

Please note: The following document is intended to be used as a quick reference guide. The page numbers and section headings refer to the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition, 2<sup>nd</sup> printing.

## ELEMENTS OF THE MANUSCRIPT: TITLE PAGE

### 2.01 RUNNING HEAD (PP. 23, 41):

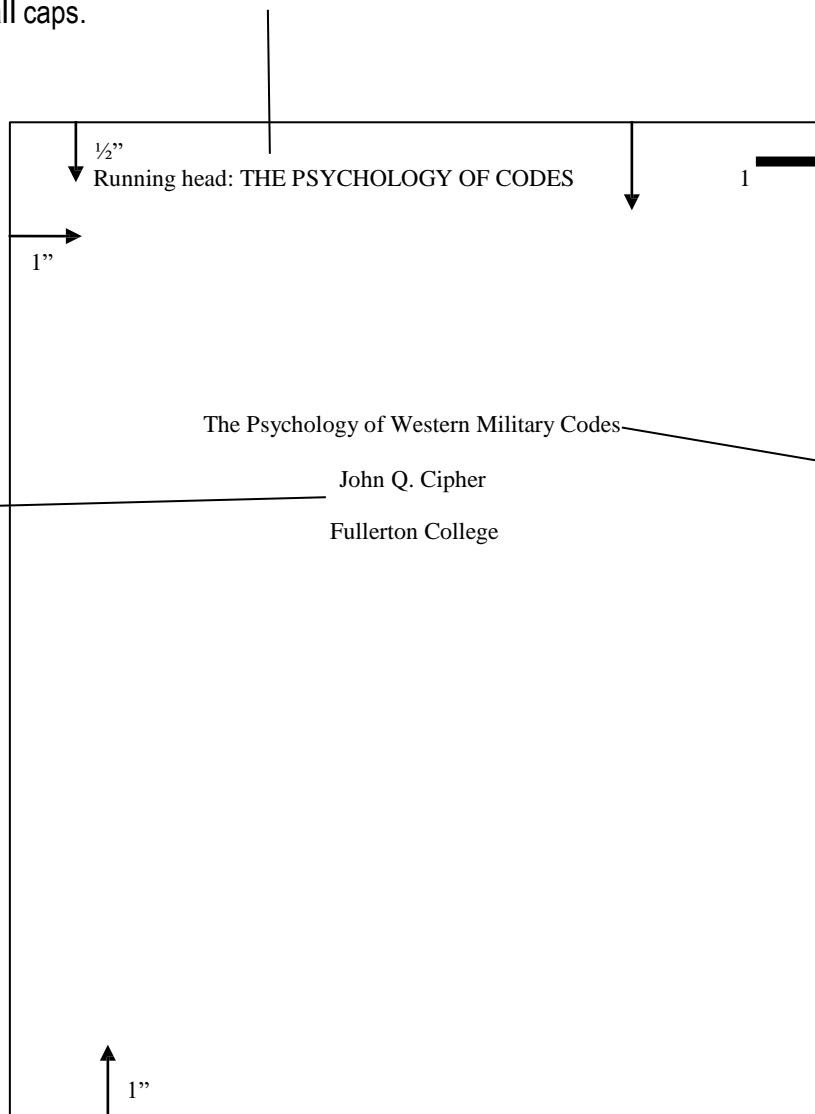
The running head is an abbreviated title on the top left header of every page. The words "Running head:" appear on the title page but do not appear on subsequent pages. The running head (title) should be no more than 50 characters and appears in all caps.

### 2.02 AUTHOR'S NAME (BYLINE) & INSTITUTIONAL AFFILIATION (PP. 23, 41):

The coversheet should state your **name and institution**. Do not underline or use bold or italics. (**Note:** In addition, instructors may require the instructor's name and class; list this information, centered and double-spaced, below the name of your institution.) No author note is included in an unpublished paper.

### 8.03 STANDARD FORMAT (PP. 41, 228):

The manuscript should be double-spaced, use 12-point Times New Roman font, and have 1-inch margins.



### 8.03 PAGE NUMBER (PP. 41, 229):

Page numbers should appear on the top right corner of every page.

### 2.01 TITLE (PP. 23, 41, 229):

A title should state clearly the main topic in no more than 12 words. Abbreviations are not appropriate. The title should be centered. If the title is more than two lines, double-space between the lines. Do not use bold or italics.

## ELEMENTS OF THE MANUSCRIPT: ABSTRACT

According to the *APA Manual*, “A well prepared abstract can be the most important single paragraph in an article...The abstract needs to be dense with information”(p. 26).

The abstract should begin on a new page after the Title Page. It should sum up your paper’s purpose and content in 150-250 words and include important information such as a preview of the thesis statement and main ideas. Abbreviations and unique terms should also be defined.

Some instructors will not require an abstract for shorter papers. Please see instructor guidelines.

**2.04 ABSTRACT TITLE****(PP. 25-27, 41):**

The word “Abstract” should be centered, without underlining, italics, bold, or punctuation.

THE PSYCHOLOGY OF CODES

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Abstract

Codes have been used for thousands of years. While “codes” is a general term that is acceptable to describe all kinds of hidden meanings, really there are two important concepts to know. A cipher mixes the letters themselves, while a code mixes up the message on a word level. Although codes were originally developed for military purposes, civilians have borrowed encoding techniques for a wide variety of purposes, including love letters and computer languages.

**NOTE:** Please be advised that the abstract does not replace your paper’s introduction.

## GUIDELINES FOR IN-TEXT CITATIONS (PP. 169-224)

- ◀ APA uses **the author-date citation system**, which directs readers to find the full source information in the Reference page (Chapter 6).
- ◀ To insert a citation in text, include the **author's surname** and year of publication (separated by a comma):
  - (Goncharov, 2013)
- ◀ For a **direct quotation**, include the page number or specific location of the phrase or sentences in the original work:
  - "... following the leader" (Davidson, 2010, p. 42).
  - If the quotation appears on one page, use the abbreviation p. (page); if the quotation appears on multiple pages, use the abbreviation pp. (pages).
  - "...following the leader" (Davidson, 2010, pp. 42-43).
  - More examples are on the next page.
- ◀ **No date:** If no date is available, include the letters n.d. (no date) next to the author's surname in the citation:
  - (Goncharov, n.d.).
- ◀ **In-Text Citation Examples:**
  - Arrington (2006) said that without physiological evidence...
  - "The American ability read Japanese cables, code-named Magic, was one of the small advantages that helped the Allies win time and then the war" (Powers, 2001, p. 2).
  - In 2006, Arrington's study of physiological evidence showed that...

The following chart is adapted from "Table 6.1. Basic Citation Styles" in the *APA Manual (2010)*:

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in
One work by one author	Green (2010)	Green (2010)	(Green, 2010)	(Green, 2010)
One work by two authors	Green and Allen (2009)	Green and Allen (2009)	(Green & Allen, 2009)	(Green & Allen, 2009)
One work by three authors	Jacobs, Moore, and Soo (1998)	Jacobs et al. (1998)	(Jacobs, Moore, & Soo, 1998)	(Jacobs et al., 1998)
One work by four authors	Johnson, Smith, Veat, and Walker (2003)	Johnson et al. (2003)	(Johnson, Smith, Veat, & Walker, 2003)	(Johnson et al., 2003)
One work by five authors	Weaver, Baker, Smith, Bacon, and Nile (2007)	Weaver et al. (2007)	(Weaver, Baker, Smith, Bacon, & Nile, 2007)	(Weaver et al., 2007)
One work by six or more authors	Marks et al. (2001)	Marks et al. (2001)	(Marks et al., 2001)	(Marks et al., 2001)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2009)	NIMH (2009)	(National Institute of Mental Health [NIMH], 2009)	(NIMH, 2009)
Groups (no abbreviation) as authors	University of Kentucky (2006)	University of Kentucky (2006)	(University of Kentucky, 2006)	(University of Kentucky, 2006)

## TEXT (PP. 27, 42, 44)

### 2.01 TITLE (P. 42):

The title should be centered and double-spaced at the top of the page. It should not be italicized, underlined, or bolded.

### 4.08 BLOCK QUOTATIONS (P. 92):

Quotations that are 40 words or longer need to be set apart in a block. They should be double spaced and indented 1/2-inch from the left margin. Quotation marks are not used to enclose block quotations, and the final punctuation is placed before the in-text citation. Use double quotation marks for quotes inside a block quote.

### 6.17 CITING SECONDARY SOURCES (P. 178):

To cite information that your source has taken from another source, put the original author of the information in the text and write "as cited in" in your in-text citation, followed by the author, date, and page number (if it is a direct quotation) of the work where the material was found.

THE PSYCHOLOGY OF CODES

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The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. This paper will explore some of the psychology behind codes used by the west's militaries and how they aided in warfare.

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Powers (2001) wrote the following:

The American ability to read Japanese cables, code-named "Magic," was one of the small advantages that helped the Allies win time and then the war. Another advantage was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra. (p. 2)

If it had not been for "this secret coding, perhaps the outcome of the second World War would have been different" (Asay, 1978, p. 345).

THE PSYCHOLOGY OF CODES

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Since the information unveiled was so critical, the cryptanalysts literally saved the day.

#### Victorian England

In Victorian England, strict parents made it hard for lovers to communicate with each other. According to Wilson (1987), a British historian, "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers" (p. 9).

#### Charles Babbage's Contribution

Charles Babbage loved to read the paper and to try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. The girl soon wrote and asked her boyfriend not to write again because their code had been discovered (as cited in Frank & Frank, 2001).

Considering Babbage's contribution to the development of the

### 3.03 HEADINGS (P. 62):

Headings help you organize the text for readers. The five levels of headings are all the same font size, arranged as follows:

**Level 1: Centered, Boldface, Uppercase and Lowercase Heading**

**Level 2: Flush Left, Boldface, Uppercase and Lowercase Heading**

**Level 3: Indented, boldface, lowercase paragraph heading ending with a period.**

**Level 4: Indented, boldface, italicized, lowercase paragraph heading ending with a period.**

*Level 5: Indented, italicized, lowercase paragraph heading ending with a period.*

\*This sample uses 2 levels.

## REFERENCES (PP. 37, 49, 174,)

In addition to citing sources within a text, APA requires a References page. The following guidelines will help you correctly format some of the **most commonly** used sources. For further information on citing sources, refer to Chapter 7 of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition, 2<sup>nd</sup> printing. Remember the following as you cite sources in APA:

- Article titles should not be italicized or put in quotation marks.
- Only the first word of the article title, subtitle, and/or proper nouns should be capitalized.
- If a piece of information is not given for a particular source, omit it and move on to the next piece of information, except in the case of a missing date, where (n.d.) should be included.
- List only the works you used, not everything you read. For a list (with page numbers) of different sources, see pages 193-198 of the *APA Publication Manual*, 6<sup>th</sup> edition, 2<sup>nd</sup> printing.
- Examples of each reference format can be found on pages 198-224.

### 2.11 REFERENCES TITLE (P.37):

The title "References" should be centered but not underlined, italicized, bolded, or punctuated.

### 6.25 ALPHABETICAL ORDER (PP. 176, 181-183):

Arrange entries in alphabetical order by author's last name. Use the author's initials for first and middle names (p. 176). **If no author is listed:** use the title, followed by the year in parenthesis and the rest of the citation information. If there is no date, use (n.d.) (p. 185).

### 2.11 HANGING INDENT (P. 37):

Use a hanging indent for entries longer than one line.

Select the text by click dragging with your mouse, then press CTRL + T to create a hanging indent.

THE PSYCHOLOGY OF CODES	13
References	
Asay, R. D. (1978). How the Romans made war. <i>Journal of Military History</i> , 23, 345-357.	
Dolev, D. L., Dwork, C. K., & Naor, M. T. (2003). Nonmalleable cryptography. <i>SIAM Review</i> , 45, 727-784. doi: 10.1170/45645668678578	
Frank, S. R., & Frank, T. L. (2001). <i>The man who invented the military</i> . New York: Nerd Press.	
<i>The psych executioners</i> . (1954). Retrieved from <a href="http://www.psychinfoexe.ca/press.com">http://www.psychinfoexe.ca/press.com</a>	
Wilson, F. R. (1987, May 5). Newspaper classifieds contain secret codes. <i>Daily News</i> , pp. F1, F9.	
Zagar, R. D. (1998). Leaving Cambridge. In T. Roger (Ed.), <i>Rommel: The Man</i> (pp. 123-134). New York: Harcourt Brace.	

## PERIODICALS (PP. 198-201)

**JOURNAL ARTICLE WITH DIGITAL OBJECT IDENTIFIERS (DOI) (P. 198):**

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). Title of article. *Journal Title*, *Volume*(issue), pp-pp. doi: xxxxxxxx

Wright, F. D., & Golden, G. S. (2010). The use of full spectrum photography for evidence collection in forensic odontology. *Forensic Science International*, *201*(3), 59-67. doi: 14.2589/02848-9641.66.5

**JOURNAL ARTICLE WITH DOI, MORE THAN SEVEN AUTHORS (P. 198):**

Last name, First initial. Middle initial., Last name, First initial. Middle initial., Last name, First initial. Middle initial., Last name, First initial. Middle initial., Last name, First initial. Middle initial., Last name, First initial. Middle initial., . . . Last name, First initial. Middle initial. (Year). Article title. *Journal Title*, *Volume*(issue), pp-pp. doi: xxxxxx

Silver, T. M., Huang, J. S., Yang, S. J., Jang, Y-M., Indy, Y. T., Sarma, N., . . . Nandi, S. O. (2010). A survey on security in wireless mesh networks. *Journal of Educational Technology*, *13*(3), 78-99. doi: 1578/17623305710841168309

**JOURNAL ARTICLE WITHOUT DOI (WHEN DOI IS NOT AVAILABLE) (P. 199):**

Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). Article title. *Journal Title*, *Volume* (issue), pp-pp. \*If a doi is not assigned, and the source was retrieved online, write "Retrieved from" and give the URL of the journal homepage.

VandenBos, G. T., Knapp, S. L., & Doan, J. S. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, *5*(14), 117-123. Retrieved from <http://psychbiblio.edu>

Craner, P. M. (2010). New tool for an ancient art: The computer and music. *Computers and the Humanities*, *25*(3), 303-313.

*Note: If there is no volume number available, include the month or season with the year in parentheses (i.e. 2010, Autumn).*

**ARTICLE IN A MAGAZINE (P. 200):**

Last name, First initial. Middle initial. (Year, Month Day). Article title. *Magazine Title*, *Volume* (issue), pp-pp. Mehta, P. B. (2008, June 6). Exploding myths. *New Republic*, *290*, 17-19.

Johnson, K. (2010, January). Jaguars at play. *National Geographic*, *95*(1), 56-64.

**ARTICLE IN AN ONLINE MAGAZINE (P. 200):**

Last name, First initial. Middle initial. (Year, Month). Article title. *Magazine Title*, *Volume*(issue). Retrieved from <http://xxxx>

Gladwell, M. (2010, October). Small change. *The New Yorker*, *96*(42). Retrieved from <http://www.newyorker.com>

**ARTICLE IN A NEWSPAPER (P. 200):**

Last name, First initial. Middle initial. (Year, Month Day). Article title. *Newspaper Title*, pp-pp.

Slanger, T. L. (1999, September 29). Social status of obesity. *Kansas City Star*, pp. A1, A4.

*Note: Include p. or pp. with page numbers for newspaper articles. If an article has discontinuous pages, list all of the pages, separated with commas (e.g., pp. A1, A3, A8-10).*

**ARTICLE IN AN ONLINE NEWSPAPER (PP. 200-201):**

Last name, First initial. Middle initial. (Year, Month Day). Article title. *Newspaper Title*. Retrieved from <http://xxxxxxx>

Smith, R. (2010, December 16). Reflections on the self and the wider world. *The New York Times*. Retrieved from <http://www.nytimes.com>

**BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS (PP. 202-205)****BOOK WITH A SINGLE AUTHOR (P. 202):**

Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Wilson, F. R. (1998). *The hand: How its use shapes the brain, language, and human culture*. New York: Pantheon.

**BOOK WITH TWO OR MORE AUTHORS (PP. 204-205):**

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Mazzeo, J. M., Druesne, B. F., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. T. (1999). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations*. Princeton, NJ: Educational Testing Service.

*NOTE: When there is more than one author, use an ampersand symbol (&) before the last author. If a reference has more than seven authors, use the first six authors' names, insert an ellipses (...), and then list the last author's name.*

Tyler, W. A., Mann, M. M., Larson, P. L., Nelson, M. J., Penn, S. G., Lee, G. T., . . . Compton, J. J. (2006).

**CHAPTER IN A BOOK (P. 202):**

Last name, First Initial. Middle Initial. (Year). Title of chapter. In First initial. Last Name (Ed.), *Title of book* (pp.-pp.). Location: Publisher.

McCormick, L. A. (2006). Music as social performance. In R. L. Eyerman (Ed.), *Myth, meaning, and performance: Toward a new cultural sociology of the arts* (pp. 121 – 144). Boulder, CO: Paradigm.



**ELECTRONIC VERSION OF PRINT BOOK & ELECTRONIC-ONLY BOOK (P. 203):**

Last Name, First initial. Middle initial. (Year). *Title*. Retrieved from URL site of access or doi

Summers, M. L. (2008). *A guide to Faustian politics today* [Adobe Digital Editors Version].

doi:10.1127/0181382511

**ENTRY IN A REFERENCE BOOK (PP. 202-203):**

Last name, First initial. Middle initial. (Year). Title of chapter or entry. In First initial. Middle initial. Last name (Ed.),

*Title of Reference Book* (xx ed., Vol. xx, pp. xxx-xxx). Location: publisher.

Borg, B. I., & Holmgren, A. (2010). Sweden. In P. Stalker (Ed.), *A Guide to Countries of the World* (2<sup>nd</sup> ed.,

Vol. 4, pp. 422-427). Oxford, UK: Oxford UP.

**ENTRY IN AN ONLINE REFERENCE BOOK (PP. 202-203):**

Last Name, First initial. Middle Initial. (Year). Title of chapter or entry. In First initial. Middle initial. Last name (Ed.),

*Title of Book*. Retrieved from <http://xxxx>

Krueger, M. R. (2007). Brazil. In R. Fielding (Ed.), *Oxford Reference Online*. Retrieved from

<http://www.oxfordreference.com>

**ENTRY IN A REFERENCE BOOK WITH NO AUTHOR (P. 203):**

Title of chapter or entry. (Year). In First initial. Middle Initial. Last name (Ed.), *Title of Reference Book* (xx ed., vol. xx,

pp. xxx-xxx). Location: Publisher.

Balkan Wars. (2010). In D. P. Forsythe (Ed.), *Encyclopedia of Human Rights* (2<sup>nd</sup> ed., vol. 1, pp. 123-126).

Cambridge, UK: Cambridge UP.

**TECHNICAL AND RESEARCH REPORTS (P. 205-206)****CORPORATE AUTHOR, GOVERNMENT REPORT (P. 205):**

Title of Government Agency. (Year). *Title of publication* (Report No.xxx). Retrieved from <http://xxxxx>

Federal Interagency Forum on Child and Family Statistics. (2010). *America's children in brief: Key national*

*Indicators* (Report No. 40-1057). Retrieved from <http://www.childstats.gov>

**AUTHORED REPORT, FROM A NONGOVERNMENTAL ORGANIZATION (P. 206):**

Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). *Title* (Research Report No. if

given). Retrieved from <http://xxxxx>

Kelly, R. F., & Crane, L. C. (2009). *Lung cancer and its relation to poverty*. Retrieved from American Lung

Cancer Association website: <http://www.americanlungcancer.org>



# Style Guide APA Format

## **ELECTRONIC MEDIA AND WEBSITES (P. 215):**

Author's last name, First initial. Middle initial. (Date). Title of document [format description: Web log post, YouTube video, TV show, Facebook update, Tweet, etc.]. Retrieved from <http://xxxx>

*Note: The description of the format is only necessary if the format is not an article.*

Griffin, R. G. (2010). Microsoft SecondLight [YouTube video]. Retrieved from <http://www.youtube.com/watch?v=XfzplPrzjY>

Tarlin, E. (2010). The first obstacle to sensible eating [Web log post]. Retrieved from <http://www.slate.com/blogs/cleanplate/default.aspx>

## **ONLINE DICTIONARY (P. 205):**

Word. (Year). In *Title*. Retrieved from complete web address

Illumination. (2010). In *Dictionary.com*. Retrieved from <http://www.dictionary.com/illumination>

## **EXCEPTIONS**

The following examples are cited **only in the text** and do not appear in the references.

### **ENTIRE WEBSITE (NOT A DOCUMENT OR ARTICLE ON A WEBSITE):**

According to [apastyle.org](http://apastyle.org), give only the URL in parenthesis in the text.

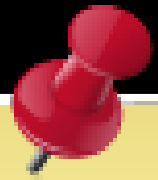
### **PERSONAL INTERVIEW OR COMMUNICATION (P. 179):**

Since exact information gathered through personal communication is not retrievable, cite personal communication only in text. Include the person's initials and last name and the exact date of contact.

(T. T. Williams, personal communication, April 14, 2002)

Source: *Publication Manual of the American Psychological Association* (6th ed.). (2009). Washington, DC: American Psychological Association.

\*Copies of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition, 2<sup>nd</sup> printing, can be found in the library. Two copies are available to check out from the 2<sup>nd</sup> floor general collection under call number **BF 76.7 .P83 2018**; another copy is available for two hour reserve at the reserve counter, and two more copies are available in the 1<sup>st</sup> floor reference section of the library.



### Helpful Hints

Remember to add quotation marks around direct quotes of someone else's words.

When using signal phrases in a research paper, be sure to provide appropriate parenthetical citations for all quotes, paraphrases, and summaries.

**Signal Phrases** are an essential element of academic writing. A Signal Phrase introduces source material, indicates where source material comes from, and shapes your reader's response to a source through appropriate word choice.

## So How Do You Write A Signal Phrase?

Signal Phrases can be a single word, phrase, or sentence. They can appear before or after a quote, paraphrase, or summary. They often include verbs; be sure your word choice fits the context of the source.

Examples:                      Hatzenbuehler (2000) claimed that "...";  
    Adkison and Leonard (2001) countered that "...";

## Signal Phrase Verbs

Acknowledged	Contended	Estimated	Noted	Related
Added	Contradicted	Explained	Observed	Remarked
Admitted	Contrasted	Expressed	Offered	Replied
Advanced	Countered	Extrapolated	Organized	Reported
Affirmed	Created	Found	Pointed out	Responded
Agreed	Declared	Focused on	Predicted	Revealed
Alluded	Defined	Granted	Prepared	Said
Analyzed	Delineated	Highlighted	Presented	Shown
Argued	Demonstrated	Hypothesized	Promised	Signaled
Asked	Denied	Illuminated	Proposed	Specified
Asserted	Described	Illustrated	Proved	Speculated
Attested	Developed	Implied	Purported	Stated
Balanced	Discussed	Indicated	Questioned	Submitted
Believed	Disclosed	Informed	Reasoned	Suggested
Called	Discounted	Insinuated	Recognized	Supported
Claimed	Discovered	Insisted	Recommended	Told
Commented	Disputed	Introduced	Recounted	Theorized
Compared	Documented	Labeled	Referred	Thought
Conceded	Echoed	Maintained	Reflected	Warned
Confirmed	Emphasized	Mentioned	Refuted	Wrote
Connected	Endorsed	Narrated	Reiterated	Verified
Considered	Established	Negated	Rejected	