



Columbia Bible College Library Library Resource Guides

APA Style

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College students are generally expected to write research essays that conform to certain academic standards. It is important that you check with your instructor regarding the appropriate style for your work. This guide is based on the **Publication Manual of the American Psychological Association** (5th ed.) and provides only selected citation examples for common types of sources. For more detailed information please consult the **Publication Manual of the American Psychological Association** (5th ed.) located in the Reference collection at **REF 808.066 P976 2001**, and the APA website at: <http://www.apastyle.org/elecref.html>.

Other Useful websites:

<http://www.emunix.emich.edu/~ehoffman/apahelp.html>

<http://www.thewritesource.com/APA/APA.HTM>

Format of Papers

While each instructor will evaluate Research Essays a little differently, clear organization, careful explanations, and proper format will have a significant impact on your overall mark. The following describes APA style format expectations here at Columbia.

- **Title Page**

The title page is comprised of the following elements:

- **Header** – 2-3 main words of the title, typed in upper and lower case; 1.27 cm or ½ inch from the top edge of the paper; 5 space to the left of the page number. The header and page number appears on every page of the report
- **Running head** – shortened version of the title more than 50 characters in length; typed in upper case only; double spaced below the header, left justified, and the words “Running head:” appears before the abbreviated title
- **Title**- summarises the main topic of the pages; centred and typed in upper and lower case; appears in the upper half of the page. If the title is two or more lines, double space between the lines.
- **Author’s names(s)** – included on the title page; first and last name centred and double spaced below the title. If there is more than one author, type the authors’ names on one line if space permits.
- **Affiliation** – name of the institution at which the study or experiment was conducted; typed in upper and lower case; centred and double spaced below the author(s) name.

Your instructor may ask you to include course name, section number, instructor’s name. Check with your instructor. If these elements are included, each entry would be centred and immediately below the preceding entry.

Sample Title page

Header: Upper & lower case, 1.27 cm from top, 5 spaces to the left of page no. ,Page number 2.54 cm from right edge.

Running head: INDIVIDUAL DIFFERENCES AND FRIENDSHIPS

Running head; UPPER CASE only, double spaced below header, left justified, and words "Running head:" before abbreviated title.

Individual Differences and
Developmental Changes in Adolescents' Friendships

Title is centred; typed in upper and lower case; upper half of page

Sandy S. Friesen

Author's first and last name centred and double spaced below the title.

Columbia Bible College

Affiliation at which the study was conducted; upper and lower case; centred and double spaced below the author(s) name.

- **Parts and Order of a Manuscript**

Number all pages except the artwork for figures consecutively. Arrange the pages of the manuscript as follows:

1. **Title page** with running head for publication, title, and byline and institutional affiliation (separate page, numbered page 1)
2. **Abstract** (separate page, numbered page 2) is a one-paragraph, self-contained summary of the most important elements of the paper.
 - *Pagination:* The abstract begins on a new page (page 2).
 - *Heading:* Abstract (centered on the first line below the manuscript page header)
 - *Format:* The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.
3. **Body** (start on a separate page numbered page 3)
 - *Pagination:* The body of the paper begins on a new page (page 3). Subsections of the body of the paper do *not* begin on new pages.
 - *Title:* The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header.
 - *Introduction:* The introduction (which is not labeled) begins on the line following the paper title.
 - *Headings:* Headings are used to organize the document and reflect the relative importance of sections. For example, many empirical research articles utilize Method, Results, Discussion, and References headings. In turn, the Method section often has subheadings of *Participants*, *Apparatus*, and *Procedure*.
 - Main headings (when the paper has either one or two levels of headings) use centered uppercase and lowercase letters (e.g., Method, Results, Discussion, and References).
 - Subheadings (when the paper has two levels of headings) are italicized and use flush left, uppercase and lowercase letters (e.g., *Participants*, *Apparatus*, and *Procedure* as subsections of the Method section).
4. **References** (start on a separate page)
5. **Appendixes** (start each on separate page)

For Sample APA papers see:

- The Publication manual of the American Psychological Association 5th ed. **REF 808.066 P976 2001** pp. 307-320.
- <http://www.psychology.ilstu.edu/selandau/331/APAsample.pdf>
- <http://www.mhc.ab.ca/library/howtoguides/APASamplePaperAug2007.pdf>

- **Page Layout**

Margins: Use 1" (2.54-cm) margins at the top, bottom, left and right sides of all the pages of the paper

Font Size and Type: Use either Times New Roman 12 pt or Courier 12 pt.. Do not change font size or style within the paper.

Line Spacing: Double-space all lines of text, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.

Spacing after Punctuation: Space once after all punctuation. This includes using one space (not two!) following punctuation marks at the ends of sentences.

Paragraph Indentation: 5-7 spaces. Do not indent the abstract.

Pagination: The page number appears at the top, one inch from the right edge of the paper on the first line of every page (except Figures), beginning with the title page.

Manuscript Page Header: The first two or three words of the paper title appear five spaces to the left of the page number on every page (except Figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.

When reporting a **numerical value**, present the numerical value as digits if the value is greater than or equal to 10. If the numerical value is less than 10, type the value as a word, unless it contains a decimal.

Staple the paper once in the upper left-hand corner. Do not use folders or duo-tangs.

Make a backup copy of your paper.

Citation of Sources in the Text

Quotation

If the quotation is short (fewer than 40 words) insert the quotation as part of the sentence. Remember to enclose the quote with quotation marks. APA uses the author-date method if citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. This identifies the sources for readers and enables them to locate the source of information in the alphabetical reference list at the end of the paper.

Quote less than 40 words

Klassen (1989) has stated that “violence is not as unpredictable as previously believed” (p. 303).

“Violence is not as unpredictable as previously believed” (Klassen, 1989, p, 303).

Quote more than 40 words

If the quote is greater than 40 words type the quote as a separate block. The blockquote is double spaced, indented 5-7 space, (1.27 cm or ½”). Do not use quotation marks to enclose block quotations. Do use double quotation marks to enclose any quoted material within a block quotation.

Surette (1994) has stated the following:

Social violence is embedded in historical, social forces and phenomena, while the media are components of a larger information system that creates and distributes knowledge about the world. The media and social violence must both be approached as parts of phenomena that have numerous interconnections and paths of influence between them.

(p. 370)

Quoting from an electronic source that does not provide page numbers

When quoting from an a electronic source that does not provide page numbers use paragraph (¶) numbers; or, if the paper is divided into sections, provide the section and the paragraph (¶) number within that section. Use the ¶ symbol or the abbreviation para.

As Friesen (2000, ¶ 5) aptly phrased it, “positive emotions.....”

Paraphrasing

Paraphrasing involves putting the words of another author(s) into your own words with acknowledgement to the original author(s) via a citation. The citation includes the author(s) name and date of publication.

One Author:

In 1998, Klassen compared gender differences

Klassen (1998) compared gender differences

In a recent study of gender differences (Klassen, 1998)

Two authors: When there are two authors always cite both names.

In an earlier study (Jones & Smith, 2004)...

The symbol "&" is used when in parentheses. Use the word "and" when the authors' names are part of the sentence.

An earlier study by Jones and Smith (2004)...

Works by three, four, or five authors:

First citation, cite all names the first time you reference the source:

Thiessen, Epp, and Bartel (2004) discovered that...

*Subsequent citations of the same work cite the first author's last name plus **et al.** (Latin abbreviation for "and others").*

Thiessen et al. (2004) also discovered that...

Two or more works in the same parenthetical citation:

Several studies (Smith, 2003; Reimer, 2004; Penner, 2003) suggest that...

Six or more authors

When a work has six or more authors, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.

Wasserstein et al. (1994) found

No author – cite the first few words of the title and the date

It states in the *Fraser Valley Social Services Directory* (1978)...

A *Maclean's* magazine article ("Interpreting Dreams," 1965) said that.....

Group that serves as Author – write out in whole every time, unless the abbreviation is well known.

First citation: The annual report (Canadian Broadcasting Corporation, 2005)....

Second citation: The CBC annual report (2005)....

References List

Do not include sources in your references list that you consulted if you have not quoted from or summarized or paraphrased them in your paper.

FORMAT

- Begin References on a new page. Number the References page sequentially with the rest of the paper, immediately after the end of the text.
- Centre the work “**References**” at the top of the page, using upper and lower case letters.
- Double-space throughout.
- One space after most punctuation marks. Italicized text includes end punctuation.

ARRANGEMENT OF ENTRIES and AUTHOR’S NAMES

- Include in **References** an alphabetized list of every source you summarized, paraphrased, or quoted in your paper (with the exception of personal communications—letters, memos, telephone conversations—that do not provide published data).
- List entries in alphabetical order by author’s last name. When no author is given, list the work alphabetically by title, disregarding “A”, “An” or “The.” Use last names, first initials, and middle initials, if any. Reverse the order of all authors’ names, and use an ampersand (&) between the second-to-last and last authors: Friesen, C. K., & Steffler, D. J.
- Give names in the order in which they appear in the work (on the title page of a book, usually under the title of an article or other printed work).
- Name the first six authors of a source; substitute et al. for the rest.

DATES

- Put date information after name information, enclosing it in parentheses and using a period followed by one space after the closing parenthesis. For books, articles in journals that have volume numbers, the year of publication or production is the date to use. For articles from most magazines and newspapers, use the year followed by a comma and then the exact date appearing on the issue.

CAPITALIZATION OF TITLES

- For books, capitalize the first word, the first word after a colon between a title and subtitle, and any proper nouns.
- For names of journals and proceedings of meetings, capitalize the first word, all major words, and any word four or more letters long.

PUBLISHERS AND PLACE OF PUBLICATION

- Use the full name of the publisher, but drop *Co.*, *Inc.*, *Publishers*, and the like. Retain *Books* or *Press*.

- Give the city and add the state (use the two-letter postal abbreviations listed in most dictionaries). Do not add the state for U.S. cities Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco.
- Use the two-letter postal abbreviations for Canadian provinces as well as U.S. states. If the province, state, or country is mentioned in the publisher's name, omit it after the name of the city.

PUBLICATION MONTHS

- Do not abbreviate publication months.

PERIODICAL VOLUME AND ISSUE NUMBERS

- Give the volume number of journals, magazines, and newsletters. Do not use the word Vol. before the number. If, and only if, each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number. If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year, for example (1994, April). Italicize the name of the periodical and the volume number, if any.

PAGE NUMBERS

- Use *p*, and *pp*. before page numbers. List all discontinuous pages, with numbers separated by commas: pp. 15, 20-22, 24-26, 50.
- When quoting from an electronic source that does not provide page numbers use paragraph (§) numbers; or, if the paper is divided into sections, provide the section and the paragraph (§) number within that section. Use the § symbol or the abbreviation para.

As Friesen (2000, § 5) aptly phrased it, “positive emotions.....”

ABBREVIATIONS IN THE REFERENCE LIST

Chap.	Chapter
ed.	Edition
Rev. ed.	Revised edition
2 nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
vols.	Volumes (as in 4 vols.)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement
¶	Paragraph symbol
para.	Paragraph

BIBLE

- To cite the Bible, state the books, chapters, verses, and lines. For the first Biblical citation, give the version you're using (for example, New International Version). In your subsequent in-text citations from the same text, you don't need to repeat the version. APA doesn't require that citations of major classical works appear in your References list. The in-text citations suffice. When citing from the Old Testament book of Psalms, each individual Psalm is referred to in the singular form. Thus, we have Psalm 100, not Psalms 100. (Psalm 100:1-2, New International Version).

A. PERIODICALS – PRINT SOURCES

1. Journal article by three or more authors, with Volume. Print source. (do not include issue number if the issue didn't start on page 1)

Horowitz, L.M., Post, D.L., French, R.S., & Siegel, E.Y. (1981). The prototype as a construct.

Journal of Psychology, 90, 575-585.

2. Magazine article - Give the date shown on the publication (the month for monthly publications, and the month and day for weekly publication).

Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science, 290, 1113-1120.*

3. More than Six Authors - When there are more than six authors, provide the initials and surnames of the first six authors and shorten any remaining author to et al.

Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology, 68, 843-856.*

4. Abstract as original source

Always consult with your professor before citing from an abstract--some professors do not allow you to do so.

Borman, W. , Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance [Abstract]. *Journal of Applied Psychology, 78, 443-449.*

B. ELECTRONIC MEDIA

Author' surname, Initials of first and middle name, Author' surname, Initials of first and middle name,
& Author's surname, Initials of first and middle name. (year of publication). Title of article.
Title of Periodical, volume (issue), pages. Retrieved month day, year, from Database name.

5. Article from a Full-text database – PsycARTICLES

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of
early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78,*
443-449. Retrieved October 23, 2004, from PsycARTICLES.

6. Article from a Periodical on the Web (exact duplicate of its print version)

Donnellan, M. B. , Larsen-Rife, D., & Congo, D. (2005). Personality, family history, and
competence in early adult romantic relationships [Electronic version]. *Journal of Personality
and Social Psychology, 88, 562-576.*

7. Article from a Periodical on the Web (format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries. Add the retrieval statement, date, the name of the database, and the URL, with no final punctuation added)

Donnellan, M. B. , Larsen-Rife, D., & Congo, D. (2005). Personality, family history, and
competence in early adult romantic relationships. *Journal of Personality and Social
Psychology, 88, 562-576.* Retrieved May 30, 2005 [http://www.apa.org/journals/features/
psp883562.pdf](http://www.apa.org/journals/features/psp883562.pdf)

8. Abstract from a secondary source, an Electronic Database - (*Entire article never read—but information from the abstract is used in your paper*). The format is similar to citing abstracts that are in print form. The only difference is the inclusion of the retrieval date, database name, item number (if applicable). Always consult with your professor before citing from an abstract—some professors do not allow it.

Borman, W. , Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Abstract retrieved October 23, 2006, from PsycINFO database.

9. Web Site

Boyles, S. (2001, November 14). *World diabetes day has people pondering their risk*. Retrieved Nov. 16, 2001, from <http://my.webmd.com/content/article/1667.51328>

10. Website - No date no author. If the author of a document is not identified, begin the reference with the title of the document.

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

11. Website - Report from a private organization, available on organization

Canarie, Inc. (1997, September 27). Towards a Canadian health IWAY: Vision, opportunities and future steps. Retrieved November 8, 2000, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

12. CD-Rom Source – Computer Software

Kroeger, C. C. (1993). Head. In Gerald F. Hawthorne (Ed.), *Dictionary of Paul and his letters* (pp. 375-377). Downers Grove, IL: InterVarsity Press. [Computer software]. Retrieved October 16, 2004, from the Scholar's Library (QB) CD-ROM: Logos Bible Software Series X database. Bellingham, WA: Logos Research Systems.

C. BOOKS – PRINT SOURCES

13. One Author – second or subsequent edition

Myers, D. G. (2003). *Psychology* (7th ed.). New York: Worth.

14. Two Authors

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

15. Three Authors to Six Authors

Craigie, J. C., Kelley, P. H., & Drinkard, S.F. Jr. (1991). *The health handbook*. Scarborough, ON: Harper Collins.

16. No Author, No Editor (Check carefully for initials or any other hint of an author)

The Chicago manual of style (14th ed.). (1993). Chicago: University of Chicago Press.

17. Book by Group or Corporate Author - Cite the full name of the corporate author first.
If the author is also the publisher, use the word *Author* as the name of the publisher.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

18. Editors as “Author”

Gibbs, J. T., & Huang, L.N. (Eds.). (2005). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

19. Chapter in a volume in a series

Lamb, M.E. (1997). Nonparental child care: Context, quality, correlates, and consequences. In W. Damon (Series Ed.) & I. E. Sigel & K. A. Renninger (Vol. Eds.), *Handbook of child psychology: Vol 4. Child psychology in practice* (5th ed., pp. 73-133). New York: John Wiley & Sons.

20. Encyclopedia - Signed Article

Most articles have initials at the end linked to a contributor's list. Notice the inclusion of volume number and pages covered by the article.

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini, (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York: Wiley.

21. Encyclopedia - Unsigned Article in an Edited Book

If an encyclopedia article is unsigned, place the title of the article in the author position

Ecclesiastes. (1973). In D. Alexander and P. Alexander (Eds.), *Eerdmans handbook to the Bible*. (pp.362-365). Grand Rapids, MI: Eerdmans.

22. Translation

Tournier, P. (1962). *Escape from loneliness* (J. Gilmore, Trans.). Philadelphia: Westminster Press.
(Original work published 1945)

In text, cite the original publication date and the date of the translation:

For example: (Tournier, 1945/1962).

D. REVIEWS

23. Review of a book (review is untitled)

Goertzen, G. L. (2001). *The unnecessary pastor: Rediscovering the call*. [Review of the book].
Direction, 30(1), 110-111.

24. Review of a book (review is titled)

Dent-Read, C & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development*]. *American Journal of Psychology*, 114(1), 126-133.

25. Review of a motion picture

Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

E. AUDIOVISUAL MEDIA AND OTHER NON-PRINT SOURCES:

26. Film or Video Recording

General Learning Video (Producer) (1994). *Early Childhood Training: Guidance & Discipline Curriculum*. [Motion picture]. (Available from Magna Systems, Inc., 500 Coventry Lane Suite 200, Crystal Lake, IL 60014.)

When a video is of limited circulation, provide the distributor's name and complete address in parentheses at the end of the reference.

27. Sound (Audio) Recording

Chapman, S. C. (1993). I will be here. On *The live adventure*. [CD]. Brentwood, TN: The Sparrow Corporation.

28. Lecture/Speech/Address – do not include in the References page.

*Like personal interviews and phone conversations, material presented in a classroom lecture is regarded as non-retrievable data. A lecture, therefore, should be **cited within the text but NOT be included in your References**. For example in the text write:*

In a Modern Christian Thinkers lecture at Columbia Bible College on November 14, 2000, Walter Unger described C.S. Lewis's life as(W. Unger, EN102 lecture, November 14, 2000).

If the lecturer distributed material at the lecture, you could cite that resource in your References page:

Unger, W. (2000, November). *C.S. Lewis*. Outline presented in a classroom lecture at Columbia Bible College, Abbotsford, BC.

29. Interview – do not include in the References page.

A personal interview is not included in the References page. Cite the interview in the text:

Gordon Neufeld (personal communication, January 20, 2003) suggests.....

APA Sample - References

- Your References list is on a separate page at the end of your paper.
- List every source referred to or quoted in alphabetical order by author. When no author is given, list the work alphabetically by title. Do not drop "A", "An" or "The" from the titles of periodicals (such as newspapers, magazines, and journals).
- Do not include sources that you consulted, if you have not quoted from or referred to them in your paper.
- For each entry indent the second and subsequent lines 5 spaces
- Double space throughout

