

**How to Format Your Essay**  
**Using APA STYLE GUIDELINES**

**COLLEGE OF POLICY SCIENCE**

**Ritsumeikan University**

**Gordon Ratzlaff**

**Yo Tabayashi**

**&**

**Writing Tutors**

**October, 2006**

If you are writing an essay, or submitting a manuscript to the College of Policy Science as an undergraduate, or if you would like to submit an essay for the “Gaikokugo Sakubun Contest” (Essay Contest) which is held annually in our College, then please follow these instructions carefully:

This handout covers the following issues:

**I. Title and Body**

**II. In-Text Citations**

**III. References**

**IV. Graphics**

**V. Photo Essay**

You will find formatting your essay in English a valuable learning experience. Most of the points covered here is what you may have already learned or are learning now. For some of you this information will be a simple review. Formatting your essay correctly is important. If you have good ideas in your essay, how sad it would be for it to be marked lower or rejected because of inadequate formatting.

APA is an acronym of “The American Psychological Association.” APA style guidelines are the standardized writing format, which is commonly used among those who write a research paper in social sciences. Because the writing format for electronic media changes rapidly, please check the following website for the latest additions, changes, and more-detailed clarifications: ([www.apastyle.org](http://www.apastyle.org))

For those students submitting work for the “Gaikokugo Sakubun Contest,” you should have a copy of the previous year’s booklet of “Gaikokugo Sakubun Contest” (Collection of Writings) with you when you format your essay. There are many examples of how you can format your essay in it, and if you are at a loss of what to do, please consult the “Gaikokugo Sakubun Contest” booklet. Please try to limit your essay to five pages, which would include graphics and / or photographs (if used).

# I. The Title and Body of the Essay

## **FORMATTING DIRECTIONS:**

### **General directions**

1. Use Microsoft Word.
2. Use A4 size paper.
3. Keep a margin of 3 cm (on all 4 sides of the paper).
4. Use 12-pt. and Times New Roman font.

### **Title**

5. Put your title in 14-pt. Bold Text.
6. Center the title; do not underline the title.
7. Capitalize all first letters of each main word in the title and subtitles (nouns, adjectives, verbs are capitalized). Prepositions are not capitalized.
8. Space down 3 times from the Title to your name, using 12pt. spacing.
9. Space down 3 times from your name to the 1st paragraph, also using 12pt. spacing.

### **Body**

10. Use 1.5 spacing throughout the body to the end of the document (including the References).
11. Paragraph Indentation: 5 spaces.
12. Put one space after a period (full stop) (.), colon (:), semicolon (;), question mark (?), and exclamation mark (!).
13. When using quotation marks, place all periods and commas inside the end quotation mark (examples: ." ,").
14. Make sure the body of your paper is left aligned and not justified. (With left aligned text, the left margin forms a straight line and the right margin is ragged. With justified text both the left and right margins form a straight line. In other words, flush left, creating an uneven right margin.)

## Abstract

15. Please attach an abstract of your essay on a separate sheet of paper. The paper should include your name, the title as well as abstract as example below shows. For more detailed information on writing an abstract and title in English, please visit our website: [http://psptp052.ps.ritsumei.ac.jp/files/title\\_abstract\\_bks.pdf](http://psptp052.ps.ritsumei.ac.jp/files/title_abstract_bks.pdf) (accessible only on campus).

### EXAMPLE

## **Is Kyoto an International Tourism City?**

**Shigeru Okamoto**

### Abstract

2005 is the 150th anniversary of the first overseas package tour organized by Thomas Cook, who is the father of mass tourism. Today, tourism is one of the world's largest industries, responsible for nearly 10% of global GDP, according to the World Travel and Tourism Council ([www.wttc.org](http://www.wttc.org)). Japan needs to open its door to foreign tourists, not only to receive benefits, but also to broaden the mind and foster peace and understanding between nations. What are the essential things needed to receive foreigners? A lot of historical architecture? Of course that is needed, but accessible transportation and local Japanese restaurants are also essential. The reason for the former is that if there is no transportation in a city, no tourist can visit historical places. The reason for the latter is that having a local meal at a local restaurant will encourage both foreigners and local people to foster an international sense. Here, Kyoto City is focused on, as one of the most famous cities in Japan. This essay attempts to show whether Kyoto City is an international tourism city from the view of transportation and local restaurants.

**MODEL EXAMPLE:**

**Is Kyoto an International Tourism City?**

**Shigeru Okamoto**

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**Transportation in Kyoto City**

To be an international tourism country, it is necessary to have comfortable and easily accessible transportation systems. There are two typical kinds of transportation – buses and taxis. The first is buses. There are 2 types of buses. One is sightseeing buses. The other is local public buses. The former do not have good accessibility though they are comfortable. There are few



sightseeing buses for foreign tourists, and it is difficult to find agencies. Only one agency which operates scheduled sightseeing buses is found near Kyoto Station. However, all ads and pamphlets are written in only Japanese. Just a small note (the left picture) written in English and Chinese and Korean can be found. In fact, there is much room for improvement with regard to the accessibility of sightseeing buses.

The latter – local buses – are very cheap and found anywhere. It costs only 220 yen to take a bus, so the access is very easy.

Many of the routes used by visitors have announcements in English. However, the problem is comfort. The buses can be pretty crowded now and then.

## II. How to Put in Your In-Text Citations

### **EXPLANATION:**

The purpose of the in-text citation in our essays is to refer readers to the list of “References.” If the source is from a book written by one author, e.g., (Shimamura, 2005, chap. 3) or two authors as in (Cheek & Buss, 2006, p. 332), we would like to have the year and chapter or page number. However, many of the in-text citations recently have been from web sites.

Please make sure to cite the source of a quotation or a paraphrased summary of an author’s words. Ideas and words of others must be formally acknowledged. Direct citations should be clearly shown with double quotation marks.

Therefore, please cite the source of either a quotation or paraphrased material, regardless of the type of source: book, magazine or journal article, newspapers, etc. The APA uses the author-date method of citation; that is, the last name of the author and the year of publication are inserted in the text at the appropriate point.

### **MODEL EXAMPLES:**

#### **Citing a work by a single author:**

A recent study of stress levels (Brown, 2006, p. 206) reveals gender-related differences in these levels.

**OR,**

In a recent study of stress levels, Brown (2006, p. 206) discusses gender-related differences in these levels.

#### **Citing a work by two authors:**

In a recent study, Williams and Jones (2004, pp. 303-5) found...

### **Citing Electronic Sources:**

The APA is commonly used in Britain and in the Social Sciences ([www.vanguard.edu](http://www.vanguard.edu)).

## **III. How to Put in your References**

### **EXPLANATION:**

The list of references to be included at the conclusion of your paper lists all of the works that you cited in your paper. Please put your “References” on the final page of your manuscript.

Entries are organized alphabetically by surnames of first authors. Put three lines between the body and the “References.” Put one line between “References” and the first entry.

References Alignment: Make sure the references are also left aligned and not justified. Indent the second and following lines of each entry 5 spaces. This is called “hanging indent,” which you can make by Microsoft Word.

Most reference entries have three components:

1. Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. If no author is identified, the title of the document begins the reference.
2. Year of Publication: In parenthesis following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” (no date) in parenthesis following the authors.
3. Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book).

### **Examples of how to cite books, journals, magazines, newspapers, etc.:**

*Note: The second and subsequent lines of a citation should be indented five spaces, “hanging indent.”*



**Book by one or more main authors:**

Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: MacMillan.

**Edited book:**

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*. New York: Praeger.

**Article or chapter in an edited book:**

Hirao, H., Saito, T., & Sato, N. (2001). Contemporary issues and new directions in adult development of learning and memory. In J. Kimura (Ed.), *Aging in the 2000s: Psychological issues* (pp. 241-282). Tokyo: Japan Psychological Association.

**Journal article, one author:**

Onishi, A. (1995). Perceptual comparisons through the mind's eye. *Memory and Cognition*, 10, 622-684.

**Journal article, two authors:**

Gondo, C., Ohno, S., & Inaba, M. (2003). Knowledgeble Archives ni yoru toshi no kioku to keishou no tame no platform ni kansuru kenkyu [Platform for preservation and sharing of urban memories based on a concept knowledgeble archives] *Art Research*, 3, 221-232.

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

**Magazine article:**

Jensen, L. (1993, December 30). What's love got to do with it? *Time*, 69, 643-644.

**Newspaper article, one author:**

Porter, E. (2006, July 8). Jobs data indicates economy is slowing. *New York Times*, pp. C1, C4

**Newspaper article, no author:**

Study finds free care used more. (1982, April). *Japan Times*, p. 14.

**Examples of citing electronic sources:**

**Web document on university program or department Web site:**

Degelman, D., & Harris, M. L. (2000). *APA style essentials*. Retrieved May 18, 2005, from Vanguard University, Department of Psychology Web site:  
[http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)

**Stand-alone Web document (not identified):**

Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved August 3, 2001, from <http://www.psywww.com/psyrelig/psyrelpr.htm>

**Stand-alone Web document (no author - not identified):**

*Gender and society*. (n.d.). Retrieved December 3, 2001, from <http://www.trinity.edu/~mkearl/gender.html>

**Newspaper and Journal article from database:**

Shanahan, D. (2006, August 1). Howard's decision makes it harder for labor. *Australian*. Retrieved August 1, 2006, from <http://www.theaustralian.news.com.au/story/0,20867,19978819-601,00.html>

Mershon, D.H.(1998, November-December). Star Trek on the brain: Alien minds, human minds. *American Scientist*, 86, 585. Retrieved July 29, 2002, from Expanded Academic ASAP database.

## Example of a List of References:

### References

- American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders*. (4th ed., text revision). Washington, DC: Author.
- Degelman, D., & Harris, M. L. (2000). *APA style essentials*. Retrieved May 18, 2000, from Vanguard University, Department of Psychology Web site:  
[http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)
- Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172. Abstract retrieved July 23, 2001, from PsycINFO database.
- Gender and society*. (n.d.). Retrieved December 3, 2001, from  
<http://www.trinity.edu/~mkearl/gender.html>
- Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626.
- Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved August 3, 2006, from  
<http://www.psywww.com/psyrelig/psyrelpr.htm>
- Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Tokyo: Tuttle.
- Shanahan, D. (2006, August 1). Howard's decision makes it harder for labor. *Australian*. Retrieved August 1, 2006, from  
<http://www.theaustralian.news.com.au/story/0,20867,19978819-601,00.html>
- Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and Mental Health* (pp. 70-84). New York: Oxford University Press.

## **IV. Graphics**

Please make your graphics on Excel if possible, and make them clear and concise. They will be reproduced in black and white, so refrain from using different color nuances that would be difficult to discern.

## **V. Photo Essay**

The photo essay is not to be a tourist diary. Connect your photos to a theme, as, for example: the garbage problem in Kyoto, politics of Myanmar, or Smokey Mountain in the Philippines from the topics of recent years.

You may include up to five photographs. Please choose photos which are clear and easy for the reader to see and understand. Arrange them on your essay in such a way that they are in context with your writing. Add a caption which explains the photograph. Please refer to examples of the booklets from previous years.

As the printing is done from “camera-ready” proofs, the printer asks that any digital camera photographs, or other already developed photographs, be of high quality.

Thanks to TA 2003-4 Shin Ohno for his conscientious efforts with the original Japanese translation and Writing Tutors 2006 Yoshinori Tanaka, Chie Gondo, and Kyoko Murata for their good job with the overall revision.

This style guide has been adapted in parts from the 5th ed. *Publication Manual of the American Psychological Association* (Ref BF 76.7 .P83 2001).