WCU Writing and Learning Commons
# APA – Research Documentation

*This handout is designed to give you quick assistance with using APA rules for papers at WCU.
The information presented here is based on the* Publication Manual of the American Psychological Association, *6th edition, 3rd printing (Washington DC: APA 2009). We strongly encourage you to consult this manual for detailed questions. You can find a copy in the Writing and Learning Commons (Belk 207) and at Hunter Library's Reference Desk, or you can purchase your own copy from any bookseller. There are also many examples and detailed explanations on* **Purdue University's Online Writing Lab (OWL)** *website, available at:* http://owl.english.purdue.edu/owl/resource/560/01/.

# What Is APA?

"APA style" is the recognized style of the American Psychological Association. APA is used primarily in the social sciences, but it is common in many classes at WCU. *APA guidelines cover more than just citations;* APA provides rules on the structure, style, and look of a paper, including headings, tables, and research methods.
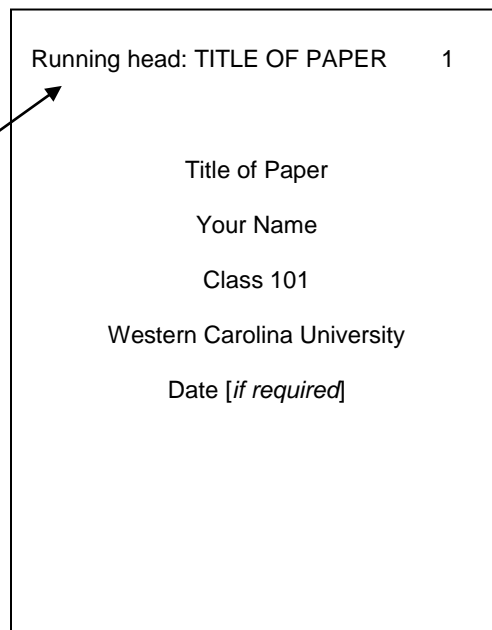
# Formatting Your Paper

Use 1-inch margins on all sides. APA recommends 12-point Times New Roman font.

## The Title Page

A title page in APA should establish the "running head" and provide the page number, title, your name, and the class (and/or university) for which you wrote the paper. Some professors may ask you to include the date. Graduate-level papers and/or papers being submitted for publication may require an **author's note**. Information on author's notes can be found in the APA manual.

A typical title page for an undergraduate paper should look like this:

**This <u>exact wording</u> must appear at the top of your title page. The phrase "Running head" should be typed out, followed by a colon. The title of your paper should be no longer than 50 characters. (Shortened the title for the running head if necessary.) The running head is flush with the left margin. The page number is flush with the right margin.**

Running head: TITLE OF PAPER          1

Title of Paper

Your Name

Class 101

Western Carolina University

Date [*if required*]

## The Abstract

An abstract is a summary of your paper. *For most undergraduate papers, abstracts are **not** required.* Ask your professor whether to include one. If you are required to write an abstract, it should appear on the second page and be 150 to 250 words in length. For more information, consult the APA manual or visit the WaLC.

## The Content/Body

After the title page (and the abstract, if you've been required to write one), your paper begins. Each page of your paper should have a running header and page number and should follow APA's formatting rules for headings, tables, etc. *Note that the header on the title page is not the same as the header in the rest of the paper.* A typical first page of an undergraduate paper in APA style should look like this:

**Note that the phrase "Running head" does <u>not</u> appear here. This phrase only appears on the title page. The title of your paper should be typed in all caps, flush with the left margin. The title of your paper should be no longer than 50 characters. (Shortened the title for the running head if necessary.) The page number should be flush with the right margin.**

> TITLE OF PAPER                                    2
>
> Title of Paper
>
>      Text begins here. Double space, use 12
>
> point Times New Roman or a similar font, and
>
> indent new paragraphs ½". Margins should be 1"
>
> all around, with the header ½" from the top. For
>
> more samples of APA papers, stop by the WaLC.
>
> **Section Heading**
>
> See the explanation below for information on how
>
> headings work in APA. If your paper has multiple
>
> sections, you will need to format them properly.

**Headings**. APA recommends using headings to separate sections of a paper. Headings are particularly important in studies, proposals, and reports. The rules for headings in APA relate to the "level" of the section. In order to make sure you use headings effectively, try outlining your paper, or prioritizing ideas in your draft. It should be easy to tell major elements from minor points. *If you use headings, format them according to these rules:*

---

**Level 1: Centered, Bold, Major Words are Capitalized**
Begin body text on the next line. Level 1 headings are sections like Methods, Results, and major elements. The title of the paper does *not* count as a heading. The term "Introduction" should *not* be used as a heading.

**Level 2: Left Aligned, Bold, Major Words are Capitalized**
Begin body text on the next line. Level 2 headings are used for important/common subsections, such as the "Participants" in a Method (Level 1) section.

    **Level 3: indented, bold, lowercase, with a period.** Begin body text after the period. Level 3 headings are part of the text of the paragraph. Only the first word is capitalized, as it would be in a new sentence.

    ***Level 4: indented, bold, italicized, lowercase, with a period.*** Begin body text after the period. Level 4 headings are not very common in undergraduate and/or short papers.

    *Level 5: indented, italics, lowercase with a period.* Begin body text after the period. Level 5 headings are rarely needed in undergraduate and/or short papers.

---

**Tables and Figures**. APA has *very* specific rules for visuals and tabulated data. For information regarding the design and the proper citation of tables, figures, or any other visual elements in your paper, refer to Chapter 5 of the sixth edition of the *Publication Manual of the American Psychological Association*.

# Rules for References

> *NOTE: Good research requires you to select your sources **carefully** and read them **closely.** Start by finding reliable, relevant sources. Develop an understanding of your topic, build your reference list, and then start writing. Remember, **the research always comes first!***

All sources should be included in a reference list at the end of your paper. We recommend building this list *before* you start writing.  For a sample APA ref list, visit: *http://dianahacker.com/pdfs/Hacker-Mira-APA-Ref.pdf*

## Formatting Rules

- Center the word "References" at the top of the page, and **double-space** all entries.

- Use a **final period** at the end of each entry, EXCEPT when it ends with a Web address or DOI number.

- Use a **hanging indent** for each entry: first line flush with the left margin, subsequent lines indented ½ inch. In Microsoft Word, hanging indents are easy to set up. Highlight your source list, click on the Paragraph dialog box, then select "Special" under indents.  (Or just use the ruler functions, if you know how.)

- **Alphabetize the list** by author's last name. (If there is no author, use the first significant word in the title.) Multiple references by the same author are arranged by year of publication, starting with the earliest.

- **Do not include first names of authors**.  Use last names and initials instead.  (Also, never refer to authors by their first names in the text of your paper.)  All authors' names should appear like this:  "**Smith, J. A.**" See the bullet above for more information on how to alphabetize your reference list.

- **Multiple authors**. List authors in the order they appear in the original source. For **two authors**, separate names with an ampersand, like this:  "Smith, A. & Jones, B.P."  For **three to seven authors**, list in order, with an ampersand before the last author: "Smith, A., Jones, B. P., & Clooney, G." For more than seven authors, list the first six, then insert an ellipsis, then the last author's name.

- **Editors**.  Many sources will have editors instead of authors.  Follow the same rules as you would for listing authors, but remember to put "(Ed.)" after the editor's name, or "(Eds.)" if there is more than one editor.

- **Dates** are important**.**  Use them!  If a source does not have a date, **use "n.d." to indicate no date.**

- **Capitalization**. Titles of books, websites and articles are capitalized like sentences—only the first word of the title (and subtitle, if present) are capitalized. Periodicals are different, however; titles of journals, newspapers, and magazines should have all major words capitalized.  Proper nouns are always capitalized.

- **Italics.** Titles of books, journals, newspapers, magazines and websites are *always* italicized. Titles of chapters and articles are neither italicized nor enclosed within quotation marks.

- **Publication information.** Use only the name of the publisher.  Do not use terms like "Inc." or "Company." If a text has no publisher (e.g., a self-published Kindle book), use the word "Author" as the publisher's name.

- For online sources, provide **retrieval information**, but don't overdo it.  Include a **digital object identifier (DOI)** if you have one.  If there is no DOI, use *fixed* URLs and web addresses. For example, do not use the incredibly long urls from Hunter Library's databases (such as Academic Search Premier or JSTOR). These databases should give you a fixed URL option; copy that one instead. If there is no DOI or stable URL, provide a short link to the database (such as "http://eric.edu.gov") or the journal's homepage, if possible.

- **Scholarly sources are easier to cite** than informal ones. If you are having trouble with a citation, look for a more reputable source.  For any academic paper, use library resources. **Don't just "Google" your topic.**

# Reference List Examples

Below are the basic formats and examples of sources often used in undergraduate research papers.

## BOOKS, Reference Books, and Book Chapters

### Books (print):

**Author, A. A. (Year). *Title of work.* Location City, State or Country: Publisher.**

**Book with one author**

Hampton, M. B. (1993). *End worlds: Repairing relationships after tragedy*.  New York, NY:  Random House.

**Book with an editor**

Younan, P. M. (Ed.) (2004). *The economics of retirement: Essays and perspectives*. London, England: Penguin.

**Book with more than one author/editor (see bullets on page 3 for more info)**

Smith, M. P., Jones, G. R., & Hampton, L. K. (Eds.) (2007). *Humor at last*. Chicago, IL: Guilded Press.

**Book with more than one edition (or a reprinted book)**

Harley, C. (2008). *Stress management: A study* (3rd ed.). New York, NY: McGraw-Hill.

> **NOTE:** Classical works, such as the Bible or the Qur'an, should be cited in-text only!

### Electronic, audio and online books (see page 3 for more information on DOIs and URLs)

**Author, A. A. (Year). *Title of work* [version or database]. Retrieved from http://www.xxxxx**

**Author, A. A. (Year). *Title of work*. doi:xxxxx**

**Online version of print book**

Bay, M. (2003). *Fabulous* [Google Books version]. Boston, MA: Parker. Retrieved from http://wws.google.com/xxx

**Electronic-only book (never published in print)**

Wavrin, M. (2006). *Hiking the mountains-to-sea trail*. Retrieved from http://www.onoriginals.com/shom.6

**Book on CD (see page 6 for audio books in other formats)**

Hampton, L. (2001). *Lyceum: Directorships rock* [CD]. New York, NY: Random House/Listening Library.

### Chapter or entry in a book (reference books, dictionaries, edited books with multiple authored chapters)

**Author, A. B. (Year). Title of chapter/entry. In B. Editor (Ed.), *Book title* (pp xx-xx.). Location: Publisher.**

**Chapter in a book**

Antonazzo, M. L. (2012). India's best. In L. Terrene (Ed.), *Tea guide*. (pp. 89-92). New York, NY: Columbia.

**Entry or chapter in a book with NO AUTHOR**

Deadly nightshades. (2004). *Dictionary of common plants* (pp. 321-327). Boston, MA: Biology Press.

# ARTICLES in Periodicals, Scholarly Journals, Newspapers, etc.

**Author, A. A. & Author, C. C. (Year). Title of article. *Name of Periodical, vol no.* (issue no.), pp-pp.**

> **NOTE:** The **volume number** in an APA citation is an italicized *digit*. Do not include the term "Vol." or any words. Just include the number itself, in italics, after the name of the periodical. See examples below. **Issue numbers** should be included depending on how the periodical paginates its publication. If a journal continues paginating across issues, an issue number is not needed. If the journal begins each new issue with page 1, include an issue number in your citation. Getting this right may require some research. Consult the APA manual, or check other issues of the journal in question to determine whether issue numbers need to be included in your citation. **When in doubt**, include an issue number if you have one.

### Article in print

Trawick, L. N., Wright, J. B., & Wright, K. M. (2005). An extrapolation of integral theory in adulthood: A dimensional-spectrum conceptualization and its implications. *Journal of Integral Theory, 114,* 537-550.

### Online article (or PDF based on a print source) with DOI (digital object identifier)

Page, A. L. (2012). Wordsworth's sister. *Swine Research Quarterly, 5*(3), 27-30. doi:10.1037/1-83X.114.4.787

### Online article or PDF based on a print source, without DOI

Hachadurian, C. P. (2000). The chronicles of a good client: what every photographer wishes for in a customer. *Digital Journal of Photography, 18*(4), 123–127. Retrieved from http://www.jstor.org/

*OR…*

Graves, B., & Reich, C. (2004). Time management: A course for undergraduates. *Social Work and Society, 7*. Retrieved from http://www.socwork.net/2004/1/articles/timeagainstus

### Article in an Internet-only newsletter

Musser, M. (1997, July). Autumn falls early for students. *Off the Beaten Path, 4.* Retrieved from http://newsletter.offbeatenpath.news/autfell.html

### Online article with no author

Britain launches new currency. (2010, March 14). *The New York Times*. Retrieved from http://nytimes.com

### Online article with no author and no date (e.g., wiki article)

Wild Bill. (n.d.). In Wikipedia. Retrieved January 18, 2010, from http://en.wikipedia.org/index.phptitWBil078

### Entry in an online dictionary or reference work, no date and no author identified

Augury. (n.d.). In Merriam-Webster's online dictionary (12th ed.). Retrieved from http://merrweb.com/augury

> **NOTE:** The WaLC **strongly** discourages using online dictionaries, wikis, and quotation sites in formal papers.

## Reviews

**Lastname, A. A. (Year). Title of review [Review of the book *Title of book,* by A. A. Bookauthor]. *Title of Periodical In Which Review Appears, xx*(xx), pp-pp.**

Stewe, J. (2008). Rockurbia [Review of the book *Sunshine*, by M. Salyer]. *Journal of Southern Culture, 32*(3), 56-61.

# Government, Corporate, and Technical Reports

**Author, A. A. (Year).** *Title of work* **(Report No. xxx). Location City: Publisher [or URL].**

National Institutes of Health. (2009). *High blood pressure: Silent killer* (NIH Publication No. 08-37881).
Retrieved from http://www.nimh.nih.gov/health/cardiac/index.pdf

# Other Research

**Paper presentation or poster session**

**Presenter, A. A. (Year, Month). Title of paper. Paper/poster session presented at the meeting of Organization Name, Location.**

**Doctoral dissertations and Master's theses**

**Author, A. A. (Year). Title (Doctoral dissertation). Retrieved from Database. (Accession/Order No.)**

[*If unpublished:* Author, A. A. (year). Title (Unpublished doctoral dissertation). Name of Institution, Location.]

# Audiovisual Sources

**Motion picture or documentary**

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture].
Country of Origin: Studio.

Brachman, A. (Producer), & Knisley, J. (Director). (1975). *Hunger* [Motion picture]. United States: Paramount.

**Music recording**

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On *Title of album* [format] Location: Label. (Date of recording if different from copyright date)

MacManus, D. P. (1978). Little triggers [Recorded by E. Costello] On *Trust* [CD] London, UK: Stiff Records.

**Television series or broadcast**

Lastname, A. (Writer), and Lastname, B. (Director). (Year). Title of episode [Television series episode].
In C. Lastname (Executive Producer) *Title of show*. City: Distributor or studio.

Trawick, L. (Writer), and Baker, A. (Director). (1987). Tutor marriage [Television series episode]. In A. L.
Page (Executive Producer) *Hill street blues*. Los Angeles, CA: Sparkle Productions.

> **NOTE:** For television, films, music, or other artistic or cultural works, cite the **original** or official recording whenever possible (instead of a Youtube video or indirect source).

**Online slide presentation**

Author, A. B.. (Year). *Title of Presentation* [PowerPoint slides]. Retrieved from http://www.xxxx

**Audio Book**

Author, A. B. (Year). Book title [Recorded by B. B. Narrator; file format]. Retrieved from http://www.xxx

# Websites

**Author, A. B. (Date of publication). Title of document. Retrieved from http://www.xxxx**

**Specific section or page from a website**

Angeli, E., Wagner, J. L., & Brizee, A. (2010, May 5). MLA rules. Retrieved from http://owl.purdue.edu/561/

**Section of a web site with no date and/or no author** (see note below)

GVU's 8th user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/survey-1997

**Online government document or report**

National Institutes of Health. (2009). High blood pressure: The silent killer (NIH Publication No. 08-3571).

Retrieved from http://www.nimh.nih.gov/health/index.pdf

# E-mail, Interviews *You* Conduct, and Other Personal Communication

**In text only:** (A. Author, personal communication, Month date, year.)  ***Do not cite in reference list***.

**Email discussed in text**

The director stated the results were "disastrous but inaccurate" (A. Smith, personal communication, May 28, 2009).

# Online posts (internet videos, message boards, blogs, etc.)

**Author, A. A. (Year, Month Day). Post title [Description of form]. Retrieved from http://www.xxxx**

**Podcast**

Willis, B. (2011, August 2). *Bobby's world*. [Audio Podcast]. Retrieved from http://www.willis.org/pod4.htm

**YouTube video**

Harner, R. (2010, May 30). Altoids: a bitter truth [Video file]. Retrieved from http://www.youtube.com/v=Bua6

**Blog post**

Green, C. (2008, May 11). Holiday weddings [Web log post]. Retrieved from http://cheapbride.wordpress.com/

**Wiki entry**

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://wiki.org/OLPC/Arahu

# In-Text (Parenthetical) Citations

Documentation within your paper gives credit for any direct quotations, paraphrases, or summaries from your sources. An in-text citation functions as a short, specific credit that corresponds to an entry on the References page, and vice versa. The position of the in-text citation shows exactly what information has come from that source.

> **NOTE:** All in-text citations must include the **author's name** and the **year** the source was produced. If a sentence contains a direct quote or paraphrase, the citation must include a **page number**.

There are *two* forms of in-text citation:

1) **Author and date cited in sentence.**  This is r**ecommended** the first time a source is mentioned or used.  See the explanation of signal phrases below and the second column in the table on page 9.  If a direct quote is being cited, a sentence citation must be followed by a parenthetical citation with a **page number** or location.

   - According to Stanford (1981), numerous differences are evident when participants . . .

   - Rogers and Graham (1989) dispute this finding…

   - Kwitzel (1976) noted that "humanistic values in literature, science, ethics and society cut across religious commitments and are common possessions of the culture" (p. 5).

   - Verbunt, Pernot, and Smeets (2008) offered that "the level … seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).

2) **All citation information in parentheses**.  The most common type of citation. In parenthetical citations all information appears at the end of the sentence/mention in parentheses.

   - Research has shown that men and women use generic pronouns in different ways (Martyna, 1978).

   - Thus, "the placebo effect disappears when behaviors are studied in this manner" (George, 1993, p. 276), but it depends which behaviors are being studied.

## Signal Phrases

In APA, signal phrases are used to introduce and discuss sources. Much like a cocktail party where you formally introduce your guests to one another, you should **introduce and discuss author(s) in the text of your paper**, particularly the first time they are mentioned or used. Consider these common signal verbs:

Table 1
*Commonly used verbs in APA signal phrases*

| Acknowledged | Believed | Declared | Granted | Observed | Reported |
|---|---|---|---|---|---|
| Added | Claimed | Denied | Illustrated | Offered | Responded |
| Admitted | Commented | Disclosed | Implied | Pointed out | Suggested |
| Addressed | Compared | Disputed | Insisted | Reasoned | Testified |
| Argued | Confirmed | Emphasized | Negated | Refuted | Thought |
| Asserted | Contended | Endorsed | Noted | Rejected | Wrote |

*Note.* Adapted from "Signal Phrases" by Capella University Writing Center, May 2009. Retrieved from http://www.capella.edu/interactivemedia/onlineWritingCenter/downloads/handoutSignalPhrases2009.pdf

Once you have introduced your sources, follow standard guidelines for in-text citations. See page 10 for a table of examples and basic formats.

Table 2

*Rules for In-text/Parenthetical Citations*

| Type of source | First use and/or source mentioned IN TEXT (see #1 on page 8) | PARENTHETICAL, first citation (see #2 on page 8) | Parenthetical format, subsequent citations |
|---|---|---|---|
| One work by one author | Trawick (2010) claims… | (Trawick, 2010) | (Trawick, 2010) |
| One work by two authors | Hampton and Reich (2003) claim… | (Hampton & Reich, 2003) | (Hampton & Reich, 2003) |
| One work by three to five authors | Blaylock, Javens, and Willover (2005) claim… <br><br> *[Subsequent mentions in text can be "Blaylock et al. (2005) claim…"]* | (Blaylock, Graves, & Willover, 2005) | (Blaylock et al., 2005) |
| One work by six or more authors | Willover et al. (2010) claim… | (Willover et al., 2010) | (Willover et al., 2010) |
| Group (easily identified by abbreviation) as author | The National Institute of Nutrition (NIN, 1998) claims… <br><br> *[Subsequent mentions can use the abbreviation only: "NIN (1998) claims…]* | (National Institute of Nutrition [NIN], 1998) | (NIN, 1998) |
| Group (no abbreviation) author | Fordham University (2011) claims… | (Fordham University, 2011) | (Fordham University, 2011) |
| Author is missing | *Title of Book* or "Title of Article" (2001) claims… | (*Title of Book* or "Title of Article," 2001) | (*Title of Book* or "Title of Article," 2001) |
| Date is missing | Wilber (n.d.) claims… | (Wilber, n.d.) | (Wilber, n.d.) |
| Author and date missing | *Title of Book* or "Title of Article" (n.d.) claims… | (*Title of Book* or "Title of Article," n.d.) | (*Title of Book* or "Title of Article," n.d.) |

*Note.* Adapted from "Table 5.16. Sample Word Table" by the American Psychological Association, 2010, *Publication Manual of the American Psychological Association,* sixth edition, p. 177. Copyright 2010 by the American Psychological Association.

**NOTE:** If you use a **direct quote or paraphrase** from any source, the in-text citation must **include a page number**. For example: *Costello (2004) claimed that punk rock had had a "long honeymoon" (p. 75). Thus, other musicians felt "the need for darker beats" was ongoing (Cobain, 1991, p. 23).*

# Exceptions to In-text Citation Rules

**1) Direct quotes.** If you are citing a direct quote, the in-text citation **must include a page number** (or a location, if the original source is not paginated).

**2) Secondary or indirect references** to a source you do not actually have a copy of.

>Seindenberg's subsequent study (as cited in Coltheart & Haller, 1997) found that…

>**NOTE:** In the reference list, give **only the secondary source** (Coltheart & Haller), NOT the work cited within its text (Seindenberg). **APA does not recommend using indirect references**. Whenever possible, cite the original source, unless the source is unavailable or unusable.

**3) Block quotations** (quotations of 40 or more words). Block quotes are indented ½ inch from the regular text. No quotation marks are used for block quotes. See the example below.

In their groundbreaking study, Neto and Barros (2000) explain some of these effects:

>As a result of these unmet needs, the individual experiences a variety of aversive affective states. Feelings of loneliness are often situationally determined and tend to be short-lived. However, some people feel loneliness in many different settings and so frequently that it comes to resemble an enduring personality trait. (para. 3)

>**NOTE**: In a block quotation, the period precedes the closing citation. **Use block quotes sparingly**.

**4) Emails/personal communication.** Emails, interviews, etc. are **not** cited in the reference list. See page 7.

# A Word About Plagiarism

APA strictly forbids plagiarism of any kind, including *self* plagiarism. **Read your sources** and take good notes so you don't accidentally plagiarize or misuse a source. Follow APA guidelines (and your professor's instructions!) on research methods and structure to help you stay organized and ethical.

Avoid pasting large blocks of text into your paper, and don't rely too heavily on quotes. If you are using one source very heavily, do not simply place one parenthetical citation at the end of that paragraph; this suggests to the reader that the entire paragraph was "lifted" from that source. Instead, *introduce* the source at the beginning of the paragraph (see page 8), discuss it in detail if necessary, then write your argument in your own words (without peeking at your sources!). Quote *selectively*, citing each individual reference, quote, or statistic separately.

If you are concerned about accidentally plagiarizing in your paper, ask your instructor, a Reference Librarian, or your WaLC tutor for help. You may also find the WaLC's online anti-plagiarism tutorial helpful.

**Samples and additional help are available in the Writing and Learning Commons; call (828) 227-7197 for an appointment, or visit us at http://walc.wcu.edu.**