APA-STYLE RESEARCH PAPER - MANUSCRIPT FORMAT

The following guide has been prepared for Hawaii Pacific University students enrolled in Nursing and other disciplines, such as IS, that require the use of manuscript format for APA-style papers. See Library Guide 18 for self-published format.

The Publication Manual of the American Psychological Association (4th ed.) offers two distinct reference formats, manuscript and self-published, with little variation for in-text citation rules. Most of the reference models in the Publication Manual of the American Psychological Association are based on the manuscript format.

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 and identifications: five inches down, centered and double-spaced

TABLE OF CONTENTS
(NOTE: Table of Contents is not standard for manuscript format. Consult instructor for model.)

ABSTRACT (OPTIONAL)
- Summary of contents, approximately 100 words long 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 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.

REFERENCES PAGE(S)
(See models)
NARRATIVE STYLE AND IN-TEXT CITATIONS

STYLE

- Verb tense - past or present perfect tense required when citing sources
  
  **Past tense**: Schneider (1996) discovered that the World Wide Web tool Mosaic was ......
  
  **Present perfect tense**: Schneider (1996) has discovered that the World Wide Web tool Mosaic was ......

- Dates
  (See in-text citation models)

IN-TEXT CITATION

- Last names only used in citations

- Documentation of sources integrated as often as possible into text, **always followed immediately by the date**
  
  **Integrated**: Schneider (1996) has reported ......
  
  **Parenthetical**: A recent study concluded that ......
  (Schneider, 1996).
  
  **Quote (2 types)**:
  
  “I began hearing about this remarkable tool called Mosaic ......
  ” (Schneider, 1996, pp. 14-16)

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

  [Note: Page numbers cited for quotations only]

- Interviews (include in-person or 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 for sources]

Examples: According to Robert Henry, Chief Surgeon at St. Jonathan Hospital, (personal communication, October 28, 1998), ......

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

- Dual or multiple authors
  
  • Use ampersand in parenthesis, but not in narrative part of text.

  **Examples**: According to Taylor and Minami (1993), ......
  
  “Our study clearly shows ......
  ” (Taylor & Minami, 1993, pp. 333-334).

  • **For 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.

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

  • **For 6-or-more authors**: Cite only surname of first author followed by "et al." and the year for first and subsequent citations.

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

REFERENCES PAGE(S)

Consult the Publication Manual of the American Psychological Association (4th ed.) for reference examples not addressed here. Page numbers for formats from the Publication Manual are shown with the abbreviation APA.

There is no official APA citation guideline for Internet resources as of the date of this guide. The examples shown in this guide are suggested formats based on the Publication Manual of the American Psychological Association (4th ed.) and Electronic Styles: A Handbook for Citing Electronic Information (AL REF DESK PN 171 F56L5 1996) by Xia Li and Nancy B. Crane, http://www.uvm.edu/~ncrane/estyles). Page numbers for formats from Electronic Styles are shown with the abbreviation ES.
LAYOUT
- Continue pagination in upper right-hand margin.
- Label page References at top center.
- Alphabetize all entries in the References page by author's last (family) name or first significant word of the title if the author is not listed.
- Begin the first line of each entry indented five spaces and continue at the left margin. This is the opposite of MLA and APA's self-published format. (Note: For reasons of space, the models below do not show five space indentation.)
- Double-space throughout. (Note: Some instructors may wish you to single-space within entries as is permitted in self-published format).
- Leave one space after punctuation marks.

ENTRIES
- Cite authors' last names and first initials only.
- Use ampersand (&) to separate multiple authors' names.
- Cite date in parenthesis immediately after authors' names.
- Underline book and periodical titles. (No quotation marks [“ ”] for article titles in APA references).
- 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

- Books
  
  **Author:**

  **Format:** Author. (Year). *Book title*. Place of publication: Publisher. (APA 201-207)
  
  **Example:**


  **Editor:**

  **Format:** Author. (Editor). (Year). *Book title* (ed.). Place of publication: Publisher. (APA 202)

  **Example:**


  **Corporate author (e.g., brochures):**

  **Format:** Author. (date). *Title [Format]*. Place of publication: Author. (APA 204(33))

  **Example:**


  **NOTE:** n.d. = "no date" of publication is available (APA 184)

REFERENCE BOOKS

- Multivolume works (format for encyclopedia articles)

  **Format:** Article or chapter author. (Year). Article/chapter title. In Editor (Ed.), *Book title* (volume number, p. or pp. Page numbers). Place of publication: Publisher. (APA 204(34))

PERIODICALS

- Journal articles

  Format: Author. (date). Article title. Journal Title, volume number (issue number), page numbers. APA 194-196


- Magazine articles

  Format: Author. (Year, month day). Article title. Magazine Title, volume number, page numbers. APA 196(6.)


- Newspaper articles

  Format: Author or article title if no author. (Year, month day). Newspaper Title, p. or pp. Section and page number of the newspaper. APA 197(9.)


- Annual Reports See Library Guide Fin 1 available at Meader Library, Floor 2.

COMPUTER RESOURCES

(Electronic Styles: A Handbook for Citing Electronic Information recommends including the access date in square brackets at the end of the reference followed by a period. Be sure to ask your instructor if access dates are required for electronic, CD-ROM, online and Internet sources.) ES 7

- CD-ROM (e.g., encyclopedia)

  Format: Author/editor. (Year). Database (Version), [Type of medium]. Producer (optional). ES 79


  Newspaper articles full-text (NewsBank NewsFile)

  Format: Author. (Year, month day). Article title [CD-ROM]. Newspaper Title (abbreviation of state), indicator of length. Available: Supplier: Database identifier item: number APA 221(76.)


- Journal articles – Online


- Journal articles – Internet
Format: Author. (Date). Article title [type of medium]. Journal Title, volume(issue), paging or indicator of length. Available: Complete URL


Internet (Web) examples

Format: Author, editor, site maintainer or webmaster. (Year, month day). Title (edition or revision) [type of medium]. Available: Complete URL


(Listservs, discussion groups, online newsgroups, magazine articles, and newspapers follow same pattern as Internet (Web) documents.)