

Pacifica – APA Style Guidelines

The following guidelines describe the most common copyediting questions students ask. It is not an exhaustive list. For complete information, refer to the Sixth edition of the *APA Publication Manual*.

Layout, Format, and Punctuation

- Set the right, top, and bottom margins of the page at 1 inch; set the left margin at 1.5 inches.
- Number every page (except the title page and the first page of the work) in the top, right-hand corner, 0.75 inches from the top and right edges of the page. The title page is not counted or numbered.
- Use 12-point Times New Roman font, aligned left (not justified).
- Double space the entire dissertation except for long quotations, references, footnotes, and captions below figures; these are single-spaced.
- Do not add extra vertical space between paragraphs or before or after headings.
- Indent the beginning of paragraphs one standard tab space. When a paragraph continues following a block quote (described below), do not indent.
- Format text to avoid orphans (a single line printed at the top of the page) or widows (a single line printed at the bottom of the page).
- In a series of three or more items, insert a comma before "and".
- Place periods and commas within closing single or double quotation marks. Place all other punctuation marks (e.g., colons, semicolons, question marks) inside quotation marks only when they are part of the quoted material.
- Use an “em dash” (—) to indicate a strong break in the continuity of a sentence, with no spaces before or after.
- Avoid boldface and italics to emphasize a word or phrase. Similarly, avoid using quotation marks to emphasize a word or distance yourself from it.

Quotations

- Alter the initial capitalization of quoted material, as needed, to blend with your text.
- Do not add an ellipsis at the beginning or end of quoted material. Use an ellipsis only to indicate omitted text from the middle of a quotation.

- Short quotations, 39 words or less, appear in the body of the text enclosed in quotation marks. If the short quotation includes a direct quote, use single quotation marks to enclose it.
- Long quotations, 40 words or more, are set apart in their own text block. Single-space the block quote and indent the entire block five spaces (or 1/2 inch) on the left, without further indenting the first line of the block quote. Do not enclose the block in quotation marks. If there is a quotation within the block, enclose it in double quotation marks. If the block quote extends to multiple paragraphs, indent the first line of each new paragraph.

Reference Citations in Text

- Cite author and date anew in each new paragraph. Within a paragraph, don't repeat the author name and date after the initial citation unless you are citing multiple authors and need the information for clarity.
- Always include page numbers for direct quotations, citing a specific page range when necessary: e.g., (pp. 28-29) rather than (pp. 28ff). When using an author's ideas, but not quoting directly, page numbers are strongly encouraged.
- For all translated works except ancient texts use the original date of publication as well as the date of the translated version. For example: Miller (1979/1997)
- When citing Jung within the text, always include the publication dates and page number. If you want, you may also provide volume number and paragraph information enclosed in square brackets. For example: (Jung, 1937/1968, p. 29 [CW 12, para. 206])
- Cite personal conversations, interviews, telephone conversations, and letters in the text this way: (J. O. Reiss, personal communication, April 18, 2001)
- Cite journal entries and dreams in the text this way: (Author's personal journal, September 18, 2002) or (Client's dream, August 8, 1994)

References Section

- Single-space each entry in the list of references, with double spacing between references.
- Format each entry as a hanging indentation, with the first line flush left and any subsequent lines indented 5 spaces.
- For all translated works except ancient texts use the original date of publication as well as the date of the translated version. For example:
- Miller, A. (1997). *The drama of the gifted child* (3rd ed.) (R. Ward, Trans.). New York, NY: Basic Books. (Original work published 1979)

- If you are referencing and citing multiple works by a single author in the same year, use the form 1979a, 1979b, 1979c. You need not do this with translated works whose original year of publication distinguishes them from other translations published in the same year.
- In titles of books and articles in the Reference section, capitalize only the first word, the first word after a colon or a dash, and proper nouns.
- For electronic version of print books or chapters from books, provide information on the version in brackets after the title. The electronic retrieval information, which is either the URL or the DOI number, takes the place of the publisher location and name.
- When citing Jung's writing from his *Collected Works*, be sure to provide a reference entry for the specific essay and not for the volume (unless it is a single manuscript like *Mysterium Coniunctionis*). For example:
- Jung, C. G. (1968). Religious ideas in alchemy. In H. Read, H. Read, M. Fordham, G. Adler, & W. McGuire (Eds.), *The collected works of C. G. Jung* (R. F. C. Hull, Trans.) (2nd ed., Vol. 12, pp. 225-423). Princeton, NJ: Princeton University Press. (Original work published 1937)
- When quoting from an anthology or collection of essays, cite the individual essay by author in the list of references. If you are quoting from the editor's preface or introduction, the entry is formatted in the same way as a selection within the book.
- Do not list any personal conversations, interviews, telephone conversations, letters, your own journal entries or dreams cited within the text in the References section.

Electronic publishing

- Electronic publishing has greatly increased access to all types of sources online. The *APA Publication Manual* includes basic guidelines and rules for providing publication data for electronic sources (Sections 6.31 & 6.32, pp. 189-192) and examples of reference entries for electronic sources in the individual sections on different types of sources (Chapter 7, pp. 193-224).
- Confirm that the website you are using as a source for citations is reliable. Pacifica discourages the use of Wikipedia and personal blogs.