



APA Style Guide for CSN Resources

*This guide is an effort to assist CSN students in formatting APA style papers for all disciplines. These guidelines are based on the Publication Manual of the American Psychological Association (5th Edition). APA style research papers for most undergraduate college classes will consist of three components: the **title page**, the **body of the paper** and a **reference list**. Always check with your instructors to make sure these guidelines meet their requirements. Revised July, 2007.*

PART I. TITLE PAGE

Typeface

Use a serif font such as Times Roman or Courier in standard 12 point size.

Margins

Using your word processing program, set up uniform margins of 1 inch at the top, bottom, left and right of every page, including the title page and the reference pages.

Page Header/Page Numbers

Each page of your research paper should be numbered in the upper right corner, beginning with the title page and ending with the last page of your reference list. Use the automatic functions of your word-processing program to set up the page numbers/page header. Generally, in Microsoft Word, go to "View," "Header & Footer," type the first two or three words of your title, use the space bar five times, then click on "Insert Page Number" icon, then align right. The page header and page numbers should automatically appear on every page of your paper.

Running Head

The running head is an abbreviated title that would be used if your paper was published. The head should be a maximum of 50 characters, counting letters, punctuation and spaces between words. Type the running head at the top of the title page, flush left, using the words Running head (only the R is capitalized), a colon and up to 50 characters of your title in all capital letters (ex. Running head: EFFECT OF CAFFEINE CONSUMPTION).

Title of the Paper

The title should summarize the main idea of the paper. It should be a concise statement of the main topic and should identify the variables or theories that you are writing about, as well as the relationship between them. Avoid using abbreviations. The recommended length for a title is 10 to 12 words. (ex. Effect of Caffeine Consumption on Student Learning and Retention). Type the title in upper and lower case letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

Writer's Name and Institutional Affiliation

Type your name in upper and lower case letters, centered between the side margins, one double-spaced line below the title. Institutional affiliation identifies the location where you conducted your research and should be centered under your name, in upper and lower case letters, on the next double-spaced line. If you are writing the paper for a CSN class, use College of Southern Nevada as your affiliation.

PART II. BODY OF PAPER

Citing Research Material in the Body of the Paper (“in-text citations”)

Papers written in the APA style should use the author-date format of in-text citations. In general, when directly *quoting* or *paraphrasing* material from a source document (journal article, book, web site, etc.) in the body of your paper, you must provide the author’s last name, year of publication for that document and a page number if available. A complete, properly formatted reference for the source document must then be included in the reference list at the end of your paper.

Paraphrasing

If you are referring to an idea expressed in a source document, but not directly quoting the material, you are paraphrasing an idea. You must still give credit to the source document in the body of your paper. When paraphrasing, you only need to provide the author’s last name and year of publication in the body of your paper. However, the *APA Publication Manual* encourages you to provide a page number if it will help the reader locate the original idea in the source document.

Examples of in-text citations for a paraphrased idea:

- Martinez (2002) studied the effects of caffeine consumption on student learning and retention, and found a positive correlation.
- In a study on the effects of caffeine consumption (Martinez, 2002), there was a positive correlation between consumption rates and student learning and retention.
- In 2002, Martinez discovered a positive correlation between caffeine consumption rates and student learning and retention.

Quotations

Material directly quoted from a source document should be reproduced word for word. When directly quoting material from a source document, your in-text citation must include the author’s last name, year of publication and a specific page number. In addition, the *APA Publication Manual* recognizes two specific types of direct quotations: *short quotations* and *long quotations*.

Short quotations: any direct quotation that is fewer than 40 words in length. Incorporate a short quotation into the body of your paper and enclose the quotation in double quotation marks (“according to...”). Place punctuation marks, such as periods and commas, after the in-text parenthetical citation (see examples below).

Examples of in-text citations for short direct quotations:

- Current research suggests that, "Small amounts of caffeine actually improved an individual's ability to learn and retain new information" (Singh & Lazlo, 2003, p. 170).
- Singh and Lazlo (2003) found that, "Small amounts of caffeine actually improved an individual's ability to learn and retain new information" (p. 170).

Long quotations: Any direct quotation that is 40 words in length or greater.

Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start the block quotation on a new line, and indent the quoted material five spaces from the left margin. The entire quotation must be double-spaced. The parenthetical citation should come after the closing punctuation mark of the quoted material.

Example of in-text citation for a long quotation (block quote):

Singh and Lazlo (2003) concluded that:

Small amounts of caffeine actually improved an individual's ability to learn and retain new information. However, the benefits of caffeine on learning were lost as the amount of caffeine consumed increased beyond 750 mg in a one hour period. Caffeine consumed in excess of 750 mg tended to make the subjects agitated and unable to focus. (p. 170)

Additional Rules for In-text Citations

There are many basic rules in the *APA Publication Manual* that dictate how to properly format in-text citations. This brief handout can not possibly cover every rule. However, the most common rules that students encounter when writing papers are listed below. You may need to refer to the actual *APA Publication Manual* if you are uncertain about a specific situation. Copies of the *APA Publication Manual* are available in the Library, as well as the campus Writing Center.

No Page Numbers on the Source Document

Many electronic documents do not contain page numbers. This is particularly true when accessing journal articles from a database (i.e. EBSCOhost, ProQuest, etc.). In such a case, it may be necessary to omit the page number reference in your in-text citation when directly quoting from an electronic source document (see *APA Publication Manual*, pp. 120-121).

No Author on the Source Document

When a source document has no author, cite the first few words of the document title in quotation marks in place of the author (see *APA Publication Manual*, p.210).

...student learning and retention (“Caffeine and Learning,” 2002).

Source Document with Two Authors

If a source document has two authors, always cite both names every time the reference is used in your paper. Join the authors’ names with the word “and” in the text of your paper, or use the ampersand (&) in a parenthetical citation (see *APA Publication Manual*, pp. 208-209).

Singh **and** Lazlo (2003) found that...

...retain new information (Singh **&** Lazlo, 2003).

Source Document with Three, Four, or Five Authors

If a source document has three, four, or five authors, cite all of the authors the first time the reference is used in your paper. If you refer to the same source document again, and any subsequent times, include only the last name of the first listed author followed by the words “et al.” (no quotes). Join the authors’ names with the word “and” in the text of your paper, or use the ampersand (&) in a parenthetical citation (see *APA Publication Manual*, pp. 208-209).

Singh, Lazlo, Brown and Thompson (2004), show a correlation...
[First in-text citation]

Singh **et al.** (2004) determined that moderate caffeine consumption...
[Second and subsequent in-text citation]

Source Document with Six or More Authors

If a source document has six or more authors, cite only the last name of the first listed author followed by the words “et al.” (*APA Publication Manual*, p. 209).

According to Singh **et al.** (2004), there was a positive correlation between...

PART III. THE REFERENCE LIST

The reference list provides full citation information for each source that you used in your research paper. Your instructor might refer to it as the “Works Cited Page” or the “Bibliography.” A crucial purpose of the reference list is to enable readers of your paper to retrieve and use the articles, books and other sources that you used in your research paper.

General Guidelines for the Reference List

Your reference list should begin on a new page after the body of your paper, with page numbers and headers continuing consecutively. Type the word References at the top center of the page in upper and lower case letters. The reference list should be double-spaced and arranged alphabetically by author’s last name. Each citation should begin at the left margin and a hanging indent should be used for each additional line. Begin the next citation at the left margin. General guidelines follow, as well as specific examples for various sources:

- Authors’ last names are listed first, followed by the first initial of the first name and the first initial of the middle name, if available. First and middle names are never spelled out completely.
- The year of publication is typed in parenthesis.
- Titles of articles and books are typed using a capital letter for the first letter of the first word only in the title and sub-title. All other words in the title are typed using lower-case letters. Do not underline or use italics for article or book titles.
- The titles of journals, magazines and newspapers should be typed using a capital letter for the first word of each word in the title. These titles, as well as the volume number, should be italicized. If an issue number is given, type it in parenthesis immediately after the volume number. Do not italicize the issue number.
- If you are using more than one source in your paper written by the same lead author, arrange the sources by date, beginning with the earliest published source.
- If no author is listed for a particular source, begin with the title, followed by the year of publication in parenthesis. Arrange the source in your reference list alphabetically using the title.
- Personal communications, such as interviews and e-mails, are considered non-recoverable data and should not be cited in the reference list (however, they may be used in the body of your paper).
- To get hanging indents: Generally, in Microsoft Word, after typing the full citation, place your cursor in front of the first letter on the second line of the citation, press the “backspace key” and then the “tab” key. Do the same for each subsequent line in the citation. The first line of the next citation in your reference list should begin at the left margin (*see figure 4 on page 9*).

SAMPLE APA CITATIONS

Articles from an Online Database

[*Journal Article with Three Authors*]

Vandewater, E. A., Shim, M., & Caplovitz, A. G. (2004). Linking obesity and activity level with children's television and video game use. *Journal of Adolescence*, 27(1), 71-85. Retrieved June 14, 2004, from Academic Search Elite database.

[*Magazine Article*]

Shulman, P. (2004, March/April). Great expectations. *Psychology Today*, 37, 32-35. Retrieved June 7, 2004, from Academic Search Elite database.

[*Newspaper Article*]

Hu, W., & James, G. (2004, June 3). Manhattan: Profiling measure advances. *New York Times*, p. B6. Retrieved June 21, 2004, from Newspaper Source database.

Print Periodicals

[*Journal Article with Two Authors*]

Westphal-Johnson, N., & Fitzpatrick, M. A. (2002). The role of communication and writing intensive courses in general education: A five year case study of the University of Wisconsin-Madison. *JGE: The Journal of General Education*, 51(2), 73-102.

[*Magazine Article*]

Shulman, P. (2004, March/April). Great expectations. *Psychology Today*, 37, 33-42.

[*Newspaper Article*]

Chaker, A. M. (2004, June 15). Lonely town seeks hip young professionals. *The Wall Street Journal*, pp. D1, D6.

Opposing Viewpoints

[*Print Opposing Viewpoint Article*]

Sawyer, D. C. (2003). The internet harms society. In J. D. Torr (Ed.), *The information age* (pp. 35-39). San Diego, CA: Greenhaven Press.

[*Online Opposing Viewpoint Article*]

Sawyer, D. C. (2003). The internet harms society. In J. D. Torr (Ed.), *The information age*. Retrieved June 22, 2004, from Opposing Viewpoints Resource Center database.

Issues and Controversies

[*Print Issues and Controversies Article*]

Junk food in schools. (2002, March 29). *Issues and Controversies on File*, 7, 121-128.

[*Online Issues and Controversies Article*]

Junk food in schools. (2002, March 29). *Issues and Controversies*. Retrieved June 22, 2004, from <http://www.2facts.com>

CQ Researcher

Masci, D. (2004, June 11). Nanotechnology. *The CQ Researcher Online*, 14, 517-540. Retrieved June 22, 2004, from <http://library.cqpress.com/cqresearcher>

Book

[*Book with One Author*]

Meyers, D. G. (2002). *Intuition: Its powers and perils*. New Haven, CT: Yale University Press.

[*Chapter from a Book with an Editor*]

Freeman, R. B. (2002). The world of work in the new millennium. In R. N. Cooper & R. Layard (Eds.), *What the future holds* (pp. 157-178). Cambridge, MA: The MIT Press.

NetLibrary Book

[*Electronic Book*]

Tapscott, D., & Thompson, R. (1998). *Growing up digital: The rise of the net generation*. New York: McGraw-Hill. Retrieved July 13, 2004, from NetLibrary database.

Reference Material

[*Online Reference Source*]

Colman, A. M. (2001). Post-traumatic stress disorder. In *A dictionary of psychology*. Retrieved June 28, 2004, from Oxford Reference Online database.

[*Print Reference Source*]

Kihlstrom, J. (2000). Parapsychology. In *Encyclopedia of psychology* (Vol. 6, pp. 43-46). Washington, DC: American Psychological Association.

[*Diagnostic and Statistical Manual of Mental Disorders (DSM)*]

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

Web Site

[*Web Site with Author and Date Provided*]

Purcell, M. (2001). *Making conversation: A skill, not an art*. Retrieved July 14, 2004, from http://psychcentral.com/library/making_conversation.htm

[*Web Site with No Author and No Date*]

Myths and facts about caffeine. (n.d.). Retrieved July 14, 2004, from <http://www.eufic.org/gb/food/pag/food34/food343.htm>

PART IV. SAMPLE APA STYLE PAPER

(Note: Pages are not drawn to scale)

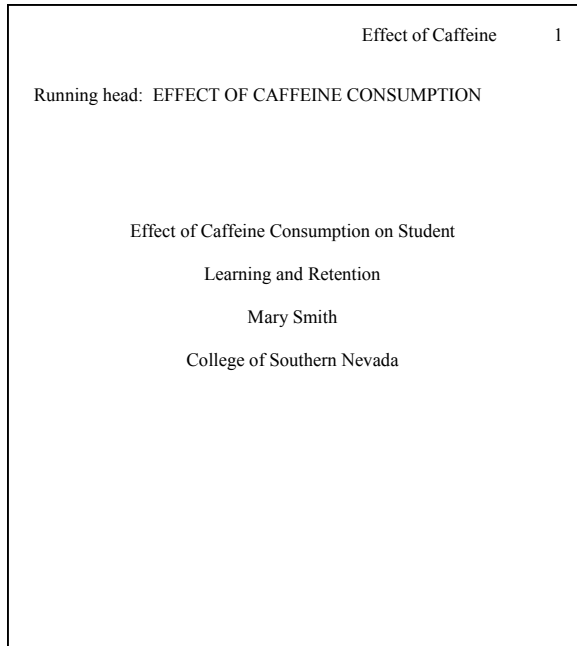


Figure 1

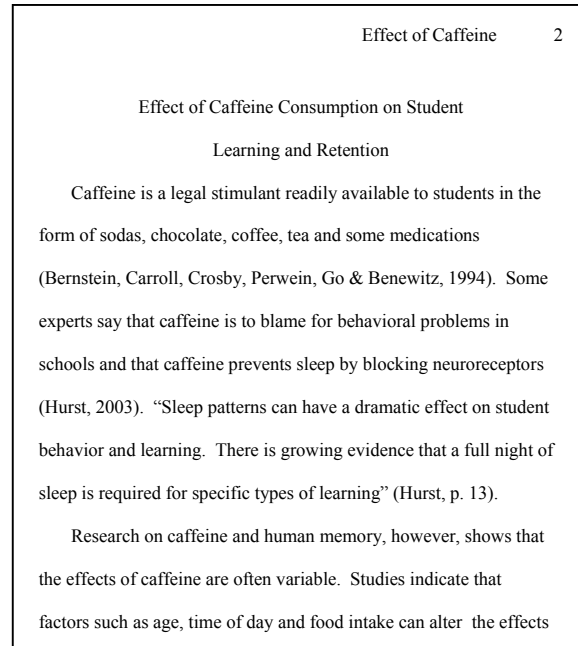


Figure 2

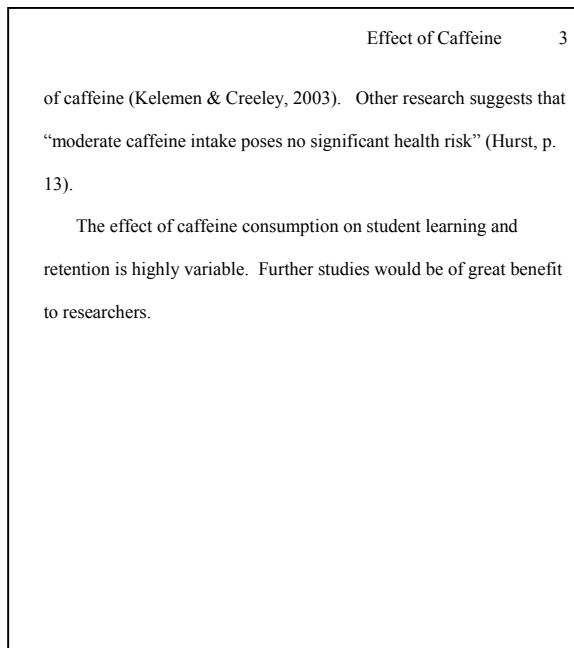


Figure 3

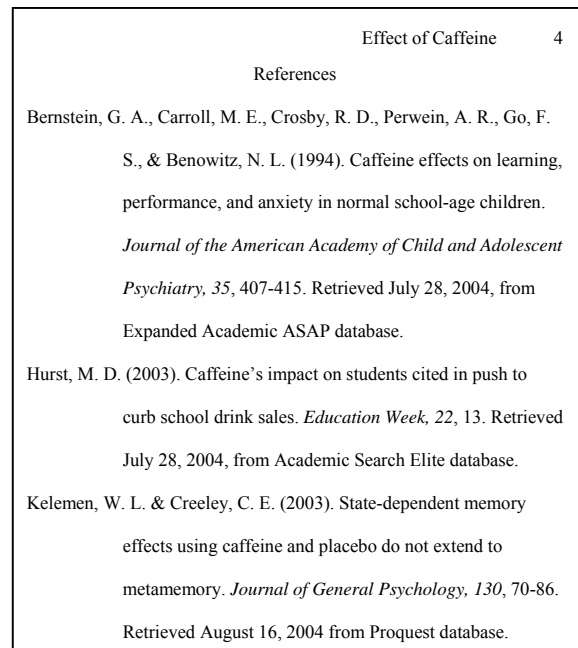


Figure 4