

APA—MANUSCRIPT FORMAT

Use a 1 inch margin on the left, right, top, and bottom. Indent each paragraph with 5-7 spaces (1 tab). Do not justify the right margin. Do not break (hyphenate) words at the end of the line. Type a horizontal ruler in each table. Number all pages consecutively and identify each page, starting with the title page, with a shortened version of the title as well as a page number in the upper right-hand corner 1/2 inch from the top of the page.

Put the abstract, if there is one, on a page by itself immediately after the title page, with the heading “Abstract” centered at the top of the page. Run into your text all quotations of fewer than 40 words and enclose them with quotation marks. For quotes of more than 40 words, set them off from the text by indenting all lines 5 spaces from the left margin, double space above and below, and double space the quote itself; omit the quotation marks.

Do not label the introduction with a heading. For other main sections of the paper, such as “Method” and “Results,” center the heading, use capital and small letters, do not underline them, and double space above and below them. If you use another level of heading below the main level, begin at the left margin, use capital and small letters, and italicize the heading.

REFERENCE CITATIONS IN TEXT

Parenthetical citations for **direct** quotes should include the author’s last name, the year of publication, and the page number(s), Example: (Jones, 1995, p. 00). Titles of articles are placed within quotation marks; books and journal titles are italicized. Below are examples of parenthetical citations for **paraphrasing**.

One author

Critics of the tests felt the subjects should be informed of the side effects (Jones, 1968).
Jones (1968) felt that the subjects should have been informed of the possible side effects.

A work of two authors

Pepinsky and Cox (1977) show that a teacher’s language reveals hidden biases.
One study (Pepinsky & Cox, 1977) showed that a teacher’s language reveals hidden biases.

A work with three or more authors

Smith, Jones, Carson, and Fleming (1988) attempted to complete the project. [First reference to the work]
In the work of Smith et al. (1988), an attempt was made to complete the project. [Second reference to the work]

A corporate author

An earlier forecast was even more alarmist (Editors of *The New Republic*. 1975).

Author unknown

One article (“Fasten Your Seatbelt,” 1988) listed the reasons people do not buckle their seatbelts.

One of two or more works by the same author(s)

Disease was claimed to be the main reason for losing the battle (Smith, 1980a).
When citing one of two or more works by the same author, the date tells the reader which source you mean. The above example shows how to document when there are two works by the same author in the same year.

Two or more works by different authors

Two studies (Jones, 1978; Lloyd & Jenkins, 1980) found that periodic inspections reduced the chances of possible malfunctions.

REFERENCE LIST

The list of sources is titled References (Reference if you have a single source) and appears on a new page after the body of the essay and before the appendices and is centered at 1" in upper and lower case.

Reference lists are arranged alphabetically by author's last name (or, if there is no author, by the first main word of the title) followed by the year of publication, the title of the reference, the location of publication, and the name of the publisher.

The reference list is to be double spaced within and between all entries including the title and uses a hanging indent of 5-7 spaces or .5 inch (note: The citation examples on this page are not double-spaced due to space constraints). These are basic guidelines; use the following examples for specific citation formats.

Book with a single author

Stuart, D. (1982). *History of the boxer rebellion*. Boston: Academic Press.

Book with two or more authors

Webster, D., & Jones, J. (1979). *History of southern agriculture*. New York: Alfred A. Knopf.

Book with an editor (Ed.) or editors (Eds.)

Jacoby, F., & Dowdy, R. (Eds.). (1985). *Stressful life events: Their nature and effects*. New York: John Wiley.

Book with a corporate author

Editors of The Progressive. (1970). *The crisis of survival*. Glenview, IL: Scott, Foresman.

An anonymous book

Webster's seventh new collegiate dictionary. (1963). Springfield, IL: G. & C. Merriam.

Two or more works by the same author(s) in the same year

Gardner, H. (1973a). *The arts and human development*. New York: John Wiley.

Gardner, H. (1973b). *The quest for mind*. New York: Alfred A. Knopf.

Works by the same author are arranged by publication date. Works by the same author published in the same year are arranged alphabetically with a letter added to the date.

A work in more than one volume

Lincoln, A. (1953). *The collected works of Abraham Lincoln*. (R. P. Bailer, Ed.). (Vol. 5). New Brunswick: Rutgers University Press.

An article or chapter in an edited book

Paykel, E. S. (1974). Life stress and psychiatric disorder: Applications of the clinical approach. In B. S. Dohrenwend & B. P. Dohrenwend (Eds.), *Stressful life events: Their nature and effects* (pp. 239-254). New York: John Wiley.

Article in a Journal with continuous pagination throughout the annual volume

Emery, R. E. (1982). Marital turmoil: Interpersonal conflict and the children of discord and divorce. *Psychological Bulletin*, 92, 310-330.

Article in a journal that pages Issues separately

Boyd, S. (1981). Nuclear terror. *Adaptation to Change*, 7(4), 20-23.

Article in a magazine

Van Gelder, L. (1986, December). Countdown to motherhood: When should you have a baby? *Ms.*, 37-39, 74.

Article in a newspaper

Herbers, J. (1988, March 6). A different Dixie: Few but sturdy threads tie new South to old. *The New York Times*, sec. 4, p. 1.

Unsigned article

The right to die. (1976, October 11). *Time*, 101.

A Review

Dinnage, R. (1987, November 29). Against the master and his men. [Review of the book: *A mind of her own: The life of Karen Horney*]. *The New York Times Book Review*, 10-11.

A videotape or other nonprint source

Heeley, D. (Producer), & Kramer, J. (Director). (1988). *Bacall: Reflections on Bogart* [Videotape]. New York: WNET Films.

Reference: American Psychological Association. (2001). *Publication manual of the American Psychological Association*. (5th ed.). Washington, D.C.

CITING ONLINE SOURCES—APA

IN TEXT

The basic format for citing online works in a paper is similar to printed sources. See the Writing Center handout APA MANUSCRIPT FORMAT for citing printed sources. Use the author or organization, if available, followed by a comma and the year of publication. If the author/organization is not available, then use the name of the website/web page or the title/description of the work or article.

Examples: Roberts (2002) states that modern theorists agree. . . .
According to the American Psychological Association (2001), advances in. . . .

If there is no apparent publication date or update year of the website, use n.d. (for “not dated”) in the parentheses.

Example: According to Williams (n.d.), the best solution

Cite the specific part of an on-line book or journal using the page of chapter, when available,

Example: (Cox & Smith, 2003, p/ 330) or (Williams, 2000, chap.3)

For electronic sources that do not have a page, chapter, paragraph heading, figure, table, or equation number, use the Paragraph number (if the paragraphs are not numbered, count them), preceded by the paragraph symbol.

Example: (Jones, 2001, ¶ 5)

E-mail messages, conversations via bulletin boards, and electronic discussion groups are cited as personal communications in the text only and do not appear in the reference list.

REFERENCE LIST

The format for online sources in the reference list follows closely that for print sources. Print and online/electronic sources are listed together in alphabetical order in the reference list. The reference list is double spaced throughout and uses a hanging indent of 5-7 spaces or .5 inch.

Retrieve as much of the following information as possible; if one item on the list is not available, skip to the next item.

1. Author’s last name, first name (or organization name or title)
2. Publication date (year, month day)
3. Title (if not used above)
4. Retrieval date (when you accessed it)
5. Complete network address (URL)

Examples:

Brown, K. L. (2000, December 7). *Assignment #1: Explain the effects of electronic media on research methods*. Retrieved January 4, 2001, from <http://www.haw.edu/psych/courses/sp01/klb>

National Organization. (n.d.). *Research for Beginners*. Retrieved April 15, 2005, from <http://www.awebsite.com>

Advanced Research. (2003). Retrieved July 4, 2005, from <http://www.anotherwebsite.com>

Reference: American Psychological Association. (2001). *Publication manual of the American Psychological Association*. (5th ed.). Washington, D.C.

APA TITLE PAGE

APA Title Page Instructions

Margins: Top 1/2" (.5), Bottom, left and right margins 1".

Use the first, two-three keywords from the title in the header and five spaces between the keywords and the page number, and, yes, **the title page is numbered**.

The words *Running head* are typed as shown here. After a colon, use a shortened form (not to exceed 50 characters, including punctuation and spaces) of the title in all caps. Never hyphenate (split) words between lines.

The title of the paper is centered on the page and begins approximately 5" from the top of the page or 24 lines below the running head. Use only one size/style font (no bold, italic, or underline) on the title page and throughout the paper.

The title of the paper should be no more than 10- 12 words. A good title is concise and informs the reader of the main content of the paper. Avoid language such as "a study of."

Reference: American Psychological Association. (2001). *Publication manual of the American Psychological Association*. (5th ed.). Washington, D.C.

Running head: INDIVIDUAL DIFFERENCES

Individual Differences in
Bimodal Processing and Text Recall

John Q. Student

University of Oklahoma