

**Publication Manual of the American Psychological Association
6th Edition
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SUMMARY

This is a brief summary of the mechanics of APA 6th edition. You are responsible for the full content of APA 6th Edition Manual on your own.

Page Set-Up

1. One inch margin all around, throughout the paper.
2. 12 point font.
3. Double spaced.
4. No line spacing between paragraphs.
5. First line of each paragraph is to be indented by 0.5 inch.
6. Two spaces after a period ending a sentence.

Paper Format

- o Cover page is to have the following words on the upper left hand side (only what's in the parenthesis): "Running head:" Followed by the title of the running head itself ALL IN CAPS.
- o There is to be a header, called the running head, on the upper left hand side that would run *throughout the entire paper* of the name of the paper ALL IN CAPS . This running head is an exact replica (or an abbreviation) of the title after the words: "Running head" at the top left hand side of the cover page. Page number is to be on the right hand side of the paper. Start numbering the page from the cover page. Using this paper as an example, if there was a cover page for this paper, the upper left hand side of the page would read like this: "Running head: APA SUMMARY" (without the quotation marks), and the upper right hand side contains the page number.

- o At the center of the page is the full title of the paper, followed by the student's name and the name of the school. This paragraph is to be centered on the line and at the upper half of the page. The lines are to be double spaced.

2. Abstract is on page two:

- o The word, "Abstract" (without the parenthesis), centered on the page.
- o One line space between "Abstract" and the content of the abstract itself.
- o Keep the abstract extremely concise. I prefer it be closer to 40 words.
- o The abstract should be written AFTER you have written the paper. It serves as a "summary" of the major points that will be covered by the paper.
- o As was noted earlier, the running head in caps would appear at the upper left hand side of the page and the page number would appear at the upper right hand side of the page.

3. Content of the paper itself:

- o Starting with the abstract page, the only difference from the cover page in the header is the absence of the words, "Running head." What you see at the top of each page of this Summary (aka, the "header") is what you see on top of each page.
- o Usually three levels of headings would be sufficient; if you were using three levels (pp. 62, 63),

- The first level would be:

Centered, Boldface, Uppercase and Lowercase Heading

- The second level would be:

Flushed Left, Boldface, Uppercase and Lowercase Heading

- The third level would be:

Indented, boldface, lowercase paragraph heading ending with a period.

- o Followed by an indent of 0.5 inch at the beginning of each paragraph.
- o As noted earlier, the entire paper is double-spaced with no extra line spacing between paragraphs.
- o Quotations:
 - You are to always list the reference in the body of the paper when you are quoting someone directly. Make sure your quotation reference is accurately reflected in the reference list at the end of the paper.
 - When you are using a direct quote of LESS THAN 40 words, and the quotation appears at the end of a sentence, you would use a quotation mark at the beginning and end of the quote, followed by: the author's last name, the year of publication, and the page number. These three things would be enclosed in parenthesis, followed by the period. E.g.: "If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks" (American Psychological Association, 2009, p. 17).
 - Try to incorporate the direct quote into the text in such a way that it is smooth and flows naturally by: citing the author's name, immediately followed in parenthesis the year of the publication, continue the sentence with the direct quote inside quotation marks, immediately followed by the page number in parenthesis, a comma, and finish the rest of the sentence. E.g.: According to APA 6th edition (2009), quotation marks should not be used when introducing a key term. One is to use italics "to introduce a technical or key term" (p. 91), instead .
 - When you are quoting more than 40 words, you are then to write it in its own indented paragraph, double-spaced, with no indentation at the beginning of the

paragraph, and with no quotation marks. You would end the quote with a period and then in parenthesis these three: the author's name, the year of publication and the page number.

- You are to write out the author's last name the first time you quote a reference material from that author. It is assumed that you are still quoting the same author from the same book in the ensuing quotes until you mention another author's name and the year of the publication.
- After giving the author and the year of publication of your quote the first time you are using a reference, you only need to cite the page(s) number, if you are still quoting from the same book, by the same author.
- When citing page numbers, use "p." for one page and "pp." for multiple pages.
- Refer to pages 169-179 on how to cite a reference in a text, pay special attention to how to cite a biblical reference (pp. 174, 178 & 179).
- If you are paraphrasing someone (putting the concept in your own words), you would list the author's name, then in parenthesis, the year of the book, the paraphrase, ending with the page number in parenthesis at the end. E.g., According to Spotnitz (1985), he believes that emotional communication between the analyst and the patient is what is curative, and not the interpretation the analyst can give (p. 24).
- The first letter of the first word in a quote can be changed to an uppercase or a lowercase letter in order to best fit your sentence. The punctuation mark at the end of the quote can also be changed to fit what you are writing (p. 172).

o Numbers:

- As a rule of thumb, when writing numbers from one to nine, you would spell it out. Use numerals when the number is 10 or over. E.g. Michael is a 31-year-old father of two girls, ages four and six.
 - However, “use numerals when representing time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals” (p. 112). E.g. the 35-year-old client has a 2-year-old daughter and has been married for seven years.
 - Spell out the number when it is at the beginning of a sentence, title or text heading; when it is an universally accepted usage. E.g., the Twelve Apostles (p. 112).
- o Mechanics of Style (pp. 87-97):
- Use double quotation marks “to introduce a word or phrase used as an ironic comment, slang or coined expression. Use quotation marks the first time the word or phrase is used; thereafter, do not use quotation marks” (p. 91).
 - Use italics infrequently: to introduce a technical or key term (p. 91), when writing “titles of books, periodicals, films, videos, TV shows, and microfilm publications” (p. 104).
4. Reference page:
- o The word, “Reference” (without the quotation marks).
 - o Refer to pages 180-192, 198-224 (especially pages 198-205), on how to cite a reference.
 - o When citing a book, start with the author’s last name, followed by a comma, his or her first initial, followed by a period, and the publication year in parenthesis, followed by a period. Then, the title of the book in italics, only capitalizing the first word – unless there is a colon as part of the title, in which case you’d capitalize the first letter that follows the colon. In parenthesis, write the page numbers with “pp.” for multiple pages and “p.” for a single page. This would be followed by a period. Then the city where the book was

published, a comma, and the state the book was published. This would then be followed by a colon and then the name of the publishing house, and a period. The second and ensuing lines should be hanging from the first line. The lines are double spaced.

For example:

Brown, H., & Milstead, J. (1968). *Patterns in poetry: An introductory anthology* (pp. 35-47). Glenview, IL: Scott, Foresman.

- o When citing a periodical (pp. 198-199), the general reference form should be: Author, A.A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxxxx Include the digital object identifier (DOI) in the reference if one is assigned. Give the volume number after the periodical title; italicize it. Do not use “vol.” before the number. Give the page numbers you are referring to without “pp.” Finish the citation with the DOI without a period at the end.

For example:

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229.

Doi:10.1037/0278-6133.24.2.225

- o When a journal issue is available (p. 199), include the journal issue number along with the volume. Give the volume number, in italics, immediately followed by the issue number in parentheses. Do not italicize the issue number. This is to be followed by a comma, then the page numbers without “pp.,” ending with a period.

For example:

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

- o If no DOI is assigned and you retrieved it online, include the home page URL for the periodical in the reference. Use this format: Retrieved from <http://www.xxxxxx> No retrieval date is needed.

Please refer to pages 41-59 for sample APA paper, paying special attention to pages 41-51.