

BUSSE LIBRARY: GUIDE TO APA CITATION FORMAT

The Publication Manual of the American Psychological Association, Sixth Edition (2010) (APA) 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.

The basic formats for several of the common items included in 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.

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GENERAL NOTES ABOUT APA STYLE AND THIS GUIDE

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 and 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.

How to Create the Hanging Indent

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 from the left margin, creating a **hanging indent**. To create the indent for a single item, hold down the "**control**" key on your keyboard while pressing "**tab**."

To create the hanging indent for **an entire references list**, select the full list and right click, selecting "Paragraph." Under "Indentation" and the "Special" category, select "Hanging." The full list will now be formatted to feature hanging indents, where applicable.

BOOKS: Print and Electronic (Sample Models)

ONE AUTHOR (section 7.02.18)

Larson, E. (2003). *The devil in the white city: Murder, magic, and madness at the fair that changed America*. New York, NY: Vintage Books.

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 (“&”).

Corrie, S., & Lane, D. A. (2010). *Constructing stories, telling tales: A guide to formulation in applied psychology*. London, UK: Karnac.

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.

Schwieder, D., Hraba, J., & Schwieder, E. (1987). *Buxton: Work and racial equality in a coal mining community*. Ames, IA: Iowa State University.

MORE THAN SIX AUTHORS

NOTE: For seven or more authors, list the first six and then place an ellipsis (three periods). Then note the final (last) author in the list. **For an example, see page 5.**

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)

NOTE: Begin with the title of a publication if no author is indicated.

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

EDITOR OR COMPILER [no author] (section 6.27)

Mizrahi, T., & Davis, L.E. (Eds.). (2008). *Encyclopedia of social work* (20th ed., Vols. 1-4).
Washington, DC: NASW Press.

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

Martin, G. (Ed.). (2011). *The Sage encyclopedia of terrorism* (2nd ed.). Los Angeles, CA:
SAGE Reference.

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

ELECTRONIC BOOK FROM AN ONLINE LIBRARY

NOTE: For books from online libraries (EBSCOhost, Internet Archive, Google Books, ebrary, and Hathi Trust), provide the author(s) names, year of publication, and title. Then provide the full internet address (URL) of the collection's homepage.

Foster, L.M. (2009). *The Indians of Iowa*. Retrieved from <https://books.google.com/books>

Whittaker, W.E. (2009). *Frontier forts of Iowa: Indians, traders, and soldiers, 1682-1862*.
Retrieved from <http://search.ebscohost.com>

CHAPTER IN A BOOK (section 7.02.25) [different authors for each chapter]

NOTE: Author of chapter is followed by chapter title. Book editor follows title of the chapter. Book title is followed by page numbers for specific chapter.

Huttlinger, K.W. (2013). People of Appalachian heritage. In L.D. Purnell (Ed.),
Transcultural health care: A culturally competent approach (4th ed., pp. 137-158).
Philadelphia, PA: F.A. Davis.

NOTE: If using only a chapter, and the author wrote the entire book, provide a reference for the whole book.

ARTICLE IN ENCYCLOPEDIA [REFERENCE WORK] (section 7.02)

NOTE: Combine volume and page numbers inside a single parentheses, separated by a comma.

Green Mountain Boys. (2006). In G. Fremont-Barnes & R.A. Ryerson (Eds.), *The encyclopedia of the American Revolutionary War: A political, social, and military history* (Vol. 2, pp.542-543). Santa Barbara, CA: ABC-CLIO.

GOVERNMENT DOCUMENT [corporate author model]

NOTE: If author and publisher are the same entity, use the word “Author” for the publisher field.

Executive Office of the President, Office of Management and Budget. (2013). *Fiscal year 2013 budget of the U.S. government*. Washington, DC: Author.

MAGAZINES: Print and Subscription Databases (Sample Models)

NOTE: Be sure to include volume and issue numbers, when they are available. If the publication lacks a volume number, include specific publishing information – month, day, and year. For a publication with continuous pagination, include only the volume number.

MAGAZINE ARTICLE, NO AUTHOR

Higher and higher ed. (2013). *New Republic*, 244(3), 11-13.

Random reasons to be cheerful. (2009, August 24). *BusinessWeek*, 43-66.

MAGAZINE ARTICLE, ONE AUTHOR (section 7.01)

Elmhirst, S. (2011). After the coal rush. *New Statesman*, 140(5057), 505-54.

Park, A. (2012). The big gulp. *Time*, 179(24), 20.

JOURNAL ARTICLES: PRINT AND SUBSCRIPTION DATABASES

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 **if present, MUST** be included within the citation. DOI information is associated with **scholarly literature**; popular magazines, newspapers, and commercial literature will not have DOI data.

If a DOI is available for your document, you may 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. You may also locate

the article's DOI by selecting the item's title or full text option. Your citation will show page numbers followed immediately by the DOI.

If no DOI is present for a **scholarly** 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.

DOI formats vary among databases. Two scenarios are common: (1) a URL format (e.g., <http://dx.doi.org/10.1001/jama.218.22.2091>) (OR) (2) a numerical version beginning with "doi:" (e.g., doi: 10.1016/S0140-6736(85)92204-4). A third version, featuring alphabetical characters may offer a combination of upper and lowercase (e.g., doi: 10.1029/GL016i011p01209). **In the references list, show the DOI as it is presented in the database, regardless of the format.**

The assigning of DOI information is an ongoing process; you may encounter articles without a DOI. In EBSCOhost, you can click 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, try using Google Scholar (<http://scholar.google.com>). Place the first three or four key words from the title into the search form; select the title of your matching article to see further details.

SCHOLARLY JOURNAL, ONE AUTHOR (section 7.01.1) [no assigned DOI]

Magretta, J. (1998). The power of virtual integration: An interview with Dell Computer's Michael Dell. *Harvard Business Review*, 76(2), 72-84.

Shapiro, J. (2012). Ethically informed practice with families formed via international adoption: Linking care ethics with narrative approaches to social welfare practice. *Ethics and Social Welfare*, 6(4), 333-350.

SCHOLARLY JOURNAL, TWO AUTHORS (section 7.01) [DOI present]

Prasad, R., & Goffeau, A. (2012). Yeast ATP-binding cassette transporters conferring multidrug resistance. *Annual Review of Microbiology*, 66, 39-63. doi: 10.1146/annurev-micro-092611-150111

SCHOLARLY JOURNAL, THREE TO SEVEN AUTHORS (section 7.01.1)

Hackl, H., Baresel, J.P., Mistele, B., Hu, Y., & Schmidhalter, U. (2012). A comparison of plant temperatures as measured by thermal imaging and infrared technology. *Journal of Agronomy and Crop Science*, 198(6), 415-429. doi: 10.1111/j.1439-037x.2012.00512.x

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

SCHOLARLY JOURNAL, EIGHT OR MORE AUTHORS (section 7.01.2)

NOTE: For eight or more authors, list the **first six** and then place an ellipsis (three periods). Then note the final (last) author in the list.

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

NEWSPAPER ARTICLES: PRINT AND SUBSCRIPTION DATABASES

NOTE: When noting the page number(s) of a newspaper article, present the section letter first, followed by the page number.

SIGNED NEWSPAPER ARTICLE [author present] (section 7.01.10)

Boshart, R. (2013, February 5). Educators warn lack of money would cause reforms to stall. *The Gazette* (Cedar Rapids, IA), p.A7.

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* (Madison, WI), 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.

Terlep, S. (2012, August 25). GM wants to up credit line – Despite strong profit, possible pension transfer, European restructuring loom. *The Wall Street Journal*, p. B1.

**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.A5.

OTHER COMMON SOURCES (Media): Sample Models (section 7.07)

FILM OR VIDEO RECORDING (section 7.07)

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

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.

MUSIC RECORDING

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

YouTube VIDEO

ITV. [ITV]. (2014, August 30). *ITV: Downton Abbey series 5 official trailer* [Video file]. Retrieved from <https://www.youtube.com/watch?v=4FZdk7LHQ0o>

NOTE: Include the author’s screen name in brackets, followed by year, month, and day associated with the content.

PERSONAL COMMUNICATION: INTERVIEWS AND POWERPOINT SLIDES

Both interviews and PowerPoint slides (**in paper form and posted in Brightspace**) are treated as personal communication. Neither appears in a references list.

AN INTERVIEW (section 6.20)

Interviews are considered personal communication and do not provide recoverable information. As such, **interviews are not included** in the references list; use the phrase “personal communication” to represent the interview. **Cite an interview ONLY inside the text.** 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, 2012) (OR)

(F.T. Smith, personal communication, August 5, 2012)

POWERPOINT SLIDES (in paper form or posted to Brightspace)

PowerPoint slides shared in paper form or posted to Brightspace **are also cited as a personal communication.** Give the initials and last name of the author, followed by the phrase “personal communication,” and the date of the presentation.

(J. Nguyen, personal communication, September 26, 2014).

POWERPOINT SLIDES (from the Internet)

For slides retrieved online, include author, year, and applicable URL.

Landrie, C. (2010). *General chemistry 1: Lecture 1* [PowerPoint slides]. Retrieved from

<http://uic.chadlandrie.com/CHEM112/lectureslides/lectureslides.html>

ELECTRONIC SOURCES (Web-based) [The Internet]

The World Wide Web offers multimedia information that should be acknowledged and cited like any other resource. Here, we offer APA citation examples for files on the web. 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).

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 – capitalize only the 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 “Journal Articles: Print and Subscription 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. (2013). Artnet. Retrieved April 21, 2013, from

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

Thinkmap visual thesaurus. (1998-2013). 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. (2013). In *Encyclopedia Britannica*. Retrieved from

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

Surreal. (2013.) In *Merriam-Webster's online dictionary*. Retrieved from

<http://www.merriam-webster.com/dictionary/surreal?show=0&t=1366594248>

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

United States Department of Agriculture, NASS Census of Agriculture. (2013). *Farm and ranch*

irrigation survey. Retrieved April 21, 2013 from

http://www.agcensus.usda.gov/Publications/2007/Online_Highlights/Farm_and_Ranch_Irrigation_Survey/index.php

NOTE: For federal or academic institutions, begin with the main organization and then insert a comma. Now note the specific office or agency authoring the content.

Articles Retrieved from the Publication's or a Publisher's Website

NEWSPAPER ARTICLE FROM THE PUBLICATION'S WEBSITE

Cillizza, C., & Sullivan, S. (2013, May 13). IRS wrongdoing threatens to become a major issue

for democrats. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

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

ARTICLE FROM SCHOLARLY, OPEN ACCESS (ONLINE) JOURNAL [DOI present]

Thornton, A. (2011). The allure of archaeology: Agnes Conway and Jane Harrison at Newnham

College, 1903-1907. *Bulletin of the History of Archeology*, 21(1), 37-56. doi:

<http://dx.doi.org/10.5334/bha.2214>

ARTICLE FROM COCHRANE LIBRARY (NURSING DATABASE)

Demicheli, V., Jefferson, T., Al-Ansary, L.A., Ferroni, E., Rivetti, A., & Pietratornj, C.D. (2014).

Vaccines for preventing influenza in healthy adults. *Cochrane Database of Systematic Reviews*, 2014(3), 1-267. doi: 10.1002/14651858.CD001269.pub5.

NOTE: The Cochrane Library publishes articles in database form, but the publication functions as an online journal. Show the publication year following author name(s) **and** as the volume number. Place the issue number in parenthesis. Open the full text file to determine page numbers.

ARTICLE FROM SCHOLARLY JOURNAL (ONLINE) [no DOI present]

Oladipo, O.S., Ntoko, A., & Forrester, W. (2013). Sources of inflation in developing countries: Evidence from some West African countries. *Advances in Management & Applied Economics*, 3(2), 83-102. Retrieved from http://www.scienpress.com/journal_focus.asp?Main_Id=55

NOTE: For scholarly articles, 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.**

ARTICLE FROM AN ONLINE MAGAZINE

Creamer, M. (2013, April 22). 'Mad Men' recap: Invisible woman. *Advertising Age*. Retrieved from <http://adage.com/article/media/mad-men-recap-invisible-woman/241014/>

NOTE: Articles from magazines will not feature a DOI; the publication's indexing may pose problems. For this reason, include the article's full URL, as seen in the browser.

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

References cited within the paper follow an **author-date** citation system. Sources are listed alphabetically 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.

This 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 (Smith, 2013). 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:

Age was significant in a number of studies (Smith & Pears, 1963).
 Knight (2008) noted a correlation among sustainability efforts and quality of life.
 Library instruction affects student outcomes in research assignments (Murphy, 2012).
 “Prior to the 9/11 attacks, the United States successfully tried terrorists and their accomplices using the civilian judicial system” (Robertson, 2011, p.159).

Paraphrasing and Summarizing Materials (section 6.04)

PARAPHRASING: When 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.

SUMMARIZING: 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.

QUOTING 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. For a paragraph number, use the abbreviation “para.” with a period (e.g., para. 22).

If a quotation is **FORTY (40) OR LESS 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 passage 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)

Referencing Authors In-text (Parenthetical Citations)

The following table shows examples of how to cite outside sources within a research paper. The first two columns model instances where the writer’s narrative (content of the paragraph) **uses the author(s) name(s) as part of a sentence.**

The third and fourth columns show the citation when an author’s name **is not included in the narrative -- does not appear in the sentence.**

For works with three or more authors, the “et al.” abbreviation can be used following the first instance (mention) of the work.

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 Warrington (2009)	Behan and Warrington (2009)	(Behan & Warrington, 2009)	(Behan & Warrington, 2009)

One work by three authors	King, Reilly, and Klein (2007)	King et al. (2007)	(King, Reilly, & Klein, 2007)	(King et al., 2007)
One work by four authors	Heim, Cook, Bro, and Penn (2010)	Heim et al. (2010)	(Heim, Cook, 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)

While reading a scholarly article, you may encounter *cited* studies of interest. If you wish to cite one of these sources (secondary sources) and DO NOT read the work, 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 TWO OR MORE SOURCES IN THE TEXT (PARENTHETICAL CITATIONS)

On occasion, a paper's narrative may reference two or more studies in a parenthetical citation. Separate each citation (author, year) with a semicolon. Keep author names in alphabetical order, as shown in the references list. Example:

Scientists observing climate change in Greenland comment on the loss of glacier ice (Everly, 2009; Harris, 2013).

CITING WEBSITES AS PARENTHETICAL CITATIONS

When referencing a website within a paper, use the author's name and publication year, if this information is available. If there is no author, use a portion of the website's title. Use double quotation marks around the title's first two or three words and include the publication year. **Do not include a website's address** (URL) within the document; URLs appear **ONLY** in the references list. Here is an example of an in-text citation; its reference list entry follows.

Website with an Author

Periods of day-night equality occur before the spring equinox and rely upon one's location on the surface of the Earth (Roach, 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. Use the abbreviation "para." to indicate a paragraph number. Example: (Jones, 2004, para. 22).
- 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. Here is an example of an in-text citation; its reference list entry follows.

Website with No Author and No Publication Date

Two Rivers, Wisconsin is famed for being the location of the first ice cream sundae ("Ice cream sundae," n.d., para. 5).

Ice cream sundae – History and legends of the ice cream sundae. (n.d.) Retrieved from <http://whatscookingamerica.net/History/IceCream/Sundae.htm>

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 shortened phrase need not be identical to the title's phrasing; limit the running head's length to no more than 35 letters. 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 successfully create the running head, **begin with a file that is at least two pages long**.

To create the cover sheet and 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.

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).

The highest level heading (“1”) equates to a Roman numeral in a traditional outline; heading level two (“2”) equates to an “a” or “b” sublevel in an outline. Level three equates to an “i” or “ii” under an “a” or “b” level in an outline.

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 (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>

LAST REMINDER: ORGANIZING AND 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.

ORDERING MULTIPLE WORKS BY THE SAME FIRST AUTHOR (Section 6.25)

SCENARIO ONE: *Single, same author with works published in different years. Arrange items in order by publishing date.*

Bezy, R. (2008).

Bezy, R. (2012).

SCENARIO TWO: Works by single author also appear with works by the same author with other researchers. Place one-author entries before multiple authors, even if multiple-author work was published later.

Schmall, A. (2009).

Schmall, A., & Murphy, M. (2012).

SCENARIO THREE: Works with the same first author, but different second or third authors, are arranged alphabetically by the surname of the second author. If the second name is identical, alphabetize using the third author's name, and so on.

King, A., & Tunwall, T. (2010).

King, A., Tunwall, T., & Reilly, J. (2007).

King, A., Tunwall, T., & Keuseman, K. (2011).

SCENARIO FOUR: Works by the same authors, in the same order, are arranged by year of publication, with the earliest appearing first.

Humphrey, A., & Brydon, D. (2009).

Humphrey, A., & Brydon, D. (2011).

SCENARIO FIVE: Works by the same author, or the same authors in the same order, with the same publication year are alphabetized by title. To differentiate between two works published by the same author(s) in the same year, include a lowercase "a" or "b" within the year of publication. Include this combination within the paper's in-text references when showing the publication year.

Kirsch, I. S., & Guthrie, J. T. (1984a). Adult reading practices for work and leisure. *Adult Education Quarterly*, 34(4), 213-232. doi: 10.1177/0001848184034004003

Kirsch, I. S., & Guthrie, J. T. (1984b). Prose comprehension and text search as a function of reading volume. *Reading Research Quarterly*, 19(3), 331-342.

SCENARIO SIX: Works with the same first author and published in the same year. If the two articles would shorten to the very same form upon the second, in-text reference (Loes et al., 2012), cite the surname of the first author and as many of the other authors as needed to distinguish between the two references. (Section 6.12)

Loes, C., Pascarella, E., & Umbach, P. (2012). Effects of diversity experiences on critical thinking skills: Who benefits? *The Journal of Higher Education*, 83(1), 1-25. doi: 10.1353/jhe.2012.0001

Loes, C.N., Saichaie, K., Padgett, R.D., & Pascarella, E.T. (2012). The effects of teacher behaviors on students' inclination to inquire and lifelong learning. *International Journal for the Scholarship of Teaching and Learning*, 6(2), 1-20.

In text references: (Loes, Pascarella, et al., 2012) and (Loes, Saichaie, et al., 2012).