What Is APA Style?
APA is a writing style based upon the Publication Manual of the American Psychological Association, used most commonly in the social sciences, especially in Psychology and Education. In brief, APA dictates the format and citation method of a particular text.

Why Do We Do It?
As a professional, it is important to cite all information that is not your work. APA emphasizes the author and date of a publication. In social sciences, it is particularly important to find current research, unless you are making a point otherwise.

General Instructions for your APA Paper
- Type (12-pt Times New Roman)
- Margins (1 in. all sides)
- Double spaced

Avoid over quoting. Although it is important to be able to support your own work with the research of others, your work should primarily be your own. Especially limit block quotes. Remember to paraphrase & summarize more.

Include your title on the first page. Even though you have a title page, you still need a title centered on your first page of text.

Avoid passive language in most cases.

Use valid, academic resources.

Avoid bias language. Be aware of gender, race, sexuality, age, and ability prejudices.

Use abbreviations sparingly. Do not use Latin abbreviations, other than in parentheses.

Use bold font only for some headings.

Use italics for emphasis or linguistic examples, but only the first time.

Use TWO spaces after a period, not one.

Use colons between a complete introductory clause and a final phrase. Do not use after an introduction that is not a complete sentence.
- I explain the following: quoting and paraphrasing.
- The formula is \( r = e + a \). (correct)
- The formula is: \( r = e + a \). (incorrect).

Proof read your paper thoroughly. Spell check does not catch.

Resources for APA
- Purdue’s Online Writing Lab: http://owl.english.purdue.edu/
- American Psych. Association: www.APA.org
- UTSA Libraries: http://libguides.utsa.edu/cite
- The Writing Center: www.utsa.edu/twc (210) 458-6703
- Tomás Rivera Center: www.utsa.edu/trcss/gsla Grad. Academic Coaches (210) 458-6494 MS 1.02.02

Header (Running head)
Fully justified and includes the following: Running head: LESS THAN 50 CHARACTERS COUNTING SPACES & the page number. “Running head:” appears only on the first page of your paper:

Running head: 50 CHARACTERS ALL CAPS 1
50 CHARACTERS ALL CAPS 2

Title Page
Include your header and the following, centered and double spaced:

Title
Name
Institutional Affiliation

Headings (5 levels)
Follow a top-down progression. Note the capitalization and periods.

Centered Bold
Flush Left
Indented once.
Indented italics.
Indented, no bold, italics.

APA is Your Best Friend

Remember:
Numbers: APA loves numerals since it is research based. Use numerals to express all numbers except,
Numbers below 10
Any number that begins a sentence or title (Three blind mice were talking...)

Common fractions (one-fourth, one-third)
Universally accepted usage (the Ten Commandments)

Percentages:
Use % when preceded by a numeral.
Use percentage when there is no number, except in tables and figures.

What should you do...

W H A T  S H O U L D  Y O U  D O . . .
Display quotation of fewer than 40 words in double quotation marks. Include page number in parentheses.

- Black (1993) stated, “The ‘placebo effect’ ... disappeared when behaviors were studied in this manner” (p. 276).

Display quotation of 40 or more words in block quotation (double spaced) without quotation marks.

- Black (1993) found the following:

The “placebo effect” had been verified in previous studies. This effect was found to be indicative of a patient’s belief that they were suffering from x diagnosis and were receiving y medication which was helping them to reduce z psychosomatic side effects. (p. 276)

Omitting material
- Insert ... where you omitted material

Inserting material
- Use brackets [ ] around what you insert

Adding emphasis
- Use brackets to explain [emphasis added]

Direct quotations MUST include:
- Author, year, and page number.

### Reference Citations in Text

<table>
<thead>
<tr>
<th>One Author</th>
<th>Three, Four, or Five Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Smith (2002) found...</td>
<td>1st time:</td>
</tr>
<tr>
<td>- (Smith, 2002).</td>
<td>- Smith, Jones, and Black (2001) found...</td>
</tr>
<tr>
<td>Two Authors</td>
<td>2nd time</td>
</tr>
<tr>
<td>- Smith and Jones (2003) found...</td>
<td>- Smith et al. (2001) found...</td>
</tr>
<tr>
<td>- (Smith &amp; Jones, 2003).</td>
<td>After 2nd time inside same paragraph</td>
</tr>
<tr>
<td>Authors with Same Surname</td>
<td>- Smith et al. found...</td>
</tr>
<tr>
<td>Include initials</td>
<td>Secondary Source (Quoted in Another Source)</td>
</tr>
<tr>
<td>S. T. Smith (2000) and J. D. Smith (1999)</td>
<td>- Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, &amp; Haller, 1993)</td>
</tr>
</tbody>
</table>

### References

**Journal Article (in print)**

**Journal Article (retrieved online)**

*When no doi is available, provide the journal URL instead: Retrieved from http://xxxxx.org –No retrieval date needed.*

**Entire Book**

**Chapter in an Edited Book**

**Internet Source (No date or Author)**

**Secondary Source** (only cite what you actually read, therefore the in-text citation is: Thomas as cited in Coltheart et al., 1993)