Style Guides APA Format

Note: The following document should only be used as a quick reference guide. For more information, see the *Publication Manual of the American Psychological Association*, 6th Edition (make sure to use the 2nd printing, as the 1st printing is riddled with errors).
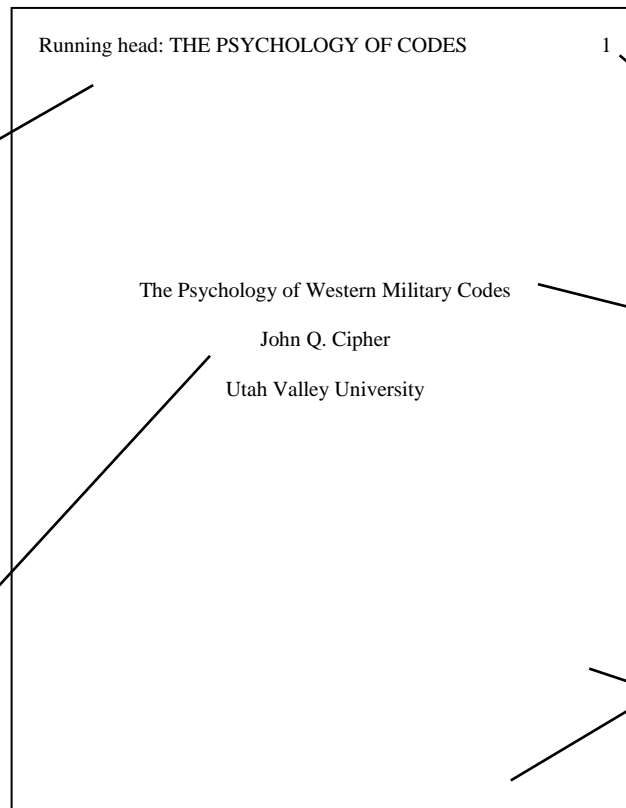
TITLE PAGE (PP.23, 41, 228-231)

RUNNING HEAD
The running head is an abbreviated title on the top left header of every page. The words "Running head:" appear on the title page, but do not appear on subsequent pages. It should be no more than 50 characters.

AUTHOR INFORMATION
The coversheet should state your name and institution. Do not underline or use bold or italics. (**NOTE**: In addition, instructors may require the instructor's name and class; list this information, centered and double-spaced, below the name of your institution.)

Running head: THE PSYCHOLOGY OF CODES   1

The Psychology of Western Military Codes

John Q. Cipher

Utah Valley University

PAGE NUMBER
Page numbers should appear in the top right corner of every page.

FULL TITLE
A title should clearly state the main topic in 10 to 12 words. Abbreviations are not appropriate. The title should be centered. If the title is more than two lines, double-space between the lines.

STANDARD FORMAT
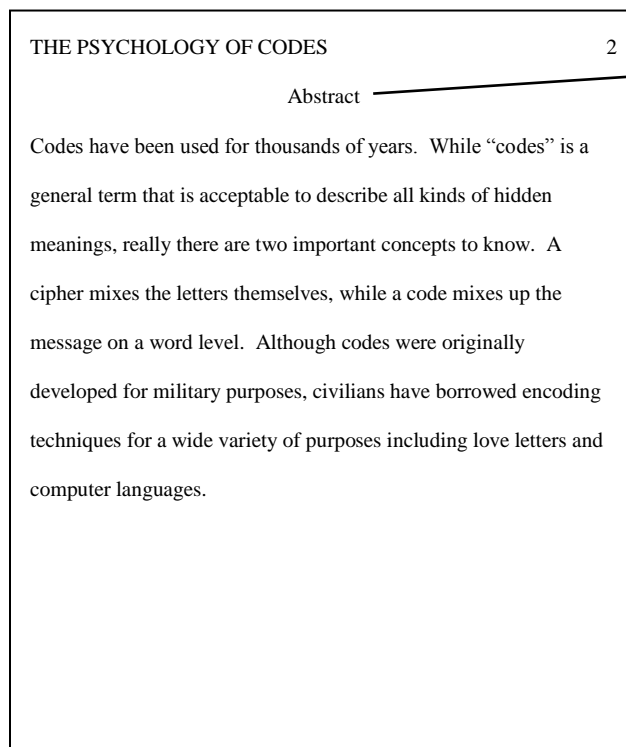Double space, and use 12-point Times New Roman font on all pages of the paper.

MARGINS
Margins should be 1-inch all around and on all pages of the paper.

ABSTRACT (PP.25-27, 41)

ABSTRACT
Begin the abstract on a new page. The abstract sums up your paper's purpose and content in 150-250 words, and it includes important information such as a preview of the thesis statement and main ideas. Abbreviations and unique terms should also be defined. It should be in your own words and as brief as possible.

THE PSYCHOLOGY OF CODES   2

Abstract

Codes have been used for thousands of years. While "codes" is a general term that is acceptable to describe all kinds of hidden meanings, really there are two important concepts to know. A cipher mixes the letters themselves, while a code mixes up the message on a word level. Although codes were originally developed for military purposes, civilians have borrowed encoding techniques for a wide variety of purposes including love letters and computer languages.

ABSTRACT TITLE
The word "Abstract" should be centered, without underlining, italics, bold, or punctuation.

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FIRST PAGE OF TEXT (P.42)

THE PSYCHOLOGY OF CODES   3

The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. This paper will explore some of the psychology behind codes used by the west's militaries and how they aided in warfare.

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers (2001) wrote the following:

The American ability to read Japanese cables, code- named Magic, was one of the small advantages that helped the Allies win time and then the war. Another was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra. (p. 2)

If it had not been for this secret coding, perhaps the outcome of the second World War would have been dramatically different. Yet it

TITLE
The title should be centered and double spaced at the top of the page. It should not be italicized, underlined, or bolded (p.23).

BLOCK QUOTATIONS
Quotations that are 40 words or longer need to be set apart in a block. They should be double spaced and indented 1/2" from the left margin. Quotation marks are not used with block quotations, and the final punctuation is placed before the in-text citation (p.92).

TEXT (P.44)

THE PSYCHOLOGY OF CODES   6

Since the information unveiled was so critical, the cryptoanalysts literally saved the day.

Victorian England

In Victorian England, strict parents made it hard for lovers to communicate with each other. According to Wilson (1987), a British historian, "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers" (p. 115).

Charles Babbage's Contribution

Charles Babbage loved to read the paper and try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. The girl soon wrote and asked her boyfriend not to write again because their code had been discovered (as cited in Frank & Frank, 2001).

Considering Babbage's contribution to the development of the

HEADINGS
Headings help you organize the text for readers. The five levels of headings are all the same font size, arranged as follows (p.62):

Level 1: **Centered, Boldface, Uppercase and Lowercase Heading**

Level 2: **Flush Left, Boldface, Uppercase and Lowercase Heading.**

Level 3: **Indented, boldface, lowercase paragraph heading ending with a period.**

Level 4: ***Indented, boldface italicized, lowercase paragraph ending with a period.***

Level 5: *Indented, italicized, lowercase paragraph heading ending with a period.*

If the paper uses only 2 levels, use Level 1 and 2; if the paper uses 3 levels, use Level 1, 2, and 3; and so forth. *This sample uses 2 levels.

IN-TEXT CITATIONS
The basic format for an in-text citation is (Last name of author, year of publication, page number). For a direct quotation, always include the page number; if paraphrasing or summarizing, you are encouraged to include the page number, but it is not required. For help with citing specific sources, see pages 174-179 in the *APA Publication Manual*, 6th ed.

CITING SECONDARY SOURCES
To cite information that your source has taken from a different source, put the original author of the information in the text and write "as cited in" in your in-text citation followed by the author and date of the work where the material was found (p.178).

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REFERENCES (P.37)

REFERENCES PAGE TITLE
The title "References" should be centered but not underlined, italicized, bolded, or punctuated.

HANGING INDENT
Use a hanging indent for the entries longer than one line. Indent 1/2" from the set margins, after the first line of each entry.

THE PSYCHOLOGY OF CODES   13

References

Asay, R. (1978). How the Romans made war. *Journal of Military History*, *23*, 345-357.

Dolev, D., Dwork, C., & Naor, M. (2003). Nonmalleable cryptography. *SIAM Review, 45,* 727-784. doi: 10.1170/45645668678578

Frank, S., & Frank, T. (2001). *The man who invented the military*. New York: Nerd Press.

Powers, T., & Gregory, A. (1954). *The psychological executioners*. London: Oxford UP.

Wilson, F. (1987, May 5). Newspaper classifieds contain secret codes. *Daily News*, pp. F1, F9.

Zagar, R. (1998). Leaving Cambridge. In T. Roger (Ed.), *Rommel: The Man* (pp. 123-134). New York: Harcourt and Brace.

ALPHABETICAL ORDER
Arrange entries in alphabetical order by author's last name. Use the author's initials for the first and middle names.

REFERENCES
List only the works you used, not everything you read. For a list (w/ page numbers) of different sources, see pages 193-198 of the *APA Publication Manual*, 6th ed. Examples of each reference format can be found on pages 198-224.

GUIDELINES FOR THE REFERENCES PAGE (P.193)

In addition to citing sources within a text, APA requires a *References* page. The following guidelines will help you correctly format some of the most commonly used sources. For further information, refer to Chapter 7 of the *Publication Manual of the American Psychological Association*, 6th edition. Remember the following as you cite sources for APA:

- Article titles should not be italicized or put in quotation marks.
- Only the first word of the article title, subtitle, or proper nouns should be capitalized.

BOOK BY A SINGLE AUTHOR (P. 202)

Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Wilson, F. R. (1998). *The hand: How its use shapes the brain, language, and human culture*. New York: Pantheon.

BOOK BY TWO OR MORE AUTHORS (PP. 202-204)

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year). *Book title*. Location: Publisher.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations*. Princeton, NJ: Educational Testing Service.

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ARTICLE IN AN EDITED BOOK OR ANTHOLOGY (P. 202)

SINGLE SOURCE FROM AN EDITED BOOK OR ANTHOLOGY

Last name, First initial. Middle initial. (Year). Article or chapter title. In First initial. Middle initial. Last Name of Editor(s) (Ed.), *Book title* (pp. pages). Location: Publisher.

McCormick, L. (2006). Music as social performance. In R. Eyerman (Ed.), *Myth, meaning, and*

performance: Toward a new cultural sociology of the arts (pp. 121 – 144). Boulder, CO:

Paradigm.

MULTIPLE SOURCES FROM A SINGLE EDITED BOOK OR ANTHOLOGY (P. 202)

Last name, First initial. Middle initial. (Year). Article title (only capitalize the first word of the title and any proper nouns). In First initial. Middle initial. Last Name of Editor(s) (Ed), *Title of edited book* (only capitalize the first word of the title and any proper nouns) (pp. page numbers). Location: Publisher.

Chaucer, G. (2005). The Franklin's tale. In S. Greenblatt & M. H. Abrams (Eds.), *The Norton*

anthology of English literature (pp. 1232-1237). New York, NY: Norton.

Collins, W. (2005). Ode written in the beginning of the year 1746. In S. Greenblatt & M. H. Abrams

(Eds.), *The Norton anthology of English literature* (pp. 1345-1346). New York, NY: Norton.

ARTICLE IN A REFERENCE BOOK (P. 202)

Last name, First initial. Middle initial. (Year). Article title. In *Book title* (Volume number, pages). Location: Publisher.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501- 508). Chicago:

Encyclopedia Britannica.

ARTICLE IN A JOURNAL OR ELECTRONIC JOURNAL (P. 198)

Last name, First initial. Middle initial. (Year). Title of article. *Journal Title, Volume*, pp-pp. doi:##.##### (When there is no DOI but the reference was located online, use the URL of the journal home page.)

Craner, P. M. (1991). New tool for an ancient art: The computer and music. *Computers and the Humanities,*

25, 303-313.

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Keller, H., & Bach, J. S. (2007). Healthy living from blueberries to avocados. *Health & Life, 24,* 225-129. doi:

    10.1057/ 0236-6122.24.2.115

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by

    psychology undergraduates. *Journal of Bibliographic Research*, *5*, 117-123. Retrieved from

    http://psychbiblio.edu

NOTE: If each journal issue begins on page one, put the issue number (not italicized) in parentheses after the volume number. If there is no volume number available, include the month or season with the year in parentheses.

ARTICLE IN A MAGAZINE (P. 200)
Last name, First initial. Middle initial. (Year, Month Day). Article title. *Magazine Title*, *Volume*, pages.

Mehta, P. B. (1998, June 6). Exploding myths. *New Republic*, *290*, 17-19.

ARTICLE IN A NEWSPAPER (P. 200)
Last name, First initial. Middle initial. (Year, Month Day). Article title. *Newspaper Title*, pages.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

NOTE: Include p. or pp. with page numbers for newspaper articles. If an article has discontinuous pages, list all of the pages, separated with commas (e.g., pp. A1, A3, A8-10).

REPORT FROM A PRIVATE ORGANIZATION, AVAILABLE ON A WEBSITE (P. 205)
Organization name. (Year, Month Day). *Title*. Retrieved from complete web address

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*.

    Retrieved from http://www.canarie.ca/press/publications/pdf/health/healthvision.doc

PERSONAL INTERVIEW OR COMMUNICATION (P. 179)
Since exact information gathered through personal communication is not retrievable, only cite personal communication in text. Include the person's initials and last name and the exact date of contact.

(T. T. Williams, personal communication, April 14, 2002)

Source: *Publication Manual of the American Psychological Association* (6th ed.). (2009). Washington, DC: American
    Psychological Association.

*Copies of the *Publication Manual of the American Psychological Association*, 6th edition, can be found in the UVU Writing
    Center, and the UVU Library 1st Floor Circulation Desk. (Be sure to ask for the 2nd printing.)