

A QUICK, CONCISE GUIDE TO APA FORMAT FOR LIBRARY PAPERS

Distilled from Hacker & Somers (2016) by Larry Wichlinski, October, 2018

Updated January, 2021, based on 7th edition of APA style guide

Larry's personal note:

I have tried to update this document as best I could in accordance with the guidelines published in the 7th edition. Since I'm updating a previous summary document based on the 6th edition of the APA publications manual, it's possible that I've inadvertently left in place some of the older rules. Please consult the 7th edition

(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html) if in doubt. Also, for ease of reading this document, I've sometimes used single-spacing or triple-spacing for ease of readability and organization. But know that the 7th edition asks for double-spacing in all (or at least nearly all) instances where text is involved.

Margins

- One inch on all sides of paper

Spacing

- Double-spaced (everything)
- One space after each period

Page numbers

- Number all pages in upper right-hand corner, about ½ inch from top of page

Quotations

- If less than 40 words, put quotation marks around quote, but leave quote in text
- If more than 40 words, indent ½ inch
- Double-space the block quote
- No quotation marks around quote
- Do not use ellipses ... when starting a quotation more than 40 words.
- If the quote is taken from one page, use p.; if quote spans two pages, then use pp.

Examples (from 7th edition)

Less than 40 words:

Effective teams can be difficult to describe because “high performance alone one domain does not translate to high performance along another” (Ervin et al., p. 470).

More than 40 words:

As Jalal and Hinton (2013) observe:

The *Jinn* in Islamic culture has a long and elaborate tradition, regarded traditionally as a major cause of madness; for instance, the etymology of the word "mad" or "insane" in Arabic *majnoon* is derived from the word *Jinn*, literally meaning one who is possessed by a *Jinn*. Moreover, *Iblis* the Quranic equivalent of the Devil in Biblical tradition is regarded as a malevolent *Jinn* whose aim is to antagonize human beings. In this regard it is also not surprising that in Egypt believing SP to be precipitated by the supernatural was found to be significantly associated with fear of the experience. This finding is in contrast to the Danish sample where we did not find such an association. (p. 544)

If there's a quote within your quote then the quote within should be single quotes and the outer quotes will be double quotes.

Example from the 7th edition:

Bliese et al. (2017) noted that “mobile devices enables employees in many jobs to work ‘anywhere, anytime’ and stay electronically tethered to work outside formal work hours.” (p. 391).

- At top left of page place the words “Running head:” followed by a shortened title of no more than 50 words.
- The shortened title SHOULD BE IN ALL CAPITAL LETTERS

EXAMPLE:

Running head: ADDERALL AND REACTION TIME

Title should be centered, bold, with main words in title capitalized (just first letter of main words)

EXAMPLE:

Psychological Impact of Nightmares

Abstract

- No more than 250 words; less if specified by particular journal or instructor
- Place on 2nd page by itself
- Center the word “Abstract” 1 inch from top of page in regular font
- The word “**Abstract**” is in **boldface**
- Do NOT indent first line

Introduction

- Should be on a new page after the abstract
- Center the complete title of paper
- 1 inch from top of page (double-spaced)
- Followed by the first sentence of your introduction (Indented)
- Do NOT put the word “Introduction” on this page

Body of Paper

- Main headings are centered, **boldface**, and **Capitalized** (i.e., just the first letter of a main word)

- Secondary headings are flush left, **boldface**, and **Capitalized**
- Third level headings are flush left, **bold-faced**, and **Capitalized**, and *Italicized*
- Fourth level headings are indented, **bold-faced**, Capitalized, and end with a period. The text immediately follows.

For experimental papers:

Method, **Result**, and **Discussion** are centered and **boldfaced**

Under **Method**, give

Participants

Materials

Procedure

Variables

Statistical Analysis

flush left and boldfaced.

References (word is centered and boldfaced)

- Alphabetize by authors' last names
- If two or more works by same author (first author), the earlier year goes first.
- If two papers by same (first) author published in same year, arrange alphabetically by title (add the letter "a" or "b" after the year, in that case)
- Last name of author followed by initials of first two names
- Separate names with commas
- For 2-20 authors, use an ampersand (&) before the last author's name.
- If 21 or more authors, include first 19, then an ellipsis (. . .) followed by final author's name.
- *Italicize* the titles of books, periodicals, and "other long works, such as websites."
- Titles of articles and books are lower case, except for first word
- But names of journals are Capitalized.

- Book titles are in lower case except for first word.
- Include only book publisher's name, not city where it's published
- All references double-spaced
- First line of the reference flush left
- All additional lines of the reference are indented ½ inch.
- For edited book chapters, use the following format:

Arnulf, I. (2017). Nightmares and dream disturbances. In M. Kryger, T. Roth, & W. C. Dement. *Principles and practice of sleep medicine* (6th ed., pp. 1002-1010). Elsevier. <https://doi.org/10.1016/C2012-0-03543-0>

For government reports, use the following format (taken from 7th edition):

National Cancer Institute (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

For entries from an encyclopedia or dictionary use the following format (from 7th edition):

Merriam-Webster. (n.d.) Self-report. In *Merriam-Webster.com dictionary*. Retrieved July 12, 2019, from <https://www.merriam-webster.com/dictionary/self-report>

For articles with fewer than 21 authors:

Fortuyn, H. A. D., Lappenschaar, M. A., Furer, J. W., Hodiamont, P. P., Rijnders, C. A.,
Renier, W. O., Buitelaar, J. K., & Overeem, S. (2010). Anxiety and mood disorders
in narcolepsy. *General Hospital Psychiatry*, 32(1), 49-56.
<https://doi.org/10.1016/j.genhosppsych.2009.08.007>

For articles with 21 or more authors:

Gieselmann, A., Ait Aoudia, M., Carr, M., Germain, A., Gorzka, R., Holzinger, B., Kleim, B.,
Krakow, B., Kunze, A. E., Lancee J., Nadorff, M. R., Nielsen, T., Riemann, D.,
Sandahl, H., Schlarb, A. A., Schmid, C., Schredl, M., Spoormaker, V. I., Steil, R., ...
Pietrowsky, R. (2019). Aetiology and treatment of nightmare disorder: State of the art
and future perspectives. *Journal of Sleep Research*, 28(4), e12820.
<https://doi.org/10.1111/jsr.12820>

[first 19 authors, then ..., then the last author].

Reference for a newspaper article:

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some
predictions. *The Washington Post*. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

In-text Citation Format

2 authors

”According to Chen and Williams (2017)... “ BUT (Chen & Williams, 2017).

More than two authors:

Bartel et al (2017)

However, if Bartel et al (2017) could refer to two or more publications, then avoid ambiguity by citing as many authors as needed to specify which paper is being cited

Bartel, Williams, et al (2017) or

Bartel, Rivera, et al (2017)

In your reference list, if more than one paper has the same authors in the same order, then use “a” and “b” after each reference year to keep them separate.

Kales, A., Jacobson, R. L., & Chan, K. (2015a). Effects of propranolol on....

Kales, A., Jacobson, R. L., & Chan, K. (2015b). Effects of valium on ...

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed). <https://doi.org/10.1037/0000165-000>.

Hacker, D. & Sommers, N. (2016). *APA version: A pocket style manual* (7th ed.).
Bedford/St. Martin's.

For more information, reference:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html