6TH EDITION APA
2014 UPDATE

University of Akron – Wayne College
Smucker Learning Center

APA HANDOUT FOR WAYNE COLLEGE STUDENTS

This handout is designed to assist students in documenting research papers using the guidelines of the American Psychological Association. These pages briefly summarize frequently used methods for giving credit to authors whose works you have consulted in the course of preparing an academic paper.

If you need more information, please come into the Smucker Learning Center where one of the Writing Consultants will gladly help you, or check the *Publication Manual of the American Psychological Association (6th edition).*

INDEX

CITING SOURCES WITHIN THE TEXT OF YOUR PAPER

WHEN TO CITE A SOURCE

- <u>Always </u>document the source when you are quoting (using the words exactly as they appear in your source).

- Cite every time you summarize, paraphrase, or otherwise indicate the author's information, ideas, or opinions.

- When in doubt, cite your source.

- What you cite should have scholarly relevance.

HOW TO INCLUDE SOURCE MATERIAL IN TEXT

- *Using Paraphrases:* Generally speaking, information should be paraphrased (Put in your own words and sentence structure) in order to maintain a consistent style of writing. Paraphrases are always cited.

- *Using Quotations:* If the wording of the information is so good that you cannot put it into your own words and have the same meaning, you may quote the information.
  - If the quote is less than 40 words long, place it in quotation marks and do not indent it. The citation goes in parentheses and follows the rules in the section entitled "How to Cite in Text."

    EXAMPLE: When using sources in a research paper, Professor May (2009) claims that "the exact vocabulary and syntax are paramount to understanding" (p. 34).

  - If the quote is more than 40 words long, indent the quote 5 spaces from the left margin only and do not use quotation marks. Double space the quote. The citation goes at the end of the quotation in parentheses *after* the period for the sentence. (See example on next page)

EXAMPLE:

When adding source material in a research paper, Professor May (2009) warns that

students often fail to realize that careful citations are necessary in both the text itself and the list of references. Many think that in text citations are not needed if the material is paraphrased; however, it is even more important to include the parenthetical notation in those instances because there are no quotation marks to indicate that material comes from an outside source. (p. 47)

USING SIGNAL WORDS TO INDICATE THE BEGINNING OF SOURCE MATERIAL IN TEXT

· You should indicate where source material begins in text. You can do this by saying "According to...," but you don't want to overuse this phrase. Listed below are signal verbs that better explain the relationship between the source material and what you are discussing.

If your source is neutral:

Acknowledged	Explained	Reported
Commented	Observed	Said
Considered	Offered	Saw
Demonstrated	Pointed out	Wrote

If your source implies something:

Analyzed	Inferred	Speculated
Concluded	Predicted	Suggested
Found	Proposed	
Implied	Revealed	

If your source is against something:

Alleged	Claimed	Denied
Argued	Contended	Maintained
Asserted	Criticized	Opposed
Charged	Defended	

If your source agrees with something:

Admitted	Conceded	Granted
Agreed	Concurred	Insisted
Allowed	Emphasized	Supported

If your source disagrees with something:

Complained	Deplored	Lamented
Condemned	Disagreed	Warned

· Consider including the credentials of the author within the text to help establish credibility.

HOW TO CITE IN TEXT

When you include the author's name in text (This is preferred.):

· Put the year of publication in parentheses immediately after author's name and p. and the page number of the material in parentheses immediately at the end of the source information.

EXAMPLES:

(a) Jonathan Black (2009) suggests that citing sources is hard but essential work (p. 45).

(b) Jonathan Black (2009) suggests that citing sources is hard but essential work (p. 45) in order to earn a good grade on research papers.

(c) According to Jonathan Black (2009), citing sources is "difficult work, but it is always necessary" (p. 45).

When you do not mention the author in text:

· <u>If your source has one author</u>, put the author's last name, a comma, the year of publication, a comma, p., and page number on which the information appears in parentheses at the end of the sentence, before the period.

EXAMPLE:

Citing sources is hard but essential work (Black, 2009, p. 45).

· <u>If your source has two authors</u>, ALWAYS include both last names with the ampersand (&) between, within the parentheses followed by a comma, the year of publication, a comma, p., and the page number on which the information appears. Place the period after the parentheses.

EXAMPLE:

Accuracy is extremely important when including documentation information from a source (Jenkins & Johnson, 2009, p. 29).

· <u>If your source has three, four, or five authors,</u>
the first time you use the source in the paper, list all the authors' last names in the order they appear in the source with a comma between each and the ampersand (&) between the last two, a comma, the year of publication, a comma, p., and the page number in the parentheses. Place the period after the parentheses.

EXAMPLE:

Including citations helps to demonstrate credibility (Herman, Marcos, & Peters, 2009, p. 134).

For subsequent uses of the source, list the last name of the first author, et. al., the year of publication, p., and the page number in the parentheses. Place the period after the parentheses.

>   **EXAMPLE:**
>
>> Including citations helps to demonstrate the writer's credibility (Herman et. al., 2009, p. 134).

- If your source has six or more authors, always list the last name of the first author, et. al., the year of publication, p., and the page number in the parentheses. Place the period after the parentheses.

    EXAMPLE:

    > Citing sources is paramount in establishing credibility as an author (Sowers et. al., p. 19).

When your source's author is a group or association:

- In general spell out the name of the group each time it appears in a text citation. Include a comma after the name and then add the year of publication.

    EXAMPLE:

    > Writing citations, while time-consuming, can be rewarding as well (English Teachers of America, 2005).

- If the abbreviation is readily recognized, spell out the name the first time it is used, put the abbreviation in brackets after that, add a comma, and include the year of publication. Use the abbreviation in subsequent citations.

    EXAMPLE:

    > Using citations is vital for readers to find sources of material (American Psychological Association [APA], 2006).

    > Writing research papers without using citations is not acceptable in our culture (APA, 2006).

When your source does not give an author's name:

- Use a shortened form of the title (using one, two, or three of the first main words) in the parentheses followed by a comma, the year of publication, a comma, p., and the page number on which the information appears. (Italicize the title if it is a book; put in quotation marks if an article title. Capitalize the title according to standard capitalization rules. Put the comma that goes after the title inside the quotation marks.)

    EXAMPLE:

    > Using the new APA is simpler than the old one ("Citing Sources," 2009, p. 3).

When your source does not have fixed page numbers (like most WWW sources):

·   If the article has visible paragraph numbers, use them in place of page numbers. Use *para.* (not italicized) before the number.
EXAMPLE:
>   Referring to source material in text enhances any research paper (Jones, 2007, para. 7).

·   If the source included headings, but no visible page or paragraph numbers, cite the heading, a comma, *para.* (not in italics), and the paragraph number within that section (count them).
EXAMPLE:
>   Latamer (January 2009) emphasizes that accuracy in citing sources is paramount (Avoiding
>
>   Plagiarism, para. 1).

·   Put the author or shortened form of the title in the parentheses at the end of the source material, even if it is referenced in the text. **Note: The page numbers of a printout of an article from the Web should not be used in a citation.**
EXAMPLE:
>   Parenthetical citations should never be forgotten ("Citing Sources," 2008).

When you have more than one source by the same author with the same publication date:

·   Write the author's last name and the year of publication. Then identify the work by using the suffixes *a, b. c.* and so forth (not italicized) after the year. The suffixes also appear in the Reference citation.
EXAMPLE:
>   Authors of research papers sometimes forget that citations are needed for paraphrased
>
>   material (Cole, 2009a, p. 445).

When the information comes from more than one source:

·   Use semicolons to separate the citations within the parentheses.
EXAMPLE:
>   Sources cited in the text must also be cited in the Works Cited page ("Citing Sources," 2009;
>
>   Black, 2009, p. 46).

CITING PERSONAL COMMUNICATION

When your source is an email, personal interview, or telephone conversation:

If the name of the communicator is included in text, place the words *personal communication* (not italicized), a comma, and the exact date of the communication in parentheses after the last name of the author in text.
EXAMPLE:

 T. K. Miller (personal communication, August 17, 2009) declares that writing references is most

beneficial for establishing authority.

 If the name of the communicator is not included in text, place first and middle initials and the last name of the communicator, a comma, the words *personal communication* (not italicized), a comma, and the exact date of the communication in parentheses immediately after the source material in text.
EXAMPLE:

 Writing references is most beneficial for establishing authority (T. K. Miller, personal communication,

August 17, 2009).

CITING BIBLICAL REFERENCES

Cite references to the Bible only in text. Identify the book, chapter, and verse in the parenthetical reference. Include the version of the Bible in the first citation.
EXAMPLE:

 In the Bible, Paul wrote that "love never fails" (I Cor. 13:8, Revised Standard Version). Therefore, we

need to remember that "the greatest of these is love" (I Cor. 13:13).

HOW TO DOCUMENT INFORMATION FROM WWW SOURCES

· Cite sources from the World Wide Web similarly to printed works (see above). Because most WWW sources do not have page numbers on them, the text citation will not contain a page number.

· Do NOT use the page numbers of the printout of a WWW source.

- If your electronic source numbers the paragraphs, include the abbreviation *para.* or *paras.* (not italicized) followed by the number of the paragraph in place of the page number in the parenthetical citation.
  EXAMPLE:
  > (Thornton, paras. 34-35).

- Remember that if paragraphs are not numbered within the source, DO NOT number them yourself and use them in the citation.

SETTING UP THE REFERENCE PAGE

GENERAL INFORMATION

- The reference page is a separate page from the rest of the paper.

- Number the reference page, continuing the numbers of the text.

- Make the reference page the last page of your paper, followed only by the Appendices, if there are any.

- Center the heading *References* (not in italics) one inch from the top of the page.

- Include a citation for each source that is **used** in the essay.

- List the citations <u>alphabetically</u> according to the first word of the citation, unless it is *A*, *An*, or *The*.

FORMATTING CITATIONS

- Double space within each entry.
  (If working with Microsoft 2007, set style to the second box – Paragraph with no spacing – and then set for double space using ctrl+2)

- Double space between each entry. <u>DO NOT</u> include extra spaces between citations.

- Begin each entry with a hanging indent. (The first line is flush with the left margin and other lines are indented.)

- *Hanging indent using Word 2007 & 2010:*

  Put your cursor on the first line of the entry OR highlight all entries at once.

  From Home tab, click on small box to right of the word Paragraph.

  Under Special, click on Hanging.

  Click OK.

- *Hanging indent using Word 2013:*

  Put your cursor on the first line of the entry OR highlight all entries at once.

  From the Page Layout tab, click on the small box to the right of the word Paragraph. On Indent and Spacing tab in box, go to Special in Indentation. Change drop-box to Hanging.

PARTS OF A CITATION

AUTHOR

- List author in this manner: Last name, First initial. Middle initial. DO NOT write full names. (**EXAMPLE:** Henderson, F. M.)
- If the author's first name is hyphenated, retain the hyphen and include a period after each initial. (**EXAMPLE:** Longman, M.-A.)
- Include suffixes, such as Jr. or III, after the middle initial separated by a comma. (**EXAMPLE** Chatham, O. H., Jr.)

- If there are between two and seven authors,
  - list them in the order given in the publication.
  - list each author in this manner: Last name, First initial. Middle initial. with commas between authors, and an ampersand (&) between the last two. (**EXAMPLE:** Schott, R. F., Wiley, M. P., & Sumor, L. M.)

- If there are eight or more authors,
  - list them in the order given in the publication.
  - list the first six authors in this manner: Last name, First initial. Middle initial. with commas between authors. Place a comma after the sixth author, include an ellipsis (. . .), and add the last author in the same manner as the others. (Gilchrist, A. C., Frost, L. M., Witt, L. J., Thome, C. I., Samuelson, C. T., Kelley, C. M., . . . Connors, B. A.)

- If there is a group author (corporation, agency, association, etc.),
  - spell out the full name of the group. (**EXAMPLES:** American Psychological Association, U. S. Department of Health and Human Services)

- If no author, move the title to the author position, before the publication date. Place a period at the end of the title and before the parentheses. [**EXAMPLE:** Giving solid documentation advice. (2009)]

TITLES

·   Capitalize only the first word of an article title, the first word after a colon, if any, and proper nouns.

·   Do not put the title of articles in quotation marks. Use no punctuation.

·   Italicize the title of the periodical (Do not underline it.).

·   Capitalize the title of a periodical according to standard capitalization rules (Capitalize all words except *a*, *an*, and *the* and prepositions – unless they are the first words of the title).

·   Capitalize only the first word of the title of a book or report, the first word after a colon, if any, and proper nouns.

VOLUME AND ISSUE NUMBERS FOR PERIODICALS

·   **For journals with continuous pagination:**
   o   If the pages of the journal are numbered consecutively through the year (continuous pagination), include only the volume number. (**EXAMPLE:** *Journal of History*, *43*)
   o   The volume number is italicized.

·   **For journals without continuous pagination:**
   o   If the pages of the journal start with page 1 for each issue, include the issue number in parentheses after the volume number. [**EXAMPLE:** *Journal of Citations*, *12*(1)]
   o   The issue number is not italicized.

·   **For magazines:**
   o   Include both the volume and issue number as noted above. [**EXAMPLE:** *Time*, *37*(4)]

DATES

·   **For books:**
   o   Use the newest copyright date listed.
   o   Place the year in parentheses.

·   **For journals:**
   o   Include only the year of publication in parentheses.

·   **For magazines and newspapers:**
   o   If only month and year, write the year, a comma, and the month in parentheses.
       EXAMPLE: (2009, June)

- o If day, month, and year are given, write the year, comma, the month and day in the parentheses.
  EXAMPLE: (2009, June 12)
- o Do not abbreviate the names of months.

- · **For date of retrieval:**
    - o Do NOT include retrieval date if the information is not likely to change.
    - o If needed, write the full date – month, day, year.
      EXAMPLE: June 12, 2009

- · **If no date is given:**
    - o Write *n. d.* (not italicized) in parentheses.

PLACE OF PUBLICATION FOR BOOKS
- · Use the first place of publication listed in the book.
- · Include both the city and state if within the United States.

PUBLISHER FOR BOOKS
- · If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location.
- · Give the name of the publisher in as brief a form as is understandable.
- · Write out the names of associations, corporations, and university presses.
- · Omit superfluous terms, such as *Publishers*, *Co.*, and *Inc.*
- · Include the words *Books* and *Press* if part of the publisher name.

PAGE NUMBERS
- · **For chapters of books:**
    - o When you are using a specific article or chapter from the book (listed in the reference citation), include all of the page numbers of that article or chapter. If using the entire book, do not include page numbers.

- · **For articles in periodicals:**
    - o Include all of the page numbers on which the article appears.
    - o If the article begins on one page and finishes somewhere else in the periodical, write all the discontinuous page numbers separated by commas (**EXAMPLE:** B1, B5- B7).
    - o If the article appears in a newspaper that is divided into sections, be sure to include the section letter.
    - o If page numbers do not exist, write N. pag. in place of the page numbers.

- · **For Websites:**
    - o If the Website has permanent page numbers, include them.
    - o Do not use the page numbers that are generated from your printer.

o If the Website includes paragraph numbers, place a comma after the author and write para. followed by the paragraph number rather than a page number.

DIGITAL OBJECT IDENTIFIER (DOI):
· The digital object identifier (DOI) is a number that has been assigned to articles archived on the Web so that they can be found no matter where they reside.
· Include the DOI if one is assigned to an article.
· The DOI is typically found on the first page of an electronic journal article near the copyright notice.
· The DOI can also be found on the database landing page for the article.
· Because the DOI can be long, it is a good idea to copy and paste it from the electronic source to your citation.
· Use this format for the DOI in references: doi:xxxxxxxxx

URLs IN REFERENCE CITATIONS
· If no DOI is provided, use the homepage URL of the online journal or book. If you are using a database to search, you may need to do a quick web search to find this URL.
· Transcribe the URL exactly. (Copy and paste may be the best way to do this.)
· Do not insert a hyphen if you need to break the URL across lines.
· Break the URL before a punctuation mark, such as a slash or a period.
· Do NOT add a period at the end of a citation that ends in a URL.

PUNCTUATION
· Be careful to include periods where indicated in the sample citations.
· Type one space after each period in a citation.

SAMPLE INDIVIDUAL ENTRIES

<u>BOOKS</u>

BOOK

<u>GENERAL FORMAT</u>
Last name of author, First initial, Middle initial. (year of publication). *Title of book*. Place of

    Publication: Publisher.

<u>EXAMPLE</u>
Black, G. N. (2009). *Documenting sources the new way*. Chicago, IL: Educational Books.

CHAPTER OR SECTION IN A BOOK

<u>GENERAL FORMAT</u>
Last name of author of article, First initial. Middle initial. (Year of publication). "Title of

    chapter or section." In First initial of the editor. Middle initial. Last name (Ed.),

    Title of book. (pp. pages of section). Place of Publication: Publisher.

<u>EXAMPLE</u>
Kennedy, S. A. (2009). "Checking out APA." In M. S. Conrad (Ed.), *Documentation the easy*

    way (pp. 232-256). New York, NY: East Coast Press.

EDITED BOOK (book itself cited in text)

<u>GENERAL FORMAT</u>
Last name of Editor of Book, First initial. Middle initial (Ed.). (year of publication). *Title of*

    book. Place of Publication: Publisher.

<u>EXAMPLE</u>
White, J. A. (Ed.). (2009). *Plagiarism in the twenty-first century.* Boston, MA: Bluebird.

ENCYCLOPEDIA

GENERAL FORMAT

Last name of author of article, First initial. Middle initial. (year of publication). Title of section.

In *Title of book.* Place of Publication: Publisher.

EXAMPLE

May, J. J. (2009). Documentation techniques. *Encyclopedia Britannica*. New York, NY:

Britannica.

SPECIALIZED REFERENCE BOOK

GENERAL FORMAT

Last name of editor, First initial. Middle initial. (Ed.). (year of publication). Title of section.

Title of reference book. Place of publication: Publisher.

EXAMPLE

Johnson, I. L. (Ed.) (2009). Citations in research papers. *Encyclopedia of English*.

Chicago, IL: Wholesome Books.

ONLINE ARTICLE IN REFERENCE BOOK (such as encyclopedia)

GENERAL FORMAT

Title of article. (year of publication). In *Name of Encyclopedia*. Retrieved date of access, from

URL

EXAMPLE

Documentation styles. In *Encyclopedia Britannica Online*. Retrieved May 15, 2009, from

http:// www.britannica.com

E-BOOKS

GENERAL FORMAT

Last name of author, First initial. Middle initial. (Year of publication). *Title of book* [E-reader

version, if applicable]. Retrieved from URL

EXAMPLE

Shiller, A. L. (2011). *APA Rules Made Easy*. [Kindle]. Retrieved from http://www.amazon.com

Note: If the book was read or acquired through an online library (e.g., Google Books, ebrary, NetLibrary) and not on an e-reader device, omit the bracketed information from the reference.

ARTICLES IN A PERIODICAL

JOURNAL ARTICLE WITH DOI (original, online, or from database)

GENERAL FORMAT
Last name of author, First initial. Middle initial. (year of publication). Title of article. *Title of*

   Journal, volume number, page numbers. doi: DOI number

EXAMPLE
Hammond, T. C. (2009). Citing information properly. *College English,76, 276-281.* doi:

   10.1275/0678-8743.76.2.276

Note: If each issue of the journal starts with page 1, include the issue number in parentheses after the volume number, but do not italicize the issue number. [**EXAMPLE:** *College English, 76*(2)]

JOURNAL ARTICLE (original) NO DOI AVAILABLE

GENERAL FORMAT
Last name of author, First initial. Middle initial. (year of publication). Title of article. *Title of*

   Journal, volume number, page numbers.

EXAMPLE
Hammond, T. C. (2009). Citing information properly. *College English,76, 276-281.*

Note: If each issue of the journal starts with page 1, include the issue number in parentheses after the volume number, but do not italicize the issue number. [**EXAMPLE:** *College English, 76*(2)]

JOURNAL ARTICLE (from database and available online or online only) NO DOI AVAILABLE

GENERAL FORMAT
Last name of author, First initial. Middle initial. (year of publication). Title of article. *Title of*

   Journal, *volume number*, page numbers. Retrieved from URL of journal (not database)

EXAMPLE
Hammond, T. J. (2009). Citing information properly. *College English,76*, 276-281. Retrieved

   from http://www.ncte.org/college_english

Note: If each issue of the journal starts with page 1, include the issue number in parentheses after the volume number, but do not italicize the issue number. [**EXAMPLE:** *College English, 76*(2)]

JOURNAL ARTICLE (from database and online not available) NO DOI AVAILABLE

GENERAL FORMAT

Last Name of Author, First initial. Middle initial. (year of publication). Title of article. *Title of*

Journal, volume number, page numbers. Retrieved from Academic Search Complete,

database.

EXAMPLE

Schmidt, D. H. (2009). On citing sources. *English Online, 5*, 213-225. Retrieved from

Academic Search Complete, database.

Note: If the article does not contain fixed page numbers, use N. pag. in place of the page numbers.

MAGAZINE ARTICLE (<u>original</u>)

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of

article. *Title of Magazine, volume number*(issue number), page numbers.

EXAMPLE

Smith, J. J. (2007, January 20). Citing sources is fun. *Homework Magazine, 10*(1), 15-18.

MAGAZINE ARTICLE (<u>online or from a database and online</u>)

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of

article. *Title of Magazine*, *volume number*(issue number). Retrieved from URL of

magazine

EXAMPLE

Smith, J. L. (2008, December 12). Citing sources. *Time, 23*(3). Retrieved from

http://www.time.com

MAGAZINE ARTICLE (<u>from database if home page of periodical cannot be found</u>)

   <u>GENERAL FORMAT</u>
Last name of author, First initial. Middle initial. (year of publication, month day). Title of

     article. *Title of Magazine*, *volume number*(issue number), page numbers. Retrieved from

     Name of Database, database.

   <u>EXAMPLE</u>
Smith, J. G. (2007, January 20). Citing sources is fun. *Homework Magazine,*10(1), 15-18.

     Retrieved from Academic Search Complete, database.

NEWSPAPER ARTICLE (<u>original</u>)

   <u>GENERAL FORMAT</u>
Last name of author, First initial. Middle initial. (year of publication, month day). Title of

     article. *Title of Newspaper*, pp. page numbers.

   <u>EXAMPLE</u>
Blum, R. S. (2007, December 3). Searching for credible sources. *Canton Repository*, p. C13.

 Note: The abbreviation p. or pp. precedes the page numbers for newspapers only.
      If page numbers are not consecutive, include all page numbers with a comma between
      each discontinuous set. (**EXAMPLE:** pp. C1, C5-7)

NEWSPAPER ARTICLE (<u>from database and not available online</u>)

   <u>GENERAL FORMAT</u>
Last name of author, First initial. Middle initial. (Year of publication, month day). Title of

     article. *Title of Newspaper*, pp. page number. Retrieved from Name of Database,

     database.

   <u>EXAMPLE</u>
Blum, R. S. (2007, December 6). Searching for credible sources. *Canton Repository*, pp. C1,

     C12. Retrieved from LexisNexis Academic, database.

Note: The abbreviation p. or pp. precedes the page numbers for newspapers only.

If page numbers are not consecutive, include all page numbers with a comma between each discontinuous set. (**EXAMPLE:** pp. C1, C5-7)

NEWSPAPER ARTICLE (<u>online</u>)

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of

article. *Title of Newspaper*. Retrieved from URL of newspaper

EXAMPLE

Blum, R. S. (2007, February 22). Searching for credible sources. *Canton Repository.* Retrieved

from http://www.cantonrepository.com

EDITORIAL IN PERIODICAL

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day). Title of

article. [Editorial]. *Title of Periodical*, pp. page numbers.

EXAMPLE

Edwards, S. A. (2006, January 30). Why we need to cite sources. [Editorial]. *The Daily Record*,

p. C2.

WWW SOURCES

COMPLETE WEBSITE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day, if available).

Title of webpage. Retrieved from Sponsoring Institution(see note below): URL of

institution

EXAMPLE

Latamer, A. C. (2009, May 3). *Documentation made easy.* Retrieved from Online Learning Lab:

http://www.oll.com

Note: Include the name of the sponsoring institution in the retrieval information if it is not obvious from the author, the title, or the URL.

SHORT WORK ON A WEBPAGE

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of publication, month day, if available).

Title of piece on webpage. *Title of webpage*. Retrieved from Sponsoring Institution: URL

of institution

EXAMPLE

Jones, M. A. (2009, March 12). Using APA in research papers. *Documentation for college*

students. Retrieved from The Good Student Institute: http://www.gsi.org

ONLINE JOURNAL ARTICLE
With doi: See page 16 of this handout.
Without doi: See page 16 of this handout

ONLINE MAGAZINE ARTICLE
See page 17 of this handout.

ONLINE NEWSPAPER ARTICLE
See page19 of this handout.

BLOG ENTRY

GENERAL FORMAT

Last name of author, First initial. Middle initial. (year of posting, month day). Re: Title of the

entry [Web log message]. Retrieved from URL of blog

EXAMPLE

Thomson, C. Z. (2009, March 13). Re: Why should we cite sources? [Web log message].

Retrieved from http://www.ybmmedia.com

Note: If the author uses a screen name to sign the blog, use that name as the author's name and
follow it with a period.
EXAMPLE

EnglishWhiz. (2009, March 13). Re: Why should we cite sources? [Web log message].

      Retrieved from http://www.ybmmedia.com

EMAIL

Do not write a reference citation for personal communications such as emails. The in-text reference is sufficient (see pages 8 of this handout).

FACEBOOK OR TWITTER

  <u>GENERAL FORMAT</u>

Poster's name. (Date of posting). Title of posting [Facebook of Twitter post]. Retrieved from

      URL

  <u>EXAMPLE</u>

Mary Smith. (2011, September 17). Working with citations [Facebook post]. Retrieved from

      http://Englishworks.com/page/post/fP45m

<u>OTHER COMMON SOURCES</u>

PERSONAL INTERVIEW

 Do not write a reference citation for personal communications such as personal interviews. The in-text reference is sufficient (see pages 5-6 of this handout).

TELEVISION BROADCAST

  <u>GENERAL FORMAT</u>

Last name of writer, First initial. Middle initial. (Writer), & Last name of director, First initial.

      Middle initial. (Director). (year). Title of episode or segment [Television series episode].

      In Last name of executive producer, First initial. Middle initial (Executive producer),

      Title of program or series. City of origin: Name of network.

  <u>EXAMPLE</u>

Blackwell, H. G. (Writer), & Freedman, I. W. (Director). (2009). What's new in teaching

      English [Television series episode]. In Goldman, B. T. (Executive producer), *Fun in*

      school. Boston: PBS.

RADIO BROADCAST

GENERAL FORMAT

Last name of writer, First initial. Middle initial. (Writer), & Last name of director, First initial.

Middle initial. (Director). (year). Title of episode or segment [Radio series episode].

In Last name of executive producer, First initial. Middle initial (Executive producer),

Title of program or series. City of origin: Name of network.

EXAMPLE

Magill, J. C. (Writer), & Wolf, K. R. (Director). (2009). New ways of documenting. In McIntyre,

C. R. (Executive producer), *Innovations today.* Kent, OH: WKSU.

FILM

GENERAL FORMAT

Last name of producer, First initial. Middle initial. (Producer), & Last name of director, First

initial. Middle initial. (Director). (Year of film). *Title of motion picture* [Motion picture].

Country of origin: Studio.

EXAMPLE

Schandell, O. W. (Producer), & Appleby, N. C. (Director). (2006). *Dreaming about citations*

[Motion picture]. United States: ENF Studios.

VIDEO RECORDING AVAILABLE ONLINE

GENERAL FORMAT

Last name of producer, First initial. Middle initial (Producer). (year). *Title of film* [Medium, such

as VHS or DVD]. Available from URL

EXAMPLE

Rohr, M.A. (Producer). (2009). *Walking in APA fields* [DVD]. Available from

http://www.apagames.com

YOUTUBE VIDEO

<u>**GENERAL FORMAT**</u>
Screen Name. (year, month day). *Title of video* [Video file]. Retrieved from URL

<u>**EXAMPLE**</u>
Bellisimoformat. (2011, September 7). *Citations made easy* [Video file]. Retrieved from

       http://www.youtube.com/watch?v=Sqml2KgYBI

DOCUMENT FORMAT

RUNNING HEAD:

- ·   Type a shortened form of the title in the header starting at the left margin.

- ·   Type the shortened form in all caps.

- ·   On the title page ONLY, precede the shortened title with *Running head:* (not italicized).

PAGE NUMBERS:

- ·   Number all pages, including the title page and the reference page in the upper right corner of the header.

TITLE PAGE:

- ·   Type the title in uppercase and lowercase letters, centered between the left and right margins, positioned in the upper half of the page.

- ·   Include your first name, middle initial and last name on the next line (double-spaced).

- ·   Type the name of the university on the line after your name.

Sample Title Page
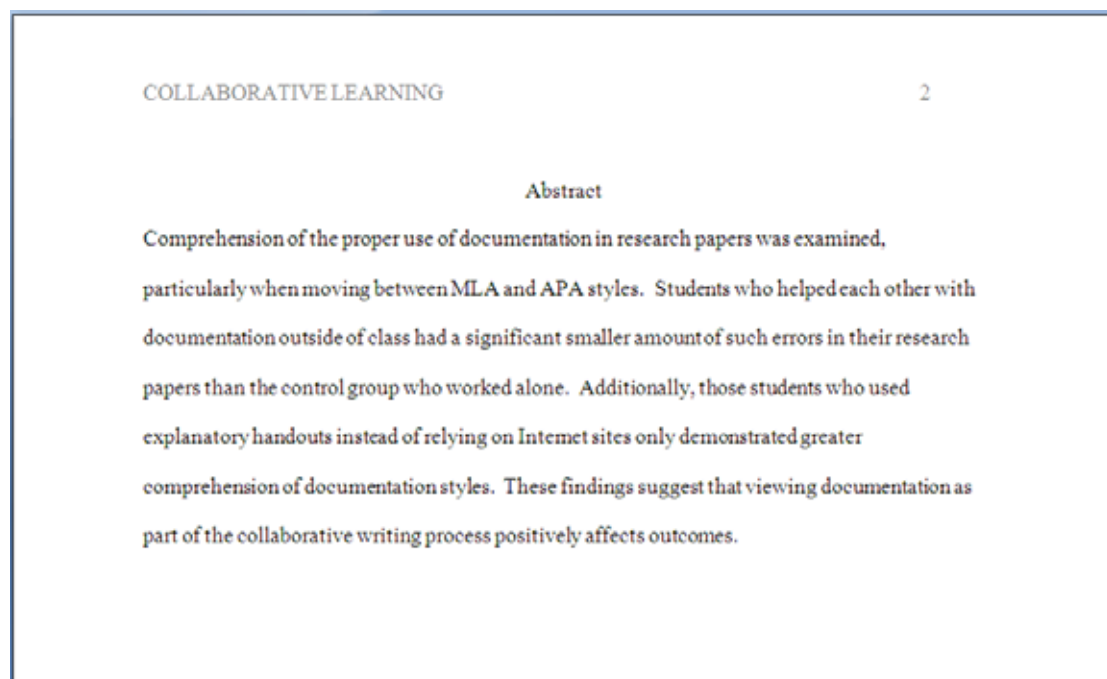
Running head: COLLABORATIVE LEARNING   1

Collaborative Learning: Getting Help with Documentation

Grade A. Student

University of Akron – Wayne College

ABSTRACT:

- An abstract is a brief, comprehensive summary of the contents of the article.

- Write it on a separate page.

- Center the title **Abstract** on the first line.

Sample Abstract

COLLABORATIVE LEARNING   2

Abstract

Comprehension of the proper use of documentation in research papers was examined,

particularly when moving between MLA and APA styles. Students who helped each other with

documentation outside of class had a significant smaller amount of such errors in their research

papers than the control group who worked alone. Additionally, those students who used

explanatory handouts instead of relying on Internet sites only demonstrated greater

comprehension of documentation styles. These findings suggest that viewing documentation as

part of the collaborative writing process positively affects outcomes.

BODY OF THE PAPER:

- Begin the body on a new sheet of paper. DO NOT continue on the same page as the abstract.

- Type the shortened form of the title of the paper on the first line of the header.

- Continue numbering the pages in the header.

REFERENCE PAGE:

- Center the title **References** on the first line of the page.

- Include all sources that were cited in the paper.

- Alphabetize citations according to the first word of each citation.

- Continue the page numbering on the reference page.

Sample Reference Page

COLLABORATIVE LEARNING   8

References

Black, G. N. (2009). *Documenting sources the new way.* Chicago, IL: Educational Books.

Edwards, S. A. (2006, January 30). Why we need to cite sources. [Editorial]. *The Daily Record,*

    p. C2.

Hammond, T. C. (2009). Citing information properly. *College English, 76,* 276-281. doi:

    10.1275/0678-8743.76.2.276

Latamer, A. C. (2009, May 3). *Documentation made easy.* Retrieved from Online Learning Lab:

    http://www.oll.com

Smith, J. G. (2007, January 20). Citing sources is fun. *Homework Magazine,* 10(1), 15-18.

    Retrieved from Academic Search Complete database.