APA Style Guide

When you write a research paper or any piece of writing that quotes or paraphrases the work of others, you are required to let your readers know the source of the borrowed material (a source can be a journal article, a book, a newspaper article, a web site, etc.). If your paper is in the science field, follow the documentation style called APA (American Psychological Association).

*Rules for Writers, 7th ed.* offers complete guidelines for manuscript style and citation in APA. Both the Library and the Academic Support Center have copies of this text. The Library's copy is kept in the Reference section. This handout condenses the most important elements of APA and illustrates commonly used sources. If you have a source not illustrated here, consult the *Rules for Writers, 7th ed.*

Just a reminder: always follow your professor's guidelines regarding your assignment.

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**POINTS TO REMEMBER ABOUT APA STYLE**

**FORMAT and STYLE**

- The body of your paper and the Reference page is double-spaced.
- Use Times New Roman size 12 font, unless professor states otherwise.
- Leave only one space after periods or other punctuation marks.
- Margins should be 1” on all sides. Indent the first line of paragraphs by using the Tab key.
- APA requires a cover/title page; this is the ONLY page with “Running head,” followed by a colon and the title of your paper in all capital letters. See the APA example paper handout.
- Number all pages consecutively in the upper right-hand corner, 1 ½” from the top, following the APA page number guidelines.

**SOURCES and CITATIONS**

- APA style requires in-text citations in the body of your paper when you quote, paraphrases, summarize, or use other borrowed material. (See in-text citations page 7)
- The Reference page is a separate page and carries the heading References. List your sources, alphabetically.
- When listing sources, follow the form illustrated on the next page. Each citation should be formatted with a half inch hanging indent.
- Capitalize the first significant word and any proper names in an article, book and journal title.
- Italicize book, newspaper, magazine, and journal titles, and journal volume number.

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GENERAL FORMS FOR LISTING SOURCES

A periodical is a publication that is issued periodically, such as a newspaper (The Boston Globe), a magazine (Newsweek), or a journal (Journal of Naturopathic Medicine).

A non-periodical most often refers to a book.

The following are two general forms for citing a source on a reference page:

- **Periodical:**

- **Non-Periodical**
  Author, A.A. (date of publication). *Title of work*. Location: Publisher.

Below are specific examples for citing a source of your Reference page and include periodicals; non-periodicals; reports; non-print sources, such as film and video; and information from the Internet. Determine what kind of source you have, then follow the format given below.

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PERIODICALS

- **Journal article, one author:**

- **Journal article, two authors:**

  **10=volume number, (2)=issue number; only give issue number if each issue begins with page 1**

- **Magazine article:**


- **Daily newspaper article, no author:**

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- Daily newspaper article, discontinuous pages:

- Monthly newspaper article, letter to the editor:

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**BOOKS**

- One author:

- Two or more authors, Jr. in name, third edition:

- Corporation as author:

- Unknown author:

- Editors:
• Article or chapter in an edited book:
  

• Multivolume work:
  

• English translation of a book:
  

  *In the text, cite the original publication date and the date of translation: (Laplace, 1814/2001).*

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**MULTIMEDIA SOURCES**

• Film:
  

• Television broadcast:
  

• Music recording: (GENERAL FORM)
  
  Writer, A. (Date of Copyright). Title of Song [Recorded by artist if different from writer]. On *Title of Album* [Medium of recording: compact disk, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date)
• Videotape:


• Presentation:


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**ELECTRONIC SOURCES**

• Email:

Because personal communications (letters, email, memos, telephone conversations, interviews, etc.) do not provide recoverable data, they are not included in the reference list. Cite personal communications in text only. For example: (T.K. Lutes, personal communication, April 18, 2001).

• Article from an online magazine or newspaper:

Give the author, date, article title, and magazine or newspaper title. Follow with the volume, issue, and page numbers, if they are available. End with the URL for the magazine or newspaper’s home page.


• Internet articles from a database:

Start with the publication information for the source. If the database entry includes a DOI (Digital Object Identifier) for the article, use the DOI number at the end.

If there is no DOI, include the URL for the home page of the journal. If the URL is not included in the database entry, you can search for it on the Web.


- Document available on university program or government agency Web site:


    http://www.psych.ucsb.edu/research/cep/primer.html

- Section in a web document:

  For this type of citation you will need the following information: author, date of publication or most recent update, title of section, title of document, and URL of section.


    http://www.health.state.mn.us/divs/chs/annsum/08annsum/Fertility08.pdf

- Report or long document from a Web site:

  List the author’s name, publication date (or “n.d.” if there is no date), document title (in italics), and URL for the document. Give a retrieval date only if the content of the source is likely to change. If a source has no author, begin with the title and follow it with the date in parentheses.


    http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm

- Blog (Weblog) post

  Give the writer’s name, the date of the post, the subject, the label “Web log post” in brackets, and the URL. For a response to a post, use the label “Web log comment.”


    http://www.iq.harvard.edu/blog/sss/archives/2007/05
APA IN-TEXT CITATIONS

Quotation: When you quote, you borrow an author’s exact words. Use a quotation when the wording is so memorable or expresses a point so well that you cannot improve or shorten it without weakening it; when the author is a respected authority whose opinion supports your own ideas; or when an author challenges or disagrees profoundly with others in the field.

Paraphrase: Paraphrasing is putting material (including major and minor points) into your own words and sentence structure. You can paraphrase a theory, an idea, the results of a study, or a passage in an original source, as long as you use your own words to describe it.

The quotations, paraphrases, facts, statistics, etc. that you bring into your paper are called in-text citations. With practice, you will learn to integrate the in-text citations smoothly into your paper. Avoid dropping quotations or paraphrases into your paper without warning. There are dozens of signal phrases that you can use to help the reader make the transition from your words and ideas to the words and ideas of others. Some of these include verbs such as acknowledge, add, admit, agree, argue, claim, note, observe, report, think, and write. Consider the following examples and note the signal phrases used.

- Basic format for a quotation (single author):

  As Davis (2008) reported, “If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists” (p. 26).

*When the author’s name does not appear in the signal phrase, place the author’s name, date, and page number in parenthesis at the end of the quotation.*

  “If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists” (Davis, 2008, p. 26).

*For electronic sources that do not provide page numbers, use the paragraph number, if available, proceeded by the abbreviation “para.”.*

  (Meyers, 2000, para. 3).

- Basic format for a summary or paraphrase (single author):

  According to Davis (2008), when they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise.
A page number is not required when paraphrasing, but you can provide one to help your readers find a specific passage in a long work.

- Basic format for a work with two authors (paraphrase):
  Patterson and Linden (2008) agreed that the gorilla Koko acquired language more slowly than a normal speaking child.

- Basic format for a work with three to five authors (paraphrase):
  Researchers found a marked improvement in the computer skills of students who took part in the program (Levy, Bertrand, Muller, Viking, & Majors, 2007).

For the first reference to a study with more than two authors, list all authors. For all subsequent references, include only the surname of the first author followed by “et al.”

(Levy, et al., 2007).

The exception is when there are six or more authors. In this case, use the “et al” format the first time the study is cited.

Williams et al (2003) found…

- Summarizing several studies:
  Several studies provide support for the idea that spanking is not an effective method of disciplining preschool aged children (Kames, 2003; Miller, 2009; Smith, 2007; Tower, 2008).

  Note alphabetical, not numerical order of references.

- Two articles by the same author in the same year:
  Several studies provide support for the idea that spanking is not an effective method of disciplining preschoolers (Jones, 2003a; Jones, 2003b). One study showed very negative effects (Jones, 2003a) while another found slightly less negative effects (Jones, 2003b).

  Refer to them as “a” and “b”.
QUOTATIONS

• Quote of less than 40 words:

Koop (2008) stated, “The job of educating will not be completed until every person old enough to comprehend the information is knowledgeable about AIDS” (p. 14).

• Quote of more than 40 words:

Scientists are still intrigued with the fact that one cannot fully explain why a certain man is attracted to a particular woman and she to him. Perhaps John Cheever (2007) said it best:

I am today and will forever be astonished at the perspicacity with which a man can, in a glimpse, judge the scope and beauty of a woman’s memory, her taste in color, food, climate and language, the precise clinical dimensions of her visceral, cranial, and reproductive tracts, the conditions of her teeth, hair, skin, toenails, eyesight and bronchial tree, that he can in a second, exalted by the diagnostics of love, seize on the fact that she is meant for him. (pp.76-77)

Note the punctuation: the period is placed before the parenthesis. Also, note the indentation of the left of the entire quotation.

PARAPHRASES

• Original Text:

The extended family is now a rare in contemporary society, and with its demise the new parent has lost the wisdom and daily support of older, more experienced family members. Furthermore, many parents are not as well equipped for parenthood as were their parents before them, since over the years, most children have been given less responsibility in helping to care for younger siblings.
Paraphrase:

Today’s society and shifting patterns of social order may dictate, then, a climate for abuse [writer’s own sentence]. Zigler (2006) argues that many parents are just not prepared today for parenthood. He insists that the extended family no longer exists and parents, who have little experience caring for younger brothers and sisters and no wise adults around, are therefore ill prepared to handle their duties toward their children.

PLAGIARISM

It is fine to bring the words and ideas of other writers into your paper. However, when you do so, you must acknowledge your debt to the writers of these sources. If not, you are guilty of plagiarism, a serious academic offense.

The most blatant form of plagiarism is putting your name as the author of a paper that you did not write. The Internet has certainly made it easier for students to find papers on any number of topics. However, professors also know how to use the Internet, and many are quite adept at searching the same sites that students use to find what they suspect to be plagiarized work.

Other types of plagiarism are more subtle and include (1) the failure to cite quotations and borrowed ideas; (2) failure to enclose borrowed language in quotation marks; and (3) failure to put summaries and paraphrases into your own words. Most students who plagiarize are simply unaware of the proper way to document sources in academic writing.

6/03/2013ar/ep