

APA Style Guide

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July 2005

The following is a brief guide to the main elements of style discussed in the *Publication Manual of the American Psychological Association*, 5th edition (Washington DC: APA, 2001). For more detailed information, please consult the *Publication Manual*, which can be found in the reference section of our library. The call number is BF76.7.P83.2001. Where the advice here differs from APA style, I have prefaced my comments with the phrase, “In student papers ...”.

Reference List

Every reference cited in the text must be placed in the reference list, and every item in the reference list must be cited in the text at least once.

References begin on a separate page.

In student papers, the references should be single-spaced with a “hanging indent” of approximately five spaces (one “tab”), so that second and subsequent lines are indented.

References are listed alphabetically by author. Multiple entries by the same author(s) are arranged chronologically, beginning with the earliest:

Smith, A.R. (1998).
Smith, A.R. (2000a).
Smith, A.R. (2000b).
Smith, A.R., & Brown, C.W. (1994).

For books, list the *city of publication* (not *merely* the province/state of publication, *never* the country of publication [such as “UK”], and *not* the city where the *printer* is located).

Also list the *publisher* of the book (*not* the copyright holder – identified next to the symbol ©).

Drop words and abbreviations such as Inc., Ltd., Co., and Publishing/Publishers from the publisher’s name. However, always keep the word “Press” for a university press (such as Princeton University Press).

Harper and Row	<i>not</i>	Harper and Row Publishers
Macmillan	<i>not</i>	The Macmillan Press Ltd.
Transaction	<i>not</i>	Transaction Publishers
Hutchinson	<i>not</i>	Hutchinson and Co. Pub.

You may choose to drop the word “Press” or “Books” from entries, if it sounds okay.

Beacon	<i>rather than</i>	Beacon Press
Westview	<i>rather than</i>	Westview Press
Zed	<i>rather than</i>	Zed Books

If it would sound confusing without the final word, then keep the word.

New Press	<i>not</i>	New
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Also, drop “The” from the publisher’s name.

Free Press	<i>not</i>	The Free Press
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Use only one city and one publisher, even if more than one is listed. When in doubt, see which publisher is listed on the first (cover) page, and go with that one.

If the book is published in a large, well-known city, then the state/province information is not necessary. However, for smaller cities and towns that are not readily identifiable, you should add the province or state, using standard postal abbreviations.

Halifax: Fernwood.
 New York: Verso.
 Toronto: University of Toronto Press.
 Aurora, ON: Garamond.
 Lanham, MD: Rowman and Littlefield.

The abbreviation list for American states (two letters, both capitalized) is found on page 218 of the *Publication Manual*.

For Canadian provinces and territories, the following abbreviations are used:

AB	Alberta	NU	Nunavut
BC	British Columbia	ON	Ontario
MB	Manitoba	PE	Prince Edward Island
NL	Newfoundland and Labrador	QC	Quebec
NT	Northwest Territories	SK	Saskatchewan
NS	Nova Scotia	YT	Yukon

In your Reference list, the following abbreviations should be used, where necessary:

chap.	chapter
ed.	edition
Rev. ed.	revised edition
2nd ed.	second edition

Ed. / Eds.	Editor / Editors
Trans.	Translator(s)
n.d.	no date
p. / pp.	page / pages
Vol.	Volume (as in Vol. 4)
vols.	volumes (as in 4 vols.)

In your Reference list, pay careful attention to the following:

- Capitals are used throughout the title only for journals titles. For book and article titles, only the first word is capitalized and, if there is a sub-title, the first word after a colon (:), even if it's a small word. The only exception is that you must capitalize words that always require a capital (like Marx, Canada, Liberal Party, etc.). Also, capitalize formal names in book and article titles → *The New Democratic Party in renewal*.
- First names are never used for authors. Use initials only. Do not leave a space between authors' initials.
- Have only one space (not zero or two) between the components of a reference entry (author, date, title, etc.).
- Be sure to italicize the volume number of a journal (which appears, following a comma, right after the journal title). If there is a volume number and an issue number, the volume number is italicized but the issue number is not.
- Do not leave out an issue number when each issue of a journal begins with page one. For example, articles from a journal like *Monthly Review* require both the volume and issue number → 54 (2), 18-27.
- For journal articles, do not use the abbreviations "Vol." or "No."
- Drop the word "The" from journal titles → *Journal of Politics* not *The Journal of Politics*
- Do not drop the word "The" from book titles → *The cuts machine* not *Cuts machine*
- Do not say "Retrieved from EBSCOhost database ..." if the article is in PDF format (which is an exact reproduction of the paper copy of the journal).
- Provide both the first and last page number for articles (for example, 55-61). Do not have something like "7pp."
- Note that the title of your list is "References," not "Bibliography." The word **References** is centred and bold-faced.
- For books, be sure to include the sub-title as well as the title.
- In book and journal titles, use "and" not "&"
- If you have used just one article from an edited collection, then in the text cite the article you have used, not merely the collection itself.
- Note that the titles of journal articles are *not* enclosed in quotation marks.
- Don't miss the period after the bracket after the date of publication [!].
- Use double quotation marks (" "), not single quotation marks (' '), for titles that have a word(s) in quotes → The importance of the "self": A study of Erving Goffman.
- Do not have a period *and* a question mark at the end of a journal or book title that ends in a question mark → Is socialism dead? *not* Is socialism dead?.

The *Publication Manual* (pages 239-281) provides information on almost 100 reference types. The following are the most common:

A. PERIODICALS

Journal Article

Alber, J. (1988). Continuities and changes in the idea of the welfare state. *Politics and Society*, 16, 451-468.

Journal Article, Two Authors, Paginated by Issue

Wexler, S., & Engel, R.J. (1999). Historical trends in state-level ADC/AFDC benefits: Living on less and less. *Journal of Sociology and Social Welfare*, 26 (2), 37-61.

Journal Article, Three to Six Authors

Duncan, G.J., Harris, K.M., & Boisjoly, J. (2000). Time limits and welfare reform: New estimates of the number and characteristics of affected families. *Social Service Review*, 74, 55-75.

Journal Article, More than Six Authors

Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Magazine Article

Wilson-Smith, A. (2002, September 2). Goodbye to all that – soon! *Maclean's*, 115, 18-19.

Newsletter Article with Author

Kapoor, P. (2001, July/August). Canada's not-so-best kept secret: Deepening poverty. *NAPO News*, 80, 2-3.

Newsletter Article without Author

Declaration of the rights of homeless Canadians. (2001, July/August). *NAPO News*, 80, 13.

Daily Newspaper Article with Author, Discontinuous Pages

DeParle, J. (1999, January 15). Wisconsin welfare overhaul justifies hope and some fear. *New York Times*, pp. A1, A21.

Daily Newspaper Article without Author, Single Page

As welfare rolls drop, requests to charities rise. (1998, August 18). *New York Times*, p. B5.

Letter to the Editor

Fleming, B. (2002, September 4). Mayor can end strike [Letter to the editor]. *North Bay Nugget*, p. A7.

Editorial

The tremors and losses of the year gone by [Editorial]. (2001, December 31). *Globe & Mail*, p. A10.

B. BOOKS, BROCHURES, BOOK CHAPTERS, ENCYCLOPEDIA ENTRIES, AND BOOK REVIEWS

Book

Axinn, L., & Levin, H. (1992). *Social welfare: A history of the American response to need*. New York: Longman.

Book, New Edition

Reiman, J. (2001). *The rich get richer and the poor get prison: Ideology, class, and criminal justice* (6th ed.). Boston: Allyn & Bacon.

Book, Reprint

Webb, S., & Webb, B. (1929/1963). *English poor law history, part two: The last hundred years* (Vol. 1). Hamden, CT: Archon Books.

English Translation of a Book

Laplace, P.-S. (1951). *A philosophical essay on probabilities* (F.W. Truscott & F.L. Emory, Trans.). New York: Dover. (original work published 1814)

Book, No Author or Editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Group, Corporate, or Government Author

Children's Defense Fund. (2000). *The state of America's children yearbook*. Washington, D.C.: Author.

Canada. (1999). *Income distributions by size in Canada* (13-207-XPB). Ottawa: Statistics Canada.

Ontario. (1988). *Transitions: Report of the Social Assistance Review Committee*. Toronto: Ministry of Community and Social Services.

U.S. Bureau of Census. (1997). *Statistical abstract of the United States*. Washington, D.C.: Government Printing Office.

Edited Book

Aston, T.H., & Philpin, C.H.E. (Eds.). (1985). *The Brenner debate: Agrarian class structure and economic development in pre-industrial Europe*. Cambridge: Cambridge University Press.

Robinson, D.N. (Ed.). (1992). *Social discourse and moral judgment*. San Diego: Academic Press.

Brochure

White Water Gallery. (n.d.). *You and art* [Brochure]. North Bay, ON: Author.

Chapter in an Edited Book

Flora, P., & Alber, J. (1981). Modernization, democratization, and the development of welfare states in western Europe. In P. Flora & A.J. Heidenheimer (Eds.), *The development of welfare states in Europe and America* (pp. 37-80). New Brunswick, NJ: Transaction.

Encyclopedia Entry

Bergmann, P.G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Book Review with Title

Lummis, C.D. (2002). New book finds “free market” to be an anti-democratic force [Review of the book *The no-nonsense guide to democracy*]. *CCPA Monitor*, 9 (3), 38.

Book Review without Title

Mabrey, T. (2001). [Review of the book *Black working wives: Pioneers of the American family revolution*]. *Journal of Sociology and Social Welfare*, 28 (3), 223-225.

C. UNPUBLISHED WORKS

Paper Presented at a Meeting or a Conference

Scott, E.D., London, A.S., & Edin, K. (2000). *Good cause: Domestic violence and the mandates of welfare reform*. Paper presented at the annual meeting of the American Sociological Association, Washington, D.C.

Paper or Manuscript

Mueser, P., Hotchkiss, J., King, C., Rokicki, P., & Stevens, D. (2000, July). *The welfare caseload, economic growth and welfare-to-work policies*. Unpublished paper, University of Missouri, Columbia.

Doctoral Dissertation

Heftler, V. (2001). *Just history? An argument for critical cosmopolitan histories of harm*. Unpublished doctoral dissertation, York University, Toronto.

Master's Thesis

Smylie, G. (1998). *Solving problems using role-playing skills*. Unpublished master's thesis, Nipissing University, North Bay, Ontario.

D. ELECTRONIC MEDIA

Article in an Internet-Only Journal

Sankey, M. (2002, August). Considering visual literacy when designing instruction. *e-Journal of Instructional Science and Technology*, 5 (2). Retrieved September 5, 2002, from www.usq.edu.au/electpub/e-jist

Document from an Organization

Food Research and Action Center. (2001, December 7). *Food stamp participation increased in September 2001*. Retrieved July 29, 2003, from www.frac.org/html/news/fsp/01September.html

For information on how to reference legal materials, see the *Publication Manual*, pp. 397-410.

To view a sample reference list, see page 16 of this APA Style Guide.

Reference Citations in the Text

For all of the following, pay close attention to spacing!

Use the author-date method of citation:

Walker (2005) compared reaction times ...

In a recent study of reaction times (Walker, 2005), it was ...

When there are two authors, always cite both names:

Another survey (Johnston & Keil, 1974) concluded that ...

When there are three, four or five authors, cite all authors the first time. For subsequent references, cite the first author's name, followed by et al.

Wallace et al. (1997) discovered ...

When there are six or more authors, always cite the first author, followed by et al. If there are six authors, list all of them in the reference list. If there are more than six, list the first six followed by et al.

For corporate authors, list the full name in the first reference with an abbreviation in brackets. Use the abbreviated name for subsequent references.

(North Bay and District Health Council [NBDHC], 1999)
(NBDHC, 1999)

If a work has no author (for example, a newspaper editorial), cite the first few words of the title and the year.

("As Welfare Rolls," 1998)

For citing more than one reference from the same author:

(Gogel, 1984, 1990)

For works by the same author with the same year of publication, add a, b, c, and so on, to the publication date:

(Johnson, 1991a, 1991b, 1996)

To credit an author for discovering a work, when you have not read the original:

Smith's study (as cited in Wood & Wood, 1993) ...

Here, Wood & Wood (1993) would appear in your reference list; Smith would not.

In citing more than one author, list the authors alphabetically:

(Andrews, 1990; Smith, 1986; Thomas, 2002)

When there is no date of publication:

(Singh, n.d.)

For classical works (generally published before 1800) in English:

(Locke, 1958 version)

For classical works (generally published before 1800) that have been translated into English:

(Aristotle, trans. 1931)

For a new printing of a recent (published after 1800) classical work:

Marx (1867/1981) suggested that ...

For a translated work, cite the original publication date and the date of the translation:

(Laplace, 1814/1951)

Always give page numbers for quotations:

(Andrews & Smith, 1981, p. 12)

Andrews & Smith (1981, p. 12) argue that the “most important ...

To refer to a specific part of a work:

(Pierson, 1982, chap. 3)

(Thompson, 1967, pp. 82-97)

For personal communications, including interviews, letters, memos, e-mails, and telephone conversations, cite them as follows. (These are *not* included in the reference list.)

(A.R. Woods, personal communication, January 22, 2002)

In almost all instances, the reference must refer to a specific page number (or numbers) or a section of the text. In general, you should avoid overtly discussing authors. That’s what references are for. All these references will (typically) appear quietly at the end of the sentence.

Conservatives feel that excessive government planning will “lead to unbridled oppression and tyranny” (Hayes, 1994, p. 41).

The same method is applied if you are just citing something (as opposed to quoting it).

The Social Democrats received 36.4% of the vote and 37.5% of the seats in Sweden’s 1998 election (Johnston, 2001, p. 349).

You may feel the need to mention an author from time to time. In such cases, the citation would look like the following:

Taylor (1998, pp. 12-17) argues, in contrast, that the conservative view ignores the harsher aspects of a capitalist economy.

You do not have to refer to specific pages or sections of an article/book *only* in the cases where you are making a very general reference to the text.

McNally (2002) is a strong advocate of the socialist position.

You may occasionally want to have a few footnotes where you elaborate on an issue raised in the text, add something that is slightly tangential, provide overly technical information, and so on. In doing so, use superscript Arabic numerals. These are usually placed at the end of the sentence, like this.¹ You would begin your **Footnotes** on a separate page, after the main body of text.

A Brief Style Guide for APA

(a) Use/Do Not Use

Use

between 2.5 and 4.0 years of age
one, two, and three
April 18, 1992, was the date.
(Smith, 1993)
1950s
18%
Vol. 3
U.S. [no space]
vis-à-vis
*1,029

Do Not Use

between 2.5-4.0 years of age
one, two and three
April 18, 1992 was the date.
(Smith 1993)
1950's
18 percent
Vol. III
U. S.
vis – á – vis
1029

* The exception is for page numbers. In this case, use page 1029, not page 1,029.

(b) When to Use Numbers and When to Use Words

- Use digits for numbers 10 and above.
25 years old
10th-grade students
the 15th trial

- Use words for numbers below ten.
seven lists
two words
ran three times
nine pages
four responses

Some exceptions to the above rule are:

- Numbers below 10 grouped with numbers above 10
3 of 21 analyses
in the 2nd and 11th grades
- Fractions and percentages
5%
the 5th percentile
2.7 times as many
- Units of measurement
3 cm
- A specific place in a numbered series
Grade 8
chapter 5
- Dates, times, ages, and exact sums of money
March 3, 1994
2:30 a.m.
4-year old
paid \$5 each
- Use words for common fractions.
one-half of the class
two-thirds majority
- Combine words and numbers for large, rounded numbers.
around 3 million people
a budget of \$69.5 billion
- Do not use numbers at the beginning of a sentence.
Forty-eight percent of the sample showed an increase.
Four patients died.

(c) A Few More Stylistic Pointers and Suggestions

- In student papers, sub-headings must begin at the left margin, boldfaced, with uppercase and lowercase letters. Do not skip any lines before or after a new section. Sub-headings must look similar to the following:

... In order to draw out this point, it is necessary to move beyond the standard interpretations of the history of capitalism.

The Origins of Capitalism

Capitalism is a social relationship ...

- Do not skip to a new page when you begin a new section. Put in a sub-title, then continue the text on the next line. See the example above. An exception is when the sub-title is an orphan, all by itself, at the bottom of a page. In such cases, bump the sub-title to the following page.
- Use double quotation marks. Use single quotation marks for a quotation within a quotation.
Smith (1992, p. 54) noted that “the ‘placebo effect’ had been greatly reduced.”
- Incorporate quotations of fewer than forty words directly into the text. You do not need an ellipsis (...) at the beginning or the ending of a short quotation.
She said it “was the greatest sports event in history” (Smith, 1987, p. 26).
- For quotations of 40 or more words, type a block of text, separated off from the main text. In student papers, this block of text must be single-spaced. Do *not* use quotation marks. The fact that you have separated it from the main text tells the reader that it is a quotation. See the following example:

Oliver and Shapiro (1995, p. 2) note that income and assets play very different roles within different households:

Wealth is a special form of money not used to purchase milk and shoes and other life necessities. More often it is used to create opportunities, secure a desired stature and standard of living, or pass class status along to one’s children. In this sense the command over resources that wealth entails is more encompassing than is income or education, and closer in meaning and theoretical significance to our traditional notions of economic well-being and access to life chances.

From this perspective, assets are thought to increase well-being in ways that income cannot, and this has the effect of ...

- Do not leave an extra line between paragraphs.
- The font must be twelve-point. Do not use font that is smaller than 12 points.

- Do not use “fancy” typescripts. The typescript must be Times New Roman, which looks like this.
- Page numbers must be placed in the top right-hand corner of the text. “Hand write” these numbers in if you can’t get this feature to work on your computer. In student papers, do not have any “headers” alongside the page number. Do not put your name as part of a header. Your name should not appear anywhere except on the cover.
- Margins must be one inch on all four sides.
- The text must be doubled-spaced throughout (except for indented quotations and references, which are single-spaced). Do not use one and one-half spacing anywhere in the paper. There are approximately twenty-three (23) lines of text on a double-spaced page.
- In student papers, page 1 is the first page of the text (not the cover page).
- Do not have a table of contents page.
- Do not put a blank sheet between the cover page and the first page.
- Leave one space between sentences (not two).
- Do not right-justify the text – leave it “ragged.” If you right-justify, you produce a square block of text that is difficult to read.
- Place a period (or a comma) within a quotation mark.
 She said she was “tired of life and all its pain.”
 “It worked well,” he said.
- Do not use plastic or cardboard covers – just a staple (or a paper clip if you don’t have a stapler handy).
- Unless otherwise instructed, do not attach any sources to your paper (photographs, newspaper articles, brochures, etc.).
- On the cover, list the title of the paper (near the top of the page), your name (near the middle of the page), and the course number/course name, the professor’s name, the name of the university, and the due date of the paper (all on separate lines, beginning near the bottom one-third of the page). All this information should be centred, using both uppercase and lowercase letters. Do not use “fancy” typescript or bold font and do not add any distracting text or images. Do not say “Paper #1” (or something similar) anywhere in the title.
- A sample title page follows:

Comparing Ideologies: The Case for Liberalism

Mary Livingstone

POLI 1005: Introduction to Political Science

Prof. Joan Andrews

Nipissing University

12 March 2005

References

- Alber, J. (1988). Continuities and changes in the idea of the welfare state. *Politics and Society*, 16, 451-468.
- As welfare rolls drop, requests to charities rise. (1998, August 18). *New York Times*, p. B5.
- Children's Defense Fund. (2000). *The state of America's children yearbook*. Washington, D.C.: Author.
- DeParle, J. (1999, January 15). Wisconsin welfare overhaul justifies hope and some fear. *New York Times*, pp. A1, A21.
- Flora, P., & Alber, J. (1981). Modernization, democratization, and the development of welfare states in western Europe. In P. Flora & A.J. Heidenheimer (Eds.), *The development of welfare states in Europe and America* (pp. 37-80). New Brunswick, NJ: Transaction.
- Heftler, V. (2001). *Just history? An argument for critical cosmopolitan histories of harm*. Unpublished doctoral dissertation, York University, Toronto.
- Lummis, C.D. (2002). New book finds "free market" to be an anti-democratic force [Review of the book *The no-nonsense guide to democracy*]. *CCPA Monitor*, 9 (3), 38.
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- Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.
- Reiman, J. (1990). *Justice and modern moral philosophy*. New Haven: Yale University Press.
- Reiman, J. (2001). *The rich get richer and the poor get prison: Ideology, class, and criminal justice* (6th ed.). Boston: Allyn & Bacon.
- Scott, E.D., London, A.S., & Edin, K. (2000). *Good cause: Domestic violence and the mandates of welfare reform*. Paper presented at the annual meeting of the American Sociological Association, Washington, D.C.
- U.S. Bureau of Census. (1997). *Statistical abstract of the United States*. Washington, D.C.: Government Printing Office.
- Wexler, S., & Engel, R.J. (1999). Historical trends in state-level ADC/AFDC benefits: Living on less and less. *Journal of Sociology and Social Welfare*, 26 (2), 37-61.
- White Water Gallery. (n.d.). *You and art* [Brochure]. North Bay, ON: Author.