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

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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 APA’s Publication Manual, 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 or librarian.

This guide includes short sections on formatting:
- In-text citations
- Reference pages
- Reference page entries for sources available both in print and electronically
- Reference 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. 19-24 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 a whole 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 Word 2016.
- The citation tool in Word 2016 does not always conform to correct APA formatting per the official Publication Manual of the American Psychological Association (6th 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.
**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, a chapter, or a web page in quotation marks. Use italics for books.)

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

c. **Direct Quotation:** Page number for print sources or paragraph number for electronic sources are required. If you are 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.

**Normal:**

**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 and No Title:**

**PRINT:** (Smith, n.d., p. 45).  
**ELECTRONIC:** (Smith, n.d., para. 10).

**Corporate Author**

**PRINT:** (Coca-Cola, 1999, p. 13).  
**ORGANIZATIONS THAT USE AN ACRONYM:** (American Library Association [ALA], 2000, p. 14).  
**AFTER THE FIRST ONE:** (ALA, 2000, p. 14).

**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 (interviews, emails)**—Do not list the source on reference page.  
(B.L. Kowalsky, personal communication, September 4, 2006).

*Note:* The title of the source has quotation marks and capital letters, even though it will not appear that way on the reference page.

- If a source 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 for the direct quote.

If the electronic article has section headings, use the section heading with the paragraph number.

**AUTHOR:** (Smith, 2000, Findings section, para. 3).

**NO AUTHOR:** (“Comparing Apples,” 1999, Implications section, para. 8).
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 quick overview of his or her credentials.

Examples of tags might 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

When using a tag 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 sentence.

**PRINT:** Smith (2000) claims, “There is no comparison” (p. 18).

**ELECTRONIC:** Smith (2000) claims, “There is no comparison” (para. 4).

**NO DATE:** Smith (n.d.) claims, “There is no comparison” (para. 4).

**NO AUTHOR** (avoid this tag): The article “Comparing Apples to Oranges” (2000) claims, “There is no comparison” (p. 18).

**PERSONAL COMMUNICATION:** M. J. Smith claims, “There is no comparison” (personal communication, May 3, 2000).

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, use the phrase “as cited in.”

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

**PRINT:** Warren Buffett explained, “I'm extremely rich” (as cited in Johnson, 1998, p.132).

**ELECTRONIC:** Warren Buffett explained, “I'm extremely rich” (as cited in Johnson, n.d., para. 5).

**NO AUTHOR:** Warren Buffett explained, “I'm extremely rich” (as cited in “Lifestyles,” 1998,para.13).

Examples of in-text citations and tags used in a text

**DIRECT QUOTATION:**
“The data shows students are likely to plagiarize if they do not know how to cite their work” (Smith, 2016, p.31).

According to Smith (2016), “The data shows students are likely to plagiarize if they do not know how to cite their work” (p. 31).

**PARAPHRASE OR SUMMARY:**
According to a study conducted by Smith (2016), student plagiarism is on the rise.
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. 24.]

1. The page should be titled References, centered, without any special formatting or punctuation [Times New Roman, size 12].

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 website URL [with the hyperlink removed] or DOI.

6. The Reference page should be its own numbered page and include the page header in the upper left hand corner.

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. 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) or a “retrieval statement” that states the URL where the item can be retrieved.

12. Database articles without a DOI require a “retrieval statement” stating the URL of the publisher of the larger source (the journal, magazine, etc.) to guide all readers, including those who do not have access to Bryant & Stratton College’s databases.

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

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, 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. **NOTE:** Always list multiple authors in the order they appear in the book or article.

**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 publication date. **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.

**Whole book:**

**In-text Citation:** (The Wonderful World, 1972, p. 83).

**Article or chapter:**

**In-text Citation:** (“Crane and Swan,” 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.


**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, …).


**In-text Citation:** (Smith, 2009a)

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


**In-text Citation:** (Ladish & Filardo, 2006, p. 77).

**Three to Seven Authors:** List the authors using commas and an ampersand (&) before the last author. If you cite the authors more than once in your paper, the later citations will use the abbreviation “et al.” to shorten the citation.

**First in-text citation:** (Lang, Stern, Proetz, & Broder, 1999, p. 55).

**Subsequent in-text citations:** (Lang et al., 1999, p. 110).

**More than seven authors:** List the first six 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.


**In-text citation:** (Keenan et al., 2001, p. 14).

**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 or abbreviation in the reference entry.


**First in-text citation in the paper:** (American Library Association [ALA], 2007, p. 14).

**All following in-text citations:** (ALA, 2007, p. 14).


**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—General

- Publication information is typically found on the back of the title page. If there is a long list of publication cities, choose the first one listed in the United States.
- Use only the publishing company's main name; you do not need to include "Publishing" or "University Press" or other identification.


Books—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."


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, Fl. Mi. (year). Chapter title. In Editors’ Name(s) (Eds.), Book title (pp. #–#). Place of Publication, ST: Publishing Company.


E-books

- 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. When you have a DOI, you do not need to state a URL address.
- Treat e-books like print books, except add the DOI or retrieval statement of the publisher 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.

**WITHOUT DOI:**

**WITH DOI:**

**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.
- 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:** ("Postmodernism," 2006, para.1).

**Scholarly Journal Article with a DOI or DOI Address [Database or Internet]**
- The digital object identifier (DOI) is a 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 do not need to state a URL or database name.
- 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 is capitalized.
- The volume is written in italics, but the issue is in normal font and in parentheses.
- Only use the year for the date.

Author. (year). Title of article. *Publication Title, volume* (issue), pages. doi: xxxxxxx


Scholarly Journal Article without a DOI [Database or Internet]

- See rules above for scholarly journal.
- Include a retrieval statement that provides the URL address of the publisher of the journal (this takes the place of the DOI.)
- E-journals may not have PDF versions with page numbers. If not, skip page numbers.


Newspaper Articles [Print, Database, and 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 (i.e. C3-2).
- 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 online newspaper, do not shorten the URL address.
- If using a newspaper article from a database, include the retrieval statement (see example for Multiple page article with author) with the publisher’s URL.
- If using a print copy, omit the retrieval statement (see example for Print article with no author).

Lastname, Fl, Mi. (year, month day). Title of article. Newspaper Title, page(s). Retrieved from http://newspaperpublisheraddress.com

Multiple page article with author:

In-text citation: (Schrader, 2007, p. A3).

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


Magazine Articles [Print, Database, and 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.
- Volume and issue can usually be found on the table of contents page in the print version.
- If using an online article, do not shorten the URL address.
- If using an article from a database include the retrieval statement (see example for Article with an author) with the publisher's URL.
- If using a print copy, omit the retrieval statement (see example for Print article with no author).

**ARTICLE WITH AN AUTHOR:**

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```


**PRINT ARTICLE WITH NO AUTHOR:**

```
Title of article. (year, month day). Magazine Title, volume(issue), page(s).
```


**IN-TEXT CITATION:** (“New Faces,” 2007, p. 18).

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 [i.e. Milwaukee, WI: Author.].

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


**IN-TEXT CITATION:** (Aurora Health Care, 2007, p. 1).

Government Documents [Online or Print]

- 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 a corporate author (See Corporate/Group Author on p. 8).
**AUTHOR:**


**NO AUTHOR:**


**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):**

**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).

**Web Pages**
- A web page is one page on a particular website. Think of it as a chapter in a book.
- Web pages may not have all the information you want, or the information may be difficult to find.
- 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:**
Author. (year, month day). *Title of article.* Retrieval statement


**IN-TEXT CITATION:** (Smith, 2004, para. 9).
**Corporate Author:**
Corporate Author. (year). *Title of article*. Retrieval statement


*In-text citation:* (Greenpeace, 2007, para. 2).

**No Author, No Date:** If an article has no author, make sure to verify the reliability or legitimacy of the source before using it.

*Title of article.* (n.d.). Retrieval statement


*In-text citation:* (“Patti’s Pumpkin,” n.d., para. 2).

**Personal Communications: Interviews, Emails, Letters, Class Notes/PowerPoints**
- Information learned in a classroom setting is unpublished information and should be cited as a personal communication.
- 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 track the information down.
- 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 letter 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 contain [sic] a lot of errors” (in-text citation).

*In-text citation:* (B. L. Kowalsky, personal communication, September 4, 2006).

(H. P. Rorbach, email communication, May 5, 2018).

(M. Gardner, class notes, December 11, 2018).

**Blog Post (weblogs), Newsgroup Message, Forum, Discussion Group, or Listservs**
- Newsgroups or online forums might include comments posted beneath an online article or discussion groups found at Google Groups or Yahoo Groups.
- A listserv is a subscription based email discussion on a particular topic. Without a subscription, you might find the discussions archived online. The archive must be cited so the reader can locate it.
- If the poster or blogger’s full name is available, use that; otherwise, use the screen name.

Lastname, Fl. Mi. or Screen name. (year, month day). *Subject line of message* [type of message]. Retrieval statement
WITH NAME AVAILABLE:


**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]*. Retrieval statement

**IN-TEXT CITATION:**

*Image: Picture, graphic, chart, etc.*

(Dorn, 2007)

IF NO CREATOR INFORMATION IS PROVIDED:

*Image: Picture, 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.

**TELEVISION BROADCAST:**

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

IN-TEXT CITATION: (Nelson & Mann, 2007).
**SINGLE EPISODE FROM TELEVISION SERIES:**


**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 than it was copyrighted, such as for a live recording of a concert, add the recording date at the end.

**SONG WRITTEN BY THE ARTIST:**
Artist, Fl. Mi. (Copyright year of song). Title of song. On *Title of album* [format—CD, cassette, etc.]. Location, ST: Record Label. (Recording date if different from copyright date)


**IN-TEXT CITATION:** (Williams, 2003, track 6).

**SONG NOT WRITTEN BY THE PERFORMER:**
Artist, Fl. Mi. (Copyright year of song). Title of song [Recorded by performer]. On *Title of album* [format—CD, cassette, etc.]. Location, ST: Record Label. (Recording date if different from copyright date).


**IN-TEXT CITATION:** (Sondheim, 1979, track 5).

**Video from Video Sharing Sites [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).

**Podcasts**

- The URL address should link to the homepage where the podcast can be found.


**Online Presentations [PowerPoint, Word Document, Prezi]**

Lastname, Fl. Mi. (year, month day). *Title of presentation* [Type of presentation]. Retrieved from http://websiteaddress.com

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 Reference 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.

<table>
<thead>
<tr>
<th>Illegal Interview Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any questions pertaining to:</td>
</tr>
<tr>
<td>• Age</td>
</tr>
<tr>
<td>• Race</td>
</tr>
<tr>
<td>• Marital/family status</td>
</tr>
<tr>
<td>• Sexual Orientation</td>
</tr>
<tr>
<td>• Physical ability, unless required for the position (Pritzlaff, 2008)</td>
</tr>
</tbody>
</table>

References


Sample APA Paper with Explanations

Running head: PREPARING WORKERS

Use a shortened version of the title if it is long—the first 3-4 words of the title is sufficient

This information should be placed in the document header. To do this,
1. Double click in the header
2. Be sure to check the “Different first page” box FIRST!
3. On the design tab, choose page number
4. Choose top of the page
5. Choose the right justified option (third one down)
6. When the page number is inserted, type in—Running head: TITLE
7. Use the tab key to move this to the left margin
8. Click off the running head
9. Make sure to repeat steps 3-8 on the second page, but leave off “Running head” in step 6

Title should appear about 2 inches below the running head

Preparation Workers for the Digital Age

Your K. Name

Bryant & Stratton College

These 3 pieces of information are required in APA format in this order

Additional information [course, instructor name, date] should be included if requested by instructor

The paper title should indicate what the paper is about

Centered, NOT bold, italicized, or underlined

*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.
- This sample is not to scale:
  - Margins should be kept to 1 inch all the way around the page or to the Word default.
  - 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.
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 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.
PREPARING WORKERS

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.

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 a formal 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 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 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 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 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% 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…

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
References


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

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