

Student Guide to the *Publication Manual of the American Psychological Association Vol. 5*

I. Page Setup

1. Use margins of 1 inch (2.54 cm) on all sides and a line length of no more than 6.5 in (16.51 cm). Using a flush left justification style (ragged right) (APA, 2001, p. 286-287).
2. A page should have no more than 27 lines of text. Header and page number do not count (APA, 2001, p. 287).
3. Use Times Roman (or Times New Roman) or Courier using standard 12 pt. size as the typeface (APA, 2001, p. 285).

Use serif type face for text and tables and sans serif (e.g. Ariel) for figure captions and type (APA, 2001, p. 285).

4. Double space all text, titles, tables and figures (APA, 2001, p. 286).
5. A header (APA, 2001, p. 288), consisting of the first two or three words of the Running head (which is a shorted version of the title that appears at the top of the title page-See below), should appear at the top of every page (except the figure page where the header appears on the back of the page)
 - a. Placement: Half way between the top of the page and the first line of text
 - b. Alignment: Right Justified - aligned on the right hand side of the page.
 - c. Page Number: Follows header; five spaces between the header and the page number.
6. Title page: (APA, 2001, p. 296) -
 - a. Separate page, numbered page 1
 - b. Header (described above)
 - c. A Running head:
 - Located at top of page; below header; left justified

- A shortened version of the title; Typed in all capital letters, 50 Character Maximum; Type “Running head:” in front of the shortened title; For example:

Running head: THIS IS MY RUNNING HEAD

d. Paper title:

- Located 1/4 of way down page
- 10 -15 words, states independent and dependent variables studied and/or central thesis.

e. Authors’ name and authors’ institutional affiliations.

- immediately follows title.

7. Print single sided only (not really an APA rule, but it is preferred by most instructors).

II. Writing Style

1. Spacing after punctuation: There should be one space after punctuation including punctuation ending a sentence, commas, colons, semicolons, punctuation separating parts of reference or citation, and after the periods separating the initials in personal names. The exception is periods in abbreviations (e.g., i.e., U.S., B.F.D, etc.: APA, 2001, p. 290)
2. Use metric measurements when reporting length, weight, volume, distance, etc (APA, 2001, p. 130).
3. Spell out all numbers less than 10 and those that begin sentences (APA, 2001, p.122), except when reporting measurements and statistics.
4. Capitalize the names of ethnic/racial groups. For example, Black and White, African American Caucasian, Latino, Chicano, Hispanic, Native American, American Indian, Asian/Pacific Islander, etc. (APA, 2001, p. 68).
5. Do not divide words with a hyphen at the end of a line. Let the line run short or long.

6. A term to be abbreviated must, on its first appearance, be spelled out completely and followed immediately by its abbreviation in parentheses (APA, 2001, p. 104), e.g., “studies of simple reaction time (RT) have shown....” Abbreviations in figures or tables must be explained in the figure caption or the table note (APA, 2001, p.104-105).
7. **Quoting other sources is not allowed in this course.** Usually, using quotes only demonstrates to your reader that you did not understand the material well enough to paraphrase it. When you can use quotes, remember to use them sparingly. They should be used only in cases where the quote says something that can not be paraphrased without losing a crucial part of the meaning (e.g. literary quotes) or when interesting/important people say interesting/important things in interesting/important ways.
 - When using quotes, include page numbers for the sources of all quotes (APA, 2001, p. 117-118).
 - a. “I am quoting the APA manual” (American Psychological Association, 2001, p. 117-118).
 - b. The American Psychological Association (2001) says “you can do it this way too” (p. 117-118).
 - If the quote is from an electronic source without page numbers, then refer to the paragraph number, e.g. (Garison, ¶ 3). If the paragraph numbers are not visible on the document then cite the closest heading and the number of paragraphs away the quote is, e.g., (Garison, Twenty Reasons I Hate APA Style, ¶ 2), (APA, 2001, p. 120).
8. If a quote is more than 40 words long, then present it in a free standing paragraph indented .5 inches (1.3 cm, or about 5 spaces, generally one tab is fine; APA, 2001, p. 117)
9. Citations are needed when you make a statement that might be challenged by another

person. Citations should appear in parentheses and include the last name(s) of the author(s) (See APA, 2001, p.207-209).

- One Author: (Garison, 2002) every time the article is cited.
- Two Authors: (Garison & Hat, 2002) every time the article is cited.
- Three to five Authors: (Garison, Hat, & McKay, 2002) first time cited.
(Garison et al., 2002) every subsequent time cited.
- Six or more Authors: (Garison et al., 2002) every time the article is cited.
- If there is no specific author listed, then list the organization name. For example, APA publication manual has no single author, cite as “(American Psychological Association, 2001)”

10. Do not use contractions in these formal papers.
11. Do not use “I”, “my”, “we”, or “our” to refer to yourself. E.g. “I hypothesize...”, “My paper”, “We expect ...”, or “Our hypotheses are...”. Rather, use statements like “It is hypothesized..”, “The present study...”, or “It is expected that...”.
12. The word “affect” as a noun means “emotion” and as a verb means “to influence”.
13. The word “effect,” as noun, means “result,” as a verb, means “to bring about, to accomplish.”
14. “In regards to....” or “With regards to...” are inappropriate. Use “In regard to...,” “With regard to...,” “Regarding ...,” or “As it regards...”
15. “i.e.,” means “That is” or “specifically” ; use it when that which is being clarified can only mean one thing. “e.g.,” means “for example” ; use it when that which is being clarified could mean a variety of things.
16. Since the word “correlation” is used in a specific way in psychology, use it only when reporting a correlation coefficient (r) or when referring to a correlational design,

otherwise the words “association” or “associated” are preferred.

17. Do not say that “significance was found,” say that “a significant difference was found” or “a significant association was found...”
18. Do not say that the hypothesis was “proven” to be correct. Say that the hypothesis was “supported.”
19. “Hypothesis” = one prediction, “Hypotheses” = multiple predictions
“Analysis” = one statistical test, “Analyses” = multiple statistical tests
20. Read your report for typo’s, grammatical errors, and logical consistency.

III. Organization

The order for pages is (APA, 2001, p. 287):

1. Title Page (APA, 2001, p. 296; Separate page, numbered page 1)
2. Abstract (separate page, numbered page 2, not indented, present as a single paragraph)
120 word limit (APA, 2001, p. 12 - 15 & p. 298).
3. Text: start on new page with title centered at top, but without authors names, numbered page 3 (APA, 2001, p. 298).
4. References: start on a new page, double space, use hanging indent (APA, 2001, p. 299).
5. Appendixes: start each on a new page (APA, 2001, p. 205 & p. 299-300).
6. Author Note: start on new page.
7. Footnotes (list together, start on new page)
8. Tables (Start each on a new page; APA, 2001, p. 301)
9. Figure captions (List all the captions for all figures on the same page[s]; APA, 2001, p. 302)
10. Figures (start each on a new page). Put header & page number on back of each figure page (APA, 2001, p.302).

IV. Tips for Major Sections

1. The abstract must be complete by itself, i.e., no tables, figures, etc. (APA, 2001, p. 12-15).
3. Describe procedures carefully, do not rush through your description, be detailed, read your description and ask yourself if it really happened that way. (Remember that someone should be able to replicate your experiment using your description).
4. Give the name for all statistical tests. For example, Pearson's product moment correlation coefficient, simple linear regression, 2 x 2 factorial ANOVA, one-way ANOVA, independent samples *t*-test.
5. Do not forget the < or > in "*p* > .05."
6. Here are some examples of how to report results (APA 2001, p. 138-144 & p. 294-295).
 - a. $M = 8.05$ ($M =$ sample mean)
 - b. $SD = 2.51$ ($SD =$ sample standard deviation)
 - c. $t(49) = 2.11, p < .03$, two tailed. (if non significant then: $t(49) = 1.11, p > .05$, or $t(49) = 1.11, ns.$)
 - d. $F(2, 78) = 7.18, p < .001$ (if non significant then: $F(2, 78) = 1.18, p > .05$, or $F(2, 78) = 1.18, ns.$)
 - e. $r(49) = -.24, p < .05$. (if non significant then: $r(20) = -.24, p > .05$, or $r(20) = -.24, ns.$)
 - f. $Y = 0.02X + 3.6$
 - g. $\chi^2(4, N = 90) = 10.51, p < .05$.
(if non significant then: $\chi^2(4, N = 90) = 10.51, p > .05$, or $\chi^2(4, N = 90) = 10.51, ns.$)
7. You must refer to tables and figures in the text (i.e., the Introduction, Methods, Results,

or Discussion sections).

8. If tables or figures present results, they should be described in the results section.
9. Tables are numbered (e.g. Table 1) and should have a title that has the major words capitalized. The title is italicized (see APA, 2001, p.149-156 for full details & examples). Both are left justified.
10. Figures are numbered and should have a caption that serves both as an explanation of the figure and as a figure title. Only the first word of the caption is capitalized. The caption is not italicized, but "Figure 1" is italicized but not indented (for details and examples see APA, 2001, p. 177-201; Also see Dr. Aspelmeier's example paper)
11. An Appendix (use Appendix A, Appendix B, etc. if there are more than one) should have a title that is centered below the word "Appendix", is italicized, and has the first letter of major words capitalized. (APA, 2001, p. 205 & p. 299-300; Dr. Aspelmeier's example paper)

V. References

1. All articles, books, etc. that are cited in the report must be listed in the Reference section in Alphabetical order. All items listed in the Reference section must be cited in the report.
3. The References follow these formats (APA, 2001, p. 223-231). Note that all references use what is called a Hanging Indent. That is, the first line of the reference is not indented, but all subsequent lines for that citation is indented.
 - If more than 6 authors, then list all authors up to and including the sixth author and then report "et al." after the sixth name (APA, 2001, p. 224)
 - Periodical (journal)
 - Periodicals with page numbers that do not start with 1 after the first issue (e.g. issue 2

starts with page 150):

Author, A. A., Author, B. B., & Author, C. C. (2001). Title of article. *Title of Periodical*, xx, xxx-xxx.

Note: references use a hanging indent. The second line is indented, but the first line is not. Your word processor should have a hanging indent option in the paragraph settings.

Also, the information appearing after the “*Title of Periodical*,” is “*Volume #*, first page # - last page #” Notice that the volume number and comma following it are italicized, but the page numbers are not.

- Periodicals with page numbers that start with 1 for each issue:

Author, A. A., Author, B. B., & Author, C. C. (2001). Title of article. *Title of Periodical*, xx(x), xxx-xxx.

Note: the information appearing after the “*Title of Periodical*,” is “*Volume #(issue #)*, first page # - last page #” Notice that the volume number is italicized, but the issue number is not, and that there is no space between the vol. and issue.

- Nonperiodical (e.g. books)

Author, A. A. (2001). *Title of work*. Location: Publisher.

- Part of a Nonperiodical (e.g., book chapter)

Author, A. A., & Author, B. B. (2001). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Book title* (pp. xxx-xxx). Location: Publisher.

- In cases where there is not a single author or editor, then cite the organization that produced the document. e.g. The APA Publication manual should be cited as:

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

- If there is no identifiable author or organization, then the author is listed as Anonymous.

However, it would be a good idea to avoid citing such materials all together, especially in undergraduate writing.

- For Magazine and Newspaper articles, see the APA guide (p. 241- 243). Though essentially you just add the month and date; no abbreviation, to the publication year. E.g. (1998, January, 15). Also, be sure to list all the pages the article appears on even if discontinuous. E.g., *The Washington Post*, pp. A1, A2, A5-A6. This indicates that part of the article appeared on page A1 and A2, and then was continued on A5 and ran over to A6.
- Electronic Sources (web document): e.g. journal accessed on line. (APA, 2001, p. 231).
Author, A. A. (2001). Article title. *journal name*, vol(issue), pages. Retrieved August 9, 2001, from <http://www.webaddress.com/document.html>

Other citing rules for electronic material

1. If the information is a document on the Internet, provide the Internet address for the document at the end of the retrieval statement.
2. Use “available from” to indicate that the URL leads to information on how to obtain the cited material, rather than the material itself.
3. Use a period at the end of the retrieval statement **unless** it ends with a web address.

The materials in this guide are adapted from course materials developed by Dr. John Rosenkoetter (Southwest Missouri State University, 1992). I am indebted to John for teaching me how to write and think like a scientist.