



Academic Support Center  
Writing Center

## Abbreviations, Numbers, and Dates for APA Style

Resource(s): *The OWL at Purdue* website; the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.); and *The LB Brief Handbook* by Jane Aaron, 5<sup>th</sup> edition

### Abbreviations:

When abbreviating any terms, spell them out the first time (in both the abstract and again in the body of the manuscript, if need be).

Example: The Nurses Association of Science (NAOS) was used to . . .

When citing an organization, such as the American Psychological Association (APA), spell out the entire name in the first citation. All further citations should use the appropriate acronym.

### Acceptable abbreviations in the reference list for parts of books and other publications:

Abbreviation	Book or Publication
ed.	edition
Rev. ed.	revised edition
2 <sup>nd</sup> ed.	second edition
Ed. (Eds.)	editor (editors)
Trans.	translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	volume (as in Vol. 4)
Vols.	volumes (as in Vols. 1-4)
No.	number
Pt.	part
Tech. Rep.	technical report
Suppl.	supplement

**Numbers:**

All measurement reporting is done in metric units. (Use centimeters and meters rather than inches and feet.)

The numbers zero through nine are spelled out. **Exception:** When it is a table or figure number, or a metric measurement, etc. The numbers 10 and above are written as numbers.

Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series.

Example: As can be seen in Figure 3 . . .

In the abstract, use digits for all numbers except when they begin a sentence.

Spell out any number when it appears first in a sentence.

Example: 34 students were used.

Corrected: Thirty-four students were used.

**Dates:**

For dates, spell out the names of all months in the text of the paper and on the References page.

Dates should be written as July 22, 2014, except for few incidences when listing certain sources on the References page.