

## AP Psychology Manuscript Preparation and Format APA Style

Submit the manuscript on one side of standard-sized heavy white bond paper.

One-inch margins at the top, bottom, right and left sides are now required by APA. (Formerly 1 1/2-inch margins were required.)

Double spacing is required throughout the paper. Double-space after every line of the title, headings, quotations, references, etc. Do not use single or one-and-a-half spacing. If you wish to use single-spacing for quotations of verse and drama because it more nearly approximates what the poet and dramatist would want, consult with your instructor before doing so.

Each page is numbered consecutively, including title page and reference page. Type the numbers in the upper right-hand corner using Arabic numerals. Arrange the pages of the manuscript as follows:

- Title page numbered 1.
- Abstract (separate page numbered 2).
- Text (start on a new page numbered 3).
- Pages with figures are not numbered.

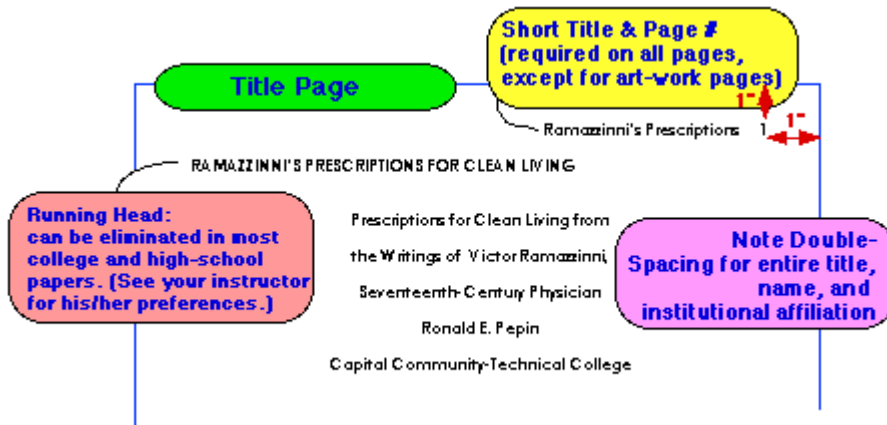
A **short title** is used throughout the paper including the title page. The short title is a single two or three-word derivation of the title of the paper. For example, if the title of your paper were Understanding Patterns of Byzantine Intrigue, your Short Title could be Byzantine Intrigue). The Short Title is typed one inch below the top of the page flush with the right-hand margin (of one inch); the numeral one also appears on the title page. The Short Title should not be confused with the Running Head which is typed flush left at the top of the title page (but below the manuscript page header) and in all uppercase letters. The Running Head is usually not necessary for high school and college papers unless specifically required by individual instructors. However, it may well be required on documents being prepared for actual publication.

The title itself is typed in uppercase and lowercase letters, centered on the page. If the title requires more than one line, double-space between all the lines.

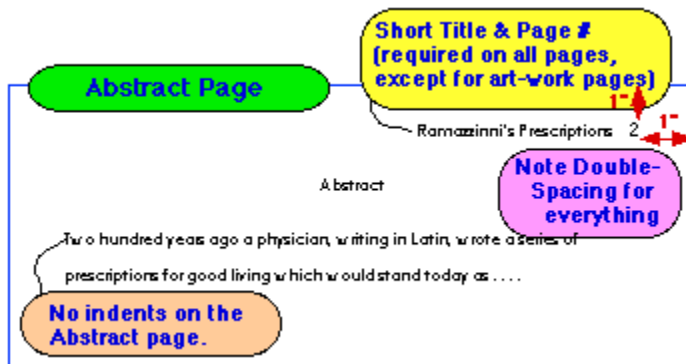
Within the text, paragraphs are indented five to seven spaces (which translates into about a half-inch indent on word-processors). The only exceptions to this requirement are the abstract, block quotations, titles and headings, entries in the reference list, table titles and notes (if any), and figure captions, which require no indents.

All typing is done flush-left, not right justified nor full justified. In other words, leave the right margin uneven or "ragged right." Do not break (hyphenate) words at the ends of lines. Type a line short or just beyond the right-hand margin rather than break a word at the end of a line.

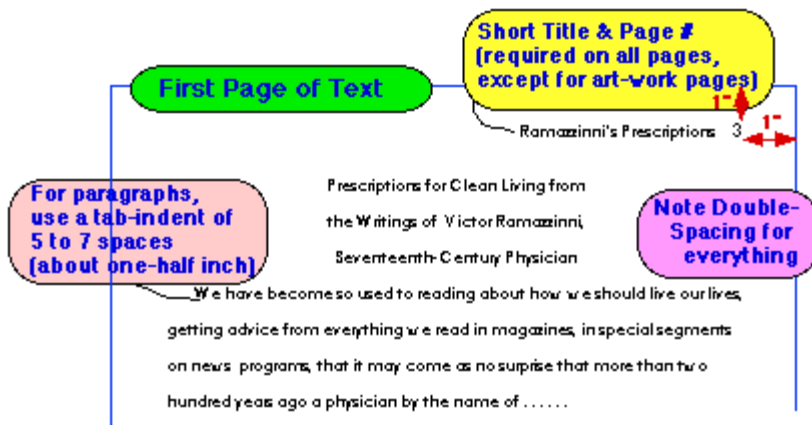
The **title page** should have the title of the paper centered on the page. The Short Title and page number appear at the top right of the title page. The student's name appears one double-space below the title. The institutional affiliation (name of the college or high-school for which the paper has been written) appears one double-space below student name. (If there is no institutional affiliation, the city and state or city and country of the author should be identified instead.)



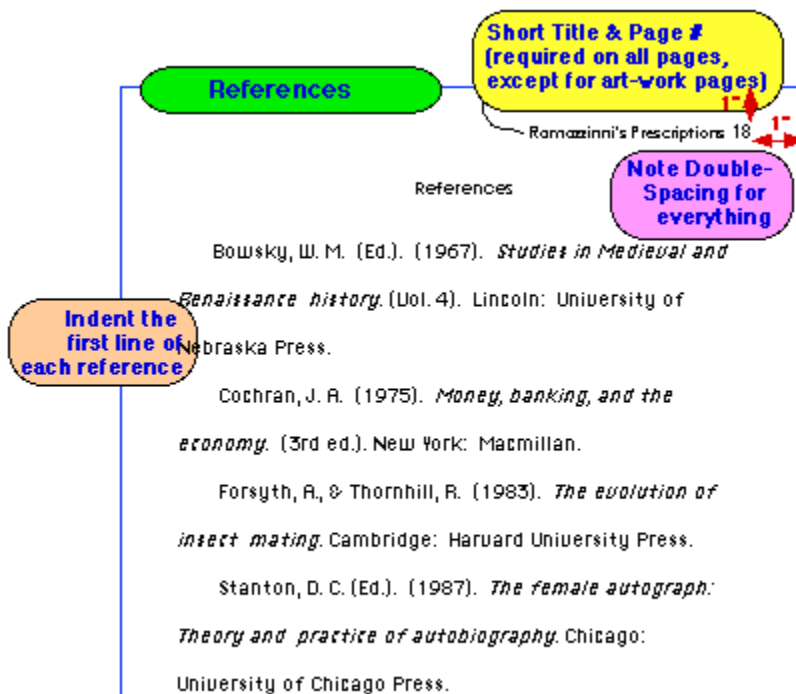
**Page two** is the Abstract for the paper. It is a brief (100-150 words) comprehensive summary of the research paper. The Short Title and the number 2 are typed in the upper right-hand corner of the page. The word Abstract is centered as the first line of type on this page. Type the abstract as a single paragraph in block format (i.e., without paragraph indentation).



**Page three** is the beginning of the body of the paper. The title of the paper appears (centered) one double-space below the Short Title. The first line of the body of the paper appears one double-space below the title.



The reference list begins on a new page. Type the word **References** (Reference in the case of only one) centered at the top of the page. Double-space all reference entries. Indent the first line of each entry; the second and succeeding lines in references should be typed flush to the left-hand margin. It is understood that when the document is published in a journal, references will appear in a hanging-indent format; some institutions may require the hanging-indent format for theses and dissertations. The references in the example page below have *italicized* titles. Although the technological reasons for an insistence on underlining are no longer applicable, the APA Publication Manual says that underlines are preferred for manuscripts being prepared for eventual publication. If your paper is not being submitted for publication, italics are acceptable.



# Headings

Probably three levels of headings will suffice for most college and high-school papers. (Notice the double-spacing within the headings.)

The First Level, Centered with Uppercase and Lowercase Typing

Second Level, Flush-Left, Underlined Headings

Third level, indented, underlined, lowercase paragraph heading ending with a period.

## Spacing and Punctuation

*Space after punctuation as follows:*

The APA now calls for one space to appear after all punctuation marks. This is undoubtedly in response to the capabilities of modern word-processing devices which are capable of determining the correct aesthetic distance between punctuation marks and subsequent letters. To double-space after a punctuation mark defeats that capability. If you are using a mono-space font (such as Courier), you may consider using two spaces after end-periods and colons, but consult your instructor first.

Exceptions:

- No space after internal periods in abbreviations (a.m., i.e., U.S.).
- No space after the colon in ratios (6:1)

*Hyphens, dashes and minus sign*

- Hyphen: no space before or after (trial-by-trial analysis).
- Dash: type as two hyphens with no space before, between or after (Studies--published and unpublished--are . . .). Note that it might be wise to break this rule when using formats in which one has no control over line-breaks (web-page authoring or using email). The long text-blocks created without the space between the dash (--) and the words can create problems with page layout.
- Minus: type as a hyphen with space on both sides (x - 3).

## Handling Quoted Material

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks ("").
- Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you *do not single space*; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry,

which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing quotations. Indent five spaces from the left margin and type the entire quotation on the indented margin *without* the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, i.e. ten spaces from the left margin.

- If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').
- Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (. . .). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. . .) (? . . .) (! . . .).
- When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

## References

Alvarez, A. (1970). The savage god: A study of suicide. New York: Random House.

Hesen, J., Carpenter, K., Moriber, H., & Milsop, A. (1983). Computers in the business world. Hartford, CT: Capital Press

Heyman, K. (1997). Talk radio, talk net. Yahoo!, 3, 62-83.

Maddux, K. (1997, March). True stories of the internet patrol. NetGuide Magazine, 88-92.

*(interview):*

(R. Wilbur, personal communication, March 28, 1968)

*(phone conversation):*

According to Connie May Fowler, the sources for her novel *Sugar Cane* were largely autobiographical (personal communication, July 22, 1997).

*(Internet):*

Sosteric, M. (1996). Electronic journals: The grand information future? *Electronic Journal of Sociology*, 4 (1). Retrieved June 27, 2001, from <http://www.sociology.org/content/vol004.001/sosteric.html>