

# APA Style Guide Quick Reference

This reference sheet is intended to provide assistance while using the 6<sup>th</sup> edition of the *Publication Manual for the American Psychological Association (APA)*. The *Publication Manual for the American Psychological Association* must be followed for headings and subheadings, tables and figures, in-text citations, and references (i.e., notes and bibliography, reference list).

## Headings/Subheadings (pp. 62-63)

1. Do not label headings with numbers or letters.
2. Do not label your introduction with a heading.
3. Begin all sections with heading Level 1 and follow the heading format in a top-down progression. Guidelines are provided for up to 5 levels of headings/subheadings, identified as follows (please note that WPEL's heading system differs slightly from that of APA):

## Block Quotations (pp. 92 & 171)

1. For quotations longer than 40 words
2. Start on a new line; indent approximately one-half inch from the left (the same as a paragraph indentation);
3. Do not use quotation marks; double-space the entire quotation.
4. If there are additional paragraphs within the quotation, indent the first line of each paragraph an additional five spaces.
5. At the end of the block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.  
Ex) Jones's (1998) study found the following:  
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

## In-Text Citation (pp. 174-179)

1. Cite only the publication date in parentheses, directly following the author's name  
Ex) Doe (2006) said something important
2. Cite author's last name, followed by a comma and the publication date, all in parentheses  
Ex) In a recent article about citations (Doe, 2006)
3. To cite a particular part of a source, add the page number.  
Ex) Doe (2006) claimed "Students often had difficulty using APA style" (p. 44).
4. To refer to the title of a source within your paper, 1) italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums, and 2) put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles. In both cases, capitalize all words that are four letters long or greater within the title of a source.  
Ex) "There Is Nothing Left to Lose: The Case of Natural-Born Cyborgs" / *Friends*

## Figures (pp. 150-167)

Figures include all types of illustrations (i.e., graphs, maps, charts, photographs, drawings, etc.). A figure labeled "Figure" and appears flush left below the figure, followed by *an Arabic numeral and period*, all in italics.

Ex)

This is your figure.

*Figure 1.* Caption of figure inserted here.

## Tables (pp. 128-150)

The title "Table" is placed above the corresponding table, flush left, followed by an Arabic numeral. A table title should appear flush left on the next line, *Title Case, italicized*, and double-spaced.

Ex)

Table 1

*Title of Table Inserted Here*

## Reference List

**General/Spacing (p. 180-187)** Each entry should have a hanging indent and per formatting regulations must be single-spaced, with a double-space between entries. Reference list/bibliography should be arranged alphabetically by author last name.

**Printed Book (pp. 202-206):** Author, A. A. (year). *Title of book*. Location: Publisher.

1. *Title in italics* (Capitalize only the first word of the title and subtitle as well as proper nouns), followed by a period
2. City AND state of publication (For non-U.S. regions, city and country), followed by a colon, and the publisher, followed by a period.

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

**Book Chapter:** Author, A. A. (year). Chapter title. In B. B. Author & C. C. Author (Eds.), *Book title* (pp.xx-xx). Location: Publisher.

1. Chapter title: Capitalize only the first word
2. Editors: (1) initials, (2) last names, (3) (Ed.) or (Eds.), and (4) a coma
3. Book title: Italicize the book title and capitalize only the first word.

Ex) O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

**Journal Article (pp. 198-202):** Author, A. A. (year). Title of article. *Title of Journal*, vol # (issue #), pp-pp.

1. Article title: Capitalize only the first word
2. Journal title: Italicize and capitalize all words
3. Journal volume and issue: Italicize only the volume number and put the issue number in parentheses. No space between the two.

Ex) Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**Web Page (pp. 187-192):** Author, A. A. (date of last update). *Site title*. Retrieved from URL

Ex) U.S. General Accounting Office. (1997, February). *Telemedicine*. Retrieved from [http://www.access.gpo.gov/su\\_docs/aces/aces160.shtml?/gao/index.html](http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html)