The following guide has been prepared for Hawai‘i Pacific University students enrolled in classes that require the use of APA-style papers. Guidelines and models are based on the new uniform format presented in the *Publication Manual of the American Psychological Association* (2001, 5th ed.).

**RESEARCH PAPER FORMAT**

**TITLE PAGE**
- Title page separate and page-numbered “1”
  - Margins 1 inch all around
  - Running head in upper-left corner
  - Header in upper-right corner
  - Title and identifications: begin 5” down, centered, and double-spaced

**TABLE OF CONTENTS**
[NOTE: Table of Contents is not modeled in APA. Consult instructor for model.]

**ABSTRACT (Optional)**
- Summary of contents, not to exceed 120 words, on a separate page
- Page-numbered “2”
- Block format (No initial paragraph indentation)
- Standard margins and spacing

**TEXT**
- Double-spaced, including quotations.
  *Block quote: If quotation is longer than 40 words, indent five spaces from left margin and continue with new margin, double-spacing. This block method does not use quotation marks.*
- All pages numbered (including title page) in the upper right corner (1/2 inch from the top of the paper)
- Header on each page 5 spaces before page number
- Margins 1 inch on all sides; not right-justified; no hyphens at end of lines
- 12 point standard type (No font variations; no bold; no bullets)
- Endnotes used to add content but not used for documentation
- No single-line paragraphs or headings at ends of pages
- Italics instead of all underlining, including appropriate headings

**CONTENT ENDNOTES (Optional)**

**APPENDIXES**
- Used for charts, tables, graphs, illustrations, etc.
- Cover sheet-[Appendix]-needed if more than one appendix
- Separate page for each appendix titled “Appendix A,” etc.

**REFERENCE CITATION PAGE(S) (See models)**
[NOTE: Why cite sources? Acknowledge originator of information used and provide a means for the reader to access the same information.]
NARRATIVE STYLE AND IN-TEXT CITATIONS

STYLE
- **Verb tense**: use past or present perfect tense when citing sources. 
  
  **Past tense**: Schneider (1996) discovered that the Web tool Mosaic was . . . 
  
  **Present perfect tense**: Schneider (1996) has discovered that the Web tool Mosaic was . . . 
  
- **Dates**: (See In-Text Citations models below)

- **Paraphrasing**: Changing word order and syntax. If quotes are permitted, follow this example: Carruthers (2004) recommended paraphrasing part of the sentence and quoting only “high quality phrasing and specific terms” (p. 4).

IN-TEXT CITATIONS
- **Last names**: use only last names in citations, not first initials
  
  **Documentation of sources**: integrate into text, always followed immediately with the date, or cite in parentheses following a paraphrase or quotation. [NOTE: for additional citations in the same paragraph, the date is not repeated.]

  Examples: Integrated: Schneider (1996) has reported . . .
            Parenthetic: A recent study concluded that . . . (Schneider, 1996).

- **Page numbers**: Cite page numbers for all quotations. [Note: Some instructors require page numbers for paraphrases or summaries.]


- **Dual or multiple authors**: use an ampersand (&) within parenthesis, but not in narrative part of text.


- **3-5 authors**: cite all authors the first time; in subsequent citations, cite only surname of first author followed by “et al.” (not underlined and with a period after “al.”), followed by the year if it is the first citation of the reference in a paragraph.

  Example: Chang et al. (1998) agreed . . . . . were proven (Chang et al., 1998).

- **6 or more authors**: cite only surname of first author followed by “et al.” and the year for first and subsequent citations

- **Interviews and personal communications**: (in-person, phone interviews and personal E-mail) Use in-text citation only. As “non recoverable data,” no mention is made in references. [NOTE: exception to last-name only rule, give first initials.]

REFERENCE PAGE(S)

Consult the *Publication Manual of the American Psychological Association* (5th ed.) for reference examples not addressed here. Page numbers from the *Manual* are shown with the abbreviation APA.

**LAYOUT**
- Continue header and pagination in upper right-hand margin.
- Label page *References* at top center.
- Alphabetize all entries by author’s last (family) name or, if no author, first significant word of the title.
- Entries should be double-spaced with the second and subsequent lines indented five (5) spaces. **TITLES ARE IN ITALICS.**
- Double-space throughout. (NOTE: Some instructors may wish you to single-space within entries.)
- Leave one space after all punctuation marks.

**ENTRIES**
- Use authors' last names and first initials only.
- Use ampersand (&) to separate multiple authors’ names.
- Put date in parenthesis immediately after authors’ names.
- Italicize book and periodical titles. (No quotation marks [“ ”] for article titles.)
- Separate entry items with periods through title of periodical. Then use commas between items.
- Use *title capitalization with periodical titles only*. Book titles and article titles are written all in lower case except for first word of title and subtitle, and proper nouns.
- For sources with same author and year, use a, b, c after year.

Each style guide (APA, MLA, CBE, Chicago, etc.) has its own individual “language” of citing sources – this is what makes them different from each other.

The “language” consists of the order of elements and the format (e.g., first name or only first initial of author; title in italics or underlined) of each element. These are the building blocks for citation style. By learning the APA building blocks, you should be able to insert the appropriate information for each element. See the APA *Publication Manual* for more types of references and more detailed examples.

**SIMPLEST ARRANGEMENT OF ELEMENTS**

**Book**

<table>
<thead>
<tr>
<th>Author/Editor</th>
<th>Year</th>
<th>Title</th>
<th>Publishing information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, I.</td>
<td>(0000).</td>
<td><em>Title in italics.</em></td>
<td>City, ST: Publisher Name.</td>
</tr>
</tbody>
</table>

Last, I. (0000). *Title in italics.* City, ST: Publisher Name.

**Journal article**

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Article title</th>
<th>Journal, volume number</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, I.</td>
<td>(0000).</td>
<td><em>Title of article.</em></td>
<td><em>Journal Name, 00,</em></td>
<td>00-00.</td>
</tr>
</tbody>
</table>

Last, I. (0000). *Title of article.* *Journal Name, 00,* 00-00.

**Web source**

<table>
<thead>
<tr>
<th>Author, personal or corporate</th>
<th>Year, Month Day</th>
<th>Title</th>
<th>Retrieval information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>(0000, Month 00).</td>
<td><em>Title in italics.</em></td>
<td>Retrieved Month day, year, from http://.</td>
</tr>
</tbody>
</table>

Organization Name. (0000, Month 00). *Title in italics.* Retrieved Month 00, 0000, from http://.

**ALWAYS:**
Authors/Editors, no matter how many, are listed by last name, then initials.
Publication Date (in parenthesis) is the second element, therefore, if there is no author, start with a title, followed by the publication date. [NOTE: *n.d. = “no date” of publication is available* APA 225 (4.09)]

3
<table>
<thead>
<tr>
<th>Authors or Editors (Eds.)</th>
<th>(Year)</th>
<th>Chapter or Article title.</th>
<th>In Editor (Ed.)</th>
<th>Book or Journal, volume number</th>
<th>(Book edition or Chapter pages or Journal issue number)</th>
<th>Publishing or Retrieval information</th>
<th>Journal pages</th>
</tr>
</thead>
</table>


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ADDITIONAL EXAMPLES

BOOKS AND BOOK PARTS

- **Books**
  APA 248-255

  **Authors, two or more**

  **Editors:**

  **Corporate author (including brochures):**
  APA 251(33)

  **Example: Brochure**

- **Chapters or articles in edited books**
  APA 252


- **Chapters or articles in annually published books**
  APA 250
  (NOTE: Treat as a periodical unless the subtitle or topic changes; then treat as a chapter or article in an edited book (see example below).


GOVERNMENT REPORTS

APA 256(41)


**In-text example:**
First citation:  (National Institute of Mental Health [NIMH], 1999).
Subsequent citations:  (NIMH, 1999). APA 209(3.96)

PERIODICALS

- **Magazine articles**
  APA 241-42


- **Newspaper editorial**
  APA 242-43


**In-text example:**
("Kamehameha Schools," 2005). (NOTE: Shorten titles within quotes, use standard capitalization and punctuation.)
INTERNET RESOURCES

Include the access date for online references. Break URLs after a slash or before a period.

If the full-text version of a print article is the same as the online version (pdf format), use the same formatting as Journal Articles (above), and after the article title include: [Electronic version].


- **Databases**


[NOTE: APA style does not require accession numbers or item numbers; however, Hawai‘i Pacific University suggests including them, for they are unique to the database.]

- **Abstracts**


- **Annual reports**


- **eBook**


- **Web sites**

**Corporate author, no date**


**Journal articles on a publisher's Web site**


**Articles on a company's Web site**


**Web site announcements**

OTHER RESOURCES

• **Audiovisual media**


• **CD-ROMs**

  Simmons


• **Computer programs, software, and programming languages**

  **Computer software and manual available on a university Web site**


  **Data file available from a government agency**


• **HPU Graduate Professional Papers**


• **Listservs, online forums, and discussion groups**
