

For each figure, place a label and a caption below the figure, flush left. They need not appear on separate lines.

In the text of your paper, discuss the most significant features of each visual. Place the visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

Preparing the list of references

Begin your list of references on a new page at the end of the paper. Center the title *References* about one inch from the top of the page. Double-space throughout. For a sample reference list, see pages 416–17.

INDENTING ENTRIES APA recommends using a hanging indent: Type the first line of an entry flush left and indent any additional lines one-half inch (or five spaces), as shown in the list on pages 416–17.

ALPHABETIZING THE LIST Alphabetize the reference list by the last names of the authors (or editors); when a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.

If your list includes two or more works by the same author, arrange the entries by year, the earliest first. If your list includes two or more works by the same author in the same year, arrange them alphabetically by title. Add the letters “a,” “b,” and so on within the parentheses after the year. Use only the year for articles in journals: (2002a). Use the full date for articles in magazines and newspapers in the reference list: (2001a, July 7). Use only the year in the in-text citation.

AUTHORS' NAMES Invert all authors' names and use initials instead of first names. With two or more authors, use an ampersand (&) before the last author's name. Separate the names with commas. Include names for the first six authors; if there are additional authors, end the list with “et al.” (Latin for “and others”).

TITLES OF BOOKS AND ARTICLES Italicize the titles and subtitles of books; capitalize only the first word of the title and subtitle (and all proper nouns). Capitalize names of periodicals as you would capitalize them normally (see M3-c).

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ABBREVIATIONS FOR PAGE NUMBERS Abbreviations for “page” and “pages” (“p.” and “pp.”) are used before page numbers of newspaper articles and articles in edited books (see pp. 399 and 400) but not before page numbers of articles in magazines and journals (see pp. 398–99).

NOTE: The sample reference list (see pp. 416–17) shows how to type your list of references.

BREAKING A URL When a URL must be divided, break it after a slash or before a period. Do not insert a hyphen.

For information about the exact format of each entry in your list, consult the models on pages 396–404.

APA-5b Sample APA paper

Following is a research paper written by Karen Shaw, a student in a psychology class. Shaw’s assignment was to write a “review of the literature” paper documented with APA-style citations and references.

In preparing her final manuscript, Shaw followed the APA guidelines. She did not include an abstract because her instructor did not require one.

ON THE WEB

For a downloadable version of Karen Shaw’s paper, with marginal annotations, go to www.dianahacker.com/writersref

and click on ► **Model Papers**

► **APA paper: Shaw**