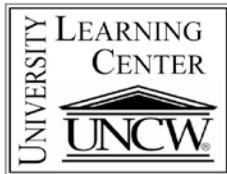


Style Guide

APA



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Revised by Daniel Kelly, July 2010

Contents

The handbook that lists the rules and conventions of APA style is the *Publication Manual of the American Psychological Association*. The sixth and most current edition was published in 2009, and in it, you will find the following examples and more.

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APA Style Hints *

- Italics is now preferred over the use of underlining for titles.
- Entries in reference lists should follow the hanging indent format: first line is flush left, and the second and subsequent lines should be indented.
- The ampersand (&) is used to stand for “and” in citations and on your references page (not in the text of your paper).
- In the titles of journal articles, book chapters, and books, only the first word is capitalized. Exceptions are made for proper names, of course, and for the first word after a colon (if the title includes a colon).
- In journal names, all major words are capitalized.
- For long quotations (40 or more words), introduce the quote and use a colon (:), begin a new line indented ½ inch from the original left margin, continue double spacing with the same right margin, and omit quotation marks. If the quotation includes more than one paragraph, indent the first line of those paragraphs an additional ½ inch.
- When a web site address will not fit on one line, break the URL after a slash (except for http://) or before a period.
- Whenever possible, paraphrase! APA prefers paraphrasing to quoting. However, use quotes when necessary.
- Use gender-neutral language.
- After punctuating a sentence (period or question mark) insert two spaces.
- Insert one space after commas, colons, and semicolons.

APA Style Hints (continued)

APA Sample Paper: Title Page

Running head: EFFECTS OF AGE ON DETECTION OF EMOTION

1

Effects of Age on Detection of Emotional Information

Christina M. Leclerc and Elizabeth A. Kensinger

Boston College

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APA Sample Paper: Abstract

EFFECTS OF AGE ON DETECTION OF EMOTION

2

Abstract

Age differences were examined in affective processing, in the context of a visual search task. Young and older adults were faster to detect high arousal images compared with low arousal and neutral items. Younger adults were faster to detect positive high arousal targets compared with other categories. In contrast, older adults exhibited an overall detection advantage for emotional images compared with neutral images. Together, these findings suggest that older adults do not display valence-based effects on affective processing at relatively automatic stages.

Keywords: aging, attention, information processing, emotion, visual search

APA Sample Paper: References

EFFECTS OF AGE ON DETECTION OF EMOTION

17

References

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- Anderson, A. K., Christoff, K., Panitz, D., De Rosa, E., & Gabrieli, J. D. E. (2003). Neural correlates of the automatic processing of threat facial signals. *Journal of Neuroscience, 23*, 5627–5633.
- Armony, J. L., & Dolan, R. J. (2002). Modulation of spatial attention by fear-conditioned stimuli: An event-related fMRI study. *Neuropsychologia, 40*, 817–826. doi:10.1016/S0028-3932%2801%2900178-6
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- Calvo, M. G., & Lang, P. J. (2004). Gaze patterns when looking at emotional pictures: Motivationally biased attention. *Motivation and Emotion, 28*, 221–243. doi:10.1023/B%3AMOEM.0000040153.26156.ed
- Caretie, L., Hinojosa, J. A., Martin-Loeches, M., Mecado, F., & Tapia, M. (2004). Automatic attention to emotional stimuli: Neural correlates. *Human Brain Mapping, 22*, 290–299. doi:10.1002/hbm.20037

In-Text Citations

(within your paper)

One work by one author:

Rogers (1994) compared reaction times . . .

In a recent study of reaction times (Rogers, 1994) . . .

In 1994, Rogers compared. . .

In a recent study of reaction times, Rogers (1994) described the method . . . Rogers also found . . .

[The author's name is initially part of the narrative, so only the year is required. In subsequent references, within the same paragraph, only the last name is necessary.]

The results proved inconclusive (Rogers, 1994). Rogers (1994) also found. . .

[If the opening sentence uses a parenthetical citation, be sure to include the year in subsequent references within the same paragraph.]

One work by multiple authors:

When a work has two authors, always cite both names every time the reference occurs in text. When a work has three, four or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al." and the year if it is the first citation of the reference within a paragraph:

First citation in text:

Wasserstein, Zappulla, Rose, Gerstman, and Rock (1994) found . . .

as has been shown (Wasserstein, Zappulla, Rose, Gerstman, & Rock, 1994).

Subsequent first citation per paragraph thereafter:

Wasserstein et al. (1994) found . . .

Omit year from subsequent citations after first nonparenthetical citation within a paragraph:

Wasserstein et al. found . . .

In-Text Citations (within your paper) (continued)

If the first citation within a paragraph is parenthetical, then include the year in successive citations:

Entropy decreased drastically when immersed in solute solution (Wassertein et al., 1994). Wassertein et al. (1994) also found...

Groups as authors (readily identified by abbreviation):

Entry in reference list:

National Institute of Mental Health. (1999).

First text citation:

(National Institute of Mental Health [NIMH], 1999)

Subsequent text citations:

(NIMH, 1999)

Groups as authors (in full):

Entry in reference list:

University of Pittsburgh. (1993).

All text citations:

(University of Pittsburgh, 1993)

Specific parts of a source:

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words *page* but not *chapter* are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, Chapter 3)

In-Text Citations: Electronic Sources

E-mail communications:

(Also personal interviews, telephone conversations, letters, memos, message from nonarchived discussion groups or electronic bulletin boards)

Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

T.K. Lutes (personal communication, April 18, 2001) . . .

(V.G. Nguyen, personal communication, September 28, 1998) . . .

If page numbers are not provided:

For electronic sources that do not provide page numbers, use the paragraph number preceded by the abbreviation “para.”

(Myers, 2000, para. 5)

If neither paragraph nor page numbers are visible, cite the heading and the number of the following paragraph to direct the reader to the material’s location.

(Beutler, 2000, “Conclusion section,” para. 1)

References

Reference to an entire book:

Beck, C.A.J., & Sales, B.D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Edited book:

Gibbs, J.T. & Huang, L. N. (eds.). (1992). *Children of color: Psychological interventions with minority youth*. San Francisco, CA: Jossey-Bass.

References (continued)

Journal article, one author:

Mellers, B.A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924. doi: xxxxxxxxx

[DOI stands for *digital object identifier*, typically located at the top of the article or on the article summary page. If possible, use DOI instead of a URL, for both print and digital sources. If the article has no DOI, then include the URL of the *journal* home page. A retrieval date is not required.]

Mellers, B.A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924. Retrieved from <http://www.apa.org/journals/bul/>

Note: If a source exists only in an online database, like JSTOR, use the URL of the database home page.

Journal article, two authors, journal paginated by issue:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36. doi: xxxxxxxxx

Journal article, six or more authors:

Wolchik, S.A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856. doi: xxxxxxxxx

Magazine article:

Kandell, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Daily newspaper article, no author:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

References (continued)

Daily newspaper article (electronic version available by search):

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

Brochure (corporate author):

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

Report available from the government printing office (GPO), government institute as group author:

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.

Motion picture:

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

Motion picture (of limited circulation):

American Psychological association (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction: A stimulus training tape* [Motion picture]. (Available from the American psychological Association, 750 First Street, NE, Washington, DC 20002-4242)

Television broadcast (single episode):

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York, NY: New York Broadcasting Company.

References (continued)

Major classical works (Ancient Greek & Roman works and the Bible):

Reference entries in the References page are not required. In the first citation, simply identify the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (revised Standard Version)

References: Electronic Sources

Article in an internet-only journal:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3. Retrieved from <http://journals.apa.org/prevention/index.htm>

Multipage document created by private organization, no date:

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.) *Who has time for a family meal? You do!* Retrieved from <http://www.familymealtime.org>

Document available on university program or department web site:

If a document is contained within a large and complex web site, identify the host organization and the relevant program or department before giving the URL for the document itself.

Chou, L., McClintock, R., Moretti, F., & Nex, D.H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

References: Electronic Sources (continued)

Abstract of a technical report retrieved from a university web site:

Kruschke, J.K., & Bradley, A.L. (1995). Extensions to the delta rule of associative learning. *Indiana University Cognitive Science Research Report No. 14*.
Abstract retrieved from
http://www.indiana.edu/~kruschke/deltarule_abstract.html

Message posted to a newsgroup:

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to news://sci.psychology.consciousness

(In this example, “Seeing with sound” is the subject line of the message, also referred to as the “thread.”)

Computer software:

Miller, M. E. (1993). The Interactive Tester (Version 4.0) [Computer software]. Westminister, CA: Psytek Services.

Electronic copy of an abstract (obtained from a database):

Fournier, M., deRiddler, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved from
<http://www.apa.org/pubs/databases/psycinfo/index.aspx>

Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

