

# **APA STYLE GUIDELINE**

**Writing a Linguistics Paper**

**Soyeon Yoon**

- APA Style describes rules for the preparation of manuscripts for writers and students in:
  - Social Sciences, such as Psychology, Linguistics, Sociology, Economics, and Criminology
  - Business
  - Nursing
- Carefully check the style of the journal to which you try to submit your paper.

# Page Layout

- Double-spaced
- Letter-sized paper (8.5" x 11") with 1" margins on all sides
- Font: APA recommends 12 pt. Times New Roman
- Running head: shortened title, left top, within 50 characters (including spacing and punctuation)
- Page number: right top

# Major Sections

- Title Page
- Abstract
- Main Body
- References

# Title Page

- the title of the paper, the author's name, and the institutional affiliation
- Running head: left top, all capital letters
  - Running head: TITLE OF YOUR PAPER
- Page number: right top
- Title
  - centered in the upper half of the page
  - (preferably) no more than 12 words
  - (preferably) no abbreviation
- Author's name: first name, middle initial(s), and last name
- Affiliation

# Abstract

- Running head, page number
- Abstract
  - First line, center
  - No formatting
- Body
  - No indent
  - 150-250 words
  - Summary of your study (at least your research topic, research questions, participants, methods, results, data analysis, and conclusions)
- Key words
  - Indent
  - *Keywords*: construction, semantic compatibility, corpus, experiment, usage-based model

# Main Body (Text)

- Number the first text page as page number 3
- Type the title of the paper centered, at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper in parenthetical in-text citations
- Format tables and figures

# References: Basics

- Center the title (References) at the top of the page. Do not bold it.
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the author's (or the first author's) surnames.
- Invert authors' names (last name first followed by initials: Smith, J.Q.)
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.

For example: *ReCALL* **not** *RECALL*

*Knowledge Management Research & Practice* **not** *Knowledge Management Research and Practice.*

- Capitalize
  - only the first letter of the first word of a title and subtitle,
  - the first word after a colon or a dash in the title, and proper nouns.
  - Do not capitalize the first letter of the second word in a hyphenated compound word.

- Capitalize all major words in journal titles
- Italicize titles of longer works such as books and journals
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections

# References List: Author/Authors

- **Single Author**

- Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

- **Two Authors**

- List by their last names and initials. Use the ampersand instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

- **Three to Seven Authors**

- List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

- **More Than Seven Authors**

- List by last names and initials; commas separate author names. After the sixth author's name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

- **Organization as Author**

American Psychological Association. (2003).

- **Unknown Author**

*Merriam-Webster's collegiate dictionary* (10th ed.).(1993).

Springfield, MA: Merriam-Webster.

- **Two or More Works by the Same Author**

- Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T. J. (1981).

Berndt, T. J. (1999).

- When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

- References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

- **Two or More Works by the Same Author in the Same Year**
  - If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

# Reference List: Articles in Periodicals

- Author, A. A., Author, B. B., & Author, C. C.  
(Year). Title of article. *Title of Periodical*,  
*volume number*(issue number), pages.  
doi:<http://dx.doi.org/xx.xxx/yyyy>

- **Article in Journal Paginated by Volume**

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

- **Article in Journal Paginated by Issue**

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

- **Article in a Newspaper**

- Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

- **Letter to the Editor**

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

- **Review**

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

# Reference List: Books

- **Basic Format for Books**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

- **Note:** For "Location," list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

- **Edited Book, No Author**

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

- **Edited Book with an Author or Authors**

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

- **A Translation**

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

– **Note:** When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

- **Edition Other Than the First**

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

- **Article or Chapter in an Edited Book**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

- **Note:** When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21).

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

- **Multivolume Work**

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

# Reference List: Other Print Sources

- **An Entry in an Encyclopedia**

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

- **Work Discussed in a Secondary Source**

- List the source the work was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

- **NOTE:** Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

- **Dissertation Abstract**

Yoshida, Y. (2001). Essays in urban transportation.  
*Dissertation Abstracts International*, 62, 7741A.

- **Dissertation, Published**

Lastname, F. N. (Year). *Title of dissertation*. (Doctoral dissertation). Retrieved from Name of database.  
(Accession or Order Number)

- **Dissertation, Unpublished**

Lastname, F. N. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution, Location.

- **Government Document**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

- **Report From a Private Organization**

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

- **Conference Proceedings**

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

# Reference List: Electronic Sources

- **Article From an Online Periodical**

- Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

- **Article From an Online Periodical with DOI Assigned**

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range.  
doi:0000000/000000000000 or  
<http://dx.doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology*, 33(5), 211-218.  
<http://dx.doi.org/10.1016/j.appdev.2012.05.005>

- **Article From an Online Periodical with no DOI Assigned**

- Online scholarly journal articles without a DOI require the URL of the journal home page.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from <http://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

# In-text Citations: Basics

In-text citations help readers locate the cited source in the References section of the paper.

Whenever you use a source, provide in parenthesis:

- the author's name and the date of publication
- for quotations and close paraphrases, provide the author's name, date of publication, and a page number

# In-text Citations: Formatting Quotations

When quoting, introduce the quotation with a signal phrase.

Caruth (1996) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).

# **In-text Citations:**

## **Formatting a Summary or Paraphrase**

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

Include the author's name in a signal phrase followed by the year of publication in parenthesis.

Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women’s responses to the war have been ignored” (p. 2).

# In-text Citations: Signal Words

Introduce quotations with signal phrases, e.g.

According to X. (2008), “....” (p. 3).

X. (2008) argued that “.....” (p. 3).

Use such signal verbs as:

acknowledged, contended, maintained,  
responded, reported, argued, concluded, etc.

Use the past tense or the present perfect tense of verbs in  
signal phrases

# In-text Citations: Two or More Works

When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semicolon.

(Kachru, 2005; Smith, 2008)

# In-text Citations:

## A Work with Two Authors

When citing a work with two authors, use “and” in between authors’ name in the signal phrase yet “&” between their names in parenthesis.

According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women’s responses to the war have been ignored” (p. 2).

Some feminists researchers question that “women’s responses to the war have been ignored” (Raitt & Tate, 1997, p. 2).

# **In-text Citations:**

## **A Work with Three to Five authors**

When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis.

(Harklau, Siegal, & Losey, 1999)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Harklau et al., 1999)

# In-text Citations:

## A Work with Six and More Authors

When citing a work with six and more authors, identify the first author's name followed by "et al."

Smith et al. (2006) maintained that....

(Smith et al., 2006)

# In-text Citations:

## A Work of Unknown Author

When citing a work of unknown author, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports.

According to "Indiana Joins Federal Accountability System"  
(2008), ...

("Indiana," 2008)

# In-text Citations: Organization

When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation.

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

The data collected by the Food and Drug Administration (2008) confirmed that...

Food and Drug Administration (FDA) confirmed ... FDA's experts tested...

# In-text Citations:

## The same last name/the same author

When citing authors with the same last names, use first initials with the last names.

(B. Kachru, 2005; Y. Kachru, 2008)

When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references.

Smith's (1998a) study of adolescent immigrants...

When citing two or more works by the same author(s) published in different years,

(Yoon, 2005, 2012)

# In-text Citations:

## Personal communication

When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication.

Do not include personal communication in the reference list.

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

(E. Robbins, personal communication, January 4, 2001).

# In-text Citations:

## Electronic sources

When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

*According to Smith (1997), ... (Mind over Matter section, para. 6).*

# APA Headings

APA uses a system of five heading levels

<b>APA Headings</b>	
Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Headings</b>
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b>
5	<i>Indented, italicized, lowercase heading with a period.</i>

# APA Headings

## **Methods** (Level 1)

### **Site of Study** (Level 2)

### **Participant Population** (Level 2)

#### **Teachers.** (Level 3)

#### **Students.** (Level 3)

## **Results** (Level 1)

### **Spatial Ability** (Level 2)

#### **Test One.** (level 3)

##### ***Teachers with experience.*** (Level 4)

##### ***Teachers in Training.*** (Level 4)

#### **Test Two.** (Level 3)

### **Kinesthetic Ability** (Level 2)

# APA Tables

Label tables with an Arabic numeral and provide a title.

The label and the title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

Table 1

*Internet users in Europe*

Country	Regular users
France	9 ml

**Note: The data are adapted from “The European Union and Russia”(2007).  
Retrieved from <http://epp.eurostat.ec.europa.eu>**

# APA Figures

Label figures in italic with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left .

You might provide an additional title centered above the figure.

Cite the source below the label and the title.

*Figure 1.* Internet users in Europe. Adapted from *The European Union and Russia: Statistical comparison* by Eurostat Statistical Books, 2007, Retrieved from <http://epp.eurostat.ec.europa.eu>

# Punctuation

- Spacing
  - One space after the periods of the initials in personal names (J. R. Zhang)
  - No space after internal periods in abbreviations (e.g., i.e., U.S.)
- Comma
  - the height, width, or depth
  - to separate two independent clauses joined by a conjunction
    - Cedar shavings covered the floor, and paper was available for shredding and nest building.
  - To set off a nonessential or nonrestrictive clause
    - Switch A, which was on a panel, controlled the recording device.

- Semicolon
  - To separate two independent clauses that are not joined by a conjunction.
    - The participants in the first study were paid; those in the second were unpaid.
  - To separate elements in a series that already contain commas.
    - The color order was red, yellow, blue; blue, yellow, red.
- Colon
  - Between a grammatically complete introductory clause and a final phrase or clause that illustrates or extends the preceding thought. If the clause following the colon is a complete sentence, it begins with a capital letter.
    - For example, Freud (1930/1961) wrote of two urges: an urge toward union with other and an egoistic urge toward happiness.
    - They have agreed on the outcome: Informed participants perform better than do uninformed participants.

- Double Quotation Marks
  - To introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression. Use quotation marks the first time the word or phrase is used.
    - considered “normal” behavior
- Do not use double quotation marks
  - To identify the anchors of a scale. Italicize them.
    - We ranked the items on a scale ranging from 1 (*all of the time*) to 5 (*never*).
  - To cite a letter, word, phrase, or sentence as a linguistic example. Italicize them.
    - He clarified the distinction between *farther* and *further*.
  - To introduce a technical or key term. Italicize them.
    - The term *zero-base budgeting* appeared frequently in the speech.

- “Double ‘single’ Double”
  - Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).
- Brackets
  - To enclose material inserted in a quotation by some person other than the original writer
    - “when [his own and others’] behaviors were studied” (Hanisch, 1992, p. 24)

# Misc.

- ... they do not perceive the source of the message as credible (**e.g.**, Lariscy & Tinkham, 1999).
- Between objects across sets (**i.e.**, how similar the mushrooms were to the snakes).
- Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (**p. 276**).
- Miele’s **(1993)** argument is that ...

# References

- Journal article, title translated into English
  - If the original version of a non-English article is used as the source, cite the original version. Give the original title and, in brackets, the English translation.
  - If the English translation of a non-English article is used as the source, cite the English translation. Give the English title without brackets.

Guimard, P., & Florin, A. (2007). Les évaluations de enseignants en grande section de maternelle sont-elles prédictives des difficultés de lecture au cours préparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, 19, 5-17.

# Additional APA Resources

- The Purdue OWL <http://owl.english.purdue.edu>
- *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed.
- APA's website <http://www.apastyle.org>