

**APA Style:  
Using the 5<sup>th</sup> Edition of the  
APA Publication Manual**

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# Text

- **American Psychological Association.**  
**(2001). *Publication manual of the American Psychological Association***  
**(5<sup>h</sup> ed.). Washington, DC: Author.**
- **Information in this Power Point is based on the reference above.**

# Overview

- This slide presentation addresses common errors students make when attempting to write papers in APA style. It is not inclusive of all style issues. Rather, it is intended as a supplement to assist students in avoiding common errors and helping them find where information is located in the APA Style Manual.

# Paper, Type, Spacing, Margins

- **Paper 5.01, p. 284**
  - Heavy White Bond 8 ½ x 11 in.
- **Typeface 5.02, p. 285**
  - 12 pt. Times Roman or
  - 12 pt Courier
  - Nothing in “bold” letters
- **Double Spacing 5.03, p. 286**
  - Everything
- **Margins 5.04 p. 286**
  - Uniform 1 in. top, bottom, left, right
  - Alignment left (no block)
- **One space between sentences**

# Page Number, Headers, Running head

- **Page Numbers & Headers 5.06, p. 288**
  - 1 in. from right edge in same space as header
  - Use the auto function of Word
  - Use 1<sup>st</sup> two or three words of title
- **Running head: 5.15, p. 296** (Please note “Running head:”)
  - Abbreviated title in all UPPERCASE
  - Flush Left at top of Manuscript 1<sup>st</sup> page but below page header
  - No more than 50 characters including spaces & punctuation

# **Title Page, Abstract, Introduction**

- **Title Page 1.06, p. 10**
  - Summarize the main idea and be a concise statement
  - Authors byline and Institutional affiliation
  - Omit titles & degrees, i.e. Dr, Professor, PhD
- **Abstract 1.07, 4.16, p. 10**
  - Accurate, concise, brief, not to exceed 120 words
  - Do not include material that does not appear in paper
- **Introduction 1.08**
  - First Chapter not titled “Introduction”
  - Why problem is important
  - What was done and why
  - Use article title on intro chapter

# Writing Style

Please read Chapter 2, pp. 31-69

- **Use Economy of Expression**
- **Clarity of Thought**
- **Proper Transition words “Although” not “While”**
- **Use personal pronouns - “I” or “We” when referring to yourself as an author, or when two or more of you are authors.**
- **Eliminate archaic and arcane language**

# When is it wrong to use a comma?

## Do not use a comma

- before an essential or restrictive clause, that is, a clause that limits or defines the material it modifies. Removal of such a clause from the sentence would alter the intended meaning.
  - The switch that stops the recording device also controls the light.
- between two parts of a compound predicate
  - The results contradicted Smith's hypothesis and indicated that the effect was nonsignificant.
- to separate parts of measurement
  - 8 years 2 months  
3 min 40 s

(adapted from the 5th Edition of APA's [Publication Manual](#), © 2001)

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# Organizing a Manuscript with Headings

- **Heading Levels 3.31, 3.32, p. 113**
  - All topics of importance have the same level in paper
  - Use at least 2 subsection levels in any section, or none at all
- **Selecting Levels**
  - One Level Paper, use #1
  - Two Level Paper, use #s 1 & 3
  - Three Level Paper, use #s 1, 3, & 4
  - Four Level Paper, use #s 1, 2, 3, & 4
  - Five Level Paper, use #s 5, 1, 2, 3, 4,

# Levels of Headings

(Level 5)

CENTERED UPPERCASE HEADING

(Level 1)

Centered Upper and Lowercase Heading

(Level 2)

*Centered, Italicized, Uppercase and Lowercase*

(Level 3)

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

(Level 4)

*Indented, Italicized, lowercase paragraph heading ending with a period.*

# Quotations

- **Quotation of Sources 3.34 p.117**
  - **Short 5.13, p. 292 - Less than 40 words “double quotation marks” Citation must include page # in (parenthesis) followed by a period.**
  - **Long 5.13, p. 292 – 40 or more words – no quotation marks – Indent all – Use period to end quotation followed by citation in parentheses ( ) and no period**
- **Quoted Material within a Quotation 5.13, p. 292**
  - ‘ ’ single in less than 40 words
  - “ ” Double inside block
- **Use Brackets to enclose material inserted in a quotation by person other than original author**

# Short Quotation of Sources

- Loftus would have us believe that “...the most logical explanation for the apparent increased incidence of sexual misconduct in society at large (including clergy and religious) is an increased awareness of the problem at all levels” (1990, pp. 427-428).

# Long Quotation of Sources

Sexual addiction has been defined as:

...repetitive, uncontrollable sexual activity of any kind. Whatever the type or the amount there has been some attempt by the addict to stop. Ultimately any effort to do so has been unsuccessful and the addict feels his/her life to be unmanageable. The sexual activity is used, like any addiction, to escape or to avoid feelings. As such it has a numbing, narcotic-like effect. Some addicts may even claim to be reducing their own stress. For many sex addicts, also, sex is used as a way to try to connect intimately with others. It is a false sense of intimacy because a core belief for sex addicts is that sex is equal to love. (Laaser, 1991, p. 215)

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# Quotation Marks

- **Quotation Marks, 3.06, p.82**
  - Use to introduce the use of a word in an ironic comment, slang, or coined word or phrase
  - Use only at the first use of the word
  - Use to set off the title or article in a chapter when the title is mentioned in a text
  - Use to reproduce material from a test item or verbatim instructions to participants

# Bias in Language

- **Gender 2.13, p. 66**
  - Make it gender neutral and unambiguous
  - She and he
  - Do not use “man” as a generic noun
- **Sexual Orientation 2.14, p. 67**
  - Gay Men and Lesbians not “homosexual”
- **Racial and Ethnic 2.15, p. 67**
  - Ask participants their preference
  - Use African American, Native American, American Indian, Asian American, sometimes Hispanic, Latino, Chicano, Cuban, Central American
  - Do not use hyphens

# Italics

- **Italics, 3.19, p. 100**
  - For titles of books, periodicals, microfilm
  - For Genera, species, and varieties i.e., *Macaca mulatta*
  - For introduction of new technical terms but only use first time
  - For letter word or phrase used as a linguistic example, i.e., *big* and *little*
  - For words that could be misread

# Seriation

**3.33, p. 115**

- **Within a sentence: (a) use letters, (b) never use numbers, and (c) capitalize the first word after a colon if used in a compound sentence.**
- **To separate paragraphs in a series use:**
  - 1.
  - 2.
  - 3.

# References

**1.3, 4.01, p. 215**

- **Agreement of text and reference list**
- **Use “hanging” indent**
- **Personal communications must not be listed**
- **Reference list is not a Bibliography**

# References

**American Psychiatric Association. (2000).**

*Diagnostic and statistical manual of mental disorders* (4th ed. TR). Washington, DC: Author.

**American Psychological Association. (1992).** *Ethical principles of psychologists and code of conduct.*

Washington, DC: Author.

**Dabbs, J., de la Rue, D., & Williams, P. M. (1990).**

**Testosterone and occupational choice: Actors, ministers, and other men. *Journal of Personality and Social Psychology*, 59(6), 1261-1265.**

# References

- **Dart, J. (1997, July 26). Disciplined clergyman returns to Presbyterian ministry. *The Los Angeles Times*, p. B1.**
- **Denzin, N., & Lincoln, Y. (Eds.). (1994). *Handbook of qualitative research*. Thousand Oaks, CA: Sage.**
- **Edwards, D. (1989, January). *Research and reality: How clinical theory and practice are actually developed*. Paper presented at the Conference on Knowledge and Method: on the Philosophy and Method of the Human Sciences, Pretoria, South Africa.**

# References

- **Firestone, W., & Dawson, J. (1988).** Approaches to qualitative data analysis: Intuitive, procedural, and intersubjective. In D. M. Fetterman (Ed.), *Qualitative approaches to evaluation in education: The silent scientific revolution*. 209-221. New York: Praeger.
- **Missing Link. (1994).** *The Newsletter of the Link-up*, 2(2), 1-12.
- **Vygotsky, L. S. (1962).** *Thought and language*. Cambridge, MA: MIT Press.

# Citations

- **(Firestone & Dawson, 1988, p. 75)**
- **(Dart, 1997; Denzin & Lincoln, 1994)**
- **(J. M. Vayhinger, personal communication, April 1, 1990)**
- **J. M. Vayhinger (personal communication, April 1, 1990)**
- **Use et al. only after the first use of three or more authors of a text, i.e., (Dabbs et al., 1990)**

# Numbers Expressed in Figures

3.42, pp. 122-125

## Use figures to express numbers:

- 10 and above
- Below 10 that are grouped for comparison
- That precede a unit of measurement
- That represent a statistical or math function
- That represent time, date, age, population sample
- That denote a specific series, parts of books, tables

# Numbers Expressed in Words

3.43, pp. 125-127

## Use words to express numbers

- Below 10 that do not represent precise measurements
- *Zero* and *one* for comprehension
- When beginning a sentence
- For common fractions
- When universally accepted

# Combining Words and Figures

3.44, pp. 127

- **Rounded large numbers**
  - almost 3 million
- **Back to back modifiers**
  - 2 two-way interactions

# Websites & Electronic References

pp. 268-281

- If you use a website as a reference it must be a credible source. Avoid as much as possible
- If you have viewed an article only in its electronic form use:

**VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.**

# Electronic References

pp. 268-281

- If the online article has been changed, formatted differently, or additional material has been added insert the URL (uniform resource locator):

**VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>**

# **Electronic References**

**pp. 268-281**

**Electronic copies obtained from a secondary database:**

**Fournier, M., de Ridder, D., & Bensing, J. (1999).**

**Optimism and adaptation to multiple sclerosis:**

**What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.**

**OR**

**Retrieved October 23, 2000, from PsycINFO database.**

# Audio & Visual Sources

pp. 266-268

- **Motion Pictures**

**Scorsese, MK. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.**

- **TV**

**Miller, R. (Producer). (1989). *The mind* [Television series] New York:WNET.**

- **Audio**

**Costa, P. T., Jr. (Speaker). (1988). *Personality, continuity, and changes in adult life* (Cassette Recording No. 207- 43-88A-B). Washington, DC: American Psychological Association.**

# Plagiarism

**Psychologists do not claim the words and ideas of another as their own; they give credit where credit is due.**

- **Direct**
- **Indirect**
- **You must cite sources**