

Cleary University

Guide for Citing Resources – APA Style

This guide is based on the *Publication Manual of the American Psychological Association*, 5th ed. (Washington, DC: American Psychological Association, 2001).

General Guidelines

- One inch margins on all sides (top, bottom, left, right). Check your word processing margin settings. MS Word often defaults to 1.25" on the left and right.
- 12-pt. font
- Double-space (title page, abstract (when requested by instructor), body, references, appendixes, footnotes, tables, and figure captions).
- Alignment is flush left. Right margin will be uneven (not justified).
- Paragraphs are indented ½ inch.
- Page header and pagination: Display two or three words of the title of your paper, five spaces, followed by page number so that the page number is one inch from the right edge of the paper on the first line of every page, beginning with the title page. The only pages that are not numbered are Figures. (Insert the page header and page number into a header using your word processing program and will then automatically appear on all pages.)
- A RUNNING HEAD IS NOT REQUIRED FOR STUDENT PAPERS

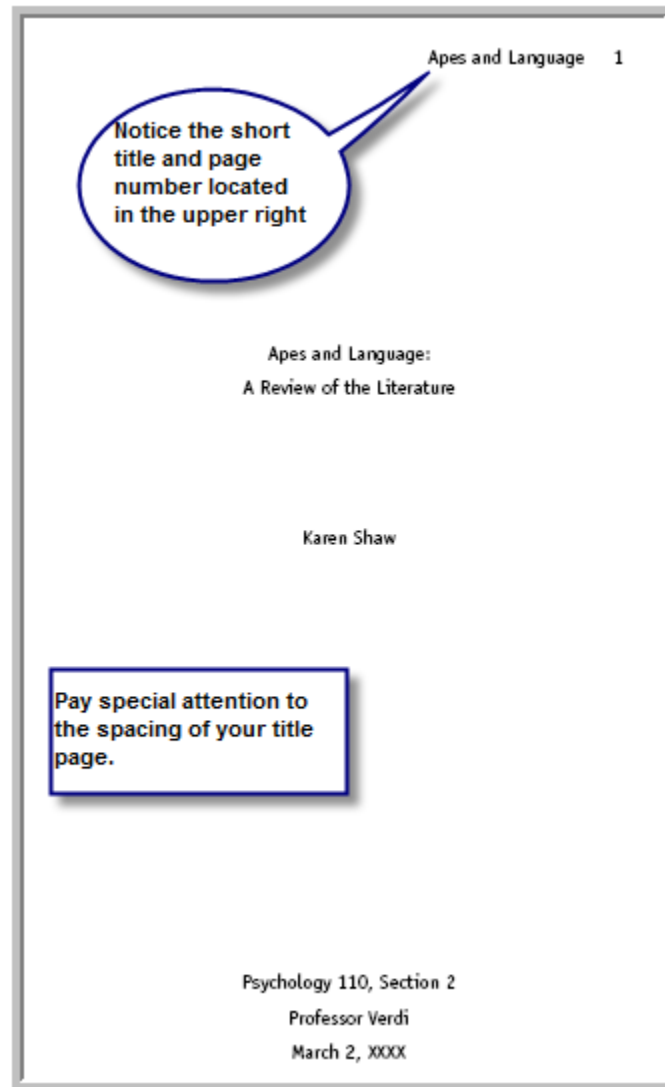
Order of Pages

Order of Pages: (1) Title Page, (2) Introduction, (3) Methods/Results/Discussion, (4) Summary, (5) References, (6) Appendixes

You have two pages in addition to the body of your paper: (1) title page, (2) reference page. If you have five pages of text then you have a seven-page paper (1 title page, 5 pages of the essay, 1 reference page). Make sure to set a HARD RETURN (SHIFT-ENTER) after the title page and before the reference page.

Title Page

Your title page should look like this:



Source: Sample paper located at <http://www.dianahacker.com/pdfs/Hacker-Shaw-APA.pdf>.

Remember, a RUNNING HEAD is NOT REQUIRED for student papers.

Headings

Headings are used to organize your paper and as a guide for the reader. In most cases, you do not need more than two levels of headings. [Tip: Write and organize your paper first – format with headings last.]

Example - One level of heading

Title of Your Paper

Heading

If you are using only one level of heading, then simply center the headings between the margins. One double-space later, begin your text by indenting the first paragraph.

Example – Two levels of headings

This is the Title of the Paper

This is the First Level Heading

Background

If you are two levels of headings, center the broader subject (or title) between the margins. Place the next heading level left and italicize. One double-space later, begin your text by indenting the first paragraph.

Summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur eu lorem ut erat nonummy sollicitudin. Quisque elementum turpis sit amet est. In sed massa non dolor sagittis.

In-Text References

You must document source material in the body of the paper by citing the author(s) and date(s) of the sources. The reader can obtain the full source citation from the list of references that follows the body of the paper.

The only citations allowed in the reference list at the end of your paper are those you have already noted in your text. If you do not have an in-text reference for a source, you **CANNOT** include it in your reference list.

Source as part of a sentence

When the names of the authors of a source are part used as part of the sentence, the year of publication appears in parentheses following the identification of the authors.

Example: Byrd and Davis (1999) believe that dogs and cats are mortal enemies.

Source not part of a sentence

When the names of the authors of a source are not part of the formal structure of the sentence, authors and publication year appear in parentheses, separated by semicolons.

Example: In other studies, (Byrd & Davis, 1999; Johnson & Smith, 2000) researchers concluded that dogs and cats are not mortal enemies, but simply misunderstood.

NOTE: When citing a source with two authors, you must include **BOTH** authors each time you cite the source.

Three, four, or five authors

Cite all authors the first time. Subsequently, the first author's last name and "et al." are used.

First time: Reviews of research on animal behavior have concluded that some dogs and cats will never learn to live together in harmony (Smith, Harper, Johnson, Davis, 2001).

Subsequently: Smith et al (2001) showed that ...

Six or more authors

Use the first author's last name and "et al." every time the source is cited (including the first time).

Example: Several studies have challenged the assumption that dogs and cats are mortal enemies (Brown et al., 2002).

Quoting Sources

Less than 40 words

Incorporate quote into the structure of the sentence (this example is citing a one author work).

Example 1:

Patients receiving visits from dogs and cats reported, “each altercation that occurred between a dog and cat was initiated by the cat” (Byrd, 2002, p. 829).

Example 2:

Byrd (2002) found that patients receiving visits from dogs and cats reported, “each altercation that occurred between a dog and a cat was initiated by the cat” (p. 829).

40 words or more

Set apart without quotation marks from the surrounding text, in block format. Indent each line five spaces from left margin. (Again, this example is citing a one author work.)

Byrd (2002) found the following:

In cases where dogs and cats interacted with patients in a hospital setting, both animals were well adapted for this type of service. The only negative outcome reported was that in cases where dogs and cats did not get along, the cat initiated each altercation that occurred between a dog and a cat. (p. 829)

Reference List Basics

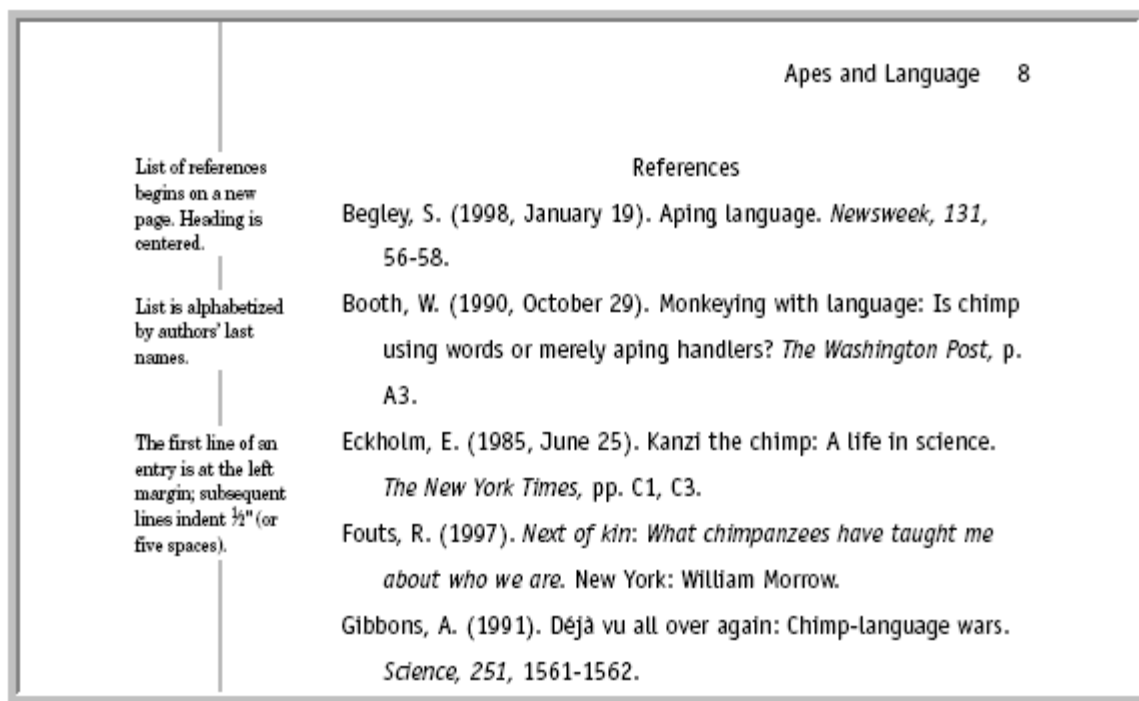
The purpose of references is to provide unique identification of each source that allows readers to locate the source material. Reference data must be correct and complete. References begin on a new page.

List Reference items alphabetically at the end of the research paper. These same items are referred to in the body of the paper using the **In-Text** style. For additional examples, please refer to the *APA Manual*, 5th edition.

Please Note:

- APA uses **hanging indent formatting** in the reference list.
- When your reference is for In-Text **direct quotes**, add page numbers: e.g., (Komisar, 1991, p. 13)

When finished, your reference page should look like this:



- All sources included in the References section **MUST BE CITED** in the paper.
- All sources cited in the paper **MUST BE INCLUDED** in the References section.

APA Reference List and In-Text Examples

NOTE: Cleary University subscribes to NoodleTools (<http://www.noodletools.com>), an APA citation generator and knowledge base. If you do not have a NoodleTools ID and password, please contact the Cleary Campus Center and someone will create an account for you. Using NoodleTools is a painless way to generate (for the most part) perfectly formatted APA references. Take the time and learn to use the tool.

The reference page of your paper is a list of sources used in compiling a document. Each entry should contain these elements: Author, publication year, title, source information. Arrange the bibliography in alphabetical order by the author's last name or, if there is no author, by the first main word of the title. You can ignore *A*, *And*, and *The* in a title.

Cleary adheres to APA standards for formatting papers. **The examples in this document are written in the American Psychological Association (APA) style.**

The rules for creating an APA bibliography style are:

- ✓ Double-space all entries.
- ✓ 1-inch margins on all sides
- ✓ Use a hanging indent paragraph (e.g., align the first line with the left margin, and indent and all subsequent lines .5 inches from the left margin).
- ✓ Type all authors' names with the last name first, separated by a comma. Use only initials for the first and middle names, and an ampersand (&) rather than "and" before the last author's name.
 - List author(s) in the same order as specified in the source, using last names and initials. Commas separate all authors. First six authors listed then use et al. for remaining authors. ***If there is no author***, the title of the document begins the reference.
- ✓ *List Publication year* in parentheses following authors, with a period following the closing parenthesis. ***If there is no publication date***, use "n.d." in parentheses following the authors.
- ✓ In titles of books and articles, capitalize the first word of the title, the first word after a colon, and any proper nouns or acronyms. In the titles of journals, begin all significant words with a capital letter.
- ✓ Use italics or underlines for the titles of books and periodicals.
- ✓ Do not underline or use quotation marks around the titles of periodical articles.
- ✓ Give the full names of publishers, excluding "Co.," "Inc.," and the like.
- ✓ Use the abbreviation "p." or "pp." before page numbers in books, magazines, and newspapers, but not for scholarly journals.
- ✓ Separate each portion of each entry with a period followed by two spaces.

Personal Correspondence, E-Mail Messages, Interviews

You CAN mention personal correspondence, email messages or interviews in the body of your paper. However, these items are NOT included in your reference list. Consider creating an appendix that provides copies of your email message or interview.

Here is how you might address personal this type of data in your paper:

Based on a January 4, 2006 interview with Mary Smith, accounting supervisor for the Internal Revenue Service, research shows that most taxpayers delay filing until midnight on April 15.

Commonly Used Citations

Displayed below are example entries for different kinds of material you might need to include in your reference list. For additional assistance, check the NoodleTools Knowledge Base, or contact the Cleary University Librarian.

WHAT IS AN AGGREGATED DATABASE?

That's an excellent question. An aggregated database is ANYTHING that you access after you log in at the Cleary Online Library gateway – <http://library.cleary.edu> – is an aggregated database, including Proquest, Lexis/Nexis, MeL, Bizminer, Marketresearch.com, CountryWatch, Hoovers.

ONLINE ARTICLE FROM AN AGGREGATED DATABASE

Sherman, L. (2004, Summer). Forests fight back. In *Earth Island Journal*, 19, 12. Retrieved October 31, 2005, from MeL: InfoTrac OneFile.

In-Text: (Sherman, 2004)

ONLINE ARTICLE FROM AN AGGREGATED DATABASE WHERE DOCUMENT ID NUMBER IS PROVIDED

Rogelberg, S. G., Scott, C., & Kello, J. (2007, Winter). The science and fiction of meetings. *MIT Sloan Management Review*, 38(2), 18. Retrieved February 24, 2007, from Proquest database (1193235351).

In-text: (Rogelberg, et al, 2007)

WEBSITE (general)

Financial aid: Funding your education. (2007). *Cleary University*. Retrieved October 11, 2007, from <http://www.cleary.edu/finaid/default.shtm>

In-Text: (Financial Aid, 2007)

WEBSITE (locating specific information within a long document)

Energy Information Administration. (2007, April). Oil: Overview. In *Canada energy data, statistics and analysis - oil, gas, electricity and coal*. Retrieved October 11, 2007, from

<http://www.eia.doe.gov/emeu/cabs/Canada/Oil.html>

In-Text: (Environmental Information Administration, 2007)

A BOOK WITH ONE AUTHOR

Zambroski, R. (1959). *Sarah Akhtar: A biography*. New York City: Five Lake Publishing.

In-Text: (Zambroski, 1959)

A BOOK WITH TWO OR MORE AUTHORS

Abbar, A. & Hightower, K. (2000). *Photographic essays of the end of a century*. Atlanta: Lakes & Sons.

In-Text: (Abbar & Hightower, 2000)

3-5 authors: (Abbar, Hightower, Smith, Weston & Applegate, 2000)

6 or more: (Abbar, et al, 2000)

AN ANONYMOUS BOOK

Publication manual of the American Psychological Association (5th ed.). (2002). Washington, DC:

American Psychological Association.

In-Text: (Publication manual, 2002)

A SIGNED ARTICLE IN A DAILY NEWSPAPER (print)

Darlin, D. (2007, February 24). At Intuit, what comes after taxes? *New York Times*, p. C.3.

In-Text: (Darlin, 2007)

A SIGNED ARTICLE IN A DAILY NEWSPAPER (online)

Darlin, D. (2007, February 24). At Intuit, what comes after filing? *New York Times*, p. C.3. Retrieved February 24, 2007, from Proquest database (1222054311).

In-Text: (Darlin, 2007)

AN UNSIGNED ARTICLE (print)

Amazing Amazon region (1989, January 12). *New York Times*. p. D11.

In-Text: ("Amazing Amazon Region," 1989)

AN UNSIGNED ARTICLE (online)

Amazing Amazon region. (1989, January 12). *New York Times*. p. D11. Retrieved February 24, 2007, from Proquest database (1196831271).

In-Text: ("Amazing Amazon Region," 1989)

COMPUTER SOFTWARE

Microsoft Office (Version 2007) [Computer software]. (2007). Redmond, WA: Microsoft.

In-Text: (Microsoft Office, 2007)