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APA Style Guide

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This guide serves to assist CSN students in formatting APA style papers. These guidelines are based on the [Publication Manual of the American Psychological Association \(6th Edition\)](#). Always check with your instructors to make sure these guidelines meet their requirements. Revised April, 2010.

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GUIDELINES FOR CITING SOURCES IN A REFERENCE LIST

AUTHORS: Authors' last names are listed first, followed by the first initial of the first name and the first initial of the middle name, if available. First and middle names are never spelled out completely. **Ex.: Meyers, D. G.**

PUBLICATION YEAR: The year of publication is typed in parentheses, followed by a period. **Ex.: (2002).**

TITLES OF BOOKS & ARTICLES: Titles of articles and books are typed using a capital letter for the first letter of the first word only in the title and subtitle. All other words in the title are typed using lowercase letters. **Ex. Intuition: Its powers and perils.**

Book Example:

Meyers, D. G. (2002). *Intuition: Its powers and perils*. New Haven, CT: Yale University Press.

GROUP AUTHOR: If no personal author is listed for a particular source, begin with the government agency, organization, or corporation responsible for the content, followed by the year of publication in parentheses.

Group Author Example:

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

JOURNALS, MAGAZINES, & NEWSPAPERS:

- Titles of journals, magazines and newspapers should be typed using a capital letter for each word in the title except articles, conjunctions, and prepositions less than four letters long.
- Titles, as well as the volume number, should be italicized. If an issue number is given, type it in parentheses immediately after the volume number. Do not italicize the issue number.

- If there is more than one author, after each author's name add a comma, before the final author add an ampersand (&).

Journal Article Example:

Westphal-Johnson, N., & Fitzpatrick, M. A. (2002). The role of communication and writing intensive courses in general education: A five year case study of the University of Wisconsin-Madison. *JGE: The Journal of General Education*, 51(2), 73-102.

ONLINE SOURCES WITH DOI: For journal articles found online (from a database or a search engine), look for the article's Digital Object Identifier (DOI). When available, it can generally be found on the first page of the PDF version.

Online Article with a DOI Example:

Vandewater, E. A., Shim, M., & Caplovitz, A. G. (2004). Linking obesity and activity level with children's television and video game use. *Journal of Adolescence*, 27(1), 71-85.
doi:10.1016/j.adolescence.2003.10.003

ONLINE SOURCE WITHOUT A DOI: When an article or book is found using a subscription database (ex. Academic Search Premier), do not use the name or the homepage URL of the database in the citation. When no DOI is available, use the homepage URL of the journal, magazine, newspaper, or publishing company that published the item you are citing. If the homepage URL is difficult to find, omit it and cite the source as if it was found in the print version.

Online Journal Article without a DOI Example:

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R., Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry*, 35(3), 407-415. Retrieved from <http://www.jaacap.com>

Online Magazine Article without a DOI Example:

Shulman, P. (2004, March/April). Great expectations. *Psychology Today*, 37, 32-42. Retrieved from <http://www.psychologytoday.com/>

Online Newspaper Article without a DOI Example:

Hu, W., & James, G. (2004, June 3). Manhattan: Profiling measure advances. *New York Times*, p. B6. Retrieved from <http://www.nytimes.com/>

URLs THAT SHOULD BE USED FOR SOME SPECIFIC DATABASES: For databases and other subscription online sources with a single publisher, use the publisher's URL in the citation. Some common examples are listed below:

Article from the Database "Congressional Quarterly Researcher":

Masci, D. (2004, June 11). Nanotechnology. *The CQ Researcher*, 14, 517-540. Retrieved from <http://www.cqpress.com/>

Entry from the Gale Virtual Reference Library:

Ross-Flanigan, N., & Odle, T. G. (2006). Caffeine . In *The Gale encyclopedia of medicine* (3rd ed., Vol. 2, pp. 695-697). Retrieved from <http://www.gale.cengage.com/>

Article from the Database "Issues and Controversies on File":

Junk food in schools. (2002, March 29). *Issues and Controversies*. Retrieved from <http://www.factsonfile.infobasepublishing.com/>

Electronic Book from NetLibrary:

Institute of Medicine (U.S.). (2001). *Caffeine for the sustainment of mental task performance: Formulations for military operations*. Retrieved from <http://www.netlibrary.com/>

Article from the Database "Opposing Viewpoints in Context":

Sawyer, D. C. (2003). The internet harms society. In J. D. Torr (Ed.), *The information age*. Retrieved from <http://www.gale.cengage.com/>

Entry from Oxford Reference Online:

Pendergrast, M. (2003). Coffee. In G. Campbell (Ed.), *The Oxford encyclopedia of food and drink in America*. Retrieved from <http://www.oxfordreference.com/>

ADDITIONAL SOURCE EXAMPLES

Types of References	References
Journal Article with Two Authors	Westphal-Johnson, N., & Fitzpatrick, M. A. (2002). The role of communication and writing intensive courses in general education: A five year case study of the University of Wisconsin-Madison. <i>JGE: The Journal of General Education</i> , 51(2), 73-102.
Online Journal Article with more than Seven Authors	Nardi, A. E., Valença, A. M., Nascimento, I., Freire, R. C., Veras, A. B., De-Melo-Neto, V. L., . . . King, A. L. (2008). A caffeine challenge test in panic disorder patients, their healthy first-degree absolutes, and healthy controls. <i>Depression & Anxiety</i> , 25(10), 847-853. doi:10.1002/da.20354
Magazine Article	Shulman, P. (2004, March/April). Great expectations. <i>Psychology Today</i> , 37, 32-42.
Newspaper Article	Chaker, A. M. (2004, June 15). Lonely town seeks hip young professionals. <i>The Wall Street Journal</i> , pp. D1, D6.

- Chapter from a Book with an Editor** Freeman, R. B. (2002). The world of work in the new millennium. In R. N. Cooper & R. Layard (Eds.), *What the future holds* (pp. 157-178). Cambridge, MA: The MIT Press.
- DVD** Fossani, J., Macksoud, A., & Ankele, J. (Producers), & Macksoud, A., & Ankele, J. (Directors). (2006). *Birdsong and coffee: A wake up call* [DVD]. United States: Old Dog Documentaries.
- Online Video** Espie, C., & Fuller, P. (2009). *10 things you should know about sleep* [DVD]. Retrieved from <http://digital.films.com/>
- Online Dictionary** Colman, A. M. (2001). Post-traumatic stress disorder. In *A dictionary of psychology*. Retrieved from <http://www.oxfordreference.com/>
- Encyclopedia** Kihlstrom, J. (2000). Parapsychology. In *Encyclopedia of psychology* (Vol. 6, pp. 43-46). Washington, DC: American Psychological Association.
- Diagnostic and Statistical Manual of Mental Disorders (DSM)** American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.
- Website with Author and Date Provided** Purcell, M. (2001). *Making conversation: A skill, not an art*. Retrieved from http://psychcentral.com/library/making_conversation.htm
- Website with No Author and No Date** *Myths and facts about caffeine*. (n.d.). Retrieved from <http://www.eufic.org/gb/food/pag/food34/food343.htm>
- Online Federal Government Report** National Institutes of Health. Office of Research on Women's Health. (2009). *Report of the advisory committee on research on women's health: Fiscal years 2007-2008*. (NIH Publication No. 09-7439). Retrieved from <http://orwh.od.nih.gov>

/pubs/
07-08%20IC%20Report%20Book_FINAL508.pdf

SAMPLE REFERENCE PAGE

The references list begins on a new page of your paper with page numbers continuing consecutively.

Type the word References at the top center of the page.

Each citation is arranged alphabetically by author's last name.

Each citation should begin at the left margin and a hanging indent should be used for each additional line.

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References

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R.,
Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry*, 33(3), 407-415.
doi:10.1097/00004583-199403000-00016

Hurst, M. D. (2003). Caffeine's impact on students cited in push to curb school drink sales. *Education Week*, 22(26), 13.

Retrieved from <http://www.edweek.org>

Kelemen, W. L., & Creeley, C. E. (2003). State-

CITING SOURCES IN THE TEXT

Citing Research Material in the Body of the Paper ("in-text citations")
Papers written in the APA style should use the author's name and year of publication in the text. When directly quoting or paraphrasing material from a source document (journal article, book, web site, etc.) in the body of your paper, you must provide the author's last name, year of publication, and a page number or heading title and paragraph number if there are no page numbers. A complete, properly formatted reference for the source document must then be included in the reference list at the end of your paper.

Paraphrasing

If you are referring to an idea expressed in a source document, but not directly quoting the material, you are paraphrasing an idea. You must still give credit to the source document. Retrieved from <http://www.palmer.edu/pubs/apa>
author's last name and year of publication in the body of your paper. However, the *APA Publication Manual* encourages you to provide a page or heading title and paragraph number. This will help the reader locate the original idea in the source document.

Examples of in-text citations for a paraphrased idea:

Martinez (2002) studied the effects of caffeine consumption on student learning and retention, and found a positive correlation.

In a study on the effects of caffeine consumption (Martinez, 2002), there was a positive correlation between consumption rates and student learning and retention.

In 2002, Martinez discovered a positive correlation between caffeine consumption rates and student learning and retention.

Quotations Material directly quoted from a source document should be reproduced word for word. When directly quoting material from a source document, the in-text citation must include the author's last name, year of publication and a specific page number. In addition, the *APA Publication Manual* recognizes two specific types of direct quotations: **short quotations** and **long quotations**.

Short quotations: any direct quotation that is fewer than 40 words in length. Incorporate a short quotation into the body of your paper and enclose the quotation in double quotation marks ("according to..."). Place punctuation marks, such as periods and commas, after the in-text parenthetical citation (see examples below).

Examples of in-text citations for short direct quotations:

Current research suggests that, "Small amounts of caffeine actually improved an individual's ability to learn and retain new information" (Singh & Lazlo, 2003, p. 170).

Singh and Lazlo (2003) found that, "Small amounts of caffeine actually improved an individual's ability to learn and retain new information" (p. 170).

Long quotations: Any direct quotation that is 40 words in length or greater.

Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start the block quotation on a new line, and indent the quoted material five spaces from the left margin. The entire quotation must be double-spaced. The parenthetical citation should come after the closing punctuation mark of the quoted material.

ADDITIONAL RULES FOR IN-TEXT CITATIONS

There are many basic rules in the *APA Publication Manual* that dictate how to properly format in-text citations. This brief handout cannot possibly cover every rule. However, the most common rules that students encounter when writing papers are listed below. You may need to refer to the actual *APA Publication Manual* if you are uncertain about a specific situation. Copies of the *APA Publication Manual* are available in the Library, as well as the campus Writing Center.

No Page Numbers on the Source Document

Many electronic documents do not contain page numbers. This is particularly true when accessing journal articles from a database (e.g., Academic Search Premier, ProQuest, etc.). In such a case, it is necessary to use the heading title and paragraph number in your in-text citation when directly quoting or paraphrasing from an electronic source document (see *APA Publication Manual*, pp. 171-172).

"The nap group performed significantly better" (Mednick, Cai, Kanady, & Drummond, 2008, Findings section, para. 1).

Source Document with a Group Author

When a source document was authored by a group (e.g., government organization, corporation, etc.) instead of a person, the group is considered to be its author. The group name should be spelled out in the first in-text citation then abbreviated in later citations unless it is familiar and easily understood (see *APA Publication Manual*, pp.176-177).

Group Author

"...two out of five report binge drinking" (Centers for Disease Control and Prevention, 2009, Substance Use section, para. 1).

Abbreviated Group Author

"...a good night's sleep is vital to your well-being" (CDC, 2009, Fatigue and Sleep Deprivation section, para. 1).

No Author on the Source Document

When a source document has no author, cite the first few words of the document title in quotation marks in place of the author (see *APA Publication Manual*, pp. 176-177).

...student learning and retention ("Caffeine and Learning," 2002).

Source Document with Two Authors

If a source document has two authors, always cite both names every time the reference is used in your paper. Join the authors' names with the word "and" in the text of your paper, or use the ampersand (&) in a parenthetical citation (see *APA Publication Manual*, p. 175).

Singh and Lazlo (2003) found that...

...retain new information (Singh & Lazlo, 2003).

Source Document with Three, Four, or Five Authors

If a source document has three, four, or five authors, cite all of the authors the first time the reference is used in your paper. If you refer to the same source document again, and any subsequent times, include only the last name of the first listed author followed by the words "et al." (no quotes). Join the authors' names with the word "and" in the text of your paper, or use the ampersand (&) in a parenthetical citation (see *APA Publication Manual*, p. 175).

Singh, Lazlo, Brown and Thompson (2004), show a correlation... [First in-text citation]

Singh et al. (2004) determined that moderate caffeine consumption... [Second and subsequent in-text citations]

Source Document with Six or More Authors

If a source document has six or more authors, cite only the last name of the first listed author followed by the words "et al." (*APA Publication Manual*, pp. 175-176).

According to Singh et al. (2004), there was a positive correlation between...

CREATING A TITLE PAGE

<p>Type an abbreviated title at the top of the title page, flush left, using the words "Running head," a colon, and up to 50 characters of your title in all capital letters. On every following page, the running head should appear, flush left on the top of the page, without the words</p>	<p>Running head: EFFECT OF CAFFEINE CONSUMPTION 1</p> <p>Effect of Caffeine Consumption on Student Learning and</p>	<p>Each page of your research paper should be numbered in the top right corner, beginning with the title page and ending with the last page of your reference list.</p> <p>Use a serif font such as Times New Roman or Courier in standard 12-point size.</p>
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"Running head."
 The title should summarize the main idea of the paper, and be no more than 12 words long. Avoid using abbreviations. Type the title, centered and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

Set up uniform margins of at least 1 inch at the top, bottom, left and right of every page, including the title page and the reference pages.

Retention
 Mary Smith
 College of Southern Nevada

Type your name, centered between the side margins, one double-spaced line below the title.

Institutional affiliation identifies where you conducted your research and should be centered under your name, on the next double-spaced line. If the paper is for a CSN class, use College of Southern Nevada as your affiliation.