insert this on every page along with the page number. Code 5.06 discuss this in more detail.

Running Head

“The running head is an abbreviated title that is printed at the top of the pages of a published article to identify the article for readers” (APA, 2001, p. 12). You will write the words “Running head” followed by a colon. The running head is limited to 50 characters. “Type the running head flush left at the top of the title page (but below the manuscript page header) in all uppercase letters” (APA, p. 296). The running head is different than a page header. The running

head only appears on the title page and the page header appears along with the page number on all pages except artwork for figures. Sections 1.06 and 5.15 discuss this topic.

Title

Use care when selecting your title. It should be concise and summarize the main idea of the paper. The title should explain the topic of the paper when standing alone. A title that avoids words that serve no useful purpose (e.g., “A Study of” or “The Relationship of”) and easily shortens is recommended. Abbreviations should not be used in a title. The maximum length of a title should be 10 to 12 words. The title should be typed in uppercase and lowercase letters, centered and positioned in the upper half of the page. If the title is more than one line, double space between the lines. The title also appears on the first page of the text (not counting the abstract). It should be centered at the top of the page with a double-space separating it from the beginning of the text. Refer to codes 1.06, 5.15 and 5.17.

Author's Name

The recommended form of the name is the first name, middle initial(s), and last name. Titles (e.g., Dr.) and degrees (e.g., Ph.D.) should be omitted. The names of the authors should be typed in the order of their contributions. Use “uppercase and lowercase letters, centered between the side margins, one double-spaced line below the title” (APA, 2001, p. 296). If there are two or more authors from the same institution separate the names by commas and insert the word *and* before the final name. If space allows, put all names on the same line. Codes 1.06 and 5.15 will be helpful in this section.

Institutional Affiliation

The institution name distinguishes where the research was conducted or the paper written. Center the name of the institution under the author's name. There should be a double-

spaced line separating the author and institution. If authors are from more than one institution type the names on separate lines with the institutional affiliation below the appropriate author name. All lines should be double-spaced. You will find more information about this topic in sections 1.06 and 5.15.

Date Submitted

This component is not listed in the *Publication Manual of the American Psychological Association*, but I would like you to include it on the title page anyway. Actually type the words “Date Submitted” followed by a colon and then the date. This should appear a quadruple space below the institution name.

Correspondence

Centered or flush left around the bottom third of the page should be information on how to contact you. Type “Please address all correspondence to:” followed by your name, address, phone number and e-mail address. Refer to the title page of this document for a sample title page.

Referencing

Information that has been paraphrased or quoted directly should be referenced appropriately. Material that is considered common knowledge does not need to be referenced. When paraphrasing a work in the text the use of the author(s)’s last name and the date of the work is required. This format allows the reader to quickly match the reference with the correct article on the reference page. Initials, degrees or credentials are not necessary. If quoting directly from an author the page number or paragraph number should also be used.

One to Five Authors

If used in the context of the sentence the last name(s) appear(s) in the sentence followed by the year in parentheses. For example, Bird and Powell (2000) studied the effects of breathing exercises on stress levels. If at the end of the sentence both the last name and year appear in parentheses immediately preceding the period. For example, Relaxation breathing resulted in reduced stress levels of the subjects (Bird & Powell, 2000). If you use the same reference in the same paragraph you do not need to include the date on the subsequent references as long as they cannot be confused with other articles. If the article has two authors, both names should be included in each citation. If there are two to five authors, use all authors the first time and then the first author's name followed by *et al.* for all remaining citations. In technical writing, relying on one source for a whole paragraph or having one source dominate a paragraph is unwise. The paragraph should focus on a topic, not a particular reference. The names of the authors should be separated by a comma and the last two names joined with the word *and*. In parentheses and in the reference list use the ampersand (&) to join the names of the authors. For more information on citing these references refer to codes 3.94 and 3.95.

Six or More Authors

When citing an article with 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” (APA, 2001, p. 209). If two references shorten to the same form, use the names of as many of the authors as necessary to distinguish between the two, followed by a comma and *et al.* See section 3.95 for more details.

Group Authors

Some group names should be written out each time it is used in the text because it will help the reader find the reference on the reference list. If a group name can be abbreviated easily to a familiar or readily understandable form all citations after the first one can use the abbreviation. For example, (American Physical Therapy Association [APTA], 2002) should be used for the first one and (APTA, 2002) for subsequent citations. Refer to Section 3.96 for further information.

Electronic Sources

Many electronic sources do not provide page numbers, so paragraph numbers should be used instead. Use either the ¶ symbol or the abbreviation para. “If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it” (APA, 2001, p. 214). Be selective in using information from the internet as many sources do not provide reliable information. For other details on using electronic sources refer to section 3.101 and the following website: www.apastyle.org.

Personal Communications

Any information obtained through letters, memos, e-mail, personal interviews, telephone conversations etc. should be cited as personal communications. Personal communications are cited in the text only and should include the initials and surname of the communicator and as exact date as possible. Examples can be found in the *Publication Manual of the American Psychological Association* in section 3.102 on p. 214.

Quoting

When citing a quotation, the reference in the text will be similar to that of paraphrased material with the addition of quotation marks around the information and the page or paragraph

number where the quote can be found. If a direct quote has 40 or more words it should be cited as a block quote. A block quote has the quotation marks omitted and is a freestanding block of information. The block quote should be started on a new line and indented about 1/2 in. from the left margin. The quote is also double-spaced. In technical writing, quoting should be minimized if used at all. See section 3.34 for more information and an example of a block quote.

Tables

Tables should be included in your writing when you have a large amount of data to be presented and writing it in the text would make it difficult for the reader to follow. Be selective in choosing information to be in a table. The information in the table is meant to supplement the text not duplicate it. The text should address only the table's highlights. Too many tables make the reading difficult to comprehend. When including tables in your writing, number them consecutively based on the order they appear in the text. Each table should start a new page and be identified by the word **Table** followed by an Arabic number flush left. The table title is one double space down flush left also. The title should be brief but clear and explanatory and italicized. The page header and page number should be included in the top right as usual. No vertical lines should be used, but horizontal lines should be used to separate "the table title from the headings, the headings from the body, and the body from the table notes" (APA, 2001, p. 301). Column heads and subheads should be centered over the appropriate column with three spaces separating columns. Each numeral in a column should contain the same number of decimal places and have the decimal points lined up. General, specific or probability notes may need to be included below the table. To read descriptions of each of these refer to section 3.70. See Table 1 and Table 2 for examples. For more information regarding the creation of tables see pp. 147-176 and section 5.21. Use the table checklist on pp. 175-176 to evaluate your table.

Table 1

Support Times and Force Values for Different Running Speeds

	Time of Support	Time of Non-Support	Running Speed	Max Vert. Force (Theoretical)
MARATHONER	.2166 s	.125 s	4.86 m/s	1560 N
SPRINTER	.1171 s	.125 s	9.59 m/s	3000 N
Difference	.0995	.00	4.73 m/s	1440 N
% Difference	46%		97%*	92%

Table 2

Correlations Among Exercise Identity, Eating Attitudes, Body Alienation, and Selected Demographic Variables

	(n = 87)						
	1	2	3	4	5	6	7
1. Exercise identity		.31*	.05	.11	.33*	.12	-.09
2. Eating attitudes			-.12	.16	.43*	.11	.03
3. Body as a tool				.54*	.28*	.25*	-.22*
4. Training through pain					.17	.20	-.18
5. Injury tolerance						.08	-.04
6. Training volume							.25*
7. Age							

Note. * $p < .05$.

Figures

Figures are considered any type of illustration other than a table. Tables give exact data, but figures may require an estimation of a value. Figures are useful for showing an overall pattern of results and should exhibit simplicity, clarity and continuity. Refer to questions on pg. 176 when deciding to use a figure or deciding which type of figure to use. Figures will be numbered consecutively in the order they appear in the text. Use the italicized word *Figure* and an Arabic numeral placed flush left below the figure to label it. Follow the Arabic numeral with a period and then the caption describing the figure. The caption is not italicized and only the first word and proper nouns are capitalized. The purpose of the caption is to explain the figure and be a figure title. Use a brief but descriptive phrase as your caption. Remember the figure should be understood without having to refer to the text. Refer to pages 176-201 and 302 for more detailed information regarding figures including examples of a number of types of figures. Use the figure checklist on pg. 201 to help you create a professional quality figure. Refer to Figure 1 & Figure 2 for examples.

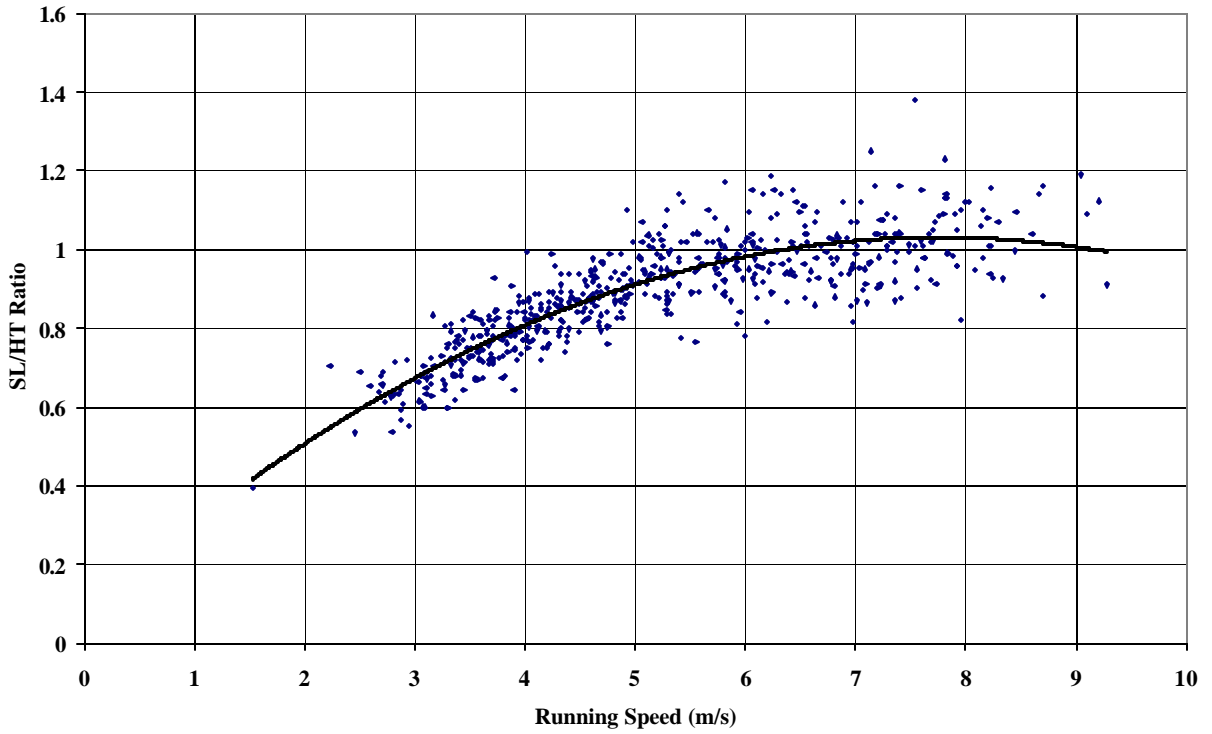


Figure 1. Relative stride length versus running speed for 655 runners. Stride length is relative to the height of the subject. The line shown is that of best fit.

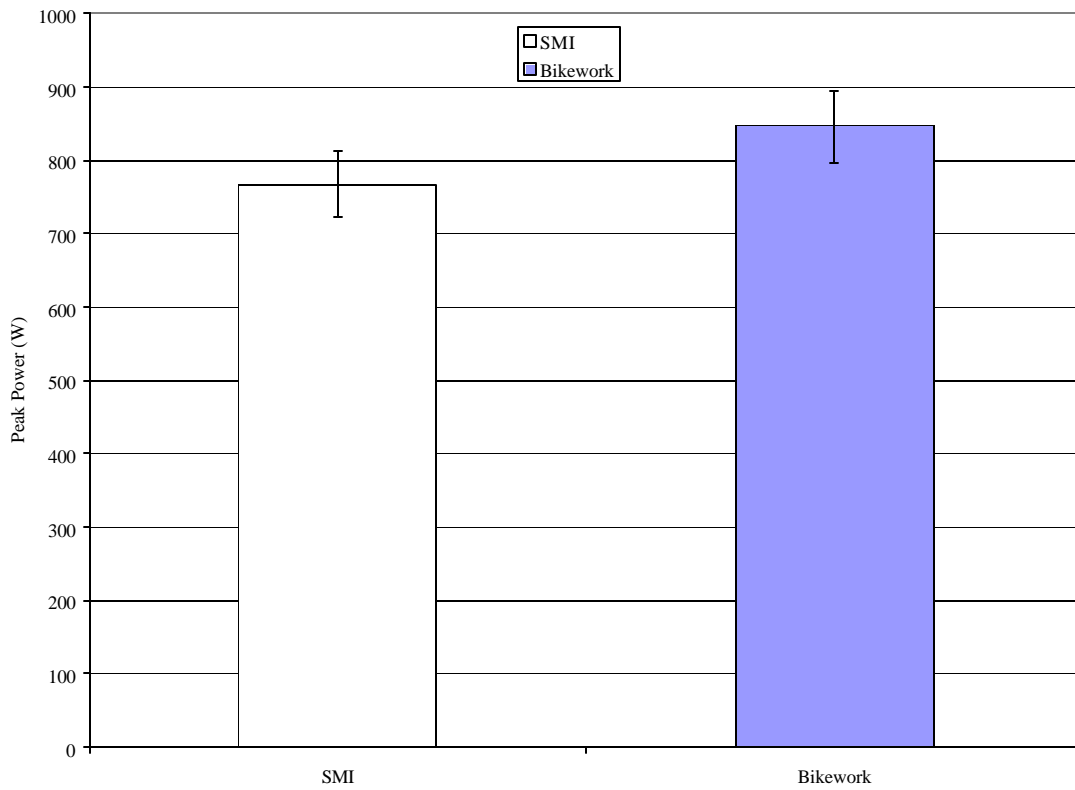


Figure 2. Peak power output as measured by SMI and Bikework.

Reference Page

References should have a hanging indent and be double-spaced. All works cited in the paper need to have a corresponding reference on the reference page (except personal communications). The information on this page is used to help the reader identify the source and have the necessary information to retrieve the source if desired. The *Publication Manual of the American Psychological Association* provides close to one hundred examples of references in section 4.16. The website www.apastyle.org also provides examples of references.

Alphabetizing

The sources on the reference page should be in alphabetical order by the last name of the first author (see code 4.04 for special cases). Do not alphabetize the names within each reference. If the author is a group or government agency, alphabetize by the first significant word of the name. Full official names should be used not abbreviations. If the source does not have an author, move the title to the author position and alphabetize by the first significant word of the title.

Reference

Author. Invert the authors names giving the surname and initials for only up to and including six authors. If there are more than six authors represent the seventh and subsequent authors with *et al.* Commas are used to separate authors, surnames and initials and to separate initials and suffixes. Do not include any titles such as PhD in the reference. If the source is an edited book, use the editors' name in the author position followed by Ed. or Eds. in parentheses. If the source does not have an author use the title in the author position. Finish this element with a period. See section 4.08 for more information.

Publication date. In parentheses after the author give the year the work was copyrighted or produced. For magazines, newsletters or newspapers, use the year followed by the exact date on the publication. If no date is available, write n.d. in parentheses. Finish this element with a period after the final parenthesis. Section 4.09 gives more details.

Title of article or chapter. Only the first word of the title and subtitle if there is one should be capitalized along with proper nouns. The title is not italicized or placed in quotations. If more information is needed to aid in retrieval of the information place it in brackets immediately after the title. Finish this element with a period. See section 4.10 for more information

Title of work and publication information: Periodicals. Include the full periodical title using uppercase and lowercase letters followed by a comma. The volume number appears next followed by a comma. Do not use Vol. before the number. The issue number is only used when each issue of the journal begins on page 1, and should appear in parentheses after the volume number. If volume numbers are not used by the journal use the month, season or other designation they use. The title of the periodical and the volume number should be italicized. The final element in the reference of a periodical is the inclusive page numbers. The abbreviation pp. is not used except in references to newspapers. Finish the entire element with a period. Section 4.11 should be consulted for examples.

Title of work: Nonperiodicals. Only the first word of the title and subtitle, if any, should be capitalized along with proper nouns. The title should be italicized. Include other information necessary for retrieval, (e.g., edition) in parentheses immediately following the title. A period should not separate the title and parentheses and the information in parentheses should not be italicized. If a description of the work is necessary for identification, enclose the information in

brackets after the title or the parenthetical information if there is any (e.g., [Brochure]). Finish this element with a period. See section 4.12 and 4.13 for more information and examples.

Publication Information: Nonperiodicals. The publisher's city should appear next and if the city is not well known include the state or province information. U.S. Postal Service abbreviations for the states should be used. A colon follows the location. The publisher's name is the final element. Use as brief a form of the publisher's name as possible. Omit terms such as *Publishers, Co., or Inc.*, but include the words *Books* and *Press*. If more than one location is listed use the one listed first in the book or the location of the home office. A period finishes the element. Consult section 4.14 for more information.

Electronic Resources. Electronic resources need to be used with care. Not all electronic resources are reliable, so be selective in the ones you choose to use. Electronic sources need to include the date the information was retrieved and the name, address and author (if available) of the source. Referencing electronic resources should be as similar to the referencing of other sources as possible. If the URL leads to information on how to obtain the cited material use *available from* to indicate this. "Finish the retrieval information with a period *unless* it ends with an Internet address" (APA, 2001, p. 231). Refer to www.apastyle.org for more electronic referencing information.

Conclusions

This guide is designed to aid in the proper use of APA format. *The Publication Manual of the American Psychological Association* is the ultimate guide to be followed if any questions arise. By following APA format and the suggested writing style guidelines, you will be a more effective communicator through your written work.

Appendix

1. Excessive wordiness – generally contains wording that does not contribute to the overall quality of the sentence and does not provide essential information.
2. Lack of adherence to APA format – Check your APA manual for the proper citation format.
3. Needs reference support – This information is not considered public knowledge or the validity of this statement could be strengthened if evidence is provided that others have found similar results.
4. Awkward or confusing sentence structure – Often due to excessive wordiness or trying to sound overly technical. Simplistic sentence structures are always the best.
5. Conversational – Use of a conversational tone rather than a technical approach. Often results in excessive wordiness. Use of slang.
6. Alphabetize – References should be in alphabetical order by lead author's last name.
7. Reference overuse – Over-reliance on a particular reference. Entire paragraphs should not be based on a single reference or a reference should not dominate a particular section.
8. Paragraph length – Paragraph is either too lengthy or too short. Paragraphs should not exceed $\frac{3}{4}$ of a page but should be longer than three sentences. If too long, look for a natural break and make into two paragraphs. If too short, consider combining with another section or developing your point more fully.
9. Transition – Need to bridge the gap between two paragraphs. Lack of transitions creates choppy writing that is difficult to follow. Transitions are usually accomplished in the last sentence or two of the first paragraph.
10. Sentence continuity – Need to connect two adjacent sentences more effectively. Poor sentence continuity makes for choppy writing that is difficult to follow. Adding an additional sentence in between the two or restructuring one of the existing sentences can often correct poor sentence continuity.
11. Short sentence structure – Very short sentences reduce the flow of your writing and often contribute very little to your text. Combining a short sentence with an adjacent sentence or developing more fully what you are trying to communicate will help alleviate short sentence problems.
12. Leading off with a study – Avoid starting a paragraph with a reference. The tendency is for you to focus the remainder of your paragraph on that reference rather than on a particular topic. In essence, it often begins to resemble an abstract.
13. Abstract mode – A review of literature should not be a series of abstracts linked together. The focus should rarely, if ever, be on a particular study but rather on a specific topic. Getting into abstract mode means that you have started discussing individual studies separately rather than synthesizing them into some meaningful whole.
14. Why? – When reporting specific studies, it is generally not enough to simply indicate what happened. You should also indicate why something happened. What process took place that caused the phenomena to occur. This will always strengthen the support for your variables.

References

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