Bryant & Stratton College
APA Style Guide

Based on the *Publication Manual of the American Psychological Association* (7th ed.)

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Overview: Plagiarism and Copyright

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, consult APA's *Publication Manual* (7th ed.), the APA Style Website [https://www.apastyle.org/], Purdue OWL [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html], or other APA resources available on campus. You may also consult an English instructor, librarian, or tutor.

This guide includes short sections on formatting:

- In-text citations
- Reference pages
- Reference page entries for sources available both in print and electronically and non-text sources [images, YouTube, podcasts, etc.]
- 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. 22-27 for examples).

Copyright and Academic Dishonesty

- Copyright and fair use laws state 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 an entire article or a large portion of one, even if you cite it, is not allowed. Your paper should be your own words and ideas. Please see the Bryant & Stratton College Student Code of Conduct [https://www.bryantstratton.edu/pdf/Code_of_Conduct.pdf] 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.

Hints

- Computer tips in this guide refer to Microsoft Office 365 Word.
- The citation tool in Microsoft Office 365 Word does not always conform to correct APA formatting per the official *Publication Manual of the American Psychological Association* (7th ed.). Using this guide and making your own citations is preferable.
- Auto-generated citations also commonly have errors with punctuation and capitalization. Be cautious and use the guide whenever possible.

For additional information:

Sample Student Paper: https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf. The running headers and online retrieval dates are no longer included in student's APA citation style papers.

Title Page Guide: https://apastyle.apa.org/instructional-aids/student-title-page-guide.pdf
Heading Levels template: https://apastyle.apa.org/instructional-aids/heading-template-student-paper.pdf

Abstract and Key Words Guide: https://apastyle.apa.org/instructional-aids/abstract-keywords-guide.pdf

Reference Quick Guide: https://apastyle.apa.org/instructional-aids/reference-guide.pdf

How to Cite ChatGPT: https://apastyle.apa.org/blog/how-to-cite-chatgpt

Basic Rules: In-Text Citations

In-text citations are used in an assignment every time the author references someone else's work. In-text citations are placed immediately following the information from the source as part of the sentence. Avoid making "blanket citations" at the end of paragraphs; instead, cite after sentences containing information from a source.

Every source listed on the reference page must have a corresponding in-text citation within the document. Without the in-text citation, it is plagiarism. In-text citations require 3 pieces of information for direct quotation but 2 pieces for paraphrase or summary:

a. Author's last name (If no author, use the abbreviated title of an article or a chapter. Use italics for books and webpages.)
b. Year published (If no date, use n.d.)
c. Direct Quotation: Page number for print sources. For electronic sources, provide a way to find the source, e.g., paragraph number, or a section name and paragraph number for longer sources. If citing a PowerPoint presentation, use the slide number.
d. Paraphrase and Summary: Including a page number or paragraph number is not required, but if you are able to provide the information, include it.

Typical:
PRINT: (Smith, 2000, p. 45).**
ELECTRONIC: (Smith, 2000, para. 10).

No author:
PRINT: ("Compare Bees," 2000, p. 45).**
ELECTRONIC: ("Compare Bees," 2000, para.10).

No date:
PRINT: (Smith, n.d., p. 45).**
ELECTRONIC: (Smith, n.d., para. 10).

Organization/Group Author:
ELECTRONIC: (Coca-Cola, 1999, para. 4).
ORGANIZATIONS THAT USE AN ACRONYM: (American Library Association [ALA], 2000, para. 2).
AFTER THE FIRST ONE: (ALA, 2000, para. 2).

Government Source with no author: The agency name replaces the author if there is none.
PRINT: (Centers for Disease Control [CDC], 1999, p. 223).
ELECTRONIC: (Bureau of Labor Statistics [BLS], 2012, para. 8).

Personal Correspondence (includes interviews, emails, class notes): DO **NOT** list the source on the reference page. (B.L. Kowalsky, personal communication, September 4, 2006).

****Note**:

- The title of the article has quotation marks and capital letters, even though it will not appear that way on the reference page.
- If an article was retrieved electronically but has page numbers (such as a PDF document), use pages.
- If the source has no page numbers, for example, a web page, use paragraph numbers.
- If the electronic article has section headings, use the section heading with paragraph number.
  AUTHOR: (Smith, 2000, "Findings" section, para. 3).
  NO AUTHOR: ("Comparing Apples," 1999, "Implications" section, para. 8).

Narrative to Introduce Source Material

A narrative citation is used to incorporate the quotation smoothly into the sentence and to introduce the quote. It typically includes the author's name, followed by the date in parentheses; it also can include a quick overview of his or her credentials.

Examples of narrative citations include:

- Johnson (2018) argues, . . .
- According to Jones (2017), the chief resident at Chicago Mercy Hospital, . . .
- Fineman (2019), who has written widely on the topic of artificial hearts, claims that . . .

Avoid using the narrative citation method to introduce a citation without an author.

When using narrative to introduce a direct quote, two sets of parentheses are used. The year always comes directly after the author's name, and the page or paragraph number sits at the end of the quotation.

Print: Smith (2000) claims, "There is no comparison" (p. 18).

Electronic: According to Smith (2016), "The data shows students are likely to plagiarize if they do not know how to cite their work" (para. 4).

No date: Smith (n.d.) claims, "There is no comparison" (para. 4).

Personal communication: M. J. Smith (personal communication, May 3, 2000) claims, "There is no comparison."

Paraphrase or summary: According to a study conducted by Smith (2016), student plagiarism is on the rise.

Indirect Quotations

While it is best to avoid secondary citations, if the words quoted are not the author's, but rather someone the author quoted or cited, use the phrase "as cited in."

- Use the original speaker or writer's name in the narrative, but then include a full in-text citation that gives the name of the author of the article **YOU** used.
- The goal of the in-text citation is to direct the reader to the appropriate entry on the reference page. The reference page citation must be the source **YOU** used.

In the example below, if Buffett's name was used in the in-text citation, it would not direct the reader to the proper entry on the reference page

Direct quote: Warren Buffett (as cited in Johnson, 1998) explained, "I'm extremely rich" (p.132).

Paraphrase: McAllister's research (as cited in Wilem, 2008) suggests a correlation between sleep loss and student success in the first semester of college.

Basic Rules: The Reference Page

The reference page is the last page of a research paper and lists the publication information for all the sources actually used in the paper. Resources collected but not cited should not appear on the Reference page. [see the sample References on p. 27.]

1. The page should be titled **References**, centered, and bold.
2. The list should be double-spaced and include hanging indents (this means the second line and all subsequent lines after the first line of each entry should be indented).
3. 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*).
4. Each entry on the reference page must correspond with an in-text citation in the text of the paper. The in-text citation should begin with the word used to alphabetize the reference page—typically the author's last name.
5. Each entry ends with a period unless it ends with a digital object identifier (DOI) hyperlink or website URL address.
6. The reference page should be its own numbered page.
7. APA uses only last names to prevent gender bias. Author names should be listed by last name, followed by author's first initial and middle initial [if available]. Omit any degrees, such as Ph.D. or M.D., but do include suffixes like Jr. or III (Smith, J. R., Jr.). If a name is hyphenated, use the hyphen after the period, but do not use extra space (Smith, M.-A. for Mary-Ann Smith). Within the entry, multiple authors should be listed in the order they appear on the source.
8. Article and book titles are in "sentence case," which means they are not capitalized aside from the first word of the title, the first word of the sub-title [the word after a colon (:)], and any proper nouns [similar to how a sentence would be capitalized].
9. Journal, newspaper, and magazine titles use standard capitalization and are *italicized*.
10. Publication or book titles are *italicized*, as is the *volume number* (but not the issue number).
11. Electronic sources require either a digital object identifier (DOI) hyperlink or a URL address to the location where the item can be retrieved.
12. Academic research database articles [e.g., Academic Search Premier, EBSCOhost, CINAHL, MEDLINE, etc.] without a DOI do not require a URL address and should appear as a print source.
13. URLs should not be abbreviated. For example, do not use insidehighered.com if the article is found at http://insidehighered.com/news/2007/05/14/intl
14. URLs and DOI hyperlinks should remain live. They can either appear blue and underlined or unlined in plain text.
15. 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 on the reference page, select the citations 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 labelled '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.
NOTE: Always list multiple authors in the order they appear.

No Author*:* If an article has no author, make sure to verify the reliability or legitimacy of the source before using it. Put the book or title of the article before the publication date.
***IN-TEXT CITATION*: Only in 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. The title of a book or website should appear in italics.

Whole book:
REFERENCE PAGE CITATION: *The wonderful world of origami*. (1972). Little, Brown.

***IN-TEXT CITATION*:** (*The Wonderful World*, 1972, p. 83).

One Author: 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-TEXT CITATION*:** The initials are omitted.

REFERENCE PAGE CITATION: McAllister, H. A. (2010). *The wonderful world of origami.* Little, Brown.

IN-TEXT CITATION: (McAllister, 2010, p. 432).

Two Sources with Same Author and Same Date: Alphabetize the source by the first word after the date. Then add a letter after the year for each reference (a, b, c, …).

REFERENCE PAGE CITATION: Smith, J. (2009a). *On writing*. Houghton Mifflin.

REFERENCE PAGE CITATION: Smith, J. (2009b). *Returning to a draft.* Houghton Mifflin.

***IN-TEXT CITATION*:** (Smith, 2009a)

Two Authors*:* Use an ampersand (&) instead of the word "and."

REFERENCE PAGE CITATION: Ladish, S. M., & Filardo, P. A. (2006). *The wonderful world of origami.* Little, Brown.

***IN-TEXT CITATION*:** (Ladish & Filardo, 2006, p. 77).

Three to Twenty-One Authors*:* List all the authors using commas and an ampersand (&) before the last author. ***IN-TEXT CITATION:*** Use et al. with only the first author's name.

REFERENCE PAGE CITATION: Lang, L. A., Stern, E. C., Proetz, C. S., Madison, R., Cho, C., Meyer, A.-M., McLaughlin, K., Little, G., Gardner, B., Jr., & Broder, S. L. (1999). *The wonderful world of origami*. Little, Brown.

***IN-TEXT CITATION*:** (Lang et al.,1999, p. 110).

More Than Twenty-One Authors: List the first nineteen authors, followed by an ellipsis (. . .), then the last author listed. No ampersand is used.

IN-TEXT CITATION: Use et al. with only the first author's name.

REFERENCE PAGE CITATION: Lang, L. A., Stern, E. C., Proetz, C. S., Madison, R., Cho, C., Meyer, A.-M., McLaughlin, K., Little, G., Gardner, B., Jr., Cook, T. Y., Lenard, B., Austen, P., Mitch, Y., George, S., McHenry, P., Griffy, A.-B., Lance, D., Timothy, G., Maloney, T. R., …Broder, S. L. (2001). *The wonderful world of origami*. Little, Brown.

IN-TEXT CITATION: *(*Lang et al., 2001, p. 14).

Organization/Group Author: Use for 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 or abbreviation in the reference entry.

REFERENCE PAGE CITATION: American Library Association. (2007). *The wonderful world of origami.* Little, Brown.

FIRST IN-TEXT CITATION IN THE PAPER: (American Library Association [ALA], 2007, p. 14)
ALL FOLLOWING IN-TEXT CITATIONS: (ALA, 2007, p. 14).

REFERENCE PAGE CITATION: Bureau of Labor Statistics. (2012a). Medical assistants. *Occupational Outlook Handbook*. http://www.bls.gov/ooh/healthcare/medical-assistants.htm

REFERENCE PAGE CITATION: Bureau of Labor Statistics. (2012b). Medical records and health information technicians. *Occupational Outlook Handbook*. http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm

REFERENCE PAGE CITATION: Bureau of Labor Statistics (2012c). Medical transcriptionists. *Occupational Outlook Handbook*. http://www.bls.gov/ooh/healthcare/medical-transcriptionists.htm

IN-TEXT CITATIONS: (Bureau of Labor Statistics [BLS], 2012a, "How to Become One" section, para. 1)
ALL FOLLOWING IN-TEXT CITATIONS: (BLS, 2012a, "How to Become One" section, para. 2)

Reference Entries

Entire Books and E-Books—General

- Publication information is typically found on the back of the title page of a print copy.
- Use only the publishing company's main name; you do not need to include "Publishing," "University Press," or other identification.
- The digital object identifier (DOI) is a unique alpha-numeric code assigned to articles and books by their publishers when an electronic version is available. Form the DOI into a hyperlink to allow easy access to your reader: https://doi.org/xxx [https://doi.org/10.3928/014848.joab]
- Treat e-books like print books, except add the DOI hyperlink or publisher URL.
- If the e-book has page numbers, use those in the in-text citation, but if not, use chapters and paragraph numbers.

Lastname, FI. MI. (year). *Book title*. Publishing Company. https://doi.org/xxx.or.URL.for-ebook

PRINT: Landis, C. A. (1988). *Five rules to live by: A guide for new parents*. Van Nostrand.

E-BOOK: Johnson, S. L. (2000). *Stress, coping, and depression*. Lawrence Erlbaum Associates. https://doi.org/10.4423987a/jjk

Books and E-Books with 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."

Lastname, FI. MI. (year). *Book title* (edition). Publishing Company. https://doi.org/xxx.or.URL.for-ebook

PRINT: Broder, S. L. (2001). *Modern dance for the uncultured* (3rd ed.). Houghton Mifflin.

E-Book: Mason, M. L. (2000). *Research methods for scientific research* (8th ed.). Wiley. https://doi.org/10.5999877/rmscp

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, include in parentheses (Original work published 1995) at the end of the entry.

Chapterauthorslastname, FI. MI. (year). Chapter title. In A. A. Editors' Name(s) (Eds.), *Book title* (pp. #-#). Publishing Company. https://doi.org/xxx.or.URL.for-ebook

Miller, L. A. (1997). Ungodliness. In L.A. Otto & J.T. Callahan (Eds.), *Anthology of Minnesota authors* (pp. 12-19). Graywolf. https://doi.org/10.1010/4577

Entry from an Online Dictionary, Encyclopedia or Other Reference Site

- If the source is continually updated, indicate no date (n.d.) for the date and include a date of retrieval.

Published or archived version cited:
Term. (year). In *Site title*. URL address

Aylesworth, G. (2015, February 5). Postmodernism. In *Stanford Encyclopedia of Philosophy* (Spring 2015 ed.). https://plato.stanford.edu/entries/postmodernism

IN-TEXT CITATION: (Aylesworth, 2015, para.1).

Continually updated version: Author or Group Author
Merriam-Webster. (n.d.). Postmodernism. In *Merriam-Webster.com dictionary*. Retrieved December 4, 2019, from http://merriam-webster.com/dictionary/postmodernism

IN-TEXT CITATION: (Merriam-Webster, n.d.).

Scholarly Journal Article with a DOI or DOI Address [Database or Non-Database]

- The digital object identifier (DOI) is a unique alpha-numeric code assigned to articles and e-books by their publishers when an electronic version is available. Form the DOI into a hyperlink to allow easy access to your reader: https://doi.org/xxx [https://doi.org/10.3928/014848.joab]
- Only the journal title uses standard capitalization. The title of the article is capitalized in sentence case.
- The word that appears after the colon in the title (the subtitle) is capitalized.
- The volume is written in italics, but the issue is in normal font and in parentheses.
- Journal dates vary by publication. Use the information provided [(2016, Spring), (2019, January), (2018)] to form the date.

Author. (year, Month/Season). Title of article. *Publication Title, volume* (issue), pages. https://doi.org/xxxx

Roehl, B. Q. (1999, Fall). The rhetoric of composition: Convincing others. *Journal of Composition Studies*, *36*(2), 132-144. http://doi.org/190299.jocs

IN-TEXT CITATION: (Roehl, 1999, p. 140).

Journal Article with an eLocator:

Calling, S., Ohlsson, H., Sundquist, J., Sundquist, K., & Kendler, K.S. (2019). Socioeconomic status and alcohol use disorders across the lifespan: A co-relative control study. *PLoS ONE, 14*(10), Article e0224127. https://doi.org/10.1371/journal.pone.0224127

IN-TEXT CITATION: (Calling et. al., 2019).

Scholarly Journal Article without a DOI [Database or Non-Database]

- See rules above for scholarly journal.
- Include the URL address for a non-database article. If the article was found in an academic research database [e.g., Academic Search Premier, EBSCOhost, CINAHL, MEDLINE, etc.], a URL address is not needed.
- E-journals may not have PDF versions with page numbers. If not, skip page numbers.

Lastname, FI. MI. (year). Title of article. *Publication Title, volume*(issue), pages. http://publishershomepageaddress.edu

Smith, T. (2005). Where the wild things are: Traveling and infectious disease in Asia. *Journal of Infectious Disease, 35*(4), 116-123. http://jid.oxfordjournals.org/articles/where-the-wild

IN-TEXT CITATION: (Smith, 2005, p. 119).

Newspaper Articles [Print, Database or Online]

- Newspaper articles use a more specific date than other publications as they are published daily; however, the in-text citation will only use the year.
- If the article is more than one page, include all page numbers separated by commas because the pages often jump around in a newspaper. If two or more pages are in a row, use a hyphen to show the range.
- If using an online newspaper or website, do not shorten the URL address.
- If using a print or academic research database, omit the URL address (see example for Print article with no author).

Lastname, FI. MI. (year, month day). Title of article. *Newspaper Title*, page(s). http://newspaperpublisheraddress.com

Multiple page article with author (online):

Schrader, M. L. (2007, January 3). Dining guide to Milwaukee. *Milwaukee Journal-Sentinel*, A1, A3, A6-A7. http://www.jsonline.com/dining-guide-to-Milwaukee

IN-TEXT CITATION: (Schrader, 2007, p. A3).

Academic research database or print article:

Greenwell, M. (2019, July 28). Fly, little bird. Quit your terrible job. *New York Times,* 3.

IN-TEXT CITATION: (Greenwell, 2019, p. 3).

Magazine Articles [Print, Database or Online]

- This refers to popular magazines and trade publications such as *Consumer Reports*, *Newsweek*, *U.S. News and World Report*, *Advertising Age*, *CMA Today*, and *T & D,* etc.
- 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.
- If using an online article, do not shorten the URL address.
- If using an article from an academic research database or a print copy, no URL address is needed.

On-Line article with an author:

Lastname, FI. MI. (year, month day). Title of article. *Magazine Title, volume*(issue), pages. http://publisherswebsiteaddress.com/full-address

Chomicz, L. C. (2002, April 12). Top-ranked colleges. *Newsweek*, *151*(3), 32-36. http://www.newsweek.com/top-ranked-colleges/

Academic research database or print article:

Millar, B. W. (2019, October 31). Setting the bar. *Forbes, 202*(8), 147-152.

Government Documents [Print or Online]

- Government documents can be tricky because there are so many variations. Often articles or reports can be found on the websites of various agencies. Look for URLs that end in .gov
- Government documents without an author use the agency as author. Format them as you would an organization/group author (see Organization/Group Author on p. 9).
- If there is no author on a government agency or an organization website, consider the agency or the organization to be the author. When multiple government agencies appear as the author, use the most specific author.

Author:

Author. (Year, Month day). *Title of article* (Publication number or type of document). Agency of Publication. http://websiteaddress.gov/donotshorten

Schuchat, A. (2009, November). *H1N1 preparedness: An overview of vaccine production and distribution* [Testimony]. United States Department of Health and Human Services. http://www.hhs.gov/asl/testify/2009/11/t20091118b.html

Organization as Author:

Agency. (Year). *Publication Title* (Publication number or type of document if indicated). http://websiteaddress.gov/donotshorten

Centers for Disease Control. (2005). *SARS risk in central Asia* (Report No. 56). http://www.cdc.gov/sarsrisk.htm

***FIRST IN-TEXT CITATION IN THE PAPER*:** (Centers for Disease Control [CDC], 2005, para. 10).
ALL FOLLOWING IN-TEXT CITATIONS: (CDC, 2005, para. 10).

Occupational Outlook Handbook (Online): (Also see Organization/Group Author on p. 9).
Bureau of Labor Statistics. (2019, September 13). Medical assistants. *Occupational Outlook Handbook.* http://www.bls.gov/ooh/healthcare/medical-assistants.htm

FIRST IN-TEXT CITATION IN THE PAPER: (Bureau of Labor Statistics [BLS], 2012, "Pay" section, para. 1).
ALL FOLLOWING IN-TEXT CITATIONS: (BLS, 2012, "Pay" section, para. 2).

Webpages and Websites

- A webpage is one page on a website. Think of it as a chapter in a book.
- Webpages may not have all the information you want, or the information may be difficult to find.
- When the author and the website name are the same, omit the website name.
- If there is no author on a government agency or an organization website, consider the agency or the organization to be the author. When multiple government agencies appear as the author, use the most specific author.
- The author of a webpage or website may also be found on the "About Us" page. You may need to explore the website to find the information.
- If there is a specific day and month, use it. Look for a copyright year or "last updated" date. If there is no month or day, use the year. If there is no date, use (n.d.).
- There is no period at the end of the entry so readers do not think it is part of the URL.
- As technology develops, there may be different types of sources you need to cite from the Web not included in this guide. Consult the APA Style Blog for current advice on how to cite new mediums [https://www.apastyle.org/]

Author. (year, month day). *Title of article*. Website Source. URL address

Webpage on a news website without a standard print version: [CNN, BBC News, Reuters, etc.]
LaMotte, S. (2019, October 2). *Mixing less than 6 hours of sleep with chronic disease is deadly combo.* CNN. https://www.cnn.com/2019/10/02/health/poor-sleep-link-heart-disease-diabetes-cancer-wellness/index.html

IN-TEXT CITATION: (LaMatte, 2019, para. 6).

Webpage on a website with an author:
Smith, T. (2004, March 3). *Animal testing alternatives*. Human Society of the United States. http://www.hsus.org/animals_in_research/animal_testing

IN-TEXT CITATION: (Smith, 2004, para. 9).

Webpage on a website with an organization/group author:
Centers for Disease Control. (2018, August 8). *Sleep and chronic disease*. https://www.cdc.gov/sleep/about_sleep/chronic_disease.html

ORGANIZATIONS THAT USE AN ACRONYM: (Centers for Disease Control [CDC], 2018, para. 14).
AFTER THE FIRST ONE: (CDC, 2018, para. 14).

Blog posts: [Evaluate a blog post for reliability before using in academic writing.]
Goodman, R. (2019, December 2). *Career advice: 101 Lessons I wish I had learned earlier.* Beef Runner. https://beefrunner.com/2019/12/02/career-advice-101-lessons-i-wish-i-had-learned-earlier/

Personal Communications: Interviews, Emails, Texts, Online Class Lectures, Class Notes/PowerPoints

- Information learned in a classroom setting (online or face-to-face) is unpublished information and should be cited as a personal communication. Visit https://apastyle.apa.org/blog/nonrecoverable-sources or https://apastyle.apa.org/style-grammar-guidelines/citations/classroom-intranet-sources for additional information.
- Personal communications require **an in-text citation only**. They do not require an entry on the reference page because they are not published; consequently, a reader would be unable to find the source on their own.
- Be sure to take careful notes when interviewing so you get the exact words. Do not make up quotations.
- If you are using an email or text and the person spelled something wrong, use the word [sic] in brackets after the mistake to show it is not your mistake. For example, "Online postings contane [sic] a lot of errors" (in-text citation).
- If an email or text contains an emoji [☺] or emoticon [:)], include it in a direct quote as used. If unable to reproduce the emoji, indicate its description in brackets (e.g. "Loss of sleep can severely impact success on standardized tests [slightly frowning face]," according to . . ..)

IN-TEXT CITATION: (B. L. Kowalsky, personal communication, September 4, 2006).

NARRATIVE CITATION: B. L. Kowalsky (personal communication, September 4, 2006) acknowledges that the research is unclear.

On campus faculty lecture:
IN-TEXT CITATION: (A. Smith, personal communication, March 20, 2023).

NARRATIVE CITATION: A. Smith (personal communication, March 20, 2023) acknowledges that the research is unclear.

Blackboard class online lecture:
IN-TEXT CITATION: (Bryant & Stratton College, 2023, Blackboard Microeconomics course week 6 online lecture).

NARRATIVE CITATION: According to Bryant & Stratton College Microeconomics Blackboard course week 6 online lecture (2023), it is ……

Twitter, Facebook, LinkedIn, and TikTok

- Use social media posts only for content that originally appeared on social media. If there is a link to content from social media, seek out and cite the content. Do not reference the social media connection unless necessary.
- If a social media post contains an emoji [☺] or emoticon [:)], include it in a direct quote as used. If unable to reproduce the emoji, indicate its description in brackets (e.g. “Loss of sleep can severely impact success on standardized tests [slightly frowning face],” according to . . ..)

Author, FI. MI. [@username]. (year, month day). *Content of the post up to the first 20 words.* Site name. URL address

Tweet:

APA Style [@APA_Style]. (2019, October 23). *Sometimes the information you need to create a reference entry #APA Style* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/apa-style/status/1187108905245200384

Facebook:

Genesee Valley Greenway State Park. (2019, December 5). *Another resident traveler of the Greenway* [Image attached] [Status update]. Facebook. https://www.facebook.com/GeneseeValleyGreenwayStatePark/posts/987249528092324

LinkedIn:

Merlo, D. (2019, December 8). *Students in the OTA program at Bryant & Stratton College (Rochester, NY) researched* [Images attached] [Status update]. LinkedIn. https://www.linkedin.com/in/davidmmerlo?miniProfileUrn=urn%3Ali%3Afs_miniProfile%3AACoAAAInAKAB_TOvO9j-jK77tKA0qZJrDodBXtg&lipi=

TikTok:

Deep Tom Cruise [@deeptomcruise]. (2023, April 17). Yes I CANADA 💪… eh? [Video]. TikTok. https://www.tiktok.com/@deeptomcruise/video/7223086851236646149

Find more examples and explanations from https://apastyle.apa.org/style-grammar-guidelines/references/examples/tiktok-references

Reference Entries: Non-Text Sources

Images [Images, Graphics, Charts, Diagrams]

- Consult a website's usage guidelines before using any images on the site (look for a "Terms/Conditions of Use" link). All pictures and images granted permission for use need to be cited.
- If there is no other information, include the URL in parentheses next to the picture or graphic as an in-text citation only. In this case, the entry is not listed on the reference page.
- There is no period at the end of the entry so readers do not think it is part of the URL.
- For charts, diagrams or tables that appear within a larger work, 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]. URL address

Dorn, B. R. (2007). [Photo of hippopotamus]. http://www.photorus.com/hip

IN-TEXT CITATION: Image: Picture, graphic, chart, etc.
(Dorn, 2007, Table 2)

If no creator information is provided: Image: Picture, graphic, chart, etc.
(http://www.photorus.com/hip)

Audiovisual Media

- 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.

Television broadcast:
Writer, FI. MI. (Writer), & Director, FI. MI. (Director). (Year, month day of air date). *Program title* [Television broadcast]. Television Network.

Nelson, L. (Writer), & Mann, N. M. (Director). (2007, December 12). *Hidden secrets: Portrait of homeless teens in Baltimore* [Television broadcast]. NBC.

IN-TEXT CITATION: (Nelson & Mann, 2007).

Single episode from television series:
Writer, FI. MI. (Writer), & Director, FI. MI. (Director). (Year, Month day of broadcast). Title of episode (Season number, Episode number) [TV series episode]. In C. Producer (Executive Producer), *Series title*. Network.

Simon, D. (Writer), Burns, E. (Writer), & Chappelle, J. (Director). (2008, March 7). More with less (Season 4, Episode 3) [TV series episode]. In D. Simon and N.K. Noble (Executive Producers), *The Wire*. HBO.

IN-TEXT CITATION: (Simon et al., 2008).
NARRATIVE CITATION: Simon et al. (2008) suggest

Film:
Producer, FI. MI. (Producer), & Director, FI. MI. (Director). (Year). *Film title* [Type]. Movie Studio.

Shamberg, M. (Producer), & LaGravenese, R. (Director). (2007). *Freedom writers* [Film]. Paramount Pictures.

IN-TEXT CITATION: (Shamberg & LaGravenese, 2007).

TED Talk:
McGonigal, K. (2013, June). *How to make stress your friend* [Video]. TEDGlobal. https://www.ted.com/talks/kelly_mcgonigal_how_to_make_stress_your_friend

Video from Video Sharing Sites [YouTube]

- The person or group who uploaded the video is considered the author for ease of retrievability, but use the name of the person(s) who created the video in the narrative.
- Real names are not always shared on YouTube, so the screen name is an acceptable as the author.

YouTube Username. (year, month day). *Title of video* [File type]. URL address

Khan Academy. (2013, April 18). *Writing a thesis sentence* [Video]. https://www.youtube.com/watch?v=W4JfDtfwOug

IN-TEXT CITATION: (Khan Academy, 2013).

Podcasts

- List the host as the author or include the executive producers, if known, with role in parentheses.
- Specify the type of podcast [audio or visual] in brackets and include the episode number in parentheses.
- The URL address should link to the homepage where the podcast can be found. If the URL is unknown, omit the URL.

Lastname, FI. MI. (Host). (year, month day). Episode title (No. of episode) [Audio podcast episode]. In *Podcast Title*. Production Company. http://wherethepodcastcanbefound.com

Sale, A. (Host). (2019, December 11). The children of heart mountain (No. 950) [Audio Podcast episode]. In *Death, Sex & Money*. WNYC Studios. https://www.wnycstudios.org/podcasts/deathsexmoney/episodes/heart-mountain-death-sex-money

Online Presentations [PowerPoint, Word Document, Prezi]

Lastname, FI. MI. (year, month day). *Title of presentation* [Type of presentation]. Name of Site. http://websiteaddress.com

Consulta, G. (2016, January 2). *Resumes: Your ticket to an interview* [PowerPoint slides]. SlideShare. https://www.slideshare.net/consgp/resume-presentation-56597707

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 written with your words and ideas but supported by source material with in-text citations and a references slide.

Remember 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)

(Shockey, 2009)

References

Pritzlaff, G. L. (2008). *Hiring guide for new managers.* http://www.managerhowto.com/hiringguide

Shockey, M. G. (2009). [photo of family on path]. Women's Health. http://www.womenshealth.gov/

Cite Sources for a Discussion Board Post

When citing sources in a discussion board post, note that there are three limitations of the discussion board environment that will affect the formatting of citations:

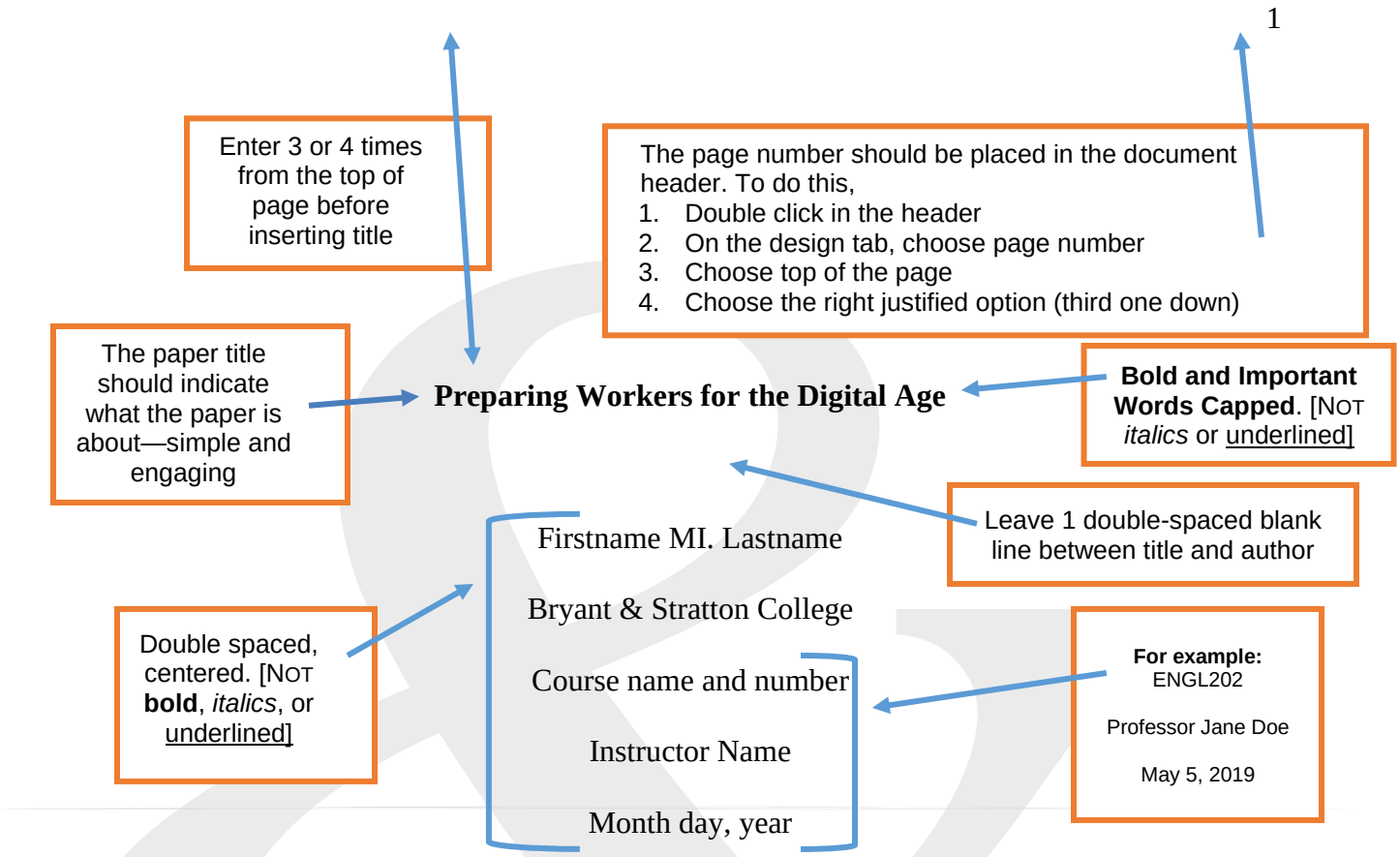
- There is no ability to double-space text
- There is no ability to create a hanging indent
- There is no ability to create a separate References page

Within those limitations, follow APA guidelines as closely as possible. In the post:

- Follow directions for Narrative to Introduce Source Material (see p. 6)
- At the ending of quoted/paraphrased material, follow directions for creating in-text citations (see p. 5)
- At the end of the post, follow directions creating Reference page entries, excluding hanging indents and double spacing (see p. 7)

Find more examples and explanations from https://azhin.org/c.php?g=632444&p=8090949

Sample APA Paper with Explanations



****NOTES:**

This sample is not to scale:

- Margins should be kept to 1 inch all the way around the page or to Microsoft Word default.
- Recommended font is 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, or 11-point Georgia
- Double space entire paper (including title page, paper body, and reference page) with no extra space between paragraphs or headings. Indent paragraphs ½ inch [or 1 tab].

Within the paper,

- Use one space at the end of a sentence or period.
- **AVOID** contractions (e.g. don't = do not, shouldn't = should not, etc.) and informal language (e.g. very few, practically all, cop, hey, on the same page, think outside the box, etc.)
- **AVOID** gender bias by using the generic third person singular pronoun "they" to refer to a person whose gender is unknown or unimportant.

No indent

Centered and **bold**. [NOT *italics* or underlined]

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 unindented, and no longer than 250 words. 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 the element of suspense is not as 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.

This is a brief summary—not your introduction. This should be no longer than 250 words for a long paper and should summarize the content of the entire paper. Write this after you have completed the body of your paper.

Double space entire paper

Indent all paragraphs ½ inches or 1 tab

Title should be repeated in **Bold with Important Words Capped** and appear on the first line of the paper

Preparing Workers for the Digital Age

The introduction does not need a heading labeling it as the introduction; 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 or 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. Most introductions include multiple paragraphs. Typically, the thesis statement will appear at the end of the introduction.

Level 1 Heading—Centered, **bold**, and Important Words Capped

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

Level 2 Heading—Left margin, **bold,** Important Words Capped

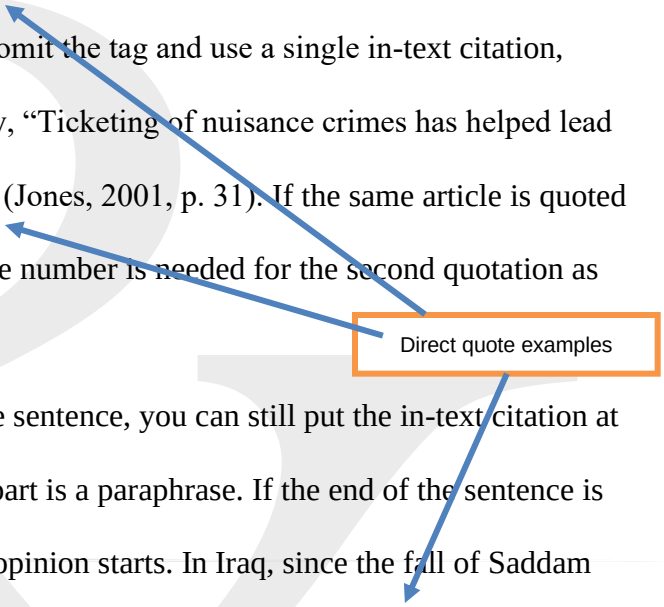
Throughout this sample paper, you will see different formats of headings. For most purposes, you will likely only need the first type, which is centered and bold. However, if you need subheadings to discuss more specific information within the topic, you may use subheadings to label the sections. The 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 sub-points of a formal outline. You will likely have two or three headings at the same level.

The next level for headings.

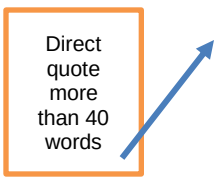
Level 3 Heading—Left margin, **bold**, *italics*, Important Words Capped

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 using a narrative signal phrase, and then must put all words directly from the source in quotation marks using 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 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 narrative signal phrase and colon (:) and should be indented without quotation marks. The quotation should remain double-spaced. 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.

Level 4 Heading—Indented, **bold,** Important Words Capped, period, then begin

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 source where you found the passage. Remember 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). Also notice how the in-text citation changed. When an acronym can be used, the full organization/group 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.

Direct quote

Paraphrase

Level 5 Heading—Indented, **bold,** *italics,* Important Words Capped, period, then begin

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% of the market share" ("Satellite Services," 2004, p. 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…

Citing two works by same author

No author

For another sample of an APA formatted paper, go to
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html

Centered and **bold.** [NO *italics* or font change]

References

Centers for Disease Control. (2005, April 5). *SARS risk in central Asia* (DHHS Publication No. CDC 21-4583). http://www.cdc.gov/sars/21-4583

Griasar, R. M., & Kanpek, C. H. (2010, Fall). The effect of quality of life crime arrests on overall crime rates: A statistical analysis. *Journal of Criminal Justice, 19*(3), 279-292. https://doi.org/2010.3245/jcj.193

Johnson, L. S. (2010a). *Eco-tourism in Guatemala*. Budget Travel. http://www.budgettravel.com/20100302/ecotour.htm

Johnson, L. S. (2010b). *Greenpeace volunteering opportunities*. Greenpeace. http://www.greenpeace.com/volunteering

Jones, M. J. (2001). Crime statistics in New York City. *Harvard Law Journal, 62*(8), 28-36.

Satellite services increase commitment to new market. (2004, March 11). *Milwaukee Journal-Sentinel*, pp. 1A, 3A, 5A.

Zakaria, F. (2003, April 12). Iraq's new image. *Newsweek, 161*(34), 21-22.

Two works by same author—alphabetize by the article title and add letter

Print or academic research database source

To create a hanging indent:
- Highlight the reference list
- Right click the mouse
- Choose "Paragraph…"
- Under "Indentation," use the "Special" drop down menu to choose "Hanging"

Note:
- The references are listed in alphabetical order
- Each citation has a hanging indent

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