General Information

- Double space at the end of sentences in narrative
- Single space after punctuation in the references on References page
- All in-text citations need to be cited on the References page
- Each reference on the References page must be cited in the text

Levels of Headings (See section 3.03, pp. 62-63; Sample papers in Figures 2.1, 2.2, and 2.3)

- Bold is now used in several levels of headings, in addition to italics
  - Level 1: Centered; Boldface; Upper and Lowercase
  - Level 2: Flush left; Boldface; Upper and Lowercase
  - Level 3: Indented ½ inch; Boldface; First letter, first word capitalized, remaining heading words lower case
  - Level 4: Indented ½ inch; Boldface; Italicized; First letter, first word capitalized, remaining heading words lower case; Heading ends with a period
  - Level 5: Indented ½ inch; Italicized; First letter, first word capitalized, remaining heading words lower case; Heading ends with a period
- Introduction does not carry a heading called Introduction; it is assumed the first part of the manuscript to be the introduction

In Text Citations

- Date is included in every parenthetical citation
- Date can be omitted in subsequent nonparenthetical citation, as long as it cannot be confused with another study
- Secondary Citations
  - APA suggests using sparingly
  - APA suggest finding the original study
  - Date of original study no longer a part of the “as cited in” statement
- When citing a source without page numbers, use para. instead of ¶.
References Page

- Issue numbers not required if journal is paged continuously in the volume
- Publisher location in book citations now includes both city and state, no matter where. No more special cities that can be listed without states (Example: New York, NY: Pergamon)
  ♦ Publisher location for university presses need not repeat the state if the state is part of the publisher’s name (Example: Austin: University of Texas Press)

- List up to 7 authors now. No more et al. in the References page.
  ♦ For 8 or more authors, list the first 6, then an ellipses of three periods and the last author
- DOI is the standard
- No DOI – Use the journal’s home page URL
- For reports retrieved online, normally date of retrieval not included
  ♦ Include date for material that may be changed, such as a wiki
- List only the year as the publication date for online reports
- If report is available from an agency website, include the name of the agency and the URL. (Example: Retrieved from Public Policy Institute of California website: http://www.ppic.org)

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