

APA Style Guide Quick Reference

This reference sheet is intended to provide assistance while using the 6th edition of the *Publication Manual for the American Psychological Association (APA)*. For more detailed information and specific examples, please reference the full text.

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). However, regarding **overall document considerations** (i.e., margins, pagination, etc.) the *Format Manual* requirements **supersede** those of APA.

Headings/Subheadings (pp. 62-63)

Do not label headings with numbers or letters. Do not label your Introduction with a heading (though make sure it is still listed in your Table of Contents).

Begin all sections with heading Level 1 and follow the heading format in a top-down progression for all sections within your document. Guidelines are provided for up to 5 levels of headings/subheadings, identified as follows:

- 1 **Centered, Bold, All CAPS or Title Case***
- 2 **Flush Left, Bold, All CAPS or Title Case**
- 3 **Indented, Bold, lowercase, followed by a period.** (Begin text here...)
- 4 ***Indented, Bold, Italics, lowercase, followed by a period.*** (Begin text here...)
- 5 ***Indented, Italics, lowercase, followed by a period.*** (Begin text here...)

Block Quotations (pp. 92 & 171)

For quotations longer than 40 words: start on a new line; indent approximately one-half inch from the left (the same as a paragraph indentation); do not use quotation marks; double space the entire quotation. If there are additional paragraphs within the quotation, indent the first line of each paragraph an additional 5 spaces. At the end of the block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

In-text Citation: Author Mentioned in Sentence (pp. 174-179)

Cite only the publication date in parentheses, directly following the author's name wherever it appears in the sentence. To cite a particular part of a source, include a comma, "p." and the page number after the author's name. Example:

Doe (2006) said something important

In-text Citation: Author Not Mentioned in Sentence (pp.174-179)

Cite author's last name, followed by a comma and the publication date, all in parentheses. To cite a particular part of a source, include a comma, "p." and page number(s) after the basic entry. Example:

In a recent article about citations (Doe, 2006, p. 1)

* The first letters of certain words within titles (e.g., initial words, important words, words with 4 or more letters, etc.) are always capitalized.

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. The caption and/or legend, a concise explanation of the figure and/or the symbols used, appears after the figure label, flush left. For example:

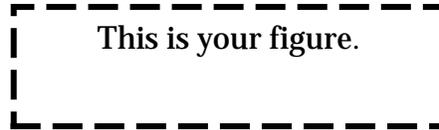


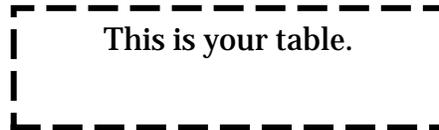
Figure 1. Caption of figure inserted here.

Tables (pp. 128-150)

All tables should appear as close as possible to corresponding text. 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. For example:

Table 1

Title of Table Inserted Here



Equations (pp. 123-124)

Place short and simple equations on the line of text. Equations in the line of text should not project above or below the line. To display equations, start them on a new line. Number equations consecutively, using Arabic numbers in parentheses near the right margin. For example:

$$A^2 + B^2 = C^2 \quad (1)$$

Reference List

General/Spacing (p. 180-187) List of Examples (p. 193-198)

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.

Books and Book Articles (pp. 202-206)

Author’s last name, followed by a comma, the author’s initial(s), and a period, the year of publication in parentheses, period, title in italics (capitalize only the first word of the title and subtitle as well as proper nouns), followed by a period, city of publication, followed by a colon, and the publisher, followed by a period. Include digital object identifier (DOI) if one is assigned (“doi:xx.xxxxx”). If no DOI is assigned and you retrieved the information online, include the URL (“Retrieved from http://www.xxxxxx”)

Journal Articles (pp. 198-202)

Author’s last name, followed by a comma, the author’s initial(s), and a period; the year of publication in parentheses, period; article title (no quotes; capitalize first word of title and subtitle only), period; journal title in Title Case and italics, comma, volume number in italics, comma and page numbers, period. Include digital object identifier (DOI) if one is assigned (“doi:xx.xxxxx”). If no DOI is assigned and you retrieved the information online, include the URL (“Retrieved from http://www.xxxxxx”)

Electronic Sources (pp. 187-192)

Refer to the *APA Manual* for detailed citation instructions regarding websites and other electronic media.