

## APA FORMAT (based on the 6<sup>th</sup> edition)

APA stands for American Psychological Association.

### Definition of APA format:

The APA has defined the standards to follow when formatting text for publication. This set of rules is aimed at ensuring **clarity** and **precision** of communication. The reader will then find that the standards will increase the **ease of comprehension** while making sure that **consistency** is applied throughout every aspect of the written material.

At the end of this document (page 6) you will find a couple of useful links as well as suggested reading on the topic of APA format.

Type of reference	Standard
<u>Newspaper article</u>	Belluck, P. (1999, July 6). Racial gap perplexes educators. <i>Raleigh News</i> , pp. A1, A14.
NOTE:	Newspaper article requires <b>full date, year first</b> .
<u>Book or report</u>	<p>Senge, P. M. (1990). <i>The fifth discipline: The art and practice of the learning organization</i> (3rd ed.). New York: Currency-Doubleday.</p> <p>Marks, P., Salvia, J., &amp; Ysseldyke, J. E. (1995). <i>Assessment</i> (6th ed.). Sweetwater, MA: Houghton-Mifflin.</p> <p>Driver Education Association. (12005). <i>Road rules</i>. New York: Doubleday.</p>
<u>Chapter in a book</u>	Magiste, E. R. (1994). Further evidence for the optimal age hypothesis in second language learning. In J. Lantolf & A. Labarca (Eds.), <i>Research in second language learning: Focus on the classroom</i> (pp. 51-57). Norwood, NJ: Ablex.

	Blimling, G. (2003b). The influence of college residence halls on students. In J. C. Smart (Ed.), <i>Higher education: Handbook of theory and research</i> (Vol. VI, pp. 248-307). Bronx, NY: Agathon.
<b><u>Author is same as publisher</u></b>	American Automobile Association. (1999). <i>Automobile safety manual</i> . Fairfax, VA: Author. [means it was published by the author]
<b><u>Article with no author or agency as author</u></b>	Teaching on the web. (1999). <i>Education Today</i> , 33(1), 14-15.  Manhattan Institute. (2005). <i>College retention: A growing issue</i> . Retrieved January 22, 2006, from <a href="http://www.manhattaninstitute.org/collreten.htm">http://www.manhattaninstitute.org/collreten.htm</a>
<b><u>Newspaper article with no author</u></b>	Newark cuts school budgets. (2005, October 5). <i>Wilmington News Journal</i> , pp. A1, A5.
<b><u>Document with no date</u></b>	Slivey, P. (n.d.). <i>Ancient scripts</i> . Retrieved January 25, 2004, from <a href="http://www.ed.gov/hist/cite.htm">http://www.ed.gov/hist/cite.htm</a>
<b><u>Articles in journals</u></b>	Marsh, D. A. (2006). Making school reform work: Lessons from successful schools. <i>Thrust for Educational Leadership</i> , 25(3), 10-14.  Bentro, L. R., & Long, N. (1995). Cycle of conflict. <i>Educational Leadership</i> , 52(5), 52-56.
<b><u>Articles in magazines or nonjournals</u></b>	Mertaw, M. C. (1999, March). Making it work. <i>Parents as Teachers</i> , 11, 14-17.  Graham, B., & Forbes, R. (2005, April 17). Curriculum reform: A necessary evil? <i>Education Week</i> , 42, 29-35.
NOTE	Month or full date rather than issue number for magazines; volume and issue are required for journals; note italics for vol. # but not for issue #; no space between]

<p><b><u>Paper presented at a conference or meeting</u></b></p>	<p>Wilson, J. D. (1999, April). <i>Teaching children to want to read</i>. Paper presented at the annual meeting of the National Association for Literacy, Las Vegas, NV.</p>
<p><b><u>On-line Internet sources - Provide DATE FIRST RETRIEVED</u></b></p>	<p>Hyde, R., &amp; Park, B. (1995, May 22). Best of their abilities. <i>Education Week on the Web</i>, 14. Retrieved February 20, 2001, from <a href="http://www.edweek.org/ew/14.htm">http://www.edweek.org/ew/14.htm</a></p> <p>Steege, M. W. (1998, May). School psychology: What a great IDEA! <i>National Association of School Psychologists Communique</i>, 26. Retrieved December 21, 2004, from <a href="http://www.nasponline.org/publications/cq/cq267posbehsup.aspx">http://www.nasponline.org/publications/cq/cq267posbehsup.aspx</a></p> <p>Williams, P. F. (1991). <i>Position paper on supported inclusive education</i>. Retrieved January 28, 2001, from <a href="http://www.arcnj.org/html/inclusive_ed.html">http://www.arcnj.org/html/inclusive_ed.html</a></p> <p>British Toy and Hobby Association. (2000, July 27). <i>No time for child's play</i> [Press release]. Retrieved May 25, 2001, from <a href="http://www.btha.co.uk/pr/pr270700.html">http://www.btha.co.uk/pr/pr270700.html</a></p> <p><b>Web address must go to document being listed, NOT to the "home page."</b> No period after web address. Try to find web address that is not excessively complex.</p> <p>Internet quotes in narrative must be introduced with author and year and "page number" cite after quote must include section/subheading and paragraph number counted within that section (Introduction and Overview section, ¶ 3).</p>
<p>NOTE 1</p>	<p><b>MUST</b> disable MS Word automatic feature--web addresses must NOT be underlined nor in blue and must be able to be divided. See Format-Autoformat-Options and uncheck all before retyping.</p>

NOTE 2	Full date required for Ed Week and other weeklies; note dividing of web address to balance lines--after / but before a period
<b><u>ERIC documents</u></b>	<p><b>MUST INCLUDE PUBLICATION INFORMATION</b> or Internet address that goes to the actual document being listed OR retrieved from ERIC database.]</p> <p>Bernard, B. (1990). <i>A case for peers</i>. Portland, OR: Northwest Regional Educational Laboratory. (ERIC Document Reproduction Service No. ED327755)</p> <p>Stone, L. (1991). <i>Making the language laboratory interactive</i> [ERIC Digest No. 119]. ERIC Clearinghouse on Language and Linguistics. Retrieved May 23, 2002, from <a href="http://www.ed.gov/databases/ERIC_Digests/ed343407.html">http://www.ed.gov/databases/ERIC_Digests/ed343407.html</a></p> <p>OR if you got the document from the ERIC Internet site, you may provide the retrieval date and .... from ERIC database. Must have ERIC number at the end.</p> <p>Marks, J. R. (1988). <i>Evaluation methodology</i>. Retrieved July 19, 2004, from ERIC database. (ERIC Document Reproduction Service No. ED296816)</p>
NOTE	No period at the end; no spaces in ED number
<b><u>Documents From a Database</u></b>	<p>Biswalo, P. (2001). The systems approach as a catalyst for creating an effective learning environment for adults in part-time and distance learning. <i>Convergence</i>, 34(1), 53-66. Retrieved January 26, 2002, from H. W. WilsonWeb database.</p>

	<p>Ensari, N., &amp; Miller, N. (1998). Effect of affective reactions on preferences for crossed categorization discussion partners. <i>Journal of Personality and Social Psychology</i>, 75, 1503-1527. Retrieved September 29, 2002, from FirstSearch database.</p> <p>Green, P., &amp; Glover, L. (2001). Ddistributed learning model. <i>Advanced Management Journal</i>, 66(3), 36-43. Retrieved March 17, 2002, from ProQuest Direct database.</p>
<p><b><u>Dissertations</u></b></p>	<p>Anthony, V. L. (1973). <i>Personality correlates of effectiveness among student assistants in residence halls</i>. Unpublished doctoral dissertation, Oklahoma State University, Stillwater.</p> <p>Bell, E. E. (2002). <i>Resident assistant motivations to seek the position: A comparison between generations X and Y</i>. Unpublished master's thesis, Virginia Polytechnic Institute and State University, Blacksburg.</p> <p>Conlogue, J. A. (1993). Resident assistant perceptions of their roles and responsibilities. <i>Dissertation Abstracts International</i>, 54 (09), 3275. (UMI No. 9406339)</p>
<p><b>NOTE:</b></p>	<p><b>Capitalization, italics, order of information, etc. SPACE BETWEEN AUTHORS' INITIALS; comma before the &amp; for more than one author.</b></p>

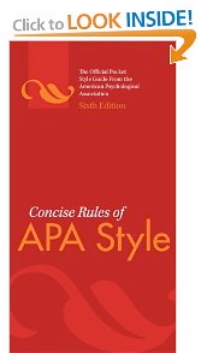
**ADDITIONAL REFERENCE**

1 - Useful links:

<http://www.apastyle.org/>

<http://psychology.about.com/od/apastyle/a/apageneral.htm>

2 - Textbook: available on [www.amazon.com](http://www.amazon.com)



Concise Rules of APA Style - American Psychological Association