



## An Introduction to APA

This document provides an introduction to writing in American Psychological Association (APA) style. All of the information in this document is contained within the **sixth edition (2nd printing)** of the Publication Manual of the American Psychological Association.

### Headings

The APA style recommends up to five levels of headings; however, the five levels are used only in reports that contain a great amount of content and detail. Please Note that for headings at Level 3-5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper noun and first word to follow a colon: ). The following table shows format of heading with an example of how to put headings in the thesis/paper.

Level	Format	Level	Example
1	Centered, Boldface, Uppercase and Lowercase Heading	1	<b>Literature Review</b>
2	Flush Left, Boldface, Uppercase and Lowercase Heading	2	<b>Corporate Social Responsibility</b>
3	Indented, Boldface, lowercase heading ending with a period.	3	<b>Concept of CSR.</b> (your text starts here)
4	Indented, Boldface, Italicized, lowercase heading ending with a period.	4	<b><i>Economical Responsibilities.</i></b> (your text starts here)
5	Indented, Italicized, lowercase heading ending with a period.	5	<b><i>Concept of Economics.</i></b> (your text starts here)

### Quick view APA Formatting

**Margins:** Minimum of 1" Margin on all sides.

**Text Alignment:** Flush Left (Ragged Right Edge).

**Font:** Times New Roman for Text. Arial for Tables and Figures. Font Size is 12 pt. for Headings and Text; Tables font can be reduced to 10pt.

**Spacing:** Double Space throughout including references.

**Paragraphs:** Indent the beginning of new paragraph 0.5". Avoid one sentence paragraphs.

**Numbers:** Numbers less than ten are written as words (i.e., One to Nine). Numbers 10 or greater use Arabic figures (e-g 10). Use % symbol and figures to report any number as percentage (8%).

**Capitalisation:** Capitalise major words and all other words of four letters or more, in headings, titles, and subtitles outside reference lists, for example, "A Study of No-Win Strategies."

### Quotations

It is appropriate to include a quote when the author's unique phrasing suffers substantially or loses meaning when paraphrased. In-line quotations are incorporated into the text, set within double quotation marks, and followed by the in-text citation with the page number of the quote. Use p. for a quote from a single page, use pp. for a quote that spans a range of pages. Note that the sentence punctuation follows the citation.

**Example:** Keep your writing accessible by avoiding use of "pointy-headed prose" (Barbaro, 2007, p. 7).

If an in-text citation for the quoted author was given earlier in the sentence, only the page number follows the quote. **Example:** Smith and Jones (1993) found gum chewing improved students' retention of classroom material, but also noted professors found "the sight of 30 cud-chewing faces disgusting and demoralizing" (p. 32).

Long quotes of 40 words or more are set as block quotes; each line is indented 5 spaces (0.5" in.) and double-spaced. For example

Not all types of innovation performance are promoted by knowledge base in terms of the triple-helix relations among "technology, organization, and territory". The positive effect of knowledge base on patent produced as innovation performance is significant, but is not significant on technology produced (Niu, Xie, & Leonard, 2010, p. 1).

# Punctuation

## Commas

Use one space after all punctuation, including after commas, colons, semi-colons; after punctuation marks at the end of sentences; after periods that separate parts of a reference citation; and after periods of the initials in personal names.

**Example:** (e.g., J. R. Zhang) (APA, 2001, p. 290).

## Abbreviation and Acronyms

APA recognizes only seven acronyms as words that do not require definition: HIV, AIDS, IQ, ESP, REM, NADP, ACTH. **Define all other abbreviations** by writing out name in full on first use and putting abbreviation in parentheses. **Example:** "...School of Social Work (SSW) ...". Once defined, you **must** use the abbreviation for all subsequent references; APA does not set a limit on the number of abbreviations allowed; however, most readers can keep track of only 4 to 5 unfamiliar abbreviations.

## Italics

The correct use of italics is

1. To introduce a word used as a term; drop italics on subsequent use of term (APA 4.21) **Example:** "*Innovation* is ...producing a new product/service. Thus, innovation ..."
2. Titles of books, periodicals, brochures, reports--in text & reference entries (APA 6.15) **Example:** "Sekaran's book on business research methods, *Business Research Methods*, is widely taught at university level"
3. To describe anchors of a scale **Example:** "...used a 5-point likert scale with ratings that ranged from 1 (*Strongly Agree*) to 5 (*Strongly Disagree*)..."
4. Letters used as statistical symbols or algebraic variables **Examples:**  $F(1,53) = 10.03$ ,  $t$  test.  $a/b = c/d$ ,  $SD$ ,

### Incorrect use:

Don't use italics for emphasis – rely on your writing to give emphasis to a thought.

- Foreign phrases that have become accepted as English words (i.e., included in *Merriam-Webster's Dictionary*)  
**Examples:** et al. ad hoc
- Chemical terms (CO<sub>2</sub>, H<sub>2</sub>O), Trigonometric terms (sin, log, cosine) and Greek letters ( $\alpha$ ,  $\beta$ )

## Tables

Tables are meant to supplement the text rather than replace text; therefore, your text must refer to and discuss the key information presented in each table. The fifth edition of the *APA Manual* (2006) provided succinct advice on what makes a good table: "Tables that communicate quantitative data are effective only when the data are arranged so that their meaning is obvious at a glance" (p. 128).

### Simple Table Rules

- Tables are numbered with Arabic figures: Example, Table 1. If the table is included in an appendix, then the table number will include the appendix letter: Example, Table B1 denotes the first table in Appendix B. Table is flushed left, not italicised.
- Each table should have a title in italics with headline style capitalization; the title starts on the line under the table number.
- All elements of a table should be double-spaced, with the exception of table notes that are placed immediately below table.
- For statistical tables, use a sans serif font such as Arial; for text tables, use Times New Roman font. Font size may be reduced to 10 pt. but not smaller.
- Do not include vertical lines. Place a solid horizontal bar below the column headers and below the table to separate table notes.
- For aesthetics sake, do not make the column headings much wider than the column entries.
- Include a zero before the decimal point for a decimal fraction less than one, such as 0.56. Omit the zero if you report a statistic that can not be greater than one, as a proportion or statistical significance, For Example instead of  $p = 0.04$  use  $p = .04$ .
- General notes are provided first following the word *Note*. in italics, and then specific notes can be added using the superscripts <sup>a b c</sup> and so on.
- Specific notes are indicated by superscript lowercase letters.
- Extremely detailed tables should be presented in an appendix.

### Table Example:

Table 8

*Regression analysis predicting influence of Islamic HR practices on an Indispensable Worker*

Hypotheses	Regression Weights	Adjusted R <sup>2</sup>	F	p-value	Hypotheses Supported
H1	RS → IW	.160	12.225	.011*	Yes
H2	Compensation → IW	.013	0.234	.631	No
H3	KM → IW	.010	1.570	.215	No

*Note.* \* $p < 0.05$ . RS: Recruitment and Selection, IW: Indispensable Worker, KM: Knowledge Management.

## Figures

In APA style any type of illustration that is not a table (graphs, charts, drawings, maps and photographs) is called a figure.

### Notes:

- Figure numbers are in Arabic numerals, flush left, italicised, below the figure.
- The word "Figure" and its corresponding number is left justified, italicised and followed by a period; one space after the period, type the title for the figure. The first letter of the title is in upper case with subsequent letters in lower case.
- Figure title in sentence format follows the figure number on the same line. Capitalise only the first word and any proper nouns.
- Axis labels Use capitalisation of important words and a san serif typeface (e.g., Arial, Helvetica).
- Vertical axis labels use vertically aligned text.
- Legends are contained within the borders of the graph.
- The zero point is placed on the ordinate (y) axis.
- Lines and points should be clear and sharp.
- Units of measurement are specified.

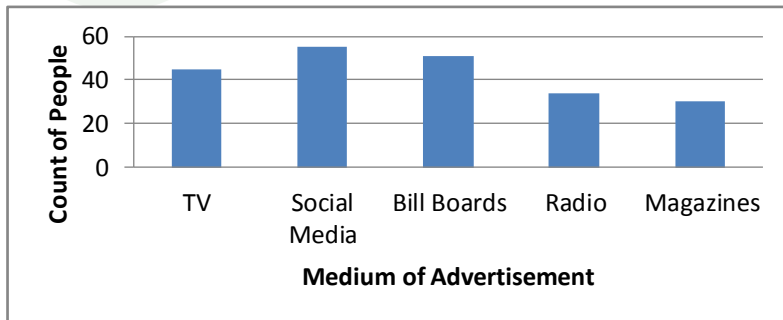


Figure 1. Participants preferences for different medium of advertisement

## References

The reference section is a list of cited works in an APA paper. It appears at the end of the paper. Entries are listed in alphabetical order by authors' last name, or title if there is no author. Do not list articles that were not cited in your report, but include all articles that were cited. APA style requires reference citations in the text of the paper and a reference list at the end. Reference citations identify the source of an idea, a paraphrase, or a direct quote. They include the name of the author(s) and year of publication of the original information. Note that References heading is centered but not Bold. The format for the Reference section uses a ½" or **5-space hanging indent**, and is **double-spaced throughout**. If there are two or more works by the same author(s), those works are arranged by publication date with the oldest work cited first.

Guide to In Text Citations	
<b>One Author</b>	Every citation: (last name, publication year) Example: (Smith, 2011)
<b>2 Authors</b>	Every citation: (Author 1 & Author 2, year) Use "&" within parentheses. Write out the word "and" when authors' names are used in the signal phrase.  "...Another is to simply be more efficient. And yet another way is to be more innovative (Walsworth & Verma, 2007)..." "...Garcia and Calantone (2002) note that wide variety of definitions of innovation has resulted in vagueness ..."
<b>3-5 Authors</b>	First use: List all authors (separate names with commas) and publication date (Rujirawanich, Addison, & Smallman, 2011) Subsequent use: List first author + et al., + date; (et al. means "and others") (Rujirawanich et al., 1999)  Note: et is Latin and (not an abbreviation, no period)—al. is an abbreviation for the Latin alia ("others") and therefore always uses a period. In the citation, a comma separates et al. from the date.
<b>6 or more Authors</b>	First use: first author + et al., + date (comma separates et al. and date) (Fawad et al., 2012)
<b>Organization as Corporate Author</b>	If individual authors are not listed, use the organization as the author. To define an abbreviation within a citation for a corporate author that you will cite several times, enclose the abbreviation in square brackets. (Amnesty International, 2009) (Abasyn University Peshawar [AUP], 2012)

## Guide to Reference Entries

<b>Journal Article</b>	<b>Basic form:</b> AuthorA, F. M., & AuthorB, F. M. (Publication year). Title of article with first word capped (The rest is small). <i>Journal Name</i> , vol(issue no.), page range. <b>Example:</b> Boynton, A., & Zmud, R. (1984). An assessment of critical success factors. <i>Sloan Management Review</i> , 25(4), 17-27. <b>Note.</b> AuthorA and AuthorB refers to the last name of the first and second Author, F and M refers to the First and Middle Initials of the Author. Incase there as more then two authors the authors are separated by “.” with & letter between 2nd last and last author.
<b>Book</b>	<b>Basic Form:</b> AuthorA, F. M., & AuthorB, F. M. (Publication year). Title in italics and sentence style caps. City: Publisher. For One Author: Williams, C. (2011). <i>Management</i> (6th ed.). Mason, OH: South-Western Cengage Learning. For Two Authors: Williams, C., & Smith, D. (2011). <i>Management</i> (6th ed.). London: Kogan Page.
<b>Chapter in edited book</b>	<b>Basic Form:</b> AuthorA, F. M., & AuthorB, F. M. (Publication year). Title of the chapter. In F.M.Last Name(s) (Eds.), Title of the book in italics (page range with pp.). City: Publisher. <b>Example:</b> Sharpe, T. J., & Creed, R. T. (2007). Developmental disabilities. In S. J. Parish & H. Hu (Eds.), <i>Advances in serving vulnerable populations</i> (pp. 33-67). Medfield, OR: Walnut Press. <b>Note. F.M. Last Name,</b> refers to the First. Middle. Last Name of the Editor. Editors names are not inverted.
<b>Organization</b>	Put organization’s name in place of author’s name slot: Amnesty International. (2007). <i>Human rights and Pakistan</i> . Washington, DC: Author. If the agency or organization is also the publisher, put “Author” in the spot for publisher rather than repeating the name. Title of the report is in Italics.

## APA Style Checklist

- Have you checked with your lecturer or tutor as to how your report is to be styled?
- Did you decide on how many heading levels you need to use?
- Have you checked your punctuation?
- Have you used italics correctly?
- Are all the tables properly formatted?
- Are all the figures clear and formatted correctly?
- Are all tables and figures mentioned in the text?

## Appendixes

If there is only one appendix, label it Appendix; if there is more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text. Each appendix must have a title.

## Plagiarism

Plagiarism is the formal presentation or submission of research, words, ideas, illustrations or diagrams of others as one's own without citation or credit. Confirmed violations may result in severe disciplinary actions, that may include rewriting of the assignment; completion of another assignment; a zero percent grade assigned to the relevant evaluation component; or failing grade on the course as a whole;. It is therefore advised that students consider following points in order to avoid plagiarism.

- Put in **quotations** everything that comes directly from the text especially when taking notes.
- **Paraphrase**, but be sure you are not just rearranging or replacing a few words.
- **Check your paraphrase** against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

## References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.