

One of the things that has changed in the 7th Edition of the APA Manual is that the words “Running head” now do not appear in the Header. Note that it is flush left (50 characters or less).

The title should not be more than 12 words.

Learning APA Format for Psychology Students

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Course Number

Comment [jd1]: Title of Paper
Also appears at the top of page 3.

Comment [jd2]: Name only, no degrees

Comment [jd3]: All is centered

Comment [jd4]: Considered optional, you could also add the course number.

This document has been taken (and adapted) from Jamie Dyce's Psychology Page, Concordia University College of Alberta, Canada. Retrieved from <http://www.jamiedyce.com/APA-Format.rtf>

Note the change... only the words LEARNING
APA FORMAT, but not Running head
anymore, are on pages 2, 3, 4 and so forth.

Abstract

In this document it is described how to properly format an APA style manuscript. This example will be of use to introductory education and psychology students who have never had any exposure to APA format. For experienced students, this review may serve as a useful reminder of the key elements of APA style.

Comment [jd5]: Word Abstract is centered

Comment [jd6]: No indent

Comment [jd7]: Be concise with your abstract – get in, kill the beast and leave

Comment [jd8]: Some abstracts are longer but should not exceed 150 words

Learning APA Format for Psychology Students

Frequently, students are required to write education or psychology papers. However, in doing so, there are two broad skills that need to be learned. The first skill is related to the content of the paper. For example, a student writing about a topic as dreaming is likely to incorporate the ideas of Freud (1953) or even Hobson and McCarley (1977). The second skill is tied to properly formatting the paper. In education and psychology, we make use of the format developed by the American Psychological Association (APA; 2001). Therefore, the purpose of this review is to discuss the various aspects of APA format for education and psychology students.

In education and psychology, there are two types of APA style writings. One format, which is called the *quantitative* paper, includes a method, results and discussion section. In statistics and research methods courses, you will tend to adopt the quantitative approach. There many published of articles in this format (e.g., Dyce & O'Connor, 1994). In this course you are not collecting and analyzing data, therefore, you do not include subtitles for the, data results nor discussion sections. If the paper that you are going to write is a *qualitative* work, this style of does not involve statistical analyses; rather, it involves a synthesis of ideas (e.g., Dyce, 1994).

Title Page

The first thing students need to learn how to master in APA format is the title page. First, you will notice that the title page is numbered in the upper right corner. In fact, all page numbers are marked in the upper right hand corner. Please note the margins are one inch all the way around and the entire content is double spaced with 12 point font. As well, a good suggestion is to use “Times New Roman” for the text font.

Comment [jd9]: Title, should be the same as page 1

Comment [jd10]: Indent for paragraphs

Comment [jd11]: Because this reference appears in your paper, it must appear in the reference section

Comment [jd12]: Note, use “and” not “&” when outside of parentheses

Comment [jd13]: Make sure acronyms are spelled out initially, then you can use the short forms

Comment [jd14]: The main purpose is outline by the end of the 1st or 2nd paragraph.

Comment [jd15]: e.g., = for example

Comment [jd16]: use “&” when inside parenthesis

Comment [jd17]: Note, use last names for references – don’t ever use full first names

Comment [jd18]: Headings came be useful to make your ideas clear

Comment [jd19]: One inch

Comment [jd20]: 12 point font

Second, you will notice something called header. To access the header in Microsoft Word 2007, at the top of Word select “Insert.” Under the tab “Insert” you will find something called “Header.” Select Header and click on the first option called BLANK. Click on the greyed area and then type in the following... “LEARNING APA FORMAT.” However, when you get to page two of your document, click on the head in the document. When you do so, look to about the center of tab section of Word and find DESIGN. Under this tab, select “Different first page.” Then type the words “LEARNING APA FORMAT” (of course, your words will be different...) and click on the red X in the upper right hand corner of the document. If you do so, this will bring you back to your regular document.

Finally, on the title page of your article, your name, and institution are located in the center. In my case, the title of the paper is Learning APA Format for Psychology Students. Just below the title you will put your **name**. For many academic papers, there are multiple authors. The question is... who goes first? A natural answer to this question would be to put the names in alphabetical order. However, in academic papers, the individual who does most of the work is often the lead author. Below your name, you will put your institution, and in our case it will be “Universal University.”

Abstract

The second page is called the Abstract. The word abstract is centered and placed at the top of the page. The abstract itself is a short summary of the paper. In fact, you might be wise to write the abstract after you have finished your work. The publication manual suggests that the abstract has a number of characteristics. The abstract is accurate as it does not include information that does not appear in the body of the paper. It is concise (**i.e.**, 150 words or less).

Comment [jd21]: Some professors want course number and their names on the papers. Check with the prof to determine what their preference is.

Comment [jd22]: i.e., = that is

The purpose of the abstract is to report, not to evaluate. “A well-prepared abstract can be the most important paragraph in your article” (APA, 2001, p. 12).

Comment [jd23]: Don't use “page” or “pg” – use p.

Comment [jd24]: This is how you quote in APA format. I can use the short form APA because I already spelled it out earlier.

Comment [jd25]: Pay attention to spacing of the author, year and page.

Body of the Paper

The third page is where you start the body of your document. The title that you used on the first page is also used at the very top of the third page. In fact, the titles that appear on the first and third page are exactly the same. The title is centered.

Comment [jd26]: This paragraph contains 4 sentences. Try to avoid the 1 sentence paragraph. If an paragraph is running over a page, try and break the idea into pieces. If you do so, it will be much easier to read.

In the first paragraph, you will want to broadly introduce your topic. Authors often begin with the “broad strokes” of the research area they are about to describe. Next, you describe more specifically what you are going to talk about. You may take a paragraph or two to introduce your topic.

On the third and subsequent pages, there will be numerous opportunities to discuss other author's ideas. Simply stated, you do not necessarily need to have an entirely original idea for an education or psychology research project. Making reference to another author's ideas can be done in two ways. You can either paraphrase an idea or cite the author directly.

When you paraphrase, you are taking another individual's ideas and then putting them into your own words. If you paraphrase, you will have to indicate where the idea came from. For example, let's consider the following paragraph.

Comment [jd27]: Pay close attention to what I am saying here....

There are many views on dreaming. On one hand, there is the Activation Synthesis Hypothesis (ASH: Hobson & McCarley, 1977). Proponents of the ASH believe that dreams are largely physiological, starting with bursts of electrical energy from the pons, with the cerebral cortex later trying to make sense of this energy. In sum, Hobson and McCarley (1977) do not believe that dreams are meaningful. On the other hand, individuals such as

Comment [jd28]: A good example of how to paraphrase. This reference will then be placed in the reference section at the back of the paper. This way, readers can look the reference up for themselves.

Freud believe that dreams are loaded with meaning. Freud (1953) suggested that there are two components to dreams. The "manifest content is the storyline, whereas the latent content is the underlying meaning blah, blah, blah, according to Freud (1900, p. 52).

Comment [jd29]: By the way, nothing is bolded in APA format; this examples are bolded only for instructive purposes. Always use black ink and no other colors.

You will notice that in this paragraph, I am paraphrasing and directly quoting authors. To avoid plagiarism, you will need to use one or more of these strategies. For example, in the above paragraph I paraphrase the ideas of Hobson and McCarley. In doing so, I do not directly lift these author's ideas (i.e., I am not using their ideas word for word). In brief, when using an idea from some source, you need to indicate where this idea came from. Not only is this proper formatting, but it also gives readers the opportunity to check the original source for themselves. You may be saying to yourself, "how do readers know where to look?" This is why we have a reference section that is found at the very back of the document (we will talk more about this in a moment).

You will also notice that in the bolded paragraph that I directly "quote" Freud. I am sure Freud never said "blah blah blah" but you get the idea. Whenever you directly (exactly) use someone else's ideas, you need to indicate the *author*, the *year* that the article/book was published and the *page* number from where the idea came from. It is very important to master this formatting otherwise you might be accused of plagiarism. Consider these factitious examples...

Freud (1900) suggests that "dreaming is the royal road to the unconscious" (p. 25).

"Dreaming is the royal road to the unconscious" (Freud, 1900, p. 25).

Freud (1900) suggested "dreaming is the royal road to the unconscious" (p. 25) .

"Dreaming is the royal road to the unconscious" suggested Freud (1990 p. 25).

Comment [jd30]: All examples of how to quote.

You will note that in all four examples, the quote is exact, and the author, year and the page number are listed. If an article/book has multiple authors, the author's names must appear in the body of the paper in the order that they are listed in the original work. Consider these factitious examples...

Freud and Dyce (1900) suggest that “dreaming is the royal road to the unconscious” (p. 25).

Comment [jd31]: Note the use of the word “and”

“Dreaming is the royal road to the unconscious” (Freud & Dyce, 1900, p. 25).

Comment [jd32]: Note the use of “&”

Freud and Dyce (1900) suggested that “dreaming is the royal road to the unconscious” (p. 25). “Dreaming is the royal road to the unconscious” suggested Freud and Dyce (1900 p.

25) Notice the difference between the use of “&” and “and”. The “&” (shift 7 on your keyboard) is called ampersand. Ampersand is used when you source or quote within parentheses, whereas the word “and” is used outside of parentheses. For example, in the first example above, I use Freud and Dyce (1900) whereas in the second example I use Freud & Dyce, 1900, p. 25.

Let's suppose you want to paraphrase my lecture ideas (or email) in your paper. The way to do so is as follows...

It has been suggested that classical conditioning was developed by Pavlov in the early 1900s

(J. A. Dyce, personal communication, October 5, 2005).

Comment [jd33]: Note the use of initials

Comment [jd34]: This format is useful for lectures as well.

However, personal communications will not appear in the reference section. In fact, it is one of the few exceptions where a cited author does not appear in the reference section. In general, an author that is listed in the body of paper must appear in the reference section, and vice versa.

Use personal communications when the data is not recoverable.

I have noticed in recent years that many students use YouTube for presentations. If you use this kind of source for your paper, list it as follows in the body of your paper...

Dyce (2019, October 10) indicates that...

The date (2019, October 10) refers to the date when the video was watched.

References

The final page of your paper is the reference page, and it occurs on an entirely new page. The reference page lists all of the references that you used in your paper. The word “References” appears at the top and is centered, bold (see example last page). The authors are listed in alphabetical order according to the *first author* of the article. For example, consider these factious articles.

Freud, S., & Dyce, J. (2021)

Flinstone, F., & Rubble, B. (2021)

Cat, T., Dogs, J., & Fish, T. (2021)

With this particular collection, the “Cat” article would appear first, then “Flinstone” and then Freud. You would not reverse the names in the references list. For example, it might be tempting to reverse the names Freud and Dyce, because they are in improper alphabetical order. However, for a single article, the order must remain the same way as it does in the original article. The lead author must remain the lead author.

Comment [jd35]: Note, if source was consulted online, the sites where this information was obtained must appear in the reference section.

The various sources that you use can take the form of books, journal articles, or a chapter from a book. The following are some examples of formatting that are loosely taken from the APA manual.

One author, journal article

Dyce, J. A. (2000). The psychology of rats, cats, and wild dogs. *Journal of Animal Behavior*, 34, 35-45.

Comment [jd36]: Note, first line is not indented, but the second and every other line is indented.

Two authors, journal article

Dyce, J. A., & Kulak, A. (2000). The psychology of selling a house. *Journal of Selling*, 50, 56-89.

Magazine Article

Dyce, J. A., & Kulak, A. (2000, October 10). What's another word for thesaurus? *Science*, 450, 445-446.

Newspaper article

Dyce, J. (2005, October 1). *The marital benefits of the expression "You are right" and "I am sorry."* The Washington Post, pp. A4.

Book

Dyce, J. (1900). *How to live more than 100 years and not show your age*. Washington, DC: American Publication Press.

Encyclopedia

Dyce, J. (1980). *The merits of procrastination*. In the new encyclopedia Britannica (Vol. 25, pp. 50-51). Chicago: Encyclopedia Britannica.

YouTube

Dyce, J. A. (2009, October 10). What is psychology? [Video file]. Retrieved from <http://www.youtube.com/watch?v=yKzJTtoO0FJw>

You will notice for these references that the first line is flush to the left, and every other line is indented. In other words, the first line “overhangs” the other lines. You will also notice that there are a variety of ways in which material can be cited.

Pay close attention to the location of periods and spacing.

There are other sources that you could use and the APA manual is filled with different ways in which material is cited (see chapter 8 of the 7th edition). If you have other questions about APA format, you could take a look at the manual. As of 2019, the 7th Edition has been published. The 7th edition is better organized and more logical than the 6th edition. Alternatively, you might conduct a “Google” search using the key words “APA format” and see what you come up with. Although there are many nuances to APA format, following the examples in this review should give you a very good start on how to write a psychology manuscript.

Final Comments

Throughout this review, I have discussed the basics of APA style. However, formatting is only one part of proper writing skills. More importantly, students need to learn how to write. Learning how to write academic manuscripts is not an easy task and takes years to master. The three most important words for good writing are “edit, edit, edit.” The goal of which is to be as clear and concise as possible. Often when composing something, it is difficult see our mistakes, and we often blur by them when reviewing. For this reason, it is useful to put your document down for a day and then reread your work (alternatively, get a friend to *proof* your paper). Allow yourself enough time to write as rushed work **is easily identifiable**. As an example, it took about one day to put this sample paper together. If you consider that I am familiar with APA style and write

Comment [jd37]: Details are important and you lose points when not being detailed-oriented.

fairly well, the process of putting your paper together is likely to take longer. Heed this advice and you should receive a good grade on your work.

Finally, if you feel that more needs to be added to this review or there are mistakes, I would ask that you download the document, make the changes, initial the changes with a textbox (see below), and then email it back to me (jamie.dyce@gmail.com). I will then repost the sample document to the website.

This document has been taken (and adapted) from Jamie Dyce's Psychology Page, Concordia University College of Alberta, Canada. Retrieved from <http://www.jamiedyce.com/APA-Format.rtf>

See below ↓

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Dyce, J. A. (1994). Personality disorders: Alternatives to the official diagnostic system. *Journal of Personality Disorders*, 8, 78-89.

Dyce, J. A., & O'Connor, B. P. (1994). The personalities of popular musicians. *Psychology of Music*, 22, 168-173.

Freud, S. (1953). The interpretation of dreams. In J. Strachey (Ed.), *The standard edition of the complete psychological works of Sigmund Freud* (Vols. 4 & 5). London: Hogarth. (Original published in 1900).

Hobson, J. A., & McCarley, R.W. (1977). The brain as a dream state generator : An activation-synthesis hypothesis of the dream process. *American Journal of Psychiatry*, 134, 1335-1348.

Comment [jd38]: Note, the word references is centered.

Comment [jd39]: Note, references are in alphabetical order

Comment [jd40]: Note, no full first names are used in the reference section.

Comment [jd41]: An example of how refer a journal