

APA Writing Guidelines

The following is intended to provide samples for some of the more common reference formats found in articles. References are formatted according to the APA Publication Manual (6th ed.). It is a starting point for new authors and by no means is intended to be the only reference for formatting references. It is strongly suggested that authors purchase this new edition. Please see the notes at the bottom of this summary.

Article in Journal (pg. 184; also pgs 198-202)

Single author	Author1, A. A. (2002). Occupational injury and illness in the United States: Estimates of costs. <i>Archives of Internal Medicine</i> , 157(14), 99–102.
Two authors	Author1, A. A., & Author3, C. C. (2002). Occupational injury and illness in the United States: Estimates of costs. <i>Archives of Internal Medicine</i> , 157(14), 99–102.
Three authors	Author1, A. A., Author2, B. B., & Author3, C. C. (2002). Occupational injury and illness in the United States: Estimates of costs. <i>Archives of Internal Medicine</i> , 157(14), 99–102.
More than 7 authors	Author1, A. A., Author2, B. B., & Author3, C. C., Author4, D. D., Author5, E. E., Author6, F. F., . . . Authorlast, Z. Z. (2002). Occupational injury and illness in the United States: Estimates of costs. <i>Archives of Internal Medicine</i> , 157(14), 99–102.

Note:

- comma always inserted before &
- The year of publication should be enclosed in parentheses followed by period
- article title is not capitalized with the exception of the first letter of title, first letter after colon and proper nouns (e.g., United States)
- Journal name and volume number are italicized (not issue). Journal is in capital letters except for minor words (e.g., *Journal of Psychology in Africa*)
- author initials are separated by single space
- If each issue of a journal starts with page 1, provide the the issue number in parenthesis immediately following the volume number (no space after volume)

Book (p. 184; also pgs. 202-205)

One author	Author1, A. A. (1983). <i>Labor market access: Rationale and research</i> . Athens, GA: Elliott & Fitzpatrick.
Two authors	Author1, A. A., & Author2, B. B. (1983). <i>Labor market access: Rationale and research</i> . London, England: Harwington.
Three authors	Author1, A. A., Author2, B. B., & Author3, C. C. (Eds.). (1983). <i>Book title</i> . Thousand Oaks, CA: Sage.

Notes:

- book title in italic; book title in lower case except first letter, letter after colon and proper nouns.
- location should be in form

In US	City, State abbreviation	Fresno, CA
Outside US	City, Country	Paris, France
- Publisher should be as brief as possible while still being clear. Omit the words *Publishers, Co.,* and *Inc.*

Chapter In Book with Editors (p. 202; p. 204)

One Editors	Raphael, B. G. (2005). Hematological disorders. In H. H. Zaretsky (Ed.), <i>Medical aspects of disability: A handbook for the rehabilitation professional</i> (3rd ed., pp. 325–341). New York: Springer.
Two Editors	Raphael, B. G. (2005). Hematological disorders. In H. H. Zaretsky & E. F. Richter (Eds.), <i>Medical aspects of disability: A handbook for the rehabilitation professional</i> (Rev. ed., pp. 325–341). New York: Springer.
Three Editors	Raphael, B. G. (2005). Hematological disorders. In H. H. Zaretsky, E. F. Richter, & M. G. Eisenberg (Eds.), <i>Medical aspects of disability: A handbook for the rehabilitation professional</i> (3rd ed., pp. 325–341). New York: Springer.

Note: Names of editors are NOT in same form as authors. Initials appear before the last name and a comma is only used before the “&” when there are three or more editors.

Paper or Poster Presentation (p. 206)

Presenter, A. A. (year, month), *Title of paper or presentation*. Paper (or poster) presented at the meeting of Organization Name, Location.

Field, T. F. (2009, September). *Lost earning capacity*. Paper presented at the International Association of Rehabilitation Professionals Forensic Conference, Memphis, TN.

Items Retrieved from the Web (p. 192)

A retrieval date should be omitted from references except in the case where the material retrieved may change (e.g., Wikipedia). Website is NOT followed by a period.

Smith, S. (2007). *Article title*. Retrieved from www.apastyle.org

Unpublished Dissertation or Thesis (p. 207)

Author, A. A. (2009). Title of doctoral or master's dissertation/thesis (Unpublished doctoral dissertation). Name of Institution, Location.

Note: Do not include level of degree, e.g., M.Ed.

Dissertation or Thesis

Author, A. A. (2009). *Title of master's thesis* (Master's thesis). Name of Institution, Location.

Note: Do not include level of degree, e.g., M.Ed.

Unpublished Work with University

Author, A. A. (2008). *Dissertation or thesis title*. Unpublished manuscript, Department of Xxxx, University of Xxxx, City, State Initials (or City, Country).

Electronic References

There are a wide range of formats for electronic retrieval of information, including the digital object identifier (DOI). Format for references change depending on whether author is using the DOI. Author will need to review the APA Manual for information about the DOI (p. 187-192) and for sample formats of references using the DOI.

Citations

See grid on page 177 in the APA Manual for basic citation styles

General Items

e.g.; i.e.	Should be followed by commas (example: e.g.,)
page numbers	separated by the <en> dash (example: pp. 888–999); See hyphenation: hyphens, em dash, en dash, and minus signs (pg.97)
ellipsis	three spaced points (periods) within a sentence to represent omitted material; four points between two sentences (see pg 172-173 for further detail)
edition	(2nd ed.)
revised edition	(Rev. ed.)
editor; editors	(Ed.) followed by period; (Eds.) followed by period

Table Titles (p. 133)

example	Table 5 <i>Factor Loadings for Factor Analysis</i>
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Figure Captions (pp. 151-160)

Appear at bottom of graphs, charts, or photos
Figure 3. Descriptive phrase which explains the figure

Websites that may help with APA 6th ed. formatting

owl.english.purdue.edu/owl/resource/560/01
<http://www.apastyle.org/learn/index.aspx>



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July 09, 2009

Five Essential Tips for APA Style Headings



by Chelsea Lee

The 6th edition of the Publication Manual brings an important and exciting change: a new way of doing headings. The updated headings style should make headings easier to understand, implement, and see in your finished paper. Here are five essential things you need to know:

1. APA has designed a five-level heading structure (we numbered them to talk about them, but you won't actually number your headings in your paper). Click the image below to get a close-up view of the new heading style.

APA Style Headings: 6th Edition

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading Then your paragraph begins below, indented like a regular paragraph.
2	Flush Left, Boldface, Uppercase, and Lowercase Heading Then your paragraph begins below, indented like a regular paragraph.
3	Indented, boldface, lowercase paragraph heading ending with a period. Your paragraph begins right here, in line with the heading. ^a
4	Indented, boldface, italicized, lowercase paragraph heading ending with a period. Your paragraph begins right here, in line with the heading.
5	Indented, italicized, lowercase paragraph heading ending with a period. Your paragraph begins right here, in line with the heading.

^aFor headings at Levels 3–5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper nouns and the first word to follow a colon).

2. Proceed through the levels numerically, starting with Level 1, without skipping over levels (this is in contrast to the 5th edition heading style, which involved skipping levels depending on the total number of levels you had—how complicated!).
3. That first heading won't be called "Introduction" or be the title of your paper; these are common mistakes. Actually, the first heading will likely be somewhere in the body of your paper. In an experimental study, for example, often the first real heading is the Method section, and it would thus go at Level 1.
4. Use as many levels as necessary to convey your meaning. Many student papers and published articles utilize two or three levels. Longer works like dissertations may demand four or five.
5. Need more guidance? Consult the Publication Manual (Chapter 3, Section 3.03) for more examples and explanation. Also look at published APA articles to see how it's done—APA plans to fully implement the new heading style in its journals by January 2010.

How do you like the new heading style? Do you have any questions or comments about it? Please share!

Posted by Chelsea Lee at 09:18:34 AM in [Headings](#), [How-to](#), [Style rules](#)