

APA Documentation: Part 3

The table below provides basic formatting information and guidelines on spacing, punctuation, and document setup.

<p>Spacing: Space once after all punctuation as follows:</p>	<ul style="list-style-type: none"> • after commas, colons, and semicolons; • after periods that separate parts of a reference citation; and • after the periods of the initials in personal names (e.g., B. L. Lemme) • APA now recommends spacing twice after punctuation marks at the end of a sentence. (NEW RULE)
<p>Commas (see p. 89 for more rules):</p>	<ul style="list-style-type: none"> • Use in series of three or more items: <ul style="list-style-type: none"> ○ Students' physical, intellectual, and social development... • Use to separate two independent clauses joined by a conjunction: <ul style="list-style-type: none"> ○ Cedar shavings covered the floor, and paper was available for shredding and nest building. • Use to set off nonessential clauses: <ul style="list-style-type: none"> ○ The book, which was published after the author's death, explained APA style. • DO NOT USE before an essential clause. <ul style="list-style-type: none"> ○ The classroom that is on the second floor flooded after the thunderstorm.
<p>Colon:</p>	<ul style="list-style-type: none"> • Use between a grammatically complete introductory clause (one that could stand as a complete sentence) and a final phrase. If the clause following the colon is a complete sentence, it begins with a capital letter. <ul style="list-style-type: none"> ○ The study has two goals: to determine students' need for writing assistance and to assess student attitudes toward tutoring. • DO NOT USE after an introduction that is not a complete sentence. <ul style="list-style-type: none"> ○ The formula is $r = e + a$. (correct) ○ The formula is: $r = e + a$. (incorrect)
<p>Semicolon:</p>	<ul style="list-style-type: none"> • Use to separate two independent clauses that are not joined by a conjunction: <ul style="list-style-type: none"> ○ APA style is easy to learn; the manual contains a lot of useful information. • Use to separate elements in a series that already contain commas: <ul style="list-style-type: none"> ○ The color order was red, yellow, blue; blue, yellow, red; or yellow, red, blue.
<p>Quotation marks:</p>	<ul style="list-style-type: none"> • Use to introduce a word or phrase used as an ironic comment or coined expression <u>only the first time it is used</u>: <ul style="list-style-type: none"> ○ Considered "normal" behavior <ul style="list-style-type: none"> ▪ This is an ironic use of "normal"; therefore, it is put in quotation marks. ○ The "good-outcome" variable <ul style="list-style-type: none"> ▪ This is a term coined by the student writer; therefore, it is put in quotation marks. • To set off the title of an article or chapter in a book when used in <u>text</u> (NOT in the references list)

	<ul style="list-style-type: none"> • DO NOT USE to cite a letter, word, phrase, or sentence as a linguistic example. (Instead, italicize them.) <ul style="list-style-type: none"> ○ He clarified the difference between <i>farther</i> and <i>further</i>. • DO NOT USE to introduce a technical or key term. (Instead, italicize them.) <ul style="list-style-type: none"> ○ The term <i>zero-base budgeting</i> appeared...
Parentheses:	<ul style="list-style-type: none"> • Use to introduce an abbreviation: <ul style="list-style-type: none"> ○ The American Psychological Association (APA)... • Use to set off structurally independent elements: <ul style="list-style-type: none"> ○ The patterns were significant (see Figure 5). • To enclose statistical values: <ul style="list-style-type: none"> ○ Was significant ($p < .05$) • DO NOT USE to enclose material within other parentheses; use brackets. <ul style="list-style-type: none"> ○ (the National Institute for Mental Health [NIMH]) • DO NOT USE back to back.
Brackets:	<ul style="list-style-type: none"> • Use to enclose parenthetical material that is already within parentheses • To enclose material inserted in a quotation by some person other than the original writer: <ul style="list-style-type: none"> ○ “when [his own and others’] behaviors were studied” (Hanisch, 1992, p. 24) • DO NOT USE to set off statistics that already include parentheses.
Capitalization:	<ul style="list-style-type: none"> • Capitalize major words in titles and headings within body of paper (NOT in the references list). • Capitalize the first word after a colon or dash in a title. • Capitalize proper nouns and trade names. <ul style="list-style-type: none"> ○ Names of university departments if they refer to a specific department within a specific university ○ Complete names of academic courses if they refer to a specific course • DO NOT CAPITALIZE names of laws, theories, models, or hypotheses. (However, retain capitalization of personal names.) <ul style="list-style-type: none"> ○ The peer counselors were trained in Rogerian theory, or person-centered theory, in the counseling techniques seminar. • Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series (unless it is a common part of a book or table). <ul style="list-style-type: none"> ○ On Day 2 of Experiment 4 ○ as shown in Table 2, Figure 3B, and Chapter 4 • DO NOT CAPITALIZE nouns that precede a variable. <ul style="list-style-type: none"> ○ trial <i>n</i> (variable); Trial 3 (number) • Capitalize exact, complete titles of tests. • DO NOT CAPITALIZE names of conditions or groups in an experiment. <ul style="list-style-type: none"> ○ experimental and control groups • Capitalize names of derived factors within a factor analysis. <ul style="list-style-type: none"> ○ Mealtime Behavior (Factor 4)
Italics:	<ul style="list-style-type: none"> • Use for titles of books, periodicals, films, videos, TV shows, and microfilm publications • Use to introduce a new, technical, or key term or label (only the first time)

	<ul style="list-style-type: none"> • Use for letters, words, or phrases cited as a linguistic example: <ul style="list-style-type: none"> ◦ Words such as <i>big</i> and <i>little</i> • Use for words that could be misread: <ul style="list-style-type: none"> ◦ The <i>small</i> group [meaning a designation, not a group size] • Use for letters used as statistical symbols or algebraic variables: <ul style="list-style-type: none"> ◦ <i>t</i> test • Use for anchors of a scale: <ul style="list-style-type: none"> ◦ Ranged from 1 (<i>poor</i>) to 5 (<i>excellent</i>)
Abbreviations:	<ul style="list-style-type: none"> • Use sparingly • Use standard Latin abbreviations <i>only</i> in parenthetical material (e.g., i.e., vs.) • Do not use <i>etc.</i>; explain what you mean
Numbers:	<ul style="list-style-type: none"> • Use figures/numerals to express <ul style="list-style-type: none"> – Numbers 10 and above – Numbers that immediately precede a unit of measurement (i.e. 3 lbs. -- not three lbs.) – Numbers that denote a specific place in a numbered series (Trials 1, 2, and 3– not Trial one) – Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles (e.g., more than 5% of the sample– not five percent of the sample) – Numbers that represent time, dates, ages, etc. • Use words to express <ul style="list-style-type: none"> – Any number that begins a sentence, title, or text heading (i.e. Three blind mice were all talking...) – Common fractions (i.e. one-fourth, one-third) – Universally accepted usage (the Ten Commandments) • Use a combination of figures and words to express back-to-back modifiers <ul style="list-style-type: none"> – Twenty 6-year-olds (not 20 6-year olds) • Use a zero before decimal point when numbers are less than 1 <ul style="list-style-type: none"> – 0.23 cm, 0.48 s • DO NOT USE a zero before a decimal fraction when the number cannot be greater than one (e.g. correlations, proportions, and levels of statistical significance) <ul style="list-style-type: none"> – $r(24) = -.43, p < .05$
General document setup:	<ul style="list-style-type: none"> • Text is left justified and double-spaced throughout • 1" margins on all sides (top, bottom, right, and left) • 12 point, Times New Roman font • Indent the first line of every paragraph; use the tab key to indent paragraphs • Use this order for the parts of your paper: title page; abstract (if required); body of the paper; references; tables; figures; appendices. Start each part on a separate page, and number all pages consecutively. • The running head plus the page number appears on all pages, including the title page.

<p>Title page:</p>	<ul style="list-style-type: none"> • The title page contains the following: <ul style="list-style-type: none"> ○ Running head ○ Title of paper ○ Author ○ Institutional affiliation ○ Author note <p>The running head is an abbreviated title that is printed at the top of the pages of a manuscript to identify the article for readers. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and on all subsequent pages.</p>
<p>Headings:</p>	<ul style="list-style-type: none"> • Two levels of headings: <ul style="list-style-type: none"> Centered, Boldface, Uppercase and Lowercase Heading Flush left, Boldface, Uppercase and Lowercase Side Heading • Three levels: <ul style="list-style-type: none"> Centered, Boldface, Uppercase and Lowercase Heading Flush left, Boldface, Uppercase and Lowercase Side Heading Indented, boldface, lowercase paragraph heading ending with a period. • Four levels: <ul style="list-style-type: none"> Centered, Boldface, Uppercase and Lowercase Heading Flush left, Boldface, Uppercase and Lowercase Side Heading Indented, boldface, lowercase paragraph heading ending with a period. <i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>