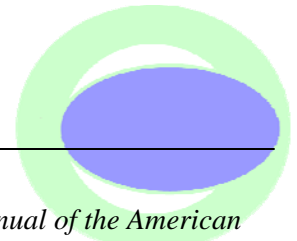


APA Format



This handout covers basic principles of APA format, based on *Publication Manual of the American Psychological Association* (APA), 6th edition (2010). For more help, refer to *Publication Manual* (reference sections are included in parentheses throughout this handout).

Note: The format of this handout does not represent APA format guidelines. Also, figures are not to scale: larger type (proportionally), smaller margins (proportionally), and different fonts are used for clarity in presentation.

General Format

Use at least one-inch margins at the left, right, top, and bottom of each page. Use a 12-pt. serif font, preferably Times New Roman. Double-space everything, including block quotations, references, titles, and headings. Insert a **running head**— an abbreviated title of 50 characters or less—as shown in Figure 1: flush-left in the top margin of every page, in uppercase letters, after the label **Running head:**. Include a page number in the top right corner of the header. Include a title page (page 1) and abstract (page 2). At the top of page 3, center the title and begin the main text on the next double-spaced line, indented. Begin the reference list on a new page (8.03). APA recommends using two spaces between sentences (4.01), but only one space after periods in a Reference list (4.01).

Note: To insert a page header in Microsoft Word 2007, click in the header field of the document. The “Header and Footer Tools” should then appear in the menu. Type the running head in the header, and then move the cursor to the right margin on the same line (probably easiest to use the “End” key). Select the “Page Number” tab, then select “Current Position,” then “Plain number.” This should insert a page number on every page.

Title Page

The **title**, **author’s name(s)**, and **author’s affiliation(s)** should be centered, double-spaced, and placed within the top half of the title page, as shown in Figure 1. The title may occupy one or two lines, depending on length. In general, titles should not be longer than 12 words (2.01) and they are not bolded.

Running head: CRITIQUE OF MYERS-BRIGGS 1

Practical Utility vs. Psychometric Soundness:
A Critique of Myers-Briggs Type Indicator (MBTI)
Dennis C. Wendt
Brigham Young University

Figure 1: Sample Title Page

Running head: GENDER, WAR, AND THE MEDIA 2

Abstract

It was hypothesized that women, being more care-oriented than men, would be more likely to support war for family-related reasons after viewing family-orientated images.

Non-violent, family-oriented military images were shown to an experimental group. Mildly violent war images were shown to a control group. Participants then completed a 34-item survey concerning their support for war. Results are insignificant; nevertheless, several confounding factors render the study non-interpretible. Suggestions for future research are discussed.

Abstract

The abstract (2.04) is a brief (typically fewer than 150-200 words) yet comprehensive summary of the manuscript. Though dense with information, it should be readable and well-organized. In general, include only the four or five most important concepts, with the most important information first. Do not evaluate the manuscript; rather, describe what it is about. When formatting, center the label **Abstract** on the top line, bolded. Type the abstract as a single block paragraph, double-spaced, as shown in Figure 2 (see also p. 41). Refer to *Publication Manual* (2.04) for guidelines on writing an accurate, coherent, and concise abstract. Do not indent the first line.

Figure 2: Sample Abstract

Headings

Up to five levels of headings may be used for APA papers; most undergraduate papers require no more than three levels (see Figure 3). Adhere to the following format, according to the number of heading levels needed (3.02-03):

First level: Centered, in bold font-type. Capitalize the first letter of all major words. “Major words” refers to the first word of the heading, the first word after a colon, and all other words except conjunctions, articles, and prepositions of three letters or less (4.15). (Note: The title page is not bolded, nor is the title preceding the body of the paper. The title is not considered one of the five levels of headings.)

Second level: Same as first level, except flush left.

Third level: Indented, bolded, followed by a period, immediately followed by regular text (as if beginning a new sentence).

Capitalize only the first word, the first word after a colon (if any), and any proper nouns.

Fourth level: Same as third level, except italicized.

Fifth level: Same as fourth level, except not bolded.

Discussion

We will now evaluate the utility of the Myers-Briggs Type Indicator, considering investigators' most common criticisms.

Benefits of the Myers-Briggs

Psychometric properties. The MBTI has withstood extensive investigation in which its reliability and validity coefficients are considered generally favorable (Murray, 1990).

Convenience and expense. The MBTI is a quick, easy, and convenient task for responders. In addition, it is efficient and inexpensive to administrators.

Figure 3: 3-level-heading paper

In-Text Citation

Each use of information from another source (whether quoted, paraphrased, or summarized) must be accompanied with an in-text citation (pp. 169-70). Whenever possible, cite the source's author(s), date, and page number(s). Generally, this is accomplished by inserting parenthetical citations in the following format: **(Surname, year, p. #)**. For example, a citation for information on page 14 of a 1994 article written by Roger Allen would be: **(Allen, 1994, p. 14)**.

For sources with two or more authors, list surnames in the order they are listed in the source. Adhere to the following format for parenthetical citations, depending on the number of authors (6.12; p. 177):

Two authors: Place both surnames in parentheses, separated by an ampersand (&):

(Drens & Gehler, 1994, pp. 5-7)

Three to five authors, first citation: For the first citation, place all surnames in parentheses, separating each with a comma. Separate the last two names with an ampersand (&):

(Jones, Smith, & Gerbert, 1974, p. 65)

Three to five authors, subsequent citations: For every subsequent citation, list only the first surname, followed by **et al.**:

(Jones et al., 1974, p. 65)

Six or more authors: Use **et al.** format (see above) every time, including the first.

No author listed: List the first 1-3 words of the source's title. If the source is an article or chapter, use double quotations; if it is a book, periodical, or website, italicize (6.15):

("Cancer Therapy," 1996, p. A6) (*Depression*, 1984, pp. 24-68)

When citing a **secondary source** (i.e., you found the information in a secondary work, not the original source), name the original work, but cite the secondary source (6.17):

According to Kartchner's study (as cited in Sainsbury, 2002)...

List only the secondary source (i.e., Sainsbury, 2002), not the original work, in the reference list.

Note: Details of in-text citation can be more complicated. Refer to *Publication Manual* (6.11-6.21) for more help.

Page numbers are required, whenever possible, for citations of quoted material (6.03, 6.19), and they are encouraged for summarized or paraphrased ideas from a specific place in a source (6.04). If paraphrasing a concept or referring to a study that encompasses much or all of a given source, page numbers are *not* needed. In some cases, it may be more appropriate to cite a chapter number, as in **Chapter 4** (6.19).

For many electronic sources, page numbers are not available, but paragraph numbers are listed. If this is the case, list paragraph numbers, as in **para. 4**. If paragraph numbers are not available, list the section heading and paragraph number(s) within that heading that refers to the information cited, as in **Discussion section, para. 3** (6.05).

Citation placement varies according to the following guidelines (6.03):

End of sentence: When the source of material is not directly referred to within the text, insert the citation at the end of the sentence, *before* the period:

Many corporations extol the use of personality assessment (Pittenger, 1993, p. 467).

For direct quotes, insert the citation *after* end quotation marks:

The MBTI “should be routinely administered to young adults thinking about getting married” (Auerbach, 1992, p. 11).

For block quotations, citations are placed after the final punctuation mark.

Note: Block quotations are quotes of 40 or more words that are started on a new line, the entire quotation being indented one-half inch from the left, double-spaced, and without quotation marks. Indent an additional half inch to begin additional paragraphs within a single block quote.

Midsentence: When the source of material is directly referred to within the text, insert the citation immediately, before punctuation. Insert the page number, however, at the end of the sentence:

According to a recent study (Kim, 2002), women report a higher level of happiness than men (p. 4).

Similarly, citations should be placed immediately after an author’s name in the text:

Kim (2002) claimed that women report a higher level of happiness than men (p. 4).

As shown above, names are not needed in parenthetical citations if they are already mentioned in the text. In addition, the year does not need to be repeated a subsequent time an author is referenced within a single paragraph (directly in the text, not in a parenthetical citation), as long as the reference cannot be confused with other references (6.11).

Reference List

Every cited source must be documented in the reference list (p. 174). Label **References** at the top of the page, centered and bolded. List references in alphabetical order (6.25), double spaced, in hanging indent format, as shown in Figure 5 (2.11). Use one space after periods within the reference list (4.01).

Note: Personal communications (6.18) and major classical works such as the Bible (6.20) should be cited in the text but not included in the reference list.

Running head: GENDER, WAR, AND THE MEDIA 12

Researchers have hypothesized that women's emphasis on nurturing roles and relationships may account for their less supportive attitudes toward war (Hull, Hurd, & Margolis, 1993; Silverman & Kumka, 1987). According to Silverman and Kumka (1987), women are more likely than men to consider the needs of all people, even their enemies. Men, on the other hand, adopt "more of a win or lose mentality--focusing primarily on the logistics and economics of military defense and exchange" (p. 191).

In addition, women are more likely to describe war in terms of human-centered issues, while men are more likely to focus on issues of politics and violence (Hull et al., 1993).

Figure 4: Paper with citations

Reference List Entries

For reference list entries, list the author's name(s) first, according to the formats shown in examples below (6.27). Next, list the publication date in parentheses, as shown below. Other needed information varies, depending on the source. Examples for common types of sources are shown below, along with basic guidelines. For more help, refer to *Publication Manual* (pp. 183-224).

Note: With the exception of magazine and newspaper sources (see examples below), list the year only (6.28). If no date is given, list **n.d.** (6.28); the same rule applies for in-text citations. If no author is listed, then the date follows the title (6.27), as in the "Newspaper article" example.

Book (7.02)

Italicize book titles, capitalizing like article titles (6.29). List publication place/publisher as shown (6.30). If book is edited, insert **(Ed.)** between the editor's name(s) and the year.

Example: Newell, A., & Simon, H. A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall.

Journal article (7.01: 1-6)

Do not italicize or underline article titles, nor place them in quotes; capitalize only their first word and proper nouns. Italicize journal names and volume numbers, capitalizing all major words (6.29). List page numbers for the entire article, as shown (6.30).

Example: Carlson, J. G. (1985). Recent assessments of the Myers-Briggs Type Indicator. *Journal of Personality Assessment*, 49, 356-365.

Note: See "Online sources and locator information" heading below concerning DOI numbers that are required for most journal articles (print and electronic). Also, if the journal is paginated by issue (rather than volume), insert the issue number in parentheses immediately after the volume number, in regular type. For example, **38(9)** means volume 38, issue 9, paginated by issue (6.30).

Magazine article (7.01:7)

Like a journal article entry, but with varying date formatting (4.09). For daily/weekly magazines, list the month and day, as shown. For monthlies, list the month, as in **(1994, April)**. Either way, list only the year in in-text citations (3.94).

Example: Adams, M. T. (1998, January 17). Seeing the elderly mind deteriorate. *Omni*, 68, 62-74.

Newspaper article (7.01: 9-11)

Like a magazine article entry, except no volume number is needed, and **p.** or **pp.** precedes the page number(s). List discontinuous pages as shown: **pp. A1, A8**.

Example: Cancer therapy brings new hope. (1996, August 17). *The Salt Lake Tribune*, p. A6.

Note: This example illustrates how to cite a source when no author is listed. If an author is listed, follow the standard format.

Article or chapter in an edited book (7.02: 24-26)

Notice that the names for the edited book are not inverted. Notice also how editors, edition numbers, and page numbers for the edited book are distinguished (7.02).

Example: Mendelowitz, E., & Schneider, K. (1989). Existential psychotherapy. In R. J. Corsini & D. Wedding (Eds.), *Current psychotherapies* (8th ed., pp. 295-927). Belmont, CA: Brooks Cole.

References

Auerbach, E. (1992, January 6). Not your type, but right for the job [Editorial]. *The Wall Street Journal*, p. 11.

Carskadon, T. G. (1978). Use of the Myers-Briggs Type Indicator in psychology courses and discussion groups. *Teaching of Psychology*, 5, 140-142.

Howes, R. J., & Carskadon, T. G. (1979). Test-retest reliabilities of the Myers-Briggs Type Indicator as a function of mood changes. *Research in Psychological Type*, 2, 67-72.

Myers, I. B. (1980). *Introduction to type* (4th ed.). Palo Alto, CA: Consulting Psychologists Press.

Figure 5: Sample reference list

Online sources and locator information (6.31)

The sixth edition of the *Publication Manual* requires providing digital object identification (DOI) numbers when available. (Some instructors might not require students to include DOIs.) DOIs are unique alphanumeric numbers typically found on the first page of most electronic and print journal articles, near the copyright information (signaled by “DOI”) (6.31). DOIs are long, so it’s probably best to copy and paste (6.32). When electronic journal articles are identical to the print source (typically a PDF file), then cite the same way you would a standard journal article (above), and then insert **doi:** immediately followed by the DOI as shown:

Example: Slife, B. D., & Wiggins, B. J. (2009). Taking relationship seriously in psychotherapy: Radical relationality. *Journal of Contemporary Psychotherapy*, 39, 17-24.
doi:10.1007/s10879-008-9100-6

Note: DOIs, when provided, should be included for any journal article or other reference, even if the copy you are using is not electronic. Nearly all recent journal articles, print and electronic, include DOIs.

If you list a DOI, then no further information is necessary to identify online sources (6.32). If DOIs are not available for online sources, then provide the URL of the publication home page where the source can be located. Specific URLs for articles in private databases (e.g., ERIC or JSTOR) should not be used. If the article cannot be retrieved through “its primary publishing channels,” then provide the home page URL of the database (6.32). Retrieval dates are necessary only if content changes over time (e.g., for Wikis) (6.32). Include URLs at the end of the citation, followed by **Retrieved from:**, as shown:

Example: Geier, D. A., Kern, J. K., & Geier, M. A. (2009). A prospective study of oxidative stress biomarkers in autistic disorders. *E-Journal of Applied Psychology*, 5(1), 2-10.
Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Do not include a period after the URL. Also, if URLs create a gap when wrapped to a new line, then break the URL before most punctuation (periods or single slashes). Do not insert hyphens to break (6.32).

Note: Refer to *Publication Manual* for details about citing translated works (7.02: 26); republished works (7.02: 21); reference books (7.02: 27-30); abstracts (7.01: 16-17); doctoral dissertations and master’s theses (7.05); multivolume works (7.02: 23-24); technical and research reports (7.03); meetings and symposia (7.04); audiovisual media (7.07); unpublished and informally published works (7.09); reviews and peer commentary (7.06); advanced online journal publications (7.01: 5-6); Internet message boards, electronic mailing lists, podcasts, and blog posts (7.11); archival documents (7.10); non-English works with English-translated titles (7.01: 4, 7.02: 28); online-only supplemental material in a periodical (7.01: 15); data sets, software, and measurement instruments (7.08); legal materials (Appendix 7.1); and other specialized references.

Dennis Wendt, Jr., July 2009

Modified by Joyce Adams, August 2009