
**Manuscript Format**

Use a 1 inch margin on the left, right, top, and bottom for all pages. Indent each paragraph with 5-7 spaces (1 tab) and double space throughout the entire manuscript. Use a serif font for text and a sans serif font for figure labels. Do not justify the right margin. Include a header on each page (discussed in detail later) and **Number all pages consecutively** (put your cursor on the far right side of the page and click to Insert Page Number “At Current Location”).

**Order of Items**

Follow this order for the parts of your document: Title page (own page, numbered page 1), abstract (own page, numbered page 2), text of document (start on new page, number each page), references (start on own page), tables (start each on a separate page), figures (start each on a separate page), appendices (start each on a separate page).

**Title Page Format**

The title page includes five elements: title, running head, author byline, institutional affiliation, and author note

**Title:** 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.”

**Running head:** This is an abbreviated title for the piece of writing. “Running head:” is printed on the top left of the Title Page, followed by the abbreviated title, which is in all caps. Use the first two-three keywords from the title in the header. The page number will be flush right on the page.

The words “Running head:” are typed as shown here, but only on the first page. (If you use Microsoft Word, you will need to Insert page numbers and then indicate that the first page is different under the Design tab.) 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. Subsequent pages will only have the abbreviated title (in all caps) and the page number. You will not include “Running head:”

**Author byline:** Put your first name, middle initial, last name.

**Institutional Affiliation:** Put the institution at which you conducted the study you are writing on (University of Oklahoma).

**Author Note:** An author note is not required for students writing for coursework unless explicitly stated by the professor.

*An example title page is on the next page.*
Individual Differences in Bimodal Processing and Text Recall

John Q. Student
The University of Oklahoma

Author Note
This is where the author can include more information about affiliation, research grants, conflict of interest, and how to contact if necessary. For most coursework, this is not necessary unless specified by the instructor.
Abstract

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. Below the abstract, include a list of key words. 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.

Section Headings

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, bold the text, do not underline them, and double space above and below them. If you use another level of heading below the main level, indent the text, use capital and small letters, and bold the heading. If you use a third level of heading, this heading will also be bolded and indented, but it will also be italicized. The fourth level will not be bolded, but will be indented, use capital and small letters, and be italicized.

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Formatting of Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

An example of section headings is on the following page.
An Example of Heading Levels in APA:

**This is Heading Level 1**

**Level 2 Main Section Heading is Flush Left**


**Level 3 Subheadings within sections are made this way.** Text of the paragraph begins on the same line directly after this and subsequent heading levels. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph.

*The fourth level of headings is italicized.* Text of the paragraph begins on the same line directly after this and the subsequent heading level. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph.

*Finally, level five headings are done without being bolded.* Again, the text of the paragraph begins on the same line as this heading. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph. Text of the paragraph.
References Page

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. The title will be 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. These are basic guidelines; use the following examples for specific citation formats.

Hard Copy Sources

**Book with a single author.**


**Book with two authors.**


*Details regarding sources with more than three or more authors can be found in the APA citation guide 175-6.*

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


**Book with a corporate author.**


**An anonymous book.**


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


*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.

An article or chapter in an edited book.

Article in a journal with continuous pagination throughout the annual volume.

Article in a journal that pages Issues separately.

Article in a magazine.

Article in a newspaper.

Unsigned article.

A review.

A videotape or other nonprint source.
A multivolume work.


Online Sources
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. Complete network address (URL) or Digital Object Identifier (DOI) number

Examples:


If you have a DOI number, which is a number assigned to online materials, you can use this in the place of a URL. This will usually be located on the first page of an electronic journal. If you have a DOI, you will not use the URL.

In-Text Citations

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.

**Hard Copy Sources**

**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 to five 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 work with six or more authors.**
Harris et al. (2001) argued that the North American Seahorse Society has a smaller commitment to the wellbeing of these majestic creatures.

The North American Seahorse Society has a smaller commitment to the wellbeing of these majestic creatures (Harris et al., 2001).

**An organization as an 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) in the same year.**
Disease was claimed to be the main reason for losing the battle (Smith, 1980a).

Join multiple-author citations with an ampersand (&) in parenthetical citation, but join using and in running text. When there is more than one citation in the parenthetical citation, list them alphabetically.

**Two or more works by different authors.**
Two studies (Jones, 1978; Lloyd & Jenkins, 1980) found that periodic inspections reduced the chances of possible malfunctions.

Jones (1978) and Lloyd and Jenkins (1980) found that periodic inspections reduced the chances of possible malfunctions.
Authors with the same last name.
Several studies (E. Johnson, 2001; L. Johnson, 1998) have proven that seahorses have positive psychological benefits on their owners.

Online Sources
The basic format for citing online works in a paper is similar to 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 the 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 paragraph number cannot be used, then use the heading or the number of paragraphs.

Example: (Jones, 2001, para. 5) or (Discussion section, para. 1)

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. Be as accurate as you can with the date.

Example: (M. E. Wallace, personal communication, March 14, 2003) or Mark Wallace (personal communication, March 14, 2003)

Citing a Work within another Work
When citing a source you found in another source, name the original source with a signal phrase, list the secondary source (where you got the information) in the reference list, and include the secondary source in parentheses

Mason argued that... (as cited in Xavier, 2003, p.79).

For Further Information:
APA Style Blog 2011
Purdue OWL: APA Formatting and Style Guide