

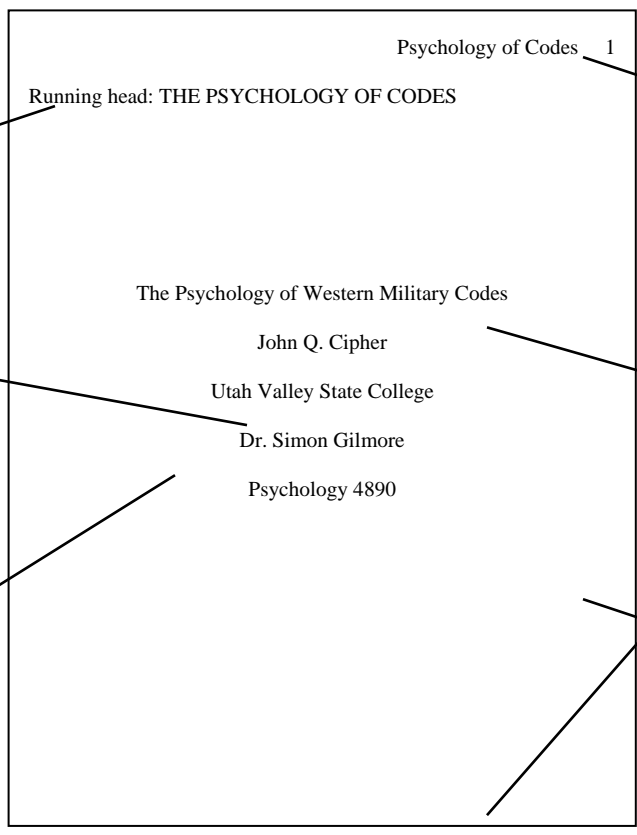
# Style Guides APA Format

## TITLE PAGE

**RUNNING HEAD**  
The running head is an abbreviated title on the top left of the title page. It should be less than 50 characters.

**AUTHOR INFORMATION**  
The coversheet should state your name and institution. It may also include your class and instructor's name. Do not underline or use bold or italics.

**STANDARD FORMAT**  
Double space, and use 12-point Times New Roman font on all pages of the paper.



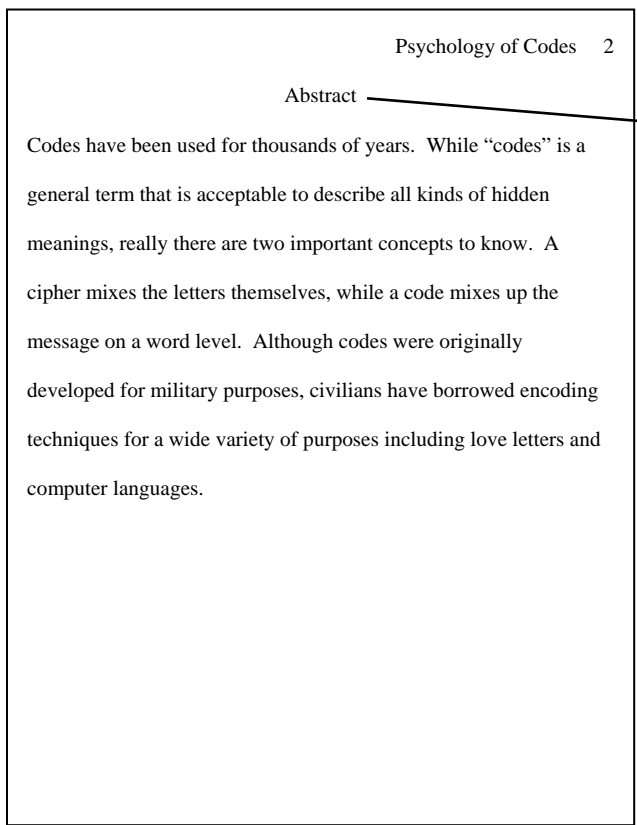
**PAGE HEADER**  
A page header includes 2 or 3 words of the title followed by about 4 or 5 spaces and the page number. Headers should appear in the top right corner of every page.

**FULL TITLE**  
A title should clearly state the main topic in 10 to 12 words. Abbreviations are not appropriate. The title should be centered.

**MARGINS**  
Margins should be 1-inch all around and on all pages of the paper.

## ABSTRACT

**ABSTRACT**  
The abstract sums up your paper's purpose and content in 120 words or less. It includes important information such as the thesis and main ideas. Abbreviations and unique terms should also be defined. It should be in your own words and as brief as possible.



**ABSTRACT TITLE**  
The word "Abstract" should be centered, without underlining, italics, bold, or punctuation.

# Style Guides APA Format

## FIRST PAGE OF TEXT

**BLOCK QUOTATIONS**  
Quotations that are 40 words or longer need to be set apart in a block. They should be double spaced and indented 1/2" from the left margin. Quotation marks are not used with block quotations, and the final punctuation is placed before the in-text citation.

Psychology of Codes 3

The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. This paper will explore some of the psychology behind codes used by the west's militaries and how they aided in warfare.

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers (2001) wrote the following:

The American ability to read Japanese cables, code-named Magic, was one of the small advantages that helped the Allies win time and then the war. Another was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra. (p. 2)

If it had not been for this secret coding, perhaps the outcome of the second World War would have been dramatically different. Yet it

**TITLE**  
The title should be centered and double spaced at the top of the page. It should not be italicized, underlined, or bolded.

## TEXT

**HEADINGS**  
Headings help you organize the text for readers. There are five levels of headings:

LEVEL 5: CENTERED UPPERCASE

Level 1: Centered

Level 2: Centered, italicized

Level 3: Flush left, italicized

Level 4: Indented, italicized, followed by a period. The text starts on the same line as the heading.

If you need only one level of heading, use level 1.  
For two levels, use 1 and 3.  
For three levels, use 1, 3, and 4.  
For 4 levels, use 1 through 4.  
For 5 levels, use 1 through 5.

\* This paper uses two headings, so levels 1 and 3 are used.

Psychology of Codes 6

Since the information unveiled was so critical, the cryptoanalysts literally saved the day.

Victorian England

In Victorian England, strict parents made it hard for lovers to communicate with each other. "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers" (Wilson, 1987, p. 115).

*Charles Babbage's Contribution*

Charles Babbage loved to read the paper and try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. The girl soon wrote and asked her boyfriend not to write again because their code had been discovered (cited in Frank & Frank, 2001).

Considering Babbage's contribution to the development of the

**IN-TEXT CITATIONS**  
The basic format for an in-text citation is (Last name of author, year of publication, page number of quote). When paraphrasing or summarizing an idea, you are encouraged to include the page number but do not have to. For help with citing specific sources, see pages 207-14 in the *APA Publication Manual*. 5th ed.

**CITING SECONDARY SOURCES**  
To cite information that your source has taken from a different source, put the original author of the information in the text and write "cited in" in your in-text citation followed by the author and date of the work where the material was found.

# Style Guides APA Format

## REFERENCES

### REFERENCES PAGE TITLE

The title "References" should be centered but not underlined, italicized, bolded, or punctuated.

### HANGING INDENT

Use a hanging indent for the entries longer than one line. Indent 1/2" from the set margins, after the first line of each entry.

Psychology of Codes 13

References

Asay, R. (1978). How the Romans made war. *Journal of Military History*, 23, 345-357.

Frank, S. & Frank, T. (2001). *The man who invented the military*. New York: Nerd Press.

Powers, T., & Gregory, A. (1954). *The psychological executioners*. London: Oxford UP.

Wilson, F. (1987, May 5). Newspaper classifieds contain secret codes. *Daily News*, pp. F1, F9.

Zagar, R. (1998). Leaving Cambridge. In T. Roger (Ed.), *Rommel: The Man* (pp. 123-134). New York: Harcourt and Brace.

### REFERENCES

List only the works you have used, not everything you read. For help with citing different sources, see the *APA Publication Manual*, 5th ed., p. 223-283.

### ALPHABETICAL ORDER

Arrange entries in alphabetical order by author's last name. Use the author's initials for the first and middle names.

## GUIDELINES FOR THE REFERENCES PAGE

In addition to citing sources within a text, APA requires a *References* page. The following guidelines will help you correctly format some of the most commonly used sources. For further information, refer to Chapter 4 of the *Publication Manual of the American Psychological Association*, 5<sup>th</sup> edition. Remember the following as you cite sources for APA:

- ◀ Article titles should not be italicized or put in quotation marks.
- ◀ Only the first word of the article title, subtitle, or proper nouns should be capitalized.

### BOOK BY A SINGLE AUTHOR

Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Wilson, F. R. (1998). *The hand: How its use shapes the brain, language, and human culture*. New York: Pantheon.

### BOOK BY TWO OR MORE AUTHORS

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations*. Princeton, NJ: Educational Testing Service.

NOTE: When there is more than one author, use an ampersand symbol (&) before the *last* author. If a reference has more than six authors, use the first six authors' names, and replace the seventh and subsequent authors with "et al.," which means "and others."

# Style Guides APA Format

## EDITED BOOK

Last name, First initial. Middle initial. (Ed.). (Year). *Book title*. Location: Publisher.

Feldman, P. R. (Ed.). (1997). *British women poets of the romantic era*. Baltimore: Johns Hopkins UP.

NOTE: If there is no author, treat an editor as the author, and put the abbreviation "Ed." in parentheses. Use "Eds." if there is more than one editor.

## ARTICLE IN A REFERENCE BOOK

Last name, First initial. Middle initial. (Year). Article title. In *Book title* (Volume number, pages). Location: Publisher.

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

## ARTICLE IN A JOURNAL

Last name, First initial. Middle initial. (Year). Title of article. *Journal Title*, Volume, pages.

Craner, P. M. (1991). New tool for an ancient art: The computer and music. *Computers and the Humanities*, 25, 303-313.

NOTE: If each journal issue begins on page one, put the issue number in parentheses after the volume number. If there is no volume number available, include the month or season with the year in parentheses.

## ARTICLE IN A MAGAZINE

Last name, First initial. Middle initial. (Year, Month Day). Article title. *Magazine Title*, Volume, pages.

Mehta, P. B. (1998, June 6). Exploding myths. *New Republic*, 290, 17-19.

## ARTICLE IN A NEWSPAPER

Last name, First initial. Middle initial. (Year, Month Day). Article title. *Newspaper Title*, pages.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

## ARTICLE RETRIEVED FROM AN ELECTRONIC DATABASE

Last name, First initial. Middle initial. (Year). Article title. *Journal Title*, Volume, pages. Retrieved Month Day, Year, from Database title database.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved July 2, 2004 from PsycINFO database.

## REPORT FROM A PRIVATE ORGANIZATION, AVAILABLE ON ORGANIZATION WEBSITE

Organization name. (Year, Month Day). *Title*. Retrieved Month Day, Year, from complete web address

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

## PERSONAL INTERVIEW OR COMMUNICATION

Since exact information gathered through personal communication is not retrievable, only cite personal communication in text. Include the person's initials and last name and the exact date of contact.

(T. T. Williams, personal communication, April 14, 2002)

Source: *Publication Manual of the American Psychological Association* (5th ed.). (2001). Washington, DC: American Psychological Association.