

## 6<sup>th</sup> Edition APA Format for the Essay/Report

This handout is to be used with the *APA Manual Sixth Edition*. Numbers in parenthesis stand for where to find more information within the Manual. (Example: 5.03 = section .03 in Chapter 5). Note: Changes from the 5th edition are written in italics.

### See Sample Paper p. 41 (2.1)

#### Set Up Paper Format pp. 228-230 (8.03)

- Times New Roman 12 point font
- 1” margins
- Double space everything  
Note: in Word XP make sure “Page Layout” “Spacing” “Before” and “After” are 0 pt or it will automatically triple space after every paragraph and heading!
- Normal paragraph indentions (1/2 inch)
- Align left margin, leave right margin uneven
- *Space twice after punctuation marks at end of a sentence* (p. 88)

#### Title Page p. 23 (2.01. & 2.02) See p. 41 for example

##### *In Header:*

- *Flush left margin IN HEADER*, type Running head: and then type abbreviated title with no more than 50 characters in ALL CAPS on Title Page only
- *All other pages: IN HEADER type the abbreviated title with no more than 50 characters in ALL CAPS (Do not type the words “Running head” except on title page )*
- *Page number only* goes in header on the right hand side

##### *Centered in top half of page:*

- Title in less than 12 words centered over 2 lines (double spaced)  
Capitalize first letter of important words in title
- Center your name under title (double spaced under title)
- Center the name of institution (Baptist College of Health Sciences) (double spaced under your name)

#### Abstract pp. 25-27 (2.04)

- Should be page 2 of the manuscript
- Center the word Abstract (do not bold)
- Type as a single paragraph, double spaced,
- Do not indent abstract paragraph
- Should be a brief and comprehensive summary of the paper
- Should be accurate, self-contained, concise (*150 – 250 words*), and specific
- Use digits (Arabic numerals) for all numbers except when beginning a sentence
- Avoid citing references in abstract
- Avoid quoting
- Use 3rd person (no I/we/us/you)
- Write this portion of the paper last (so you can summarize what you said in the paper)

#### Essay itself

- Begins on page 3 of the manuscript after Abstract (unless you have an outline)
- Begin by retyping and centering the complete title of your paper at top margin. Capitalize important words (Do not bold)
- Begin with introduction – Do not label introduction
- Use paragraphs for introduction, body and conclusion (see Essay Format: A General Guide on How to Write an Essay)
- Do not use one sentence paragraphs

\*\*\*\*\*See Note Below\*\*\*\*\*

### Reference Page Chapter 6 & 7

To find how to cite different works in the reference page, use the table of contents for Chapter 7 (pp. 193-198).

See p. 49 for example of what Reference page should look like

- New page at end of paper
- Center the word References(do not bold) at top 1” margin
- Double space only throughout reference page
- Alphabetize by the first word of each reference citation (usually the last name of the author) (6.25)
- If no author use title
- Hanging Indent: begin flush left, then indent remaining lines ½ inch
- Check APA Manual for specific method of citing books, journals, electronic references, etc. (Chapter 7)
- If no author, or more than 1 author, or more than 1 work by the same author (see 6.25)
- For each author, give the last name first, then the initials of the first and middle names (NO first names) (6.27)
- Separate multiple authors with commas and last author with ampersand (&) (6.27)
- Follow author’s name with the year of publication (in parentheses and followed by a period) (6.28)
- If no date, use (n.d.) (6.28)
- Every reference cited in the Reference page must also be cited in the essay (in text)

#### \*\*\*\*\*NOTE:

It helps to do the Reference Page BEFORE the citations in the essay so you will know what/how to cite in the essay

\*\*\*\*\*See Note Below\*\*\*\*\*

### Citations in Text (Chapter 6)

For specific ways to cite different materials within the essay, (more than 1 author, no authors, etc) See pp. 174-179

- Cite in text every time you use an author’s words (see quoting pp. 170-173)
- Cite in text every time you use an author’s ideas and place them in your own words
- Place last name of author(s), then a comma, then the year of publication in parenthesis following the materials used (Smith, 1999). If no date, use n.d. (Smith, n.d.) (6.11)
- If the author’s name is used within the sentence, place the date of publication in parenthesis following the name (Example: According to Smith (1999)...) (6.11)
- Use page numbers for quotations *and close paraphrases* (Smith, 1999, p. 26).
- If no page numbers, *use paragraph numbers* (6.04, 6.05)
- *When using paragraph numbers, use the abbreviation para. not the symbol* (Smith, 1999, para. 5)
- When using someone’s ideas in your own words, cite each sentence (see p. 15 “Plagiarism” for example)
- Use ampersand (&) for and in parenthetical references (Perkins & Smith, 1998)
- Clearly cite secondary sources (“as cited in ...”) (6.17)
- Every reference cited in the essay (in text) must also be cited in the Reference page

#### \*\*\*\*\*NOTE:

Every reference in the Reference page must be cited in the essay (in text) and every citation in the essay must also be cited on the Reference page

### **Quotations in Text** pp. 170-173 (Chapter 6)

- When using a direct quotation, place quotation marks around exact words of author
- Cite every time you quote someone's exact words
- 2 ways to cite (see p. 171 for examples)  
After quote place the author's last name, date, and page number following the date in parenthesis (Smith, 1999, p. 349).  
Or  
If use author's name as part of your sentence, place year after the author and page number after the quote in parenthesis.  
Example: Smith (1999) states, "Quote author" (p. 349).
- *If no page numbers, use paragraph number (6.05)* (see p. 172 for examples) (Smith, 1999, para. 5)
- Direct quotations must be exact (6.06)
- Use . . . when deleting words from the quotation,
- Use . . . . when deleting sentences (6.08)
- Use [ ] when adding your own words inside quotations (see p. 173 6.08 & p. 92 4.08 for examples)
- For long quotations 40 words or more, use block quotation. Indent quotation ½" from left margin. Do not use quotation marks (see p. 171 & p. 92 for examples)

### **Headings** pp. 62-63 (3.03)

- Headings work like an outline with main points and subordinate points
- Use headings for main points and supporting points
- All headings for main points must be centered, with upper case and lower case letters *in bold* (see p. 62)
- The headings for the supporting points under the main points are left justified, *bold*, upper case and lower case (see p. 62)
- See p. 44 for example of using headings in paper

### **Appendixes** pp. 38-39 (2.13)

- The Appendix is placed after the Reference page
- If more than one appendix, label each with a capital letter (Appendix A, Appendix B) in order they are mentioned in the essay (2.13)
- Refer to Appendix in essay by Label and reason for Appendix (see Appendix A for...)
- Put any additional information in the Appendix that would be distracting to read in the essay (list of words, copy of questionnaire or survey, large table, etc)
- Use an Appendix to add information to help readers better understand or evaluate
- Each item has its own Appendix
- Label each Appendix
- If only one Appendix, label it Appendix (no quotes)

### **Abbreviations** pp. 106-111 (4.22-4.30)

- When abbreviating, spell out the abbreviation the first time. Example: American Heart Association (AHA)
- Do not use too many abbreviations
- Common abbreviations do not use periods

### **Numbers** pp. 111-114 (4.30-4.48)

- Use metric measurements
- Spell out numbers below 10; use numerals for the rest (With some exceptions – see APA Manual)
- Capitalize nouns followed by numerals
- Use digits for all numbers in the abstract
- Spell out any number if it is the first word in a sentence