

# APA (2010) Style for Manuscripts: Format, Citations, and References

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## Foreword

Developed by the American Psychological Association (2010), APA style is a publication standard used in the behavioral, social, educational, and medical sciences.

Although you will not submit a research paper for publication, your instructor may want you to format your text, citations, and references according to the APA manuscript guidelines.

**Note:** Your instructor may have other guidelines.

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- Manuscript Format
- Relationship of Citations to References
- General Format for References
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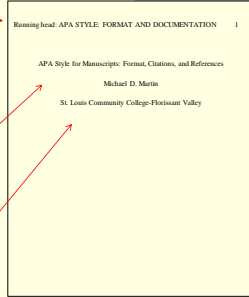
## Manuscript Format: *General Guidelines for All Pages*

- Paper: 8½ X 11 inch white bond
- Margins: 1 inch top, bottom, left, and right
- Font: 12-point Times New Roman or Courier (8- to 14-point font, such as Helvetica, for figures or tables)
- Line spacing: double-spaced throughout, align text left (ragged right)
- Indent: ½ inch (1 Tab)

## Manuscript Format: *The Title Page*

- Running head: TITLE or CONDENSED TITLE (Running head begins on title page with label "Running head:" flush left in header; all letters capitalized; 50 characters maximum, counting letters, punctuation, and spaces; page number "1" flush right)
- Title, byline with middle initial, and affiliation (centered, double-spaced, vertically centered in top half of page)

**Note:** Instead of your affiliation, your instructor may want other information, such as his/her name, course-section, and date.



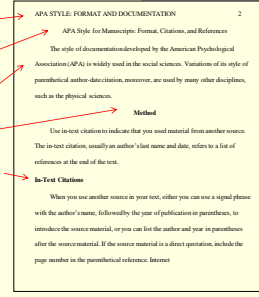
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## Manuscript Format: *The Text Pages*

- Begins on a new page (running head with page number, no label)
- Title (first typing line, normal, centered, title case)
- Introduction (second typing line, no heading)
- Major headings (centered, bold, title case)
- Subheadings (flush left, bold, title case)
- Long quotations (40+ words): indent whole quotation; do not enclose in quotation marks.



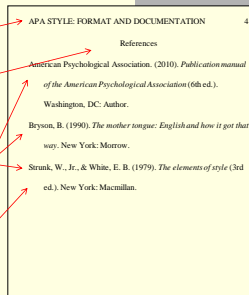
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## Manuscript Format: *The List of References*

- Begins on a new page (running header with page number, no label)
- References (first typing line, normal, centered, title case)
- List sources alphabetically by author's last name, or title if no author given
- Source: publication information listed in hanging paragraphs (1st line flush left; subsequent lines indented ½ inch)



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## Manuscript Format: *Running head*

Because the running head is labeled "Running head:" on the title page but not on any subsequent pages, you need to create two headers. The easiest way is to:

- Create a header without the label (it will begin on the second page), and copy the header.
- Check Different First Page.
- Paste the header into the first page, and type the label.

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## Manuscript Format: *Miscellaneous Pages*

Consult the *Publication Manual* if you need to include any of the following pages:

- Abstract
- Appendixes
- Author Note
- Footnotes
- Tables
- Figures

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## Relationship of Citations to References *Crediting Sources*

**Give credit to those who influenced your work:  
Cite your sources.**

**Citation** is a shorthand system for indicating in your text where you include another author's ideas, statistics, analyses, theories, and interpretations along with your own.

The list of references provides the publication information so that your readers can consult your **sources**.

Note: You do not need to cite common knowledge (advice: when in doubt, cite).

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## Relationship of Citations to References *Author-Year System*

APA uses an **author-year system** for citing sources in the text:

Cite author's last name, with year in parentheses, in a signal phrase:

Loftus (2004) stated that "a breach of fiscal trust is more destabilizing to marriage than a sexual affair" (p. 44).

OR

Cite author's last name and year in parenthetical format:

"A breach of fiscal trust is more destabilizing to marriage than a sexual affair" (Loftus, 2004, p. 44).

Note: Page numbers are required for quotations and encouraged for paraphrases.

Each citation in the text, in turn, refers to an entry in the list of references at the end with each source's complete publication information.

### References

Loftus, M. (2004, November/December). Till debt do us part. *Psychology Today*, 37, 42-52.

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## General Format for References: *Authors and Publication Date*

- Author: List all authors by surname, followed by initials (e.g., Smith, A. B.); use "&" with multiple authors (e.g., Smith, A. B., & Jones, C. D.). For eight or more authors, consult *Publication Manual* (APA, 2010, p. 198)."
- Publication date in parentheses: Give year only for book or journal (2005); give full publication date for magazines, newsletters, and newspapers (2005, November 15); use (n.d.) if no date is given.

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## General Format for References: *Article in a Journal*

### General Format:

Author, A. A., & Author, B. B. (year). Title of article. *Title of Journal*, #, pages.

### Example:

Withrow, R., & Schwiebert, V. L. (2005). Twin loss: Implications for counselors working with surviving twins. *Journal of Counseling & Development*, 83, 21-28.

**Notes:** Use normal font and sentence case for title of article. Use italics and title case for title of journal and volume number. Include either of the following if retrieved online:

doi: xx.xxxxxxxx

Digital Object Identifier

Retrieved from <http://www.xxxxx>

URL

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## General Format for References: *Book*

### General Format:

Author, A. A. (year). *Title of book*. Location: Publisher.

### Example:

Pink, D. H. (2005). *A whole new mind: Moving from the Information Age to the Conceptual Age*. New York, NY: Riverhead Books.

**Notes:** Use italics and sentence case for title of book.

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## General Format for References: *Web Page*

### General Format:

Author, A. A. (year). *Title of web page*. Retrieved from <http://www.xxxxx>

### Example:

U.S. Department of Health and Human Services. (n.d.). *Regulations*. Retrieved from <http://www.hhs.gov>

**Notes:** Use italics and sentence case for title of web page. If no author or agency known, begin entry with title of web page. No period after URL.

### Example:

Postsecondary teachers. (2012). In *Occupational outlook handbook* (2012-13 ed.). Retrieved from <http://www.bls.gov/ooh/>

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## Citing Sources *General Guidelines*

**Learn** how to mark boundaries; they work in similar ways regardless of style (APA, MLA, Chicago, etc.)

Your reader must know where your source material interrupts your original writing. It is important, consequently, to mark both the beginning and ending of source material.

How you mark boundaries depends on the type and length of the source material:

- Boundaries for short quotation
- Boundaries for long quotation (40+ words)
- Boundaries for paraphrase
- Boundaries for problematic source

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## Citing Sources

### *Blurry Boundaries*

Harris (2011) gives the following example to illustrate how a citation at the end of a paragraph is “confusing” (p. 100):

A product recall might be more accurately known as a product repair because most recalled products never leave the consumer’s home. In many cases, when a defect is discovered by the manufacturer, a repair kit is sent to the consumer. In other cases, the product must be taken in for repair. Rarely will the product be called in and exchanged for another. For example, recalled automobiles are never returned to the factory and replaced; they are simply repaired at a dealer (Doe, 2008, p. 456).

What parts of the paragraph were borrowed from Doe?  
What parts, if any, belong to the writer?

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## Citing Sources

### *Blurry Boundaries*

Harris (2011) revises the preceding example to indicate boundaries. In this example, it becomes clear that the interpretation in the first sentence and the example in the last are the writer’s (p. 100).

A product recall might be more accurately known as a product repair. As Doe (2008) noted, most recalled products never leave the consumer’s home. In many cases, when a defect is discovered by the manufacturer, a repair kit is sent to the consumer. In other cases, the product must be taken in for repair. Rarely will the product be called in and exchanged for another (p. 456). For example, recalled automobiles are never returned to the factory and replaced; they are simply repaired at a dealer.

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## Citing Sources

### *Signal Phrases*

A signal phrase identifies a source material’s **author**, with the **year** of publication in parentheses. A signal phrase usually includes a **verb**.

#### **Examples:**

According to Martin (2012), . . .  
Martin (2012) stated . . .

#### **Some Common Signal-Phrase Verbs:**

acknowledged, added, agreed, argued, claimed, concluded, concurred, continued, criticized, discussed, disputed, explained, found, maintained, noted, stated, recommended, proposed . . .

**Note:** Use past tense for most signal-phrase verbs.

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## Citing Sources

### *Boundaries*

#### **Boundaries for short quotation:**

1. Introduce source with signal phrase.
2. Enclose quotation within a pair of quotation marks.
3. End with page number(s) in parenthetical format.

#### **Example:**

De Waal (2005) noted that “there is a general perception of nature as a place of competition. . . . We are beginning to see the work of people who believe . . . there is a lot of cooperation, with room for reconciliation, even morality” (pp. 121-122).

#### **Reference**

de Waal, F. B. M. (2005). The law of the jungle: Conflict resolution in primates. In A. B. Brown & K. M. Poremski (Eds.), *Roads to reconciliation: Conflict and dialogue in the twenty-first century* (pp. 121-134). Armonk, NY: M. C. Sharpe.

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## Citing Sources

### Boundaries

#### Boundaries for long quotations (40+ words):

1. Introduce source with a sentence that ends with a colon (:).
2. Indent the quote ¼ inch from left margin, but do not enclose it in quotation marks (block quote).
3. End with page number(s) in parenthetical format.

#### Example:

A report by the Henry J. Kaiser Family Foundation (2004) outlined trends that may have contributed to the childhood obesity crisis: a reduction in physical education classes and after-school athletic programs, an increase in the availability of sodas and snacks in public schools, the growth in the number of fast-food outlets . . . , and the increasing number of highly processed high-calorie and high-fat grocery products. (p. 1)

#### Reference

Henry J. Kaiser Family Foundation. (2004, February). *The role of media in childhood obesity*. Retrieved from <http://www.kff.org/entmedia/7030.cfm>

## Citing Sources

### Boundaries

#### Boundaries for paraphrase:

1. Introduce source with signal phrase.
2. Paraphrase (restate) the source material in another form and words.
3. End with page number(s) in parenthetical format (encouraged).

#### Example:

Withrow and Schwiebert (2005) warned that because of twins' special relationship, the grief one twin experiences at the death of the other complicates the grief process, so counselors working with bereft twins must be aware of these complications (p. 1).

#### Reference

Withrow, R., & Schwiebert, V. L. (2005). Twin loss: Implications for counselors working with surviving twins. *Journal of Counseling & Development, 83*, 21-28.

## Citing Sources

### Boundaries

**Boundaries for problematic sources:** The Computer Age has made information easier to find information but more difficult to cite. The most common problem is that web pages do not have page numbers.

1. Introduce source with title and year or a general description.
2. Quote or paraphrase the source material.
3. End with locator information, such as heading and number of paragraph, in parenthetical format (required for quote).

#### Example:

According to "Surveillance Cameras" (2005), opponents of surveillance cameras argue that people expect a "degree of anonymity" even in public places (Opponents Warn of Risks section, para. 2).

#### Reference

Surveillance cameras. (2005, March 4). *Issues and Controversies on File*. Retrieved from <http://www.2facts.com>

## Questions?

### References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Harris, R. A. (2011). *Using sources effectively: Strengthening your writing and avoiding plagiarism* (3<sup>rd</sup> ed.). Glendale, CA: Pycszak.