Seeley Memorial Library APA Guide

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Abstract

This is the *abstract* page and is labeled as the Abstract. It is never indented and is always the second page of an APA document. The abstract is the writer's general overview of the purpose and content of the paper. The abstract is to be no more than 120 words long and is only intended to help the reader ascertain if the paper is relevant to his or her area of inquiry. The abstract is usually only one paragraph.

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Please note that page three is the actual beginning of the text of the paper, the first line of which is the full, formal title of the paper exactly as it appears on the title page. The formal title is centered on the page in uppercase and lowercase letters (a Level I heading) and is one inch from the top edge of the page. Beginning with page three, all initial lines of paragraphs are to be indented 5-7 spaces uniformly throughout the paper.

Margins and Spacing

All APA margins are one inch, with the exception of page headers, which are one half inch down from the top of the page and one inch in from the right edge of the paper. Left margins are justified. Right margins are left ragged. All spaces between lines are one double space. There is no double-double spacing or any other type of spacing acceptable.

Page Headers

Page headers appear on all pages of the document. The number for the page is at the one-inch right margin and from the last letter of the header to the page number is five (5) spaces.

Title Page

The title page deserves some special mention. It is strictly formatted in three areas. Area one states the full, formal title of the paper (centered in uppercase and lowercase letters, a Level I heading), Area two is the author's full name. Area three is the author's educational affiliation (Lackawanna College). These items are to be centered on the page.

The second area is the *Running head: MMMMMMMM.*   The word running head appears only once, and that is on the title page. If you think that the word *Running head* looks strange, it

is. The word R*unning* is capitalized, but the word *head* is not; then, there is a colon, one space, and the full formal title in *all capital letters* (or shorted if the title is too long).

The last area is the page header. Each page contains the page header and each page is numbered one up consecutively from the title page through the last page of the document. When properly set up in the *Headers and Footers* function, your computer will handle the consecutive numbering automatically.

<div align="center">Capitalize First Letters of Paragraphs</div>

Next is the second paragraph. It is the beginning of a section with a heading. This sample paper only uses one level of headings, so each heading is centered and in bold. Do not capitalize articles (a, an, the) in headings unless they begin a title or follow a colon. Avoid contractions. Capitalize each main word in headings, including hyphenated compound words. A Fox Jack-in-the-Box, Six-Year Study on Foxes, and Self-Consciousness of a Vixen are examples of headings with compound words (FitzPatrick &Whalen, 1999, pp. 101-102). Use *p.* for one page and *pp.* for more than one.

Duvall, Walker, and Jensch (1996) found that when attributing information to authors by quoting or paraphrasing them, one refers to them by their last names and joins the last author with the second-to-last author with the word *and* spelled out. Parenthetical citations and references join authors with an ampersand (&) rather than spelling out *and* (Duvall, Walker, & Jensch, 1996). The sixth edition of the APA manual states, "When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text" (APA, 2010, p. 171). Include the year in all parenthetical citations, "even if it seems redundant" (Duvall et al., 1996, p. 175).

In-Text Citations

According to Razi Nadeem and Ezekiel Tewes (2006a), in-text citations are formatted differently than the reference list at the end of the paper. Research suggests that when more than one author or groups of authors are cited parenthetically for the same point, separate them with semicolons (Gehan, 2003; Nadeem & Tewes, 2006b). Authors with more than one work published in the same year are distinguished by letters after the years, beginning with *a*. Periods are placed *after* the closing parenthesis, which is always the case except with indented quotes. Dr. John Wright (2006) confirms this finding in his article "Foxes Forever." Article titles have quotation marks around them. Both articles and books capitalize the first letter of all major words (but not when listed in the reference section). *Fox Vixens: Today and Tomorrow in America* (Gehan, 2003) explains how when one references a book in the body of the paper, it is italicized and capitalized (except small words like "in"). Book titles on the reference page are italicized and are all lower-cased except the first word, the first word after a colon, and any proper nouns. If an article does not have an author, use a shortened form of the title for in-text citations ("Time to Protect the Fox," 1989).

In-text citations list just the last names unless the authors share the same last name, in which case you include the initials of the first names (Iwaszek, T., & Iwaszek, S., 2000). See Iwaszek in the reference section to see how to reference an article in an edited book. One of Tewes's questions is, "What makes a fox dance?" (Nadeem & Tewes, 2006a, p. 66). Did you notice that there is no comma after the question mark? One report shows that on May 28, 1994, 500 foxes danced (Kenyon, Steiger, & Starks, in press). Write out numbers one through nine, although there are exceptions (see pages 111-112 of the sixth edition of the *Publication Manual of the American Psychological Association* for details). Numbers beginning

sentences are always written out. Numbers are expressed in figures when they "represent time, dates, ages…and numerals as numerals" (APA, p. 124). The ellipsis indicates words are omitted.

Indenting Quotes Longer than four lines

When a quote is longer than four lines, indent it one inch and do not use quotation marks. According to Taylor, "Do not change the line spacing to single" (1995, para. 6). Taylor stressed, "Some websites do not have page numbers so use 'para.' to indicate which paragraph it is in or 'paras.' for more than one" (1995, para. 6). Another report stated:

> After typing a quote of more than four lines, highlight the quote, grab the indentation handle on the ruler at the top, and drag both top and bottom handles to one-half inch. Most indented quotes are just one paragraph, but if it is more than one, the second is indented. The first paragraph is not indented. If I include a quote within an indented quote, I use double quotation marks. Above when I put *para.* in quotation marks inside a quote, I used single quotation marks (Esterling, 1990, pp. 92-93).

Note how placing the period before the opening parenthesis with indented quotes is the exception to the APA rule of placing the period only after the closing parenthesis. Since the last sentence was still part of the same paragraph, it was not indented. Avoid beginning or ending paragraphs with quotes. It is good to sandwich quotes, which means writing your own words, including a quote, and remarking on or following up on the quote with your own words again.

Electronic Sources

Do not include the URL (Uniform Resource Locator) in in-text citations. Cite the author or organization, or if there is neither, the name of the website. For example, an article on blood types of foxes might be written by Alan Pitzel (the citation would be Pitzel, 2009), or it may not be attributed to an author but is on the American Red Cross website (the citation would be

American Red Cross, 2009), or it may be on a website linked to no organization, in which case you would cite the first two or three words of the article or the title of the website page (the citation would be Animal Blood Types, 2009, para. 4). The Internet is a proper noun and so should be capitalized, but if you refer to an internet source, it is not referring to *the* Internet, and so is an adjective and not a proper noun. According to Dictionary.com, other acceptable forms of the word *website* are Website and Web site (2010, para. 2).

References

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to break long URLs

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Note: This paper reflects…
 *Publication Manual of the American Psychological Association. (6*th ed.).