APA Guide

The WRITE WAY

Fox Valley Technical College
Knowledge That Works

VERSION 1
Introduction

Any writing that is based on facts and opinions derived from sources outside the writer’s experience (books, articles, websites, interviews, etc.) must identify those sources within the text (called “in-text citations”) and in a list at the end of the writing (called “References”). These citations give authority and credibility to your writing.

Different programs use different styles of writing and documentation. APA, the style developed by the American Psychological Association, is the primary style used in social, behavior, health, and science courses. Other classes may also require APA, or they might require the use of MLA style.

This guide is meant to serve as a general introduction to APA; in addition, we have included most of the common types of sources used in college-level research. These examples represent only a sample of all the various information types that could be used. For additional citation examples and more detailed information regarding APA, consult the Publication Manual of the American Psychological Association, 6th edition, available in The WRITE WAY or the FVTC Library.

If you have any questions regarding:
- Your assignment: consult your instructor
- This guide or specific citations: consult a WRITE WAY tutor
- Your writing: consult a WRITE WAY tutor

Plagiarism

According FVTC’s “Code of Conduct” for students, “plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.” Any student found guilty of plagiarism is subject to disciplinary action as defined within the code and/or the instructor’s syllabus.

ANY writing that is paraphrased, summarized, or quoted must be properly cited.

Examples:

**Direction Quotation + No Citation = Plagiarism:**
Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity.”

**Direction Quotation + Citation = Correct:**
Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity” (Robbins, 1998, p. 32).

**Paraphrase + No Citation= Plagiarism:**
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity.

**Paraphrase + Citation= Correct:**
Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity (Robbins, 1998).
Paraphrasing

Given that the majority of your research paper will be paraphrased from other sources, understanding how to do it and cite it properly is essential. Paraphrasing means to put another person’s words into your own words, oftentimes to make the information clearer and easier to understand for the reader. Rearranging/replacing a few words or using a Thesaurus is NOT paraphrasing.

Paraphrasing is challenging because it requires you to understand the material thoroughly before you can put it into your own words. Paraphrasing does not include quotation marks, and even though you are actually re-writing the material in your own words, they are not your ideas; therefore, those ideas must be properly documented using an in-text citation and an entry on your References page.

Remember that even if you have an in-text citation with a poor paraphrase you STILL will have plagiarized because you are telling the reader that you re-wrote the material in your own words (paraphrased it) when that is not that case as shown in the second example below.

<table>
<thead>
<tr>
<th>Original Source:</th>
<th>The findings showed that adolescents and young adults, including college students, appear to be one of the most sleep-deprived groups in the United States.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor Paraphrase:</td>
<td>Teenagers and college students in the United States appear to be the most sleep-deprived group (Forester, 2008).</td>
</tr>
<tr>
<td>Proper Paraphrase:</td>
<td>Research on which American population groups suffer the most from sleep-deprivation found that teenagers and college students lead all others (Forester, 2008).</td>
</tr>
</tbody>
</table>

In-Text Citations

When you are writing the paper, ANY information used from your sources, whether paraphrased, summarized, or quoted, must include an in-text citation, as well as a corresponding entry on the References page. The in-text citation is simply a brief reference to where the information was obtained. APA uses the author-date system.

Note: One exception to this APA rule involves personal communications such as interviews and emails; all that is required for these is an in-text citation.

Example:

In 1956, Elvis’s self-titled debut album was released; the cover would both define the accepted rock and roll persona and determine the important positioning of the genre’s lead instrument, the guitar (Rodman, 1996).

Refers to…

General Rules:

✓ Use in-text citations for direct quotations, paraphrases, or summaries of someone else's words and for facts, figures, or ideas that are the result of someone else's effort.
✓ Do not identify a source of information that is common knowledge or belief.

For example: The American Civil War lasted from 1861-1865 during which time hundreds of thousands of men lost their lives.
✓ Include the year of publication after the author’s name and place a comma between them.
✓ Include page number(s) if you are using a quotation.
✓ Place year of publication (in parenthesis) directly after author’s last name if the author is introduced (author tag) in the sentence.

No Author:

✓ Use the first two or three words of the title for the in-text citation when a work has no author.
✓ Use quotation marks around the title of an article, chapter, or website.
✓ Italicize the title of a periodical, book, brochure, or report.

A recent study shows homeless children are often overlooked ("Study Finds," 2007).

OR

Merit based assessment is primarily a means of promotion (Debating Affirmative Action, 2008).

No Date:

✓ If there is no date, put (n.d.) for “no date.”

Weinberg (n.d.) noted “yearly increases in adolescent alcohol consumption” (p. 15).

OR

“Yearly increases in adolescent alcohol consumption” was noted (Weinberg, n.d., p. 15).

No Page or Paragraph Numbers:

✓ Electronic sources, websites, etc. generally do not have page numbers. Do not use the page numbers from a printout of a website; use the paragraph number instead. Use (para.) instead of (p.) followed by the paragraph number.

Many factors plagued the experiment, which resulted in “no substantial findings” (Kramer, 2008, para. 6).
✓ If there are no paragraph numbers, use the heading and the number of the paragraph following it.

“Researchers are seeing promising results of the first long-term clinical trial that measured stabilization of Alzheimer’s symptoms” (Curley, 2012, “Therapy shows promise,” para. 3).

Direct Quotations (four lines or less):

✓ A direct quotation is an exact restatement of a writer's or speaker's words enclosed in quotation marks. When quoting, APA provides several options for listing the author and page referenced in-text.

What’s even more interesting is Zimbardo (1971) concluded that “situational forces can work to transform even the best of us into monsters” (p. 74).
OR
It was shown “situational forces can work to transform even the best of us into monsters” (Zimbardo, 1971, p. 74).

Block Quotation:
✓ If a quotation has 40 or more words, set it off from the text. Begin a block quotation on a new line and indent each line a half inch (.5”) or in MS Word, this equals one “tab” click, from the left margin. Be sure to double-space the entire quotation. Do not add quotation marks. A colon usually introduces the quotation. Unlike shorter quotations, the in-text citation is given after the end punctuation of the quotation.

Journalist and film historian Douglas Brode (2006) suggested:

If you wanted to see Elvis, you had to pay-which meant attending live concerts for those few able to do so. For the millions of other fans, this meant buying a ticket to the movies. An impressive number of people were willing to do just that (the quality, or lack thereof, of any one film temporarily set aside) owning to their implicit understanding that a full appreciation of Elvis demanded he be viewed as well as heard. (p. 5)

If a Quote Occurs on More Than One Page:
✓ Put (pp.) and place a dash between the page numbers on which the quote begins and ends.

There are “too many distracted drivers who have contributed to the overall increase in automobile accidents” (Townshend, 2013, pp. 9-10).

Two Authors:
✓ Include both last names of the authors in the same order listed in the source. Join the names with "and" in the signal phrase of the text.
✓ Only join the names by an ampersand (&) when the names are placed in an in-text citation.

Grossman and Lenz (2009) discovered that children are most likely to be intimidated.

OR
Children are most likely to be intimidated (Grossman & Lenz, 2009).

Three to Five Authors:
✓ Cite the names of all the authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by "et al." and the publication year separated by a comma.

First citation:
Herbal medicines “have been found to alleviate stress” (Isacc, Klein, Fox, & Metress, 2004, p. 420).

OR
Subsequent citation:
“Post-partum depression was diagnosed amongst many users in the group” (Isacc et al., 2004, p. 425).

OR
Isacc et al. (2004) showed in the study “post-partum depression was diagnosed amongst many users in the group” (p. 425).

Six or More Authors:
✓ Cite only the last name of the first author followed by "et al." and the year of publication for the first and all subsequent parenthetical citations. Only spell out all authors’ names on the References page.

The date rape phenomenon has been acknowledged (Dornbusch et al., 2009).

OR
Dornbusch et al. (2009) acknowledged the date rape phenomenon.

Two or More Works by the Same Author(s) When the Year of Publication Differs:
✓ Arrange dates chronologically by the year within the same parentheses and separate by a comma.

The studies by Smithson (2005, 2007) on owners and pet animal behaviors were not well received.

Organization, Institution, Corporation, Government Entity, etc. as Author:
✓ The names of corporate authors are usually spelled out each time they appear in an in-text citation. If the name of a corporate author is long and if it is familiar and readily recognizable, you may abbreviate the name in the second and subsequent in-text citations.

First citation:
Control group participants exhibited no reaction (Centers for Disease Control [CDC], 2008).

Subsequent citation:
The results were unanticipated and startling (CDC, 2008).

Author Named in Text (author tag):
English professor and Elvis essayist Linda Ray Pratt (2013) claimed that Elvis and his music played an important role in exposing those definitions as inaccurate by crossing such cultural boundaries.

Example Author Tags (past tense):
✓ Pratt: argued, described, explained, claimed, asserted, noted, referred to, cited, contended, concluded, showed, found, revealed, put forth, stated, etc.

Indirect Sources:
✓ You may quote something that has been quoted in another source. When you do so, put “as cited in” followed by the author, date, and page number of the secondary source.

In 1936, Keynes wrote “governments should run deficits when the economy is slow to avoid unemployment” (as cited in Richardson, 2008, p. 257).
Pamphlets:
✓ A pamphlet probably has no author’s name, so use the organization or corporate author’s name. If there is no date, use (n.d.). If there are no page numbers, count the paragraph numbers using (para.).

It is documented that “many families are affected by natural disasters everyday” (American Red Cross, n.d., para. 3).

Personal Communications:
✓ APA style only requires an in-text citation for personal communications (interview, email, telephone). Give the first initial and last name of the communicator, personal communication, and provide the exact date:

There was deep concern about the economic recovery during the discussion (R. Scott, personal communication, May 3, 2011).

APA Style

General Rules:
✓ APA recommends Times New Roman, 12-point font (always check with your instructor to be sure)
✓ Use 1 inch margins all around
✓ Double-space the entire document
✓ Contains four sections: Title Page, Abstract, Main Body, and References
Abstract
The word “abstract” should be centered, one inch from top of page. The actual abstract is aligned left, but NOT indented. It accurately and concisely describes the study or paper in 150-250 words and is only one paragraph. It is also double-spaced.

The Complete Title Is Centered: It’s Not in Bold, Quotes, or Underlined
APA recommends the body of the paper written in Times New Roman 12 point font. It should be double-spaced and aligned left. The first line of every paragraph (except for the abstract) is indented one-half inch (.5”).

General Information on Headings
Separate sections of the paper to make it more readable. Concisely describe sections such as: Background Information, Methodology, Conclusion, etc.

Heading Levels
A level one heading is bold and centered, a level two heading is bold and left aligned, and a level three heading is bold and indented as part of the paragraph, ending with a period. Refer to the APA manual if additional heading levels are needed or required.
The References Page

General Formatting Rules:

- List all sources used alphabetically on the last numbered page in your paper, beginning with author’s last name; if the author is unknown, alphabetize by title, ignoring A, An, or The.
- Center the title, References, one inch from the top of the page; do not underline or put it in quotation marks or all caps.
- Double-space the entire page.
- Use the same font as the rest of the paper; bold font should not be used.
- Continue the running head and page number.
- Each entry begins with the first line flush against the left margin. Indent subsequent lines of this entry ½ inch or use the tab key (hanging indent).
- Everything cited on the References page must appear in the text of the paper.

Author(s):

- List last name (comma) initial of first name. Omit titles (Mr., Mr., Dr.), affiliations, and degrees.
- For two or more works by the same author, use the title to determine alphabetization.
- For two to seven (different) authors, separate them with a comma and use the ampersand (&) before the last author.
- For eight or more authors, separate the first six with a comma and then use the ellipses ( . . . ) to tie the sixth author to the last author.
- Search for a corporation, agency, council, organization, institution, etc. as the collective author if there is no individual author(s).
- Use the title if there is no individual or collective author(s).

Title of Work:

- Capitalize only the first word in the title, the first word after a colon, and proper nouns for books and articles.
- Use standard capitalization for the names of the periodicals, journals, and magazines.
- Italicize the titles of books, periodicals, websites, films, videos, TV shows, brochures, or reports.

Lack of Information:

- Sometimes the publisher, place, date of publication, or other information is not indicated. This is especially true when using Internet sources. The general idea is to include as much information about the source as possible, which may require a little more investigation on your part.

Citation Examples: Print

Books

One Author:


Two Authors:

Three Authors:

More Than Seven Authors:
✓ Include the first six authors’ names as they would normally be formatted. Then, enter an ellipses (...). Following the ellipses, enter the last author’s name as it normally would be formatted. The remainder of the entry is completed just as any other book or source would be referenced.

Corporate Author:

Textbook:

Curriculum/Course Manual (signed):

Curriculum/Course Manual (unsigned):

Edited Book/Anthology:

An Essay in an Anthology:

Reference Book Entry (revised and consulted often):
✓ If the editor(s) is known, place his/her first initial and last name followed by (Ed.)—or (Eds.) if more than one exists—between the word “In” and the title of the reference book. If an edition and/or volume number exists, place them prior to the page numbers. Use the abbreviation “ed.” after the edition number and “Vol.” before the volume number; separate all information with commas.

**Reference Book Entry (specialty):**

- If the editor(s) is known, place the first initial and last name followed by (Ed.)—or (Eds.) if more than one exists—after the word “In” and before the title of the reference book. If a volume number exists, place it between the edition and page numbers. Use the abbreviation “Vol.” before it.


**Government Publication:**


**Periodicals**

**An Article in a Magazine (weekly):**


**An Article in a Magazine (monthly):**


**An Article in a Scholarly Journal:**


**An Article in a Newspaper:**


**Additional Print Examples**

**Advertisement:**


**Course Handout:**


**Pamphlet or Brochure:**

Citation Examples: Internet

Websites

✓ Use reliable Internet sources. Always print out the first page of the site to have proof if your source is questioned.
✓ Locate the copyright date or date of last revision at the bottom of each page or homepage to ensure that the publication information is current. If more information beyond a year is provided, include it; if no date is provided at all, use n.d.
✓ Do not use page numbers taken from the printout of a web page.
✓ Include URLs after the phrase “Retrieved from”
  ➢ Copy and paste URLs from the browser to ensure accuracy.
  ➢ Remove hyperlinks so that font size, typeface, and indentation can be manipulated to match the rest of the document.
  ➢ Begin URLs on a new line if the entire URL cannot fit on the same line following the “Retrieved from” phrase.
  ➢ Break URLs and employ a hanging indent if the URL extends beyond one line.
  ➢ Avoid placing a period at the end of a reference when the URL is the last item in the entry.
  ➢ Use the main URL (through the domain name) if it is excessively long.

General Internet:


Blog:


eBook (not from a library database):

✓ Depending on the version of the eBook, the E-reader version [Kindle file] may change. If the eBook has a DOI number, use that in place of “Retrieved from” and the URL.


Facebook Post:

Government:

Image:
✓ Depending upon the type of image you are using, the word “Photograph,” “Map,” or other image type could appear in place of the word “Chart.”


Journal Article (not from a library database):

Magazine Article (not from a library database):

Newspaper (not from a library database):

PDF File (not from library database):
✓ Cite as much information as you can find about the document, and follow the format that best matches the document’s original publication type.


Podcast:
Twitter Post:
Bracho, K. [KBrachoWBAY]. (2014, October 27). Nat’l avg for a gallon of gas creeping down toward 3 bucks. Makes filling up less painful! We’ve got the update on Action2NewsThisMorn. #wbay [Tweet]. Retrieved from https://twitter.com/KBrachoWBAY/status/526693580329320451

YouTube Video:
✓ If you know the author’s screen name, place that in brackets between the author’s name and the date of posting. If all you know is the poster’s screen name, then use that in place of the author’s name.

Dilger, B. (2006, November 30). If writing center myths were true [Video file]. Retrieved from http://www.youtube.com/watch?v=aXK8Z79NOBk

Video from Website Other than YouTube:

Library Databases
✓ Double check preformatted reference citations that may be provided by any database. They are not always 100% correct, so be sure to review the formatting, order of items, missing or extraneous items, etc.
✓ Cite magazines and scholarly journals just as you would for print sources.
✓ Use the PDF version of an article in your citation if a PDF is available.
✓ Omit the name of the database in which you located a resource if that resource appears in a journal, magazine, newspaper, etc.
✓ Include page numbers as indicated in the citation information given in the database or as provided in the PDF.
✓ Include the digital object identifier (DOI), if the resource has one, at the end of the entry.
✓ Include a URL only if (a) a DOI is unavailable or (b) the database contains information not otherwise found in print/online journal publications.
✓ Use the main URL (through the domain name) if it is excessively long.
✓ Include the “http://” if the DOI is indicated in a URL.
✓ Omit the words “Retrieved from” when a DOI is included.
✓ Avoid using periods to close entries that end with DOIs or URLs.

Academic One File:

CultureGrams:
**EBSCO:**

**eBook from EBSCO:**

**FAITS—Faulkner Advisory for IT Studies:**

**Flipster:**

**Films on Demand Video:**

**MedlinePlus:**

**Opposing Viewpoints in Context:**

**OvidSP (published):**

**OvidSP (published ahead of print):**
ProQuest Career and Technical Education:

PUBMED (published):

PUBMED (published ahead of print):

Research Monitor:

World Almanac Online (Facts on File):

Citation Examples: Non-Print

Course Lecture:

Email:
✓ Bibliographic information for e-mail messages does not appear in an APA reference list. An in-text citation is all that is required for this type of source.

Film:

Interview:
✓ Bibliographic information for a personal interview does not appear in an APA reference list. An in-text citation is all that is required for this type of source.
Sound Recording:

If you are citing the entire album and not a particular track, place the italicized title of the album, along with its format in brackets, after the date of issue. The word “On” may then be omitted.


Television Show:


Notes

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# Sample References Page

<table>
<thead>
<tr>
<th>TITLE OF REPORT</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>ebook/dp/B000FBJFSM/ref=sr_1_1?ie=UTF8&amp;qid=1414423338&amp;sr=8-1&amp;keywords=Angels+and+Demons+kindle</td>
<td></td>
</tr>
</tbody>
</table>
Acknowledgments


Reference list: Other non-print sources. Retrieved from
https://owl.english.purdue.edu/owl/resource/560/11/


Retrieved from
https://www.tcc.fl.edu/Current/Academics/LearningCommons/Second%20Floor%20Documents/APA_2012-2013__FINAL_.pdf