

Running head: A SAMPLE PAPER ACCORDING TO THE PUBLICATION MANUAL

A Sample Paper According  
to the *Publication Manual of the  
American Psychological Association,*

Your Name

Your Affiliation

A Sample Paper According to the  
*Publication Manual of the*  
*American Psychological Association*, Fifth Edition, 2001

This sample paper will attempt to simplify the usage of the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001. It is meant to be used primarily by the Valencia students and should serve as an introduction to APA style. The sources cited in the Reference list do not exist, but do reflect the types of sources which might be used in a paper. The text of the paper is **left-justified** and **double-spaced**. **The margins should be one inch on all sides. Use the tab key to indent paragraphs.**

The title of the sample paper follows the format given on page 306 of the manual. As you prepare the title page, keep in mind the following requirements, starting from the top of the paper and working down.

1. The page number must be on all pages of the paper, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the paper, in the space between the top edge of the paper and the first line of text.
2. The page header identifies each page of the paper with the first two-to-three words from the title. The page header is positioned in the upper right corner above, or five spaces to the left of the page number.
3. The running head, or abbreviated title, appears only on the title page. It is in upper case and must not exceed 50 characters, including punctuation and spaces. If the title of your paper is lengthy, end the running head at the end of a word; do not split the word. Type the running head flush at the left margin, approximately four lines, or two double-spaces below the page header. The term running head is included, as illustrated on page 306 of the manual, but is not counted as part of the 50 characters and is not upper case.
4. The title of the paper is typed in upper and lower case letters, and is centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines in length, double space between the lines.
5. If the title of your paper is only one or two words, the page header, running head and paper title will be identical.
6. The byline and institutional affiliation come next. The author's name (your name) is typed in upper and lower case letters and is centered on the line, one double-space below the last line of the title. The institutional affiliation or class is also typed in upper and lower case, is centered on the line, and is one double-space below the author's name.

Papers written in the APA style must document sources in the body of the paper. Pages 207 to 214 of the APA manual provide a general overview of citing references in the text. Your paper will include a Reference list at the end which will list the articles, books, etc. you cite in your paper. The Reference list must provide the information necessary to identify and retrieve each source used. It is very important to remember that each source on the Reference list must be cited in the body of the paper and conversely, each source cited in the body of the paper must be on the Reference list.

As indicated on page 207 of the manual, the basic format used by the APA to cite sources in the body of the paper is the author and date method of citation; that is, the surname of the author(s) and the year of publication are inserted in the text at the appropriate point. This can be accomplished in one of two ways. If the author's name is mentioned in the text of the paper, as in "Smith stated that . . ." then only the date need be cited. If the author's name is not mentioned in the text of the paper, then both the name and the date must be cited. Parentheses are used to enclose the author and date, or date alone. Separate the name and the date with a comma if both are listed. In some cases, as you will see later in this paper, page numbers either must or may be included.

Give credit to your sources whenever you either quote an author directly or paraphrase an author. Omitting credit is plagiarism, or the presentation of another's words or ideas as if they were your own. Plagiarism is academic theft and is treated as an ethical crime in the academic community; not only will you fail the assignment but in most cases, the course as well.

The APA treats paraphrases and quotations differently. If a passage is summarized, rearranged, or otherwise changed in some manner it is paraphrasing and quotation marks are not necessary. Credit must be given to the original author(s) though. Quotations are treated differently by the APA depending on the length of the quoted source. Quotations of less than 40 words should be incorporated in the text and be enclosed by quotation marks. Long quotations are treated differently, as illustrated by the following from the *Publication Manual of the American Psychological Association*. Display quotations of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about 1/2 in. (1.3 cm, or five space) from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each additional 1/2 in. The entire quotation should be double-spaced. (2001, p. 117).

When quoting, always provide the page number in addition to the author and year of publication. "When paraphrasing or referring to an idea contained in another work, authors are not required to provide a location reference. Nevertheless, authors are encouraged to do so, especially when it would help an interested reader locate the relevant passage. . . ." (*Publication Manual*, 2001, p. 121) Even though this sample paper consists of fictitious references, it will include the page numbers in examples, when possible. Note that the preceding quote is 39 words long; thus it is included in the text of the paper and is enclosed by quotation marks.

When citing from a full-text electronic source, you may not have page numbers to include in your parenthetical reference. In that case, use the author(s) and year of publication only. Your reader will be able to access the specific text by using the "Edit" and "Find" feature of the browser to locate the specific passage cited. If you retrieve an article from a database which uses "real page" technology such as the Adobe Acrobat Reader, list the page numbers as they will accurately correspond to the original print source.

This sample paper will consider each source cited in the References list and explain both the actual citation and show how the source would be cited in the text of the paper. The Reference list uses a hanging indent, the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented. To create a hanging indent using Microsoft Word 2007, click on the Paragraph area to open the Paragraph dialog box, then look under Indentation and select "Hanging" from the "Special" menu. The Reference list must also be double-spaced. References are alphabetized by the surname of the first author, or in the case of no author, by the title of the book or journal article. The following are some general rules to keep in mind when citing periodical articles on the Reference list.

1. Use the author's surname and initial(s) only. Do not use first names, medical degrees, Jr. and the like.
2. Cite all authors in the References list regardless of how many there are. Cite them in the order they are listed with the source.
3. Following the author information, give the date of publication in parentheses. For weekly and daily periodical/magazines such as newspapers and popular magazines, cite the year, month and day, while for professional journals, cite only the year.
4. The title of the article follows. Only the first letter of the first word of the title or subtitle is capitalized as well as any proper names appearing in the title.
5. The title of the journal comes next, followed by the volume number, and if appropriate, the issue number. If the journal uses continuous pagination, ie, it runs page numbers throughout a year or volume, no reference to an issue number is needed. In that case, the title of the journal is italicized, as well as the volume number. Example: *Lancet*, 289. If the journal is re-paged issue by issue, ie, each issue has a page number 1, then the issue number must follow

the volume number. The issue number is in parentheses but is not italicized. Example: *Public Health*, 202 (5)

6. The last part of the citation is the pagination. This is followed by a period to end the citation. The page designation p is not used except when citing newspaper articles.
7. If the journal is from an electronic database, retrieval information must be included which states the date of retrieval and the proper name of the database. For example:  
Retrieved July 19, 2001, from Academic Search Premier database.
8. The American Psychological Association has published a web handout with instructions for documenting electronic resources: [APAStyle.org](http://APAStyle.org)
9. Space once after periods that separate the parts of the citation, and once after the periods of the initials in personal names.
10. Often, no one example from the manual or from this paper will fit your reference exactly; in that case, follow the closest example possible or combine appropriate elements from two examples.

The following are some general rules to keep in mind when citing books on the References list.

1. Use the author's surname and initial(s) only. Do not use first names, medical degrees, Jr. and the like.
2. Cite all authors listed for the book in the order they are listed.
3. Follow the author's name with the year of publication. This will be in parentheses.
4. The title of the book is next and it is italicized. Only the first word in the title is capitalized as well as any proper names.
5. The city of publication follows. If the city is relatively obscure, include the two letter code for the state.
6. The publisher of the book is listed last followed by a period.
7. Space once after periods that separate the parts of the citation and once after the periods of the initials in personal names.
8. Often, no one example from the manual will fit your citation exactly; in that case follow the closest example possible or combine appropriate elements from two examples.

**Adams, J.A., & Zukofsky, S.P. (1999). I saved my patient with the APA. *American Journal of Public Health*, 72, 801-843. Retrieved August 13, 2001, from Health and Wellness Resource Center database.**

The first source on the Reference list is a scholarly journal from an electronic database, Health and Wellness Resource Center, which uses continuous pagination. (You can tell the pagination is continuous because of the high number, 801, of the page number.) Use a combination of examples 1 and 2 on page 195 of the manual to set up the reference correctly. Add the appropriate online information. In the body of the paper, if the source is paraphrased, it can be cited in one of the following ways:

- Example: The APA is used by many physicians to save lives (Adams & Zukofsky, 1999).
- Example: Adams and Zukofsky (1999) recently stated that the APA is used by many physicians to save lives.

In any subsequent references to this source, both authors would again be cited. Because this is an electronic source which does not use "real page" technology, page numbers are omitted from the parenthetical reference.

#### The Second Reference

**Burgess, Q. (1998). *Mastering the APA in 600 easy lessons* (Rev. ed.). Orlando: Harcourt.**

The second source on the Reference list is to a book by a single author. Two ways to cite this reference in the body of the paper follow.

Example: Burgess (1998, p. 33) concluded that the APA was the easiest style manual to use.

Example: In a recent comparison of style manuals, (Burgess, 1998, p. 33) the APA was judged to be easier to use than the MLA style manual.

#### The Third Reference

**Byrd, P. (1999, July/August). Bed-side manner with the APA. *Hospital Etiquette*, 1-3. Retrieved August 19, 2001, from Academic Search Premier database.**

The third source on the Reference list is a magazine article obtained from the Academic Search Premier database. Cite the source in the body of the paper like the previous Burgess citation; a source with one author. Pagination is included as this article was available in Adobe Acrobat or "real page" technology.

#### The Fourth Reference

**Kinko, P., McConnell, C., Stone, S., Forehand, S., Blondeau, K., & Leybold, J. (2001). We fought the APA and the APA won. *The Journal of the American Medical Association*, 276, 1279-1285.**

The fourth source on the Reference list is a professional journal article with six authors. In the body of the paper use only the last name of the first author followed by et al., the year of publication, and the page number. Note that et requires no punctuation as it is the Latin word for "and;" al is an abbreviation for the word others and does require punctuation. If you have a reference with more than six authors, provide the surname and initials of the first six and shorten any remaining authors to el al. Two ways to cite an exact quotation from this source are as follows.

- Example: Kinko, et al. (2001, p. 1280) stated "the American Psychological Association spent many years developing the fifth edition of the style manual."
- Example: "The American Psychological Association spent many years developing the fifth edition of the style manual" (Kinko, et al., 2001, p. 1280).

The Fifth Reference

**Lesson plans on intravenous injections with the APA. (1995, January 27). *The New York Times*, p. C47.**

The fifth source on the Reference list is a newspaper article with no stated author. In the body of the paper cite the first two to three words in the article title, enclosed in quotation marks, the year of publication and the page number, if necessary. Since this is a one page article, it would not be necessary to include the page number.

- Example: The APA can be used in injections ("Lesson plans," 1995).

The Sixth Reference

**Miller, Q.P. (1998, October 28). How to reference a bed pan according to the APA. *Newsweek*, 12. Retrieved August 13, 2001, from Health and Wellness Resource Center database.**

The sixth source on the Reference list is an article from a weekly magazine available on the Health and Wellness Resource Center database. In the body of the paper this source would be cited in the same way as the Burgess and Byrd examples, a source with one author and the year. The page would not be necessary in a paraphrase as the article is just one page in length.

The Seventh Reference

**Newby, S., Proctor, P., Stone, S., Jones, B. & McConnell, C. (1999). The APA vs. the MLA: May the best style manual win. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.**

The seventh source on the Reference list is a journal article with five authors. Journal articles with three, four or five authors are all treated the same in terms of parenthetical references. This journal pages each issue separately. The first time this source is referenced in the body of the paper all five authors must be listed as well as the year of publication and the page number if appropriate. (Again, this applies to articles with three, four or five authors.)

- Example: Newby, Proctor, Stone, Jones and McConnell (1999, p. 35) found in their research that the APA was an excellent manual.
- Example: The definitive study on the APA style manual (Newby, Proctor, Stone, Jones & McConnell, 1999, p. 35) was published recently.

In subsequent references to the same article, cite only the last name of the first author, followed by et al.. If the subsequent reference is in the same paragraph as the first citation, the year and page number need not be listed.

- Example: Additional research proves the APA style manual is very easy to use (Newby, et al.).

If the subsequent reference is in a different paragraph, the year must be listed as well as the page number if appropriate.

- Example: Newby, et al. (1999, p. 35) discovered that there was a great deal of interest in the latest edition of the APA style manual.

Again, keep in mind that this rule applies to journal articles with three, four or five authors. Articles with six or more authors list only the first surname followed by et al., and articles with one or two authors list all authors each time the article is referenced.

The eighth source on the Reference list is for the APA style manual which was cited earlier in this paper.

#### The Ninth Reference

**Salton, D.C. (1998, March). Sex, lies and the APA. *Psycoloquy*. Retrieved August 13, 2001, from <http://www.lib.ncsu.edu/stacks/psycoloquy-index.html>**

The last source on the Reference list is to a non-proprietary electronic journal available over the Internet. In the body of the paper, this would be referenced by the author's last name and the year of publication.

Some final suggestions which may help you write and document an excellent paper for this class follow.

1. If you have any questions, ASK!!
2. Initially, the APA style may seem confusing, but if you follow directions you will do fine.
3. If you are a Valencia Community College student we will be very happy to answer your APA questions over the phone (407-582-1432) or via [Ask-a-Librarian](#).
4. Plan to do at least a few drafts of the paper. Once you have a processed copy of the paper, one of the librarians will be happy to look over your in-text references and Reference list, but will not read the paper for grammar, structure, and the like.
5. Make an appointment at the Writing Center. Their number is 407-582-1356 and they are located in 7-240.

Good Luck!

## References

- Adams, J.A. & Zukofsky, S.P. (1999). I saved my patient with the APA. *American Journal of Public Health*, 72, 801-843. Retrieved August 13, 2001, from Health and Wellness Resource Center database.
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- Kinko, P., McConnell, C., Stone, S., Forehand, S., Blondeau, K., Leybold, J. (2001). We fought the APA and the APA won. *The Journal of the American Medical Association*, 276, 1279-1285.
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- Newby, S., Proctor, P., Stone, S., Jones, B., & McConnell, C. (1999). The APA vs. the MLA: May the best style manual win. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.
- Publication manual of the American Psychological Association (5th ed.). (2001). Washington, DC: American Psychological Association.
- Salton, D.C. (1998, March). Sex, lies and the APA. *Psycoloquy*. Retrieved August 13, 1999, from <http://www.lib.ncsu.edu/stakcs/psycoloquy-index.html>