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HOW TO FORMAT AN ESSAY OR TERM PAPER

1. Title page

The title page of every Psychology paper should contain the following information:

- The full title of the paper
 - The title of the paper should be short but descriptive (i.e. “Essay #1” would not be acceptable). The title does not have to be witty or catchy, but it must give the reader a general idea of the topic to be discussed.
- Your name
- Your ‘A’ number
- The name of the instructor to whom the paper is submitted
- The name and number of the course
- The date the paper is submitted
- A running head (a shortened version of the full title of the paper that appears in the top left-hand corner of the title page).

Keep the title page simple; there is no need to include borders or designs (see the sample title page near the end of this guide).

Begin the text of the paper on a separate page; you should include the title of the paper at the top of this page as well.

2. Abstract

An abstract is a brief summary of your paper that, according to the APA manual, should be between 150 and 250 words. It should contain the label “Abstract” centred at the top of the page. Some professors will require you to write an abstract and some will not, so be sure to check.

3. Spacing and Margins

Double-space all lines of the paper, including the title, headings, footnotes, quotations, references, figure captions, and all parts of tables. Leave uniform margins of at least one inch on all sides of every page.

4. Printing

Papers should be printed on 8 ½ by 11 paper. Check with your professor to see if double-sided printing is acceptable.

5. Page numbers

Beginning with the title page, number all pages consecutively. The number should appear at least 1 inch from the right-hand side of the page in the header.

6. Indentation

Indent the first line of every paragraph using the tab key, which should be set at 5 to 7 spaces or ½ inch. Note the following exceptions:

- **Abstract:** The first line of the abstract is not indented.
- **Long (block) quotations:** Indent all lines (not just the first line) of long quotations (quotations that are 40 words or more).
- **Titles and headings:** Headings are either centred or flush left, depending on the heading level (see the section on headings). The title is centred.
- **Table titles and notes:** Table titles and notes should be flush left (not indented).
- **Figure captions:** Figure captions should be flush left to the margin (not indented).

7. Headings

Including headings in a longer paper is a good way to organize information for the reader. Also, depending on the length and complexity of your paper, you may use different levels of headings. The APA manual describes five levels of headings, but you will likely only need to use up to three levels for most of your papers. If you need information on the other levels, see section 3.03 of the APA manual (6th edition).

One level: For short papers, use only one level of heading. These headings should be centred, written in bold, and have all major words capitalized.

Two levels: For lengthier research papers, use two levels of headings. The second-level headings should be flush left to the margin, written in bold, and have all major words capitalized.

Three levels: In some cases you may need to use three levels of headings. Third-level headings should be indented 5 to 7 spaces using the tab key, written in bold, with the first word capitalized and all other words (except names) in lowercase letters. End these headings with a period.

Here is an example of three levels of headings:

Methodology
(Centred, Boldface, Uppercase and Lowercase Heading)

Theoretical Basis and Justification
(Flush Left, Boldface, Uppercase and Lowercase Heading)

Theory one.
(Indented, boldface, capitalizing the first word and any proper names, with all words in lowercase, ending with a period.)

8. Paragraphs

Do not leave an extra space (do not hit *Enter* twice) between paragraphs.

9. Using Numbers

Spell out numbers between zero and nine.

Only eight people attended the meeting today. My father has three sisters.

Exceptions to this rule:

- Use numerals when grouping a number between zero and nine with a larger number.
Only 8 out of 40 people attended the meeting today.
- Use figures when writing a precise measurement or mathematical function.
4 cm; 7%

Use numerals for numbers 10 and up:

*This event was last held 23 days ago.
There were 542 people in attendance at the hockey game.*

Exceptions to this rule:

- Spell out the number when it begins a sentence.
*Forty-eight out of seventy people voted for the bylaw.
Two hundred forty-six people are in the Science program.*

Use numerals in the following situations:

- Decimals (*5.33; 10.25*)
- Divisions of books (*Chapter 3; pages 43-90*)
- Addresses (*11 Maple Lane*)

Spell out numbers in the following situations:

- Indefinite amounts (*millions of people; over one billion*)
- General dates (*the Sixties; the fifteenth century*)

Either numerals or words can be used in the following situations:

- Fractions: If fractions are greater than one, use numerals. If they are less than one, spell them out. (*1 ½, 2 ¾; two-thirds, nine-tenths*)
- Dates (*January 23, 2009; the twenty-third of January, 2009*)
- Time of day (*6:00 A.M., 5:30 P.M., 12:02; six o'clock, five-thirty, half past five*)

Combinations of numerals and words may be used in the following situation:

- Very large numbers (*66 hundred, 7 thousand, 203 million, 1 billion, 5 dozen*)
- Expressing back-to-back modifiers (*2 two-way interactions; ten 7-point scales*)

10. Quotations

Quotations can be effective if used sparingly. If you rely too heavily on another person's words, your writing may end up lacking flow and you will not be writing enough of your own interpretations and ideas. To avoid quoting too much, try to paraphrase (summarize) your sources' ideas as much as possible and integrate them into your own opinions/arguments about the topic.

Short Quotations

Quotations shorter than 40 words should be incorporated into the text and enclosed by double quotations marks ("").

Here is an example:

Holmvall and Bobocel (2008) suggest that self-identity also plays a role: "the impact of procedural fairness on people's reactions to unfavourable outcomes depends both on the strength of people's self-identities as well as on their cognitive accessibility" (p.

164).

Note that with short quotations, the punctuation comes *after* the parentheses.

Long Quotations

For quotations of 40 words or more, all lines (not just the first line) of the quotation should be indented, and quotation marks should not be used. For long quotations, the punctuation is placed *before* the parentheses.

Here is an example:

Galinsky, Maddux, Gilin, and White (2008) suggest a reason for this link:

Given that understanding one's opponent is valuable for success in competitive interactions, it seems likely that individual characteristics associated with such understanding would prove advantageous. In this vein, two related but distinct social competencies—perspective taking and empathy—have been shown to motivate social understanding across a variety of contexts. (p. 378)

Note that with long quotations, the punctuation comes *before* the parentheses.

If there are no page numbers (e.g., in an electronic document), use the paragraph number (if available) preceded by the abbreviation 'para.' If paragraph numbers are not visible, cite the heading and the paragraph number following it.

Here is an example:

“quote quote quote” (Gilin, 1999, Conclusion section, para. 2).

Additions to Quotations

If letters or words need to be added for the sentence to make grammatical sense, then they should be enclosed in square brackets. Square brackets should also be used to indicate changes in punctuation.

Here is an example:

Fisher and Voracek (2006) found that “many factors influence a woman’s attractiveness, including her WHR [waist to hip ratio], BMI [body mass index], and level of curvaceousness, but how these features interact or the relative importance of each factor compared to the other is still unknown” (p. 193).

Information added to the original source

Omissions from Quotations

If you omit words from a quotation, then you should include an ellipsis (three periods) to indicate where you have omitted words or sentences. If this omission occurs at the end of a sentence, use four periods. Keep in mind that the quote must still embody the original idea; the author you are quoting must be represented fairly.

Here is an example:

In their first analysis, Ivanoff, Branning, and Marois (2009) “aimed at isolating...the brain regions associated with the entire flow of information processing from sensation to motor response” (p. 4171).

The ellipsis indicates that information has been removed.

Indirect Quotations (Citing a Source within a Source)

Occasionally, you may find that one of your sources cites information from another source that is useful to you. If this happens, then you should always try to find the original source to use in your paper. You cannot simply cite the source in which you found it or simply use the same citation and reference entry that your source used.

Why should you track down the original source? You should use the original source in your paper for several reasons:

- to ensure that you fully understand the idea instead of just the part that was cited in your source
- to ensure that the author who is citing the original source did not accidentally misinterpret or misquote it
- to ensure that you know the point/intent of the original source

However, if you absolutely cannot find the original source (for example, if it is not in any of SMU's databases, or if the original work is not available in English or is out of print), then you can *indirectly* cite the original source. To do so, include the original author or source in your text along with the source in which you found it, but **do not** include the original source in your reference list.

Here are two examples:

One option is to use a heuristic to organize emotions in terms of approach-avoidance tendencies (Davidson & Fox as cited in Conrad et al., 2007, p. 989).

OR

Conrad et al. is the source in which the original information was found. This source *does* get included in the reference list.

Davidson and Fox are the authors whose information is being cited. This source *does not* get added to the reference list.

Davidson and Fox's heuristic (as cited in Conrad et al., 2007, p. 989) addressed this issue.

11. Paraphrasing

Paraphrased ideas allow you to incorporate someone else's idea or argument in your paper without using the original wording. These sections get integrated into your own writing, but they must still be cited appropriately (i.e., include the author's last name, the year, and the page number from which you got the information).

You do not have to include the page number in your reference if you are citing an author's entire work (i.e. the overall argument of an article or book), but if you are citing information from a specific page or pages, then you should include this information.

Here is an example:

Fear of stigma is believed to impact whether or not an individual with a mental illness will seek help (Komiti, Judd, & Jackson, 2006).

12. Tables

Tables provide an efficient way of presenting a large amount of data in a limited amount of space. They should be reserved for important data directly related to the content of your paper and for simplifying text that would otherwise be dense with numbers.

If you include a table in your paper, you do not need to repeat the same information in your text. Simply choose one method of presenting the information – whatever you think will be clearer for the reader to understand.

To refer to tables in your paper, refer to them by their number (Table 5) instead of writing things like “the table above”.

Tables should contain the following information:

- **Table number:** Number all tables in the order in which they are first mentioned in the text.
- **Title:** Each table should contain a brief and explanatory title.
- **Headings:** Each column should contain a short heading that does not make the column wider than necessary.
- **Notes:** Tables can contain three kinds of notes:

- General notes provide information about the table and begin with the word *Note* (italicized) followed by a period. General notes include the source of the table if you did not create it.
- Specific notes refer to a particular column, row, or individual entry and are indicated by superscript lowercase letters.
- Probability notes indicate the results of tests of significance.

Here is an example of a correlation table with made-up results:

Table 1

Intercorrelations Between Subscales of the Big Five Measure

Subscale	1	2	3	4	5
1. Extraversion	(.92)	.77*	.67*	.54*	-.45*
2. Openness		(.94)	.65*	.67*	-.37
3. Agreeableness			(.89)	.71*	-.51*
4. Conscientiousness				(.93)	.31
5. Neuroticism					(.92)

Note. Alpha values are indicated in parentheses on the diagonal.

* $p < .05$

13. Citing Tables

To cite tables from another source, you need to cite where you got the table from. Include a note just below your table to provide the reader with adequate citation information.

If you are using a table from another source exactly as it is found in that source, then include the words “Reprinted from” to indicate that the table is identical to the original one.

Here is an example of a table taken exactly as found from another source:

Table 1.

When you are citing a table, the main words in the title should be capitalized.

Correlation of Number of Mock-Witness Choices as a Function of Witness Race (Source of Description) and Mock Witness Race (Experiment 1 Blacks and Whites)

Line race*	Race of mock witness/description			
	B/B	B/W	W/B	W/W
Black and White lineups	B/B	-	0.73	0.63
	B/W	-	-	0.58
	W/W	-	-	0.55
Black only**	B/B	-	0.60	0.44
	B/W	-	-	0.36
	W/W	-	-	0.22
White only**	B/B	-	0.79	0.73
	B/W	-	-	0.70
	W/W	-	-	0.75

Note. Reprinted from “Does Race Influence Measures of Lineup Fairness?” by R. C. L. Lindsay, D. F. Ross, S. M. Smith, and S. Flanigan, 1999, *Applied Cognitive Psychology*, 13, p. S114.

* $p < 0.05$ if $r \geq 0.28$.

** $p < 0.05$ if $r \geq 0.40$.

The words “Reprinted from” are used when you are completely copying a table from a source. All major words are capitalized when citing table sources.

If you have changed the table from its original form (i.e. you have only included part of the table or you have left out a column or row that is not relevant to your paper, etc.), then include the words “Adapted from” to indicate that you have changed the table in some way.

Here is an example of a table that has been adapted from another source:

Table 1

Respondents who Agree with the Appropriateness of Information Released About Sex Offenders to the Public

Item	Responses in Agreement (#)
Fingerprints	35
Photographs	22
Home address	28
Home telephone	36
Crime description	30
Vehicle description	20
License plate number	19

The words “Adapted from” are used when you are modifying a table that you have taken from a source. All major words are capitalized when citing table sources.

Note: Adapted from “The Impact of Community Notification Laws on Sex Offender Treatment Attitudes,” by E. B. Elbogen, M. Patry, and M. J. Scalora, 2003, *International Journal of Law and Psychiatry*, 26, p. 212.

For more detailed information on tables in APA style, please see sections 5.01 to 5.19 in the APA manual (sixth edition).

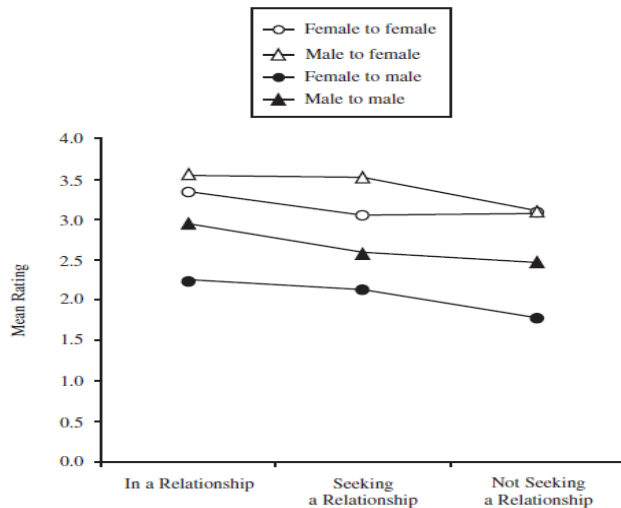
14. Figures

Although figures usually require the reader to estimate values, they allow for a quick glance at an overall pattern of results and are useful for depicting interactions between variables. Figures include graphs, charts, and images, and they should be simple, clear, and easy to understand.

All figures should meet the following requirements:

- The font size for all parts of the figure should be between 8 and 14 points.
- Include a legend to explain any symbols used.
- Include a brief but descriptive caption. Because the caption acts as both an explanation and a title, the figure should not include a title, but should include a caption.
To point the reader to a figure, refer to it by its number (Figure 5) instead of writing something like “the figure above”.

Here is an example of the correct formatting of a figure:



The figure number and caption should be placed below the figure. For the citation, use “Reprinted from” if the figure is copied from another source, and use “Adapted from” if it has been changed in any way.

Figure 1. Estimated marginal means of attractiveness ratings, controlling for the covariates of mean viewing duration and the Sociosexuality Orientation Inventory score. Entries in the legend correspond from left to right as participant sex and sex of the face in the photograph; e.g., “female to female” indicates female participants’ mean rating of female faces. Reprinted from “The Influence of Relationship Status, Mate Seeking, and Sex on Intrasexual Competition,” by M. L. Fisher, U. S. Tran, and M. Voracek, 2008, *The Journal of Social Psychology*, 148, p. 501.

For more detailed information on figures in APA style, please see sections 5.20 to 5.30 in the APA manual (sixth edition).

A NOTE ON PLAGIARISM

1. What is Plagiarism?

According to Saint Mary's *Academic Calendar*, plagiarism is the “presentation of words, ideas or techniques of another as one’s own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)” (Saint Mary's University, 2009, pp.22-23).

Therefore, plagiarism includes taking someone else’s words, sentences, or paragraphs and using them in your own paper without explaining where you found them. However, this is not the only form of plagiarism. Plagiarism also involves taking someone else’s *ideas* or *arguments*, putting them into your own words, and then not citing the source. In addition, keep in mind that when you paraphrase an idea or argument from someone else, you need to change the structure of the sentence and put it into your own words as well as include a citation. ***Simply changing or rearranging a few words is not sufficient*** and is considered a form of plagiarism. Academic writing is all about ideas and arguments, so if you get information (or specific sentences or groups of words) from somewhere else, then you have to show where you found them.

2. Avoiding Plagiarism

To avoid plagiarism, make sure that you cite all sources that you use in your paper. If you include information word-for-word from a source, then you need to put quotations around it (see the Quotations section in this booklet) and cite it in your text and in your reference list. If you take someone’s idea/argument but put it into your own words, then you do not need quotation marks, but you still need to cite it in your text and in your reference list.

3. Common Knowledge and Plagiarism

Some students have heard that “common knowledge” does not need to be cited, so they wonder when something is considered common knowledge. After all, something might be common knowledge to researchers in a field but be new information for a student. Basically, there is no set rule for whether something is considered common knowledge or not, but if you ask yourself the question “would everyone who studies Author A, Topic B, or Subject C know this?”, and if your answer is “yes”, then you should be okay. Another way to look at it is that if the same information can be found in five or more sources (which are completely independent and not referring to one person or to one another), then the information is probably common knowledge.

Example of something that *does not* need to be cited:

William James is considered to be one of the fathers of Psychology.

Example of something that *has* to be cited:

William James taught Anatomy and Physiology at Harvard College from 1873 to 1876 (Barbalet, 2004, p.214).

If you are unsure whether or not an idea is common knowledge, then it is always better to cite it than not to cite it. Also, keep in mind that if you are using a specific person’s study or idea, even if it is common knowledge, then you should cite it.

Here is an example:

Aserinsky and Kleitman (1953) found that rapid eye movement (REM) is likely associated with dreaming.

In this case, the relationship between REM and dreaming may be well-known; however, because a specific study is being used, it needs to be cited.

DOCUMENTING RESEARCH – APA STYLE

In university papers, whenever you are writing about someone else's ideas, you need to reference your source in two ways. First, you need to provide an in-text citation, and second, you need to include a complete reference list entry at the end of the paper. This allows readers to find the source you used if they want more information.

You always need to cite your sources when you are using ideas that are not your own, regardless of whether you are quoting or summarizing them. According to the APA's *Publication Manual* (2009), you always need to provide a page or paragraph number when directly quoting a source. When paraphrasing or referring to an idea in another source, "you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage" (p. 171).

In-Text Citations

In APA style, parenthetical in-text references are used to document sources used in a paper. Sources are briefly identified within the text of the paper, using the author's last name, the date of publication, and the page number of the specific material being used in the paper.

Here are some examples:

Bourgeois (1999) argued... (p. 45).

When you include a reference at the end of a sentence, the punctuation goes *after* the citation.

OR

Paraphrase of overall argument (Cameron, 1999).

If you are summarizing the overall argument of a source, then you do not need to include a page number.

OR

"quote quote quote" (Hill, 2007, para. 5).

If the source has no page numbers but has visible paragraph numbers, then use the paragraph numbers.

OR

"quote quote quote" (Konopasky, 2010, Discussion section, para. 3).

If the source does not include page or paragraph numbers, then cite the heading and the number of the paragraph following it.

As Ivanoff (n.d.) suggests, "quote quote quote" ("Inadvertent Response," para. 1).

If there is no date listed, then write "n.d.," which means "no date."

If the heading is long, then use a shortened version of the heading enclosed in quotation marks.

Citing a Source with One Author

For a source that has one author, cite the author's name, the year of publication, and the page, paragraph, or section number (if your information is from a specific page).

Here are two examples:

Stinson (2009) argued....

OR

"quote quote quote" (Cameron, 1999, p. 56).

Citing a Source with Two Authors

If the source has two authors, use an ampersand (&) to join them when citing them in parentheses:

Here are two examples:

Day and Carroll (2003) argued that ...

OR

Paraphrase of material (Day & Carroll, 2003).

Use "and" when citing two authors in the text.

Use "&" when citing two authors in parentheses.

Citing a Source with Three to Five Authors

If the source has three to five authors, list them all the first time that you cite the source.

Here are two examples of the first in-text citation:

Paraphrase of material (Lindsay, Smith, & Pryke, 1999).

OR

Lindsay, Smith, and Pryke (1999) showed...

In subsequent citations, however, list only the first author followed by "et al."

Here is an example of a subsequent in-text citation:

Paraphrase of material (Lindsay et al., 1999).

Citing a Source with More than Five Authors

For a source that has more than five authors, list the first author followed by "et al."

Here is an example of an in-text citation with more than five authors:

Paraphrase of material (Holmvall et al., 1999).

Citing a Source with a Group or an Organization as Author

Sometimes a document will be written by a group or corporation. In this case, use that organization as the author.

Here is an example:

(National Institute of Mental Health, 2008)

If there is no author for the source, use the first few words of the title of the work in place of the author. Use double quotation marks around the title of an article, chapter, or a web page; use italics for the title of a periodical, book, brochure, or report.

Here are two examples:

“Organizational Performance” (2009) defines internal culture as...

OR

Internal culture is defined as... (“Organizational Performance,” 2009).

Citing a Source with an Anonymous Author

If the author of a work is designated specifically as Anonymous rather than simply not listing an author, then write the word “Anonymous in” place of the author.

Here is an example:

Paraphrase of material (Anonymous, 2010).

Citing a Source with No Page Numbers

If there are no page numbers in a source (e.g., in an electronic document), the paragraph number (if available) should be used, preceded by the abbreviation para. If paragraph numbers are not visible, cite the heading and the paragraph number following it.

Here is an example:

“quote quote quote” (Kocum, 2003, Conclusion section, para. 2).

Multiple Citations within the Same Parentheses

If you are citing more than one study to support an idea, make sure that the citations are in alphabetical order (according to the author’s name), in the same way that they are alphabetical in your reference list.

Here is an example:

Paraphrase of idea/argument (Conrad, 2008; Holmvall & Bobocel, 2003)

List the separate entries alphabetically by authors’ last names (i.e. “C” comes before “H”), but keep the order of names within each entry (i.e., the second source lists “Holmvall” before “Bobocel”).

Personal Communications

Personal communications include letters, emails, personal interviews, phone conversations, and similar sources that contain unrecoverable data (e.g., class notes). They are **not included** in the reference list, but they still need to be cited in your text.

Here are two examples:

Include the initials *and* last name of the communicator and an exact date.

R. Konopasky stated ... (personal communication, March 15, 2009).

“quote, quote, quote” (M. Fleming, personal communication, March 26, 2009).

Reference-List Entries

Journal Articles

Journal article with a DOI assigned

DOI stands for *digital object identifier*, which identifies electronic documents like online journal articles. It can be found on the first page of the article or along with all other article information if you are using a database like PsycINFO.

Author's last name, comma, and first initial

Year of publication

The title of the article is NOT in italics and only capitalizes the first word of the title, subtitle, and proper names.

Vanderpool, M., & Catano, V. M. (2008). Comparing the performance of Native North Americans and predominantly white military recruits on verbal and nonverbal measures of cognitive ability. *International Journal of Selection and Assessment*, 16, 239-248. doi: 10.1111/j.1468-2389.2008.00430.x

Volume number (see note below)

Page numbers of the article

DOI

Title of the journal in italics with the major words capitalized

Note: According to APA guidelines, you need to include an issue number if each issue of the journal starts on page one. If this is the case, include it in parentheses immediately after the volume number, and do not italicize it.

Journal article with no DOI assigned (electronic version)

Tougas, F., de la Sablonniere, R., Lagace, M., & Kocum, L. (2003). Intrusiveness of minorities: Growing pains for the majority group? *Journal of Applied Social Psychology*, 33, 283-298. Retrieved from <http://www3.interscience.wiley.com/journal/118531277/home>

If there is no DOI assigned but you found the journal article online, include the URL of the journal home page. Do not include a period after the URL.

Journal article with no DOI assigned (print version)

Patry, M. W. (2008). Civil liability for negligent police investigation: Canadian developments. *The Open Law Journal*, 1, 23-28.

Journal article with one author

Author's last name and first initials

Year of publication

The title of the article is NOT in italics and only capitalizes the first word of the title, subtitle, and proper names.

Cameron, J.E. (1999). Social identity and the pursuit of possible selves: Implications for the psychological well-being of university students. *Group Dynamics: Theory, Research, and Practice*, 3, 179-189. doi: 10.1037/1089-2699.3.3.179

Page numbers of the entire article

Journal title, italicized

Volume number, italicized (It would be followed by the issue number in parentheses, not italicized, if each issue of the journal started on page one. It would look like this: 3(2).)

DOI

Journal article with two authors

Use a comma and an ampersand (&), not the word "and."

Hill, K. A., & Junus, F. (1979). Individual differences in concept learning of painting styles. *Perceptual and Motor Skills*, 49, 255-261.

Journal article with three to seven authors

Use a comma to separate the authors' names.

Use the "&" symbol before the final author's name.

Ginsburg, L., Gilin, D., Tregunno, D., Norton, P. G., Flemons, W., & Fleming, M. (2009). Advancing measurement of patient safety culture. *Health Services Research*, 44, 205-224. doi: 10.1111/j.1475-6773.2008.00908.x

Journal article with more than seven authors

List the first six authors, followed by an ellipsis, and then add the last author.

Fisher, M., Goetz, A., Hill, S., Kruger, D., Michalski, R., Osipowicz, K.,... Salmon, C. (2009). Voices from the field: Current trends and experiences in Evolutionary Psychology. *EvoS Journal: The Journal of the Evolutionary Studies Consortium*, 1, 11-33.

Print Sources

Book by one author

Author

Year of publication

For a book title, capitalize only the first word of the title, subtitle, and proper names.

Klein, R. B. (2009). *Becoming a behavioral science researcher: A guide to producing research that matters*. New York, NY: Guilford Press.

Publisher name: leave out terms like *Publishers, Co.*, and *Inc.*, but keep the terms *Books* and *Press*.

Place of publication – include both city and state (for the US), city and province (for Canada), or city and country (anywhere else).

Book by two or more authors

Myers, D. G., & Smith, S. M. (2007). *Exploring social psychology* (Canadian ed.). Toronto, ON: McGraw-Hill Ryerson.

Article or chapter in an edited book

Chapter authors

Chapter title (the same capitalization rules apply as for article and book titles)

Book editors (Note that the first initials come *before* the last name)

Patry, M. W., Stinson, V., & Smith, S. M. (2008). The reality of the CSI effect. In J. Greenberg & C. Elliott (Eds.), *Communication in question: Competing perspectives on controversial issues in communication studies* (pp. 291-298). Toronto, ON: Thomson-Nelson.

Book title (italicized)

Page numbers of the chapter

Entry in an encyclopedia

Title of the entry

If the reference book does not list an editor, just include the word "In" followed by the title of the book.

Smith, S. M. (2007). Eyewitness testimony/accuracy. In R.F. Baumeister & K.D. Vohs (Eds.), *The encyclopedia of social psychology* (Vol. 1, pp. 337-338). Thousand Oaks, CA: Sage.

Author of the entry - if there is no author, then use the title of the entry.

Include all that apply: the edition number (i.e. 2nd ed.), volume number, and page numbers of the entry.

Daily newspaper article

Include the specific publication date.

Todd, D. (2008, April 13). Teens' rudeness prompts study. *The Telegram*, p. A12.

Page number

Magazine article

Date of publication: include month and day for weeklies and month for monthlies

Latifi, S. (2009, March/April). Do the rightest thing. *Psychology Today*, 42, 19.

Page number

Electronic Sources

Electronic book

If no date is listed, then write (n.d.).

Day, H. N. (1876). *Elements of psychology*. Retrieved from <http://online books.library.upenn.edu/>

Electronic book chapter

Include the word "In" before the editors' names and (Ed.) or (Eds.) after them.

Klein, R. M., & Ivanoff, J. (2005). Inhibition of return. In L. Itti, G. Rees, & J. Tsotsos (Eds.), *Neurobiology of attention* (pp. 96-100). Retrieved from <http://books.google.ca/>

Page numbers of the chapter

Document available on a university program or department website

De Sousa, R. (1999). *Twelve varieties of subjectivity: Dividing in hopes of conquest*. Retrieved from <http://www.chass.utoronto.ca/%7Esousa/subjectivity.html>

Multipage document created by a private organization

Write "n.d." if no publication date is available.

Society for Industrial and Organizational Psychology. (n.d.) *Employment testing*. Retrieved from http://www.siop.org/workplace/employment%20testing/employment_testing_toc.aspx

Name of organization if no author is listed

Other Types of Sources

Government documents

National Institute for Occupational Safety and Health. (2005). *Tell me a story: Why stories are essential for effective safety training* (DHHS (NIOSH) Publication No. 2005-152). Cincinnati, OH: Author.

If the publisher is the same as the author, write "Author".

Statistics Canada. (2007). *Households and the environment* (Catalogue no. 11-526-X). Ottawa: Author.

Note: A Statistics Canada source can be considered either a government document (if it is a report) or a data set (if you are using data from a table).

Statistics Canada. (2007). *Census families in private households by family structure and presence of children, by census metropolitan area (2006 Census)* [Data file]. Retrieved from Statistics Canada website:

<http://www40.statcan.gc.ca/l01/cst01/famil121a-eng.htm>

Unpublished raw data

Author's last name, Initial. (Year). [Description of content]. Unpublished raw data.

Paper presented at a conference

Include both the year and the month of the conference.

Francis, L., Kelloway, E. K., Barling, J., & Keeley, N. (2003, March). *The impact of organizational injustice on the experience of stress*. Paper presented at the Work, Stress & Health Conference, Toronto, ON.

Fact sheet, brochure, etc.

Include a description of the type of publication in square brackets.

Canadian Psychological Association. (2009). *Health anxiety* [Fact sheet]. Retrieved from

http://www.cpa.ca/publications/yourhealth/psychology_worksfactsheets/healthanxiety/

If you are using a print version include the place of publication and publisher instead of the website.

Online consumer brochure

Include a description of the type of publication in square brackets.

SRI International. (2008). *SRI Overview* [Brochure]. Retrieved from [http://www.sri.com/about/documents/SRI-](http://www.sri.com/about/documents/SRI-Overview.pdf)

[Overview.pdf](http://www.sri.com/about/documents/SRI-Overview.pdf)

Personal communications

(D. Bourgeois, personal communication, November 26, 2009)

P. Street stated ... (personal communication, October 19, 2009)

Note: Personal communications include *letters, emails, personal interviews, phone conversations* and *similar sources that contain unrecoverable data* (e.g., *class notes*). They are not included in the reference list, but they still need to be cited in text. To cite personal communications, include the initials and last name of the communicator and an exact date.

Motion picture

The name(s) placed in the "author" position consist of the primary contributors (i.e. producer, director, writer, etc.) – you can limit them to the roles important to your citation. Their roles are described in parentheses.

Achbar, M. (Producer/Director), Levitt, M., Simpson, B. (Producers), & Abbott, J. (Director). (2003). *The corporation*

[Motion picture]. United States: Big Picture Media.

Name of the organization that produced the film

Title of the film

Include a description of the work in square brackets.

Location of the organization that produced the film (city and state or country)

Episode from a television series:

Original air date

Episode title

The description is not the title and is not italicized.

Gartner, H. (Writer), & Weinstein, T. (Director). (2009, March 13). Staying alive [Television series episode]. In L.

Guerrero & T. Weinstein (Producers), *The fifth estate*. Toronto, ON: Canadian Broadcasting Corporation.

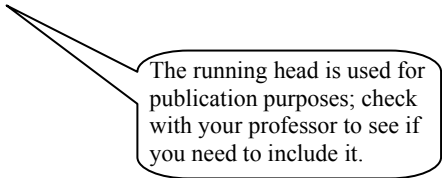
Series title

References

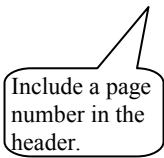
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- Saint Mary's University. (2009). *Academic calendar*. Retrieved from <http://www.smu.ca/registrar/documents/20092010UndergraduateCalendar.pdf>

Running head: THE RELATIONSHIP BETWEEN INTERACTIONAL

1



The running head is used for publication purposes; check with your professor to see if you need to include it.



Include a page number in the header.

The Relationship between Interactional Justice, Organization-based

Self-esteem, and Affective Well-being

Jane Doe

Saint Mary's University

Psychology 1000 [if needed]

Dr. Brown [if needed]

Remember that the abstract should not be indented.

Abstract

Not all professors will want an abstract, so be sure to check whether or not you need one.

Organizational justice is related to various employee attitudes and behaviours (Colquitt et al., 2001). It is comprised of distributive justice, procedural justice, and interactional justice. The current study examined the effects of interactional justice and organization-based self-esteem on job-related affective well-being in a sample of employees from a wide variety of occupations. Interactional justice and organization-based self-esteem were both significant predictors of employee well-being; further, organization-based self-esteem mediated the positive relationship between interactional justice and job-related affective well-being. Implications and future research directions are discussed.

THE RELATIONSHIP BETWEEN INTERACTIONAL

Do not include a heading for the introduction (but there may be headings within the introduction)

The Relationship between Interactional Justice, Organization-based Self-esteem, and Affective Well-being

3
Title, double-spaced and not in bold, italics, or underlined

Example of an in-text citation with an organization as author and no date of publication

Organizational justice, the perceived fairness of an employee's organization, has recently been linked to various individual and organizational outcomes, including job satisfaction, organizational commitment, and job performance (Society for Industrial & Organizational Psychology, n.d.). Organizational justice has three components: distributive justice, procedural justice, and interactional justice. Research on organizational justice began with Adams' (1965) equity theory. Adams defined distributive justice as the fairness of the distribution of outcomes, or rewards, and emphasized the concept of relativity in determining how fairly outcomes are distributed. Employees compare the ratio of their own inputs into the organization, such as education, training, and skills, and their own rewards, such as pay and benefits, to the ratio of the inputs and rewards of other employees. Inequity occurs when the ratio of an employee's inputs to outcomes and the ratio of another employee's inputs to outcomes are unequal.... [section continues].

Citation of a whole work

Participants and Procedure

Example of a level two heading

Method

Example of a level one heading

Participants were recruited via email by Study Response, a project designed to aid researchers in recruiting research participants, to complete an online survey. Individuals who were interested in being participants in various research projects signed up as volunteers on the Study Response website and were contacted with email invitations to participate. Survey Response sent out emails to 800 volunteers asking for their participation; the emails included a link to the survey, which was hosted by Survey Monkey. The emails ensured participants that all their responses would be kept anonymous and confidential.... [section continues].

Measures

Example of a level two heading

To assess interactional justice, Moorman's (1991) 6-item measure was used, which has been found to have high ($\alpha=.93$) internal consistency. An example item from this measure was "Your supervisor considered your viewpoint" (Moorman, 1991, p. 850). In order to keep the wording consistent across all measures, the wording of the items was changed from "your supervisor" to "my supervisor". The items were rated on a 5-point scale ranging from *strongly disagree* to *strongly agree*. High scores indicated high interactional justice.... [section continues].

An in-text citation for a direct quotation

Level one heading **Results**

Prior to conducting analyses, the data were cleaned and screened for outliers. All statistical analyses were conducted using SPSS Version 15.0 for Windows. To test for common method bias, a principal components analysis with varimax rotation was conducted. Four factors emerged (two for the positive and negative emotions in the Job-Related Affective Well-Being Scale (JAWS), one for the interactional justice items, and one for the organization-based self-esteem items), indicating that high correlations among the measures were not due to the situation of only self-report measures being used...[**section continues**].

The first time an abbreviation is used, write out the full name with the acronym in parentheses. Thereafter, use only the acronym.

Discussion

The results of this study provide support for the hypothesis that interactional justice and organization-based self-esteem are significant predictors of job-related affective well-being. These findings are consistent with relational models of justice. According to these models, individuals determine (at least in part) their worth in an organization based on how they are treated within it. If individuals are treated fairly and if they have high organization-based self-esteem, then it seems reasonable that they would have high job-related affective well-being... [**section continues**].

Practical implications and directions for future research

The results of this study have some practical implications for organizations. If interactional justice is related to affective well-being, then organizations that do not consider how fairly they treat their employees should be persuaded to pay more attention to this treatment. It does not cost organizations anything to treat their employees with respect and courtesy, yet the payoffs are substantial for both the employee and the employer. Similarly, organizations can attempt to boost their employees' self-esteem by rewarding them for jobs well done or by ensuring that they have the appropriate training necessary to do their jobs confidently... [**section continues**].

References

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Notes about the reference list:

- **Alphabetically organize the list:** Order the references alphabetically by last name.
- **Double-spaced:** Ensure that each entry in the reference list is double-spaced.
- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent."
- **Multiple works by same author:** When there are several works by the same author, list the earliest publications first, and list single-author entries before multiple-author entries with the same first author.
 - Arrange references with the same first author and different second and third authors alphabetically by the second author's last name.
- **Multiple works by same author & same year:** If a single author has multiple works published in the same year, then alphabetize them by title and include letters (starting with "a") after the year in both your reference list and in-text entries (i.e. 1999a; 1999b).

Table 1

Observed Intercorrelations Between all Study Variables

	Mean	SD	1	2	3
1. Interactional justice	3.51	.87	(.93)		
2. OBSE	3.84	.69	.52*	(.87)	
3. JAWS	3.28	.71	.60*	.74*	(.94)

Note. OBSE = organization-based self-esteem. JAWS = job-related affective well-being. Alpha coefficients are on the diagonal.

* Correlation is significant at the 0.01 level (2-tailed).

Note: Tables should be included at the very end of a paper unless your professor gives other instructions. While journal articles are not published this way, this is how submissions to journals are sent, so this is the way that Psychology students are usually encouraged to format their papers. Create the table according to proper formatting and, again, remember to include it at the end (not as an appendix).

FURTHER GUIDES TO APA STYLE AND WRITING ASSISTANCE

Information in this guide on how to cite references has been adapted from the following sources:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

Purdue University Online Writing Lab (OWL). (2010, January 11). *APA formatting and style guide*. Retrieved January 20, 2010 from <http://owl.english.purdue.edu/owl/resource/560/01/>

The Writing Centre, in Room 115 of the Burke Building on Saint Mary's campus, has many writing guides and style manuals to help students. The Writing Centre offers tutoring services for writing Psychology papers and any other type of writing assignment. Online writing guides are also available.

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