Quick Checklist for Manuscripts

A correctly formatted manuscript speeds up the review and publication process, so please take care to go through the style guidelines.

* Double-space the whole manuscript (with the exception of longer tables).
* Use American English spelling (see Merriam-Webster Dictionary online: <http://www.merriam-webster.com/>)
* Use endnotes, not footnotes.
* Punctuation should be inside quotation marks.
* Use em dashes—like these—between clauses in sentences. Use en dashes for numeric intervals (e.g., p. 12–14, the years 1939–1945).
* Use curly, double quotation marks “like these.” Search for straight ones and replace them.
* Use curly apostrophes (’) for possessive form, names (O’Connor), and quotes within quotes. Search for straight ones and replace them.
* Use serial (Oxford) commas when enumerating items (search the document for “and,” “or,” and “nor” to find these passages).
* Use title case for level 1 and level 2 headings (or use the quick formats in this template).
* Use sentence case for level 3 and 4 headings (or use the quick formats in this template).

Title of the Paper

Author A. Authorson

Collegeburg University

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(add if any financial support has been received for your re**s**earch.)

Abstract

The abstract should be typed in block format with no indentation. The abstract is a brief and comprehensive summary of your paper that should not exceed 150 words. It should provide your reader with a fair understanding of the contents, arguments, and conclusions of your paper. Remember that the abstract will be most readers’ first impression of your paper, so make it count by packing it with information and embedding the paper’s key terms. The abstract uses the APA abstract quick format in the quick format pane above.

*Keywords:* Write your keywords here, separated by a semicolon.

Title of the Paper

All examples in this sample paper are formatted in accordance with the *Publication Manual of the American Psychological Association* (6th ed., third printing) (2009). For questions not addressed in this manual, consult the *Chicago Manual of Style* (16th ed.). Good introductions to the APA style may be found online on the [APA style website](http://www.apastyle.org) and on the [Purdue Online Writing Lab website](https://owl.english.purdue.edu/owl/section/2/10/). For a comprehensive overview of all APA citation styles, consult the Purdue Online Writing Lab’s [Citation Style Chart](https://owl.english.purdue.edu/owl/resource/949/01/) and the [APA Sample Paper](https://owl.english.purdue.edu/owl/resource/560/18/) at the same website.

This is a paragraph of body text in APA style. It uses the “APA body text” quick format that you can find in the quick format pane above. This paragraph, like the rest of the paper, is double spaced. Do not add any extra spaces between the heading and the text, nor between paragraphs (make sure your word processor does not auto-adjust the spacing of paragraphs). The font is Times New Roman, 12 points. All body text is indented one half inch and aligned to the left margin, leaving a “ragged” right margin.

At the bottom of the page you will not find any footnotes. This is because APA style uses endnotes instead, like the one that follows this sentence.[[1]](#endnote-1)

As this is the first section of the paper, it is assumed to be the introduction and as such it does not need a specific heading. Just write the title of the paper and center it on the page. The title uses the “APA level 0 quick format” in the quick format pane above.

Number the pages starting with the title page. A typical structure for an empirical paper may look like this (the outline of theoretically oriented papers may depart from this outline):

* Title page, including author information (page 1)
* Abstract and key words (page 2)
* Introduction (starts on page 3)
* Method
* Results
* Discussion
* References
* Appendices

APA Level 1 Heading

This is where the body of your paper starts. The heading above is a level one heading and uses the “APA Level 1” quick format in the pane above. Level one headings should be bold-faced, centered on the page, and written in title case (using uppercase and lowercase letters). There are four heading levels in the APA style guidelines. Most papers only use one or two levels, but you may use up to five levels to indicate subsections in the paper. Examples of the different heading levels follow below.

APA Level 2 Heading

The heading above is a level two heading and uses the “APA Level 2” quick format in the quick format pane above. Level two headings should be bold-faced, aligned to the left, and written in title case (using uppercase and lowercase letters).

APA level 3 heading. This paragraph starts with a level three heading. It uses the “APA Level 3” quick format in the pane above. This heading does not rest above the paragraph that it introduces, but ends with a period and is immediately followed by the rest of the paragraph text. Level three headings should be bold-faced, indented one half inch, and written in sentence case (lowercase letters). Capitalize only names and proper nouns in a level three heading.

APA level 4 heading. This paragraph starts with a level four heading. It uses the “APA Level 4” quick format in the pane above. This heading does not rest above the paragraph it introduces, but ends with a period and is immediately followed by the rest of the paragraph text. Level four headings should be bold-faced, italicized, indented one half inch, and written in sentence case (lowercase letters). Capitalize only names and proper nouns in a level four heading.

APA level 5 heading. This paragraph starts with a level five heading. It uses the “APA Level 5” quick format in the pane above. This heading does not rest above the paragraph that it introduces, but ends with a period and is immediately followed by the rest of the paragraph text. Level four headings should be italicized, indented one half inch, and written in sentence case (lowercase letters). Capitalize only names and proper nouns in a level five heading.

Spelling and Punctuation

Spelling should conform to standard American English as exemplified in *Merriam-Webster’s Collegiate Dictionary* (2005). If you do not find a word there, consult *Webster’s Third New International Dictionary* (2002).

Quotation marks and block quotations

Use double quotation marks, “just like in this passage,” and place periods and commas (if any) within closing quotation marks. Use single quotation marks for “quotes ‘within’ quotes.”

This is a block quotation. Use this format for longer quotations (more than 40 words). Block quotations should be written in block format and be indented on the left by one half inch. Do not enclose block quotations with quotation marks. Use double quotation marks to enclose any quoted material in the original source. Do not add extra blank lines before or after the quotation. Do not change the font size. You can use the “APA block quote” quick format in the quick format pane above to produce the correct format. End your quotation with a citation of the source you are quoting. (Solo, 1993, p. 41)

Serial commas

When enumerating items, use serial (Oxford) comma before the last “and” or “or” for clarity:

* I went to the movies with my brothers, Vladimir Putin, and Barack Obama. (Skip the last comma only if Putin and Obama are, in fact, your brothers.)

Citing References in Text

The general formatting of in text citations follows the author-date (AD) principle:   
(Last name, Year, p. 12). Note that a comma separates the name and the year. Direct quotes always require a reference to the page number in the cited work. For general references to a work, it is enough to state the year of publication. References to a chapter in a single-author book take the form (Last name, Year, chap. 1).

* Smith (2003) has argued that animals are sometimes furry and sometimes not.
* It has been established that animals are furry unless they are not (Smith, 2003).
* In 2003, Smith demonstrated that animals are either furry or non-furry.
* The furriness of animals was disputed until Smith (2003) showed that animals are indeed furry, although she hedged this claim somewhat by adding that “sometimes they are not” (p. 12).

In Text Citation Formats and Tables

Table 1 on the next page displays how citations should be written the first time and with subsequent citations.

Note that table labels should be presented in a sans serif font (like Arial). The font size may be smaller in tables than in the body text, although to preserve legibility it should not be smaller than 8 points. Tables may be submitted either single- or double-spaced. Refer to tables by their number (i.e., Table 1).

Table 1.

In Text Citation Formats

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of citation | First citation  in text | Subsequent citations | Parenthetical, first citation  in text | Parenthetical, subsequent citations in text |
| One work,  one author | Solo (2003) | Solo (2003) | (Solo, 2003) | (Solo, 2003) |
| One work,  two authors | Skywalker and Solo (2005) | Skywalker and Solo (2005) | (Skywalker & Solo, 2005) | (Skywalker & Solo, 2005) |
| One work, three authors | Organa, Skywalker, and Solo (2006) | Organa et al. (2006) | (Organa, Skywalker, & Solo, 2006) | (Organa et al., 2006) |
| One work,  four authors | Calrissian, Organa, Skywalker, and Solo (2007) | Calrissian et al. (2007) | Calrissian, Organa, Skywalker, & Solo, 2007) | (Calrissian et al., 2007) |
| One work,  five authors | Calrissian, Kenobi, Organa, Skywalker, and  Solo (2008) | Calrissian et al. (2008) | (Calrissian, Kenobi, Organa, Skywalker, & Solo (2008) | (Calrissian et al., 2008) |
| One work,  six or more authors | Calrissian et al. (2009) | Calrissian et al. (2009) | (Calrissian et al., 2009) | (Calrissian et al., 2009) |
| Groups/ corporate authors identifiable through abbreviation | Central Intelligence Agency (CIA, 2010) | CIA (2010) | (Central Intelligence Agency [CIA], 2010) | (CIA, 2010) |
| Groups/ corporate authors (not identifiable through abbreviation) | University of Collegeburg (2011) | University of Collegeburg  (2011) | (University of Collegeburg, 2011) | (University of Collegeburg, 2011) |

*Note*. When presented in parenthesis, the word “and” between author names is replaced with an ampersand (&). When you are citing more than one work by the same author(s) published in the same year, separate the works by adding a, b, c, etc., after the year of publication (i.e., Smith 2003a, 2003b, in press-b). When two or more works are cited together, list them alphabetically in the same order as they appear in the reference list. Use a semicolon to separate works by different authors (i.e., Black, Jones, Smith, & White, in press; Jones & Smith, 2005a, 2005b; Smith, 2003, 2005). If there is no year of publication, use “n.d.”: Smith (n.d.).

References

Please note that the following references are intended as examples only. For a comprehensive overview of all APA reference styles, consult the Purdue Online Writing Lab’s [Citation Style Chart](https://owl.english.purdue.edu/owl/resource/949/01/). All your sources (except for personal communications) should have an entry in your reference list. Use hanging indent style for all references. Indent your reference list by one half inch or use the “APA reference” quick format in the quick format pane. Double-space the reference list like the rest of the paper. List your references in alphabetical order by the (first) author’s last name. When listing several works by the same author(s), start with the oldest one. Italicize book titles and journal names, but not the titles of individual articles or book chapters. Use sentence case for book and article titles and title case for journal titles. Always capitalize names and proper nouns. Add state or country to the location of the publisher.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. [Corporate author.]

Bookauthor, A. A. (1967). *Title of book: Subtitle of book*. Location: Publisher. [General book format.]

Bookauthor, A. A. (1997). *Title of book: Subtitle of book*. Retrieved from <http://www.website.com> [General format for book retrieved online.]

Bookauthor, A. A. (2006). *Title of book: Subtitle of book*. doi:xxxxxxxxx [General format for book with a digital object identifier.]

Chapterauthor, A. A., & Friend, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book: Subtitle of book* (pp. xxx–xxx). Location: Publisher. [Chapter in edited volume.]

Chapterauthor, A. A., & Friend, B. B. (1997). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book: Subtitle of book* (pp. xxx–xxx). Retrieved from <http://www.website.com> [General format for chapter in a book retrieved online.]

Chapterauthor, A. A., & Friend, B. B. (2001). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book: Subtitle of book* (pp. xxx–xxx). doi:xxxxxxxxx [General format for chapter in a book with a digital object identifier.]

Editor, A. A. (Ed.). (1998). *Title of work: Subtitle of work.* Location: Publisher. [General reference to edited volume.]

Kenobi, O. W. & Jinn, Q. G. (1986). *Whisky in the Jar Jar: Alcohol consumption among the Gungans*. New York, NY: Naboo Publishing. [Whole book, two authors]

Organa, L. (1983). *Making Alderaan choices: A biography of my father* (2nd ed.). London, England: Coruscant Books. [Whole book, one author]

Solo, H. (2001). Hyperdrive maintenance for dummies. In Bacca, C.H.W. (Ed.), *Smuggler’s guide to the galaxy* (pp. 176–195). Oxbridge, England: Oxbridge University Press. [Chapter in anthology]

Solo, H. (2003). Lukewarm: Recent innovations in hypothermia treatment. *Journal of Hoth Studies*, *2*(1), 32–56. [Journal article without digital object identifier (DOI)]

Skywalker, L. (1987). How to play rebel bass. *Critical Empire Studies*, *3*(2), 283–301. Retrieved from <http://www.criticalempirestudies.org> [Journal article retrieved via URL]

The Hutt, J. (1978). Making your debtors pay. *Crime Lord Annals*, *24*, 225–249. doi: 10.1134/1235–6134-24-2.225 [Journal article with digital object identifier (DOI)]

1. This is an example of an endnote. [↑](#endnote-ref-1)