

**University of West Florida, Psychology Department**  
**APA Formatting Guide**  
**Expectations for Thesis, TeRP, & Internship Portfolio**

APA Formatting Guidelines- Adapted from the Purdue University  
 Online Writing Lab (OWL), Retrieved January 2012  
 Edited for UWF Department of Psychology standards

**In-text Citations of Works-**

- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

**Quotations**

- If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.
  - According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
  - Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
- Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.
  - Jones's (1998) study found the following:  
 Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

- Author is organization, n.d is used for no date, and no page number is available
  - Adolescents who participate in regular family meals are better equipped to meet the challenges of growing up in today's society (Greater New Milford Area Health Community Task Force on Teen and Adolescent Issues, n.d.).

### **Citing an Author or Authors:**

- Two or more:
  - In the text example: Research by Wegener and Petty (1994) supports...
  - In parenthesis as citation: (Wegener & Petty, 1994)
- Three to Five:
  - First citation: (Kernis, Cornell, Sun, Berry, & Harlow, 1993)
  - After first citation: (Kernis et al., 1993)
    - (\* "al" is followed by a period, but not "et"; the name of the first author is also not followed by a comma)
- Six or More:
  - All in text citations: Harris et al. (2001) argued...
  - All in parentheses citations: (Harris et al., 2001)
- When your parenthetical citation includes two or more works:
  - Order them the same way they appear in the reference list, separated by a semi-colon.
    - If the last names are not the same: (Berndt, 2002; Harlow, 1983)
    - If the last names are the same: (E. Johnson, 2001; L. Johnson, 1998)
    - Same author, same year: (Berndt 1981a; Berndt 1981b; Robbins, 1990)

### **Citing Indirect Sources**

- If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.
  - Johnson argued that...(as cited in Smith, 2003, p. 102).

### **General Rules of References**

- All references must also appear as citations in the text
- All citations in the text must also appear in the reference list
- Reference list is alphabetized by the last name of the first author
- Space between each initial: Wegener, D. T.; not Wegener,D.T.

- Capitalize only the first word of the title
  - \*exceptions include capitalizing other words following a period, colon, or a dash (but not a hyphen), and all other proper nouns.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
  
- Please note: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format.

### Common Examples of References

- Journal article and periodical: List by their last names and initials. Use the ampersand instead of "and" before the last author.
  - Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.
- Journal article with Digital Object Identifier (DOI):
  - Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283. doi:10.1108/03090560710821161
- Books: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).
  - Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
- Edited books:
  - Plath, S. (2000). *The unabridged journals*. K.V. Kukil, (Ed.). New York, NY: Anchor.
- Chapter in an edited book:
  - Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.
- Private Organization:
  - American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders (2nd ed.)*. Washington, DC: Author.

- Online Periodical- DOI assigned
  - Arakji, R. Y., & Lang, K. R. (2008). Avatar business value analysis: A method for the evaluation of business value creation in virtual commerce. *Journal of Electronic Commerce Research*, 9, 207-218. doi: 10.1037/1061-4087.45.2.10
- Online Periodical- No DOI assigned
  - Bernstein, M. (2002). 10 tips on writing the living Web. *A list apart: For people who make websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>
- Government Document
  - National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.
- Abstract: If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.
  - Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.
- Citing Federal Statute
  - Name of Act § Section number, Volume number U.S.C. § Section number (Year).
    - National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332 (1994).
  - Name of Act, Pub. L. No. Number , § Section number, Volume number Stat. Page number.
    - Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat. 328 (1991).

### Miscellaneous Style Guidelines

- Use terms like "participants" or "respondents" (rather than "subjects") to indicate how individuals were involved in your research
- *Effect* is a noun.
- All acronyms should be identified with the first use (excluding abstract) and then used consistently throughout. All acronyms should be used at least three times.
- All Latin abbreviations will be in parenthesis (e.g., i.e., cf.,)
  - \*except et al., which can also be in the text.
  - e.g., usually means "for example,"; i.e., usually means "in other words," & cf., typically means "in contrast."
- If you start a sentence with the word "This," it must be followed by a referent:
  - "This result suggests..." rather than "This suggests..."

## Headings consistent with Thesis Guidelines

Level	Format
1	CHAPTER ROMAN NUMERAL CHAPTER NAME CENTERED, ALL CAPS, PLAIN TEXT
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading with a period. Begin body text after the period.</b>
4	<b><i>Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.</i></b>
5	<i>Indented, italicized, lowercase heading with a period. Begin body text after the period.</i>

- For TeRP guidelines, Level 1 is **Centered, Boldface, Uppercase and Lowercase Heading**
- Abstract & Introduction are not “chapters” in the Thesis.
- For additional heading exceptions, Please see Thesis Guidelines  
<http://uwf.edu/graduate/documents/TD/Final-Format-Review-Checklist-Theses.pdf>

## Statistics

- Always italicize the statistic (e.g., *F*, *M*, *t*, *p*, *SD*, etc.)
- Use parentheses to enclose degrees of freedom:
  - $t(45) = 4.35$
  - $F(3, 87) = 2.11$
- Use brackets to enclose limits of confidence intervals:
  - 89% CIs [3.45, 2.7], [-6.0, 3.89], and [-7.23, 1.89]
- Use standard typeface (no bolding or italicization) when writing Greek letters, subscripts that function as identifiers, and abbreviations that are not variables.
- Use an *italicized*, uppercase *N* in reference to number of subjects or participants in the total sample. Use an *italicized*, lowercase *n* in reference to only a portion of the sample
  - $N = 328$
  - $n = 42$
- Use a zero before the decimal point with numbers less than one when the statistic **can be** greater than one.
  - ... participants varied on number of cookies eaten ( $M = 0.56$ ,  $SD = 0.12$ )
  - ... the proportion of correct responses ( $M = .78$ ,  $SD = .12$ )

## Numbers

- Numbers as Figures
  - All statistics should be written in figures.
  - All numbers followed by units (e.g., 2 cm, 8 lbs, etc.)
  - Any non-whole numbers or numbers greater than 10
- Numbers as Words
  - Whole numbers less than 10
- Usage varies. Be consistent.
  - “15 blue, 7 green” rather than “15 blue, seven green”
  - Possible Exceptions
    - Addresses
      - 16 Tenth Street
    - Identification Numbers
      - Henry VIII was 27 years old when...
    - Large Round Numbers
      - 16.5 million
    - Page and Division of Books and Plays
      - In the fifth paragraph of page 7....
    - To avoid confusion
      - The club celebrated the birthdays of twelve 90-year-olds who were born in the city.

## Adhere to proper mechanical rules of writing

- Manuscript should be written in past tense or present perfect tense. (e.g., Researchers found... participants completed twenty trials....)
- Singular subjects need singular verbs; plural subjects need plural verbs
- Capitalize words beginning a sentence after a colon
- Avoid back to back parentheticals (i.e., in a public place) (Goodall, 2008) by joining them with a semicolon (i.e., in a public place; Goodall, 2008)
- To form the plural of abbreviations, add s alone without apostrophe or italicization.
- Correct pronoun usage
  - Organization = it (not “they”)
  - Participant = He/She, His/Her
  - Participants = They, Their

## Figures and Tables- see next page for examples

- Each table and figure must be intelligible without reference to the text, so be sure to include an explanation of every abbreviation (except the standard statistical symbols and abbreviations).
- Each table and figure must be mentioned/referenced in the text.
- Tables and figures are not bordered

### Tables:

- Each table must have a clear and concise title. This appears above the table, but below the table number. When appropriate, you may use the title to explain an abbreviation parenthetically.
- All columns must have headings.
- All numbers should be aligned on the decimal point
  - You should have an equal number following the decimal points- with the exception of whole numbers and  $p$  values.
- All elements of the table should be double spaced
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### Figures:

- Figures begin on a separate page
- For figures, make sure to include the figure number and a complete explanatory caption. These elements appear **below** the visual display.
  - Example: *Figure 2*. Mean accuracy for Remember Scenes vs. Ignore Scenes condition. Error bars indicate standard error of the mean.
- *Figure #*. Is typed flush left and italicized on the first line below the figure, immediately followed on the same line by the caption.
  - The caption should be single-spaced.
- The height of figures should not exceed top and bottom margins

Table 1

*Correlations Between Measures*

Measure	Second-order belief	Factual-deception	Self-presentation
Age	0.763*	0.631**	0.842**
Second-order belief		0.724**	0.775**

Note. \* $p < .01$ , \*\* $p < .001$

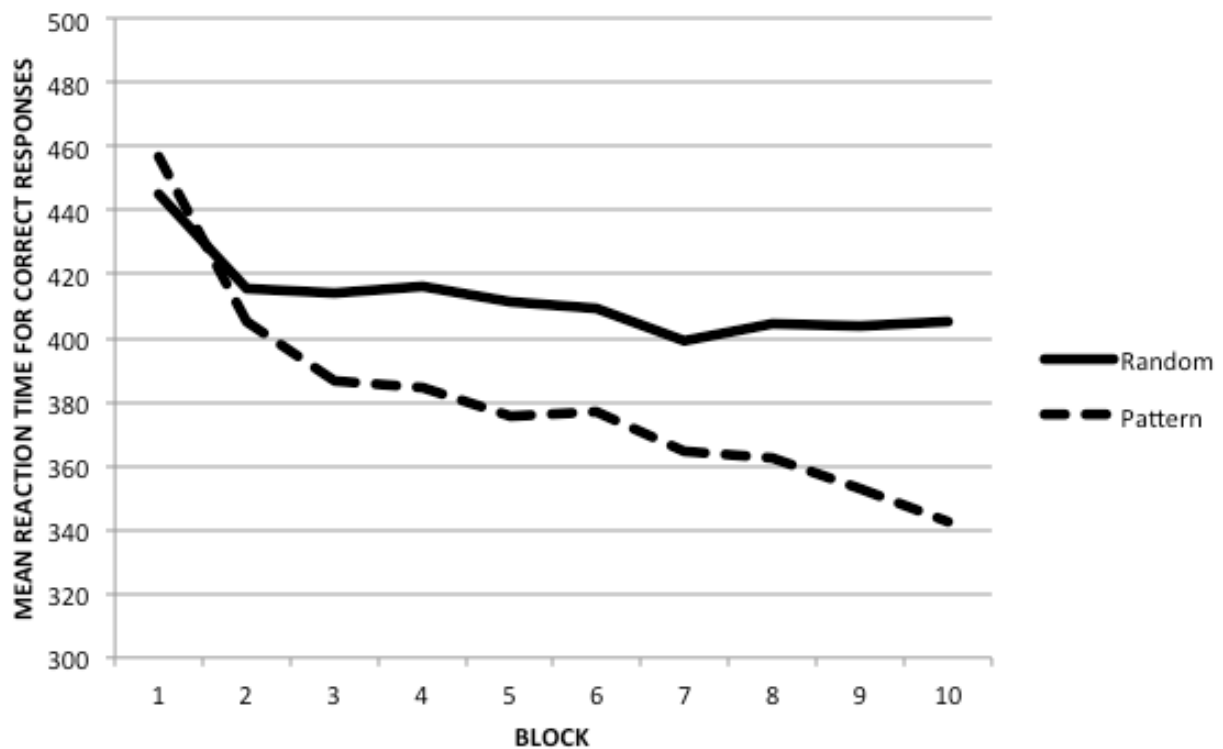


Figure 3. Mean RT for correct responses for each block in the training phase. When there was a pattern to the presentation of the stimuli, represented by the dashed line, participants performed significantly faster overall ( $M = 380.84$ ) than participants who saw the stimuli presented in a random manner ( $M = 412.44$ ), represented by the solid line.