

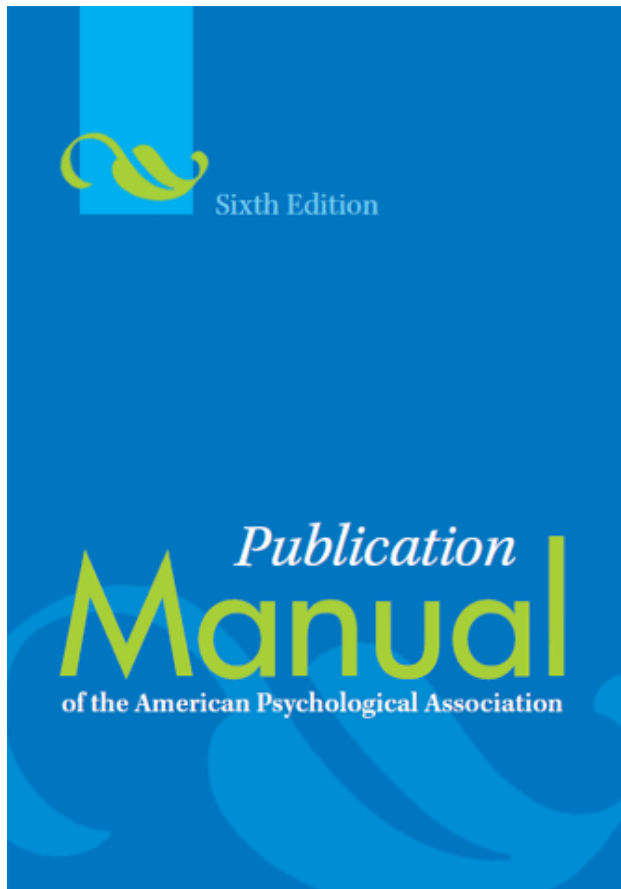


**WESTCLIFF**  
**UNIVERSITY**  
Educate. Inspire. Empower.

# Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition

An APA Style Guide

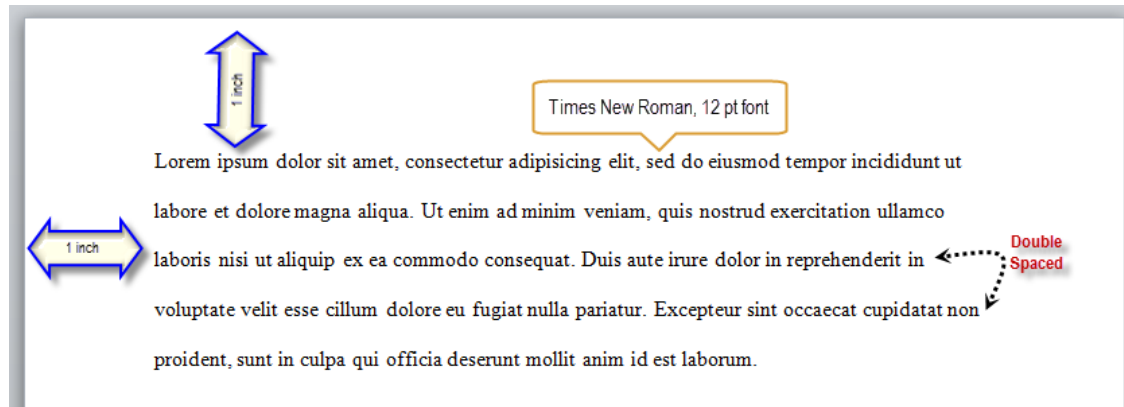
Published date:  
July 2009



- \* This is the version currently used at Westcliff University for all written works.
- \* This presentation will go over some of the main features that you should know and use
- \* Online Resource:  
<https://owl.english.purdue.edu/owl/resource/560/1/>

# Basic Formatting

- \* Font: Times New Roman, 12 point
- \* Margins, 1.0 inch all around
- \* Unjustified right margin
- \* Everything is double-spaced

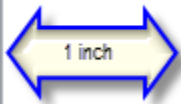


# Basic Formatting Example

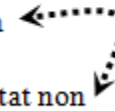


Times New Roman, 12 pt font

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Double  
Spaced



# Title Page

- \* Page numbers start with title page
- \* Running Head is optional for papers that will be submitted for publication
- \* See example of title page on next slide

# Title Page Example

1

RUNNING HEAD: HOW TO WRITE AN APA PAPER

*The running head is what gets printed across the top of Journal pages. The 50 character limit includes spaces. It usually contains as much of the title that you can meaningfully fit in 50 characters (including spaces). The words "Running Head" only appear on the title page.*

**Title of  
your  
paper**

How to Write an APA Paper

Your Name

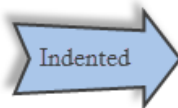
Westcliff University

# Text Pages

- \* Title is centered on first page of text
- \* All paragraphs are indented 5 - 7 spaces
- \* Everything is double-spaced
- \* Must have at least 2 lines of a paragraph at the bottom of the page and 2 lines at the top of the page (Use Word's "Widow and Orphan" control)

# Text Pages Example

2



Indented

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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# Rules on Quotes

Short quotes with fewer than 40 words are incorporated into text and enclosed by quotation marks.

***Example:***

“Approximately 27% of the workforce displays poor emotional intelligence” (APA, 2001, p. 121).

# Quote and Period Rules

Quote in mid sentence. End the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence with no period.

***Example:***

She stated, “The placebo effect disappeared” (APA, 2001, p. 121) but she did not clarify.

# Quote at the End of the Sentence

End quote with the punctuation outside the final parenthesis.

***Example:***

Miele (1993) found “the placebo effect disappeared” (p. 276).

# The Block Quote

Cite the quoted source after the final punctuation mark.

***Example:***

Miele (1993) found the following:  
APA is much easier than MLA format,  
and students learn it quickly. (p. 176)

# Long Quotes: 40 or More Words

## ***Example:***

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. (p. 276)

# References

- Reference page follows text
- References must be discussed in text
- Double space
- First line is flush left with remaining lines of reference indented 5 spaces. This is also known as a “hanging indent.”
- See example, next slide.

# References

Elkind, D. (1978). *The child's reality: Three developmental themes*. New York, NY: Lawrence Erlbaum Associates.

Issac, G. (1995). Is bipolar disorder the most common diagnostic entity in hospitalized adolescents and children? *Adolescents*, 30\_(118), 273-276.

## Reference for an Electronic Article

Fredrickson, B. L. (2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3(1), 1-25. doi: 10.1037//1522-3736.3.1.31a



# Appendix

- \* Type the word “Appendix” in mixed case with the identifying capital letters (A, B,) centered at the top of the page.
- \* Appendix contains detailed information that would be distracting to read in the text, such as a list of survey questions.
- \* Must be discussed in text if included.

# Tables

- \* Table usually presents quantitative data.
- \* If included, must be discussed in text.
- \* Everything on table is double-spaced
- \* Number all tables with Arabic numbers (1,2,3), double space, & then a clear title.

***Example:***

Table 1

*Digital Angel 52-week Stock Prices*

# Figure

- \* Each figure numbered consecutively in the order in which first mentioned in the text.
- \* Figures are photographs, drawings or non-quantitative data.
- \* Each figure must have a caption, inserted at the top left.

## ***Example:***

Figure 1. New Boeing Aircraft Design

# Order of APA Pages

1. Title page (with running head, title, byline, school name, and date)
2. Abstract
3. Text
4. References on separate page
5. Appendixes on separate page
6. Tables on separate page
7. Figures on separate page

# Five Levels Of Headings

**Centered, Boldface, Uppercase and Lowercase Headings (level 1)**

**Flush Left, Boldface, Uppercase and Lowercase Heading (level 2)**

**Indented, boldface, lowercase paragraph heading ending with a period\* (level 3)**

***Indented, boldface, italicized, lowercase paragraph heading ending with a period.***  
(level 4)

***Indented, italicized, lowercase paragraph heading ending with a period.*** (level 5)

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\*In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.

# Common APA Errors

- \* Failure to double space everything
- \* Failure to use unjustified right edge
- \* Quotes need 3 things (author's last name, year of publication and pg/para number)
- \* References flush left for first line - never use author's first name - only initials

The End