



**LIBRARY GUIDE 18**  
**APA STYLE RESEARCH PAPER FORMATS**  
**MODELS FOR BUSINESS AND MANAGEMENT**

This guide is designed for use in Management, Human Resources, IS, Psychology, and other disciplines that require APA-style research papers. Guidelines and models are based on a new format presented in the *Publication Manual of the American Psychological Association* (2001, 5<sup>th</sup> ed.). There is no longer a distinction, as in the “old” *Manual* (1994, 4<sup>th</sup> ed.), between the manuscript and self-published formats.

**RESEARCH PAPER FORMAT**

**ORGANIZATION**

**TITLE PAGE**

- Title page separate and numbered “Page 1”
  - Margins 1 inch all around
  - Running head in upper left corner
  - Header in upper right corner
  - Title: positioned in the upper half of the page, 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
- Numbered “Page 2”
- Block format (No initial paragraph indentation)
- Standard margins and spacing

**TEXT**

- Double-spaced, including quotations. *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 just before page number
- One-inch margins on all sides; not right-justified; no hyphens at end of lines
- 12 point standard type (No font variations; no bold or italics; no bullets)
- Endnotes used to add content *but not used for documentation*
- Avoid single line paragraphs or headings at ends of pages

**CONTENT ENDNOTES (Optional)**

**APPENDIXES**

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

**REFERENCE CITATION PAGE(S) (See models)**

## NARRATIVE STYLE AND IN-TEXT CITATIONS

### STYLE

- **Verb tense:** use past or present perfect tense (2.06) APA 43

**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)

### IN-TEXT CITATIONS

- **Last names:** use only in citations APA 207 (3.94)
- **Documentation of sources:** integrate as often as possible into text, **always follow immediately with the date.** (NOTES: for additional citations in the same paragraph, the date is not repeated; page numbers cited for quotations only.)

**Examples: Integrated:** Schneider (1996) has reported . . .

**Parenthetic:** A recent study concluded that . . . (Schneider, 1996).

**Examples: Quotes (2 types):** APA 121 (3.39)

1. Schneider (1996) reported, "I began hearing about this remarkable tool called Mosaic" (pp. 14-16).

2. "I began hearing about this remarkable tool called Mosaic," (Schneider, 1996, pp. 14-16).

- **Dual or multiple authors:** use an ampersand (&) in parenthesis, but not in narrative part of text APA 209 (3.95)

**Examples:** According to Taylor and Minami (1993), . . .

"Our study clearly shows . . ." (Taylor & Minami, 1993, pp. 333-334).

- **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 APA 208 (3.95)

**Example:** Chang et al. (1998) agreed . . .

- **6 or more authors:** cite only surname of first author followed by "et al." and the year for first and subsequent citations APA 209 (3.95)

- **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.) APA 214 (3.102)

**Examples:** According to R. B. Henry, Chief Surgeon at St. Jonathan (personal communication, October 28, 1998) . . .

. . . is the newest technology for heart transplants (R. B. Henry, personal communication, October 28, 1998).

## REFERENCE PAGE(S)

Consult the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.) for reference examples not addressed here.

### LAYOUT

- Continue pagination in upper right-hand margin.
- Label page **References** at top center.
- Alphabetize all entries by author's last (family) name or first significant word of the title if no author.
- Entries should be double-spaced with the second and subsequent lines indented five (5) spaces.  
**ITALICS FOR TITLES ARE NOW STANDARD IN THE NEW UNIFORM FORMAT.**
- **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.
- Follow standard rules for title capitalization **with periodical titles only.**

### BOOKS AND BOOK PARTS

- **Books** APA 248-255

**Format:** Author or editor. (year). *Book title*. Place of publication: Publisher.

**Example:** Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

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

**Format:** Article author. (year). Article or chapter title. In editor (Ed.), *Book title* (p. or pp. page numbers). Place of publication: Publisher.

**Example:** Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III, & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

- **Chapters or articles in annually published books** APA 250

**Format:** Article author. (year). Article or chapter title. *Book title*, page numbers.  
(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).)

**Example:** IMF Statistics Department (1997). Japan. *International Financial Statistics Yearbook*, 497-501.

- **Multi-volume works** APA 252-54

**Format:** Author. (year). *Article or chapter title*. In editor (Ed.), *Book title* (volume, p. or pp. page numbers). Place of publication: Publisher.

**Example:** Keeley, C. I., & Whiteley, L. E. (1998). Avon Products, Inc. In T. Grant (Ed.), *International Directory of Company Histories* (Vol. 19, pp. 26-29). Detroit: St. James Press.

## PERIODICALS

- **Annual reports** See **Library Guide Fin 1** available at Meader Library, Floor 2, or consult the HPU Libraries Web Page.

- **Journal articles** APA 239-241

**Format:** Author. (date). Article title. *Journal title*, volume number (issue number), page numbers.

**Example:** Berkerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

- **Magazine articles** APA 241-42

**Format:** Author. (year, month day). Article title. *Magazine title*, volume number, page numbers.

**Example:** Morton, L. S. (1998, January 2). Aerospace/Defense industry. *Value Line Investment Survey*, 551-552.

- **Newspaper articles** APA 242-43

**Format:** Author or article title if no author. (year, month day). *Newspaper name*, p. or pp. section and page number of the newspaper.

**Example:** New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, pp. A1, A4.

**In-text example:** ("New Drug," 1993).

(NOTE: Shorten titles within quotes, use standard capitalization and punctuation.)

## GOVERNMENT REPORTS

**Format:** Department, government office or organization. (year). *Title of publication*. (publication number). Place of publication: Printer. APA 256 (41)

**Example:** National Institute of Mental Health. (1990). *Clinical training in serious mental illness*. (DHHS Publication No. ADM 90-1679). Washington, DC: Government Printing Office.

**In-text example:** **First citation:** (National Institute of Mental Health, 1990).  
**Subsequent citations:** (NIMH, 1990). APA 209 (3.96)

## INTERNET RESOURCES

 APA 268-81

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, use the same formatting used for Journal Articles (above), and after the article title include:[Electronic version].**

**Example:** VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

• **Databases**

APA 278-

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**Format:** Author. (year). Article title. Journal title, volume, page(s). Retrieved [month day, year,] from [source] database [name of database], (Item no. is optional), complete URL if accessed via the World Wide Web

**Example [PROQUEST]:**

Gutner, T. (2001). Weaving an old-girls network. *Business Week*, 115. Retrieved August 7, 2001, from Proquest Library Research Core database.

**Example [NEWSBANK]:**

Sodomka, D. (1998, March 29). Japanese factory to give assistance in Aiken. *Augusta Chronicle* (GA). Retrieved August 7, 2001, from NewsBank Newsfile database.

**Example [WILSON BUSINESS]:**

Lemons, M. A., Parzinger, M. J. (2001). Designing women. *Advanced Management Journal*, 66, 4-11. Retrieved August 7, 2001, from Wilson Business Full-text database.

**Example [Government documents]:**

U.S. General Accounting Office. (1997, February). Telemedicine: Federal strategy is needed to guide investments (Publication No. GAO/NSAID/HEHS-97-670). Retrieved September 15, 2000, from General Accounting Office Reports Online via GPO Access: [http://www.access.gpo.gov/su\\_docs/aces/aces160.shtml?gao/index.html](http://www.access.gpo.gov/su_docs/aces/aces160.shtml?gao/index.html)

**Example [Abstracts]:**

Rosenthal, R. (1995). State of New Jersey v. Margaret Kelly Michaels: An overview [Abstract]. *Psychology, Public Policy, and Law*, 1, 247-271. Abstract retrieved January 25, 1996, from PsycInfo database.

• **Web sites**

**Format:** Author, editor, site maintainer or Web master. (year, month day). *Title (edition or revision)* Publication. Retrieved full access date from: complete URL (no period after URL)

**Example [Newspapers]:**

APA 279 (89)

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

**Example [Journal articles on a publisher's Web site]:**

Jacobson, J. W., Mulick, J. A., & Schwartz, A.A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience. *American Psychologist* 50, 750-765. Retrieved September 10, 2002, <http://apa.org/journals/Jacobson.html>

**Example [Articles on a company's Web site]:**

Agrafiotis, D. K. (2001). Multiojective optimization of combinatorial libraries. Retrieved August 10, 2001, from <http://www.research.ibm.com/journal/rd45-34.html>

**Example [Web site announcements]:**

American Psychological Association. (1995, September 15). APA public policy action alert: Legislation would affect grant recipients. Washington, DC: Author. Retrieved January 25, 1996, from <http://www.apa.org/ppo/lstook.html>

**Example [No author, no date]:**

APA 273 (75)

Greater New Milford (CT) Area Healthy Community 2000, Task Force on Teen And Adolescent Issues, (n.d.). Who has time for a family meal? You do! Retrieved October 5, 2000, from <http://www.familymeal.org>

## OTHER COMPUTER & ONLINE RESOURCES

### • CD-ROMs

**Format:** Author/editor. (year). (version), [type of medium]. Producer (optional).

**Example [Reference]:**

Mosby. (1995). Mosby's medical encyclopedia for health consumers (Version 1.0), [CD-ROM]. Mosby-Year Book.

**Example [Reports full-text]:**

Hotle, M., Marcoccio, L., & Zastrocky, M. (1997, December 22). Year 2000 Strategies for higher education [CD-ROM], 3 pages. Available: GartnerGroup: Higher Education Technology Strategies Item: TV-000-136.

### • CD-ROM abstracts

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**Format:** Author. (year, month day). Article title [type of medium]. *Journal title*, volume (issue), paging or indicator of length. Abstract from: Supplier: Database identifier item: number

**Example:** Walsh, J. P. (2000, August 9). What book? [CD-ROM]. *Daily Mail*, 56. Abstract from: British Newspaper Index 2000 Q3.

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

APA 280-81

**Example [Computer software]:**

Miller, M. E. (1993). The interactive tester (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.

**Example [Computer software and manual available on a university Web site]:**

Schwarzer, R. (1989). Statistics software for meta-analysis [Computer software and manual]. Retrieved May 15, 2002, from [http://www.yorku.ca/faculty/academic/schwarze/meta\\_e.htm](http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm)

**Example [Data file available from a government agency]:**

*National Health Interview Survey: Current health topics: 1991 longitudinal study of aging* (Version 4) [Data file]. Hyattsville, MD: National Center for Health Statistics.

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

APA 277-81

**Format:** Author or login address if no author. (year, month day). Subject from subject field [type of medium]. *ListServ name*. Archived at, or message posted to ListServ name@e-mail address

**Example:** Hammond, T. (2000, November 20). YAHC: Handle Parameters, DOI Genres, etc. Message posted to Ref-Links electronic mailing list, archived at <http://www.loi.org/mail-archive/ref-link/msg000888.html>

**Example:** Simons, D.J. (2000, July 14). New resources for visual cognition [Msg 31]. Message posted to <http://groups.yahoo.com/group/visualcognition/message/31>