

How to Use APA Style in Your Writing

Adapted from: <https://owl.english.purdue.edu/owl/resource/560/01/>

Headings

APA Style uses a unique headings system to separate and classify paper sections. There are 5 **heading levels** in APA. The 6th edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

APA Headings	
Level	Format
1	Centred, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin body text after the period.

Thus, if the article has four sections, some of which have subsections and some of which don't, use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. For example:

Method (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers. (Level 3)

Students. (Level 3)

Results (Level 1)

Spatial Ability (Level 2)

Test one. (Level 3)

Teachers with experience. (Level 4)

Teachers in training. (Level 4)

Science teachers in training. (Level 5)

Test two. (Level 3)

Kinaesthetic Ability (Level 2)

In APA Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your paper. Regardless, always begin with level one heading and proceed to level two, etc.

APA Citation Handout - 6th edition

Based on the American Psychological Association Manual

IN-TEXT CITATIONS

Basic format for using quotations, summarizing, and paraphrasing:

Schlosser (2002) believes that “the twenty-first [century] will no doubt be marked by a struggle to curtail excessive corporate power” (p. 104).

Since 1987 the British government has been concerned about the possibilities of a tainted meat supply (Schlosser, 2002, p. 84).

Two authors:

According to Sothorn and Gordon (2003), “Environmental factors may contribute as much as 80% to the causes of childhood obesity” (p. 104).

Obese children often engage in limited physical activity (Sothorn & Gordon, 2003, p. 104).

Unknown author (use an abbreviated form of the title to replace the author):

Children struggling to control their weight must also struggle with the pressures of television advertising that encourages the consumption of junk food while also celebrating thin celebrities (“Television,” 2002).

Two works by same author (designate “a”, “b”, etc. in References list to differentiate sources):

Research by Durgin (2003b) has yielded new findings about the role of counseling in treating childhood obesity.

Electronic source, unknown date (use “n.d.” when no date is given):

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

Work cited in another source:

Former surgeon general Dr. David Satcher described "a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness" (as cited in Critser, 2003, p. 4).

CITING BOOKS

BASIC BOOK FORMAT: Author's Last Name, A. A. (Publication year). *Title of book: Subtitle* (Edition ed.). Publication City, Publication State - abbrev.: Publisher.

EXAMPLES

One author: Schlosser, E. (2002). *Fast food nation*. New York, NY: Perennial.

Two to Seven Authors (include all authors):

Folse, K. S., Solomon, E. V., & Smith-Palinkas, B. (2004). *Top 20: great grammar for great writing*. Boston, MA: Houghton Mifflin.

More than Seven Authors (include first six authors followed by ... and the final author's name):

Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., . . . Stewart, S. (2009). *Navigating the complexity of higher education preparation program administration*. San Francisco, CA: Jossey-Bass.

Book without author:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Editor:

Kikumura-Yano, A. (Ed.). (2002). *Encyclopedia of Japanese descendants in the Americas: An illustrated history of the Nikkei*. Walnut Creek, CA: Alta Mira.

Multi-volume set:

Ciment, J. (Ed.). (2006). *Social issues in America: An encyclopedia*. (Vols. 1-8). Armonk, NY: Sharpe Reference.

One volume of a set:

Stout, C. E. (Ed.). (2002). *The psychology of terrorism* (Vol. 1). Westport, CT: Praeger.

Chapter in a book (print and online examples)

Sutton, A.L. (Ed). (2011). Medical care and your teen. In *Adolescent health sourcebook* (3rd ed.). (pp.47-53). Detroit, MI: Omnigraphics.

Sutton, A.L. (Ed). (2011). Medical care and your teen. In *Adolescent health sourcebook* (3rd ed.). Retrieved from Gale Virtual Reference Library.

Book retrieved electronically (website or database):

Hadler, N.M. (2008). *Worried sick: A prescription for health in an over-treated America* [NetLibrary version]. Retrieved from <http://www.netlibrary.com>

Entry in a reference book:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Essay, article or chapter in an edited book:

Jensen, R.M. (2008). Batman's promise. In M.D. White & R. Arp (Eds.), *Batman and philosophy* (pp.85-100). New Jersey: Wiley.

CITATING DOIs, URLs and PERIODICAL

The 6th edition of the APA Manual recommends including a DOI (Digital Object Identifier) in periodical citations when DOIs are present. DOIs are usually found at the beginning or at the end of an article. The 6th edition of the APA Manual adheres to the following rules about citing periodical articles:

- If a periodical article has a DOI (Digital Object Identifier) present, then include the DOI:

Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Publication, volume number* (issue), page-page. doi:0000000/000000000000

- If a periodical article is retrieved in print with no DOI present, you do not need to include the DOI:

Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Publication, volume number* (issue), page-page.

- If there is no DOI present for an article retrieved online, search CrossRef.org for the article. If you can still not locate a DOI, then include the URL for the periodical's home page even if the article was retrieved through a database:

Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Journal, volume number* (issue), page-page. Retrieved from <http://www.website.com>

- If you know that the periodical article is available exclusively online through the database you retrieved it from, and there is no DOI found then include (a) the database name and the accession number or (b) the database URL (your preference):

(a) Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Journal, volume number* (issue), page-page. Retrieved from Database Name database. (0000000)

(b) Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Journal, volume number* (issue), page-page. Retrieved from <http://www.databaseURL.com>

• If you are UNSURE whether a periodical article is available exclusively online and you cannot locate a DOI, then include the URL for the periodical's home page even if the article was retrieved through a database:

Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Journal, volume number* (issue), page-page. Retrieved from <http://www.website.com>

• EBSCOhost lists DOI numbers in their search results. DOI numbers can also be found on the PDF article, itself (usually indicated on the bottom of the first or last page). ProQuest and Lexis Nexis currently do NOT list DOI numbers in most of their citations, so if not available in the article's PDF, you will need to go to <http://www.crossref.org/guestquery/>.

• To locate a publisher's website, locate the NAME of the publisher and do a Google search of the publisher's name to locate the website. If you need help, contact a librarian.

CITING MAGAZINE, NEWSPAPER & JOURNAL ARTICLES

BASIC JOURNAL/MAGZINE FORMAT:

Author, A. A., & Author, B. B. (Publication year). Title of article. *Title of Publication, volume number* (issue), page-page.

BASIC NEWSPAPER FORMAT:

Author, A. A., (Publication month day, year). Title of article. *Title of Publication*, page-page.

EXAMPLES

Journal article retrieved in print (no DOI present):

Holder, M., & Coleman, B. (2009). The contribution of social relationships to children's happiness. *Journal of Happiness, 10*(3), 329-349.

Journal article retrieved electronically (DOI available):

Chao, S., Chen, C., & Clark, M.J. (2008). Meet the real elders: reminiscence links past and present. *Journal of Clinical Nursing, 17*(19), 2647-2653. doi: 10.1111/j.1365-2702.2008.02341.x

Journal article retrieved electronically (website or database) no DOI available:

Juo, J., & Pitman, D.J. (2010). A prosecution bar in patent litigation should be the exception rather than the rule. *Virginia Journal of Law & Technology, 15*(43). Retrieved from <http://www.vjolt.net/archives.php>

Magazine article retrieved electronically from database and publisher's web address not found (no DOI):

Lucas, M. (2005). The sound of one man eating or, coup de Panisse. *Kitchen Sink*, 3(2). Retrieved from Alt-PressWatch database. (196302074)

Magazine article retrieved in print (no DOI):

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Newspaper article (retrieved electronically - website or database - no author given, no DOI):

Bald eagles once again protected in Arizona. (2008, March 19). *Indian Country Today*, 1, 5. Retrieved from <http://www.indiancountrytoday.com>

Review of book (retrieved electronically - website or database):

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467. Retrieved from <http://www.apa.org>

CITING OTHER COMMON SOURCES

Signed encyclopedia article example:

Preston, J. J. (2005). Goddess worship: An overview. In *Encyclopedia of religion*. (Vol. 6, pp. 3583-3592). Detroit, MI: MacMillan Reference USA.

Unsigned encyclopedia article example:

Chavez, Cesar. (2001). In *Encyclopedia Americana*. (Vol. 6, p. 348). Danbury, CT: Grolier.

Careers Internet Database:

Institute for Career Research. (2011). *Careers in biotechnology*. Retrieved from Careers Internet Database database.

CQ Researcher:

Clark, C. S. (1991, September 13). Advertising under attack. *CQ Researcher*, 1, 657-680. Retrieved from <http://library.cqpress.com/cqresearcher/>

Occupational Outlook Handbook (online):

U.S. Department of Labor, Bureau of Labor Statistics. (2009, December 17). *Social workers*. Retrieved from <http://www.bls.gov/oco/>

Lexis Nexis transcript (television, no host):

The Big Story [Transcript]. (1992, April 18). Atlanta, GA: CNN. Retrieved from Lexis Nexis database.

Issues & Controversies report:

Facts on File News Service. (2005, May 13). *Sign-language towns*. Retrieved from Issues & Controversies database.

Medline Plus entry (same as website or webpage citation):

National Library of Medicine. (2011). Heart disease in women. Retrieved from <http://www.nlm.nih.gov/medlineplus>

CITING OTHER FORMATS

Website or webpage:

Author, A. A., & Author, B. B. (Year). *Title of document/page*. Retrieved from <http://webaddress.com>

Plous, S. (2011). *The social psychology network*. Retrieved from <http://www.socialpsychology.org/>

Music recording:

Songwriter's last name, A. A. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Minell, L., Wachtel, R., & Zevon, W. (1977). Werewolves of London [Recorded by Warren Zevon]. On *Excitable boy* [CD]. Los Angeles, CA: Asylum Records.

Eyen, T. (1981). And I am telling you I'm not going [Recorded by Jennifer Hudson]. On *Dreamgirls: music from the motion picture* [MP3]. New York, NY: Sony BMG. (2006).

Motion picture (theatre), DVD, Video:

Producer, P. P. (Producer), & Director, D. D. (Director). (Year). *Title of motion picture* [Medium of recording]. Country of origin: Studio or distributor.

Linson, A., Penn, S., & Pohlada, W. (Producers), & Penn, S. (Director). (2008). *Into the wild* [Motion picture]. United States: Paramount Pictures.

Kenner, R. and Pearlstein, E. (Producers), & Kenner, R. (Director). (2009). *Food, Inc.* [DVD]. United States: Magnolia Home Entertainment.

Blog:

Author, A. A. (Date published online). Title of blog entry. [Web log]. Retrieved from <http://www.websitename.com>

Bonney, G. (2011). We like it wild. [Web log]. Retrieved from <http://www.designspongeonline.com>

Online video:

Author, A. A. (Date produced). Online video title [Video file]. Retrieved from
<http://www.websitename.com>

UCBerkeleyEvents. (2010). 2010 Commencement convocation [Video file]. Retrieved from
<http://www.youtube.com/watch?v=nDLtEcBqSv8>

PUTTING TOGETHER REFERENCES or LITERATURE CITED PAGE

A references page must be in ALPHABETICAL order by the first word of the citation. Ignore **A**, **An**, or **The** if it's the first word of the citation and alphabetize by the second word.

The list of references appears at the end of your paper. Start your References page on a new page at the end of your paper. Center the title, References. Double-space all your entries. All entries should begin flush with the left-hand margin; subsequent lines indent ½" (or five spaces).

References

Bald eagles once again protected in Arizona. (2008, March 19). *Indian Country Today*, 1, 5. Retrieved from <http://www.indiancountrytoday.com>

Chao, S., Chen, C., & Clark, M.J. (2008). Meet the real elders: reminiscence links past and present. *Journal of Clinical Nursing*, 17(19), 2647-2653. doi: 10.1111/j.1365-2702.2008.02341.x

Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., . . . Stewart, S. (2009). *Navigating the complexity of higher education preparation program administration*. San Francisco, CA: Jossey-Bass.

Folse, K. S., Solomon, E. V., & Smith-Palinkas, B. (2004). *Top 20: great grammar for great writing*. Boston, MA: Houghton Mifflin.

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Holder, M., & Coleman, B. (2009). The contribution of social relationships to children's happiness. *Journal of Happiness*, 10(3), 329-349.

Information please almanac. (1992). Boston, MA: Houghton.

Minell, L., Wachtel, R., & Zevon, W. (1977). Werewolves of London [Recorded by Warren Zevon]. On *Excitable boy* [LP]. Los Angeles, CA: Asylum Records.

UCBerkeleyEvents. (2010). 2010 Commencement convocation [Video file]. Retrieved from <http://www.youtube.com/watch?v=nDLtEcBqSv8>.