

APA Documentation

Overview

The information in this handout is taken from the *Handbook for Academic Writing* (2nd edition, 2013). Since the *Handbook* is quite extensive, this handout is intended to help you get started on compiling a References list for *some* sources frequently used in a social sciences research paper. Consult the *Handbook* for the formatting of any works not included here.

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Formatting In-Text Citations

The American Psychological Association (APA) style guidelines are generally used to document research in social sciences and other disciplines, such as nursing, business, and economics. This handout is only a supplement to the detailed explanations and models in the *Publication Manual of the APA (6th Edition* and the *BCCC Handbook for Academic Writing*). APA documentation is divided into two essential parts that work in conjunction with each other:

1. Parenthetical in-text citations: cite all sources summarized, paraphrased, or quoted within your written text. Include the Author's last name, the year, and the page on which the quote or information was found. APA style requires page numbers for direct quotations and recommends them for paraphrases and summaries, as shown in the excerpt from the below sample research paper. If the author's name and/or the year are included in the sentence, do not cite them again in the parenthetical citation.

2. Block quote in-text citations: cite all directly quoted sources 40 words or more on a new line, with each line indented 0.5 inches. Quotation marks are not necessary. End the quote with the correct punctuation, and cite the page number in parenthesis, after the period. Make sure to include the author's name and/or year if not included

In Text Citation Example

CALLIGRAPHY

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Instead of having to be written left to right and in straight lines, Chinese calligraphy allows the artist to have much more freedom with the placement of the character in their invisible squares (Yee, 1963).

Characteristics of Eastern Calligraphy

The characters [that] make up calligraphy have two distinct purposes: "monosyllabic and pictographic" (Yee, 1963, p. 14). What makes [calligraphy] unique from Western writing is the way that each character represents an idea in and of itself, like a picture. In other languages such as English, letters are grouped together to form a thought, but each letter itself does not hold much (Yee).

Block Quote Example

CALLIGRAPHY

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The act of creating a calligraphy piece is unique to a specific time and place. Yang and Xu (2012) specify:

Besides, painting is a kind of disposable and unduplicated artistic creation. It means that the famous painter cannot produce the same masterpieces in different time. Hence, reproducing the painting process of the still image of Chinese ink painting in a vivid way is not a trivial issue. (p. 1)

Due to the fact that creating an imitation work of calligraphy is nearly impossible, companies do not have to worry about their buyers replicating famous pieces of art in their "how to" books and kits (Yang & Xu, 2012, p.2).

(Paper written by Anna M. Stover, Peer Tutor, Gwynedd Mercy University's Academic Resource Center. Submission used with writer's permission.)

Formatting Headings and Subheadings

APA allows for the use of headings and subheadings to divide the content of your papers, similar to outlining. There are **5 levels** students may use, and each level has a particular formatting that allows the reading to know the structure of each section. It is rare that papers will need more than one or two levels, but below is a sample using the first 4.

Level 1 headings are centered and in bold using uppercase and lowercase text.

Level 2 headings are flush left and in bold using uppercase and lowercase text.

Level 3 is indented in bold with all lowercase text and with a period at the end.

Level 4 is indented, bold, and italicized with all lowercase letters and a period at the end.

Level 5 is indented and italicized with all lowercase text, with a period at the end.

This is your introduction. It should provide the necessary background information for understanding your paper, and it should introduce your topic and main points. It could encompass several paragraphs in a longer research paper, but it will end with your thesis statement. Be sure to follow the rubric provided by your instructor for specifics.

This Is Where Your Level 1 Subheading Goes

It continues the same double space format as the rest of the paper. It is done in bold face type, using standard title capitalization format.

This Is a Level 2 Subheading

It is flush with the margin and uses bold face type with standard title capitalization.

This is a level 3 subheading. It is indented ½". It is in bold face type, but only the first letter is capitalized unless there is a proper noun elsewhere in the heading. It has a period at the end of the subheading, and the text of the paragraph begins a single space after that.

This is a level 4 subheading. It is just like the level 3 subheading, but it is also italicized.

Will I Need to Use All of These?

In many basic college papers, you will likely only need to use level 1 subheadings. However, there may be times when you will be discussing sub points on a more complex topic, which will require the use of level 2 subheadings. Rarely will you need to go further. For further information, consult a standard writing manual, the *APA Style Manual*, or contact the Tutoring Center for an appointment to discuss this.

Formatting the Title Page

The APA requires that specific information appear on your title page. Note the formatting on this sample page. Some instructors may have varying expectations for a title page, so be sure to follow your specific assignment guide or ask for clarification.

The title itself should be evocative of your paper's content and might highlight its main focus or the relationship(s) among your ideas. Generally, the APA expects writers to avoid literary, flowery, or vague diction (word choice). Therefore, be careful to choose wording that is common to the social sciences field, and avoid using words that might have multiple meanings.

***Note on Abstracts:** If your instructor requires you to write an abstract (or summary) of your paper, this information would be included on a separate page following the title page. Consult the *APA Manual* and the Purdue OWL for more information on how to properly write an abstract.

Center the title (no more than 12 words recommended), your first and last name, and your institutional affiliation (BCCC) in that particular order, in the upper half on the page. All words in the title should be capitalized, except coordinating conjunctions (for, and, nor, but, or, yet, so) and articles.

Running Head: WRITING ASSESSMENT 1

Writing Assessment in Philadelphia

Public High Schools

Harry Potter

Bucks County Community College

Double space the title page. Place the page number at the top right-hand corner. Place the running head at the top left corner. The running head is a shortened, descriptive version of your title (usually only 2-3 words). Note that on subsequent pages you will omit the words "Running Head:" before your running head. Type your running head into the header space using the automatic page number feature in your word processing program. In *Word* you will go to the 'Insert' tab, select 'Page Number,' select the template for top right, then click into the shaded area to add you text for the running head on the left.

Formatting the References List

The References list follows the last page of text in your paper. Start a new page, numbered sequentially, including your running head and page number. This list should be titled References without quotations and without italics, underlining, or boldface. Double space the entries and organize them alphabetically by the authors' last names.

To format your References list correctly, follow the APA guidelines for spacing, font size, margin size, and organization of entries as outlined in *the BCCC Handbook for Academic Writing*. The BCCC Library and Tutoring Center have copies of the handbook for your reference.

Organize the entries alphabetically by author's last name. Note the ½ inch indent of the entry's second and subsequent lines, known as hanging indent style.

If there is no author for a particular entry, alphabetize the entry by the first significant word in the source's title (omitting *a*, *an*, or *the*).

If you have used more than one source by the same author, repeat that author's name and arrange the entries by publication date.

WRITING ASSESSMENT

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References

American masters: Actor's studio. (2003). Retrieved July 15, 2007, from

http://www.pbs.org/wnet/americanmasters/database/actors_studio.html

Bakalar, N. (2006, October 3). Can't keep from shopping? Help could be on the way.

The New York Times, p. F7.

Fitzgerald, F. (1972). *Fire in the lake: The Vietnamese and the Americans in Vietnam*.

New York: Vintage Books.

Hymowitz, C., & Weissman, M. (1978). *A history of women in America*. New York:

Bantam Books.

Krikland, R. (2006, October 16). The new face of labor. *Fortune*, 154 (8), 122-132.

Woolf, V. (1925). *Mrs. Dalloway*. New York: Harcourt, Brace & World.

Woolf, V. (1927). *To the lighthouse*. New York: Harcourt, Brace & World.

Double space the entire References list and use 1 inch margins on both sides as well as at the top and bottom of the page.

Book with One Author

Format:

Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). *Book Title*. City of Publication, State of Publication: Publisher.

Example:

Cowan, M. K. (2012). *Microbiology: A systems approach*. New York, NY: McGraw Hill.

***Note:** *This handout provides only three sample entries for books. Be aware that the **APA designates over ten types of books**, for instance, books without an author, multi-volume books, translations, books written in languages other than English, encyclopedias/dictionaries. The APA also outlines specific rules for referencing an article or chapter of several different types of books. Consult the *APA Manual, 5th Edition* to be sure that you have properly formatted your entry for your unique sources.*

Book with Two or More Authors

Format:

First Author's Last Name, First Name Initial. Middle Name Initial., Second Author's Last Name, First Name Initial. Middle Name Initial., & Third Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). *Book Title*. City of Publication, State of Publication: Publisher.

Example:

Benson, N., Ginsburg, J., Grand, V., Lazyan, M., Weeks, M., & Collin, C. (2012). *The psychology book: Big ideas simply explained*. New York, NY: DK Publishing.

***Note:** Use the ampersand symbol (&) before the final author. You may list up to six authors. For more than six, list the first six followed by three ellipses and the final author's name without the ampersand symbol (&) preceding the final name.

Book with Editor (One or Multiple)

Format: First Editor's Last Name, First Name Initial. Middle Name Initial., & Second Editor's Last name, First Name Initial. Middle Name Initial. (Year of Publication). *Book Title*. City of Publication, State of Publication: Publisher.

Example: Barnett, S., Berman, M., Burto, W., & Cain, W. E. (Eds.). (1997). *An introduction to literature*. New York, NY: Longman.

Note: Add Ed. for one editor or Eds. for more than one editor.

Work with Unknown Author or Editor

Format: *Title*. (Year of Publication). City of Publication, State of Publication: Publisher.

Example: *The American heritage college dictionary*. (2007). Boston, MA: Houghton Mifflin Company.

Article in a Journal

Format: Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). Title. *Journal Title*, Volume (Issue), First Page Number-Last Page Number. doi:

Example: Scuseria, G. E., Henderson, T. M., & Bulik, I. W. (2013). Particle-particle and quasiparticle random phase approximations: Connections to coupled cluster theory. *Journal of Chemical Physics*, 139 (10). 104-113. doi: 10.1063/1.4820557

***Note:** If the source has three-seven authors, list them all. If the source has more than seven authors, include the first six, followed by an ellipses (...), and then the last author. Include an ampersand (&) for 3-7 authors; do not include it for more than 7 authors.

Article in a Newspaper

Format: Author's Last name, First Initial. (Year, Month Day). Title. *Newspaper Title*, p. page.

Example: Bakalar, N. (2014, August 6). A key malaria drug becomes less effective. *The New York Times*. p. C1, C3, C6.

Notes: For multiple discontinuous pages, include all of the pages on which the article appears, separated by commas. For an article with no author, simply start with the article title.

Article in a Magazine

Format: Author's Last Name, First Name Initial. Middle Name Initial. (Year, Month). Title. *Magazine Title*, Volume Number (Issue Number), Number of First Page.

Example: Pettitt, J. (2014, August). Therapeutic intervention of Ebola virus infection in Rhesis macaques with the MB-003 monoclonal antibody cocktail. *Science Magazine*, 16 (9), 29.

Online Journal Article

Format: Author's Last Name, First Name Initial. Middle Name Initial. (Year of Publication). Title. *Journal Title, Volume Number* (Issue Number), page range. doi:

Example: Myhr, A. I., & Traavik, T. (2002). The precautionary principle: Scientific uncertainty and the omitted research in the context of GMO use and release. *Journal of Agricultural and Environmental Ethics*, 15 (1), 73-86. doi: 10.1037/0022-3514.94.1.133

*Note: doi stands for digital object identifier, and most journal articles published online will have a doi. For a journal without a doi, include the URL instead in the same place that a doi would usually appear.

*Note: If a journal article is found using a library database, such as EBSCOhost or JSTOR, you only need to include that information if the article is rare. See the BCCC Handbook for Academic Writing for proper guidelines. Otherwise, use the above citation format.

Document on a Website

Format: Author's Last Name, First Name Initial., Middle Name Initial. (Year). *Title of website document*. Retrieved from website sponsor's name: URL

Example: Stanford University School of Medicine. (2014). *About compassion cultivation training (CCT)*. Retrieved from The Center for Compassion and Altruism Research and Education: <http://www.ccare.stanford.edu/education/about-compassion-cultivation-training-cct/>

*Note: In the event that the website document does not have an author, use the organization instead, as shown above.

Online Video (ex. YouTube)

Format: Author's Last Name, First Name Initial., Middle Name Initial. (Date of Publication/Posting). Title of Video [Video File]. Retrieved from URL

Example: Breslin, J. (2009, November 9). Lecture 1: What is electrical engineering? [Video File]. Retrieved from <https://youtube.com/watch?v=6c3iW-FCkAI>

Film, DVD, or Blu-ray

Format: Producer/Director/Writer's Last Name, First Name Initial. Middle Name Initial. (Cited Person's Role). (Year of Film Release). *Title of Film*. [Medium]. Country: Name of Distributor.

Example: Cowperthwaite, G., Despres, E. B. (Writers), & Zimmerman, T. (Co-Writer). (2012). *Blackfish*. [Motion picture]. United States: CNN Films.