

Your Fully Explanatory Title: In About a Dozen Words or So

Your Professional Name

Upper Iowa University

Abstract

Here, with no indentation at all, summarize your study and its results in 100 to 150 words. Focus less on your intentions or the importance of your topic than the work you did and the results you found. The truth is that some people never read the full paper; they just read the abstract or executive summary and use the body of the paper as if it were an extended footnote. So make sure this abstract tells the whole story. This, like everything else in your paper without exception, is in 12-point Times Roman font, double-spaced, with one-inch margins in all directions. Please note that the title “Abstract” (like the title “References” and the title of your paper) is not bolded. Only headings, sub-headings, and the rare third-level headings are bolded.

Your Fully Explanatory Title: In About a Dozen Words or So

Your paper begins right away with an introduction, but without the title “Introduction,” which is never used in APA. New to the 6th edition of the *Publication Manual*, we are putting two spaces after each sentence. This is natural for many of us and is a welcomed change from the previous instruction to leave only one space. Every page, including the first page, has a short title at the left and a simple page number, flush right. On the first page only, that short title is preceded by “Running head:” All of that is placed within the one-inch margin (i.e., one-half inch below the top of the paper).

Be sure to use TAB to move to positions such as the right margin, or to make a half-inch indent. It is not enough to hit the Space bar over and over until the position looks right. That is not robust and any change in the document will disrupt it.

The abstract, main body, and reference sections each begin on a brand new page. This is accomplished in Microsoft Word by using Control-Enter. It is not enough to keep hitting the Enter key until the page advances, because any change in the document will disrupt that ... use Control-Enter.

However, everything else in the paper stays wherever it is. For example, if a new heading or sub-heading appears at the bottom of a page, and it would make sense to just move it to the next page, do *not* do so. Leave it there, no matter how it looks, and never hit Enter twice to create a blank line. To make sure these details are handled according to APA rules, some of the default settings of Microsoft Word have to be over-ridden.

Preparing Microsoft Word

Under the Home tab at the top of the page, there is a menu item for Paragraph. Clicking the arrow in its bottom right corner opens a dialog box with more choices. On the first page of

that dialog box (called Indents and Spacing), select double spacing, and click the box that says, “Don’t add space between paragraphs of the same style.” This prevents the software from making an exception to the double spacing when you hit Enter, which is not allowed in APA. Later, we will come back to this same location to create “Hanging Indents” in the References section.

On the second page of that same dialog box (called Line and Page Breaks), clear the box that is marked, “Widow/Orphan control.” This prevents the software from moving one or two lines of text from the bottom of a page onto the next page, to make the document look better. Keep in mind that it is not the goal of APA format to make the document look nice. On the contrary, it is the goal of APA format to make the document look dry, cautious, unadventurous, credible, and thus authoritative.

The title page requires three elements: the full title of the paper, your formal name, and your affiliation (Upper Iowa University). Your instructor may ask for more information, such as which campus you are at, the due date, or course information. That is fine, as long as the three required elements are there. All that information is centered on the page and appears (at the bottom of) the top half of the page (more or less centered vertically as well as horizontally).

Remember that everything is double-spaced, without exception, and that there is never a blank line anywhere (i.e., the ENTER key is not pressed twice in a row).

In-Text Citations

All research is cited; any idea that you found anywhere is identified as such. You might think that this detracts from your work, because you are using other people’s ideas, but that is not the case. The fact that your claim comes from a proper source strengthens your argument. You are not expected to generate brand new ideas, just to gather ideas together and apply them to new

situations.

Every citation in the paper must have a corresponding entry in the reference section at the end, and nothing that is not cited in the paper may appear in that reference section. Remember that the reference section is not a bibliography of related articles or a list of sources that you claim to have read. It merely provides the details of the sources you mentioned, so a curious reader can find them and follow up, if desired.

You can use a signal phrase in your papers or cite at the end of the sentence. A signal phrase is an indication to the reader that the writer is referencing a source. For example: Lyttle (2001) found that Dilbert humor increased the persuasiveness of a business ethics training exercise. You can also cite at the end of the sentence: Dilbert humor increased the persuasiveness of a business ethics training exercise (Lyttle, 2001).

Quotations

If you quote anything at all, even one phrase, then you must include it within quotation marks and “cite the exact page on which it was found” (Author, 1999, p. 126). This is one of many reasons to avoid direct quotes and, instead, paraphrase what you have read in your own words. Note that the whole citation appears within the sentence; there is no sentence-ending period until after the citation. The helps link the citation to the idea it is supporting.

If 40 or more words are quoted (rarely a good idea for a short paper, since you are being graded on your contribution to the discussion), they are presented as part of a block. The entire quotation is indented one-half inch, instead of using quotation marks (there are no quotation marks). The citation in parentheses follows the period at the end of the last sentence, since there is no ambiguity about what is being documented. Naturally, because it is a quote, the citation includes the page(s) on which the quote can be found.

(Author, 1999, pp. 128-129)

The next paragraph can begin at the left margin, without any indent, so that it is not confused with the block quotation above it. However, as always, do not insert a blank line for spacing.

Authors

Sources by two authors are always cited like this (First & Second, 1994) and sources with six or more authors are always cited like this (First et al., 1955). However, sources with three, four, or five authors are handled differently.

The first time the source is mentioned, all of the authors are listed (First, Second, Third, & Fourth, 1984). If and when the same article is mentioned again in the same paper, the following citation form is used (First et al., 1984).

If the author is an organization, the name of that organization is specified as if it were a personal author (American Psychological Association, 2010). If you find a suitable source without an identifiable author, the citation begins with the first few words of the title ("New Study Shows," 2001).

An interview, letter, or other personal communication is cited like this (J. Lyttle, personal communication, January 31, 2011), and there is no matching entry in the references list.

Secondary Sources

Secondary sources are cited like this (Author, 1905, as cited in Citer, 2011, p. 6). These should be used sparingly in academic work, because we should try to read the original source (or its English translation, at least) and not trust a citer's interpretation of what the author meant. Thus, citing your textbook is rarely appropriate. Unless your textbook is an original source, or an anthology of sources, it is a secondary source. It is designed to give you a summary or overview of the literature. Anything it discusses should be cited in its footnotes or endnotes, so

you can look up the actual source.

APA Style

Seriation

Seriation is a fancy word for lists. Lists of words include a comma after every word except the last one, such as shoes, ships, ceiling wax, cabbages, and kings. Note the comma after the word cabbages. Lists within sentences are identified with small letters and parentheses, as follows: (a) the first point, (b) the second point, (c) a third one, and (d) the final one. Lists of sentences are treated as separate paragraphs. (Bulleted lists are rarely appropriate, and should only be used when numbering the items would imply a misleading sense of priority.) Here is an example of a list of sentences:

1. Slide your card quickly in and out of the slot.
2. Be sure no one is watching over your shoulder to learn your PIN. That person could take your card and use the PIN to gain access to your funds.
3. Enter your PIN.

Numbers

Numbers below 10, such as three or nine, are spelled out in letters unless they are page numbers. Numbers higher than nine are rendered as digits, except at the beginning of a sentence.

Apostrophes

In spite of popular misconceptions, an apostrophe is never used to pluralize a word. Many CEOs have their bios checked by those with MAs in English. Contractions are not used in formal writing, and the word it's should thus never appear. If you mean it is, write it is. If you mean the possessive, it is spelled its. For example, Upper Iowa University has provided its students with a flexible education since 1857.

Tense

Research is referred to in the past tense: “several authors have pointed out...” instead of “several authors point out...” This is typical in the social sciences and unlike the humanities, in which one might write, “Aristotle takes the opposite position...” Although the ideas are still current, the study is in the past. It is safe to assume that a study that has already been designed, conducted, analyzed, written up, reviewed, re-written, and then published is a study that has happened in the past.

Gender

It has been several decades since it was appropriate to write, “Each manager should check his messages in the morning.” It is awkward to write, “Each manager should check his or her messages in the morning,” so this form should be used sparingly. It is ungrammatical (and thus unacceptable) to write, “Each manager should check their messages in the morning.” With a little thought, we can come up with something clever, such as “Managers should check their messages in the morning,” or “Each manager should check for messages in the morning.” In the same vein, the word server is better than waitperson as a generic replacement for waiter or waitress. Of course, if you are referring to one specific person of known gender, it is acceptable to use gendered language.

The Reference List

There is a sample reference list at the end of this document, so you can see how the entries are formatted. Look very carefully at the placement of commas, spaces, italics, and such in each case. These examples must be followed precisely in order to be correct. There are many details to consider, but here are some of the basic principles.

Principles

References are arranged alphabetically by the family name of the first author. If there are multiple authors for one source, the order of those names is not changed to be alphabetical.

Works by the same author are listed chronologically, with the earliest source is mentioned first.

Like everything else, references are double spaced. They begin at the left margin and any other lines within the same reference are indented one-half inch. This is accomplished in Microsoft Word by selecting “hanging indent” from the drop box under “Special” within the “Indents and Spacing” page under the main heading of “Paragraph.” Each reference is made up of several elements, and the most common cases are described here in some detail. Consult your *Publication Manual* for special or exceptional types of references.

Elements

The first element of a reference is the author’s family name (usually the last name, in America) followed by the initial(s) of the “first” name(s). Originally, first names were abbreviated to disguise the gender of the author and avoid discrimination. There is a space after punctuation in APA, so there will be a space between the initials of an author as in Jeremiah, I. C. If the author is an organization, its name is listed in full. When there is a source with no author, and when that source is suitable for an academic paper, the reference begins with the title itself.

The second element of a reference is the date, in parentheses, followed by a period. In most cases, that is simply the year (2001). In the case of a monthly periodical or a conference paper, it includes the year and month (2001, July). In the case of something like a daily newspaper, it includes the full date (2001, July 5).

Unless an entire book is being referred to, the third element is the title of the document, which might be a journal article or book chapter. Only the first word of the title and subtitle, and

any proper nouns, are capitalized. No italics or quotation marks are used. If the reference is to an entire book, the third element is the title of the publication, discussed below.

In the case of a journal article, the fourth element is its name (the title of the publication). This is presented in italics with all the important words capitalized. It is followed by a comma and the volume number, both of which are also italicized. The issue number then appears in parentheses and is not italicized. There is no space between these elements, so the italicized volume number seems to almost lean against the parentheses that surround the issue number.

Please note that the APA has a rule about when to mention the issue number, but I generally invite students to ignore that rule and always report the issue number. (Students rarely have enough information to decide if a given journal uses serial pagination, and thus whether the issue number is necessary.) The issue number is followed by a non-italicized comma and the first and last pages of the article. Each page number is specified in full, such as 131-139 instead of 131-9. After the name of the journal, no abbreviations (such as p., pp., or Vol.) are used.

In the case of a book section, the fourth element is different. It is the name of the editor(s), identified by the term (Ed.). or (Eds.). When referring to a person who is an Editor, an upper case E is used. When referring to an edition, a lower case e is used (2nd ed.).

The next element is the name of the book (the title of the publication), which is italicized. Only the first word of the title and subtitle, and any proper nouns, are capitalized. Sometimes there are other details such as an edition number, volume number, or page numbers of a chapter. These are placed within parentheses at the end of the title. They are not italicized and are not separated from the title by a comma, and they are followed by a period. This whole section is followed by the place of publication (city and two-letter state), a colon, and a brief form of the name of the publisher.

DOI

New to the 6th edition of the *Publication Manual*, we are using the Digital Object Identifier (doi) to let our readers know where they can find a copy of the article. There are several examples of that in the reference section. The doi is preferred instead of a “Retrieved from” statement, which is now recommended only if the content cited is likely to change or be updated (*APA Style Guide*, 2007, pp. 2, 10). There are several examples of using this in the next section.

References

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