

MMU NOTEBOOK – NOTE #D3: APA PUBLICATION FORMAT

Scholarly writing, like writing for other purposes, has a set of conventions and guidelines. These are set down in style manuals by various persons and organizations. Scholarly, research, and professional journals have guidelines for authors who wish to publish in them. Newspapers and popular periodicals also maintain standards.

College and university instructors often require that term papers and other work conform to a specific style manual. **The Publication Manual of the American Psychological Association, Sixth Edition (2010)** (APA) [Call number BF 76.7 .P82 2010] is frequently recommended for papers, bibliographies, and other assignments in fields of social science, including business, criminal justice, education, law, nursing, political science, psychology, social work, and sociology.

While it is necessary to consult the APA Manual for the fine points of writing a paper, incorporating tables and graphs, and formatting the document, the basic formats for several of the common items included in bibliographies or reference lists are illustrated here. A references list is an alphabetical roster of the items cited in the body of the paper and should include all sources noted within the content of the paper.

APA Manual Conventions, Sixth Edition, 2010

Consult the manual for specifics on writing style and language bias (**chapter 3**). Scholarly writing should conform to accepted grammar and punctuation standards. See the manual for further details and lists of accepted abbreviations (**chapter 4**).

Formatting the References Page (“References”) (Chapters 6 and 7)

Your works cited list appears as a new page; the word *References* should be centered at the top of the page. Begin each entry flush with the **left margin**; if an entry requires more than one line, indent all succeeding lines **one-half inch** from the left margin. This style is known as a **hanging indent**. Reference list entries must be alphabetized by the last name of the first author associated with a work; all entries are also double-spaced. To see a sample “References” page in APA format (2010 edition), consult the Busse Library website under the section “Citation Assistance.”

Note: Instructor Preferences Regarding APA Format

As student papers are not being prepared for publication, the APA Manual states that instructor preference always takes precedence over the Manual. Student instructions for using the APA Publication Manual should always be accompanied by specific teacher instructions. Ask your instructors for their preferences in such things as the type of indentation, line spacing of cited works, and other particulars.

Sample References Models: Print (Non-Electronic) Resources

For general purposes, APA notes that a reference should contain the author name, date of publication, title of the work, and publication data. A book’s entry should feature capitalization only with the first word of the title, the subtitle (if present), and proper nouns; the title should then be italicized. Provide the publisher’s name in a brief form; note the publisher’s location with

city and state (**section 6.30**). For articles, follow the same title capitalization rules. Do not italicize or place quotation marks around the article title; follow the title with a period. The magazine or journal's title should be capitalized as shown in the publication and italicized.

NOTE: Our models reflect spacing and indention requirements for APA reference list items. Remember to **double-space** within a reference and to **indent** the second line (and all succeeding lines) a half-inch ("tab" key) from the left margin, creating a **hanging indent**. To create the indent, hold down the "control" key on your keyboard while pressing "tab."

Print Books: Sample Models

ONE AUTHOR (section 7.02.18)

Sargent, W. (1923). *The enjoyment and use of color*. New York, NY: Scribners.

TWO OR MORE AUTHORS (section 7.02)

NOTE: List authors using last names and initials; commas separate author names, while the last author name is preceded by an ampersand ("&"). If there are more than six authors, list the first six and then include "et al.," which stands for "and others." Remember not to place a period after "et" in "et al."

Reed, J.G., & Baxter, P.M. (1991). *Library use: A handbook for psychology*. Washington, DC: American Psychological Association.

Sauber, S.R., L'Abate, L., Weeks, G.R., & Buchanan, W.L. (1993). *The dictionary of family psychology and family therapy* (2nd ed.). Newbury Park, CA: Sage.

CORPORATE AUTHOR (section 6.25)

San Diego Museum of Art. (1980). *Sculpture in California, 1975-1980: An exhibition*. San Diego, CA: The Museum.

NO AUTHOR (section 6.25)

Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association.

EDITOR OR COMPILER [no author] (section 6.27)

Corsini, R.J. (Ed.). (1994). *Encyclopedia of psychology* (2nd ed., Vols. 1-4). New York, NY: Wiley & Sons.

EDITED BOOK WITH AN AUTHOR (section 6.27)

Plath, S. (1982). Excerpt from a letter to Richard Sassoon in Paris, November 22, 1955. In T.

Hughes & F. McCullough (Eds.), *The journals of Sylvia Plath*. New York, NY:

Ballantine.

BOOK PUBLISHED IN A SECOND OR LATER EDITION (section 7.02)

Tibbetts, J.C., & Welsh, J.M. (2005). *The encyclopedia of novels into film* (2nd ed.). New

York, NY: Checkmark Books.

CHAPTER IN A BOOK (section 7.02.25)

Dougherty, C.M. (1992). Surveillance. In G.M. Bulechek & J.C. McCloskey (Eds.),

Nursing intervention (pp. 500-511). Philadelphia, PA: W.B. Saunders.

ARTICLE IN ENCYCLOPEDIA [REFERENCE WORK] (section 7.02)

Body image. (1970). In R.M. Goldenson (Ed.), *The encyclopedia of human behavior*

(pp.168-170). Garden City, NY: Doubleday.

GOVERNMENT DOCUMENT [corporate author model]

U.S. Department of Commerce, Economics, and Statistics Administration, Bureau of the

Census. (1995). *1990 CPH-1, 1990 Census of population and housing, summary*

social, economic, and housing characteristics, United States. Washington, DC:

U.S. Department of Commerce.

PERIODICALS (Magazines, Scholarly Journals, and Newspapers): Sample Models**MAGAZINE ARTICLE, NO AUTHOR**

Post-tenure review. (1998). *Academe*, 84(5), 61-67.

MAGAZINE ARTICLE, ONE AUTHOR (section 7.01)

Moore, T. (1994, March/April). Soul mates. *Psychology Today*, 26-31.

*NOTE: Scholarly journals may include a **DOI** (Digital Object Identifier) on the article's title page or in the article's citation. If a DOI is present, the element **must be included** in a references list entry. (See pp. 7-8 further details).

SCHOLARLY JOURNAL, ONE AUTHOR (section 7.01.1)

Inchausti, P. (1994). Reductionist approaches to community ecology. *The American Naturalist*, 143(2), 201-221.

SCHOLARLY JOURNAL, TWO AUTHORS (section 7.01)

Newcombe, N., & Fox, N.A. (1994). Infantile amnesia: Through a glass darkly. *Child Development*, 65(1), 31-40. doi: 10.1111/1467-8624.ep9406130677

SCHOLARLY JOURNAL, THREE OR MORE AUTHORS (section 7.01.1)

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65(6), 1190-1204.

SCHOLARLY JOURNAL, SEVEN OR MORE AUTHORS (section 7.01.2)

Caselli, D., Carraro, F., Castagnola, E., Ziino, O., Fresnos, S., Milano, G.M., ...Aric, M. (2010). Morbidity of pandemic H1N1 influenza in children with cancer. *Pediatric Blood & Cancer*, 55, 226-228. doi: 10.1002/pbc.22619

SIGNED NEWSPAPER ARTICLE [author present] (section 7.01.10)

Fields, S. (1994, March 7). Motivation, not money, is message for young. *The Des Moines Register*, p.5A.

*NOTE: Precede all page numbers for newspaper articles with "p." or "pp." If an article appears on continuous pages, give all page numbers, separating them with a comma.

UNSIGNED NEWSPAPER ARTICLE [no author present] (section 7.01.9)

Centerpiece of reforms in doubt. (1994, March 7). *The Des Moines Register*, p.5A.

OTHER COMMON SOURCES (Print and Media): Sample Models (section 7.07)**FILM OR VIDEO RECORDING (section 7.07)**

Whitney Museum of Art. (1987). *American art today, a view from the Whitney: The 1987*

biennial exhibition from the Whitney Museum of Art [Motion picture]. New York, NY:

Whitney Museum of Art.

Anderson, W. (Director). (1998). *Rushmore* [Motion picture]. Burbank, CA: Buena Vista Home Entertainment.

MUSIC RECORDING

Riddle, N. (1993). *Ella swings brightly with Nelson* [Recorded by E. Fitzgerald]. [CD].
New York, NY: Polygram Records.

AN INTERVIEW (section 6.20)

Interviews are considered personal communication and do not provide recoverable information. As such, **interviews are not included** in the reference list; cite personal communication in text only. Give the initials and last name of the interviewee and provide an exact date for the communication.

INTERVIEW CONDUCTED FOR RESEARCH

F.T. Smith (personal communication, August 5, 2009) (OR)
(F.T. Smith, personal communication, August 5, 2009)

Sample References Models: Electronic Resources (Web-based [The Internet] and Periodical Databases)

The World Wide Web offers multimedia information that should be acknowledged and cited like any other resource. Sometimes information is available in paper copy (e.g., magazine article) and is also present in electronic format. Always cite the version you use(d) as there is *no guarantee* that both formats are exactly the same.

Here, we offer APA citation examples for files on the web. The following entries are based on the **Publication Manual of the American Psychological Association, 6th edition (2010)**. The basic forms for web-based materials mirror their print counterparts (articles and books) and *may* include the web address and the date you accessed its content (found the source online). Websites that reflect *transient* content (content that is likely to be changed or updated, such as a wiki, blog, etc.) should be noted with **both** a retrieval date and the full internet address (URL).

One important difference in citing web-based resources is that page numbers **are not used** within parenthetical citations found in the research paper. The exception to this rule are web-based files (PDF) that do feature page numbers.

THE ELEMENTS OF A BASIC WEBSITE CITATION

1. Name of the author (if provided)
2. Date of publication (in parentheses)
3. Title of the work (*italicized*). Follow capitalization rules for articles and books – first word, proper names/nouns, and first word of subtitle.
4. If content is subject to *change*, phrase as, “Retrieved (date of access), from.” Place the comma following the date of access. If content is *fixed*, phrase as “Retrieved from”
5. Internet address of the content (full URL). Do not underline this element.

*NOTE: In a web-based resource's citation, each item is separated by a period.

When to include a retrieval date in a citation:

- If the citation **includes** a DOI, **no** further details are needed. See section titled "Citing Articles from Electronic Research Databases" for details on the DOI.
- If a DOI is **NOT available**, do **NOT** include retrieval dates **UNLESS** the source material **may change** (e.g., be updated) over time.

INDIVIDUAL ELECTRONIC WORK (WEBPAGE) WITHOUT AN AUTHOR

Grant Wood. (2009). Artnet. Retrieved April 1, 2011, from

<http://www.artnet.com/artists/grant-wood/>

The Visual Thesaurus. (1998-2011). Retrieved from <http://www.visualthesaurus.com/>

INDIVIDUAL ELECTRONIC WORK (WEBPAGE) WITH AN AUTHOR

Gray, T.A. (1995-2011). *Mr. William Shakespeare and the Internet*. Retrieved from

<http://shakespeare.palomar.edu/>

School of Library and Information Science, University of Iowa. (2008-2010). *Carnegie*

libraries in Iowa project. Retrieved from <http://clip.grad.uiowa.edu>

INDIVIDUAL FILE THAT IS PART OF A LARGER WORK (e.g., encyclopedia)

Baseball Hall of Fame. (2011). In *Encyclopedia Britannica*. Retrieved from

<http://www.brittanica.com/EBchecked/topic/54776/Baseball-Hall-of-Fame>

Heuristic. (2011.) In *Merriam-Webster's online dictionary*. Retrieved from

<http://www.merriam-webster.com/dictionary/heuristic>

DOCUMENT ON AN INSTITUTIONAL, EDUCATIONAL, ORGANIZATION, OR GOVERNMENT AGENCY WEBSITE

United States Department of Labor, Bureau of Labor Statistics. *Occupational Outlook*

Handbook, 2010-11 Edition. Retrieved from <http://www.bls.gov/OCO/>

ELECTRONIC BOOK (e.g., NetLibrary title)

Fowler, V.L. (1997). *Gardening in Iowa and surrounding areas*. Iowa City, IA: University

of Iowa Press. Retrieved from <http://www.netlibrary.com>

*NOTE: Electronic book citation follows the format of a traditional, printed book (section 7.02.18).

ONLINE ARTICLES FROM PUBLISHER OR JOURNAL WEBSITE

NEWSPAPER ARTICLE FROM THE PUBLISHER'S WEBSITE

Zimmerman, E. (2011, January 5). How six companies failed to survive 2010. *The New York Times*. Retrieved from <http://www.nytimes.com/>

NOTE: For online newspaper articles, give the URL of the newspaper's **homepage**.

ARTICLE FROM ONLINE JOURNAL OR MAGAZINE

Rieutord, M., & Rincon, F. (2010). The sun's supergranulation. *Living Reviews in Solar Physics*. Retrieved from <http://solarphysics.livingreviews.org/Articles/>

NOTE: If a DOI is NOT available for your article, a retrieval date should **only** be included for articles that are preprints (published online before in traditional print), are from personal websites, or that are in preparation. **You should then give the exact URL for the journal's homepage.**

CITING ARTICLES FROM RESEARCH DATABASES (PERIODICAL DATABASES)

New style conventions for APA now require changes to the citation format for articles retrieved from electronic research databases (EBSCO, Lexis-Nexis, NewsBank). When viewing an article's bibliographic data, make special note of the "DOI" field, which stands for "Digital Object Identifier." This unique string of alphanumeric characters references **the EXACT text** and **MUST** be included within the citation. DOI information is associated with **scholarly literature** and is an emerging element; popular magazines, newspapers, and commercial literature will not have DOI data.

If a DOI is available for your document, you will see it displayed within your search results as part of the item's record; the DOI field will appear last in the item's citation. If a DOI is present for your document, do not include a retrieval date within the citation. Your citation will show page numbers followed immediately by the DOI.

If no DOI is present for an article retrieved from a periodical database, follow the traditional, print model for citing a periodical article (section 7.01.3). According to APA (section 6.32), it is **NOT** necessary to include database details for retrieved articles. However, if your instructor requires such information, do include the specific index or source.

The assigning of DOI information is an ongoing process; you may encounter articles without a DOI. In EBSCOhost, you can the "Cite" icon (yellow page icon) to see an article's entry in various citation formats. If you want to locate the DOI information for a given article, there are free services to help you find the data. Crossref.org provides three ways to locate your article's DOI using various pieces of the citation; select the "Guest Query" link from the homepage to begin your search. The International DOI system offers a free DOI resolving system on its

homepage. When working in NoodleBib, you may want to keep bibliographic database records open for ease of cutting and pasting DOI information into your citations. The DOI requirement is present in NoodleBib and appears when you specify both APA format and the use of a scholarly article.

For more information about changes to APA format, please visit the website ApaStyle.org. Basic and advanced tutorials, an FAQ area applicable to the sixth edition, instructional aids, and an online course are available to assist with your needs.

JOURNAL ARTICLE FROM A FULL-TEXT DATABASE (DOI PRESENT)

Johnson, J.S., Spencer, J.P., & Schoner, G. (2008). Moving to higher ground: The

dynamic field theory and the dynamics of visual cognition. *New Ideas in*

Psychology, 26(2), 227-251. doi: 10.1016/j.newideapsych.2007.07.007

Lim, J., Downie, J., & Nathan, P. (2004). Nursing students' self-efficacy in providing

transcultural care. *Nurse Education Today*, 24(6), 428-434.

doi:10.1016/j.nedt.2004.04.007

MAGAZINE ARTICLE FROM A FULL-TEXT DATABASE (no assigned DOI)

Pearce, R. (2010, May 17). Arizona or San Francisco: Which path on immigration? *Human*

Events, 66(18), 1-10.

NEWSPAPER ARTICLE FROM A FULL-TEXT DATABASE (no assigned DOI)

Davidoff, J. (2011, February 23). At your service: Scott Walker hopes to deliver on a

longstanding GOP priority – the weakening of public sector unions. *The Capital Times*,

p.18.

NOTE: If the newspaper's location is difficult to determine, you may elect to include its city and state within parentheses before the article's page number(s). The above entry appears in the Madison, Wisconsin newspaper.

Referencing Citations in the Text (Parenthetical Citations) (sections 6.11-6.21)

When references are cited within the narrative of paper, they follow an **author-date** citation system. Sources are listed alphabetically in the reference list; this citation style allows readers to quickly locate the source of information in the reference list. Each reference cited in text **must appear** in the reference list; each entry in the reference list must be cited in the paper. Make sure that your in-text citation and the reference list entry are consistent in spelling the author's name and the year. Two kinds of material are cited **ONLY** in text: (1) references to classical

works, such as the Bible or the Qur'an; and (2) references to personal communications (interviews).

The author-date method requires that the surname (last name) of the author and the year of publication be placed in the text at appropriate points. If the author's name appears as part of your narrative, cite only the publication year in parentheses. Standard form places both elements, separated by a comma, in parentheses. If a reference includes both month and year of publication, include **ONLY** the year in your in-text citation. The sentence's period comes **AFTER** closing the parentheses. Examples of the style include:

Jones (2003) stated that...

Age was significant in a number of studies (Smith & Pears, 1963).

Many theories of language development appear in the literature (see discussion in Allen, 1992).

NOTE: Table 6.1 (p.177) of the APA Publication Manual (6th ed.) features examples of basic citation styles. A variation of that table is shown here:

In Text Citations: Basic APA Style				
Type of Citation	First Citation (reference) in text	Subsequent (reference) Citations in text	Parenthetical format, first citation in text	Parenthetical format, citations in text
One work by one author	Tarbox (2008)	Tarbox (2008)	(Tarbox, 2008)	(Tarbox, 2008)
One work by two authors	Behan and O'Keefe (2009)	Behan and O'Keefe (2009)	(Behan & O'Keefe, 2009)	(Behan & O'Keefe, 2009)
One work by three authors	King, Reilly, and Sadler (2007)	King et al. (2007)	(King, Reilly, & Sadler, 2007)	(King et al., 2007)
One work by four authors	Heim, Lewis, Bro, and Penn (2010)	Heim et al. (2010)	(Heim, Lewis, Bro, & Penn, 2010)	(Heim et al., 2010)
One work by five authors	Feldt, Dew, Graham, Howland, and Junge (2006)	Feldt et al. (2006)	(Feldt, Dew, Graham, Howland, & Junge, 2006)	(Feldt et al., 2006)
One work by six or more authors	Loes et al. (2011)	Loes et al. (2011)	(Loes et al., 2011)	(Loes et al., 2011)
Groups (identified by an abbreviation) as authors	American Library Association (ALA, 2005)	ALA (2005)	(American Library Association [ALA], 2005)	(ALA, 2005)
Groups (no abbreviation) as authors	Mount Mercy University (2011)	Mount Mercy University (2011)	(Mount Mercy University, 2011)	(Mount Mercy University, 2011)

CITING WORKS IN A SECONDARY SOURCE (section 6.17)

If an article or study is cited in a source and you DO NOT read the work cited, list your **primary source (the work you ACTUALLY USED)** on the references page. For example, if Smith and Parker's work is cited in Johnson, and you did not read **Smith and Parker's study**, list the **Johnson reference** in your bibliography. In the paper's text, use the following citation:

Smith and Parker's study (as cited in Johnson, 1994).

CITING WEBSITES AS PARENTHETICAL CITATIONS

When referencing a website within a paper, you should cite, in text, the first few words of the title of the entry and its year. Use double quotation marks around the title or abbreviated title. **Do not include the website's address (URL)** within the document; the URL appears only in the references list. Here is an example of an in-text citation; its reference list entry follows:

Periods of day-night equality occur before the spring equinox and rely upon one's location on the surface of the Earth ("Vernal Equinox," 2011).

Roach, J. (2011, March 20). *Vernal equinox 2011: First-day-of-spring myths, facts*.

Retrieved from <http://news.nationalgeographic.com/news/2011/03/100320/vernal-equinox-2011-first-day-spring-science/>

Websites that lack an author, year of publication, and/or page numbers, may include any of the following (in-text) to cite the quotation:

- A paragraph number, if provided. As an alternative, you could count paragraphs down from the beginning of the document.
- An overarching heading plus a paragraph number within that section.
- A short title in quotation marks, in cases in which the title is too large to cite in full.

Because there is no date and no author, your in-text citation would include the title (or short title), "n.d." for "no date," and a paragraph number. For example: ("Ice Cream Sundae," n.d., para.1). The reference list entry for this document would show the following:

Ice cream sundae – History and legends of the ice cream sundae. (n.d.) Retrieved from

<http://whatscookingamerica.net/History/IceCream/Sundae.htm>

QUOTING AND PARAPHRASING SOURCES IN YOUR PAPER

Direct Quotations (section 6.03)

State your material exactly, word for word, from another author's work. Provide the **author, year, and specific page or paragraph number** (for materials lacking page numbers) for in-text citations and include a complete reference entry for this item in your works cited list. The item's

page number should be preceded by “p.” within your documentation. When noting multiple pages, use “pp.” preceding the numerals.

If a quotation is **LESS THAN FORTY (40) WORDS**, include the quote within your text and enclose the entire content of the quotation with a full set of quotation marks. If your quoted material appears within the sentence and *more phrasing* will come after the quote, close the quote with a set of quotation marks, cite the source in parentheses, and continue with your sentence. If your quotation appears at the *end* of a sentence, close your selection with quotation marks, cite the source in parentheses, and end the sentence with a period or other punctuation *outside* the final parenthesis mark.

Examples:

According to Thompson (2007), “Library research skills take much practice and involve both electronic and traditional print items” (p. 204).

Thompson (2007) discovered that students need to develop research skills with “both electronic and traditional print items” (p. 204).

If a quotation is **MORE THAN FORTY (40) WORDS** in length, the text must be placed in a free-standing block of text and without quotation marks. Start the quotation on a new line; indent five spaces (“tab” key) from the left margin. Type the entire quotation using this new, left margin; if the quote has additional paragraphs, indent **each one** an additional five spaces. The in-text [parenthetical] citation comes **AFTER** the closing punctuation mark.

NOTE: This instance is the only time that parentheses appear **OUTSIDE** [after] of the period. The blocked quote is **double-spaced (section 6.03)**.

Example:

The 1930s proved to be a challenging time for Iowa’s master artist, Grant Wood:

Despite his considerable success and growing prominence...[h]is move to Iowa City and abrupt marriage in 1935 to Sara Maxon, a former singer from Cedar Rapids who was four years his senior, alienated him from many long-time friends. The marriage proved unhappy and ended in divorce after only three years. His beloved mother died during the same period. His busy lecture schedule, university teaching, and increasingly difficult domestic life slowed his painting, prompting critics to question whether his best years were past. (Kinsey, 2006, pp. 26-27)

Paraphrasing and Summarizing Materials (section 6.04)

When paraphrasing or referring to a person's ideas or research contained in another source, you are "encouraged" (according to the APA Manual) to include a page or paragraph number, especially to assist a reader in locating the corresponding passage in the original text.

However, page numbers are not necessary for passages that summarize external content. For these citations, referencing content with an author name and publication year is sufficient.

CITING LEGAL SOURCES: PHRASING WITHIN TEXT AND REFERENCES PAGE

U.S. Supreme Court Cases

When citing legal cases for the U.S. Supreme Court, use party names and the year of the case (**section A7.03**). The information may appear as **case name (year)** or as **(case, year)**. **Be sure to italicize the name of the case.**

Within the text example:

The Supreme Court held in *McKlesky v. Kemp* (1987) that the death penalty remained constitutional.

The Supreme Court refused to strike down the death penalty as racist (*McKlesky v Kemp*, 1987).

In the references list, include the case name, as well as its legal citation in this manner: **Name v. Name. Volume Number. US Page number. (year).**

References List Example:

McKlesky v. Kemp. 481 U.S. 279 (1987).

Cases from Other Courts (section A.703, parts 4-8)

When citing cases from lower courts, include party names and year of the case. Italicize the case name.

Within text example:

In *United States v. Myers* (2005), the Southern District Court of Iowa refused to say that the Federal Sentencing Guidelines were presumptively responsible.

The Iowa Supreme Court held that knowledge is necessary in order to establish the crime of possession (*State v. Padavich*, 1995).

On the references page, include the full legal citation -- party names, volume number, and reporter page number. The applicable court abbreviation and year appear in parentheses.

References List Examples:

United States v. Yahnke. 395 F.3d 823 (8th Cir. 2005).
 United States v. Myers. 353 F. Supp.2d 1026 (S.D. Iowa 2005).
 State v. Padavich. 536 N.W. 2d 743 (Iowa 1995).
 Clites v. Iowa. 322 N.W. 2d 917 (Iowa Ct. App. 1982).

NOTE: Federal reporter abbreviations include F., F.2d, F. 3d (for circuit courts).
 F. Supp. or F. Supp. 2d denote district courts.

State Supreme Court Reporter abbreviations: N.W., N.W. 2d., N.E., N.E. 2d., etc.

State Appeals Court Reporter abbreviations: Iowa Ct. App., etc.

FORMATTING IN APA STYLE: A SAMPLE PAPER

When adopting APA style, writers should **always double-space** content; this rule applies to the cover page, body of the paper, and references list. A research paper may include tables and appendices; further instructions for these items appear in the APA manual.

To create a cover page in APA style, place your cursor in the **upper half of the page**. On succeeding lines, center: (1) title of the paper; (2) your name; and (3) Mount Mercy University. Select all three lines and double space the text. Consult with your instructor if additional information should be featured on your cover page.

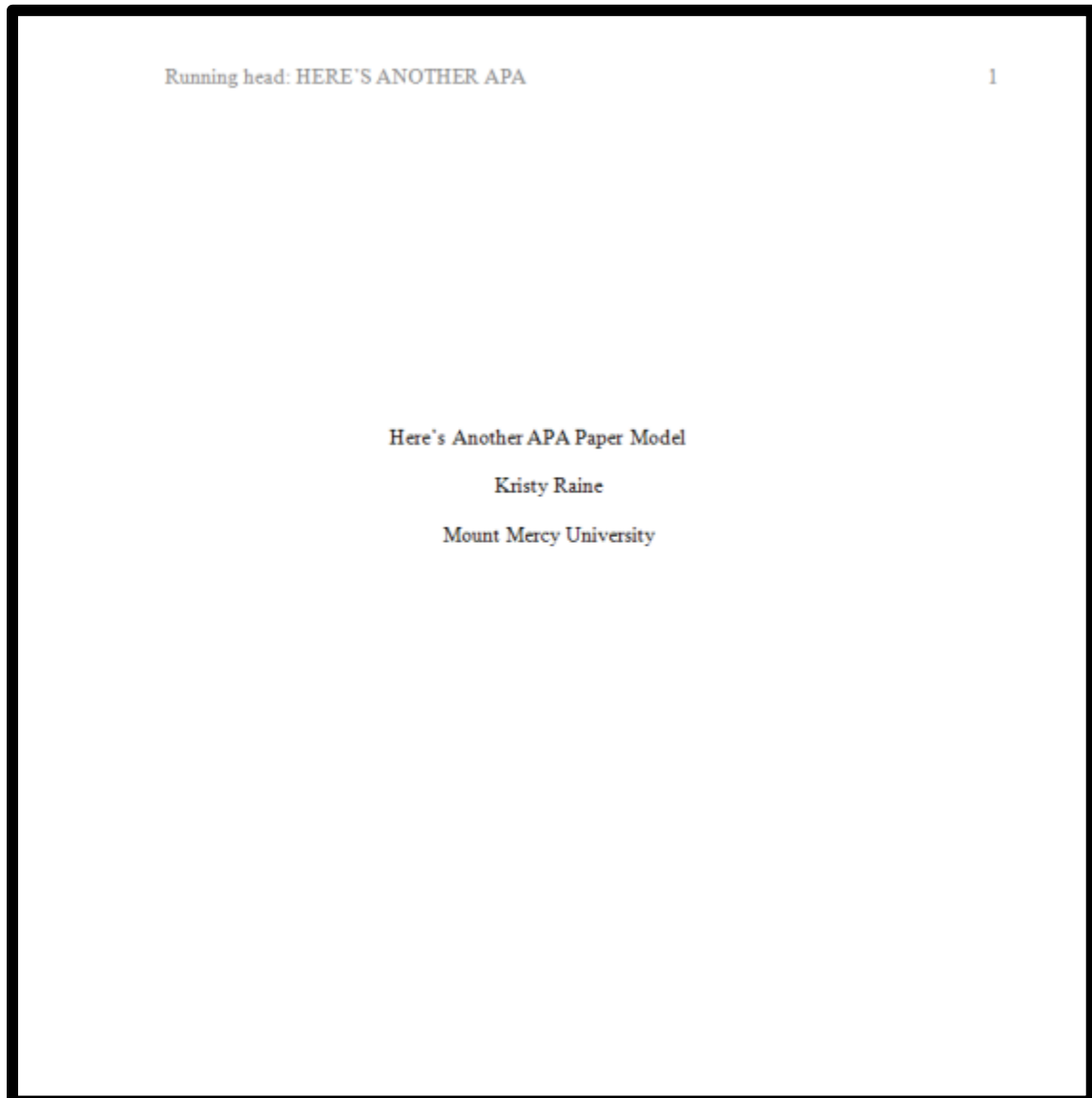
Incorporating a running head is a unique feature of APA style; the running head is a shortened version of your paper's title, usually three to five words in length. The running head should appear flush with the left margin across all pages of your paper. On the title page, the phrase "Running head" must appear adjacent to your abbreviated title. The phrase will be absent on the remaining pages. Page numbers should appear in the upper, right corner across the entire document; start your pagination on the cover page.

To create the running head, follow these steps:

1. Create your cover page; center all details and double space text.
2. Select "Insert Header." Select "Blank Style."
3. To insert page numbers, select "Insert – page number." Select "Top of page – plain number 3." Page numbers will now appear in the upper, right margin.
4. **Now move to page two** of your paper; keep the header open. Be sure the cursor is sitting **adjacent** to the page number; keep cursor in this position. Type the short version of your title (three to five words) **in all capital letters**. Now "TAB" two times to move your title to the left margin. This short version of your title is the running head for the paper.
5. Now return to your cover page.
6. At the top of the screen, in the header functions, select (check) "Different first page."
7. In the header of the **title page**, place your cursor at the left margin. Type "Running head" with only the "R" capitalized; insert a colon (:) after "head." Now type your abbreviated paper title (three to five words) in capital letters. Keep cursor at this position.

8. Now "TAB" two times to put cursor at right margin. Type a "1" to denote page number of the title page.
9. Save document. The running head will now appear across the entire body of the paper, including the references list.

Here is a sample cover sheet featuring the running head:



THE BODY OF THE RESEARCH PAPER: HEADING LEVELS

On occasion, writers may require headings to organize ideas and to highlight important information between major sections of a paper. These tasks can be accomplished through the use of headings. In APA, headings are at the same level for topics that hold equal relevance (importance). For example, the headings used for the Method and Results sections for Trial

One would be the same heading level as the Method and Results sections for Trial Two. Authors should avoid having a single subsection heading or a single subsection within any major section of the paper; use at least two subsection headings within a single section. As with any outline, divide a section into an “A” and “B” section, never leaving “A” to stand alone.

Headings follow a top-down progression; begin with the highest level of heading. A paper’s introduction does not carry a heading labeled “Introduction” (p.63). Headings should not be labeled with numbers or letters.

Formatting Four Levels of APA Headings

NOTE: Right column demonstrates how heading should appear within paper.

Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>

REMINDER: FORMATTING THE REFERENCES PAGE

Your works cited list appears as a new page; the word *References* should be centered at the top of the page. The running head should appear in the upper left corner. Begin each entry flush with the **left margin**; if an entry requires more than one line, indent all succeeding lines **one-half inch** from the left margin. This style is known as a **hanging indent**. **To create the hanging indent, press the “CONTROL” and “TAB keys simultaneously.**

Reference list entries **must be alphabetized** by the last name of the first author associated with a work; all entries are also double-spaced. If you lack an author for a source, alphabetize the entry **by the first key word** of the title.

NOTE: A sample paper follows with formatted title page, first page of body, headings, and formatted references list.

American Psychological Association Formatting

Student Name

Mount Mercy University

The *Publication Manual of the American Psychological Association* (APA) was first published in 1929 as a seven page “standard of procedure, to which expectations would doubtless be necessary, but to which reference might be made in cases of doubt” (Bentley et al., 1929, p. 57). The rules of APA Style are developed by editors and authors experienced in scholarly writing. In the sixth edition, electronic reference formats and the construction of tables and figures have been added (American Psychological Association, 2010).

There are several resources available to assist students in using APA Style (Degelman, 2011; Smith, 1992; Vidaurri, Martinez, & Easton, 1999). While the APA manual provides a wealth of information on APA formatting, it is also acceptable for students to access information regarding APA documentation via the Internet and other sources. If students choose to use a documentation guide other than the official APA manual, however, it is important they ensure the accuracy of that information (Smith, 1992).

Many students ask why it is necessary to use documentation in their writing. There are two especially important reasons for using documentation in academic writing. First, it is essential to credit the work of others, and secondly it provides an easy way for readers to understand writing by providing a common style of documentation that is easy to follow (Vidaurri et al., 1999). Moreover, as Potter (1977) notes, “academic documentation is important in preventing plagiarism” (p. 232). Lastly, the use of documentation also gets students accustomed to formal academic writing, which is especially important for people considering attending graduate school or working in academia (Vidaurri et al., 1999).

Instructor Preferences

As student papers are not being prepared for publication, the APA Manual states that instructor preference always takes precedence over the Manual. Student instructions for using the

APA Publication Manual should always be accompanied by specific teacher instructions. Ask your instructors for their preferences in such things as the types of headings and other particulars.

Plagiarism

Writers have to give credit to the words and ideas of others. Quotation marks should be used when you quote the exact words of another. APA requires that an in-text citation include the author's last name, the year of publication, and page number for the original phrasing. Each time you paraphrase another author, you need to credit the source in the text. "The key element of this principle is that authors do not present the work of another as if it were their own work" (American Psychological Association, 2010, p. 15).

Electronic Research Databases

Articles retrieved from electronic research databases (e.g., EBSCO) require new citation formats. The Digital Object Identifier (DOI) must be included at the end of the citation. The DOI is a list of alphanumeric characters and is wholly unique to a single source. Within a database citation, the DOI appears as the last element in the search result's entry. Supplying a DOI to a web search engine (Google or Bing) should then produce a reference to the article, the article's abstract, or further details. DOI information is associated primarily with scholarly literature. Popular magazines and newspapers will not have DOI data.

Locating Materials of Interest

Visitors to periodical databases will find that precisely phrasing a search will make their research time more valuable. Proper names can be placed in quotation marks as a unique phrase; consider using geographic place names when needing to isolate a country of interest. The advanced features of EBSCO enable users to expressly demand full-text retrieval, and texts

published within a particular timeframe. Additional limiters allow for flexibility with document formats, specifying languages, and isolating scholarly literature as the primary source type.

Defining scholarly literature.

The academic arena frequently refers to scholarly literature as being peer reviewed and “...contribut[ing] to the archive of scientific knowledge...” (American Psychological Association, 2010, p.225). Manuscripts are thoroughly vetted; an author inherently agrees to the article’s consideration by a panel of his peers. The journal’s editor seeks research that will make new and lasting contributions to the field; all solicited materials must meet the journal’s style guidelines (American Psychological Association, 2010).

Interpreting citations for scholarly literature.

Upon locating an article of interest from a periodical database, study its search results record. Scholarly literature will incorporate an abstract, a paragraph offering a summary of the article’s contents, the scope of its study, and findings, if applicable. Required as part of the peer review publishing process, the abstract also reflects the author’s purpose and goals for the research. Following the abstract, the search record will provide the article’s citation. Here, author names, title of the article, and title of the publication (journal) are shown. In APA style, articles are reflected in standard case; journal and magazine titles are shown in italics. The publication title is followed by the volume number in italics, the issue number, and page numbers. If examining a record from a peer reviewed journal, the citation will close with a DOI.

How to optimize your time with periodical databases.

Databases vary in their search features and capabilities. Visitors to the EBSCO collection will find access to a journal’s table of contents while viewing a live PDF. Selecting a title of interest from the roster produces another article for consideration. EBSCO allows users to

assemble a folder of search records; data may be stored in a personal account that is accessible anywhere with an Internet connection. The Wiley Online Library and ScienceDirect from Elsevier offer peer reviewed literature, dating from 1995 forward, in full-text format. Elsevier's full records allow users to see related articles and to interact with an article's references list.

Assembling the References List

After assembling sources for the project, create an appropriate citation for the item. The elements should include author(s) names, publication year, title of the work, and publisher information for books. Reference list entries for websites should include the author, publication date, title of the work, and a retrieval date if the content is transient (not fixed). The website's full URL (as shown in the browser) is the last element of the entry. All entries should be alphabetized by the author's last name or title of the work. Double space all entries; remove underlining from all web addresses. The word "References" should appear at the top of the page, as well as the running head and page number.

References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
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NOTE: This sample references list features a number of fictitious entries. They are offered solely for modeling purposes.