

**Dear Author:**

Please check for formatting errors when preparing your manuscript revision in APA, 5th edition.

Appearance and Presentation

- no bolding
- no font sizes other than 12-point
- no unacceptable font (e.g. a serif or compressed font)
- no single-spaced text
- no triple or quadruple-spaced text
- no full-justification – all right hand edges should be left “ragged”
- no margins of less than 1 inch on any side
- order of sections as follows: Title page; Abstract (separate page); text (starts on new page) with introduction, Method, Results, and Discussion; References (starts on a new page); Appendixes (new page); Author Notes (new page); Footnotes (new page); Tables (each on a new page); Figure Captions (list together, starting on a new page); Figures (each on a separate page, with figure number and ‘top’ indicated on reverse)

Cover Page

- page header and page number properly done, top of each page, flush right
- running head: ALL IN CAPITALS, flush left
- running head shouldn't exceed 50 characters
- Title, upper- and lower- case, centred
- author and affiliation, upper- and lower- case, centred
- if paper is to receive masked review, also place author note on title page, following bylines and affiliations
- nothing underlined on cover page

Abstract Page

- word “Abstract” top of page, centred
- only one paragraph
- paragraph not indented
- length of no more than 250 words

Body of Paper

- title as it appears on the cover page, centred, at top of page 3
- word “introduction” unneeded – this is assumed
- subheadings may be used in the introduction, but must be centered, italicized, uppercase and lowercase

Method Section – Specific Formatting

- immediately follows the end of the introduction (does not start on a new page)
- The section title “Method” is centred, upper- and lower- case
- Subsections (e.g. Participants, Materials, Procedures, or appropriate alternatives) are flush-left, upper- and lower- case, italicized. Text begins on next line.
- sub-subsections indented, upper- and lower- case, italicized, followed by a period, then text begins on same line.

Results Section- Specific Formatting

- Immediately follows method section (does not start on a new page)
- The section title “ Results” is centred, upper- and lower- case.
- Subheading structure, if present, follow same structure as method section.

Reference Section-specific Formatting

Note: because there are so many variations in publications and the way they are typed in the reference section, only the most common sorts of errors are listed here.

- References start on a new page
- Section heading “References” centred, upper- and lower- case
- First line of each reference is flush left, and subsequent lines indented
- References in proper alphabetical order
- Author(s) first name initials only
- Comma before ampersand, even for two-author articles
- Use of &, not the word “and” to join author names
- Only first word of title of book or article, or first word following a colon is capitalized
- All significant words in title of a journal are capitalized
- Title of journal or book is italicized
- Italicizing of journal title goes all the way to the volume number, except if issue number is included in parentheses
- There is no dash between the page number
- For books, location comes before publisher
- For edited volumes, the abbreviation for editor is Ed. or Eds.
- Only single space after periods in reference section

Appendix Section Formatting

- Section title “Appendix” centred, Upper- and lower- case
- If more than one appendix, they are identified with capital letters A, B, C. ... in the order that they are mentioned in the text
- If more than one appendix, each begins on a separate page

Author Note-specific Formatting

- Begins on a new page, with title “Author Note” centred, upper- and lower-case

Table Section-specific Formatting

- Table is mentioned in the text
- Word “Table” and the Arabic numeral for the table number is flush left at top of page
- Title of table is upper- and lower- case, flush left, and underlined
- Table structure follows prescribed APA form (see APA manual for specifics)
- If more than one table, they are in order that they are first mentioned in the text

Figure Captions-specific Formatting

- The title “Figure Captions” is centred, upper- and lower- case
- Each figure caption begins with the word “Figure” followed by the arabic numeral referring to the figure number, followed by a period. This whole expression is italicized, and then the caption is typed beside it

Figures

- Figures labelled in pencil, on back, with the word TOP, and the figure number
- In order that they are mentioned in the text number
- A border is rarely needed

References and Quotations Cited in The Text

- ampersand symbol (&) is used for citations that are enclosed in parentheses
- year of publication given
- for quoted material, page numbers provided with citation
- only first name initials are used if necessary to uniquely identify author
- every citation in the text must also appear in the reference section
- proper use of 'et al.' form of citation for multiple author citations
- multiple citations within a single set of parentheses must be in alphabetical order
- block quotations are not single spaced

Other

- paragraphs not indented
- no hyphenated words at the end of a line
- spacing error: statistics need spaces between elements: $r = -.35, p < .01$, NOT $r=-.35,p<.01$
- spacing error: double space following a period at the end of a sentence
- spacing error: double space following a colon or semi-colon

Reference

American Psychological Association (2001). *Publication Manual of the American Psychological Association, Fifth Edition*. American Psychological Association: Washington, DC.

APA 5th Internet Ressource:

<http://owl.english.purdue.edu/owl/resource/560/01/>