The running head is a shortened version of your title of your paper. It is in all capital letters.

- It should be flush left in the Header Section of your paper on every page.
- The first page should be numbered 1.
- You have to type “Running head.” It should only appear on the first page of your paper.

Major Elements of APA Style [title of your paper]

M. Anne White [your name]

The University of Memphis [school affiliation]
Major Elements of APA Style [full title of your paper goes here]

[Begin the body of your text, indent the paragraphs, and double space]

General Editorial Style Information:

Comma usage
- Use a comma between elements in a series of 3 or more items, for example, ….height, width, and depth
- to set off parenthetical reference citations…(Patrick, 1993)

Double spacing
- Use double spacing in all of your paper, including the text and references.
- There is no need to put extra spacing between paragraphs in your text.

Margins
- Use a 1 inch margins all around your paper: top, bottom, left, and right.

Quotations
- Quotations shorter than 40 words should be incorporated within the text and enclosed in double quotation marks (“”).
- Quotations more than 40 words should be in double-spaced block formation with no quotations marks. Indent 5-7 spaces from the left margin with no opening paragraph indent.

Sample quotations and citations within the text of your paper:
She stated, “The ‘placebo effect’…disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276).

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 (1993) found the following: [block paragraph]
The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Citing your sources within the body of your work:
- As a general rule, if you did not create the idea, then you need to give credit for it whether you are paraphrasing an idea or quoting an author directly.
- See above for citations for printed material with quotations. Other examples follow
Samples of citations within the body of your work (see also chart below).

One work by one author:
- Walker (2000) compared reaction times
- In a recent study of reaction times (Walker, 2000)
- In 2000 Walker compared reaction times

One work by multiple authors:
- When a work has two authors, always cite both names every time the reference occurs in the text.
- When a work has three, four, or five authors, cite all the authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. and the year.
- When a work has six or more authors, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.
  - Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found [use as first citation in text.]
  - Wasserstein et al. (1994) found [use as subsequent first citation per paragraph thereafter.]

Join the names in a multiple-author citation in running text by the word and. In parenthetical material join the names by and ampersand (&):
- as Nightlinger and Littlewood (1993) demonstrated
- as has been shown (Nightlinger & Littlewood, 1993)

Two or more works within the same parentheses:
- If a similar idea or finding is presented by more than one author, cite them all within the same parenthesis. Put them in alphabetical order within the parenthesis.
  - Past research has indicated (Edeline & Weinberger, 1999, 1993; Gogel, 1984; Wasserstein et al., 1994)

Electronic sources cited in text:
http://www.apastyle.org/electext.html

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations (see section 3.34). Note that the words page and chapter are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)
(Shimamura, 1989, chap. 3)

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material (see section 3.39).

(Myers, 2000, ¶ 5)
(Beutler, 2000, Conclusion section, para. 1)
Citation of a work discussed in a secondary source:
Give the secondary source in the reference list; in the text name the original work, and give a
citation for the secondary source.

Piaget’s (1955) study of conservation (as cited in Berk, 2002)…..

**Basic Citation Styles within the body of the text.**

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005).</td>
<td>(Wasserstein et al., 2005).</td>
</tr>
</tbody>
</table>
References

[References start on a new page; use this title for your reference page; center the title; **double space between references**]

**Alphabetizing Names**
- alphabetize letter by letter
- if several works are by the same author, give the author’s name in the first and all subsequent references. If s/he is the only author arrange by earliest publication first, otherwise alphabetize by the authors that follow:

**General Forms of the References**

**Periodicals: journals, magazines, newspapers, and newsletters**
- First line flush left, second line indented.
- The first letter in the article title is Capitalized, all other parts of the title are not, unless there is a colon in the title, then the letter following the colon is capitalized. Proper nouns are capitalized.
- Italics on the Periodical name and the volume number. Use upper and lower case in the periodical name.
- Include the digital identifier (DOI) in the reference if one is assigned from an electronic source. If no DOI is assigned to the content and you retrieved it online, include the home page URL for the document in the reference. Use this format: Retrieved from http://www.xxxxxxxxx

**General reference form:**


**Nonperiodical, Book**
Electronic Media and URLs Resources – Websites, Journals from the electronic database
For the latest electronic format, refer to http://www.apastyle.org/elecmedia.html

The retrieval statement provides the date the information was retrieved, along with the name and/or address of the source.
