



APA STYLE GUIDE

This guide serves to assist CSN students in formatting APA style papers. These guidelines are based on the Publication Manual of the American Psychological Association (6th Edition). Always check with your instructors to make sure these guidelines meet their requirements. Revised May, 2010.

BASIC GUIDELINES FOR CITING SOURCES IN REFERENCE LISTS

AUTHORS: 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. **Ex.: Meyers, D. G.**

PUBLICATION YEAR: The year of publication is typed in parenthesis, followed by a period. **Ex.: (2002).**

TITLES OF BOOKS & ARTICLES: Titles of articles and books are typed using a capital letter for the first letter of the first word only in the title and subtitle. All other words in the title are typed using lowercase letters. **Ex. Intuition: Its powers and perils.**

Book Example

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

GROUP AUTHOR: If no personal author is listed for a particular source, begin with the government agency, organization, or corporation responsible for the content, followed by the year of publication in parenthesis.

Group Author Example

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

JOURNALS, MAGAZINES, & NEWSPAPERS:

- Titles of journals, magazines and newspapers should be typed using a capital letter for each word in the title except articles, conjunctions, and prepositions less than four letters long.
- 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 there is more than one author, after each author's name add a comma, before the final author add an ampersand (&).

Journal Article Example

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.

ONLINE SOURCES WITH DOI: For journal articles found online (from a database or a search engine), look for the article's Digital Object Identifier (DOI). When available, it can generally be found on the first page of the PDF version.

Online Article with a DOI Example

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. doi:10.1016/j.adolescence.2003.10.003

ONLINE SOURCE WITHOUT A DOI: When an article or book is found using a subscription database (ex. Academic Search Premier), **do not** use the name or the homepage URL of the database in the citation. When no DOI is available, use the homepage URL of the journal, magazine, newspaper, or publishing company that published the item you are citing. If the homepage URL is difficult to find, omit it and cite the source as if it was found in the print version.

Online Journal Article without a DOI Example

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R., Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry*, 35(3), 407-415. Retrieved from www.jaacap.com/

Online Magazine Article without a DOI Example

Shulman, P. (2004, March/April). Great expectations. *Psychology Today*, 37, 32-42. Retrieved from <http://www.psychologytoday.com/>

Online Newspaper Article without a DOI Example

Hu, W., & James, G. (2004, June 3). Manhattan: Profiling measure advances. *New York Times*, p. B6. Retrieved from <http://www.nytimes.com/>

URL'S THAT SHOULD BE USED FOR SOME SPECIFIC DATABASES: For databases and other subscription online sources with a single publisher, use the publisher's URL in the citation. Some common examples are listed below:

Congressional Quarterly Researcher	http://www.cqpress.com/
Gale Virtual Reference Library	http://www.gale.cengage.com/
Issues and Controversies on File	http://www.factsonfile.infobasepublishing.com/
NetLibrary	http://www.netlibrary.com/
Opposing Viewpoints Resource Center	http://www.gale.cengage.com/
Oxford Reference Online	http://www.oxfordreference.com/

Article from the Database "Congressional Quarterly Researcher"

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

Entry from the Gale Virtual Reference Library

Ross-Flanigan, N., & Odle, T. G. (2006). Caffeine . In *The Gale encyclopedia of medicine* (3rd ed., Vol. 2, pp. 695-697). Retrieved from <http://www.gale.cengage.com/>

Article from the Database "Issues and Controversies on File"

Junk food in schools. (2002, March 29). *Issues and Controversies*. Retrieved from <http://www.factsonfile.infobasepublishing.com/>

Electronic Book from NetLibrary

Institute of Medicine (U.S.). (2001). *Caffeine for the sustainment of mental task performance: Formulations for military operations*. Retrieved from <http://www.netlibrary.com/>

Article from the Database "Opposing Viewpoints Resource Center"

Sawyer, D. C. (2003). The internet harms society. In J. D. Torr (Ed.), *The information age*. Retrieved from <http://www.gale.cengage.com/>

Entry from Oxford Reference Online

Pendergrast, M. (2003). Coffee. In G. Campbell (Ed.), *The Oxford encyclopedia of food and drink in America* . Retrieved from <http://www.oxfordreference.com/>

SAMPLE REFERENCE PAGE

The references list begins on a new page of your paper with **page numbers** continuing consecutively.

Type the word **References** at the top center of the page.

Each citation is 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.

EFFECT OF CAFFEINE CONSUMPTION 9

References

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R., Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry*, 33(3), 407-415. doi:10.1097/00004583-199403000-00016

Hurst, M. D. (2003). Caffeine's impact on students cited in push to curb school drink sales. *Education Week*, 22(26), 13. Retrieved from <http://www.edweek.org>

Kelemen, W. L., & Creeley, C. E. (2003). State-dependent memory effects using caffeine and placebo do not extend to metamemory. *Journal of General Psychology*, 130(1), 70-86. Retrieved from <http://www.heldref.org/pubs/gen/about.html>

ADDITIONAL REFERENCE EXAMPLES

<i>Types of References</i>	<i>References</i>
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. <i>JGE: The Journal of General Education</i> , 51(2), 73-102.
Online Journal Article with more than Seven Authors	Nardi, A. E., Valença, A. M., Nascimento, I., Freire, R. C., Veras, A. B., De-Melo-Neto, V. L., . . . King, A. L. (2008). A caffeine challenge test in panic disorder patients, their healthy first-degree relatives, and healthy controls. <i>Depression & Anxiety</i> , 25(10), 847-853. doi:10.1002/da.20354
Magazine Article	Shulman, P. (2004, March/April). Great expectations. <i>Psychology Today</i> , 37, 32-42.
Newspaper Article	Chaker, A. M. (2004, June 15). Lonely town seeks hip young professionals. <i>The Wall Street Journal</i> , pp. D1, D6.
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.), <i>What the future holds</i> (pp. 157-178). Cambridge, MA: The MIT Press.
DVD	Fossani, J., Macksoud, A., & Ankele, J. (Producers), & Macksoud, A., & Ankele, J. (Directors). (2006). <i>Birdsong and coffee: A wake up call</i> [DVD]. United States: Old Dog Documentaries.
Online Video	Espie, C., & Fuller, P. (2009). <i>10 things you should know about sleep</i> [DVD]. Retrieved from http://digital.films.com/
Online Dictionary	Colman, A. M. (2001). Post-traumatic stress disorder. In <i>A dictionary of psychology</i> . Retrieved from http://www.oxfordreference.com/
Encyclopedia	Kihlstrom, J. (2000). Parapsychology. In <i>Encyclopedia of psychology</i> (Vol. 6, pp. 43-46). Washington, DC: American Psychological Association.
Diagnostic and Statistical Manual of Mental Disorders (DSM)	American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders</i> (4 th ed., text rev.). Washington, DC: Author.
Website with Author and Date Provided	Purcell, M. (2001). <i>Making conversation: A skill, not an art</i> . Retrieved from http://psychcentral.com/library/making_conversation.htm
Website with No Author and No Date	<i>Myths and facts about caffeine</i> . (n.d.). Retrieved from http://www.eufic.org/gb/food/pag/food34/food343.htm
Online Federal Government Report	National Institutes of Health. Office of Research on Women's Health. (2009). <i>Report of the advisory committee on research on women's health: Fiscal years 2007-2008</i> . (NIH Publication No. 09-7439). Retrieved from http://orwh.od.nih.gov/pubs/07-08%20IC%20Report%20Book_FINAL508.pdf

IN-TEXT CITATIONS

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 or heading title and paragraph number if there are no page numbers. 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 or heading title and paragraph 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, the 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 cannot 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 (e.g., Academic Search Premier, ProQuest, etc.). In such a case, it is necessary to use the heading title and paragraph number in your in-text citation when directly quoting or paraphrasing from an electronic source document (see *APA Publication Manual*, pp. 171-172).

"The nap group performed significantly better" (Mednick, Cai, Kanady, & Drummond, 2008, Findings section, para. 1).

Source Document with a Group Author

When a source document was authored by a group (e.g., government organization, corporation, etc.) instead of a person, the group is considered to be its author. The group name should be spelled out in the first in-text citation then abbreviated in later citations unless it is familiar and easily understood (see *APA Publication Manual*, pp.176-177).

Group Author

“...two out of five report binge drinking” (Centers for Disease Control and Prevention, 2009, Substance Use section, para. 1).

Abbreviated Group Author

“...a good night’s sleep is vital to your well-being” (CDC, 2009, Fatigue and Sleep Deprivation section, para. 1).

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*, pp. 176-177).

...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*, p. 175).

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*, p. 175).

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 citations]

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*, pp. 175-176).

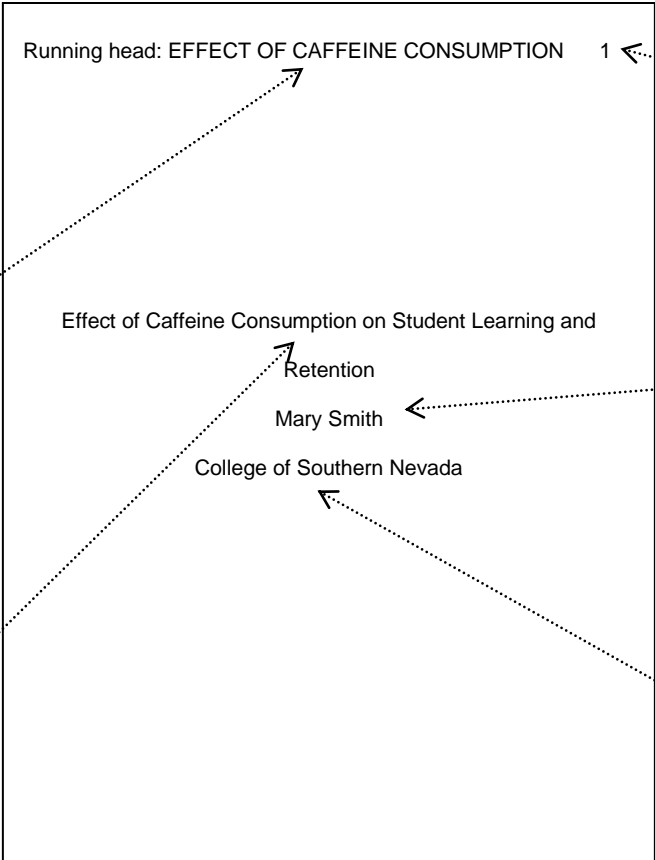
According to Singh et al. (2004), there was a positive correlation between...

CREATING A TITLE PAGE

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

The **running head** is an abbreviated title. Type the running head at the top of the title page, flush left, using the words "Running head," a colon and up to 50 characters of your title in all capital letters. On every page of your research paper after the title page the running head should appear flush left on the top of the page, without the words "Running head."

The **title** should summarize the main idea of the paper. Avoid using abbreviations. The title should be no more than 12 words. Type the title, 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.



Each page of your research paper should be **numbered** in the top right corner, beginning with the title page and ending with the last page of your reference list.

Type **your name**, 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, on the next double-spaced line. If you are writing the paper for a CSN class, use **College of Southern Nevada** as your affiliation.

Set up **uniform margins** of at least 1 inch at the top, bottom, left and right of every page, including the title page and the reference pages.

SAMPLE APA PAPER

TITLE PAGE

Running head: EFFECT OF CAFFEINE CONSUMPTION 1

Effect of Caffeine Consumption on Student
Learning and Retention
Mary Smith
College of Southern Nevada

BODY OF PAPER

EFFECT OF CAFFEINE CONSUMPTION 2

Effect of Caffeine Consumption on Student
Learning and Retention

Caffeine is a legal stimulant readily available to students in the form of sodas, chocolate, coffee, tea and some medications (Bernstein et al., 1994). Some experts say that caffeine prevents sleep by blocking neuroreceptors (Hurst, 2003). "Sleep patterns can have a dramatic effect on student behavior and learning. There is growing evidence that a full night of sleep is required for specific types of learning" (Hurst, p. 13).

Research on caffeine and human memory, however, shows that the effects of caffeine are often variable. Studies indicate that factors such as age, time of day and food intake can alter the effects of caffeine (Kelemen & Creeley, 2003). Other research suggests that "moderate caffeine intake poses significant health risk" (Hurst, p. 13).

The effect of caffeine consumption on student learning and retention is highly variable. Further studies would be of great benefit to researchers.

REFERENCES

EFFECT OF CAFFEINE CONSUMPTION 9

References

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R., Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry, 33*(3), 407-415. doi:10.1097/00004583-199403000-00016

Hurst, M. D. (2003). Caffeine's impact on students cited in push to curb school drink sales. *Education Week, 22*(26), 13. Retrieved from <http://www.edweek.org>

Kelemen, W. L. & Creeley, C. E. (2003). State-dependent memory effects using caffeine and placebo do not extend to metamemory. *Journal of General Psychology, 130*(1), 70-86. Retrieved from <http://www.heldref.org/pubs/gen/about.html>