

Example:

<sup>6</sup> From “Energy Saving Devices,” by G. E. Hughford, 2003, *Journal of Electricity and Power*, 89, p.44. Copyright 2003 by Electricity and Power Corporation. Adapted with permission.

## Notes to a Table

### General Notes

A general note provides information relating to the table as a whole. It can also explain abbreviations or symbols. These notes do not need to be numbered, but they do need to be designated with the italicized word *Note*. If you include a table, graph, or figure from a copyrighted source, it is necessary to obtain permission to use it in your report. See “Copyright Permission Notes” on page 7 for the format of these notes.

Example:

*Note*. All insignificant three-way interactions were omitted. M=match process; N=nonmatch process.

### Specific Notes

Specific notes refer to a particular column, row, or individual entry. They are indicated by superscript lower case letters (<sup>a, b, c</sup>) within the table and explained below the table with corresponding letters.

Example:

<sup>a</sup>  $n = 25$

<sup>b</sup> This mouse died in the middle of the testing process.

### Probability Notes

Probability notes indicate the results of tests of significance. Use asterisks to point out values for which the null hypothesis is rejected, with the probability note. Include a probability note only when relevant to specific data within the table. List probability notes last if you have general and specific notes as well.

Example:

\* $p < .05$ .

\*\* $p < .01$ .



## American Psychological Association (APA) Documentation Style

### Introduction

The American Psychological Association (APA) documentation style is most commonly used when writing in the social sciences. This handout offers examples for the general format of APA research papers, including title pages, in-text citations, reference pages, footnotes/endnotes, and notes to a table. Most of the information for this document was gathered from Concise Rules of APA Style: The Official Pocket Style Guide From the American Psychological Association (2005), which can be found in the Writing Center. If none of these examples seems appropriate, or further information is required, please consult a tutor or the full text of the APA Publication Manual, 5th Edition (2001), both of which are conveniently located in the UMR Writing Center, Room 113, CSF.

### Title Page

APA documentation style requires a properly formatted title page. The title page must have:

- Running header with abbreviated title and page number in the top right corner, flush with the margin
- Full title centered in the middle of the page, split onto two lines if necessary
- Your name
- Class and section where paper is submitted
- Professor's name
- Date

Example:

Abbreviated Title 1
Running Head: ABBREVIATED TITLE OF AN EXTRAORDINARILY LONG TITLE (ALL CAPS—LESS THAN 50 CHARACTERS INCL. SPACES AND PUNCTUATION)
This is the Abbreviated Title of an Extraordinarily Long Title Given to a Fascinating Paper  Zacharias Umphstedler  English 20, Section Q  Dr. Wumbledorf  April 7, 2008

## In-Text Citations

APA documentation style requires the use of in-text citations following the author-date method. This means that resources must be identified within the text of a paper by the name of the author, the year of the published work, and the specific page number if applicable. Examples are given.

### Quotation, author given in the text

Example:

According to Smithson (2005), “animals that are herbivores taste better to their predators than omnivores or carnivores” (p. 107).

## Footnotes/Endnotes

### Informational Notes

If you have supplemental information that you believe would be helpful for your reader but do not wish to include it in the body of your text, you may make a brief note at the end of the page or the end of the document and use superscript numbers in the text to indicate where to find the note.

Example:

Archeologists have found much useful information about the ice age in the frozen remains of woolly mammoths.<sup>3</sup>

The footnotes/endnotes are listed in order as they appear in the main text, and are preceded by the corresponding superscript number.

Example:

<sup>3</sup> Some examples of this information includes local vegetation, weather patterns, and catastrophic events.

### Copyright Permission Notes

If you must obtain written permission from the copyright owner to reprint or adapt information, append a note to the quoted material with a superscript number (must be consecutive with the rest of the notes).

### Reprinted from a Book

Basic Format:

# *Title of Book* (Page #), by FI. MI. Author, Year, Location: Publisher. Copyright date and name of holder. Indication of permission.

Example:

<sup>5</sup> From *Successful Dating Techniques* (p. 48), by I. A. Ooperdorf, 2005, Los Angeles, CA: Star Publishing. Copyright 2005 by Ooperdorf. Reprinted with permission of the author.

### Reprinted from a Journal Article

Basic Format:

# “Title of Article,” FI. MI. Author, Year, *Journal Title, Issue*, Page. Copyright date and name of holder. Indication of permission.

**Online Document (author known)**

Basic Format:

Author, FI. MI. (Year). *Article Title*. Website Title. Retrieved Date: month, day, year from URL.

Example:

Bergefured, B. (2006). *Chrysanthemum evaluations underway*. OSU Organizational Resources. Retrieved January 26, 2007 from <http://www.ag.ohio-state.edu/~intranet>.

**Online Document (author unknown)**

Basic Format:

Article Title. (Year [or n.d. if no date given]). Website Title. Retrieved Date: month, day, year from URL.

Example:

*Become a Butler*. (n.d.). Fabjob.com. Retrieved November 7, 2006 from <http://www.fabjob.com/Butler.asp>.

**Conference Paper**

Basic Format:

Conference Organization. (Year). *Title of Presentation*, Conference Proceedings, Month, Year. Location: Publisher.

Example:

New Zealand Council for Kiwi Research. (2002). *The remarkable eggs of the kiwi birds*, Conference Proceedings, February, 2002. Wellington, New Zealand: K.O. Putterworth.

**Government Document**

Basic Format:

Author or Agency Name. (Year). *Title of Document* (Publication Number—if applicable). Location: Publisher.

Example:

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.

**Quotation, author not mentioned in text**

Example:

Research shows that “animals that are herbivores taste better to their predators than omnivores or carnivores” (Smithson, 2005, p. 107).

**Summary or paraphrase, author mentioned in text** (page numbers can be mentioned, but are not required)

Example:

According to Garbuster (1895), research in the field of ceramics has shown that china plates will likely always be popular among country grandmothers.

**Summary or paraphrase, author not mentioned in text** (page numbers can be mentioned, but are not required)

Example:

Some researchers have said that china plates would always be popular among country grandmothers (Garbuster, 1895), but this has been proven to be a false assumption.

**Unknown Author or Unknown Date** (the first word or two of the title used in place of author, and “n.d.” used to signify “no date”)

Example:

It has been scientifically proven that fish always bite the bait of the angler everyone else doesn’t like (“Fishing,” n.d.).

**Corporate Author** (first citation, spell out the name followed by the abbreviation in brackets; use the abbreviation thereafter)

Example:

First citation: (National Association of Wombat Lovers [NAWL], 2004)

Later citations: (NAWL, 2004)

## Reference Page

APA documentation style requires a properly formatted reference page accompany papers. The reference page must include:

- The word “References” centered at the top of the page
- Double-spacing between all lines, but no extra space between entries
- First line flush with margin, all other lines indented 1/2”
- Alphabetized by the authors’ last names, or by title if author is unknown

Example:

Abbreviated Title 12
References
American Psychological Association. (2005). <i>Concise Rules of APA Style: The Official Pocket Guide From the American Psychological Association</i> . Washington, DC: United Book Press.
APA Formatting and Style Guide. (2007). The Owl at Purdue. Retrieved February 22, 2007 from <a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a> .
Delany, R. (2006). <i>APA Citation Style</i> . Long Island University. Retrieved February 21, 2007 from <a href="http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm">http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm</a> .
Hacker, D. (1998). <i>The Bedford Handbook</i> . Boston, MA: Bedford Books.
Innes, J. M. (2006). Citations, impact factors and the “Australian Journal of Psychology.” <i>Australian Journal of Psychology</i> , 58, 119-122.

## References

### Book with one author

Basic Format:

Author, FI. MI. (Year). *Title*. Location: Publisher Name.

Example:

Barryfarce, F. Q. (2005). *Undermining the Government*. Washington, DC: Anarchy Publishing Co.

### Book with more than one author (use ampersand, not “and”)

Basic Format:

Author1, FI. MI., & Author2, F. M. (Year). *Title*. Location: Publisher.

Example:

Huraib, O. G., & Martini, J. P. (1997). *The Handyman’s Encyclopedia*. Wichita, KS: Bunbury Books.

### Journal Article

Basic Format:

Author, FI. MI. (Year). Article Title. *Journal*, issue, Page range.

Example:

Struttfiger, T. Y. (2002). Sleep patterns of the naked mole rat (*Heterocephalus glaber*). *Journal of Strange Animal Facts*, 54, 342-349.

### Online Periodical

Basic Format:

Author, FI. MI. (Year). Article Title. *Journal and issue*, Page range. Retrieved Date: month, day, year from URL.

Example:

VanDerboss, U. P. (2004). The benefits of chocolate on overall mental health. *User Friendly Psychology*, 6, 56-72. Retrieved December 5, 2005 from <http://www.goodnews.com/userfriendly/issue6=choc.html>.