NOTE: Everything in an APA paper, including this title page, should be in Times New Roman, 12-point font. All text, including block quotes, should be double-spaced. This packet uses larger fonts only for readability.

NOTE: Only the first two (2) pages of this handout are representative of an actual APA paper. Beginning on page 3 are examples of APA source citations. Thus, any similarity with an actual APA paper ends after page 2.
Abstract

An abstract is a brief, comprehensive summary of the contents of your paper. A well-prepared abstract can be the most important single paragraph in a paper. It should accurately reflect the purpose and content of your paper. It should report rather than evaluate. Be brief, and make each sentence maximally informative, especially the lead sentence. Begin the abstract with the most important points, and include only the four or five most important concepts, findings, or implications. Journal abstracts generally run from 150 to 250 words.

Note: The words Running head no longer appear in the header, above. They are required only on the title page, NOT on subsequent pages. To change the header after the title page, use Word “Help” or drop by the lab to obtain the handout “How to Insert a Different Header on Page 1 and Page 2 in Word 2007 & 2010.” This will also work for Word 2013. This handout also shows you how to change the default settings on your computer, so, for example, you can get rid of the Calibri 11-pt. font on your current and subsequent documents.
APA Format and Citation Examples

Author's Name in Text (Book):

According to Terry Tempest Williams (1991), starlings' habits resemble those of humans:

The starlings gorge themselves, bumping into each other like drunks. They are not discretionary. They'll eat anything, just like us. . . . Home is everywhere. . . . They are aggressive, and they behave poorly, crowding out other birds. . . . Perhaps we project on to starlings that which we deplore in ourselves: our numbers, our aggression, our greed and our cruelty. (pp. 55-56)

(Note: This is a block quote of 40 or more words. The ellipsis ( . . . ) consists of three (3) spaced dots, indicating words from the original source have been left out. In the example above, the fourth dot is simply the end period for the sentence. This indicates an entire sentence(s) left out.)

On the References page:

Author Not Named in Text (Journal):

A prominent Democrat agrees that the public and legislators have placed upon the school systems the burden for social as well as intellectual education. However, he believes that it is the schools' responsibility to provide this education, and he suggests that more government assistance (money and support) will enable the schools to accomplish these tasks (Kennedy, 1994, p. 349).

On the References page:


The use of *et al.*: When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year: Kisangau et al. (2007) found . . .
Citation of Source from the Internet (Newsletter):

Terry Tempest Williams (1995) believes that we must protect wildlands in Utah. She makes a plea in the newsletter of the Southern Utah Wilderness Alliance:

I write to you out of the sincere belief that democracy still resides in the hands of the people if we choose to raise them. And now, more than ever our hands must be raised in opposition to the bill our Utah Congressional delegation has placed on both the floors of the House and Senate. H.R. 1745 and S. 884 must be defeated. (para. 4)

On the References page:

Citation of Source from the Internet (Journal with Digital Object Identifier):

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet.

All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash.

APA recommends that when DOIs are available, you include them for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article, near the copyright notice.

**NOTE:** Not all publishers are providing DOIs yet, so if a DOI is not present, don’t worry about it. However, DOIs are sometimes not obvious, so hunt around for them.

References page example of a journal article with a DOI:


doi:10.1037/0276-6133.24.2.225

To **access** an article by its DOI, you must go to an online registration company, e.g., CrossRef.org, or to The International DOI Foundation and type the DOI into its search engine.
How do you cite an entire website (but not a specific document on that site)?

When citing an entire website, it is sufficient to give the address of the site in just the text and not on the References page.

**Example:**

Grammar Bytes is a good interactive website to brush up on grammar (http://chompchomp.com/).

How do you reference a web page that lists no author?

When there is no author for a web page, the title moves to the first position of the reference entry:

**Example:**


In the body of your paper, cite the first few words of the reference list entry (usually the title) and the year. [Only if it is an article from a newsletter/newspaper, use double quotation marks around the title or abbreviated title: (“New Child Vaccine,” 2001).]

If it is short, use the full title of the web page for the parenthetical citation.
How do you cite a website that has no author or no year?

Because web material usually does not include page numbers, you can include any of the following in the text to cite the quotation (from pp. 171–172 of the *Publication Manual*):

- A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document.
- A section heading and the number of the paragraph following that heading.
- A short title in quotation marks, in cases in which the heading is too unwieldy to cite in full.

Because there is no date and no author, your in-text citation would include the title (or short title), "n.d." for *no date*, and paragraph number (e.g., "Heuristic," n.d., para. 1). The entry in the References list might look something like this:


How do you cite an interview?

An interview or telephone conversation is not considered recoverable data, so no reference to this is provided in the Reference list. However, cite the interview within the text as a personal communication.

Examples:

How do you cite a source that you found in another source?

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. For example, if Allport's work (which you do not have) is used in text by Nicholson (which you do have), list the Nicholson reference in the References list. In the text, use the following:

Allport's diary (as cited in Nicholson, 2003) describes . . .

How do you cite a reference for a book with no author or editor?

**Dictionary Example (print version):**


- Place the title or word in the author position.
- Alphabetize books with no author or editor by the first significant word in the title (Paronomasia in this case).
- In text, use a few words of the title, or the whole title if it is short, in place of an author name in the citation: (*Merriam-Webster's Collegiate Dictionary*, 2005).

**Dictionary Example (electronic version):**


Note: If the online version refers to a print edition, include the edition number after the title.
How do you cite a source in an edited book with multiple authors inside?

The following example is from the *Opposing Viewpoints Series*. These are books edited by one, two, or more persons that contain collections of essays by multiple authors on a single issue, as in the following example, marijuana. This example shows how to cite one of the authors inside the book. Note, however, that the editor’s name is also used, but later in the entry.

Direct Quotation:

In-text parenthetical citation (The following entry is not double-spaced to save space. It should be.):

Almost four million Americans were arrested on various marijuana charges in the 1990s. This is an enormous burden on our legal system, particularly when one understands that “83% of these arrests were for simple possession, not sale” (Stroup, 2006, p. 135).

References page citation:


In J. Carroll (Ed.), *Marijuana: Opposing viewpoints* (pp. 131-139). Detroit, MI: Thomson Gale.
Citation of Sources from Online Databases:

**EBSCO:**

A review of several studies indicates that “five constructs have been consistently associated with completed suicide: impulsivity/aggression, depression, anxiety, hopelessness, and self-consciousness/social disengagement” (Conner, Duberstein, Conwell, Seidlitz, & Caine, 2001, Abstract).

Note that there is no page number listed in the parenthetical because it was obtained from a database, not the actual journal and because it is a single-paragraph abstract. If you look at a .pdf version (your Adobe Reader opens) with page numbers, you may use those because you are looking at the actual document. Also see explanation on next page.

On the References page (Journal):


**Note:** Even though the above is from a database, APA states the following in the *Publication Manual* (6th ed.): “In general, it is not necessary to include database information” (p. 192). Ask your individual instructor if he or she wants database information.
**SIRS:**

According to David Gelman (1994), “Cobain’s life began unraveling not long after his band hit the charts, bringing him attention he couldn’t seem to handle. He felt besieged by fans and critics” (para. 7).

Note the parenthetical contains only a paragraph number because the author and date were used in the body of the text. Also, no page number is listed in the parenthetical because this quote was obtained from a database, not the actual journal. If you look at a .pdf version (your Adobe Reader opens) with page numbers, you must use those page numbers because you are looking at the actual document. However, the APA manual states, “If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it” (p. 172). In other words, count paragraphs after the heading to the one you are using.

On the References page (Popular magazine):


**Note:** Even though the above is from a database, APA states the following in the *Publication Manual* (6th ed.): “In general, it is not necessary to include database information” (p. 192). Ask your individual instructor if he or she wants database information.
Direct Quotation of Sources

When quoting always provide the author, year, and specific page number (or paragraph number for nonpaginated material). If the quotation is fewer than 40 words, incorporate it into text and enclose the quotation in double quotation marks. For example,

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

Or:

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).
The Block Quotation:

If the quotation is **40 or more words**, display it in a freestanding block of text and omit the quotation marks (unless quotation marks are in the original source). Start such a *block quotation* on a new line and indent the block one-half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half-inch. Double-space the entire quotation. For example,

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

Note that in a block quote, the period goes at the end of the sentence rather than outside the parenthetical citation.
How Do I Build A References Page?

References are arranged on the References page alphabetically by author's last name, NOT by the order they were used in your paper. If no author, use article title, disregarding the words "A," "An," or "The" for alphabetizing.

Note the “hanging indent.” Subsequent lines after the first are indented one-half inch. Double-space everything!

Multiple entries by the same author are arranged by year of publication, the earliest first (see Williams, below).

Article or Chapter Title. Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title or place quotation marks around it:

Mental and nervous diseases in the Russo-Japanese war:

A historical analysis.

Periodical Title: Journals, Newsletters, Magazines.

Give the periodical title in full, in uppercase and lowercase letters. Italicize the name of the periodical:

The American Journal of Psychiatry
Nonperiodical Title: Books and Reports.

Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title.


A good online resource is Purdue University’s Online Writing Lab at <http://owl.english.purdue.edu/> (without the angle brackets, of course). OWL has all kinds of information not only on APA style but also MLA, grammar, punctuation, writing in general, and many other resources. Another good source is the APA Style Blog: http://blog.apastyle.org/

A fairly good resource other than the full *APA Publication Manual* is Robert Perrin’s *Pocket Guide to APA Style, 5th edition*, 2015. It contains most of the APA requirements you will use in your paper, is more user-friendly than the *Manual*, and has a couple example papers at the end of the handbook.

*Remember*: For additional resources (e.g., handouts on both APA and MLA) visit the FVCC Writing Lab in LRC 147. You can also make an appointment to meet with a Writing Lab Tutorial Specialist to go over your paper. To sign up, drop by the lab or call 756-3891.

The following page is a sample References page. Note that the word References is not italicized, boldfaced, or underlined. In fact, APA has done away with underlining completely. Note that full first and middle names are not used nor are titles/honorifics like Dr., Ph.D., or M.D.
References


Note: When you have more than one article or book by the same author, they are arranged by year of publication, the earliest first (see Williams, above). As noted earlier in this handout, when a source is retrieved from a database, like EBSCO, NEWSBANK, or SIRS, the database retrieval information is generally excluded in the References sources. Cite your source like you would a print version.