Bryant & Stratton College
APA Style Guide
Based on the *Publication Manual of the American Psychological Association, 6th ed.*

Created by Melodie Fox, Dean of Instruction, Milwaukee
with contributions from Molly McKnight, Lloyd Daub, Jan Kamholtz, Laura Kerr, Rosann Meagher,
and librarians and faculty across the Bryant & Stratton College system.
# Bryant & Stratton College APA Style Guide

## Table of Contents

- **Basic Rules: In-text Citations** .......................................................... 4
- **Using Tags to Introduce Source Material** ........................................ 5
- **Basic Rules: References Page** ......................................................... 6, 7
- **Sample References Page** ................................................................. 6
- **Variations on Authors** ....................................................................... 8, 9
- **Reference Entries – The DOI System** ............................................... 10
- **Books** .................................................................................................. 10, 11
  - General
  - Editions
  - Chapter
  - E-books
- **Dictionary, Encyclopedia, Other Reference Book (Print)** .................. 11
- **Online Dictionary, Encyclopedia, Other Reference Site** ................... 12
- **Journals** ............................................................................................. 12
  - Scholarly, with DOI
  - Scholarly, without DOI
  - Internet-only (e-journals)
- **Newspaper Articles (Print and Database)** ........................................ 13
- **Magazine Articles ((Print and Database))** ........................................ 13
- **Newspapers and Magazines (Online)** ............................................. 13
- **Reference USA or Mergent Online** ................................................ 14
- **The Bible** ............................................................................................ 14
- **Brochures/Pamphlets** ....................................................................... 14
- **Government Documents, Online or Print** ....................................... 15
- **Occupational Outlook Handbook, Online** ...................................... 15
- **Web Pages** .......................................................................................... 16
- **Personal Communications** ............................................................... 16
- **Blog Post, Newsgroups, Listservs** .................................................... 17
- **Images (Photos, Graphics, Charts, Diagrams)** ................................... 18
- **Television Shows and Films** .............................................................. 18, 19
- **Music Recording** ................................................................................ 19, 20
- **Video from Video Sharing Sites such as You Tube** ............................ 20
- **Sample Paper** ................................................................................... 21-26
  - Cover Page ............................................................................................ 21
  - Abstract .................................................................................................. 22
  - Paper (including in-text citations) ....................................................... 23-25
  - References Page .................................................................................. 26
- **Citing in PowerPoint Presentations** .................................................. 27
Bryant & Stratton College
APA Style Guide

This guide should help you determine citation format for some of the sources most commonly used by students at Bryant & Stratton College. If you need more in-depth assistance, you can consult the APA’s *Publication Manual* or other APA resources available on campus. You may also consult an English instructor or a librarian. Be aware that APA resources occasionally differ or require a judgment call. Be sure to follow your instructors’ preferences.

This guide includes short sections on formatting:
- In-text citations
- References pages
- References page entries for sources available both in print and electronically
- References page entries for other non-text sources
- Overall paper layout

To avoid plagiarism, your paper must include all of the following:
- In-text citations that direct the reader to a specific source on the reference list (not just putting a URL or title in parentheses).
- Full reference entries, not just a list of websites.
- Quotation marks around all words quoted directly from the source, unless it is over 40 words and indented (see sample paper pp. 23-25 for examples).

Also,
- Copyright and fair use laws state that only a small percentage of a source can be used in a paper. A good rule of thumb is to quote less than 15% of an article. Pasting a whole article or a large portion of one, even if you cite it, is not allowed. Your paper should consist mostly of your own words and ideas. Please see the Bryant & Stratton College Student Code of Conduct for more definitions of academic dishonesty.
- You may need permission to use photographs and other graphics from websites. Consult the site’s usage guidelines for permission.
- These rules apply to any student work, including PowerPoint presentations, business reports, graphics, posters, journals, emails, or any other type of work.

- Computer tips in this guide refer to Microsoft WORD 2010.
- Your online class or your English instructor may refer you to the References ribbon in WORD 2010 for creating APA citations, but this may require a class lesson to be effective. Also, references in WORD 2010 do not always conform to correct APA formatting per the official *Publication Manual of the American Psychological Association*, 6th edition. Using this guide and making your own citations is preferable.
Basic Rules: In-text Citations

In-text citations require 3 pieces of information:

a. **Author’s last name** (If no author, use the abbreviated title of an article, a chapter, or a web page in quotation marks. If no author, italicize the title of a periodical, a book, a brochure, or a report.)

b. **Year published** (If no date, use n.d.)

c. **Page number for print sources or paragraph number for electronic sources.** If you are citing a PowerPoint presentation, use the slide number (for all direct quotations or paraphrases—only summaries do not include this part).

**Examples:**

<table>
<thead>
<tr>
<th>Print</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal (Smith, 2000, p. 45).</td>
<td>(Smith, 2000, para. 10).</td>
</tr>
<tr>
<td>No date (Smith, n.d., p. 45).</td>
<td>(Smith, n.d., para. 10).</td>
</tr>
<tr>
<td>Organizations that use an acronym:</td>
<td>Organizations that use an acronym:</td>
</tr>
<tr>
<td>After the first one: (ALA, 2000, p. 14).</td>
<td>After the first one: (ALA, 2000, para. 2).</td>
</tr>
<tr>
<td>Government Source w/no author (Centers for Disease Control [CDC], 1999, p. 223).</td>
<td>(Bureau of Labor Statistics [BLS], 2012, para. 8).</td>
</tr>
<tr>
<td>The agency name replaces the author if there is none.</td>
<td>After the first one: (BLS, 2012, para. 8).</td>
</tr>
<tr>
<td>Personal Correspondence (interviews, emails) (B.L. Kowalsky, personal communication, September 4, 2006).</td>
<td></td>
</tr>
</tbody>
</table>

*Note that the title has quotation marks and capital letters, even though it won’t appear that way on the reference page.

- **The symbol ¶ or abbreviation “para.”** Both are acceptable (¶ can be found on the Insert ribbon under Symbol/More Symbols). This guide uses both interchangeably in the examples, but in your paper, use one or the other consistently throughout the paper.
- **If a source was retrieved electronically, but has page numbers (such as a PDF document) use pages.**

If the electronic article is long, use section headings.

<table>
<thead>
<tr>
<th>Author</th>
<th>(Smith, 2000, Findings section, para. 3).</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Author</td>
<td>(“Comparing Apples,” 1999, Implications section, ¶ 8).</td>
</tr>
</tbody>
</table>
Using Tags to Introduce Source Material

To incorporate the quotation smoothly into the sentence, writers can use what is called an **identifying tag**, **attributive tag** or **signal phrase**. The tag is just the phrase that introduces the quote. It can include the author’s name and also can include a short mention of his or her credentials. Examples of tags might include:

- Johnson argues,
- According to Jones, the chief resident at Chicago Mercy Hospital,
- Fineman, who has written widely on the topic of artificial hearts, claims that

When you use a tag to introduce a direct quote or paraphrase, you’ll need two sets of parentheses. The year always “shadows” the author’s name, and the page or paragraph number sits at the end of the sentence.

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in Johnson, 1998, para. 5).</td>
</tr>
<tr>
<td>No date</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in Johnson, n.d., p.132).</td>
</tr>
<tr>
<td>No author</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in “Lifestyles,” 1998, ¶13).</td>
</tr>
</tbody>
</table>

**Indirect Quotations**

If the words quoted are not the author’s, but rather someone the author quoted, use the phrase “as cited in.” This is called an indirect quote.

- Use the original speaker or writer’s name in the tag, but then include a full in-text citation that gives the name of the author of the article
- The goal is to direct the reader to the appropriate entry on the reference page
- In the example below, if Trump’s name was used in the in-text citation, it wouldn’t direct us to the proper entry on the reference page
Basic Rules: Reference Pages

The References page appears at the end of a research paper and lists the publication information for all the sources actually used in the paper. Resources that were collected but not cited should not appear on the References page. Those could appear in a separate bibliography, if your instructor requires it.

1. The page should be titled References, centered, without any special formatting or punctuation.
2. The list should be double-spaced and include hanging indents (meaning that the second line and all subsequent lines after the first line of each entry should be indented).
3. Each entry on the reference page should correspond with an in-text citation in the text of the paper.
4. The list should be alphabetized by authors’ last names, and if there is no author, by the title of the book or article (excluding a, an, or the).
5. Each entry ends with a period unless it ends with a website URL.
6. The References page should be its own numbered page and include the page header in the upper left hand corner.

Sample References Page

TREATMENT OPTIONS

References


Each type of source requires a different format, so the most important thing is to know what kind of source is in your hand. Is it a magazine or journal? Is it an online newspaper or a webpage? Once you know what type of source you have, you can use the following pages to determine how to format your entries.

Some general rules:

1. Author names should be listed by last name, followed by author’s first and middle initial instead of the complete first name. Omit any degrees, such as Ph.D. or M.D., but do include Jr. or III. Within the entry, multiple authors should be listed in the order they appear on the source.

2. Article and book titles are not capitalized except the first word, proper nouns, and the first word after a colon.

3. Journal and magazine titles use standard capitalization and are italicized.

4. Publication or book titles are italicized, as is the volume number (but not issue).

5. Electronic sources require either a digital object identifier (DOI) or a “retrieval statement” that states the database or URL where the item was retrieved.

6. URLs should not be abbreviated. For example, don’t use insidehighered.com if the article is found at http://insidehighered.com/news/2007/05/14/intl.

7. Long URLs can be broken up after a slash or period if they do not fit on one line.

8. Beware! If you print an article in PDF format, be sure to note the URL and other citation information because it may not appear on the printed copy. You may need it later for the reference entry or in order to find it again.

Tip: To make a hanging indent, select the paragraph you want to indent. In the Paragraph section of the Home ribbon, click on the arrow that brings up the Paragraph Dialog Box and select ‘Hanging’ under the Indentation dropdown menu called ‘Special.’ You may also use the keyboard shortcut <Ctrl>+<T>.
## Variations on Authors

Sources may not have just one author. Often there are several; sometimes there are none. The chart below shows how to format both reference entries and in-text citations when there are multiple or no authors. **NOTE:** Always list multiple authors in the order they appear in the book or article.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Author</strong></td>
<td>In-text citation: (The wonderful world, 1972, p. 83).</td>
</tr>
<tr>
<td>Put the book or Title of article before publication date. For the in-text citation, use the first two or three words of the title or the whole title, if it is short. The title of articles or book chapters should appear in quotation marks with all important words capitalized.</td>
<td>Article or chapter: Crane and swan figures. (1972) The wonderful world of origami. New York: Little, Brown. In-text citation: (“Crane and Swan,” 1972, p. 83).</td>
</tr>
<tr>
<td>The author’s name should appear with the last name first, a comma, and then the first and middle initial. The year will follow in parentheses. In the in-text citation, the initials are omitted.</td>
<td>Ladish, S. M., &amp; Filardo, P. A. (2006). The wonderful world of origami. New York: Little, Brown. In-text citation: (Ladish &amp; Filardo, 2006, p. 77).</td>
</tr>
<tr>
<td>List the authors using commas and an ampersand. If you cite the authors more than once in your paper, the later citations will use the abbreviation “et al.” to shorten the citation.</td>
<td></td>
</tr>
<tr>
<td><strong>Seven or More Authors</strong></td>
<td>Corporate/Group Author Use for brochures, websites or other publications, where there is no listed individual author, and the content could be considered the “voice” of the organization. Do not use an acronym in the reference entry.</td>
</tr>
</tbody>
</table>
### Variations on Authors

**NOTE:** Occasionally entries on a References page may have identical authors and dates.

To differentiate among them, assign the lowercase letters “a”, “b”, “c”, etc. next to the copyright date after the entries are alphabetized.

Include the “a”, “b”, “c” with the copyright date in the in-text citations.

| --- |

**In-text citations:**

- (Bureau of Labor Statistics [BLS], 2012a, How to Become One section, para. 1)
- (BLS, 2012a, How to Become One section, para. 2)
### Reference Entries

#### The DOI system
The digital object identifier (DOI) is unique alpha-numeric code that is assigned to articles and books by their publishers when an electronic version is available. When you have a DOI, you don’t need to state a URL or database name. This is a new system, so works published prior to about 2009 are unlikely to have a DOI. The examples below will show how to format with and without a DOI. The DOI is listed on the citation page for the article, or it can be found on the article itself. If you hunt for longer than a couple minutes, it probably doesn’t have one.

#### Entire Books—General

- Publication information is typically found on the first few pages of the book. If there is a long list of publication cities, choose the first one listed that is in the United States. Large, well-known cities, like New York, Boston, Philadelphia, or Chicago, do not need state abbreviations.
- Use only the publishing company’s main name; you do not need to include “Publishing” or “University Press” or other identification.
- Occasionally a new book may have a publication year that is in the future. Go ahead and use that year.

<table>
<thead>
<tr>
<th>Reference</th>
<th>In-text citation:</th>
</tr>
</thead>
</table>

#### Books—Editions

**New editions**
- Books are often revised and reprinted a number of times. To reflect which edition you have, include the edition number in parentheses after the title.
- Use the most current year listed as the date.
- Do not capitalize the abbreviation “ed.”

<table>
<thead>
<tr>
<th>Reference</th>
<th>In-text citation:</th>
</tr>
</thead>
</table>

#### Chapter of a Book

**Book chapter by the author of the book**
- If you use only one specific chapter of a book, include the chapter title in the reference page entry and page numbers in the in-text citation.
- The chapter title does not use quotation marks or italics to set it off.

<table>
<thead>
<tr>
<th>Reference</th>
<th>In-text citation:</th>
</tr>
</thead>
</table>
**Book chapter in an edited book**

- If the book is a collection of articles or essays by different people, the entry must include both the author(s) of the chapter and the editor(s) of the book. Editors are listed in natural order, as they appear in the book, rather than last name first.
- The publication date is the date the anthology was published. If the chapter was previously published earlier, include in parentheses (Original work published 1995) at the end of the entry.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter authors last name, FI. MI. (year). Chapter title. In Editors’ Name(s) (Eds.), Book title (chapter pages). Place of Publication: Publishing Company.</td>
</tr>
<tr>
<td>In-text citation:</td>
</tr>
<tr>
<td>(Miller, 1997, p. 16)</td>
</tr>
</tbody>
</table>

**E-books**

- Treat e-books like print books, except add the DOI or retrieval statement at the end.
- DOI is not capitalized in the entries: doi
- If the e-book has page numbers, use those in the in-text citation, but if not, use chapters and paragraph numbers.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without DOI:</td>
</tr>
<tr>
<td>With DOI:</td>
</tr>
<tr>
<td>In-text citation:</td>
</tr>
<tr>
<td>(Johnson, 2000, p. 48).</td>
</tr>
<tr>
<td>Book found on the Internet (no DOI):</td>
</tr>
<tr>
<td>In-text citation:</td>
</tr>
<tr>
<td>(Tarkington, 1999, Chapter II, para. 4).</td>
</tr>
</tbody>
</table>

**Entry from a Dictionary, Encyclopedia or other Reference Book (Print)**

- Reference books sometimes have an author or editor listed, and sometimes not. Usually the author is found at the end of the entry. If there is no author or editor, you will start with the Title of article.
- If there is both an author and an editor, use the example “With author” on the right, but include the editor the way shown in the example for “Book chapter in an edited book” (above).
- The word or concept that you looked up is considered the title of the article.
- If the reference book is contained in one volume, the volume number and the page range can be omitted.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>With author and multiple volumes:</td>
</tr>
<tr>
<td>In-text citation:</td>
</tr>
<tr>
<td>(Palasse, 2007, p. 8).</td>
</tr>
<tr>
<td>No author and one volume:</td>
</tr>
<tr>
<td>In-text citation:</td>
</tr>
</tbody>
</table>
### Entry from an Online Dictionary, Encyclopedia or other Reference Site

- There is no period at the end of the entry so that readers do not think it is part of the URL.
- Add the edition in parentheses if the online version refers to a print edition.
- If an author is listed, include it at the beginning of the entry and use the term as if it were the title of the article.

**Term. (year).** In *Site title*. Retrieval statement


**In-text citation:**


### Scholarly Journal Article with a DOI

- Scholarly journals are academic publications with very specific topics. The audience for scholarly journals is professors, researchers and students within the field, so the articles tend to be on very specific topics, using the jargon of the field. Often, but not always, the word “journal” will appear in the title. Ask your instructor if you’re not sure.
- See the explanation above regarding the DOI number. DOI is not capitalized in the entries.
- Only the journal title uses standard capitalization. The Title of article is capitalized by APA rules.
- The word that appears after colons in the title is capitalized.
- Volume is in italics, but issue is in normal font and is in parentheses.

**Author. (date). Title of article. Publication Title, Volume (issue), pages. doi: xxxxxxx.**


**In-text citation:**

(Roehl, 1999, p. 136).

### Scholarly Journal Article without a DOI

- See rules above for scholarly journal.
- Include a retrieval statement that provides the title of the database (this takes the place of the DOI.)
- **NOTE:** If you used a print copy of the journal, leave off the retrieval statement.

**Formatted as a database document:**


**In-text citation:**

(Smith, 2005, p. 122).

### Internet-only Journal (E-journals)

- E-journals are scholarly journals published only on the Internet; no print version exists.
- **NOTE:** If an Internet-only journal article has a DOI, use the DOI. If an Internet-only journal article does not have a DOI, use the retrieval statement URL.
- E-journals may not have PDF versions where you can get page numbers. If not, skip page numbers.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

**Author. (year, month day). Title of article. Publication Title, Volume (issue), doi: xxxxxxx or retrieval statement.**


**In-text citation:**

(Newbold & Castor, 2006, para. 2).
### Newspaper Articles (Print and Database)

- Newspaper articles use a specific date to help identify them, rather than just the year. The in-text citation will only use the year, however.
- If the article is more than one page, include all page numbers separated by commas. This is because the pages often jump around. If two or more pages are in a row, use a hyphen to show the range.
- Use pp. when the article has more than one page, but use p. when the article is one page long. Newspapers need this abbreviation because the page numbers differ from most other publications.
- If using an article from a database include the retrieval statement (see example for Multiple page article with author).
- If using a print copy, omit the retrieval statement (see example for Print article with no author).

#### Multiple page article with author:
Author. (year, month day). Title of article. Newspaper Title, page(s). Retrieved from database.


#### In-text citation:

#### Print article with no author:
Title of article. (year, month day). Newspaper Title, page.


#### In-text citation:

### Magazine Articles (Print and Database)

- Magazine articles use a specific date to help identify them, rather than just the year. If it is a monthly magazine, just use the year and month.
- The in-text citation will only use the year.
- Volume and issue can usually be found on the table of contents page in the print version.
- If using an article from a database include the retrieval statement (see example for Article with an author).
- If using a print copy, omit the retrieval statement (see example for Print article with no author).

#### Article with an author:


#### In-text citation:

#### Print article with no author:
Title of article. (year, month day). Magazine Title, volume(issue), page(s).


#### In-text citation:

### Newspapers and Magazines (Online)

- Online newspapers and magazines use the same format.
- The in-text citation will only use the year, not the full date.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

#### Multiple page article with author:
Author. (year, month day). Title of article. Newspaper or Magazine Title. Retrieval statement


#### In-text citation:
(Koch, 2006, para. 5).
### Reference USA or Mergent Online

Since ReferenceUSA and Mergent Online are password protected, use the database name rather than the exact URL.

Company. (year). Retrieved from database name.


### Gale Opposing Viewpoints in Context

Gale Opposing Viewpoints in Context articles can be confusing because they are republished from other sources. Put the author in its usual spot, but also include the editor.


**In-text citation:**

(McGinn, 1999, para. 8)

### The Bible

- Since there are so many versions of the Bible, use the standard numbering system for chapters and verses instead of page numbers. You can include the chapter/verse either in your writing or as part of the in-text citation. You will need to cite in the text which version of the Bible you used. You only need to do this the first time you cite the Bible. No reference entry is needed.

- The same method can be used for other classic texts, such as the Koran.

**Bible:**

No reference entry needed.

**In-text citation:**

(Edition)

(Abbreviated book. Chapter: Verse )

In Leviticus 2:1-11 (King James Version), rules are laid out for meals.

In the Bible (King James Version), one kind of meal offering described is “unleavened wafers anointed with oil” (Lev. 2:4).

### Brochures/Pamphlets

- The author is the company or organization that produced the brochure.

- If there is no place of publication, use N.p.

- If there is no publisher, use n.p.

- Most commonly, the author is the same as the publisher. If that is the case, use the Author for the Publisher as well.

Company or Organization. (year). Title of pamphlet or brochure [Brochure]. Place of Publication: Publisher.

Aurora Health Care. (2007). Controlling diabetes [Brochure]. Milwaukee, WI: Publisher (may be the Author).

**In-text citation:**

(Aurora Health Care, 2007, p. 1).
<table>
<thead>
<tr>
<th>Government Documents, Online or Print</th>
<th>Author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government documents can be tricky because there are so many variations. Most commonly you will find articles or reports on the websites of various agencies. Look for URLs that end in .gov.</td>
<td>Author. (Year). <em>Title of article</em> (Publication number or type of document). Retrieved from Agency name’s website: URL</td>
</tr>
<tr>
<td>Government documents without an author use the agency as author. Format them as you would a corporate author (See Corporate/Group Author on p. 8.)</td>
<td>In-text citation:</td>
</tr>
<tr>
<td>The publication title will appear somewhere on the document if it is an official report. If the document is from a government website, and is not an official publication, omit the publication number and publisher.</td>
<td>(Shuchat, 2009, para. 12).</td>
</tr>
<tr>
<td>There is no period at the end of the entry so that readers do not think it is part of the URL.</td>
<td>No author:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Outlook Handbook (Online):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First in-text citation in the paper:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bureau of Labor Statistics [BLS], 2012, Pay section, para. 1).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All following in-text citations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BLS, 2012, Pay section, para. 2).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No publication number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First in-text citation in the paper:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Federal Department of Agriculture [FDA], 2005, para. 10).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All following in-text citations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FDA, 2005, para. 10).</td>
</tr>
<tr>
<td>Web Pages</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• A web page is one page on a particular website. Think of it as a chapter in a book.</td>
</tr>
<tr>
<td>• Web pages may not have all the information you want, or the information may be hard to find.</td>
</tr>
<tr>
<td>• If there is no date on the article at all, look for a copyright year or “last updated” date.</td>
</tr>
<tr>
<td>• There is no period at the end of the entry so that readers do not think it is part of the URL.</td>
</tr>
<tr>
<td>• <strong>NOTE:</strong> If the website is fairly straightforward with tabs on the homepage that lead to the pages cited, the pages can be cited as one website, but with section headings. See the in-text citations examples under <em>Occupational Outlook Handbook (Online)</em> on p. 15.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Personal communications require only an in-text citation. They do not require an entry on the reference page because they are not published, and consequently a reader would be unable to track them down.</td>
</tr>
<tr>
<td>• Be sure to take careful notes when interviewing so you get the exact words. Do not make up or elaborate quotations.</td>
</tr>
<tr>
<td>• If you are using an email or letter, and the person spelled something wrong, use the word [sic] in brackets after the mistake to show that it is not your mistake. For example, “Online postings contain [sic] a lot of errors.”</td>
</tr>
<tr>
<td>Blog Post (weblogs), Message Posted to a Newsgroup, Online Forum, Discussion Group or Electronic Mailing Lists (Listservs)</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>• Newsgroups or online forums might include comments posted beneath an online article or discussion groups found at Google Groups or Yahoo Groups.</td>
</tr>
<tr>
<td>• A listserv is an email discussion on a particular topic that people subscribe to. If you do not subscribe to a listserv, you might find the discussions archived online. You have to cite the archive so that the reader can find it again.</td>
</tr>
<tr>
<td>• If the poster or blogger’s full name is available, use that; otherwise, use the screen name.</td>
</tr>
<tr>
<td>• If you can’t find the archive for an electronic mailing list, cite the message as a personal communication (See Personal Communications, p. 16).</td>
</tr>
<tr>
<td>• If you are using an email or letter, and the person spelled something wrong, use the word [sic] in brackets after the mistake to show that it is not your mistake. For example, “Online postings contain [sic] a lot of errors.”</td>
</tr>
<tr>
<td>• There is no period at the end of the entry so that readers do not think it is part of the URL.</td>
</tr>
</tbody>
</table>

Lastname, FI. MI. or Screen name. (year, month day). Subject line of message [type of message]. Retrieval statement

With name available:


Other types of messages could be:
[electronic mailing list message]
[video file]
## Reference Entries: Non-text Sources

### Images (Photos, Graphics, Charts, Diagrams)
- All photos and images that you have permission to use need to be cited. Consult the website’s usage guidelines to see if you may use any images on the site (look for a “terms/conditions of use” link).
- The website may tell you how they want the image cited, and if so, follow that.
- If there is no other information, include the URL in parentheses next to the photo or graphic as an in-text citation only. The entry is not listed on the References page.
- There is no period at the end of the entry so that readers do not think it is part of the URL.
- For charts, diagrams or tables that appear within a larger work, simply cite the larger work.
- If a figure number or page number is available, include those in the in-text citation: (Johnson, 2010, figure 2) or (Thompson, 2008, p. 18).

#### If enough information is provided:
Creator. (year). Title or [description]. Retrieval statement


#### In-text citation:
Image: photo, graphic, chart, etc.

(Dorn, 2007)

#### If no creator information is provided:
Image: photo, graphic, chart, etc.

(http://www.photorus.com/hip)

### Television Shows and Films
- A television broadcast might be a stand-alone special or a daily or weekly news broadcast.
- To find the names of the director, producer, or writer, look for the first non-acting person listed in the credits, or look online at the network or movie’s website.
- For individual episodes of television series, list the writer first, and then the director in the author position. Many series use different writers and directors for each episode.
- Use television series only if you are referring to the whole series rather than one episode.

#### Television broadcast:
Writer, Fl. MI. (Writer), & Director, Fl. MI. (Director). (Year, month day of air date). Program title [Television broadcast]. Location of broadcaster: Television Network.


#### In-text citation:
(Nelson & Mann, 2007).
**Television series:**
Producer, Fl. MI. (Producer), & Director, Fl. MI. (Director). (Year shown). *Series title* [Television Series]. Location of broadcaster: Network.


**In-text citation:** (Corvo & Greenberg, 2007).

**Single episode from television series:**
Writer, Fl. MI. (Writer), & Director, Fl. MI. (Director). (Year broadcast). Title of episode [Television series episode]. In C. Producer (Producer), *Series title*, Location of Broadcaster: Network.


**In-text citation:** (Simon, Burns & Chappelle, 2008).

**Film:**
Producer, Fl. MI. (Producer), & Director, Fl. MI. (Director). (Year). *Film title* [Motion picture]. Country of origin: Movie Studio.


**In-text citation:** (Shamberg & LaGravenese, 2007)

**Music Recording**
- The songwriter might not be the same person who records the song, so check the song credits in the CD case or online.
- If the song was recorded at a different time as it was copyrighted, such as for a live recording of a concert, add the recording date at the end.
- If you are working with a record or cassette rather than a CD, use both the side number and track number, such as (Smith, 2003, side B, track 2).

**Song written by the artist:**
Artist, Fl. MI. (Copyright year of song). Title of song. On *Title of album* [format—CD, cassette, etc.]. Location: Record Label. (Recording date if different from copyright date)


**In-text citation:** (Williams, 2003, track 6).
**Song not written by the performer:**

Artist, FI. MI. (Copyright year of song). Title of song. [Recorded by performer]. On *Title of album* [format—CD, cassette, etc.]. Location: Record Label. (Recording date if different from copyright date)


**In-text citation:** (Sondheim, 1979, track 5).

---

**Video from Video Sharing Sites, such as YouTube**

Real names are not typically shared on YouTube, so use the screen name as the author.

Screen name. (Year). Title of video [video file]. Retrieval statement.


**In-text citation:** (Tpmtv, 2009).

---

**Notes:**
Preparing Workers for the Digital Age

Student K. Studentson

Bryant & Stratton College

BUSS100: Business Principles

Ms. Teacherson

December 8, 2010

*NOTES:

- Cover page format varies depending on the APA resource because the official APA Manual cover page format shows how to prepare for publication, rather than for classwork.
- Most colleges accept this format for student papers.
- This sample is not to scale:
  - Margins should be kept to 1 or 1 1/2 inches, all the way around the page.
  - The running head is an abbreviation of the full title, and should appear flush left in the header of the document with the page number flush right.
  - “Running head:” appears only in the header on the cover page.
  - Recommended font is 12 point Times New Roman.
Abstract

The abstract is optional for student papers, but some instructors require them, usually for longer papers. It should begin on a new page, be one paragraph long, unindented, and around 150 words long. Abstracts concisely summarize the paper and its conclusions, and should only include the most important information in the paper. Some students do not like to “give away” the ending of the paper, but they should understand that the element of suspense is not so important in academic writing. Many people use the abstract to decide whether or not to read the paper. Instructors, however, do not have this option.
Preparing Workers for the Digital Age

The introduction does not need a heading; instead, the paper title appears one line above the first line of the paper. Later sections may use headings to divide the discussion by topic. The introduction should include the thesis statement, but it also might have background material, a literature review that summarizes prior scholarship or other opinions on the topic. If those sections are long enough, they might earn their own headings. The length will depend on the topic. This introduction is quite short, but only because this is not a real paper. Typically, the thesis statement will appear at the end of the introduction.

Advance of the Paperless Society

The different sections should be separated by specific section headings that address the topics being discussed. For example, instead of using the generic heading “Background” or “History,” a more specific one was used from which the reader could more easily glean the actual topic. These paragraphs should include any arguments and support for the writer’s thesis.

Types of Headings

Throughout this sample paper, you will see different formats of headings. For most purposes, you will likely only need the first type, which is centered and bolded. However, if you need subheadings to discuss more specific information within the topic, you may use subheadings to label the sections. The headings in this paper demonstrate how you format headings from broadest to narrowest. One way to think about it is that each subheading should correspond with the subpoints of an outline. You will likely have two or three headings at the same level.

The next level for headings.

The next sections will show examples of direct quotations and paraphrases. Writers use direct
quotations and paraphrases from source material to support each assertion. When the writer directly quotes an author, he or she can introduce the quotation with a tag or signal phrase, and then must put all words directly from the source in quotation marks and use in-text citations as shown in the following example. According to Jones (2001), “New York City’s crime rate has plummeted since the mid-eighties” (p. 30). The writer can also omit the tag and use a single in-text citation, such as in the following example. In New York City, “ticketing of nuisance crimes has helped lead to the arrest of perpetrators of more serious crimes” (Jones, 2001, p. 31). If the same article is quoted more than once in the same paragraph, only the page number is needed for the second quotation, as long as it is clear that it is from the same source (p. 35). If the quotation appears in the middle of the sentence, you can still put the in-text citation at the end of the sentence, but only if the non-quoted part is a paraphrase. If the end of the sentence is your opinion, place the in-text citation before your opinion starts. In Iraq, since the fall of Saddam Hussein, “intimidation, violence, and assault against women have skyrocketed” (Zakaria, 2003, p. 22), which shows a need for more severe consequences for offenders of these crimes. In the last sentence, the citation is in the middle because the last half of the sentence is the writer’s opinion. If a quotation is over 40 words, it should be introduced by a tag and colon, and should be indented without quotation marks. The quotation should remain double-spaced and unjustified. The in-text citation comes after the final punctuation, unlike a shorter quotation. Griasar & Kanpek (2010), analysts for the NYPD, argue:

This statistical change can be attributed to the increase in “quality-of-life” crime arrests. Often, those people arrested for smaller crimes such as littering or jaywalking have existing criminal warrants that lead to arrests for larger crimes. An augmentation in the number of foot police is required to be successful in this strategy. (p. 288)
Remember that quotations should not be used as “space wasters.” Try to choose the most important information, and only include more if it is needed for context. A quotation should be surrounded by discussion rather than left hanging. Do not start or end a paragraph with a quotation.

The next level of heading.

If you choose to paraphrase rather than directly quote your source, you still need to provide a full in-text citation that refers to the exact place in the source where you found the passage. Remember that paraphrasing means to rephrase and restructure a short passage. It does not mean changing every third word. For an example, we will use the following quotation, which states, “the fashion industry capitalized on the paranoia created by SARS, by establishing designer lines of protective face masks. Gucci and Chanel offered pricey masks emblazoned with their logos” (Centers for Disease Control [CDC], 2005, p. 84). An appropriate paraphrase might look like this next sentence. During the SARS scare, upscale labels such as Gucci sold designer masks to the public, which showed that they recognized an opportunity for further sales (CDC, 2005, p. 84). Also notice how the in-text citation changed. When an acronym can be used, the full corporate author only needs to appear in the first in-text citation. Throughout the rest of the paper, only the acronym is needed in the in-text citation.

The most specific level of heading.

A conclusion will wrap up the paper by making a prediction regarding the implications of the topic. Here is an example of how to cite a source that has no author. In some rural areas, “satellite radio holds 85 percent of the market share” (“Satellite Radio’s,” 2004, 3A). If you are citing two works by the same author from the same year, add an a or b to the end of the year to distinguish which article you are citing (Johnson, 2010b, para. 8). Pretend there are a few more pages…
References


Citing in PowerPoint Presentations

The same guidelines for citing in a research paper apply for citing in PowerPoint presentations.

Just as in a paper, a presentation needs to be mainly your words and ideas, supported by source material with in-text citations and a References page.

Remember that you should use your own wording, and quotation marks still must be used for direct quotations.

Presentations are more likely to use images or graphics, so be sure to cite them appropriately as well.

Illegal Interview Questions

Any questions pertaining to:

- Age
- Race
- Marital/family status
- Sexual Orientation
- “Physical ability, unless required for the position”
  (Pritzlaff, 2008, para. 4)

References
