APA
Formatting and Style Guide
APA格式及风格指南

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What is APA?

**APA
(American Psychological Association)
在社会科学领域, APA是美国心理协会最常用的论文格式。**

is the most commonly used format for manuscripts in the Social Sciences.

What does APA regulate?

APA regulates:

➢ **Stylistics**

➢ **In-text citations**

➢ **References**

  (a list of all sources

   used in the paper)

APA规范的三大基本方面:文体、文内引用、参考书目

APA stylistics: Basics

Point of view and voice in an APA paper

APA论文中观点的陈述

Use:

➢ **the third person point of view rather than using the first person point of view or the passive voice**使用第三人称, 而不是第一人称

   The study showed that..., NOT
   I found out that....

➢ **the active voice** rather than passive voice
   使用主动语态, 而不是被动语态
   The participants responded..., NOT
   The participants have been asked....

APA stylistics: Language

Language in an APA paper is:
APA论文中的语言使用

- ➤ **clear:** be specific in descriptions and explanations清晰/明了:具体的描述和解释

- ➤ **concise:** condense information when you can简洁:必要时浓缩语言

- ➤ **plain:** use simple, descriptive adjectives and minimize the figurative language简单:使用简单的、描述性的词语, 尽量不用修辞

Types of APA Papers
APA论文的类型

➢ **The literature review:**文学综述

the summary of what the scientific literature says about the topic of your research–
includes title page, introduction, list of references
是本科学领域中对某一研究课题的科学论文的概括，包括标题页、介绍以及参考书目

➢ **The experimental report:**实验报告

the description of your experimental research--
includes title page, abstract, introduction, method, results, discussion, references, appendices, tables & figures 实验研究的描述，标题页、摘要、介绍、研究方式、结果、讨论、参考、附录表格和数据

Types of APA Papers

If your paper fits neither of the categories above, 如果你的论文不适合于上述类型

➢ **follow the general format**遵循标准格式

➢ **consult the instructor**向老师请教

➢ **consult *Publication Manual*参阅格式手册**

General Format标准格式

Your essay should:
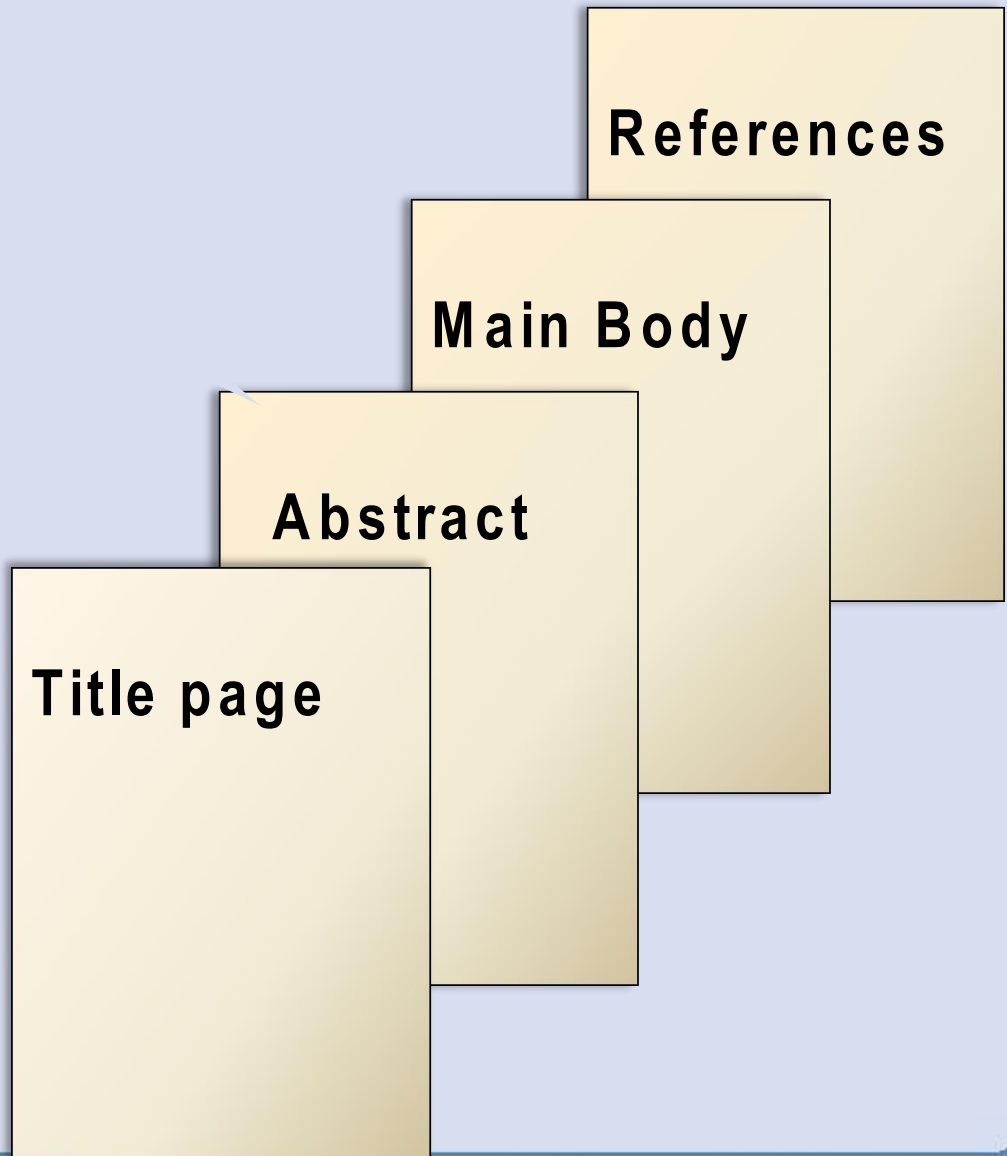
➢ be typed, double-spaced, with two spaces after punctuation between sentences 双面打印，标点符号后空两格

➢ on standard-sized paper (8.5"x11") 纸张大小：8.5x11

➢ with 1" margins on all sides　页边距：上下左右均为1cm

➢ in 10-12 pt. Times New Roman or a similar font
字体为Times New Roman，或者与其相似的字体，字号10-12

➢ include a page header (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page
每一页应有页眉（左上方），页码在每页右上方

General Format (cont'd)摘要、概述

Your essay should include four major sections:
论文包括四部分：
标题页、摘要、主体以及参考书目

References

Main Body

Abstract

Title page

Title Page标题页

Page header:
(use Insert Page Header)
title flush left + page number flush right.页眉（使用内置页眉）：标题**左**对齐，页码**右**对齐
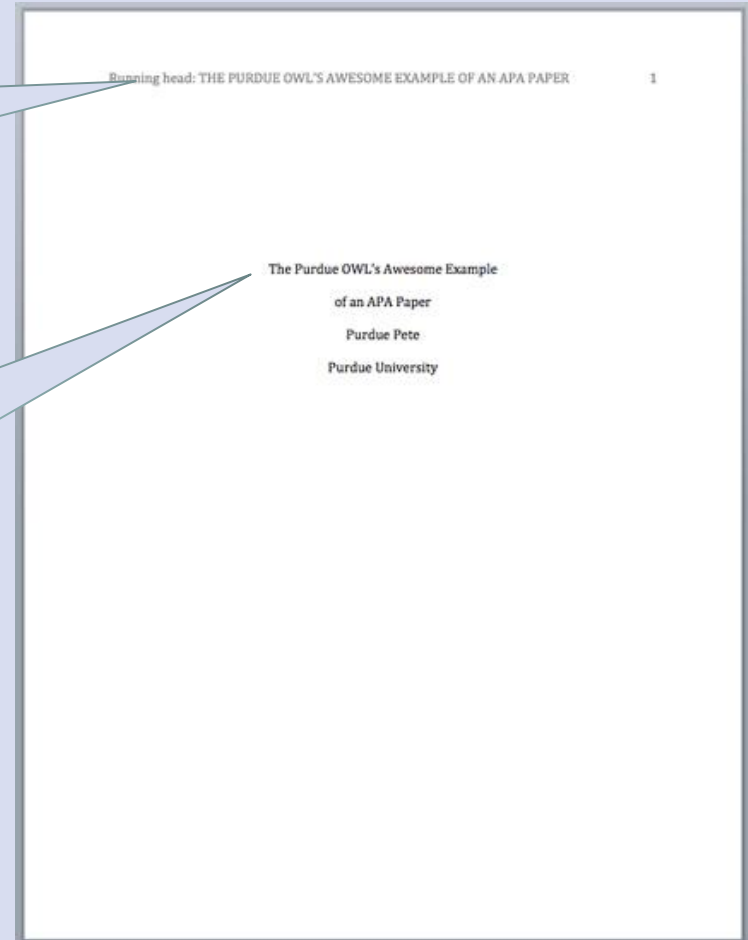
Title:
(in the upper half of the page, centered)
name (no title or degree) + affiliation (university, etc.)
标题（**左上方，居中**）：姓名（**无头衔或学位**），**所属机构（大学等）**

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   1

The Purdue OWL's Awesome Example

of an APA Paper

Purdue Pete

Purdue University

Abstract Page 摘要页

Page header: do NOT include "Running head:"
页眉不包括栏外标题
Abstract (centered, at the top of the page)
摘要（页面顶端，居中）

Write a brief (between 150 and 250 words) summary of your paper in an accurate, concise, and specific manner. Should contain: at research topic, research questions, participants, methods, results, data analysis, and conclusions. May also include possible implications of your research and future work you see connected with your findings. May also include keywords. 用准确、简洁、具体的语言概述论文内容（150-200字）。包括：研究课题、研究问题、参与者、研究方式、结果、数据分析、结论。也可以包括研究中可能存在的问题以及未来的发展、关键词。

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris auctor ullamcorper erat, vel commodo diam vestibulum vel. Aliquam rutrum leo quis felis dignissim non lobortis risus eleifend. Morbi eget felis tortor, vitae vestibulum elit. Proin in nisl sapien. Fusce aliquet, libero quis scelerisque lobortis, lectus leo iaculis nisl, nec facilisis magna urna eu ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc velit orci, consequat a varius in, aliquet ac massa. Aenean suscipit velit ac nisi suscipit id porttitor lacus ullamcorper. Pellentesque ut justo non mauris condimentum vehicula. Fusce commodo dolor a ipsum laoreet laoreet. Nulla facilisi. Cras pellentesque bibendum tellus, et eleifend lectus facilisis eget. Curabitur sodales, sem eleifend auctor bibendum, turpis felis dignissim magna, eu laoreet quam nunc et dui.

... Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Main Body (Text)主体

- ➢ **The first text page is page number 3**
  主体的第一页在总论文的第三页
- ➢ **Type the title of the paper centered, at the top of the page**
  论文标题位于页面顶端, 居中
- ➢ **Type the text double-spaced with all sections following each other without a break**
  段落首行缩进两格, 段落中间不要空行
- ➢ **Identify the sources you use in the paper in parenthetical in-text citations**
  文内引用至于括号内以便说明其来源
- ➢ **Format tables and figures**
  规范表格和数据

References Page参考页

➤ Center the title– References-- at the top of the page
参考(标题)顶端居中

➤ Double-space reference entries
首行缩进两格

➤ Flush left the first line of the entry and indent subsequent lines
条目左对齐, 下面几行缩进

➤ Order entries alphabetically by the author's surnames
条目后括号内标注作者的姓名

Do NOT include "Running head:" in the header after the title page!标题页后的标题中不包括栏外标题

THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   1

References

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.

Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication, 10*(1), 38-48.

Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change, 21*(2), 127-140.

References: Basics参考书目要点

➢ Invert authors' names (last name first followed by initials).作者姓名，姓在前
➢Alphabetize reference list entries the last name of the first author of each work.
按照字母表的顺序来排列著作第一作者的姓名
➢Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
只大写下列情况：标题、副标题的第一个字母，标题中冒号、破折号后的第一个词，专有名词。不要大写复合词中第二个单词的首字母

References: Basics (cont'd)概述

- **Capitalize all major words in journal titles.**
  期刊所有的主要词汇大写
- **Italicize titles of longer works such as books and journals.**
  较长作品（如书目、期刊等）的标题斜写
- **Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.**
  较短作品（如期刊中的文章、资料汇编中的论文等）的标题，不要斜体、下划线、引号

Making the references list
参考书目的编写

APA is a complex system of citation, which is difficult to keep in mind. When compiling the reference list, the strategy below might be useful:APA 是一种复杂的引用系统，很难记忆。编制参考书目时，记住以下几点：

➢ Identify a type source: Is it a book? A journal article? A webpage? 确定资料来源:书？期刊？还是网页？

➢ Find a sample of citing this type of source in the textbook or in the OWL APA Guide.
在课本或者OWL APA 指南中找到引用这种资料的例子

➢ "Mirror" the sample. 参照样本
➢ Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented (Recall References: basics).
确保条目是按照字母表的顺序排列，下面几行缩进

In-text Citations: Basics
文内引用要点

Whenever you use a source, provide in parenthesis:
不管什么时候，只要引用了相关信息，都要用括号，如：

➢ **the author's name and the date of publication**
作者的姓名，出版日期

➢ **for quotations and close paraphrases, provide a page number as well**
引用语、释义、提供页码

In-text citations help readers locate the cited source in the References section of the paper.
在论文参考书目部分，文内引用帮助读者确认文献来源

In-text Citations: Format for a quotation
文内引用：规范引用语

When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief—do not repeat the information. 在引用时，用简单的词组介绍引用语。确保要包括作者的姓名、出版年份。要是语言简洁，不要重复信息。（下面是例子）

➢ Caruth (1996) states that a traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (p.11).

➢ A traumatic response frequently entails a "delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Caruth, 1996, p.11).

In-text Citations:
Format for a summary or paraphrase
规范概述和释义

There are several formats for a summary or paraphrase:
规范概述和释义有以下几种方式:

➢ **provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase:**

在概述和释义后用括号标注作者的姓、出版年份(下面是例子)

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).

In-text Citations:
Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

➢ include the author's name in a signal phrase
   followed by the year of publication in
   parenthesis:
在信号词后（作者的姓名），用括号标注出版年份（下面是例子）
   Recently, the history of warfare has been
   significantly revised by Higonnet et al. (1987),
   Marcus (1989), and Raitt and Tate (1997) to include
   women's personal and cultural responses to
   battle and its resultant traumatic effects.

In-text Citations:
Format for a summary or paraphrase

Formats for a summary or paraphrase (cont'd):

➢ **when including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:**

若概述或释义中包含引用语，在引用语后用括号标注页码（下面是例子）

> **According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).**

In-text Citations:
Signal words信号词

➢ **Introduce quotations with signal phrases, e.g.**
用信号词介绍引用语, 如:
> **According to X. (2008), "…." (p. 3).**
>
> **X. (2008) argued that "……" (p. 3).**

➢**Use such signal verbs as:信号词, 如下:**
> **acknowledged, contended, maintained, responded, reported, argued, concluded, etc..**

Use the past tense or the present perfect tense of verbs in signal phrases 信号词用过去时或现在完成时

In-text Citations:
Two or more works
两部或两部以上作品

➢ When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author's name, the year of publication—separated by a semi-colon:当括号内的引用语包括两部或两部以上作品时，将它们按照参考书目中的顺序排列——作者姓名，出版年份，中间用分号隔开。如:

    (Kachru, 2005; Smith, 2008)

In-text Citations:
A work with two authors
一本书的作者有俩个

➢ **When citing a work with two authors, use "and" in between authors' name in the signal phrase yet "&" between their names in parenthesis:**
当引用的这本书有两个作者，文内用and连接两个作者的名字，括号内用"&" 连接。

> **According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).**

> **Some feminists researchers question that "women's responses to the war have been ignored" (Raitt & Tate, 1997, p. 2).**

In-text Citations:
A work with 3 to 5 authors
一本书的作者有**3-5**人

➤ **When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis:**
当引用的这本书作者有3-5人, 在括号内一一列举
(Harklau, Siegal, and Losey, 1999)

➤ **In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses:**
在之后的引用中, 只需写出第一个作者, 然后加上"et al."
(Harklau et al., 1993)

In-text Citations:
a work with 6 and more authors
一本的书的作者有六人或更多

➢ When citing a work with six and more authors, identify the first author's name followed by "et al.":

当引用的这本的书的作者有六人或更多, 写上第一位作者的姓名, 后面加上"et al."

        Smith et al. (2006) maintained that....

        (Smith et al., 2006)

In-text Citations:
A work of unknown author
书的作者未知

➢ When citing a work of unknown author, use the the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis. Put titles of articles and chapters in quotation marks; italicize titles of books and reports:

当被引用的这本书，其作者未知时，在信号词组中标注原始资料的全部标题，在括号内标注标题的第一个单词、出版年份。用引号标注文章章节的标题，书籍报告的标题斜体。

      According to "Indiana Joins Federal Accountability System" (2008), ...

Or,

      ("Indiana," 2008)

In-text Citations:
Organization文内引用中的组织

➢ When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation:当引用一个组织名称时，第一次提及时在信号词组或括号内引用其来源。

The data collected by the Food and Drug Administration (2008) confirmed that...

➢ If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations:如果该组织有较广为认知的缩写，在第一次提及时标注来源，此后可直接用缩写形式。

Food and Drug Administration (FDA) confirmed ... FDA's experts tested...

In-text Citations:
The same last name/the same author作者的姓相同

➢ **When citing authors with the same last names, use first initials with the last names:**
当作者的姓相同时, 使用名的首字母
   (B. Kachru, 2005; Y. Kachru, 2008)
➢ **When citing two or more works by the same author published in the same year, use lower-case letters (a, b, c) with the year of publication to order the references:**
当两部及以上作品出自同一个作者时, 为规定参考文献应用小写字母标注出版年份
   Smith's (1998 a) study of adolescent immigrants...

In-text Citations:
Personal communication

➢ When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list:

当引用采访、信件、邮件、通讯员姓名等私人信息时, 不要在参考文献中涉及这些。

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Or,

(E. Robbins, personal communication, January 4, 2001).

In-text Citations:
Electronic sources电子信息

➤ When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading:

不管什么时候只要引用电子文件，就要标注作者所标明的日期。如果电子文件没有页码，标上段落号。

    According to Smith (1997), ... (Mind over Matter section, para. 6).

APA Headings

APA uses a system of five heading levels

APA所使用的五大标题层次系统

APA Headings	
Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with period.**
4	***Indented, boldface, italicized, lowercase heading with period.***
5	*Indented, italicized, lowercase heading with period.*

APA标题	
层次	格式
1	居中, 粗体, 标题区分大小写
2	左对齐, 粗体, 标题区分大小写
3	缩进, 粗体, 标题小写
4	缩进, 粗体, 斜体, 标题小写
4	缩进, 斜体, 标题小写

APA Headings

APA uses a system of five heading levels

Methods (Level 1)	
Site of Study (Level 2)	
Participant Population (Level 2)	
Teachers. (Level 3)	
Students. (Level 3)	
Results (Level 1)	
Spatial Ability (Level 2)	
Test One. (level 3)	
Teachers with experience. (Level 4)	
Teachers in Training. (Level 4)	
Test Two. (Level 3)	
Kinesthetic Ability (Level 2)	

方式	层次1
学习场所	层次2
参与人员总数	层次2
老师	层次3
学生	层次3
结果	层次1
空间想象力	层次2
测试1	层次3
有经验的老师	层次4
培训中的老师	层次4
测试2	层次3
动手能力	层次2

APA Tables表格

➤ **Label a table with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced.**
用阿拉伯数字给表格编号，需要有标题。标签和标题分行（表格上方），左对齐，空一行。

➤ **Cite a source in a note below the table:**
Table 1

Internet users in Europe

Country	Regular users
France	9 ml

Note. The data are adapted from "The European Union and Russia"(2007). Retrieved from http://epp.eurostat.ec.europa.eu

APA Figures数据

➢ **Label a figure with an Arabic numeral and provide a title. The label and the title appear on the same line below the figure, flush-left .**
用阿拉伯数字给数据编号，需要有标题。标签个标题在同一行（数据下方），左对齐。

➢ **Cite the source below the label and the title:**

Figure 1. **Internet users in Europe**

Note: **Eurostat Statistical books. (2007)** *The European Union and Russia: Statistical comparison.* **2007 edition. Retrieved from http://epp.eurostat.ec.europa.eu**

➢ **You might provide an additional title centered above the figure. 也可以添上额外的标题，数据上方，居中。**

If you need help with APA

There are several reference sources to get an answer to your specific question about APA:
下列途径可以获得APA的具体信息

➢ OWL website: http://owl.english.purdue.edu

➢ Purdue Writing Lab @ HEAV 226

➢ composition textbooks

➢ *Publication Manual of the American Psychological Association*, 6th ed.

➢ http://www.apastyle.org

The End

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