APA Style Quick Guide

What is APA? What does APA style mean?

APA is a particular style or format (a set of rules, essentially) for structuring an essay or a research paper in the social and behavioral sciences. The style helps your professor see exactly where you found the research that you add to the paper *and* lays out exactly how the paper should look (margins, titles, page numbers, etc.).
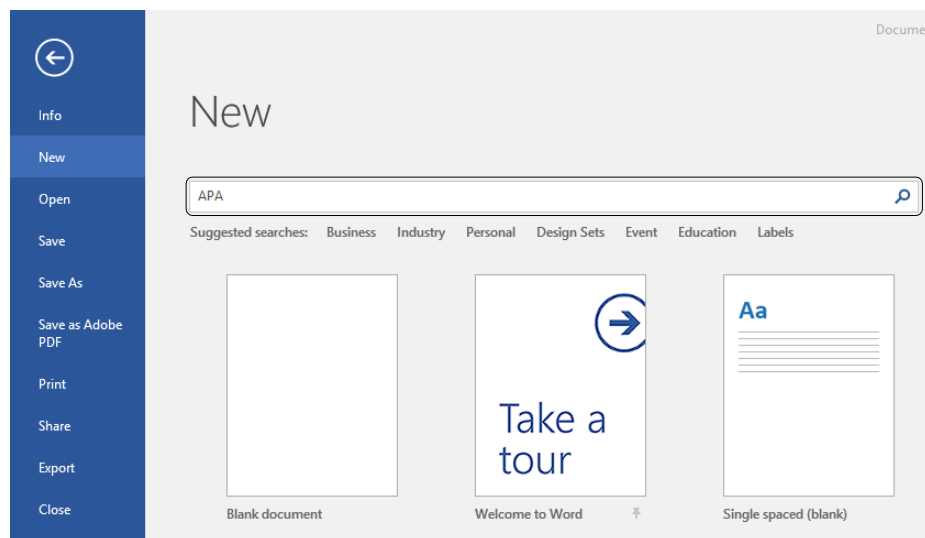
How do I write my paper in APA style?

If you have never used APA before, **we recommend that you speak with your professor or visit the Writing Center or Library for one-on-one assistance**. You can visit the library online at www.csn.edu/library and the writing center at www.csn.edu/writingcenter. You can also follow this quick guide's instructions to help you make your paper follow the rules of an APA paper. More detailed instructions are available at http://libguides.csn.edu/APA.

How should I start?

Step 1 – Set up the paper's format for an APA paper before you start to write.

<u>In Microsoft Word 2016</u>

Screenshot:
1. Click "File"
2. Click "New"
3. Type "APA" in the search box and hit enter.

Step 2 - Before you begin to write the essay, make a list of all the resources you have found through research that you will use (cite) in the essay. This page is called the References page and it will be on a separate page and the last page of the paper.

Step 3 – Write a rough draft of the essay and mark where you use information (ideas, quotations, or paraphrasing) from a resource. This is called *in-text citation.* See examples in section II below.

Part 1: Reference Page Citations

The References page lists the long citations for all the sources you will cite in your paper and is included at the end of your paper. The purpose of a References page is to give the reader all the information needed to find the sources that you used. All citations are listed alphabetically, by the first piece of information (usually the author). See the last page of this handout for an example References page.

ELECTRONIC SOURCES

Items found using an online database (such as those provided by the CSN Library) and items found on the OPN web (such as those you found using a search engine like Google) are cited differently. Be sure to choose the correct format.

Sources from Online Library Databases

Online databases accessed through CSN Libraries, such as Proquest or EBSCO, provide access to information from journals, magazines, newspapers and other sources. Many online databases have citation tools, which will help create a citation for you. While most instructors accept APA citations generated by our databases, it is important to **be consistent** with your citations, especially if you are using citations generated from several different databases. We recommend that you consult any specific rules your instructor may have for APA citations.

Journal, Scholarly or Peer-Reviewed Article

A DOI (Digital Object Identifier) number is a unique identifier assigned to each article. Think of it like the social security number for an article, with each article having its own unique DOI. APA uses DOIs in the citations to help the reader identify the exact article used. If a DOI is not available, use the URL instead.

FORMAT

Author Last Name, First Initial. (Year of Publication). Title of article. *Name of Journal, Volume number*(Issue number),

　　Inclusive pages. DOI or Retrieved from URL

EXAMPLES

WITH A DOI:

Ciocchetti, C. (2012). Veganism and living well. *Journal of Agricultural and Environmental Ethics, 25*(3), 405-417.

　　doi:10.1007/s10806-011-9307-5

WITH A URL:

Wallis, L. (2004). Detox your way to health. *Nursing Standard, 18*(17), 22-23. Retrieved from http://ezproxy.library.

　　csn.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=13049308&site=ehost

　　live

Magazine Article

FORMAT

Author Last Name, First Initial. (Year, Month of Publication). Title of article. *Name of Magazine, Volume number*(Issue

　　number). Retrieved from URL

EXAMPLE

Caplin, J. (2013, November). Job one: Financial literacy. *Money, 42*(10). Retrieved from http://ezproxy.library.csn.

　　edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=90823165&site=ehost-live

Newspaper Article

FORMAT

Author Last Name, First Initial. (Year, Month Day of Publication). Title of article. *Name of Newspaper.* Retrieved

　　from URL

View the complete guide at: http://libguides.csn.edu/APA *CSN Libraries – Discover. Connect. Inspire.*

(Continued from "Newspaper Article")

EXAMPLE

Yamanouchi, K. (2014, June 09). Your commute: GDOT explores use of drones: Study comes up with tasks that could

help with metro traffic. *The Atlanta Journal - Constitution.* Retrieved from http://ezproxy.library.csn.edu/

login?url=http://search.proquest.com/docview/1534074307?accountid=27953

Specific Online Pro/Con Article Database Examples

CQ Researcher

EXAMPLE

Karaim, R. (2013, December 13). Chemical and biological weapons. *CQ Researcher*, *23*, 1053-1076. Retrieved from

http://library.cqpress.com/cqresearcher/

Issues and Controversies

EXAMPLE

Climate change. (2012, September 17). *Issues & Controversies on File*. Retrieved from http://www.2facts.com

Opposing Viewpoints in Context

EXAMPLE

Heyworth, K. K. (2011). Vaccines do not cause autism. In D. Haugen & S. Musser (Eds.), *Opposing*

Viewpoints. *Epidemics*. Detroit: Greenhaven Press. (Reprinted from *Parents*, 2010, May) Retrieved

from http://ic.galegroup.com

eBook

FORMAT

Author Last Name, First Initial. (Year of Publication) *Title of book*. Retrieved from URL

EXAMPLE

Hillstrom, K. (2013). *The zoot suit riots*. Retrieved from http://ezproxy.library.csn.edu/login?url=http://search.

ebscohost.com/login.aspx?direct=true&db=nlebk&AN503737&site=ehost-live

Video

FORMAT

Title of film [Video file]. (Year of Release). Retrieved from URL

EXAMPLE

Bullying and suicide: Think about it [Video file]. (2014). Retrieved from http://digital.films.com/PortalPlaylists.aspx?

aid=1279&xtid=53277

View the complete guide at: http://libguides.csn.edu/APA *CSN Libraries – Discover. Connect. Inspire.*

Sources from the Open Web

This section contains citation information for things you find freely available on the web. You often find them by using a search engine, such as Google.

Website

FORMAT

Author Last Name, First Initial. (Year, Month Day of Publication). Title of webpage. Retrieved from URL

EXAMPLE

McNicol, T. (2009, April 28). Giant Pterosaurs couldn't fly, study suggests. Retrieved from

      http://news.nationalgeographic.com/news/2009/04/090428-giant-pterosaurs-fly.html

Video from the Open Web (e.g. Youtube)

FORMAT

Author Last Name, First Initial. [Screen name]. (Year, Month Day). *Title of video* [Video file]. Retrieved from URL

EXAMPLE

Sutton, S. [Stephen's story]. (2014, February 14). *Full speech from SJP's ACM 2014, at the 02 arena 24th Jan* [Video

      file]. Retrieved from https://www.youtube.com/watch?v=ZEbxN8GHQUc

Video from Streaming Service (e.g. Netflix, Hulu)

FORMAT

Producer Last Name, First Initial (Producer). (Year). *Title of video.* [Streaming video]. Retrieved from URL

EXAMPLE

Kennedy, K., et. al. (Producers). (1993). *Jurassic park* [Streaming video]. Retrieved from https://www.netflix.com/

Common Exceptions

- For references with up to 7 authors, include all names.

EXAMPLE

Santifort-Jordan, C., & Sandler, T. (2014). An empirical study of suicide terrorism: A global analysis. *Southern*

      Economic Journal, *80*, 981-1001. doi:10.4284/0038-4038-2013.114

- For references with more than 7 authors, include the first six, followed by an ellipse (…), and the last author's name.

EXAMPLE

Giovannucci, E., Harlan, D. M., Archer, M. C., Bergenstal, R. M., Gapstur, S. M., Habel, L. A., . . . Yee, D. (2010).

      Diabetes and cancer: A consensus report. *Diabetes Care, 33*(7), 1674-85. Retrieved from

      http://ezproxy.library.csn.edu/login?url=http://search.proquest.com/docview/636636766?accountid=27953

View the complete guide at: http://libguides.csn.edu/APA *CSN Libraries – Discover. Connect. Inspire.*

- If there is no author, omit and list the title first.

All 33 Chile miners freed in flawless rescue (2010, October 13). Retrieved from http://www.msnbc.msn.com/id/

    39625809/ns/world_news-americas

- If an organization is responsible for a website's content, and there is not a specific person listed as the author, then use the organization's name as the author.

American Diabetes Association. (2014, May 14). Diabetes superfoods. Retrieved from http://www.diabetes.org/food-

    and-fitness/food/what-can-i-eat/making-healthy-food-choices/diabetes-superfoods.html

- If there is no date of publication listed. In its place, write n.d.

Smith, K. (n.d.). Decorate with sustainable furniture. Retrieved from http://www.myhomeideas.com/healthy-

    home/healthy-solutions/decorate-with-sustainable-furniture

PRINT SOURCES

Book

FORMAT

Author Last Name, First Initial. (Year of Publication). *Title of book*. Place of Publication: Publisher.

EXAMPLE

Higham, C. L. (2013). *The Civil War and the West: The frontier transformed.* Santa Barbara, CA: Praeger.

Edited Book
This rule is most commonly used for books that have an editor and contain sections, such as essays, short stories or poems, by different authors.

FORMAT

Last Name, First Initial of Author of Section. (Year of Publication). Title of section. In First Initial Last Name of Editor

    (Ed.). *Title of overall book* (pp. pages of section). Place of Publication: Name of Publisher.

EXAMPLE

Swiller, J. (2012). I think I hear you. In K. Harmon & J. Nelson (Eds.). *Deaf American prose: 1980-2010* (pp. 155-

    164). Washington, DC: Gallaudet University.

Specific Edited Book Examples

Essay from Opposing Viewpoints Series

Angell, M. (2012). Drug industry-sponsored research is biased. In R. Espejo (Ed.). *The pharmaceutical industry* (pp.

42-51) Detroit: Greenhaven.

Part 2: In-Text Citations

When you quote, summarize or paraphrase information you found in a source (book, article, etc.), you use in-text citations to give credit to the creator of the information. The purpose of the in-text citation is to give the reader the information needed to find the source in your References list. The parenthetical in-text citation goes directly after the piece of information you included.

Basic Format

(Author's Last Name, year of publication)

Example: In 1861, a large number of settlers made the trek West (Highman, 2013).

OR

If you write the author's name in the sentence, you do not need to repeat in the parentheses at the end.

Example: Highman (2013) notes that in 1861, a large number of settlers made the trek to California.

OR

For direct quotations, or if your professor requires page numbers, include p. number in parentheses.

Example: They noted that "a flexible mind is a healthy mind" (Palladino & Wade, 2010, p. 147).

Common Exceptions

- If there are 2 authors, include both names.

Example: (Highman & Smith, 2013)

- If there are 3 to 5 authors, use all authors' names the first time you cite them, and the first author's last name followed by et al. for any following citations of the same source.

Example: (Highman, Smith, Heart, Jones, & Williams, 2013)
Example subsequent citation: (Highman et al., 2013)

- If there are 6 or more authors, use the first author's last name followed by et al.

Example: (Highman et al., 2013)

- If there is no author, use the first piece of information you have from the citation on your References page. For information from an organization's website, use the organization's name.

Example: (American Diabetes Association, 2014)

- For news and magazine articles with no author, use the first few words of the article's title in quotation marks.

Example: ("All 33 Chile miners," 2010)

Part 3: Formatting

<u>Sample APA Paper</u>

Title Page	Essay	References
Running head: COMBATTING CHILDHOOD OBESITY **1**	COMBATTING CHILDHOOD OBESITY 2	**COMBATTING CHILDHOOD OBESITY** **8**

Title Page

Combatting Childhood

Obesity Mary Mack

College of Southern Nevada

Essay

COMBATTING CHILDHOOD OBESITY   2

Combatting Childhood Obesity

The rising prevalence of childhood obesity in most developed countries is well recognized, as are the many short- and long-term complications that can occur as a result.

Golan and Crow (2004) report the results of a systematic review of randomized controlled trials and controlled clinical trials designed to determine the effect of school-based physical activity interventions on body mass index among children. The 18 included studies mainly targeted elementary school children and covered a range of interventions, including "moderate to vigorous physical activity, increased school time for exercise, and weight bearing exercises" (p. 358). The meta-analysis showed that specific physical activity interventions did not result in additional improvements in body mass index compared with existing physical activity curricula. Several explanations for this lack of association are suggested by others. One reason could be an insufficient dose of physical activity ("One out of three," 2010). Also, there may have been poor adherence to the planned interventions (American Diabetes Association, n.d.). The "inherent limitations of using body mass index as a measure of body composition" are another possible cause (Kopelman et. al., 2007, p. 32). Finally, dietary modification may have actually had a greater influence on body composition than physical activity (Dietz & Robinson, 2005).

Importantly, other experts have pointed out that such results should not negate the importance of promoting physical activity in all areas of the

References

COMBATTING CHILDHOOD OBESITY   8

References

American Diabetes Association. (n.d.). Diabetes superfoods. Retrieved from http://www.diabetes.org/food-and-fitness/food/what-can-i- eat/making-healthy-food-choices/diabetes-superfoods.html

Dietz, W. & Robinson, T. (2005). Overweight children and adolescents. *New England Journal of Medicine, 3*(52), 2100-9. Retrieved from https://cdf.nejm.org

Golan, M., & Crow, S. (2004). Targeting parents exclusively in the treatment of childhood obesity: long-term results. *Obesity Research, 12*(2), 357-361. doi: 10.1038/oby.2004.45

Huang, J. S., Lee, T. A., & Lu, M. C. (2007). Prenatal programming of childhood overweight and obesity. *Maternal and Child Health Journal, 11*(5), 461-73. doi:10.1007/s10995-006-0141-8

Kopelman, P. P., Jebb, S. A., Sherfeld, M., Wu, X., Leide, S., Alred, B. T., . . . Butland, B. B. (2007). Executive summary: foresight 'tackling obesities: future choices' project. *Obesity Reviews, 8*(3), 31-4. doi:10.1111/j.1467-789X.2007.00344.x

McNicol, T. (2011, April 28). Fast food served on high school campuses. Retrieved from http://news.nationalgeographic.com/2009 /04/090428-fastfood

One out of three children obese. (2010, October 13). Retrieved from http://www.msnbc.msn.com/id/39625809/ns/world_news-americas

Sutton, S. [Stephen's story]. (2014, February 14). *Full speech from SJP's ACM 2014, at the 02 arena 24th Jan* [Video file]. Retrieved from https://www.youtube.com/watch?v=ZEbxN

✓ **Type the words "Running head" (only to appear on the title page) with the first few words of your title (not to exceed 50 characters) and page number** ✓ **Use Times New Roman, 12pt font** ✓ **Include the title of your paper, your name, and institution (College of Southern Nevada), all double spaced and centered in the top third of the page OR 5 lines down from the top of the page**	✓ **Continue the first few words of the title and page numbering. Note that the words "Running head" <u>do not</u> continue on the rest of the essay pages** ✓ **Repeat and center the full title of your essay** ✓ **Include in-text citations in the body of your paper**	✓ **Continue the first few words of the title and page numbering** ✓ **Type "References" in center at top of page** ✓ **List all entries alphabetically. If the citation has more than one line, indent the rest of the lines. This special indenting is called a "hanging indent."**