

APA Style for UW-Stout Master's Theses

All information in this document is from the *Publication Manual of the American Psychological Association, 5th Edition* (APA manual).

This document was created by April Pierson, former graduate assistant of the Rehabilitation and Counseling Department, UW-Stout. I currently edit master's theses and can be contacted through email at piersona@uwstout.edu for more information. Feel free to photocopy and distribute this document with credit given. Last updated in August 2006.

Formatting Tips

The thesis template has most of the formatting set up for you already. Follow the template closely. The APA manual states that graduate schools can preempt APA style's rules, so if you notice discrepancies between the manual and the template, follow the template.

- The font to be used in theses is Times New Roman, double-spaced. Examples in this handout will be in Times New Roman.
- Neither a header or running head are used in UW-Stout theses (the words "APA Style" in this document is an example of a header). Only a page number will appear in the upper right hand corner. For the introductory (preliminary) pages, it will be a Roman numeral (i, ii, etc.) and for the rest of the document (body of the work) it will be an Arabic numeral (1, 2, 3, etc.), starting at 1 on the first page of Chapter I. This formatting is set up for you already in the thesis template.
- If you type directly into the template or copy and paste your information into it and have problems with the formatting, separate it into two different documents. One document will contain the introductory pages with the Roman numerals in the corner (no number on the title page) and the other document (body of the work - beginning with Chapter 1, page 1) will have the Arabic numerals in the corner.
- Space once after commas, colons, semicolons, punctuation marks at the end of sentences, periods that separate parts of a reference citation, and periods after the initials in personal names (e. g., J. K.). If you automatically put two spaces after a sentence (like many people do), you can get rid of them by going to "Edit", then "Find." Next, click on the "Replace" tab and hit the space bar twice in the "Find what" box. Then, hit the space bar once in the "Replace with" box and click "Replace all." The work is done for you in seconds.
- Use acronyms or initialisms appropriately. For example, APA is an initialism for American Psychological Association, and OSHA is an acronym for Occupational Safety and Health Administration. If your paper discusses OSHA write out Occupational Safety and Health Administration followed by the acronym (OSHA) the first time and then afterwards just use the acronym, i.e. OSHA. You do not need to use the multi word term again in the beginning of each chapter; once in the first chapter is adequate. However, when using an acronym or initialism in the title of your work, headings, definitions, or in the abstract, you may write out the multi-word term followed by the acronym or initialism [Occupational Safety and Health Administration (OSHA)] if it will aid the reader's understanding.

- Avoid using contractions (e. g., write “do not” instead of “don’t”). The only time contractions are acceptable is if they are included in a quote.

Use of Numbers

- The general rule of thumb for number use is to use words to express numbers less than 10 and figures to express numbers 10 and above (e. g., “three” and “25” would be correct, generally).
- HOWEVER, there are exceptions to this rule:
 - Use *figures* (numbers - not words) for percentages (7%), scores, dates, ages, and numbers before a unit of measurement (5 cm).
 - Use *words* for a number that begins a sentence, title or heading (when possible, re-word to avoid beginning with a number), and common fractions (e. g., two-thirds).

Headings

- It is important to format headings correctly. Following are examples of the most commonly used levels of heading; if your thesis requires more headings refer to page 115 of the APA manual for appropriate formatting. Your chapter heading is always the first level of heading.

Chapter II: Literature Review

This is the title of the chapter. We'll call it a level one heading. It is centered, not italicized.

You should start with some kind of introductory paragraph, but there is no need to provide a heading for the introduction.

Common Work-Related Injuries

Second level of heading. Note that it is italicized and the first letter of all major words is capitalized.

This is the info under the second level of heading. This topic logically calls for subsections, so see the next heading for how to format them.

Here's your third level of heading. Note that it is italicized, but indented with the paragraph. Only the first letter of the first word is capitalized and a period follows the heading.

Carpal tunnel syndrome. This level of heading can be kind of confusing because if you have more than one paragraph under this heading it is not completely clear that it is still with the previous heading.

It would look like this. Yes, this info is still under carpal tunnel syndrome. We'll move onto the next level three topic.

Here's another level three heading.

Tendonitis. Here is the next level three heading under common work-related injuries.

Paraphrasing/Summarizing

- Your literature review (Chapter II) will consist of information you have gathered from various sources including books, journal articles, etc. When you paraphrase or summarize information from a source, you need to cite this with an **in-text reference**.
- To write a correct in-text reference, you need to include the **last name of the author (or authors) and the year of publication** in or after the sentence in which you use the information. Following are some examples of how to do this. Example 1 is usually preferable but it's nice to try to mix up your methods of citation for readability.

Example 1 - Psychosocial aspects of disability are now considered more important than they have been in the past (Livneh & Antonac, 1995).

Example 2 - Livneh and Antonac (1995) stated that . . .

- If the work that you are citing has **one or two authors**, write both of their names every time the reference occurs. For example, Anderson and Allen will be written as Anderson and Allen every time they are mentioned.
- If the work has **three, four, or five authors**, write out all of their names the first time you cite them. In following citations, you only use the first author's name followed by et al, which is Latin for "and others." For example,

First time in text: Bedford, Allen, and Margery (1998) stated that . . .

All following times: Bedford et al. (1998) stated that . . .

- It is common, but incorrect, for people to either use just the first author's name every time or not use the et al when necessary. Keep that in mind!
- If the work has **six or more authors** (which happens more commonly than you'd think), write only the first author's name followed by et al. for all in-text references, even if it is the first time. In the reference list, you write out all author's names up to six and after the sixth author, write et al.

So, How Often Do I Cite In-Text?

- Many people think that you need to cite after every single sentence that is not your own original thought. The truth is that **you need to cite after the first sentence in a paragraph** that is paraphrased information. The information following that citation is assumed to be from the same author (see the example and explanation on the following page).
- It is important to cite a few different sources in a paragraph to show that you can integrate information. However, you need to make it clear which information is from which source. If you go back and forth between authors, indicate this by citing after every applicable sentence, as in the following example:

The National Institute for Correctional Education (NICE) indicates that over half of Wisconsin inmates read at the eighth-grade level or below (2005). Mathematics scores are even lower. Caroline Harlow, a Bureau of Justice Statistician (2003), suggests that this may be due to the fact that 74.5% of the state prison population has not completed high school. This percentage continues to rise as the number of incarcerated individuals rises (NICE).

- Explanation: The first sentence in this example is from NICE, 2005. The second is also from NICE, but does not have to be cited since the sentence before it was; the un-cited second sentence is assumed to be from NICE. However, the third sentence is from Harlow, 2003, so it has to be identified as such. The fourth sentence is from NICE, so NICE is cited again. However, the year does not have to be cited again **within the paragraph**.
- Generally, you will have a citation after the first or second sentence in every paragraph in Chapter II. You may not need a citation after the first sentence if it is some kind of introductory sentence or something that is “common knowledge.” Common knowledge refers to things that pretty much everyone knows, such as the world is round.
- If you insert your own information, there is no way to indicate that it is from you (and you did not read it in the previous source) unless you have written a document and can reference it. The literature review is primarily reviewing previously published literature, and, in general, you should not include your opinions or experiences. This can be difficult if you are writing your thesis about the company for which you work or a subject with which you are very familiar. Even if *you know* the information, it is preferable to find a source that agrees with you 😊.

Quotations

- As you probably know, “quoting” someone is using their exact words. If you use someone else’s exact words in a paper, you need to identify that as a quote.
- **Here is a warning regarding quotations:** Only use them when it is necessary (e. g., the passage loses something when paraphrased or summed up in your words). Sometimes students go overboard with quotations. A scholarly work such as your thesis should show that you can integrate information for a purpose, not string together quotes. Paraphrasing is definitely preferable.
- To properly cite a quote, you must include the author’s last name, the year, and the page number.
- If you **quote a website** and there are no page numbers (which is common), use a paragraph number. Figuring out paragraph numbers can be difficult (what constitutes a paragraph online is not always clear), so try to avoid quoting on-line sources if possible.
- **IMPORTANT:** The **difference between citing a quote (exact words of the original author) and paraphrasing (summing up someone else’s idea)** is that with a quote you must include a page or paragraph number. Only include page numbers with quotes, not with paraphrased material. There is no need to include a page number “just in case.”

- If the quote is less than 40 words, it is put into quotation marks in text. If it is longer than 40 words, it is written as a freestanding block of text.

Here are some examples of quotes:

In-text, less than 40 words

This information was in double quotation marks in the source. Since it is now within double quotation marks, it is put into single quotation marks.

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when the first group’s behaviors . . . were studied in this manner” (p. 276).

Note that the period is not after *manner*; it is after the page citation.

If you omit material from a quoted sentence that does not apply to your purpose, use three spaced ellipsis points to indicate this. If you omit a sentence, use four spaced ellipsis points.

More than 40 words, no quotation marks, stand-alone block indented 5-7 spaces.

Miele (1993) found the following:

Punctuation review: a colon MUST follow a complete sentence, as it does here. Writing “Miele found:” would be incorrect.

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)

There is a period after the quote and the (p. 276) doesn’t have one after it. This differs from an in-text quote.

Note the double quote marks now & that this is indented 5 to 7 spaces

- **IMPORTANT:** If you do not cite where you got your information or you use the exact words from a source without indicating it is quoted, you are plagiarizing. Plagiarism has very harsh consequences such as failing grades or even expulsion. Sometimes it is apparent when people plagiarize because the style of writing varies greatly from the parts that the person wrote him/herself. Be aware that it can be noticed by advisors and editors. Changing one or two words in a sentence is not adequately avoiding plagiarism.

Reference List

- APA style papers use a reference list rather than a bibliography or works cited page. The reference list is the last page of your paper where all the sources you used to write your thesis are listed.
- Sometimes it is easier to understand how to cite in text if you know the reason behind it. The point of an in-text reference is to briefly identify the source of your information and allow readers to locate the full reference at the end of the paper. You provide information like the volume, page numbers, etc to make it easy for readers to go and get that article, book, etc. One good article

you read can lead you to many other good articles because you can look at that article’s reference list to find more useful articles on your topic. **IMPORTANT:** You still need to go and get those articles rather than just citing them as if you read them. Your reference list includes what you read. We’ll talk more about this in the “secondary citations” section later in the document.

- Use hanging indent format for your reference entries, i.e. the first line of every entry is typed flush with the left margin, and subsequent lines are indented 5-7 spaces (one tab). It’s the opposite of usual paragraph indentation. For example,

Author, A. L. (1999). Knowing APA style can make you more appealing to the opposite sex. *Journal of Untrue Things*, 34(2), 789-799.

- Entries are alphabetized by the last name of the first author. If all authors are the same, put the entry with the earliest date of publication first. For example, Sydney & Albert (1993) would precede Sydney & Albert (1999). If you have the same authors and the same dates, label them 1993a, 1993b, etc. in alphabetical order by the first letter of the first word after the date.
- **You must verify that every source you cite is in text is also in the reference list and vice versa.** The Graduate School checks, so make sure! However, there is one exception: personal communication. If your advisor allows you to use letters, memos, telephone conversations, or interviews in a paper they are only cited in the text. An example citation would look like this:

J. L. Meyers (personal communication, April 18, 2003) said . . .

Personal information is not recoverable. Remember, the point of your reference list is for readers to be able to retrieve your information – they can’t go get your memo or the conversation you had. If you’re thinking of using personal communication you should probably check with your advisor. In addition, make sure you ask people if you can cite them before you do it.

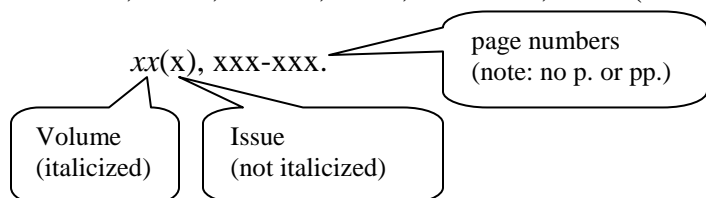
- **So, what do I do if I don’t know who the author is?** This often occurs with websites. Begin the reference list entry with the document title and cite the first few words of it in text. Organizations, associations, and corporations can be authors; if this occurs, treat that name as you would a person’s name. See the electronic sources section of this document for examples.

Examples of Reference List Entries

- Note that there is always something italicized in every reference list entry.

Scholarly journal

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article: Subtitle if there is one. *Title of Periodical*,



Magazine Article

James, E. R., Listman, P. L., & Peterson, I. O. (1999, September 10). Out of Wal-Mart's shadow. *Progressive Grocer*, 21, 89-92.

- The difference between a journal article and a magazine article is that the month, if monthly, and the day, if weekly, is included (September 10, in this case).

Unpublished Master's Thesis

Meddaugh, J. T. (2000). *Cognitive therapy and spirituality*. Unpublished master's thesis, University of Wisconsin – Stout, Menomonie.

- It is not necessary to include the state after the city if it is included in the name of the university.

Book

Author, A. A. (1994). *Title of work*. Location: Publisher.

Note that book titles are in lower case, other than the first letter of the first word.

Barnes, P. R. (1994). *The encyclopedia of disability*. Elmsford, NY: Pergamon Press.

Edited book (use when each chapter does not have an individual author)

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

Part of a Book (e. g., chapter - **use when a book has an author for each chapter and an editor**)

Author, A. A., & Author, A. A. (1999). Title of chapter. In M. Pierson & P. Geller (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

- Notice that the editor's names are not reversed like the author's names are. Also, you use the pp. indication here for the pages of the chapter.

Book with an Edition

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

- Organizations, associations, and corporations can be considered authors, as in this example.
- In this situation, APA is both the author and publisher, hence the word "Author" in the publisher position.
- Note that the (4th ed., text rev.) is **not** italicized while the title of the book is.
- In text, the most recent version of the DSM (referenced here) would be cited DSM-IV-TR.

Electronic Sources (generally websites)

- Depending on your topic and your advisor, you might use websites for your thesis. This is often done when there is little published information on a topic or it changes very frequently.
IMPORTANT NOTE: The validity of information on the Internet can be questionable, so it is generally preferable in scholarly research to use published and peer-reviewed materials.
- Direct readers as closely as possible to the information being cited. Make sure you reference specific documents rather than home or menu pages. For instance, <http://www.osha.gov/> is a home page, so the information you probably used will be further into the website and will have a longer URL. Think, “What would be the easiest way for someone to find this information?” There is no need to cite search engines like Google or Yahoo.
- At minimum, a reference of an Internet source should provide a **document title or description**, a **date** (either the date provided on the website, often at the bottom of the page, or no date [n. d.]), a **retrieval statement**, and an **address (URL)**. When possible, identify authors. Make sure that your addresses work!!!
- Retrieval statements are important because they indicate when *you* found the information. With the Internet changing so frequently, your information may move or cease to exist. So, if someone looked up your URL intending to find that information but noticed that you retrieved it a year ago, it’s pretty logical that it might be gone rather than it is an incorrect URL.

Website with an author and date

Here’s your retrieval statement.
Format it just like this.

University of Wisconsin-Stout. (2005). *Facts about UW-Stout*. Retrieved April 6, 2006, from

<http://www.uwstout.edu/geninfo/facts.shtml>

Note the specific URL.
<http://www.uwstout.edu> would not cut it.

Website without an author or date

Begin the reference with the title of the document if no author is identified. FYI, the same goes for a periodical or book: If there is no author, start the entry with the document title.

Anxiety disorders. (n. d.). Retrieved August 8, 2000, from

<http://www.nimh.nih.gov/healthinformation/anxiety/menu.cfm>

- Note that the words *Anxiety disorders* are italicized. This would be cited in text as (“Anxiety Disorders,” n. d.). Yes, the D is capitalized in the in-text citation.
- Also note that there is no period after the URL at the end of the entry. URLs are supposed to be written in the reference list exactly as they are. Copy and paste them when possible.
- Don’t leave a URL underlined in blue. Underlining indicates that the URL is “linked.” To change this, right click on the URL, go to “Hyperlink”, then to “Remove Hyperlink.”
- Most people get their journal articles from databases such as Ebsco, Silver Platter, Wilson Web, or another database. In that instance, include a retrieval statement at the end of the reference list

entry saying “Retrieved Month Day, year, from Ebsco database” (or whichever database you used). The beginning of the reference list entry is just like a regular journal article.

- When using a database that gives you the full-text version of articles, get the PDF file if it is offered. This is recommended because the HTML versions do not have the correct, original page numbers on them – HTML versions start at page 1 and you need the correct page numbers for your reference list entry and if you use a quote. PDF files look exactly like the original document, with the correct page numbers. Also, sometimes there are typos in HTML documents.

Secondary Citations

- Let’s say you read an article by Smith and Mc Clelland and they talk about something written by Curtis that has some great information you would like to use in your paper. However, you haven’t actually read the article or book that Curtis wrote. What do you do?
- **The best thing to do is retrieve Curtis’ article.** If, for whatever reason you can’t get Curtis’ article, you need to cite what you actually read and then cite Curtis secondarily. This is how it would look (yes, you actually write “as cited in”):

According to Curtis (1998), the meaning of life is to be happy (as cited in Smith & Mc Clelland, 2000).

- The reference list entry would look like this:

Smith, S. E., & Mc Clelland, M. L. (2000). *The meaning of life*. New York: Mc Mahon.

- Notice that you don’t even mention Curtis in the reference list entry. That is because it would be misleading if you cited Curtis there – the point of the reference list is for people to go and get what **you** read. You didn’t read Curtis, you read Smith and Mc Clelland, so that is what you refer to in the reference list. You give Curtis credit by mentioning him in-text.
- Using a lot of secondary citations just doesn’t look good; some advisors comment on it negatively. Do not try to remedy the situation by citing Curtis like you actually read it when you didn’t. If you go and get (or just look up) Curtis’ article you can check out his reference list and you may find more useful sources for your paper.

About the APA Manual

- If you don’t have an APA manual, you can rent one in text rental (under psychology) if there are some left or use one in the reference section of the library. If you really want to, you can buy it at most major bookstores. This handout will give you a good start, but the book obviously has a lot more information. Just remember that it is a formatting style manual for articles to be published by particular journals. The thesis formatting style differs somewhat depending on the degree granting institution.
- A very helpful portion of the APA manual is on page 233. I call it “The List.” It is an index of variations of references that is organized under major headings like “Periodicals” and has headings like “magazine article” or “newspaper article” under it. After “newspaper article,” for instance, it has the numbers 9-11 which indicate the examples that relate to newspaper articles. The actual examples start on page 240 and are numbered so you can find them easily.

APA Style Tables

Tables are used because they are efficient. They allow the writer to present a lot of information in a small amount of space. They can show exact numbers and make comparisons more apparent. Use a table when it will aid in presentation. Do not use tables excessively. Tables *should not reiterate what you have already stated in text.* A well-used table supplements what you have stated in text. Tables can be used to present numerical data or words only (see p. 168 of the APA manual for an example of a word table). In the text, refer to the table and tell the reader what to look for. Here are some examples of how to reference a table in text:

. . . as shown in Table 8,
. . . children with pretraining (see Table 5)

How to make a table in APA style using Word XP:

- ~Click on *Table*, then go to *Insert* and follow it right to *Table*.
- ~Figure out how many rows and columns you need. If you aren't right the first time, you can add or delete them later by going to *Insert* and *Delete* under *Table*.
- ~Click on *Auto Format* in the lower right side of the pop-up.
- ~Find *Simple 1* (which is green and toward the end of the options) and click on it.
- ~Where it says "Apply special formats to" toward the bottom of the screen unclick (i.e., get rid of the check mark in the box) all but "heading rows."
- ~Hit okay.

Here is an example. The lines are green, but you can print it out in grayscale (file, print, properties, color, check grayscale, ok). The light gray lines do not print out; they are there for your reference.

Table 4

I am Equipped with the Computer Technology I Need to Work Efficiently in my Classroom

Response	Frequency (N=143)	Percentage
Disagree	27	18.9%
Neutral	26	18.2%
Agree	89	62.3%

If you have fairly simplistic information and do not want to go through the trouble of using an actual table, you can use the border and underline functions to make it also since only horizontal lines are allowed.

According to the UW-Stout Graduate School, tables are to be double-spaced. However, if the table is longer than one page double-spaced, you can change it to 1 ½ or single spacing. If the table still goes onto a second page, determine whether it would be helpful to the reader to include the headings at the top of the second page also. If you have very lengthy material, consider putting it in an appendix.

Landscaping Pages

If your table is too wide to fit on the page, don't change the margins; they need to be kept at 1" at the top and bottom and 1.25" on the right and left. What you can do is landscape the page (flip it). Here are instructions, but you need to be fairly computer savvy to get it to work:

- Put your cursor at the bottom of the page previous to the one you want to landscape.
- Go to Insert, Break, click the circle for "next page" and then ok.
- Click the paragraph symbol in your toolbar (¶) to see the breaks and other formatting to make sure the break is in the right place. You can move it around by deleting or adding spaces.
- Then, right after the material on the page you want landscaped, insert another next page break. Make sure your cursor is sitting where you want the break inserted.
- Put your cursor on the page you want landscaped.
- Then go to File, Page Setup, and click the landscape picture. Viola!
- Make sure the landscaped page has the correct page number on it. The page number should be in the upper right hand corner of the landscaped page, consistent with the rest of the pages although it is oriented differently.

APA Style Figures

Illustrations other than tables such as charts, graphs, photographs, drawings are called figures. Tables are generally preferred because they provide exact information whereas figures usually require estimation. However, figures can be used appropriately if the intent is to quickly provide an overview of the information. As with tables, do not use figures which duplicate text. The APA manual provides extensive information on different types of figures and when to use them. However, remember that the APA manual is designed to instruct writers on how to submit APA style documents for publication. The use of figures in theses is different stylistically since they are provided in text rather than on separate pages for the editor to lay out. As with tables, refer to figures in text (see Figure 1). Following is an example of how to format figures in APA style for your Stout thesis.

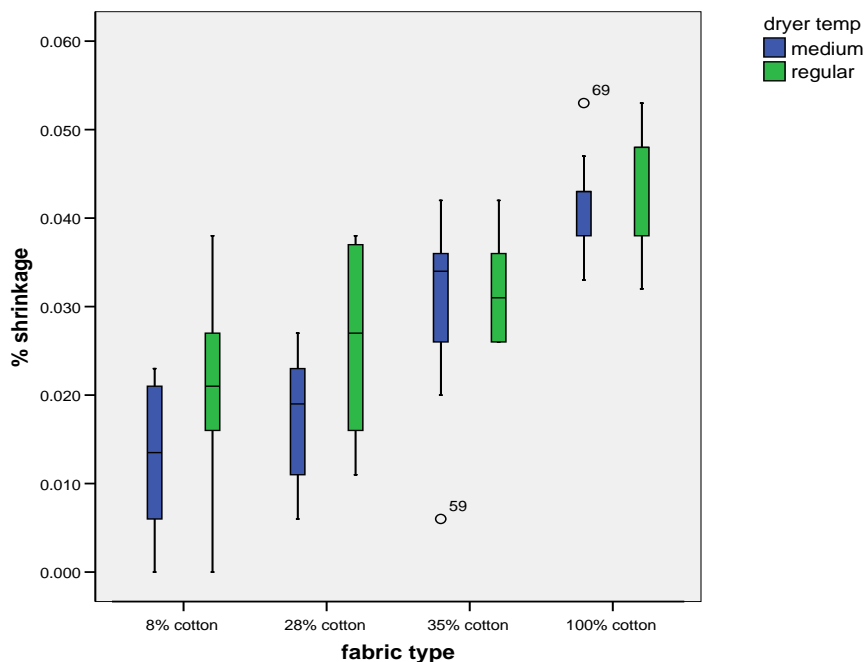


Figure 1. Box plot of shrinkage for dry temperature by fabric type.