

## APA Guidelines for U/M SON Papers Using the 6<sup>th</sup> Edition

APA's 6<sup>th</sup> edition of the *Publication Manual* was released in July 2009. Students should now be using the 6<sup>th</sup> edition for their papers. The *Publication Manual's* primary use is to prepare manuscripts for journal publication. Faculty recognize that you may not be publishing your undergraduate papers. However, the APA *Publication Manual* format creates a unified standard in preparing papers. Faculty expect students to follow the guidelines in this document when writing scholarly SON papers. APA has also expanded its web resource: <http://www.apastyle.org/>

The 6<sup>th</sup> edition of the APA manual has been condensed. Many of the formatting components are unchanged. Changes that you will notice in the 6<sup>th</sup> edition include the use of a running head on every page, easier to use headings, and the use of a Digital Object Identifier (DOI) when available. Electronic referencing is also updated.

### APA Paper Elements

**Title page:** pages 23-24; 229; see example of title page on page 41

- Identify the title page as page one
- The RUNNING HEAD is an abbreviated title (maximum 50 characters) that is flushed left in all uppercase letters at the top of the title page AND all subsequent pages
- The title of your paper, your name and the institution name are all double spaced and centered on the page between right/left margins and positioned in the upper half of the page

**Page numbers and manuscript page headers:** see page 229; example on page 42

- title page is page one and remaining pages are numbered consecutively
- page # is flushed to right margin

**Headings:** pages 62 – 63 [Note these have been simplified in the 6<sup>th</sup> edition!]

- If you use only one level of heading in your paper, make it Level 1 which is centered, boldface, upper and lower case letters; see example page 54
- If you use 2 levels of heading in your paper, use Level 1 and Level 2; Level 2 headings are flushed left, boldface, upper and lower case; see example of Level 1 & 2 headings in text is on page 54
- If you use 3 levels of heading, use Level 1, 2, and 3. Level 3 headings are indented, boldface, lower case that end with period; see example of Level 1,2, & 3 headings in text on page 58

**Introduction:** page 27-28: Remember a scholarly paper has an introduction which tells the purpose of the paper. Don't forget to give a conclusion to wrap things up.

- Note that your title should go on the first page of text: see page 42
- The sections of the text follow each other without a break see page 42

**Paper Formatting** page 228 - 229

- Preferred APA typeface is Times New Roman, 12 point font size
- Double space all text including the reference page
- 1 inch margins
- Use flush left style and do not justify lines
- Indent the first line of every paragraph
- Space twice after punctuation marks at the end of a sentence - page 88

**Abbreviations:** see page 106 - 107

- The first appearance of an abbreviation should be written out completely followed by the abbreviation in parenthesis
- Thereafter, use the abbreviation in text
- APA tells you what abbreviations are so common that they do not need to be spelled out in text
- APA recommends using abbreviations sparingly

**Attribution** ~ Avoid the use of 3<sup>rd</sup> person and the editorial we (page 69)

### **Using Quotations and Paraphrasing in Papers**

- APA expects you to synthesize and summarize information from other references; use quotes sparingly and only when the quote makes the point better than you could
- Know the difference between when to block quote (and not use quotation marks) and when to enclose a quotation with quotation marks; refer to page 170-171
- Always provide the author, year and page citation or paragraph number for nonpaginated material when utilized a direct quotation
- APA encourages you to provide a page or paragraph number when paraphrasing, especially when using a complex text

**Appendixes;** see page 39

- The purpose of an appendix is to provide the reader with detailed information that would be distracting to read in the main body of text
- I like to see self made appendixes, not Xerox copies of pages of text (generally). Be sure to reference the information.
- Each Appendix should have a title and be on a separate page
- Appendixes go after the reference page; see order of the manuscript, pg 229-230

**Tables and Figures** – See Chapter 5

## APA Referencing

### Reference Citations in Text: see pages 174-179

- In text references continue to use the author-date citation system that was used in the previous edition
- State the surname of the author, a comma and the year of publication the first time in text (if < 7 authors); thereafter (if > 2 authors), cite 1st author et al., year; can eliminate the year if already stated the reference in the paragraph (but if you start a new paragraph you must include the year again) page 174-175
- If you use the reference at the end of the sentence you complete the sentence with a word, cite reference in parenthesis and after parenthesis you type the period. Remember that a sentence only has one period.
- Using Ampersand, note when to use “and” versus “&”see page 175
- Using two or more works with in the same parenthesis – separate citations by semicolon and alphabetize authors, see page 177-178
- Use secondary sources sparingly – see page 178
- Each in-text reference must be on the reference page; each item on the reference page must be used in text
- Personal communications are cited in text only, not on the reference list (page 179)

### Reference List: see page 180 – 182; see 187 for electronic references

- The examples in Chapter 7 (pp. 193-224) are essential tools for your papers!
- The word References is typed and centered on top line; don't underline or use bold text
- double space every line in the reference list
- Alphabetize the Reference list by author's surname
- If you have the same author, same year references, order references in a series using a,b,c – page 182
- Entries should have a hanging indent
- Add as much electronic retrieval information as need for others to locate the source you cited. This will vary depending on the type of electronic references you are using
- Retrieval dates for electronic referencing are no longer required unless the source material may change over time (such as a Wiki) – page 192
- Use Digital Object Identifiers (DOI) when available for BOTH electronic and print sources (p 191). The format is: doi:xxxx
- When a DOI is used, no further retrieval information is necessary (i.e. no URL)
- An example of a journal reference is on page 198-199. For example, the form for a journal with a DOI is the first example below. If the journal did not have a DOI, then the home page URL for the journal should be given as in the second example below.

Author, A.A. (year). Title of the article in lower case letters. *Journal is in Upper and Lower Letters in italics, volume#* (number #), page numbers. doi: xxxxx

Author, A.A. (year). Title of the article in lower case letters. *Journal is in Upper and Lower Letters in italics, volume#* (number #), page numbers. Retrieved from <http://www.xxxxxxxxxxx>

### Misc.

Obviously I cannot re-write the entire APA manual here. Remember that APA essentials include good writing skills, proper punctuation, unbiased language which are all outlined in the manual. This list represents common mistakes students have made in their papers. Become friendly with the book. Use it! Good Luck!