

# APA FORMATTING AND STYLE GUIDE

## THE BASICS

APA stands for American Psychological Association, and the style is one of many in the academic world used to regulate the language, procedures and formatting of manuscripts and other writing.

According to APA style, your paper should be typed and double-spaced, with one-inch margins on all sides, and should include: *a title page* (example at the end of this document), *page numbers with a running head*, *an abstract* (if instructor requires it), and a *list of references* (fictional example at the end of this document). Other basic aspects of the APA style are:

- APA is mostly concerned with dates and the recency of the material.
- APA is specific regarding setup for the title page and running head/ page numbering rules. (See the end of this document for a template with all of the title page requirements; the header has been inserted at the top of each page, and will automatically paginate your document.)
- APA requires that quotations of more than 40 words be indented five to seven spaces from the margin and double-spaced.
- APA requires one space after all punctuation marks.
- APA requires that **every source you use in your paper must be cited in the text as well as in the reference list**. The exception to this is personal correspondence, which only has to be listed in the text.
- A reference section at the back of your paper lists all references in alphabetical order on a page by itself. All lines after the first of each entry should be indented one half inch. See the reference list at the end of this document for further examples of correct formatting.
- If there is no author, list by title first.

## CITING THE MOST COMMON SOURCES

### BOOKS

#### **Citation in reference list:**

Last name, first initial(s). (Year published). *Title of book: Subtitle if applicable* (capitalize only the first word of the

title: Capitalize also first word for any subtitle). (edition number if there is one. Do not use superscript).

City: Publishing company.

Example:

Williams, P. J. (2000). *Marketing your dreams* (2nd ed.). Champaign, IL: Sports Publishing, Inc.

**Note:** Only name the state with the city if the city is not well known. If several works by the same author, list by year of publication, earliest first. Also, hanging indents and all lines of the reference after the first line, are five spaces (in reference list only, not in-text).

#### **Same citation in the body of your paper:**

(Last name, year published)

Example:

(Williams, 2000). This is placed at the end of the sentence or paragraph that you are citing.

However, if citing exact wording the phrase must be in quotations followed by (Last name, year published, p. page number). Also use the following example if referencing material on a specific page.

Example:

“You can market to anywhere in the world” (Williams, 2000, p. 23).

**Note:** The “p.” (or pp. for more than one page) is only used in the body of the text; it is not used in the reference section (except for articles or chapters in an edited book).

## PERIODICALS

A professional journal is different from a magazine: *Sports Illustrated* is a magazine; the *Journal of Legal Aspects of Sport* is a professional journal. For a journals’ issue number, if there is one, there is no space between the volume number and the parenthetical mark, and it is not italicized like the title and volume number.

### **Journal reference listing:**

Buss, D. M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating.

*Psychological Review*, 30(20), 5-40.

### **Journal Article with DOI from electronic source:**

Proietto, J. (2010, March 25). Endocrine aspects of obesity. *Molecular & Cellular Endocrinology*, p. 103.

doi:10.1016/j.mce.2009.12.004

### **Journal article without DOI (when DOI is not available):**

Dyer, J. & Beck, N. (2007). Psychocardiology: Advancing the assessment and treatment of heart patients. *E-Journal of*

*Applied Psychology*, 3(2), 3-12. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/88/120>

### **Magazine reference listing:**

Henry, W. A. III. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

### **Online magazine article:**

Sutherland, B. (2009, April 18). Apple’s new weapon. *Newsweek*. Retrieved from <http://www.newsweek.com>

## NEWSPAPER ARTICLES

### **Citation in reference list:**

Last name, initial(s). (Year, date published). Title. *Name of Newspaper*, volume number if applicable,

page number.

Example:

Thomas, A. (1998, November 2). When good boys go bad. *The St. Augustine Record*, 46, A5-A6.

**In the body of your paper:**

(Last name, year, pages)

Example:

(Thomas, 1998, pp. A5-A6)

**INTERNET SOURCES**

Generally, electronic citations begin with the standard elements as in the previous examples, followed by a retrieval statement. Do not include hyperlinks.

**Citation in reference list:**

Last name, initial(s). (Year/month of publication). Title of article. *Title of online Periodical*, volume number(Issue number if applicable). Retrieved from <http://www.theaddress.com>

Example:

Marion, J. D. (2004, September). People who make the news: Famous on the web. *People Magazine*, 26, 45.

Retrieved from <http://www.peoplemag.com>

**In the body of your paper:**

(Author, year, paragraph number if available preceded by the abbreviation paragraph, if quoting)

Example:

(Marion, 2004, Conclusion section, para. 1)

**INTERNET ARTICLES BASED ON A PRINT SOURCE**

Only include Electronic Version (as shown below) if you have viewed the article in only the electronic form that is the same as the print version. If there have been changes to the article in its electronic form, then leave Electronic Version out and add a retrieval URL.

**Citation in reference list, duplicate of a print source:**

Smith, A. B. (2000, March 7). Cultivating positive emotions to optimize health and well-being [Electronic Version]. *Prevention Journal*, 3, 110-122.

**Citation in reference list, based on a print source, but modified:**

Smith, A. B. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention Journal*, 3, 110-122. Retrieved from <http://journals.apa.org/prevention/volume3/pre003001a.html>

**In the body of your paper:**

(Smith, 2000). Of course, include pp. (or para.) if you are citing or referencing specific information from the article.

## LAW CASES

### **Citation in reference list:**

Name v. Name, Case citation. (Court and year in which the case took place).

Example:

Montalvo v. Radcliffe, 167 F. 3d 873 (E.D. VA 1998).

### **In the body of your paper:**

(*Name v. Name*, year in which the case took place)

Example:

(*Montalvo v. Radcliffe*, 1998)

**Note:** Law cases and names of publications are underlined or italicized.

## ARTICLE OR CHAPTER IN AN EDITED BOOK

### **Citation in reference list:**

Last name, initial(s). (Year published). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (Volume number if applicable, page numbers). Location: Publishing company.

Example:

Massaro, D. (1992). Broadening the domain of fuzzy logical model of perception. In H. L. Pick Jr., P. van den Broek & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues*, (pp. 51-84). Washington, DC: American Psychological Association.

- Author = D. Massaro
- Date of publication = 1992
- Chapter or article title = Broadening the domain...
- Book editors = In H. L. Pick Jr., P. van den Broek & D. C. Knill
- Book title and article or chapter page numbers = *Cognition: Conceptual and methodological issues*, (pp. 51-84).
- Publication information: Washington, DC: American Psychological Association

### **In the body of your paper:**

(Last name, year, pp.[put the page numbers that you are specifically referencing, or if you are quoting directly])

Example:

(Massaro, 1992, pp. 54-55)

If a source is not listed here, or you have questions, you can also go to the *Publication Manual of the American Psychological Association*, Sixth Edition. One is available at the main desk of the Cannon Memorial library. Help is also available at the SLU's online library at <http://saintleolibrary.cloudaccess.net/citation-help.html>, or go to the APA style website at <http://www.apastyle.org>.

Influential Ethical Behavior

Student Name

Saint Leo University

### Abstract

How do we distinguish between right and wrong? What is considered ethical and unethical in today's society? To answer these questions we look to leaders and mentors. Teachers and principals are among the most influential people for children today. An educator has a heavy burden of adhering to the highest standards of ethical behavior. Everything an educator does is viewed and transformed into appropriate conduct for their pupils. Children attending elementary schools in the United States look to their teachers and principals for guidance on what is considered suitable and ethical behavior .

## References

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