

# A Guide for Writing Research Papers based on Styles Recommended by The American Psychological Association

The purpose of this document is to provide a common core of elements of APA style that all members of an academic department can adopt as minimal standards for any assignment that specifies APA style. This Web document is itself *not* a model of APA style. For an example of a complete article formatted according to APA style, go to <http://www.vanguard.edu/uploadedfiles/faculty/ddegelman/prayer.pdf>. For an example of an undergraduate research proposal, go to <http://www.vanguard.edu/uploadedfiles/faculty/ddegelman/psychproposal.pdf>. To download a Microsoft Word template of an APA-style paper, go to <http://www.vanguard.edu/emplibary/files/psychapa.doc>.

## I. General Document Guidelines

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font (Times Roman or Courier are acceptable typefaces)
- C. **Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
- D. **Alignment:** Flush left (creating uneven right margin)
- E. **Paragraph Indentation:** 5-7 spaces
- F. **Pagination:** The page number appears one inch from the right edge of the paper on the first line of every page (except **Figures**), beginning with the title page.
- G. **Manuscript Page Header:** The first two or three words of the paper title appear five spaces to the left of the page number on every page (except **Figures**), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.
- H. **Active voice:** As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."
- I. **Order of Pages:** **Title Page, Abstract, Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures**

## II. Title Page

- A. **Pagination:** The Title Page is page 1.
- B. **Key Elements:** Paper title, author(s), author affiliation(s), and running head.
- C. **Paper Title:** Uppercase and lowercase letters, centered on the page.
- D. **Author(s):** Uppercase and lowercase letters, centered on the line following the title.
- E. **Institutional affiliation:** Uppercase and lowercase letters, centered on the line following the author(s).
- F. **Running head:** The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.
- G. **Example of APA-formatted Title Page:**  
<http://www.vanguard.edu/psychology/titlepage.pdf>

## III. Abstract: The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

- A. **Pagination:** The abstract begins on a new page (page 2).
- B. **Heading:** Abstract (centered on the first line below the manuscript page header)
- C. **Format:** The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.
- D. **Example of APA-formatted Abstract:**  
<http://www.vanguard.edu/psychology/abstract.pdf>

## IV. Body

- A. **Pagination:** The body of the paper begins on a new page (page 3). Subsections of the body of the paper do *not* begin on new pages.

- B. **Title:** The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header.
- C. **Introduction:** The introduction (which is not labeled) begins on the line following the paper title.
- D. **Headings:** Headings are used to organize the document and reflect the relative importance of sections. For example, many empirical research articles utilize Method, Results, Discussion, and References headings. In turn, the Method section often has subheadings of *Participants*, *Apparatus*, and *Procedure*. For an example of APA-formatted headings, go to <http://www.vanguard.edu/psychology/headings.pdf>
  - 1. Main headings (when the paper has either one or two levels of headings) use centered uppercase and lowercase letters (e.g., Method, Results, Discussion, and References).
  - 2. Subheadings (when the paper has two levels of headings) are italicized and use flush left, uppercase and lowercase letters (e.g., *Participants*, *Apparatus*, and *Procedure* as subsections of the Method section).

V. **Text citations:** Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

- A. When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant. **[Note: and** is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

- B. When the authors of a source are *not* part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991). **[Note: &** is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames.]

- C. When a source that has two authors is cited, both authors are included every time the source is cited.
- D. When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).

Payne et al. (1991) showed that ...

- E. When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).
- F. Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

**Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.**

- G. To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

**B. F. Skinner (personal communication, February 12, 1978) claimed ...**

- H. To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

**Degelman and Harris (2000) provide guidelines for the use of APA writing style.**

**Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).**

- VI. **Quotations:** When a direct quotation is used, always include the author, year, and page number as part of the citation.

- A. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Example:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

- B. A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin.

- VII. **References:** All sources included in the References section must be cited in the body of the paper (and all sources cited in the paper must be included in the References section).

- A. **Pagination:** The References section begins on a new page.
- B. **Heading:** References (centered on the first line below the manuscript page header)
- C. **Format:** The references (with hanging indent) begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. 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. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference.
  2. **Year of Publication:** In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.
  3. **Source Reference:** Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.
- D. **Example of APA-formatted References:** Go to <http://www.vanguard.edu/psychology/references.pdf>
- E. **Official APA "Electronic Reference Formats" document:** Go to <http://www.apastyle.org/elecref.html>
- F. **Examples of sources**

1. **Journal article**

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26*, 1617-1626.

2. **Book**

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.

3. **Web document on university program or department Web site**

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)

4. **Stand-alone Web document (no date)**

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

5. **Stand-alone Web document (no author, no date)**

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

6. **Journal article from database**

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved May 20, 2000, from ProQuest database.

7. **Abstract from secondary database**

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.

8. **Journal article, Internet-only journal**

Bergen, D. (2002, Spring). The role of pretend play in children's cognitive development. *Early Childhood Research & Practice*, 4(1). Retrieved February 1, 2004, from <http://ecrp.uiuc.edu/v4n1/bergen.html>

9. **Article or chapter in an edited book**

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.

10. **Diagnostic and Statistical Manual of Mental Disorders**

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text revision). Washington, DC: Author.

VIII. **Appendixes:** A common use of appendixes is to present unpublished tests or to describe complex equipment or stimulus materials.

- A. **Pagination:** Each Appendix begins on a separate page.
- B. **Heading:** If there is only one appendix, Appendix is centered on the first line below the manuscript page header. If there is more than one appendix, use Appendix A (or B or C, etc.). Double-space and type the appendix title (centered in uppercase and lowercase letters).
- C. **Format:** Indent the first line 5-7 spaces.
- D. **Example of APA-formatted Appendix:**  
<http://www.vanguard.edu/psychology/appendix.pdf>

IX. **Footnotes:** Content footnotes are occasionally used to support substantive information in the text..

- A. **Pagination:** Footnotes begin on a separate page.
- B. **Heading:** Footnotes is centered on the first line below the manuscript page header.
- C. **Format:** Indent the first line of each footnote 5-7 spaces and number the footnotes (slightly above the line) as they are identified in the text.
- D. **Example of APA-formatted Footnotes:**  
<http://www.vanguard.edu/psychology/footnote.pdf>

X. **Tables:** A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). See the *Publication Manual* (2001, pp. 147-176) for detailed examples. Tables must be referred to in the text.

- A. **Pagination:** Each Table begins on a separate page.
- B. **Heading:** Table 1 (or 2 or 3, etc.) is typed flush left on the first line below the manuscript page header. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).
- C. **Example of APA-formatted Tables:**  
<http://www.vanguard.edu/psychology/table2.pdf>

XI. **Figure Captions and Figures:** A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). See the *Publication Manual* (2001, pp.

176-201) for detailed examples. Figure Captions provide, on a single page, captions for the figures that follow.

- A. **Pagination:** The Figure Captions page is the final numbered page of the paper. The Figures that follow the Figure Captions page do NOT have page numbers or manuscript page headers.
- B. **Heading for Figure Captions:** Figure Caption(s) is centered on the first line below the manuscript page header. Double-space and type *Figure 1.* (or 2 or 3, etc.) italicized and flush left, followed by the caption for the figure (not italicized), capitalizing only the first letter of the first word and any proper nouns.

## Books

Typical book entry -- single author

**Arnheim, R. (1971). *Art and visual perception*. Berkeley: University of California Press.**

**Publishing information - Spell out the publishing names of associations and university presses, but omit superfluous terms such as "Publishers," "Co.," or "Inc." If two or more locations are given, give the location listed first or the publisher's home office. When the publisher is a university and the name of the state (or province) is included in the university name, do not repeat the name of the state/province in the publisher location. When the author and publisher are identical, use the word "Author" as the name of the publisher.**

**American Psychiatric Association. (1994). *Diagnostic and statistical manual of***

*mental disorders* (4th ed.). Washington, DC: Author.

Multiple authors

**When a work has up to (and including) six authors, cite all authors. When a work has more than six authors cite the first six followed by "et al."**

**Festinger, L., Riecken, H., & Schachter, S. (1956). *When prophecy fails*. Minneapolis:**

University of Minnesota Press.

**Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., et.al. (1967).**

*Nerve cells and insect behavior*. Cambridge, MA: Harvard University Press.

Corporate authorship

**Institute of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern.**

No author identified

***Experimental psychology*. (1938). New York: Holt.**

Citing items in an anthology/chapter in edited book

**Rubenstein, J.P. (1967). The effect of television violence on small children. In B.F. Kane (Ed.),**

*Television and juvenile psychological development* (pp. 112-134). New York:

American Psychological Society.

Reprinted or republished chapter

**Freud, S. (1961). The ego and the id. In J. Strachey (Ed. and Trans.), *The standard edition***

*of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66).

London:

Hogarth Press. (Original work published 1923)

**Following the entry, enclose "Original work published" in parentheses, noting the original date.**

Chapter in a volume in a series

**Maccoby, E.E., & Martin, J. (1983). Socialization in the context of the family: Parent-child**

interaction. In P.H. Mussen (Series Ed.) & E.M. Hetherington (Vol. Ed.), *Handbook*

*of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed., pp. 1-101). New York: Wiley.

Citing multivolume works

**Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4).**

New York: Plenum Press.

**In listing a multivolume work, the publication dates should be inclusive for all volumes. The volumes should be identified, in parentheses, immediately following the book title. Do not use a period between the title and the parenthetical information; close the entire title, including the volume information, with a period.**

Edited collections

**Higgins, J. (Ed.). (1988). *Psychology*. New York: Norton.**

**or**

**Grice, H. P., & Gregory, R. L. (Eds.). (1968). *Early language development*.**

New York: McGraw-Hill.

Citing specific editions of a book

**Brockett, O. (1987). *History of the theatre* (5th ed.). Boston: Allyn and Bacon.**

**Immediately after the book's title, note the edition information in parentheses (for example, "5th ed." or "rev. ed."). Do not use a period between the title and the parenthetical information.**

Translated works

**Freud, S. (1970) *An outline of psychoanalysis* (J. Strachey, Trans.). New York:**

Norton. (Original work published 1940)

**The original publication date is the last portion of the entry and should be in parentheses with the note "Original work published" followed by the date.**

Proceedings

**Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integrataion in personality.**

In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

**or**

**Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric diffences in avian song**

discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

## **Journals**

Citing articles in journals with continuous pagination

**Passons, W. (1967). Predictive validities of the ACT, SAT, and high school grades**

for first semester GPA and freshman courses. *Educational and Psychological Measurement*, 27, 1143-1144.

Citing articles in journals with non-continuous pagination

**Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological***

*Bulletin*, 66 (3), 178-200.

**Because pagination begins anew with each issue of this journal, it is necessary to include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the italicized volume number and the issue number. If the periodical does not use volume numbers, include "pp." before the page numbers so the reader will understand that the numbers refer to pagination. Use "p." if the source is a page or less long.**

Citing articles in monthly periodicals

**Chandler-Crisp, S. (1988, May) "Aerobic writing": a writing practice model. *Writing***

*Lab Newsletter*, pp. 9-11.

Citing articles in weekly periodicals

**Kauffman, S. (1993, October 18). On films: class consciousness. *The New Republic*, p.30.**

Newspaper articles

**Monson, M. (1993, September 16). Urbana firm obstacle to office project.**

*The Champaign-Urbana News-Gazette*, pp. A1,A8.

No author identified

**Clinton puts 'human face' on health-care plan. (1993, September 16).**

*The New York Times*, p. B1.

Reprinted or republished articles

**Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art**

education. In S. Dobbs (Ed.), *Research readings for discipline-based art education*.

Reston, VA: NAEA. (Reprinted from *Studies in Art Education*, 19 (1986), 34-39.)

**Following the entry, enclose "Reprinted from" in parentheses, noting the original publication information. Close with a period.**

ERIC Documents (Report available from the Educational Resources Information Center)

**Mead, J.V. (1992). Looking at old photographs: Investigating the teacher tales**

*that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

## Dissertations

Dissertation obtained from Dissertation Abstracts International (DAI)

**Bower, D.L. (1993). Employee assistant programs supervisory referrals: Characteristics**

of referring and nonreferring supervisors. *Dissertation Abstracts International*, 54 (01), 534B. (UMI No. 9315947)

Dissertation obtained from the university:

**Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness**

misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

**Give the university and year of the dissertation as well as the volume and page numbers from the Dissertation Abstract International.**

## Other Media

Citing interviews

**Archer, N. (1993). [Interview with Helen Burns, author of Sense and Perception].**

*Journal of Sensory Studies*, 21, 211-216.

In this example, the interview lacks a title, so a description of the interview is given in brackets. If the interview has a title, include the title (without quotation marks) after the year, and then give a further description in brackets if necessary.

Unpublished interviews do not need a reference page entry because they are what the Publication Manual of the APA calls "personal communications" and so "do not provide recoverable data." Here, the entry consists of the first initial and last name of the interviewee, the type of communication, and the date of the interview.

(N. Archer, personal interview, October 11, 1993)

Citing films or videotapes

[Motion picture] replaces Film and Videotape as a bracketed descriptor.

Weir, P.B. (Producer), & Harrison, B.F. (Director). (1992). *Levels of consciousness*

[Motion picture]. Boston, MA: Filmways.

Here, the main people responsible for the videotape are given, with their roles identified in parentheses after their names. After the title, the medium is identified (here, a motion picture). The distributor's name and location comprises the last part of the entry.

Citing recordings

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer].

On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label.

(Recording date if different than copyright)

McFerrin, Bobby (Vocalist). (1990). *Medicine music* [Cassette Recording]. Hollywood,

CA: EMI-USA.

## Electronic Information

The type of medium can be, but is not limited to the following: aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail based discussion groups or Web or e-mail based newsletters. Pagination in electronic references is unavailable in many cases, thus left out of the citation. The APA Manual has a short section demonstrating the format for electronic references on pp. 268-281. For other examples, visit <http://www.apastyle.org/eleceref.html>

Citing computer software

**Arend, Dominic N. (1993). Choices (Version 4.0) [Computer software]. Champaign, IL: U.S. Army**

Corps of Engineers Research Laboratory. (CERL Report No.CH7-22510)

**If an individual(s) has proprietary rights to the software, their name(s) are listed at the head of the entry, last names first, followed by a period. Otherwise, treat such references as unauthored. Do not italicize the title. Specify in brackets that the source is computer software, program or language. List the location and the organization's name that produced the program. Add any other necessary information for identifying the program (in this example, the report number) in parentheses at the entry's conclusion. To reference a manual, follow the same as above but add "manual" as the source in the bracketed information. Do not add a period at the end of a citation if it ends in a web address.**

Full-Text Database (i.e., book, magazine, newspaper article or report)

**The second date which follows is the date the user retrieved the material. No period follows an Internet Web address.**

**Schneiderman, R. A. (1997). Librarians can make sense of the Net. *San Antonio***

*Business Journal*, 11, 58+. Retrieved January 27, 1999, from EBSCO Masterfile database.

Article in an Internet-only journal

**Kawasaki, J. L., & Raven, M.R. (1995). Computer-administered surveys in extension.**

*Journal of Extension*, 33, 252-255. Retrieved June 2, 1999, from <http://joe.org/joe/index.html>

Article in an Internet-only newsletter

**Waufton, K.K. (1999, April). Dealing with anthrax. *Telehealth News*, 3(2). Retrieved**

December 16, 2000, from [http://www.telehealth.net/subscribe/newslettr\\_5b.html#1](http://www.telehealth.net/subscribe/newslettr_5b.html#1)

Internet technical or research reports

**University of California, San Francisco, Institute for Health and Aging. (1996, November).**

*Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Foundation Web site: <http://www.rwjf.org/library/chrcare>

Document created by private organization, no page numbers, no date

**Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.).**

*Fund-raising efforts*. Retrieved November 10, 2001, from <http://www.hattiesburgcag.org>

**Sometimes authors are not identified, and there is no date showing for the document. Date website was accessed should be used and efforts should be made to identify the sponsoring author/organization of the website. If none is found, do not list an author.**

Document from university program or department

**McNeese, M.N. (2001). *Using technology in educational settings*. Retrieved October 13, 2001,**

from University of Southern Mississippi, Educational Leadership and Research Web site:

<http://www-dept.usm.edu/~eda/>

E-Mail, newsgroups, online forums, discussion groups and electronic mailing lists

**Personal communications, which are not archived, should not included in reference lists and cited within the text only: Smith, Fred ("personal communication," January 21, 1999)**

If archived

**Hammond, TI (2000, November 20). YAHC: Handle Parameters, DOI Genres, etc. Message posted**

to Ref-Links electronic mailing list, archived at

<http://www.doi.org/mail-archive/ref-link/msg00088.html>

C.

**Example of APA-formatted Figure Caption and Figure:**

## **Headings**

**Probably three levels of headings will suffice for most college and high-school papers. (Notice the double-spacing within the headings. Bold and other font variants [color, fancy fonts, etc.] are neither required nor appropriate.)**

The First Level, Centered with

Uppercase and Lowercase Typing

Second Level, Flush-Left, Underlined Headings

Third level, indented, underlined, lowercase paragraph

heading ending with a period.

### **Reference: Newspaper Articles, Editorials**

#### **Letters to the Editor, etc.**

If the article is "signed" (that is, you know the author's name), begin with that author's name. (Notice how discontinuous pages are noted and separated by commas.) Do not omit the "The" from the title of a newspaper (unlike the MLA technique).

Poirot, C. (2004, March 17). HIV prevention pill goes beyond 'morning after'. *The Hartford Courant*, pp. F1, F6.

If the author's name is not available, begin the reference with the headline or title in the author position.

New exam for doctor of future. (1989, March 15). *The New York Times*, p. B-10.

If the text being cited is from an editorial or letter to the editor indicate the nature of the source in brackets after the title and date.

Silverman, P.H. (2004, June). Genetic Engineering [Letter to the editor]. *The Atlantic*, 293 14.

**Reference: Nonprint Resources (Film, Recording, Video, television or radio program, etc.**

The source is identified in brackets after the title

Redford, R. (Director). (1980). *Ordinary people* [Film]. Hollywood: Paramount.

(film with limited circulation):

Holdt, D. (Producer), & Ehlers, E. (Director). (2002). *River at High Summer: The St. Lawrence* [Film]. (Available from Merganser Films, Inc., 61 Woodland Street, Hartford, CT 06105)

**(Cassette):**

Lake, F. L. (Author and speaker). (1989). *Bias and organizational decision making* [Cassette]. Gainesville: Edwards.

**(Television program):**

Safer, M. (Narrator). (2004). *Torture at Abu Ghraib* [Television broadcast]. Hartford: WFSB.

(Musical recording):

Barber, S. (1995). Cello Sonata. On *Barber* [CD]. New York: EMI Records Ltd.

**Handling Quoted Material**

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks ("").
- Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you *do not single space*; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing quotations. Indent five spaces from the left margin and type the entire quotation on the indented margin *without* the usual opening paragraph indentation. If the quotation is more than one paragraph,

indent the first line of the second and additional paragraphs five spaces from the already indented margin, approximately an inch from the left margin.

- If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').
- Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (...). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. . .) (? . . .) (! . . .). Your date processing software probably provides especially typed characters that will create ellipses that will not be broken, inappropriately, at the end of a line.
- When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

### **Parenthetical Citation**

The APA system of citing sources indicates the author's last name and the date, in parentheses, within the text of your paper.

A. A typical citation of an entire work consists of the author's name and the year of publication.

Example:

Charlotte and Emily Bronte were polar opposites, not only in their personalities but in their sources of inspiration for writing (Taylor, 1990).

Use the last name only in both first and subsequent citations, except when there is more than one author with the same last name. In that case, use the last name and the first initial.

B. If the author is named in the text, only the year is cited.

Example:

According to Irene Taylor (1990), the personalities of Charlotte. . .

C. If both the name of the author and the date are used in the text, parenthetical reference is not necessary.

Example:

In a 1989 article, Gould explains Darwin's most successful. . .

D. Specific citations of pages or chapters follow the year.

Example:

Emily Bronte "expressed increasing hostility for the world of human relationships, whether sexual or social" (Taylor, 1988, p. 11).

E. When the reference is to a work by two authors, cite both names each time the reference appears.

Example:

Sexual-selection theory often has been used to explore patterns of various insect mating (Alcock & Thornhill, 1983) ... Alcock and Thornhill (1983) also demonstrate ...

F. When the reference is to a work by three to five authors, cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (meaning "and others").

Example of a subsequent reference:

Patterns of byzantine intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997)

When the reference is to a work by six or more authors, use only the first author's name followed et al. in the first and all subsequent reference. The only exceptions to this rule are when some confusion might result because of similar names or the same author being cited. In that case, cite enough authors so that the distinction is clear.

G. When the reference is to a work by a corporate author, use the name of the organization as the author.

Example:

Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987, p. 54).

H. Personal letters, telephone calls, and other material that cannot be retrieved are not listed in References but are cited in the text.

Example:

Jesse Moore (telephone conversation, April 17, 1989) confirmed that the ideas. ...

I. Parenthetical references may mention more than one work, particularly when ideas have been summarized after drawing from several sources. Multiple citations should be arranged as follows.

Examples:

1. List two or more works by the same author in order of the date of publication:  
(Gould, 1987, 1989)
2. Differentiate works by the same author and with the same publication date by adding an identifying letter to each date:  
(Bloom, 1987a, 1987b)
3. List works by different authors in alphabetical order by last name, and use semicolons to separate the references:  
(Gould, 1989; Smith, 1983; Tutwiler, 1989).

## Spacing and Punctuation

The APA *Publication Manual* now calls for one space to appear after all punctuation marks. This is undoubtedly in response to the capabilities of modern word-processing devices to determine the correct aesthetic distance between punctuation marks and subsequent letters. To double-space after a punctuation mark defeats that capability. If you are using a mono-space font (such as Courier), you may consider using two spaces after end-periods and colons, but consult your instructor first.

### Exceptions:

- No space after internal periods in abbreviations (a.m., i.e., U.S.).
- No space after the colon in ratios (6:1)

### Tables and Figures

The use of tables and figures is too complicated to treat within this document; students should consult the APA *Publication Manual*. Generally, however, it is useful to label each and every table and figure with the word Table or Figure and an arabic numeral identifying it. Titles should be underlined. The text accompanying tables and figures must be double-spaced.

The APA suggests that all tables and figures appear at the end of the paper, each on a separate page. Some schools and colleges, however, require these elements to appear within the body of the paper. A great deal may depend on the capabilities of the word-processing machine you are using. Consult with your instructor before deciding where to place tables and figures.

### Making Corrections on the Manuscript

Nowadays, with the use of modern word processing equipment, making corrections after something is printed is usually unnecessary. Your paper should be — essentially — perfect. Do not sacrifice entire forests to avoid inserting a comma, however!

- Do not use correction paper, fluid, or tape to cover and type over an error.
- Insert a typed correction directly above the word or line to be corrected (not in the margin).
- Retype the page if it has many corrections.
- Renumber the pages if a page must be inserted or removed after the numbering is completed.
- Do not number inserted pages with, for example, "4a."
- Do not type vertically in the margin.
- Do not strike over a letter.
- Do not type inserts on slips and attach them to pages.
- Do not write on the manuscript.

## Reference: Electronic and Online Resources/h2>

### A. General Information

Electronic correspondences, such as e-mail or discussions on bulletin boards or discussion groups, is regarded by the APA as personal communication (like phone conversations or memos), because it is not recoverable by others. Personal communications are cited only within the text and not on the reference page.

However, if the information is, in fact, retrievable, the following elements are necessary for the reference page:

Author(s), I. (date —or "n.d." if not date is posted). Title of work. (Online), date  
retrieved. Name of Database or Internet address of the specific document. Specify  
URL exactly. [Do not end your entry with a period when ending with an URL.]

The *date* should be the year of publication or the most recent update. If the date of the source cannot be determined, provide the exact date you retrieved the information on the Internet.

The path information should be sufficient for someone else to retrieve the material. For example, specify the method used to find the material: the protocol (HTTP, Telnet, FTP, etc.), the directory, and the file name. *Do not end the path statement with a period after a file name or Web address.*

Just about everything of serious interest on the Internet is now available through the hypertext transfer protocol (the familiar HTTP). Some items, however, may still be discovered through FTP, GOPHER, TELNET, etc. (For instance, some universities might enable a professor to archive articles, etc. on a server accessible only through File Transfer Protocol (FTP). If you need to cite such sources, ask your instructor or consult the AP Publication Manual. It is not a good idea to cite resources that are available only with a password, unless that password can be established freely and easily (some online newspapers have password-protected archives like that). Also, do not refer your reader to a course Website that is password protected unless you know that all your potential readers have access to that material.

### B. Sample References

#### Online article

Central Vein Occlusion Study Group. (1993, October 2). Central vein occlusion study of photocoagulation: Manual of operations [675 paragraphs]. Online Journal of Current Clinical Trials [On-line serial]. Available: Doc No. 92

## On-line abstract

You can cite an entire Web site within your text, but do not include it in your list of References. For instance, you could say something incredibly profound you learned from this Web page, and cite the URL at the end of the paragraph (<http://www.ccc.commnet.edu/apa/>). If a line-break is necessary when you cite an URL, make the break immediately after a slash mark and carefully avoid the insertion of a hyphen where none is appropriate.

## Electronic Database

College and public libraries subscribe to electronic databases such as EBSCO, LexisNexis, OCLC, WilsonWeb, SIRS, etc. There are also online databases such as ERIC, PsychINFO, and Public Affairs Information Service (PAIS). These databases contain full-text articles and article abstracts.

## Reference: Classroom Lecture

Like personal interviews and phone conversations, material presented in a classroom lecture is regarded as non-retrievable data. A lecture, therefore, should be cited within the text but *not* be included in your References. The model below could also be used for more formal lecture settings.

In an Introduction to Literature lecture at Capital Community College on April 14, 2004, Professor Charles Darling described William Carlos Williams' poem as a barnyard snapshot (C.W. Darling, ENG 102 lecture, April 14, 2004).

**If the lecturer distributed material at the lecture, you could cite that resource in your References:**

Darling, C.W. (2004, April). Images at Work in the Poetry of William Carlos Williams. Outline presented in a classroom lecture at Capital Community College, Hartford, CT.

## Reference: Personal Interview, Phone Conversation, Letter, Non-archived E-Mail, etc.

Because this material is not recoverable (i.e., it is not possible for someone else to see or hear it), it should not be listed in the list of References. It can, however, be cited parenthetically within the text. It is extremely important that what is cited in this way be legitimate and have scholarly integrity.

*(interview):*

Wilbur finds himself sometimes surprised by the claims of religiosity made by contemporaries. (personal letter, March 28, 1977)

(phone conversation):

According to Connie May Fowler, the sources for her novel *Sugar Cane* were largely autobiographical (personal phone conversation, July 22, 2003).

## Reference: An Edited Volume (Anthology or Reference Book)

Stanton, D. C., & Farbman, E. (Eds.). (2003). *The female autograph: Theory and practice of autobiography*. Middletown, CT: Ibis Bookstore Press.

**If you are referring to an article or signed chapter in an edited volume, your reference would look like this:**

Pepin, R. E. (2002). Uses of time in the political novels of Joseph Conrad. In C. W. Darling, Jr., J. Shields, & E. C. Farbman (Eds.), *Chronological looping in political novels* (pp. 99-135). Hartford: Capital Press.

**Notice that there are no quote marks around the title of the article and that only the first word of a title is capitalized. The names of editors are listed first-initials-first (not reversed). The inclusive page numbers are preceded by the abbreviations for "pages": pp.**

## Annotated Bibliography

**An annotated bibliography will have the same basic layout as a Reference page. There are three major differences, however. First, you can include in your bibliography works that you think would be useful to your reader that you might not have used in the writing of this particular paper or article. Second, you can break down the references into useful categories and arrange those categories in ways that you think would be helpful to your reader. Third, you can add commentary to the references, telling your reader the particular virtues (or, if necessary, the shortcomings) of that resource. Commentaries should be concise, economical summaries, written in sentence fragments; if related, fragments should be connected with semicolons. The commentary should begin on a new line, indented slightly from the preceding line.**

**Example:**

National Institute of Mental Health. (1982). *Television and behavior: Ten years of scientific progress* (DHHS Publication No. A 82-1195). Washington, DC: U.S. Government Printing Office.

Documents connections between children's lack of attention in school and hours of television watching; provides scientific evidence of changed viewing habits over ten years.

## Reference: Book with Two or More Authors

Natarajan, R., & Chaturvedi, R. (2003). *Geology of the Indian Ocean Floor*. Hartford, CT: Merganser University Press.

Ligon, M., Carpenter, K., Brown, W., & Milsop, A. (1983). Computers in the world of business communications. Hartford, CT: Capital Press.

**Notice the hanging indent style (about half an inch after the initial line). The abbreviation et al. (for "and others") is not used on the Reference page, regardless of the number of authors, although it can be used in the parenthetical citation of material with three to five authors (after the initial citation, when all are listed) and in all parenthetical citations of material with six or more authors. Notice that all authors are listed last-name-first (unlike MLA style), and that an ampersand — & — is used before the last name.**

## Reference: Book Without Author or Editor Listed

*Webster's New Collegiate Dictionary*. (1961). Springfield, MA: G. & C. Merriam.

**To alphabetize such an entry on your Reference page, use the first significant word of the title (ignoring the articles, "a," "an," and "the").**

## Reference: Dictionary

*Shorter Oxford English dictionary* (5th ed.).(2002). New York: Oxford University Press.

## Reference: Dissertation or Dissertation Abstract

**When you have used an abstract of the dissertation found on microfilm in *Dissertation Abstracts International (DAI)*. If you are using a microfilm source, include in parentheses at the end of your entry, the university microfilm number.**

Darling, C. W. (1976). Giver of due regard: the poetry of Richard Wilbur. *Dissertation Abstracts International*, 44, 4465. (AAD44-8794)

**When you have used the actual dissertation (usually from the shelves of the University where it was written, sometimes obtained through interlibrary loan):**

Darling, C. W. (1976). *Giver of due regard: the poetry of Richard Wilbur*. Unpublished doctoral dissertation, University of Connecticut, Storrs, CT.

## Reference: Edition Other Than First (Republished Book)

Creech, P. J. (2004). *Radiology and the technology of the absurd*. Boston: Houghton-Mifflin. (Original work published 1975)

**After the author's name, list the most recent date of publication you can find. In the text citation, give both dates: (Creech, 1975/2004).**

## Reference: Government Documents

**Report from the Government Printing Office, corporate author.**

**Example: National Institute of Mental Health. (1982). *Television and behavior: Ten years of scientific progress* (DHHS Publication No. A 82-1195). Washington, DC: U.S. Government Printing Office.**

**Reports from a Document and Deposit Service (NTIS, ERIC) other than U.S. government**

**Examples:**

Tandy, S. (1980). *Development of behavioral techniques to control hyperaggressiveness in young children* (CYC Report No. 80-3562). Washington, DC: Council on Young Children. (NTIS No. P880-14322).

Gottfredson, L. S. (1980). *How valid are occupational reinforcer pattern scores?* (Report No. CSOS-R-292). Baltimore, MD: Johns Hopkins University. Center for Social Organization of Schools. (ERIC Document Reproduction Service No. ED 182 465)

## Reference: Magazines/Periodicals

Wheatcroft, G. (2004, June). The Tragedy of Tony Blair. *The Atlantic*, 293 56–72.

Thomas, E. & Hosenball, M. (2004, May 31). Bush's Mr. Wrong: The Rise and Fall of Chalabi. *Newsweek*, 143, 22–32.

**Use inclusive page numbers. Do not use the abbreviations "p." or "pp."**

## Reference: Multi-Volume Work

Nadeau, B. M. & Darling, J. M. (Eds.). (1994–2003). *Studies in the history of cutlery* (Vols. 4–6). Utica, NY: Mohican Valley-River Press.

To refer to a single volume, include only the relevant date and volume number. When you are referring to more than one volume, include all the relevant volume numbers (as in the above example). The date after the author or editor's name should include the range of years of publication (say, if the work appeared over a number of years).

## Reference: Scholarly Journal

Many scholarly journals number their pages consecutively throughout a given volume. Thus, volume one might end on page 345 and the first page of volume two would be number 345. Do not use p. or pp. to indicate page numbers. Notice that proper nouns are capitalized in an APA-style title, but other words are not. A comma separates the title of the journal from the volume number, but the volume number (as well as the comma that follows) is also italicized.

Christie, John S. (1993) Fathers and virgins: Garcia Marquez's Faulknerian *Chronicle of a Death Foretold*. *Latin American Literary Review*, 13, 21–29.

If that article were found in a journal in which each issue has pages numbered separately (each issue begins with a page 1), the issue number is given in parentheses but not in italics after the volume number.

Christie, John S. (1993) Fathers and virgins: Garcia Marquez's Faulknerian *Chronicle of a Death Foretold*. *Latin American Literary Review*, 13(3), 21–29.

## Reference: Secondary Resources

O'Connor, C. O. & DeLoatch, K. L. (2003). Whatever happened to the humanities? In I. Rubenzahl (Ed.), *Studies in Byzantine Intrigue* (pp. 235–278). Hartford, CT: Merganser University Press.

To use material that is quoted or paraphrased elsewhere when you do not use the original resource, your reference will include the source of your language (or idea).

In your text, you would quote or paraphrase the idea that O'Connor and others have quoted or used, as follows:

As Villa trenchantly points out, "Perhaps the conflict seems so strong because the stakes are so low" (as cited in O'Connor & DeLoatch, 2003).

## Reference: Single-Author Book & Part of a Book

Alvarez, A. (1970). *The savage god: A study of suicide*. New York: Random House.

Garner, B. A. (2003). *Garner's Modern American Usage*. New York: Oxford University Press.

**Notice that words like "University" and "Press" are not abbreviated (unlike the MLA style, in which such words are abbreviated without a period), but abbreviations such as "Co." and "Inc." are omitted. Notice, too, that the period after the title is part of the italicized portion of the citation.**

**If the material cited is from a foreword, preface, introduction, or afterword, list the name of the author of the book element you are citing. Follow the date (which might be different from the actual publication date) with the name of the element, the title of the book, and, in parentheses, the page number or page range on which the element appears (with p. or pp. to indicate page or pages)**

Pepin, R.E. (2003). Introduction. *Selected Poetry of Charles Darling: 1977–2002* (pp. iv–xxii). Colchester, CT: Colophon Books.

## **Reference: Newspaper Articles, Editorials Letters to the Editor, etc.**

**If the article is "signed" (that is, you know the author's name), begin with that author's name. (Notice how discontinuous pages are noted and separated by commas.) Do not omit the "The" from the title of a newspaper (unlike the MLA technique).**

Poirot, C. (2004, March 17). HIV prevention pill goes beyond 'morning after'. *The Hartford Courant*, pp. F1, F6.

**If the author's name is not available, begin the reference with the headline or title in the author position.**

New exam for doctor of future. (1989, March 15). *The New York Times*, p. B-10.

**If the text being cited is from an editorial or letter to the editor indicate the nature of the source in brackets after the title and date.**

Silverman, P.H. (2004, June). Genetic Engineering [Letter to the editor]. *The Atlantic*, 293 14.

## **Reference: Nonprint Resources (Film, Recording, Video, television or radio program, etc.**

**The source is identified in brackets after the title**

Redford, R. (Director). (1980). *Ordinary people* [Film]. Hollywood: Paramount.

**(film with limited circulation):**

Holdt, D. (Producer), & Ehlers, E. (Director). (2002). *River at High Summer: The St. Lawrence* [Film]. (Available from Merganser Films, Inc., 61 Woodland Street, Hartford, CT 06105)

**(Cassette):**

Lake, F. L. (Author and speaker). (1989). *Bias and organizational decision making* [Cassette]. Gainesville: Edwards.

**(Television program):**

Safer, M. (Narrator). (2004). *Torture at Abu Ghraib* [Television broadcast]. Hartford: WFSB.

**(Musical recording):**

**Barber, S. (1995). Cello Sonata. On Barber [CD]. New York: EMI Records Ltd.**

## Handling Quoted Material

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks ("").
- Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you *do not single space*; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing quotations. Indent five spaces from the left margin and type the entire quotation on the indented margin *without* the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, approximately an inch from the left margin.
- If you have a quotation within a block quotation, enclose it in double ("") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks ('').
- Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (...). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. ...) (? ...) (! ...). Your date

processing software probably provides especially typed characters that will create ellipses that will not be broken, inappropriately, at the end of a line.

- When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

## **MANUSCRIPT PREPARATION & PAPER FORMAT**

Print the manuscript on one side of standard-sized heavy white bond paper, (8-1/2 X 11, 20-pound bond). Inkjet and laser printers will generally produce good quality, acceptable quality papers. Old fashioned tractor-fed computer paper is acceptable, but the pin hole borders must be removed. (Razor-edge is preferable.) Erasable bond and onion skin are not acceptable. If you must prepare your paper on erasable bond, prepare a good copy of your paper on a copying machine and submit the copy instead of the original.

**Examples of proper page formats are shown below.**

One-inch margins at the top, bottom, right and left sides are now required by APA. (Formerly 1 1/2-inch margins were required.)

Double spacing is required throughout the paper. Double-space after every line of the title, headings, quotations, references, etc. Do not use single or one-and-a-half spacing. If you wish to use single-spacing for quotations of verse and drama because it more nearly approximates what the poet and dramatist would want, consult with your instructor before doing so.

Each page is numbered consecutively, including title page and reference page. Type the numbers in the upper right-hand corner using Arabic numerals. Arrange the pages of the manuscript as follows:

- Title page numbered 1.
- Abstract (separate page numbered 2).
- Text (start on a new page numbered 3).
- Pages with figures are not numbered.

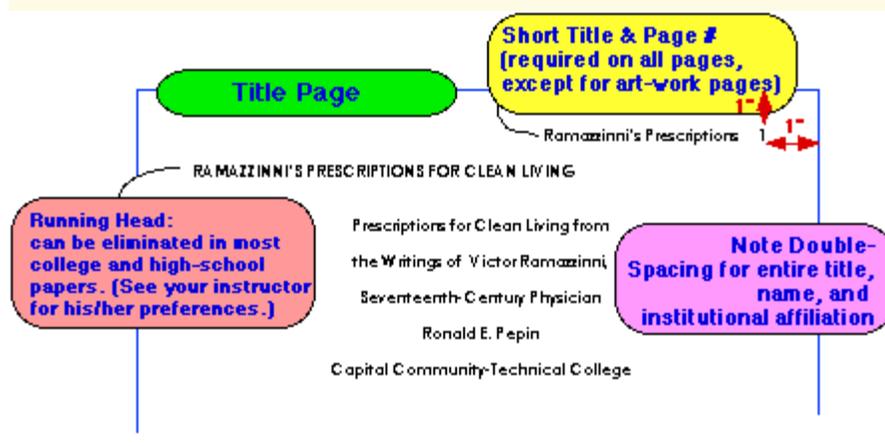
A *short title* is used throughout the paper including the title page. The short title is a single two or three-word derivation of the title of the paper. For example, if the title of your paper were Understanding Patterns of Byzantine Intrigue, your Short Title could be Byzantine Intrigue). The Short Title is typed one inch below the top of the page flush with the right-hand margin (of one inch); the numeral one also appears on the title page. The Short Title should not be confused with the Running Head which is typed flush left at the top of the title page (but below the manuscript page header) and in all uppercase letters. The Running Head is usually not necessary for high school and college papers unless specifically required by individual instructors. However, it may well be required on documents being prepared for actual publication.

The title itself is typed in uppercase and lowercase letters, centered on the page. If the title requires more than one line, double-space between all the lines.

Within the text, paragraphs are indented five to seven spaces (which translates into about a half-inch indent on word-processors). The only exceptions to this requirement are the abstract, block quotations, titles and headings, entries in the reference list, table titles and notes (if any), and figure captions, which require no indents.

All typing is done flush-left, not right justified nor full justified. In other words, leave the right margin uneven or "ragged right." Do not break (hyphenate) words at the ends of lines. Type a line short or just beyond the right-hand margin rather than break a word at the end of a line.

The title page should have the title of the paper centered on the page. The Short Title and page number appear at the top right of the title page. The student's name appears one double-space below the title. The institutional affiliation (name of the college or high-school for which the paper has been written) appears one double-space below student name. (If there is no institutional affiliation, the city and state or city and country of the author should be identified instead.)



Page two is the Abstract for the paper. It is a brief (100-150 words) comprehensive summary of the research paper. The Short Title and the number 2 are typed in the upper right-hand corner of the page. The word Abstract is centered as the first line of type on this page. Type the abstract as a single paragraph in block format (i.e., without paragraph indentation).



Page three is the beginning of the body of the paper. The title of the paper appears (centered) one double-space below the Short Title. The first line of the body of the paper appears one double-space below the title.

**First Page of Text**

**Short Title & Page # (required on all pages, except for art-work pages)**

Ramazzini's Prescriptions 3

**For paragraphs, use a tab-indent of 5 to 7 spaces (about one-half inch)**

Prescriptions for Clean Living from the Writings of Victor Ramazzini, Seventeenth-Century Physician

**Note Double-Spacing for everything**

We have become so used to reading about how we should live our lives, getting advice from everything we read in magazines, in special segments on news programs, that it may come as no surprise that more than two hundred years ago a physician by the name of . . . . .

The reference list begins on a new page. Type the word **References** (Reference in the case of only one) centered at the top of the page. Double-space all reference entries. The initial line of each entry is indented about half an inch (hanging indent style).

**References**

**Short Title & Page # (required on all pages, except for art-work pages)**

Ramazzini's Prescriptions 18

**Note Double-Spacing for everything**

References

**Indent the first line of each reference**

Bowsky, W. M. (Ed.). (1967). *Studies in Medieval and Renaissance history*. (Vol. 4). Lincoln: University of Nebraska Press.

Cochran, J. R. (1975). *Money, banking, and the economy*. (3rd ed.). New York: Macmillan.

Forsyth, R., & Thornhill, R. (1983). *The evolution of insect mating*. Cambridge: Harvard University Press.

Stanton, D. C. (Ed.). (1987). *The female autograph: Theory and practice of autobiography*. Chicago: University of Chicago Press.

## Parenthetical Citation

The APA system of citing sources indicates the author's last name and the date, in parentheses, within the text of your paper.

**A. A typical citation of an entire work consists of the author's name and the year of publication.**

Example:

Charlotte and Emily Bronte were polar opposites, not only in their personalities but in their sources of inspiration for writing (Taylor, 1990).

Use the last name only in both first and subsequent citations, except when there is more than one author with the same last name. In that case, use the last name and the first initial.

**B. If the author is named in the text, only the year is cited.**

Example:

According to Irene Taylor (1990), the personalities of Charlotte. . .

**C. If both the name of the author and the date are used in the text, parenthetical reference is not necessary.**

Example:

In a 1989 article, Gould explains Darwin's most successful. . .

**D. Specific citations of pages or chapters follow the year.**

Example:

Emily Bronte "expressed increasing hostility for the world of human relationships, whether sexual or social" (Taylor, 1988, p. 11).

**E. When the reference is to a work by two authors, cite both names each time the reference appears.**

Example:

Sexual-selection theory often has been used to explore patters of various insect mating (Alcock & Thornhill, 1983) ... Alcock and Thornhill (1983) also demonstrate ...

**F. When the reference is to a work by three to five authors, cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (meaning "and others").**

Example of a subsequent reference:

Patterns of byzantine intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997)

When the reference is to a work by six or more authors, use only the first author's name followed et al. in the first and all subsequent reference. The only exceptions to this rule are when some confusion might result because of similar names or the same author being cited. In that case, cite enough authors so that the distinction is clear.

**G. When the reference is to a work by a corporate author, use the name of the organization as the author.**

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Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987, p. 54).

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Jesse Moore (telephone conversation, April 17, 1989) confirmed that the ideas. ...

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Examples:

4. List two or more works by the same author in order of the date of publication:

(Gould, 1987, 1989)

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## Tables and Figures

**The use of tables and figures is too complicated to treat within this document; students should consult the *APA Publication Manual*. Generally, however, it is useful to label each and every table and figure with the word Table or Figure and an arabic numeral identifying it. Titles should be underlined. The text accompanying tables and figures must be double-spaced.**

**The APA suggests that all tables and figures appear at the end of the paper, each on a separate page. Some schools and colleges, however, require these elements to appear within the body of the paper. A great deal may**

depend on the capabilities of the word-processing machine you are using. Consult with your instructor before deciding where to place tables and figures.

## Making Corrections on the Manuscript

Nowadays, with the use of modern word processing equipment, making corrections after something is printed is usually unnecessary. Your paper should be — essentially — perfect. Do not sacrifice entire forests to avoid inserting a comma, however!

- Do not use correction paper, fluid, or tape to cover and type over an error.
- Insert a typed correction directly above the word or line to be corrected (not in the margin).
- Retype the page if it has many corrections.
- Renumber the pages if a page must be inserted or removed after the numbering is completed.
- Do not number inserted pages with, for example, "4a."
- Do not type vertically in the margin.
- Do not strike over a letter.
- Do not type inserts on slips and attach them to pages.
- Do not write on the manuscript.

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A Sample 1

Running head: A SAMPLE PAPER ACCORDING TO THE PUBLICATION MANUAL

A Sample Paper According  
to the *Publication Manual of the  
American Psychological Association,*  
Your Name  
Your Affiliation

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A Sample 2

A Sample Paper According to the  
*Publication Manual of the*

*American Psychological Association, Fifth Edition, 2001*

**This sample paper will attempt to simplify the usage of the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001. It is meant to be used primarily by the Valencia students enrolled in Professions of Caring, HSC1101 and should serve as an introduction to APA style. The sources cited in the Reference list do not exist, but do reflect the types of sources which might be used in a paper.** The text of the paper is **left-justified and double-spaced**; this sample paper is single spaced to save space. The margins should be one inch on all sides. Use the tab key to indent paragraphs. This document does not indent paragraphs because of html coding; new paragraphs are indicated by a double space. New pages are indicated in this sample paper by a horizontal line.

**The title of the sample paper follows the format given on page 306 of the manual. As you prepare the title page, keep in mind the following requirements, starting from the top of the paper and working down.**

1. The page number must be on all pages of the paper, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the paper, in the space between the top edge of the paper and the first line of text.

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A Sample 3

2. The page header identifies each page of the paper with the first two-to-three words from the title. The page header is positioned in the upper right corner above, or five spaces to the left of the page number.
3. The running head, or abbreviated title, appears only on the title page. It is in upper case and must not exceed 50 characters, including punctuation and spaces. If the title of your paper is lengthy, end the running head at the end of a word; do not split the word. Type the running head flush at the left margin, approximately four lines, or two double-spaces below the page header. The term running head is included, as illustrated on page 306 of the manual, but is not counted as part of the 50 characters and is not upper case.
4. The title of the paper is typed in upper and lower case letters, and is centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines in length, double space between the lines.
5. If the title of your paper is only one or two words, the page header, running head and paper title will be identical.
6. The byline and institutional affiliation come next. The author's name (your name) is typed in upper and lower case letters and is centered on the line, one double-space below the last line of the title. The institutional affiliation or class is also typed in upper and lower case, is centered on the line, and is one double-space below the author's name.

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A Sample 4

**Papers written in the APA style must document sources in the body of the paper. Pages 207 to 214 of the APA manual provide a general overview of citing references in the text. Your paper will include a Reference list at the end which will list the articles, books, etc. you cite in your paper. The Reference list must provide the information necessary to identify and retrieve each source used. It is very important to remember that each source on the Reference list must be cited in the body of the paper and conversely, each source cited in the body of the paper must be on the Reference list.**

As indicated on page 207 of the manual, the basic format used by the APA to cite sources in the body of the paper is the author and date method of citation; that is, the surname of the author(s) and the year of publication are inserted in the text at the appropriate point. This can be accomplished in one of two ways. If the author's name is mentioned in the text of the paper, as in "Smith stated that . . ." then only the date need be cited. If the author's name is not mentioned in the text of the paper, then both the name and the date must be cited. Parentheses are used to enclose the author and date, or date alone. Separate the name and the date with a comma if both are listed. In some cases, as you will see later in this paper, page numbers either must or may be included.

Give credit to your sources whenever you either quote an author directly or paraphrase an author.

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A Sample 5

Omitting credit is plagiarism, or the presentation of another's words or ideas as if they were your own. Plagiarism is academic theft and is treated as an ethical crime in the academic community; not only will you fail the assignment but in most cases, the course as well.

The APA treats paraphrases and quotations differently. If a passage is summarized, rearranged, or otherwise changed in some manner it is paraphrasing and quotation marks are not necessary. Credit must be given to the original author(s) though.

Quotations are treated differently by the APA depending on the length of the quoted source. Quotations of less than 40 words should be incorporated in the text and be enclosed by quotation marks. Long quotations are treated differently, as illustrated by the following from the *Publication Manual of the American Psychological Association*.

Display quotations of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about 1/2 in. (1.3 cm, or five space) from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each additional 1/2 in. The entire quotation should be double-spaced. (2001, p. 117).

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A Sample 6

When quoting, always provide the page number in addition to the author and year of publication. "When paraphrasing or referring to an idea contained in another work, authors are not required to provide a location reference. Nevertheless, authors are encouraged to do so, especially when it would help an interested reader locate the relevant passage. . . ." (*Publication Manual*, 2001, p. 121) Even though this sample paper consists of fictitious references, it will include the page numbers in examples, when possible. Note that the preceding quote is 39 words long; thus it is included in the text of the paper and is enclosed by quotation marks.

**When citing from a full-text electronic source, you may not have page numbers to include in your parenthetical reference. In that case, use the author(s) and year of publication only. Your reader will be able to access the specific text by using the "Edit" and "Find" feature of the browser to locate the specific passage cited. If you retrieve an article from a database which uses "real page" technology such as the Adobe Acrobat Reader, list the page numbers as they will accurately correspond to the original print source.**

**This sample paper will consider each source cited in the References list and explain both the actual citation and show how the source would be cited in the text of the paper.**

**The Reference list uses a hanging indent, the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented. Use the Tab Key to indent. The Reference list must be double-spaced. References are alphabetized by the surname of the first author, or in the case of no author, by the title of the book or journal article.**

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A Sample 7

**The following are some general rules to keep in mind when citing periodical articles on the Reference list.**

1. Use the author's surname and initial(s) only. Do not use first names, medical degrees, Jr. and the like.
2. Cite all authors in the References list regardless of how many there are. Cite them in the order they are listed with the source.
3. Following the author information, give the date of publication in parentheses. For weekly and daily periodical/magazines such as newspapers and popular magazines, cite the year, month and day, while for professional journals, cite only the year.
4. The title of the article follows. Only the first letter of the first word of the title or subtitle is capitalized as well as any proper names appearing in the title.
5. The title of the journal comes next, followed by the volume number, and if appropriate, the issue number. If the journal uses continuous pagination, ie, it runs page numbers throughout a year or volume, no reference to an issue number is needed. In that case, the title of the journal is italicized, as well as the volume number.

Example: *Lancet*, 289,

If the journal is re-paged issue by issue, ie, each issue has a page number 1, then the issue number must follow the volume number. The issue number is in parentheses but is not italicized.

Example: *Public Health*, 202 (5)

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A Sample 8

6. The last part of the citation is the pagination. This is followed by a period to end the citation. The page designation p is not used except when citing newspaper articles.
7. If the journal is from an electronic database, retrieval information must be included which states the date of retrieval and the proper name of the database. For example:  
Retrieved July 19, 2001, from Academic Search Premier database.
8. The American Psychological Association has published a web handout with instructions for documenting electronic resources: [APAStyle.org](http://APAStyle.org)

9. Space once after periods that separate the parts of the citation, and once after the periods of the initials in personal names.
10. Often, no one example from the manual or from this paper will fit your reference exactly; in that case, follow the closest example possible or combine appropriate elements from two examples.

**The following are some general rules to keep in mind when citing books on the References list.**

1. Use the author's surname and initial(s) only. Do not use first names, medical degrees, Jr. and the like.
2. Cite all authors listed for the book in the order they are listed.
3. Follow the author's name with the year of publication. This will be in parentheses.
4. The title of the book is next and it is italicized. Only the first word in the title is capitalized as well as any proper names.
5. The city of publication follows. If the city is relatively obscure, include the two letter code for the state.

A Sample 9

6. The publisher of the book is listed last followed by a period.
7. Space once after periods that separate the parts of the citation and once after the periods of the initials in personal names.
8. Often, no one example from the manual will fit your citation exactly; in that case follow the closest example possible or combine appropriate elements from two examples.

**The First Reference**

Adams, J.A., & Zukofsky, S.P. (1999). I saved my patient with the APA. *American Journal of Public Health*, 72, 801-843. Retrieved August 13, 2001, from Health and Wellness Resource Center database.

**The first source on the Reference list is a scholarly journal from an electronic database, Health and Wellness Resource Center, which uses continuous pagination. (You can tell the pagination is continuous because of the high number, 801, of the page number.) Use a combination of examples 1 and 2 on page 195 of the manual to set up the reference correctly. Add the appropriate online information. In the body of the paper, if the source is paraphrased, it can be cited in one of the following ways.**

**Example: The APA is used by many physicians to save lives (Adams & Zukofsky, 1999).**

**Example: Adams and Zukofsky (1999) recently stated that the APA is used by many physicians to save lives.**

**In any subsequent references to this source, both authors would again be cited. Because this is an electronic source which does not use "real page" technology, page numbers are omitted from the parenthetical reference.**

A Sample 10

**The Second Reference**

Burgess, Q. (1998). *Mastering the APA in 600 easy lessons* (Rev. ed.). Orlando: Harcourt.

The second source on the Reference list is to a book by a single author. Two ways to cite this reference in the body of the paper follow.

Example: Burgess (1998, p. 33) concluded that the APA was the easiest style manual to use.

Example: In a recent comparison of style manuals, (Burgess, 1998, p. 33) the APA was judged to be easier to use than the MLA style manual.

#### The Third Reference

Byrd, P. (1999, July/August). Bed-side manner with the APA. *Hospital Etiquette*, 1-3. Retrieved August 19, 2001, from Academic Search Premier database.

The third source on the Reference list is a magazine article obtained from the Academic Search Premier database. Cite the source in the body of the paper like the previous Burgess citation; a source with one author. Pagination is included as this article was available in Adobe Acrobat or "real page" technology.

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A Sample 11

#### The Fourth Reference

Kinko, P., McConnell, C., Stone, S., Forehand, S., Blondeau, K., & Leybold, J. (2001). We fought the APA and the APA won. *The Journal of the American Medical Association*, 276, 1279-1285.

The fourth source on the Reference list is a professional journal article with six authors. In the body of the paper use only the last name of the first author followed by et al., the year of publication, and the page number. Note that et requires no punctuation as it is the Latin word for "and;" al is an abbreviation for the word others and does require punctuation. If you have a reference with more than six authors, provide the surname and initials of the first six and shorten any remaining authors to et al. Two ways to cite an exact quotation from this source are as follows.

Example: Kinko, et al. (2001, p. 1280) stated "the American Psychological Association spent many years developing the fifth edition of the style manual."

Example: "The American Psychological Association spent many years developing the fifth edition of the style manual" (Kinko, et al., 2001, p. 1280).

#### The Fifth Reference

Lesson plans on intravenous injections with the APA. (1995, January 27). *The New York Times*, p. C47.

The fifth source on the Reference list is a newspaper article with no stated author.

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A Sample 12

In the body of the paper cite the first two to three words in the article title, enclosed in quotation marks, the year of publication and the page number,

if necessary. Since this is a one page article, it would not be necessary to include the page number.

**Example: The APA can be used in injections ("Lesson plans," 1995).**

#### The Sixth Reference

Miller, Q.P. (1998, October 28). How to reference a bed pan according to the APA. *Newsweek*, 12. Retrieved August 13, 2001, from Health and Wellness Resource Center database.

**The sixth source on the Reference list is an article from a weekly magazine available on the Health and Wellness Resource Center database. In the body of the paper this source would be cited in the same way as the Burgess and Byrd examples, a source with one author and the year. The page would not be necessary in a paraphrase as the article is just one page in length.**

#### The Seventh Reference

Newby, S., Proctor, P., Stone, S., Jones, B. & McConnel, C. (1999). The APA vs. the MLA: May the best style manual win. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.

**The seventh source on the Reference list is a journal article with five authors. Journal articles with three, four or five authors are all treated the same in terms of parenthetical references. This journal pages each issue separately.**

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A Sample 13

**The first time this source is referenced in the body of the paper all five authors must be listed as well as the year of publication and the page number if appropriate. (Again, this applies to articles with three, four or five authors.)**

**Example: Newby, Proctor, Stone, Jones and McConnell (1999, p. 35) found in their research that the APA was an excellent manual.**

**Example: The definitive study on the APA style manual (Newby, Proctor, Stone, Jones & McConnell, 1999, p. 35) was published recently.**

**In subsequent references to the same article, cite only the last name of the first author, followed by et al.. If the subsequent reference is in the same paragraph as the first citation, the year and page number need not be listed.**

**Example: Additional research proves the APA style manual is very easy to use (Newby, et al.).**

**If the subsequent reference is in a different paragraph, the year must be listed as well as the page number if appropriate.**

**Example: Newby, et al. (1999, p. 35) discovered that there was a great deal of interest in the latest edition of the APA style manual.**

**Again, keep in mind that this rule applies to journal articles with three, four or five authors. Articles with six or more authors list only the first surname followed by et al., and articles with one or two authors list all authors each time the article is referenced.**

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A Sample 14

**The eighth source on the Reference list is for the APA style manual which was cited earlier in this paper.**

#### The Ninth Reference

Salton, D.C. (1998, March). Sex, lies and the APA. *Psychology*. Retrieved August 13, 2001, from <http://www.lib.ncsu.edu/stacks/psychology-index.html>

**The last source on the Reference list is to a non-proprietary electronic journal available over the Internet. In the body of the paper, this would be referenced by the author's last name and the year of publication.**

**Some final suggestions which may help you write and document an excellent paper for this class follow.**

1. If you have any questions, ASK!!
  2. Initially, the APA style may seem confusing, but if you follow directions you will do fine.
  3. If you are a Valencia Community College student we will be very happy to answer your APA questions over the phone (407-582-1432) or via [Ask-a-Librarian](#).
  4. Plan to do at least a few drafts of the paper. Once you have a processed copy of the paper, one of the librarians will be happy to look over your in-text references and Reference list, but will not read the paper for grammar, structure, and the like.
  5. Make an appointment at the Writing Center. Their number is 407-582-1356 and they are located in 7-240.
  6. Good Luck!
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A Sample 15

#### References

- Adams, J.A. & Zukofsky, S.P. (1999). I saved my patient with the APA. *American Journal of Public Health*, 72, 801-843. Retrieved August 13, 2001, from Health and Wellness Resource Center database.
- Burgess, Q. (1998). *Mastering the APA in 600 easy lessons* (Rev. ed.). Orlando: Harcourt.
- Byrd, P. (1999, July/August). Bed-side manner with the APA. *Hospital Etiquette*, 53. Retrieved August 19, 2001, from Academic Search Premier database.
- Kinko, P., McConnell, C., Stone, S., Forehand, S., Blondeau, K., Leybold, J. (2001). We fought the APA and the APA won. *The Journal of the American Medical Association*, 276, 1279-1285.
- Lesson plans on intravenous injections with the APA. (1997, January 27). *The New York Times*, p. C47.
- Miller, Q.P. (1998, October 28). How to reference a bed pan according to the APA. *Newsweek*, 12. Retrieved August 13, 2001, from Health and Wellness Resource Center database.
- Newby, S., Proctor, P., Stone, S., Jones, B., & McConnell, C. (1999). The APA vs. the MLA: May the best style manual win. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.

*Publication manual of the American Psychological Association*

(5th ed.). (2001). Washington, DC: American Psychological Association.  
Salton, D.C. (1998, March). Sex, lies and the APA. *Psychology*.  
Retrieved August 13, 1999, from <http://www.lib.ncsu.edu/stakcs/psychology-index.html>

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