APA Guidelines, 5th Edition

This is simply a summary of the some of the examples found within the Publication Manual of the American Psychological Association. For any questions, refer to the fifth edition of the Manual or consult the APA website at (www.apa.org).

Headings

The Four Main Levels of Headings: (See pages 113-115 of APA 5th Edition)
- Centered Uppercase and Lowercase Heading (Level 1)
- Centered, Italicized, Uppercase and Lowercase Heading (Level 2)
- Flush Left, Italicized, Uppercase and Lowercase Side Heading (Level 3)
- Indented, italicized, lowercase paragraph heading ending (Level 4) with a period.

General Selection Guidelines (See Manual for specifics and other guidelines regarding 5 levels):
- Used for Short Articles One Level Use Level 1
- Many APA Journals Two Levels Use Levels 1 and 3
- Many articles Three Levels Use Levels 1, 3, and 4

Quotations, Accuracy and Explanatory Information
(See pages 117 and following)

Short quotations (fewer than 40 words)
Incorporate in text and enclose with double quotation marks. 
She stated, "The 'placebo effect'. . . disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied. Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the group's] behaviors were studied in this manner" (p. 276).

Long quotations (more than 40 words)
Type in freestanding block. Omit quotation marks. Start on new line, indenting five spaces. Indent first line of additional paragraphs. Double-space (single-spaced here due to space considerations).
Miele (1993) found the following:
The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Accuracy
Direct quotes must be accurate. If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word “sic”, italicized and bracketed (i.e., [sic]), immediately after the error in the quotation, see example above.

Omitting material
Three ellipsis points (...) within a sentence indicate omitted material from original source. Four points (....) indicate omission between two sentences.
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Inserting material
Brackets are used to enclose material (additions or explanations) inserted in a quotation by some person other than the original author.

Adding emphasis
Words in quotation are italicized to add emphasis. Immediately after italicized words, insert with brackets the words italics added, that is, [italics added].

Reference Citations WITHIN THE TEXT
(See pages 207 and following)

One work by one author

One work, one author as part of narrative
Walker (2000) compared reaction times

Author not included in narrative
In a recent study of reaction times (Walker, 2000)

Author and year are part of text
In 2000 Walker compared

Subsequent references within same paragraph (year cited first time only)
In a study of reaction times, Walker (2000) described the method.... Walker also found

One work by multiple authors

One work, two authors
Cite both names every time reference occurs in text.
One work, three, four or five authors
Cite all authors first time reference occurs; in subsequent citations, include only the surname of first author
followed by “et al.” and the year if it is the first citation of reference in paragraph.
Wasserstein, Zapulla, Rosen, Gerstman, and Rock (1994) found [first citation in text]
Wasserstein et al. (1994) found [use as subsequent first citation per paragraph thereafter]
Wasserstein et al. found [omit year from subsequent citations after first paragraph citation]

One work, six or more authors
Cite only the surname of the first author followed by “et al.” and the year for the first and subsequent citations.

Groups as authors
Usually spelled out each time cited in text. Abbreviation may be used for subsequent citations if abbreviation is
familiar or understandable.
First text citation: (National Institute of Mental Health [NIMH], 1999)
Subsequent text citations: (NIMH, 1999)

Authors, same surname (if two or more authors with same surname are cited)
Include first author's initials in all text citations
R D. Luce (1959) and P. A. Luce (1986) also found
J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied

Two or more works, same parenthesis (different publication dates)
Order, by year of publication, according to reference list. In-press citations last.
Past research (Gogel, 1984, 1990, in press)
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Two or more works, same parentheses (same publication date)
Identify by suffixes, a, b, c, etc. Suffixes assigned in reference list.

Two or more works, different authors (same parentheses)
List in alphabetical order by first author's surname. Separate with semicolon.
Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

Personal communications
Includes letters, memos, some electronic communication (e.g. e-mail or messages from nonarchived discussion
groups or electronic bulletin boards), personal interviews, telephone conversations, and the like Cited in text
only (not included in reference list). Give the initials as well as the surname of the communicator, and provide
as exact a date as possible. T. K. Lutes (personal communication, April 18, 2001).

Citing a Web site in text
To direct readers to an entire Web site (but not a specific document on the site), it’s sufficient
to give the address of the site in the text.
Kidspsych is a wonderful interactive Web site for children (http://www.kidspsych.org).

Citing a specific part of an electronic source in text
Indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers
for quotations. (Note that the words page and chapter are abbreviated in such text citations: (Cheek & Buss,
1981, p. 332) (Shimamura, 1989, chap.3)
For sources that do not provide page numbers, use the paragraph number, if available, preceded by the
paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading
and the number of the paragraph following it to direct readers to the location of the material.
(Myers, 2000, ¶ 5)
(Beutler, 2000, Conclusion section, para. 1)

Citations in REFERENCE LIST
Typed double-spaced with hanging indents (single-spaced here to save space)
(See pages 219 and following)

Order of Authors:
One-author entries, same author (earliest work first)

One-author entries precede multiple-author entries (with same surname)
Same first author, different second or third authors (by surname of second/third author)
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Same authors in same order (earliest work first)

Same author(s), same publication date (arrange alphabetically by title). Lowercase letters~, a, b, c, and so on. -placed after year, within parentheses.
Baheti, J. R. (2001b). Roles of....

Several works, different first authors with same surname (alphabetically by first initial)

Group authors and/or no authors
For group, alphabetize by first significant word of full, official name (e.g., American Psychological Association, not APA). A parent body precedes subdivision (e.g., University of Michigan, Department of Psychology). If no author, title moves to author position and entry is alphabetized by first significant word in title.

Examples of Publication Citations

Journal article, one author

Journal article, two authors, journal paginated by issue

Journal article, three to six authors

Journal article, more than six authors

Entire book (author(s), publication date, title, location, publisher)

Book, third edition, Jr. in name

Edited book

Book, revised edition
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Article or chapter in an edited book

"New Directions" format

Report available from the Educational Resources Information Center (ERIC)
**Published proceedings, published contribution to a symposium, article or chapter in an edited book**


**Proceedings published regularly**


**Unpublished paper presented at a meeting**


**Doctoral dissertation abstracted in DAI, obtained from UMI**


**Doctoral dissertation abstracted in DAI, obtained from the University**


**Unpublished doctoral dissertation**


**ELECTRONIC REFERENCES**

(See pages 268 and following)

**WWW Sites (World Wide Web)**

When using and citing Internet sources for the wide variety of material available on the World Wide Web, observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited (specific documents rather than home or menu pages).
2. Provide addresses that work.

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At a minimum, an Internet source reference should provide a document title or description, a date (either date of publication or retrieval), and an address (in Internet terms—a uniform resource locator or URL).

**Retrieval of information from an electronic source** (statement provides the date the information was retrieved, along with the name and/or address of the source.)


**Retrieval of Internet article based on a print source**


**Article in an Internet-only journal**


**Article in an Internet-only journal, retrieved via file transfer protocol (FTP)**


**Report from a private organization, available on an organization web site**


**U.S. government report available on government agency Web site, no publication date indicated**


**Newsgroups, online forums and discussion groups, and electronic mailing lists.**

Care should be taken when citing electronic discussion sources—as a rule, these are not referenced in formal publications because they are generally not peer reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time.

**Message posted to a newsgroup:**


**For additional information on Electronic References, see APA’s website at:**

http://www.apa.org/journals/webref.html or http://APASTyle.org