



Cite the work of those individuals whose ideas, theories, or research have directly influenced your work (APA, 2010, p.169)

In-Text Citations (Chapter 6):

There are various ways to cite sources in your text. It is good to vary your in-text citations to keep your writing from becoming too repetitive. Examples*:

- Kessler (2003) found that among epidemiological samples...
- Early onset results in a more persistent and severe course (Kessler, 2003).
- In 2003, Kessler's study of epidemiological samples showed that...

Remember, if you are citing a direct quote, or if you are using an idea from a source and you have a page or paragraph number, add the page/paragraph number to the in-text citation.

- (Kessler, 2003, p. 42) or (Kessler, 2003, para. 15)

Multiple authors (Section 6.12):

- 1-2: Always use each author's name. Use "&" between authors within parenthetical citation. (Walker & Allen, 2004)
- 3-5: Use all author's names the first time cited, then use the first author + "et al." after...(Bradley et al., 2006). Note: Do not italicize et al.
- 6+: Use the first author's last name followed by "et al."

2 or more works in same parentheses (Section 6.16):

Separate citations with a semicolon (Kessler, 2003; Walker, 2007). List citations in alphabetical order.

Secondary sources (Section 6.17):

Only cite secondary sources if you must! Try very hard to get and read the original source so you can vouch for the accuracy and correct context. If you must cite a secondary source:

- Allport's diary (as cited in Nicholson, 2003).

Agreement with list of References:

In-text citations point the reader to the full citation in the References. There is a one-to-one agreement with in-text citations and the list of references. Exceptions are made for personal communications (these citations are not found in the reference list since the reader cannot access them, Sect. 6.20), classical works (Sect. 6.18), and for citing websites as a whole (not a specific document on a site).

Reference List (6.22-Ch. 7):

The reference list begins on a new page with "References" centered at the top. References are listed alphabetically by the author's last name. Double space the reference list and use a hanging indent structure for the format (you can set Word to automatically do this: Page Layout—Paragraph—Special).

Italicize the titles of books or journals. Capitalize the first letter of the first word of a book title, chapter title, or article title; proper nouns and the first letter after a colon in the title. Capitalize the major words in the journal name. End the reference with a period unless it ends with a URL or DOI (Digital Object Identifier) number. DOI lookup: crossref.org/guestquery

Books (Section 7.02):

The typical format for an entire book is:

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

For a chapter of a book:

Author, A. A., & Author B. B. (year). Title of chapter or entry. In A. Editor (Ed.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Journal Articles (Section 7.01):

Electronic articles can be cited like print articles if they have a DOI number (just add the DOI # at the end of the citation).

Author, A. A., Author B. B., & Author C. C. (year). Title of article. *Title of Journal, Vol*(1s), xx-xx. doi:xx.xxxxxxxx

For electronic articles without a DOI, give the URL of the journal homepage. No retrieval date is needed. Don't let your word processor change the URL into a hyperlink.

Silick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Information from websites:

There is a wide range of valid information on websites. Citing information that is likely to be changed or updated is not as helpful to a reader as citing a document that a website has published. If there is no editor or author, use the group or institution name. If there is no apparent publication date, you can use the copyright date or last time the site was updated.



The goal of scholarly writing in the APA format is to clearly and concisely communicate to the reader. The *Publication Manual* is as much about how to write as it is about how to cite sources (see Ch. 1-3). Specifically, use a legible 10 or 12 point font and use standard 8 ½ x 11 inch white paper. Double space throughout the paper (no more, no less) except for footnotes, which should be single spaced. Use 1 inch margins on all sides (even for theses). This handout only addresses some of the major APA points. The *Publication Manual* should always be your definitive source.

Title Page: (Section 2.01-2.03 and example on the right):

Running Head: This is your title (no more than 50 characters) at the top, flush left in all capitals. Only on the title page is it preceded with the words “Running Head:” The page numbers will be on the same line but flush right. You can use the Header/Footer option, but make sure you remove “Running Head:” from page two onward.

Title: (Section 2.01). The recommended length is twelve words or less. It should reflect the content of your paper clearly, and if possible, with style. The title should be centered, upper and lower case, and located in the upper part of the page. Title, author, and institution should be double spaced.

Author/Institution: First, middle initial and last name. Prescott College should go on the next line below.

Abstract: (Section 2.04-Good explanation):

The abstract follows the title page and is on a page by itself. The word “Abstract” is centered and just below the running head. The 1 paragraph abstract, typically in fewer than 150-250 words, concisely and accurately summarizes your entire paper.

Introduction: (Section 2.05-Good explanation):

The Introduction is a very critical part of your paper. It should typically start on page 3 just below the title (do not write “Introduction” as a heading). The introduction helps the reader understand the context of your paper and what to expect. It presents the specific problem that you are studying and your method to solve it. Typically, the introduction concludes with the thesis statement.

Body (Sections 2.06-2.12):

The body of your research paper can be comprised of many sections. Typical sections are: Literature Review, Methods, Results, Discussion, and Conclusion. The body is followed by the References.

Language: (Sections 3.12-3.23):

Be clear, concise, and not overly complicated with the language you use. Simpler tends to be better. Watch for unintended bias in your language—see pp.70-77 in the manual concerning bias.

Running head: EFFECTS OF AGE ON DETECTION OF EMOTION 1

Effects of Age on Detection of Emotional Information

Christina M. Leclerc and Elizabeth A. Kensinger

Boston College

Establishing a title, 2.01; Preparing the manuscript for submission, 8.03

Formatting the author name (byline) and institutional affiliation, 2.02, Table 2.1

Example of a Title Page

Headings: (Section 3.02):

Clear use of headings helps the reader follow and anticipate the key points throughout your paper. Typically, you may have a heading every few paragraphs. The number of levels of headings you use depends on the logical outline of your paper. If you only need two levels, then use levels 1 and 2 on the following table. The 5 Levels of Headings:

1	Centered Boldface Upper and Lower Case
2	Flush Left Boldface Upper and Lower Case
3	Indented boldface lower case with period.
4	<i>Indented boldface lower case italicized with period.</i>
5	<i>Indented italicized lower case with period.</i>

Block Quotes: (Section 6.03):

Use block quotes for quotations over 40 words. Indent ½ inch on the left but not the right. Do not use quotation marks. The citation follows the period at the end (unlike in-text citations).

Tables and Figures: (Chapter 5):

Sometimes tables or figures will clarify a point more quickly. The APA manual has extensive information on the use of tables and figures. See their checklists: Sections 5.19 & 5.30.

Appendices: (Section 2.13):

If there is more than one appendix, then label Appendix A, Appendix B, etc...in the order they appear in the paper. Appendices follow the Reference list and each one starts on a new page. Appendices contain information that is relevant, but would be distracting to add to the main body of the paper.