

A Short Guide to APA Format

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A Short Guide to APA Format

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What does APA stand for? American Psychological Association. This handout will follow the guidelines set forth by the 6th edition of the *Publication Manual of the American Psychological Association*. It is not meant to serve as a substitute for the manual, but rather as an overview of the more common formatting issues and procedures.

In general, what is APA format? It is a system that specifies how your paper should be set up and how any sources you use within the paper should be referenced. This system is used most frequently in the fields of Education, Communication Disorders, Psychology, and other Social Sciences. It is always recommended, however, that you ask your professor at the beginning of the semester which format he/she would like your class to use.

Paper set-up for APA style:

- Standard sized, 8 ½" x 11" paper
- Typed
- 1" margins on all sides
- 2 spaces after punctuation that ends a sentence
- Double-spaced
 - Microsoft Word 2007 may insert an extra space in between paragraphs. To remove this extra space, click on the small arrow at the lower right corner of the *Paragraph* box, which can be found under the *Page Layout* tab. Under *Spacing*, check the box that says "Don't add space between paragraphs of the same style."
- Times New Roman, size 12 pt.
 - Times New Roman is not always the default font of newer versions of Microsoft Word. To make this the default font in Word 2007, open up the *Font* options box (click on the small arrow at the lower right corner of the *Font* tab), make sure the font is set at Times New Roman, size 12, and click on the *Default* button.

General components of an APA style paper:

Always ask your professor which parts he/she would like included as part of your assignment. The items below are listed in the same order that they would be in within your paper.

- **Title Page**
- ***Abstract**—a brief summary of your paper, maximum 250 words
- **Text pages**—the body of your paper, sometimes organized according to section headings depending on the type of research paper written
- **Reference page**—a list of sources used in your paper
- ***Tables**
- ***Figures**
- ***Appendices**—materials relevant to your paper's topic which would be too distracting if presented within the paper (ex. charts, tests, questionnaires, interviews, etc.)
- ***Footnotes or endnotes**—information about the author, content, copyright permissions, or tables that you want your audience to be aware of, but which would be too distracting within the main part of your paper

*Please see the *Publication Manual of the American Psychological Association, 6th edition*, for more information on the starred* components.

Title Page

Consists of:

- **Title**—give your paper a title (no more than 12 words) that is relevant to your specific topic
- **Your Name**
- **Your Affiliation**—as a student, your affiliation is The College of Saint Rose Center and double-space the above information in the top half of the page
- **Running head**—a shortened form of your title, no more than 50 characters. It is generally used for publication purposes, but professors still like to see you use it in your classes. On the title page, write the words ‘Running head’ at the top left in the header section, followed by a colon and the shortened form of your title in all caps.
- **Page number**—the title page is numbered as 1 in the upper right corner, in line with the running head.

Sample Title Page

Running head: POSITIVISM AND CONSTRUCTIVISM	1
Positivism and Constructivism in the Science	
Classroom: A Study of Student Reactions	
Jane Smith	
The College of Saint Rose	

General Text Pages

- **Running head continues to run at the top of each page, but without the actual words “Running head”** (see example below)
- **Page number appears in the upper right corner**
- **Title of the paper** is included on the first text page (after the Abstract section), centered and double-spaced
- **New paragraphs are indented 5 spaces from the margin**
- **Titles** of books, journals, magazines, newspapers, movies, and TV shows are *italicized*.
- **Titles** of essays, articles, webpages, and songs are placed within “**quotation marks.**” (NOTE: this rule does not apply to the titles within Reference page citations).
- **Headings** can be used to group and organize the text of advanced research papers (ex. ‘Method,’ ‘Discussion,’ etc.). Please see the *Publication Manual of the American Psychological Association (6th edition)* for more information on Headings, including examples.

APA Headings Levels	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading Your paragraph begins below, indented as usual.
2	Left-aligned, Boldface, Uppercase and Lowercase Heading Your paragraph begins below, indented as usual.
3	Indented, boldface, lowercase heading with a period. Your paragraph begins here, in line with the heading.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Your paragraph begins here, in line with the heading.
5	<i>Indented, italicized, lowercase heading with a period.</i> Your paragraph begins here, in line with the heading.

<p>POSITIVISM AND CONSTRUCTIVISM</p> <p style="text-align: right;">2</p> <p style="text-align: center;">Positivism and Constructivism in the Science Classroom: A Study of Student Reactions</p> <p style="text-align: center;">Traditionally, most scientists and many teachers have believed knowledge to be something concrete and measurable. A person is said to be knowledgeable if he or she has a large amount of information in his or her head (Hinchey, 1998). This view, called positivism, has been challenged since the beginning of the 20th century up until the present.</p> <p style="text-align: center;">Hinchey (1998) maintains that knowledge cannot be based on the amount of information a person can retain but rather on how this person understands the information and applies it to other situations. Hinchey follows what is known as the constructivist view of learning. Constructivism maintains that “learning is sense-making...</p>

APA Writing Style

- **Clear and logical** communication of ideas
 - Use **transition words** (*then, next, furthermore, consequently, therefore, conversely, etc.*)
 - Be aware of your **verb tenses**:
 - Use **Past** (“Jones showed”) or **Present-Perfect** (“Jones has shown”) tense when writing a literature review or the Procedure section of your paper
 - Use **Past** tense when *describing* the Results (“anger increased significantly...”)
 - Use **Present** tense to *discuss* the Results and to write the Conclusion (“the change signifies that...”)
 - Be specific when using certain **pronouns**:
 - Instead of simply using “*this*,” write “*this* test”
- Be **concise!**
 - Avoid jargon, wordiness, and colloquialisms
 - Watch for redundancy in your ideas
 - Be aware of your sentence/paragraph length: nothing too long or too short
- Be **objective!**
 - Do not use “I” in a research paper unless instructed by your professor (using “I” and “we” can be acceptable when writing a personal reflection or when discussing the steps you took to complete an experiment) (see page 69 in the *Publication Manual* for more information)
 - Be aware of biases when it comes to gender, ethnicity, and other labels (see pages 73-77 in the *Publication Manual* for more information)

Using APA to Document Your Sources

Why do I have to cite my sources?

- *You have to give credit where credit is due.* Otherwise, you would be stealing, and thus plagiarizing!

What is Plagiarism? The College of Saint Rose Catalog of Undergraduate Studies (2009-2011) defines Plagiarism:

Plagiarism includes but is not limited to:

- *Purchasing, copying, down-loading, printing or paraphrasing another’s book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one’s own, either in whole or in part.*
- *Incorporating portions of another’s work without proper acknowledgement and documentation.* (p. 51-52)

What are the consequences of plagiarism?

- Plagiarism could result in an F on the assignment, for the course, and possibly lead to your expulsion from the college
- In your professional career, you could be fired, sued, or see your reputation tarnished

How do I know when to cite my sources?

- When you have **quoted** from a text* (i.e. used the exact wording from it) in your own writing...
- When you have **paraphrased** (i.e. put into your own words) a specific idea from another text...
- When you have **summarized** (i.e. presented a condensed version of) an idea or text in your own writing...
- When you use **facts, statistics, or data** from an outside text in your writing...
- When you **refer to an idea or source in passing**... You may use this method when you want your reader to know about the existence of a specific source or idea relevant to your topic, but do not want to go into specific detail.
- When you use a **visual** (a photograph, painting, chart, table, or graph) from an outside source within your paper...

***Note:** A text can be written, visual, auditory, or electronic (i.e. a website).

How do I go about citing my sources?

- You will need a ***Parenthetical Citation***: information that appears in your text that tells your reader the general information about where the ideas used can be found in the sources they come from. Citations must be used when referring to information or ideas that are not your own (see the above section on “How do I know when to cite my sources?”). There must also be a complete bibliographic citation on your Reference page for each in-text citation and vice versa.

APA **parenthetical citations** generally include: **Author’s last name, Year,** and sometimes **the page number**

- A citation can appear in parentheses directly following the borrowed idea with the author, year, and the page number if needed (see below) separated by commas...
 - Ex. Today’s students study more than their parents did **(Smith, 1998)**.
- OR, the author and year can be integrated within the wording of the sentence.
 - Ex. According to **Smith (1998)**, today’s students study more than their parents did.
- When citing text that you have **QUOTED**, **add the page number**
 - Ex. Most educators would disagree that “today’s students study more than their parents did” **(Smith, 1998, p. 24)**.
 - Ex. According to **Smith (1998)**, “today’s students study more than their parents did” **(p. 24)**. *Note that the page number is indicated only with a p. and that it always appears after the source material, even if the author and year were included earlier.*
- When citing text that you have **PARAPHRASED**, including the **page number** is not required, but you are encouraged to do so to help your reader find the information more easily.

Setting up Citations in Various Circumstances

Works with two authors (list the authors in the order they appear on the source):

- Use an **& (ampersand)** to separate the authors’ names when you place them in parentheses.
 - (Smith & Jones, 2004, p. 44)
- Use the word **and** to separate them if you write their names in the sentence.
 - As Smith and Jones (2004) maintain...(p. 44).

Works with 3-5 authors (list the authors in the order they appear on the source):

- Write out all of the authors' last names the first time you reference them in your paper.
 - (Smith, Lewis, Harris, & Clark, 2005) **OR** Smith, Lewis, Harris, and Clark (2005) found...
- Each subsequent time you refer to these authors, write the first author's last name only and 'et al.'
 - (Smith et al., 2005) **OR** Smith et al. (2005) found...

Works with 6 or more authors:

- You do not have to write out all of their names. Simply list the first author's last name and the abbreviation 'et al.'
 - (Bell et al., 1997, p. 32) **OR** Bell et al. (1997) claim that...(p. 32).

More than one author with the same last name:

- Add the first initial to each duplicate name
 - (M. Jones, 1997) **OR** According to M. Jones (1997)...

Two or more works in the same parentheses:

- Used when multiple sources address the same idea
- Arrange sources alphabetically within the parentheses and separate each source with a semi-colon
 - (Leonard & West, 1997; Lewis, 1985; Smith, 1978)

Specific part of a source:

- (Lewis, 1985, Chapter 10, p. 5) **OR** According to Lewis (1985) there was... (Chapter 10, p.5).

The source has no known author:

- Cite it in parentheses using an abbreviated version of the title.
- If referring to the source in your sentence, use the full title
- **Note:** Rules regarding capitalization and the use of quotation marks to signal a title differ here from those followed on the Reference page.
 - Original title: an article called "The Truth about Constructivism"
 - ("The Truth," 2002)
 - In "The Truth about Constructivism" (2002), this concept...

Personal Communication (e-mail, personal interview, conversation, etc.):

- Cited only in the text – does not appear on Reference page; give the person's first initial(s)
 - Cite as: (J.S. Jones, personal communication, September 4, 2000)
 - OR**
 - J.S. Jones (personal communication, September 4, 2000) stated that....

Webpage:

- Cite it using the author, or if none given, follow the rules for a text without an author
 - (Smith, 2001) **OR** In "APA Today: New Rules" (2001), the idea that...
- No page number? If you cite from the website, try to indicate the paragraph number or a section heading and paragraph number
 - ("APA Today," 2001, para. 4). **OR** ("APA Today," 2001, FAQ section, para. 6).

Indirect Quote/Paraphrase: If the source you are using cites another author's idea and you want to use this idea in your paper, you must make it known to your reader you came across this idea in a secondhand manner:

- Lewis (1985) cites an experiment conducted by Brown (1975)... (p. 10).

OR

- Brown (1975) conducted an experiment which...(as cited in Lewis, 1985, p. 10).

Lewis is the author of the text you have in front of you, and he has a quote from Brown in his book on page 10. Lewis should also be cited on your References page, rather than Brown. This is to emphasize to your reader that you obtained Brown's idea from Lewis's text.

Quoting Correctly and Effectively

- Quoting is used when you repeat another source's ideas *word for word*.
- Page numbers (or paragraph numbers and/or subject headings for online sources) must be included in the citation.
- Quotes should be properly **introduced** and **explained**.
- **If you need to add words or phrases within a quote** to make the quote flow more fluidly within your sentence, place these added words in **brackets** []. See example below.
- **If you need to omit words within a quote** that are not essential to the point trying to be made, insert 3 elliptical points in place of this information. If you choose to omit an entire sentence, use 4 elliptical points.
 - **Ex.:** According to Harris (2001), there are "some students [who] are tempted to take shortcuts because of . . . course difficulty . . . and even shortness of time now that so many students work part-time to help themselves through school" (p. 4).

Sample Quoting

Original Text:

Some students are tempted to take shortcuts because of the pressures of workloads, course difficulty, competition to get into graduate school, and even shortness of time now that so many students work part-time to help themselves through school (Harris, 2001, p. 4).

Incorrect Quote:

Students plagiarize for many reasons. "Some students are tempted to take shortcuts because of course difficulty and even shortness of time now that so many students work part-time to get themselves through college" (Harris, 2001, p. 4).

- *This is an **incorrect** quote because the writer has left out words and phrases ("the pressure of workloads" and "competition to get into graduate school") and has altered other phrasing ("help" became "get" and "school" became "college"). This would be considered a form of plagiarism because the writer is misrepresenting the exact idea of the author. The writer has also left the quote by itself in a sentence with no introduction or follow-up wording, which is ineffective academic writing.*

Correct Quote:

Students plagiarize for many reasons. According to Harris (2001), "some students are tempted to take shortcuts because of the pressures of workloads, course difficulty, competition to get into graduate school, and even shortness of time now that so many students work part-time to help themselves through school" (p. 4). This stress can thus make plagiarism seem like the only answer to completing their work in an efficient manner, no matter the risks.

- *This is a **correct** quote because the writer has properly introduced, copied, cited, and explained the quote.*

Types of Quotes

Short Quotes:

- **Fewer than 40 words**
- **Quotation marks** indicate the exact wording of the author's idea
- **Page number** is included in the citation
- **Lead-in/Follow-up:** the quote is either introduced or followed-up with the writer's own wording within the *same* sentence

- **Explanation:** most quotes also need to be explained in relation to your ideas
- **Punctuation** is placed *after* the citation at the **end of a sentence**
- **Commas** should be placed **before** the end quotation marks
- **Periods** should be placed **before** the end quotation marks when there is not a citation that follows
- **Semi-colons (;), colons, question marks, and exclamation points** should be placed **after** closing quotation marks when they are not part of the quoted material
- If you quote text that already includes a quote, place this quote within **single quotation marks**:
 - Ex. According to Smith (2002), “there are many ways to ‘fix this complicated problem’ which has manifested...” (p. 45).
- **Short quotes are preferred over long quotes!**

Example (see previous section for additional examples):

Harris (2001) suggests that in order to help students better understand why plagiarism is so troubling, teachers can require “students to think about who is really being cheated when someone plagiarizes” (p. 33). Students can consider how authors are hurt when others steal their work and how they as students are missing out on the valuable educational experience of doing research and producing a text that they can call their own.

Long Quotes:

- **Longer than 40 words**
- Printed in a **self-standing block, indented 5 spaces** from the left margin
- **Spacing:** block is double-spaced
- **No quotation marks “” used**
- **End punctuation** is placed *before* the citation
- **Lead-in:** the quote is introduced with the writer’s own wording
- **Explanation:** long quotes need to be explained in relation to your ideas

Example:

The reasons for why students plagiarize are varied. As Harris (2001) explains:

Many students are simply not convinced that the hard work required for a real education is worth it. The reasons may be manifold. Some students believe that the diploma will be a magic ticket to a high-paying job regardless of what they learn, so that all the shortcuts they can find are appropriate. (p. 4)

This perception shows how education’s role in preparing individuals for life is now reduced to being seen as a mere obstacle to overcome, rather than as something necessary and even desired.

Summarizing and Parenthetical Citations

- Summarizing is not a word for word quotation of a source. You take the information from a large passage of the source (or the entire text) and condense it into your own words, following the same general order as the original text. It is very similar to writing a **book report**. You will use this method when writing annotated bibliographies or literature reviews.
- Citation includes author(s) and year of publication—no page number.

Example: Smith and Jones (1995) explore the dangerous effects of repeated viewing of violent television on children.

Paraphrasing and Parenthetical Citations

- When paraphrasing, the writer uses his or her own words and phrasing in presenting an idea of a source. **A paraphrase does not follow the same order as the original passage—it must be restructured!**
- Citation includes author(s) and year of publication—no page number is required, although APA encourages writers to include one.

Sample Paraphrase

- **Original text:**
 - It is not surprising, therefore, that sociable people are significantly more likely than nonsociable people to watch reality television, although the differences are small (Reiss & Wiltz, 2004, p. 374).
- **Incorrect Paraphrase**
 - It is not shocking that outgoing individuals are much more probable than introverted individuals to view reality television, but the gap is not that significant (Reiss & Wiltz, 2004).
 - *Although the writer has properly cited the idea, this is an incorrect paraphrase because the writer has not changed the structure of the author's original sentence, instead simply substituting synonyms for various words.*
- **Correct Paraphrases**
 - Reiss and Wiltz (2004) emphasize that reality television is viewed slightly more often by outgoing individuals than by those who are introverted (p. 374).

OR

 - Reality television has been found to be viewed slightly more often by outgoing individuals than by those who are introverted (Reiss & Wiltz, 2004, p. 374).
 - *The writer has used his/her own wording and has restructured the order of ideas within the sentence. The idea is also properly cited.*

Tips for an effective paraphrase:

- Read the original passage several times until you feel you fully understand it.
- Imagine how you would explain this passage orally to someone who had not read it.
- Put the passage aside and write/type it in your own words.
- Check your version with original. Make sure that the structure and wording of your version and that of the original are different. If you cannot think of how else to say certain words or phrases, place quotation marks around them.
- Once you feel you have a strong paraphrase—one that is structured differently from the original and uses your own words—place a properly formatted parenthetical citation after it.

Reference Page

What is a Reference Page?

- A list of every source that you make reference to in your essay
- It provides the information necessary for a reader to locate and retrieve any sources cited in your essay. Each entry usually includes the author's last name and first initial, year of publication, titles, publishing information, and page numbers accessed.
- Each source cited in the essay must appear on the Reference page, and vice versa.

General Format:

- **Hanging indent** (first line of each entry is flush against the left margin; the second and subsequent lines of each entry are indented 5 spaces)
- **Double-spaced**
- **Running head and page number appear at the top of the page** (without the words "Running head")
- Include only the **last name** of the author and his/her **first and middle initials** in each citation
- **If there is no author given**, start the entry with the title of the text
- List sources in **alphabetical order** by the 1st word of each entry, usually the author's last name. When the title of a text begins an entry, alphabetize according to the first significant word of the title (i.e. ignore "the" and "a")
- **Works are organized by the date of publication when the same author has written more than one work** (See Hinchey entry in the sample Reference page on p. 10)
- **Capitalize only the first word of the title and the subtitle of non-periodicals (books) and articles, essays, and other sections of larger texts, along with any proper nouns in those titles**
- **Italicize the titles** of books and journals
- **Italicize the volume number** for journals and other periodicals
- All citations in text must be referenced on the Reference page, and all Reference page citations must be referenced in the text.
- **See page 16-17 of this handout for information on handling variations in citation information (i.e. multiple authors, no author, no date etc.)**

Sample Reference Page

POSITIVISM AND CONSTRUCTIVISM 11

References

Bertram Gallant, T. & Drinan, P. (2006). Organizational theory and student cheating: Explanation, responses, and strategies. *The Journal of Higher Education*, 77(5), 839-860.

Brophy, J. (2006). Graham Nuthall and social constructivist teaching: Research-based cautions and qualifications. *Teaching & Teacher Education: An International Journal of Research and Studies*, 22(5), 529-537.

Fosnot, C. T. (1996). *Constructivism: Theory, perspectives, and practice*. New York, NY: Teachers College Press.

Hinchey, P. (1998). *Finding freedom in the classroom: A practical introduction to critical theory*. New York, NY: Peter Lang Publishing.

Hinchey, P. (2004). *Becoming a critical educator: Defining a classroom identity, designing a critical pedagogy*. New York, NY: Peter Lang Publishing.

Murphy, E. (1997). *Constructivism: From philosophy to practice*. Retrieved July 31, 2006 from <http://www.cdli.ca/~elmurphy/emurphy/cle.html>

Traianou, A. (2006). Teachers' adequacy of subject knowledge in primary science: Assessing constructivist approaches from a sociocultural perspective. *International Journal of Science Education*, 28(8), 827-842.
doi: 10.1080/09500690500404409

The word References is centered at the top of the page

Running head and page number appear at the top of the page

Hanging indent for each entry

Double spacing throughout

Two works by the same author.

Note the italicization and capitalization of a book's title.

1" margins on all sides

Note the capitalization of an article's title.

Basic Forms for Reference List

A Note on Formatting: You should format each citation with the intent of trying to fit the information on one line; however, most citations will carry over onto a second or even third line. If an example below shows certain information on a particular line, it is only because it could not fit on the first line.

A Note on DOI Numbers: APA now requires writers to include the Digital Object Identifier (DOI) number when provided for journal articles or any other source that may be assigned it (including online books). This number can usually be found on the first page of the article or on the landing page for the article in a database. The number always begins with the number 10 and will help your readers to find the sources cited more easily. It is generally the last item listed in a References page entry.

A Note on Retrieval Dates: APA now states that retrieval dates for web sources are only necessary if the material on the website is likely to change (i.e. the retrieval date is unnecessary for online journal articles or books, but perhaps needed for wikis, blogs, and general web pages.)

.....

An article in a periodical [DOI number provided]

Author, A. (Year). Title of article. *Title of Periodical*, volume #(issue #), Page range. doi: number

Example:

Bogart, L. M. & Uyeda, K. (2009). Community-based participatory research: Partnering with communities for effective and sustainable behavioral health interventions. *Health Psychology*, 28(4), 391-393. doi: 10.1037/a0016387

An article in a periodical [no DOI number provided]:

Author, A. (Year). Title of article. *Title of Periodical*, volume #(issue #), Page range.

Example:

Griffiee, D. T. (2004). Research in practice: Understanding significance testing program evaluation. *Journal of Developmental Education*, 27(3), 28-34.

An article in an Internet periodical or database: APA guidelines state that including the database from where an article was obtained is no longer necessary if the DOI number is provided. However, if there is no DOI number, the homepage URL for the journal should be given (even if you accessed the article through a database). If the journal is in limited circulation (i.e. no official website), then give the database name. If retrieval isn't free or readily accessible, use the word "Available" instead of "Retrieved" in the citation.

Author, A., & Author, B. (Date of publication). Title of article. *Title of Periodical*, volume #(issue #), page range. doi: number OR Retrieved [or Available] from <http://web address> OR database

Example:

Park, C. (2003). In other (people's) words: Plagiarism by university students—literature and lessons.

Assessment and Evaluation in Higher Education, 28(5), 471-488. Available from

<http://www.tandf.co.uk/journals/titles/02602938.asp>

Magazine article:

Author, A. (Year, Month Day of publication). Article title. *Magazine Title*, volume #(issue # if known), page numbers.

Example:

Sigler, E. (2005, October/November). Boxed in by ADD. *ADDitude*, 6, 29-32.

Online magazine article: Give the volume and issue number (if known) and the URL of the homepage

Thomas, L. (2009, August 17). He's going to have a rough year. *Newsweek*, 140(15). Retrieved from

<http://www.newsweek.com>

Newspaper article:

Author, A. (Year, Month Day of publication). Article title. *Newspaper Title*, page numbers.

Example:

Thomas, M. (2006, July 9). Steal traps: Sleuthing software makes it easier than ever to catch a

plagiarist, so why do writers keep ripping off the words of others? *Chicago Sun Times*,

p. B1.

Online Newspaper article: Give the URL of the newspaper homepage

Revkin, A. (2006, October 1). Branson pledges billions to fight global warming. *The New York Times*.

Retrieved from <http://www.nytimes.com>

Brochure: The 6th edition of the *Publication Manual* does not clearly specify how to cite Brochures or Pamphlets. The following is based on instructions in the 5th edition of the *Publication Manual*.

Corporation Name. (Date of Publication). *Title of brochure* (edition) [Brochure]. Place of

Publication: Publisher (if the publisher is not different from the author, write the word Author).

Example:

American Psychological Association. (1999). *Enhancing your interactions with people with disabilities*. [Brochure]. Washington, DC: Author.

A Book:

Author, A. (Year of publication). *Title of work: Capital letter for subtitle*. Location: Publisher.

Example:

Alexander, R. & Lombardi, J. (1998). *Joining a community of readers: A thematic approach to reading*. New York, NY: Longman.

A Book that names an editor:

Editor, A. (Ed.) (Date). *Title of work: Capital letter for subtitle*. Place of Publication: Publisher.

Example:

Tate, G., Rupiper, A., & Schick, K. (Eds.) (2001). *A guide to composition pedagogies*. New York, NY: Oxford University Press.

Part of a book (e.g. an essay in an anthology or a chapter written by an author different from the book's author / editor)

Author, A., & Author, B. of the essay/chapter (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. range). Location: Publisher.

Example:

Slevin, J. F. (1994). Reading and writing in the classroom and the profession. In J. Clifford and J. Schilb (Eds.), *Writing theory and critical theory* (pp. 53-72). New York, NY: MLA.

Online Book: Following the title, place the version type of the document in brackets, if known. Follow this with retrieval information: either the DOI number or the website URL.

Clark, S. E., Hero, R. E., Sidney, M. S., Fraga, L. R., & Erlichson, B. A. (2006). *Multiethnic moments: The politics of urban education reform*. [Version type would be here]. Retrieved from <http://site.ebrary.com/lib/strose/docDetail.action?docID=10180157>

Entry in a Reference Book: If no author is given, simply begin with the Entry Title. If editors or edition/volume information is not known, omit it from the citation.

Author, A. (Date). Entry title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of Book* (xx ed., Vol. xx, pp. range). Place of Publication: Publisher.

Example:

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

Online Reference Entry: Use (n.d.) to indicate no date is available

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heurisite>

Report or other Document from a Government or Private Organization (Print and Online)

Print: If there is no report or document number, leave it out of the citation.

Author, A. (Date). *Title of work* (Report Number). Location: Publisher.

Online: include the name of the publishing website only if it is different from the author.

Author, A. (Date). *Title of work* (Report Number). Retrieved from Publishing Website: <http://webaddress>

Example:

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute. (2004). *The seventh report of the joint national committee on prevention, detection, evaluation, and treatment of high blood pressure* (NIH Publication No. 04-5230). Retrieved from <http://www.nhlbi.nih.gov/guidelines/hypertension/jnc7full.pdf>

General Web Document: Only use a retrieval date if the information on the website is likely to change. Italicize the title of reports and stand-alone documents. Otherwise, do not italicize the title. When referring to an entire website in your paper, just include the URL for the site in a citation—no References page entry is needed.

Author, A. (Date of posting). *Title of document*. Retrieved Month Day, Year from [http:// web address](http://web address)

Example:

Smith, J. (2002). *Tips for teaching teachers how to teach*. Retrieved May 15, 2005 from

<http://www.teachtips.com>

Film:

Producer, A. (Producer) & Director, A. (Director). (Date). *Film title* [Motion Picture]. Place of Production: Movie Studio.

Example:

Ball, A. (Writer/Producer), & Mendes, S. (Director). (1999). *American beauty* [Motion Picture]. United States: DreamWorks SKG.

Data Set

Author, A. (Date). *Title of data set* [medium of the data or file type, if relevant]. Retrieved from web address

Example:

United States Department of Agriculture (2009). *Livestock and meat trade data: Meat and livestock annual cumulative year-to-date U.S. trade*. Retrieved from <http://www.ers.usda.gov/Data/meattrade/LivestockMeatYearly.htm>

Author and other Publication Variations

A text with 2-7 authors: List the all of the authors in the order they are listed on the text. Separate the last author listed from the others with an ampersand (&).

Clark, S. E., Hero, R. E., Sidney, M. S., Fraga, L. R., & Erlichson, B. A. (2006). *Multiethnic moments...*

A text with more than 7 authors: List the first 6 authors (in the order they are listed on the text), followed by three ellipses and then the last author's name.

Groden, J., Goodwin, M. S., Baron, M. G., Groden, G., Velicer, W. F., Lipsitt, L. P., . . . Pine, N. (2005).

A Text with No Author: Begin the entry with the title of the text, followed by the date. If "Anonymous" is presented as the author, include that in place of the author's name in the entry.

Exploring the effects of vaccines on children. (2007). In *Childhood Health Research*. Retrieved...

CONT'D

A Text with a Group Author: List the group in the author section of the citation followed by a period.

National Institute of Mental Health. (2006). The family and the ADHD child...

Two Texts by the Same Author in the Same Year: Arrange the entries alphabetically according to the title of the text. Attach a suffix to the date (lowercase letters) to differentiate between the two texts.

Smith, J. (2005a). Effects of the sun on anemic individuals...

Smith, J. (2005b). Measuring the growth of children with anemia...

A Text with No Date: Write (n.d.) in place of the date.

Jones, M. (n.d.). Looking at the influence of television. Retrieved from: <http://www.tvinfluence.org>

The following resources were used to assist in the design of this handout:

- *Publication Manual of the American Psychological Association* (2010). (6th ed.). Washington DC: American Psychological Association.
- APA formatting and style guide. (2009). In *The Online Writing Lab at Purdue University*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

The following sources were used to provide examples throughout the handout (not counting those sources featured in the Reference Page section):

- Harris, R. (2001). *The plagiarism handbook*. Los Angeles: Pycszak.
- Hinchey, P. (1998). *Finding freedom in the classroom*. New York: P. Lang.
- Reiss, S. & Wiltz, J. (2004). Why people watch reality TV. *Media Psychology*, 6, 363-378.

Still need help with APA? Here are some additional resources:

- The College of Saint Rose Writing Center! Located in the Academic Support Center on the 2nd floor of Saint Joseph Hall. Stop by or call **454-5299** to make an appointment!
- *The Publication Manual of the American Psychological Association*, 6th edition.
- *Prentice Hall Reference Guide*, 7th edition. Edited by Muriel Harris.
- APA formatting and style guide. (2009). In *The Online Writing Lab at Purdue University*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>
- www.apastyle.org

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This handout is located at: <http://www.strose.edu/writingcenter>
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(Updated 2012)