

## APA Style, 6th Edition Summary Guide

### General Formatting

- 12-point font
- 1-inch margins
- Double-spaced
- Numbered pages
- Running head on each page

### Title Page Elements

#### Title

- No abbreviations
- ≤ 12 word
- Centered
- Initial capitalization
- No capitalization for prepositions

#### Author Name

- First M. Last
- No titles or degrees
- Separate suffixes with a space, no comma (e.g., John Smith Jr.)
- Centered below title

#### Author Affiliations

- Centered under each author name
- Group authors with same affiliation, but maintain contribution hierarchy
- If no affiliation with university or organization, use location and state
- No abbreviations

#### Author Note

- Center label "Author Note" below title and byline information
- In first indented paragraph, list authors and complete affiliations, e.g., First Author, Department, University; Second Author, Affiliation; Third Author, Affiliation; etc.
- Indicate any changes in affiliation since the study in a new indented paragraph
- Indicate any acknowledgments of grant or funding support or special circumstances in a new indented paragraph
- Provide contact information in final indented paragraph, e.g., Correspondence concerning this article should be addressed to Author, Department, University, Location, State Abbreviation and Zip. Email: address (no period at end)

### Abstract

- Center label “Abstract” at top of page 2
- Use a single paragraph without indentation
- Between 150 to 250 words

### Manuscript Body

- Center title of manuscript at top of page 3
- Begin manuscript with first indented paragraph
- Do not use a header such as “Introduction”

### Level of Headings

#### Bold, Initial Cap, Centered

#### Bold, Initial Cap, Flush Left

**Bold, cap first word, indented, end with period, paragraph run-in.** Begin text ...

***Bold, italic, cap first word, indented, end with period, paragraph run-in.*** Begin text ...

*Italic, cap first word, indented, end with period, paragraph run-in.* Begin text ...

### Word Choice

- Use active voice, not passive: “We conducted ...” versus “The survey was conducted ...”

### Style

#### Spacing

- After commas, colons, semicolons
- Between periods in name initials (J. R. Zhang)
- Exceptions: U.S., a.m., e.g., i.e.
- Single space after end of sentence
- In mathematical equations or results, i.e.,  $25 + 25 = 50$ ;  $\geq 7.98$  ft;  $p \geq .90$

### Periods

*Use periods with:*

- Initials
- Identity-concealing labels
- U.S. when used as an adjective
- Latin abbreviations
- Vol.
- 2nd ed.
- p. 98, pp. 43–47
- a.m., p.m.
- vs.

*Don't use periods with:*

- State abbreviations (IA, NY, Washington, DC)
- Acronyms and all-cap abbreviations
- after Internet or email addresses
- units of measure (cm, ft, mg, min, hr, lb), except for inch (use in.)

## Commas

- Between items in a list, including before “and” and “or” (e.g., height, width, and depth)
- March 19, 1980, was a good day (Exception: March 1980 was a good month)
- Citations (Miller, 1980)
- In numbers of 1,000 or more to separate groups of three (Exceptions: page numbers, temperatures, acoustic frequencies, degrees of freedom)

## Other Punctuation

- Multiple citations: (Miller, 1980; Smith & Jones, 1999)
- Ratios: 2:1
- To represent *per* in units of measurement: 7 mg/kg
- Most prefixes and suffixes do not require a hyphen (e.g., antisocial, sociodemographic, coworker; see p. 99 for complete list)
- Use en dash in ranges and compound words (e.g., test–retest, U.S.–Mexico border, 1.65–7.89 mg)

## Numbers

### *Use numerals with:*

- 10 and higher, including ordinals
- 5 mg
- 3 times as many
- Multiplied by 5
- 5%
- 8th percentile
- Units of time: 5 hr, 3 years old, 9 p.m.
- 5-point scale
- Case 2, Grade 5

### *Spell out numbers:*

- Beginning a sentence, e.g., Twenty houses....
- Two-thirds majority, one tenth of the class
- When two numbers about (e.g., fifteen 8-point scales, 2 one-way ANOVA)
- Ordinals from first to ninth

## Italics

- Titles of books, periodicals, films, videos, etc.
- Genera, species, and varieties
- To introduce a new or key term (only on first reference)
- Statistical symbols: *SD*, *p*, *R*

## No Italics

- et al.
- a posteriori
- per se

- chemical terms
- sin, tan, log
- subscripts or superscripts for statistical symbols:  $F_{\max}$ ,  $R^2$
- Greek letters
- abbreviations of acronyms

### Miscellaneous Style

- Case 1, Day 1, Experiment 1
- e.g., i.e., vs., viz., etc.
- day, week, month, year
- hr, min, s, ms, ns
- dl, ml, kg, mmHg, ppm
- vol/vol, wt/vol

### In-Text Citations

For in-text citations with three, four, or five authors, list all last names followed by commas on first reference (e.g., Smith, Jones, Marks, & Davis, 2011) and only first author followed by et al. and date for subsequent citations (Smith et al., 2011). For six or more authors, use the first author and et al. for all citations.

#### One Author

- (Chalmers, 2008)
- Chalmers (2008)
- In 2008, Chalmers ...

#### Two Authors

- (Chalmers & Robinson, 2008)
- Chalmers and Robinson (2008)
- In 2008, Chalmers and Robinson ...

#### Three to Five Authors

- (Chalmers, Robinson, Morrison, Morrison, & Thomas, 2008)
- After first reference: (Chalmers et al., 2008)
- Chalmers, Robinson, Morrison, Morrison, & Thomas (2008)
- After first reference: Chalmers et al. (2008)
- In 2008, Chalmers, Robinson, Morrison, Morrison, & Thomas ...
- After first reference: In 2008, Chalmers et al. ...

#### Six or More Authors

- (Chalmers et al., 2008)
- Chalmers et al. (2008)
- In 2008, Chalmers et al. ...

#### Group Authors

- (National Institute of Drug Abuse [NIDA], 2001)
- After first reference: (NIDA, 2001)

- In a landmark study, the National Institute of Drug Abuse (NIDA, 2001) ...
- After first reference: In a landmark study, NIDA (2001) ...
- Do not abbreviate long or confusing organization names

### References

- Only include sources used in the preparation of the paper
- Arrange entries in alphabetical order by last name of author
- Use a hanging indent: the first line is at the left margin; subsequent lines are indented half an inch.
- Double space all entries.
- No extra spacing is needed between entries.
- Use one space only after all punctuation (including author's initials)
- Only use the initials of the authors' first and middle names.
- List all authors in reverse order: last name, first and middle initials.
- If two or more authors are listed, use an ampersand (&) before the last author.
- List up to seven authors; if there are more than seven authors, list the first six followed by an ellipsis and ampersand, then the last author.
- Use commas after authors' names and before an ampersand.
- If no author is given, start with the title and then the date.
- Capitalize only the first words of book or article titles and subtitles unless they are proper nouns; capitalize all important words in the name of a journal.
- Capitalize first word of a subtitle after colon.
- Italicize the names of books and periodicals.
- Use an en dash for page ranges.
- Only include the issue number for journals that have separate pagination for each issue. Add the issue number in parentheses after the volume number, e.g., *Journal of Animal Science*, 23(5), 2–13.

## Reference Examples

### Journal Articles

#### Article in print:

Cronkite, W., & Walters, B. (2012). The ins and outs of television newscasts. *Journal of Journalism and Television*, 35, 1977–1985.

#### Article in print with subtitle:

Cronkite, W., Walters, B., & Stern, H. D. (2012). The ins and outs of television newscasts: An analysis. *Journal of Journalism and Television*, 35, 1977–1985.

#### Online article with eight or more authors:

Cronkite, W., Walters, B., Stern, H. D., Bradford, W. A., Jennings, P., Brokaw, T. G., ... & Costas, B. (2012). The ins and outs of television newscasts: An analysis. *Journal of Journalism and Television*, 35, 1977–1985. doi:10.1111/1467-8624.00207

Note: If no doi number is given, use “Retrieved from URL” (use journal home page).

### Books

#### Book in print:

Cushing, P. T. (2005). *Counseling as an art: The creative arts in counseling*. Alexandria, VA: American Counseling Association.

#### Online book:

Jackson, P. K., & Johnson, M. G. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Self, B., Turner, T. J., & Williams, L. (1995). *Ethical issues in contemporary society*. Retrieved from <http://www.netlibrary.com/>

#### Book with editors:

Sprinthall, N. A., & Mosher, R. L. (Eds.). (1978). *Value development as the aim of education*. Schenectady, NY: Character Research Press.

#### Chapter in print book:

Kalish, C. W. (2000). Children's thinking about truth: A parallel to social domain judgments? In M. Laupha (Ed.), *Rights and wrongs: How children and young adults evaluate the world* (pp. 6–22). San Francisco, CA: Jossey-Bass.

#### Chapter in an online book:

Helsley, J. D. (2008). Anxiety disorder due to a general medical condition. In J. Vanin & J. Helsley (Eds.), *Anxiety disorders: A pocket guide for primary care* (pp. 195–207). doi:10.1007/978-1-59745-263-2\_13

## Technical and Research Reports

*Organizational report retrieved online:*

World Health Organization. (2005). *Mental health policy, plans and programmes*. Geneva, Switzerland: Author. Retrieved from [http://www.who.int/mental\\_health/policy/services/2\\_policy%20plans%20prog\\_WEB\\_07.pdf](http://www.who.int/mental_health/policy/services/2_policy%20plans%20prog_WEB_07.pdf)

*Authored organizational report:*

Ulmer, C., McFadden, B., & Nerenz, D. R. (2009). *Race, ethnicity, and language data: Standardization for health care quality improvement* (Report of Subcommittee on Standardized Collection of Race/Ethnicity Data for Healthcare Quality Improvement). Washington, DC: National Academies Press.

## Tables and Figures

- Table 1, Table 2 (not Table 1a, Table 1b)
- Table title format:  
Table 2  
*Title in Initial Cap on a Separate, Line Italicized, No Period*
- Column heads should be centered and in initial cap
- Footnotes:
  - *Note*. General notes for the table.
  - <sup>a</sup>Superscript lowercase letters for specific notes
  - \*for probability, e.g., \* $p < .01$ , \*\* $p < .001$
- Figure title format:  
Title in Initial Cap, No Period

## References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed., 2<sup>nd</sup> printing). Washington, DC: American Psychological Association.

University of Southern California. (2014). *APA style, 6th edition summary guide*, 1-7. Retrieved from <http://sowkweb.usc.edu/download/faculty-staff-resources-1>