

LAKEHEAD UNIVERSITY
STUDENT SUCCESS CENTRE

Documenting and Formatting
Using the *Publication Manual of the
American Psychological Association (APA)*
6th Edition

The following information has been taken from the APA Manual.
Please consult with your professor and/or manual.

TITLE PAGE/ p.229
RUNNING HEAD/ p. 229
MANUSCRIPT ELEMENTS/ p. 23

Running head: PROPER REFERENCING

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The Importance of Proper Referencing
in Research Papers

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NOTES:

Title Page Notes:

"Recommended length for a title is no more than 12 words."

"Should summarize the main idea of the manuscript simply."

"Should identify the variables or theoretical issues under investigation."

"Avoid using abbreviations."

"Avoid words that serve no useful purpose . . . [such] as 'A Study of ' or 'An Experimental Investigation of '."

"The title page should be typed in uppercase and lowercase letters, centred between the left and right margins, and positioned in the upper half of the page." (23)

Running Head Notes:

An abbreviated title that is printed "flush left in all uppercase letters at the top of the title page and all subsequent pages."(229) Preceded by the words 'Running head' on the title page ONLY.

See example on page 41 in text.

"Should be a maximum of 50 characters."

This format adheres strictly to APA. If it is your intention to include other information (i.e. professor's name, course name and number, submission date, student number), consult with instructor to ensure that such inclusions are permissible (see example on page 2 of handout).

The Importance of Proper Referencing

In Research Papers

Jane Doe

Student Number

Professor's Name

Lakehead University

Course Number

Due Date

Abstract

The body of the abstract should begin after a double-spacing and should not be indented. The abstract itself should be double-spaced and be between 150 - 250 words. It should be concise, specific and non-evaluative. The abstract is a brief comprehensive summary of the contents of the article. A well-prepared abstract is the most important paragraph in the article; therefore, the writing of it should be done with great care and concentration.

TABLE OF CONTENTS

PROPER REFERENCING

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Table Of Contents

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NOTES:

Strictly speaking, papers documented according to APA format do not include a table of contents; however, some professors may indicate that they wish one to be included. If this is the case, the format shown above is suggested.

The table of contents should follow the abstract; it is not listed on the page itself.

HEADINGS/ p 62 - 63.

- (Level 1) **Centered, Boldface, Uppercase and Lowercase Heading**
- (Level 2) **Flush Left, Boldface, Uppercase and Lowercase Heading**
- (Level 3) **Indented, boldface, lowercase paragraph heading ending with a period.**
- (Level 4) *Indented, boldface, italicized, lowercase paragraph heading ending with a period.*
- (Level 5) *Indented, italicized, lowercase paragraph heading ending with a period.*

NOTES:

Headings indicate the organization of a paper. The heading style recommended by APA consists of five possible formatting arrangements... The heading structure for all sections follows the same top-down progression (p. 62). The introduction to a manuscript does not carry a heading that labels it as the introduction. Do not label headings with numbers or letters.

When using headings, use the following guidelines:

- | | |
|---|--------------------------------------|
| For short articles: | One level - (Level 1) |
| For essays or articles in APA journals: | Two levels - (Level 1, Level 2) |
| For multiexperiment studies and lengthy literature reviews: | Five levels - (Levels 1, 2, 3, 4 &5) |

* Although the APA manual does not recommend the use of a heading for an introduction, some professors may prefer that you use one. When in doubt, consult your instructor.

APPENDIXES/ p. 38 – 39)

NOTES:

The appendix is the inclusion at the very end of the paper. An appendix is helpful if the detailed description of certain material is distracting to, or inappropriate to, the body of the paper.

Examples of suitable material for an appendix:

- description of a complex piece of equipment
- a large table
- lists of words
- a sample of a questionnaire
- a mathematical proof
- list of articles that provided course data but not referenced otherwise

“If your paper has only one appendix, label it *Appendix*; if your manuscript has more than one appendix, label each one with a capital letter (*Appendix A*, *Appendix B*, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title.”

“In the text, refer to appendices by their labels: “produced the same results for both studies (see Appendices A and B for complete proofs).”

“Begin each appendix on a separate page. Centre the word *Appendix* and the identifying capital letters...at the top of the page. Centre the title of the appendix, and use uppercase and lowercase letters. Begin the text of the appendix flush left, followed by indented paragraphs.” (p.39)

AUTHOR RESPONSIBILITIES/ p. 228-230.

1. Typing:
 - Clear, black type on standard 8 1/2 x 11 inch (22 x 28 cm) heavy white bond paper.
 - Preferred typeface: 12-pt Times Roman.

2. Margins:
 - Leave 1 inch (2.54 cm) margins at the top, bottom and both sides.
 - Place the number of each page one half inch from the top right of every page.
 - Place the running head 1/2 inch from the top of the page. Type the running head flush left at the top of the title page in all uppercase letters.
 - Indent the first word of a paragraph 5-7 spaces or a 2 inch (1.27 cm) tab indent from the left margin. The exception to this is the abstract, which begins at the left hand margin.
 - Indent block quotations 5-7 spaces or 2 inch (1.27 cm) from the left margin.

3. Spacing:
 - Double-space EVERYTHING - from quotations to the reference list.
 - Space once after the following:
 - after commas, colons, and semicolons.
 - after punctuation marks at the end of sentences.
 - after periods that separate parts of a reference citation.
 - after the periods of the initials in personal names (e.g. J. R. Zhang).

Exceptions:

- Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios.

4. Headings:
 - APA documents use 1 to 5 levels of headings.

5. Title:
 - Centre the title in uppercase and lowercase letters on the title page as well as on the first page of the text.

6. Page Numbers:
 - Number all pages consecutively, beginning with the title page. Page numbers are placed 1 inch (2.54 cm) from the right hand margin, 2 inch (1.27 cm) from the top of the page.

7. Order of manuscript pages:
 - title page 1
 - abstract 2
 - text 3
 - references (separate page)
 - tables (start each on a separate page)
 - figures (start each on a separate page)
 - appendices (start each on a separate page)

REFERENCE CITATIONS IN TEXT/ p.174-179

Use the author date method.

One Work by One Author

Kessler (2003) found that among epidemiological samples

or

Early onset results in a more persistent and severe course (Kessler, 2003)

If both author and year appear in text no parenthetical information is required.

In 2003, Kessler's study of epidemiological sample showed...

Citation of an author's work in the paper "identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of an article."

SHORT QUOTATIONS/ p.171

Interpreting these results, Robbins et al. (2003) suggested that the "therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns" (p. 541), contributing to an overall climate of negativity.

NOTES:

"If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks." (p. 170) "When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four or five authors, cite all authors the first time the reference occurs, in subsequent citations, include only the surname of the first author followed by *et al.* (NOT italicized and with a period after *al.*" (p. 175) See Table 6.1 on page 177.

LONG (BLOCK) QUOTATIONS/ p. 171

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members.

Consider large-scale social gatherings in which hundreds or thousands of people gather in allocation to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

NOTES:

"If the quotation comprises 40 or more words, display it in a freestanding block of text, and omit the quotation marks. Start . . . on a new line, and indent the block about 1/2 in. (1.3 cm, or five spaces) from the left margin (in the same position as a new paragraph)." (p.171)
Double space the entire quotation.

Accuracy: "Direct quotations must be accurate." "If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicized and bracketed , immediately after the error in the quotation. Always check the manuscript copy against the source to ensure that there are no discrepancies." (p.172)

Omitting material: "Use three spaced ellipsis points (. . .) within a sentence to indicate that you have omitted material from the original source.

Use four points to indicate any omission between two sentences.

Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in mid-sentence." (p.173).

PERSONAL COMMUNICATION/ p. 179

T. K. Lutes (personal communication, April 18, 2001)

or

(V.-G. Nguyen, personal communication, September 28, 1998)

NOTES:

“Personal communications may be letters, memos, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.” (p.179)

REFERENCE LIST/ p. 180

GENERAL NOTES:

"The reference list at the end of a . . . [paper] provides the information necessary to identify and retrieve each source. Include only the sources that you used in the research and preparation of the article.”

“Each entry usually contains the following elements: author, year of publication, title and publication data.” (p.180)

The reference list is double-spaced, and entries should have a hanging indent. Reference list entries are not numbered.

The reference list is arranged in alphabetical order by the surname of the author. When listing several works by the same author, arrange by year of publication, the earliest first.

When an article is by more than one author, alphabetize according to the surname of the first author.

"If there is no author, the title moves to the author position, and the entry is alphabetized by the first significant word of the title."

REFERENCE LIST ENTRY

- JOURNAL ARTICLE, TWO AUTHORS PAGINATED BY ISSUE/ p. 199

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82.

REFERENCE LIST ENTRY - JOURNAL ARTICLE, ONE AUTHOR, WITH DOI, ADVANCE ONLINE PUBLICATION/ p.199

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication.
doi:10.1057/palgrave.kmrp.8500141

REFERENCE LIST ENTRY - JOURNAL ARTICLE, SEVEN OR MORE AUTHORS/ p. 184, p. 198

“Invert all author’s names, give surnames and initials for up to and including seven authors...when authors number eight or more, include the first six author’s names, then insert three ellipsis points, and add the last author’s name.”

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267.
doi:10.1080/14622200410001676305

“ Use the following in text citation (Gilbert et al., 2004)”. (p. 199)

REFERENCE LIST ENTRY - MAGAZINE ARTICLE/ p. 200

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

Online version:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>

REFERENCE LIST ENTRY - DAILY NEWSPAPER ARTICLE, WITH AUTHOR/ p. 200

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

NOTES:

Precede page numbers for newspaper articles with p. or pp.

REFERENCE LIST ENTRY - ENTIRE BOOK/ p. 203

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Electronic version:

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk./html/index.asp>

REFERENCE LIST ENTRY- REFERENCE BOOK/ p. 204

VandenBos, G. R. (Ed.). (2007) *APA dictionary of psychology*. Washington, DC: American Psychological Association.

REFERENCE LIST ENTRY ONLINE - BOOK, NO AUTHOR OR EDITOR/ p. 205

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11 th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

REFERENCE LIST ENTRY - BOOK, REVISED EDITION/ p. 205

Real Academia Espanola. (2001). *Diccionario de la lengua espanola* [Dictionary of the Spanish language] (22 nd ed.). Madrid, Spain: Author.

REFERENCE LIST ENTRY - ARTICLE OR CHAPTER IN AN EDITED BOOK/ p. 204

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

ELECTRONIC VERSION OF PRINT BOOK/ p. 203

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

ARTICLE IN AN INTERNET-ONLY BOOK/ p. 203

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

BLOG POST/p.215

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

VIDEO/p.209

American Psychological Association (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

DOI SYSTEM/p.188-192

-means Digital Object Identifier

-include this number in Reference section when available instead of URL (p.191)

“If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher.