



****This is an overview. ALWAYS check the full APA Handbook (Publication Manual of the American Psychological Association. 5th Edition.) for complete information****

APA (American Psychological Association) is generally used in disciplines in the social sciences: psychology, sociology, anthropology, political science and economics.

Stylistic Guidelines for writing in the social sciences:

- Write from a third-person perspective
- Use the past tense to describe methods and results; use the past or past perfect tense for literature reviews; use the present tense to report established knowledge or to discuss conclusions.
- Use the technical language of the discipline correctly, but avoid excessive jargon.
- Include graphs, charts and illustrations when they convey information more readily than words. Label them clearly.
- Incorporate numbers, statistics and equations clearly and accurately; include thorough explanations.
- Include a list of sources cited at the end of the paper. The list is titled "References" and should follow the formatting and content guidelines of APA documentation.

Title Page:

The title page should include a page header (the first few words of your title followed by five spaces and the page number) flush right at the top of the page and a running head (an abbreviated title in all capital letters) below the page header and flush left. Center the title in the middle of the page. Underneath it type your name and your institution (Bethel University).

In Text Citations

One author:

"It is good to write clearly, and anyone can" (Williams, 2005, p. 4).

According to Williams (2005), "It is good to write clearly, and anyone can" (p. 4).

Anyone can write clearly (Williams, 2005).

**** Note:** A page number is not needed with paraphrased information, only with directly quoted information.

Two authors:

Rivera and Mulberry (2001) agree that it is important to study the relationship of faith and reason.

Understanding the relationship of faith and reason is critical (Rivera & Mulberry, 2001, p. 887).

**** Note:** The word 'and' is used between author names in in-text citation but an ampersand (&) is used between author names in a parenthetical citation.

Three authors:

First citation:

Rivera, Mulberry and Cragg (2005) agree that it is important to study the relationship of faith and reason.

Understanding the relationship of faith and reason is critical (Rivera, Mulberry & Cragg, 2005, p. 887).

Subsequent citation:

Rivera et al. (2005) agree that it is important to study the relationship of faith and reason.

Unknown author:

The Cookie Book (1999) states that the best way to make peanut butter cookies is to use chunky peanut butter.

Chocolate chunks rather than chips are best for cookie baking (“What Goes with Milk,” 1995).

Authors with the same last name:

To avoid confusion in citing two or more authors with the same last name, include each author’s initials in every citation.

Examples: (A. M. Long, 1984) (B. L. Long, 1954) (A. M. Long, 1984; B. L. Long, 1954)

Long quotations set off from text:

Quotations of forty words or longer should begin on a new line indented five spaces and double-spaced. Quotation marks are not needed. Parenthetical citation should go after the concluding punctuation. Note that this placement of the punctuation (*before* the parenthetical citation) is an exception to the norm of APA style.

It is generally thought that freezing can preserve coffee. This is a major fallacy. Coffee is freshest if used within the first fourteen days of being ground. Freezing coffee after the first fourteen days will not have much affect on it. (Starbucks, 2003)

For in-text citations that include information cited in your source place citation into the text as follows:

Erickson and Long’s (1984) study (as cited in Author, A. A., date)....

References page

Include a list of the sources cited in the work at the end of the paper. The list is titled “References” and should be arranged alphabetically, double-spaced, with a hanging indent. The following examples illustrate reference page entries for several types of sources.

A note on alphabetizing:

“Nothing precedes something.” In other words, the name Brown would come before the name Browning.

M’, Mc and Mac should all be alphabetized according to the order of their letters. MacAllister should come before M’Cartney, which comes before McMillian.

When listing multiple sources for the same author, earliest dates come first. If the sources are from the same year, alphabetize by the beginning of the title.

Non-periodicals (Books)

Book by one author:

Author, A. A. (date). *Title of work*. Location: Publisher.

Book by 2-6 authors:

(List all authors in the following format)

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (date). *Title of work*. Location: Publisher.

Book by 7 or more authors:

After the sixth author place , et al.

Book Chapter or Part of Book:

Author, A. A. (date). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. page-page). Location: Publisher.

Edited Books

Edited Book with no author:

Editor, A. A. (Ed.). (date). *Title of work*. Location: Publisher.

Edited Book with named author:

Author, A. A. (date). In A. Editor, B. Editor, & C. Editor (Eds.), *Title of work*. Location: Publisher.

**Note: If there is no author or editor, move the title to the author position, before the date.

Encyclopedia Entry

Author, A. A. (date). Entry title. In *Title of encyclopedia*. (Vol. #, pp. page-page). Location: Publisher.

**Note: If the entry has no byline, place the title in the author position.

Bible

The New Jerusalem Bible. Henry Wansbrough (gen. ed.). (1985). New York: Doubleday.

**Note: Cite editor information if it is given, otherwise cite the translation, year, place of publication, and publisher in normal APA format

Periodicals

**Note: The title of an article should only have the first word of the title, subtitle and any proper nouns capitalized. The rest of the words should remain lowercase.

General Periodical with Volume and Issue:

Author, A. A. (date). Title of article. *Title of periodical*, vol.#(issue #), page-page.

** Note: Magazines, newsletters and newspapers should include as much information as possible in regard to the date of publication. Ex: (year, month day)

Online Documents

Online Periodical:

Author, A. A. (date). Title of article. *Title of journal*, vol.#(issue #), page-page. Retrieved from URL

Electronic Book:

Author, A. A. (date). *Title of work*. Available from URL

Newspaper Article found Online:

Author, A. A. (year, Month day). Title of article. *Title of Newspaper*. Retrieved from URL

**Note: A retrieval date is no longer necessary for works that are unlikely to be changed, such as periodical articles or books.

Online Encyclopedia:

Author, A. A. (date). Title of article. In A. A. Editor (Ed.), *Title of encyclopedia*. Retrieved Month day, year, from URL

Online Document:

Author, A. A. (date). *Title of work*. Retrieved Month day, year, from URL

**Note: Do not put a period after the end of the web address but do include one after the name of an aggregated database (such as EBSCO or Academic Search Premier).

TV Shows/Films

TV Broadcast:

Name, A. A. (Executive Producer). (year, month day of broadcast). *Title* [television broadcast]. Location: Broadcasting Company.

TV Series:

Name, A. A. (Producer). (year). *Series title* [Television series]. Location: Broadcasting Company.

Single Episode from a TV Series:

Name, A. A. (Writer), & Name, B. B. (Director). (year). Title of episode [Television series episode]. In C. Name (Producer), *Series name*. Location: Broadcasting Company.

Film:

Name, A. A. (Producer), & Name, B. B. (Writer/Director). (date). *Title of film* [Motion picture]. Country of Origin: Name of Movie Studio.

Music Recording

Writer, A. A. (copyright date). Title of song [Recorded by artist name (if different than writer)]. On *Title of album* [Medium of recording (example: CD)]. Location: Label. (Recording date if different than copyright date).

Audio Recording

Speaker, A. A. (Speaker). (year). *Title of broadcast or speech* (Medium information (for example: Cassette Recording No. 207)). Location: Distributor.