



# Bryant & Stratton College APA Style Guide

Based on the *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed.

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

This guide includes short sections on formatting:

- In-text citations
- Reference pages
- Reference page entries for print sources
- Reference page entries for electronic sources
- Reference page entries for other 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. 17-18 for examples)

**Also,**

- Copyright and fair use laws state that only a small percentage of a source can be used in a paper. A good rule of thumb is to quote less than 15% of an article. Pasting a whole article or a large portion of one, even if you cite it, is not allowed
- 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

## Basic Rules: In-text Citations

In-text citations require **3** pieces of information:

- a. Author's last name (If no author, use the abbreviated title in quotation marks)
- b. Year published (If no date, use n.d.)
- c. Page number for print sources or paragraph number for electronic sources (for all direct quotes or paraphrases—only summaries do not include this part)

### Examples:

	<i>Print</i>	<i>Electronic</i>
Normal	(Smith, 2000, p. 45).	(Smith, 2000, para. 10).
No author	("Comparing Apples," 2000, p. 45).*	("Comparing Apples," 2000, ¶ 10).
No date	(Smith, n.d., p. 45).	(Smith, n.d., para. 10).
Neither	("Comparing Apples," n.d., p. 45).	("Comparing Apples," n.d., ¶ 45).
Corporate Author	(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).	(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 w/no author	(Centers for Disease Control [CDC], 1999, p. 223). The agency name replaces the author if there is none	(Bureau of Labor Statistics [BLS], 2006, para. 8). After the first one: (BLS, 2000, para. 8).
Personal Correspondence (interviews, emails)	(B.L. Kowalsky, personal communication, September 4, 2006).  *Do not list the source on reference page.	

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

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

If the electronic article is long, use section headings so you don't have to count through the paragraphs.

Author	(Smith, 2000, Findings section, para. 3).
No Author	("Comparing Apples," 1999, Implications section, ¶ 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 short mention of his or her credentials. Examples of tags might include:

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

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

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" (§ 4).
No author (students should avoid this)	The article "Comparing Apples to Oranges" claims, "There is no comparison" (p. 18).
Personal communication	M.J. Smith claims, "There is no comparison" (personal communication, May 3, 2000).

### Indirect Quotes

If the words quoted are not the author's, but rather someone the author quoted, use the phrase "cited in" or "as cited in" (either is acceptable, but be consistent throughout your paper). This is called an indirect quote.

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

Print	Donald Trump explained, "I'm extremely rich" (cited in Johnson, 1998, p.132).
Electronic	Donald Trump explained, "I'm extremely rich" (as cited in Johnson, 1998, para. 5).
No date	Donald Trump explained, "I'm extremely rich" (cited in Johnson, n.d. p.132).
No author	Donald Trump explained, "I'm extremely rich" (as cited in "Lifestyles," 1998, ¶13).

## Basic Rules: Reference Pages

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

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

### Sample Reference Page:

Treatment options 9

#### References

Aurora Health Care. (2007). *Controlling diabetes*. [Brochure]. Milwaukee, WI: Author.

Brown, T. (2006). Animal testing alternatives. *The Humane Society of the United States*.

Retrieved September 14, 2005, from [http://www.hsus.org/animals/animal\\_testing](http://www.hsus.org/animals/animal_testing)

LaBarre, A.A. (2004). A case study of public health initiatives. *Charter and community schools in action*. St. Paul, MN: University of Minnesota.

Landis, C. A. (1988). *Five rules to live by for better health*. Princeton, NJ: Van Nostrand.

Smith, T. (2005). Where the wild things are: Traveling and infectious disease in Asia.

*Journal of Infectious Disease*, (35)4, 116-123. Retrieved October 7, 2005, from Academic Search Premier.

**Tip:** To make a hanging indent, select the line you want to indent, click on Format/Paragraph and select "Hanging" under the dropdown menu called "special." Or, use the "increase indent" and "decrease indent" icons on the toolbar.

## Basic Rules: Reference Page Entries

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

1. Author names should be listed by last name, followed by author's first and middle initial instead of the complete first name. Omit any degrees, such as Ph.D. or M.D., but do include Jr. or III
2. Article and book titles are not capitalized except the first word, proper nouns, and the first word after a colon
3. Journal and magazine titles use standard capitalization and are italicized
4. Publication or book titles are italicized, as is the volume number (but not issue)
5. Most electronic sources require a "retrieval statement" that states the date the item was retrieved from the database or URL
6. URL's should not be abbreviated. For example, don't use insidehighered.com if the article is found at <http://insidehighered.com/news/2007/05/14/intl>
7. Long URL's can be broken up after a slash or period if they do not fit on one line
8. Beware! If you print an article in pdf format, be sure to note the URL and other citation information because it will not appear on the printed copy. You may need it later for the reference entry or in order to find it again

### Variations on authors:

Sources may not have just one author. Often there are several; sometimes there are none. The chart below shows how to format the author piece of both reference entries and in-text citations when there are multiple or no authors.

Variations on Authors	(Most examples only show partial reference entries)
<p><b>No Author</b> Put the book title before publication date</p> <p>For the in-text citation, use the abbreviated title or the whole title, if it is short. Article titles should appear in quotation marks with all important words capitalized. Book titles should also be capitalized but do not need quotation marks or italics.</p>	<p><b>Whole Book:</b> <i>The wonderful world of origami.</i> (1972). New York: Little, Brown.</p> <p><b>In-text citation:</b> (<i>The Wonderful World</i>, 1972, p. 83)</p> <p><b>Article or chapter:</b> Crane and swan figures. (1972) <i>The wonderful world of origami.</i> New York: Little, Brown.</p> <p><b>In-text citation:</b> ("Crane and Swan," 1972, p. 83)</p>
<p><b>Two Authors*</b> Use an ampersand (&amp;) instead of the word "and"</p> <p>In the in-text citation, the initials are omitted.</p>	<p>Ladish, S.M., &amp; Filardo, P.A. (2006).</p> <p><b>In-text citation:</b> (Ladish &amp; Filardo, 2006, p. 77).</p>

<p><b>Three to Six Authors*</b> List them using commas and an ampersand</p>	<p>Lang, L.A., Stern, E.C., Proetz, C.S., &amp; Broder, S.L. (1999).</p> <p><b>In-text citation:</b> (Lang, Stern, Proetz &amp; Broder, 1999, p. 55).</p>
<p><b>Seven or More Authors*</b> List the first six authors, followed by the abbreviation “et al.,” which means “and others.” No ampersand is used.</p> <p>In the in-text citation, use et al. with only the first author’s name.</p>	<p>Keenan, T.J., Palmer, C.A., Carlson, M.E., Anderson, M.J., Gryte, J.J., Dullum, M.O., et al. (2001).</p> <p><b>In-text citation:</b> (Keenan et al., 2001).</p>
<p><b>Corporate/Group Author</b> Use for brochures, websites or other publications, where there is no listed individual author, and the content could be considered the “voice” of the organization. Do not use an acronym in the reference entry.</p>	<p>American Library Association. (2007).</p> <p><b>First in-text citation in the paper:</b> (American Library Association [ALA], 2000, p. 14).</p> <p><b>All following in-text citations:</b> (ALA, 2000, p. 14).</p>

\*when there are multiple authors, always list them in the order they appear in the book or article, which is not necessarily alphabetical.

**Notes:**

# Reference Entries: Print Sources

Entire Books—General	
<ul style="list-style-type: none"> <li>Publication information is typically found on the first few pages of the book. If there is a long list of publication cities, choose the first one listed that is in the United States. Large, well-known cities, like New York, Boston, Philadelphia, or Chicago, do not need state abbreviations.</li> <li>Use only the publishing company's main name; you do not need to include "Publishing" or "University Press" or other identification.</li> <li>Occasionally a new book may have a publication year that is in the future. Go ahead and use that year.</li> </ul>	<p>Lastname, F.I. (year). <i>Book title</i>. Place of Publication: Publishing Company.</p> <p>Landis, C. A. (1988). <i>Five rules to live by</i>. Princeton, NJ: Van Nostrand.</p> <p><b>In-text citation:</b> When directly quoting or paraphrasing: (Landis, 1988, p. 82)</p> <p>When summarizing the ideas of the entire book: (Landis, 1988)</p>
Books—Editions	
<p><b>New Editions</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Use the most current year listed as the date.</li> <li>Do not capitalize the abbreviation "ed."</li> </ul>	<p>Lastname, F.I. (year). <i>Book title</i>. (edition). Place of Publication: Publishing Company.</p> <p>Broder, S.L. (2001). <i>Modern dance for the uncultured</i> (3<sup>rd</sup> ed.). Boston: Houghton Mifflin.</p> <p><b>In-text citation:</b> (Broder, 2001, p. 33)</p>
Chapter of a Book	
<p><b>Book Chapter by the author of the book</b></p> <ul style="list-style-type: none"> <li>If you use only one specific chapter of a book, include the chapter title and page numbers. The chapter title does not use quotation marks or italics to set it off.</li> </ul>	<p>Lastname, F.I. (year). Chapter title. <i>Book title</i>. Place of Publication: Publishing Company.</p> <p>LaBarre, A.A. (2004). A case study of community involvement. <i>Charter and community schools in action</i>. St. Paul, MN: University of Minnesota.</p> <p><b>In-text citation:</b> (LaBarre, 2004, p. 31)</p>
<p><b>Book Chapter in an Edited Book</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The publication date is the date the anthology was published. If the chapter was previously published earlier, include in parentheses (Original work published 1995) at the end of the entry.</li> </ul>	<p>Chapterauthorslastname, F.I. (year). Chapter title. In Editors' Name(s) (Eds.), <i>Book title</i> (chapter pages). Place of Publication: Publishing Company.</p> <p>Miller, L.A. (1997). Ungodliness. In L.A. Otto &amp; J.T. Callahan (Eds.), <i>Anthology of Minnesota authors</i>. (pp. 12-19). St. Paul, MN: Graywolf.</p> <p><b>In-text citation:</b> (Miller, 1997, p. 16)</p>

Entry from a Dictionary, Encyclopedia or other Reference Book	
<ul style="list-style-type: none"> <li>• Reference books sometimes have an author or editor listed, and sometimes not. Usually the author is found at the end of the entry. If there is no author or editor, you will start with the article title.</li> <li>• If there is both an author and an editor, use the example “With Author” on the right, but include the editor the way shown in the example for “Book Chapter not by the editor of the whole book” (above).</li> <li>• The word or concept that you looked up is considered the title of the article.</li> <li>• If the reference book is contained in one volume, the volume number can be skipped.</li> </ul>	<p><b>With author:</b>  Lastname, F.I. (year). Article title. In <i>Reference book title</i> (Vol. number, pages). Place of Publication: Publishing Company.</p> <p>Palesse, P.A. (2007). Golden retrievers. In <i>The complete encyclopedia of dog breeds</i> (Vol. 7, pp. 32-38). Philadelphia: Pearson.</p> <p><b>In-text citation:</b>  (Palesse, 2007, p. 36)</p> <p><b>No author:</b>  Postmodernism. (2004). In <i>Dictionary of literary terms</i> (p. 34). New York: Routledge.</p> <p><b>In-text citation:</b>  (“Postmodernism,” 2004, p. 34)</p>
Brochures/Pamphlets	
<ul style="list-style-type: none"> <li>• The author is the company or organization that produced the brochure.</li> <li>• If there is no place of publication, use N.p.</li> <li>• If there is no publisher, use n.p.</li> <li>• Most commonly, the author is the same as the publisher. If that is the case, use Author as publisher.</li> </ul>	<p><i>Title of pamphlet or brochure</i> [Brochure]. (year). Place of Publication: Publisher.</p> <p>Aurora Health Care. (2007). <i>Controlling diabetes</i> [Brochure]. Milwaukee, WI: Author.</p> <p><b>In-text citation:</b>  (Aurora Health Care, 2007, p. 1)</p>
Scholarly Journal Articles	
<ul style="list-style-type: none"> <li>• Scholarly journals are academic publications with very specific topics. Often, but not always, the word “journal” will appear in the title.</li> <li>• Only the journal title uses standard capitalization. The article title is capitalized by APA rules.</li> </ul>	<p>Author. (date). Title of article. <i>Publication Title</i>, Volume(issue), pages.</p> <p>Roehl, B. Q. (1999). The rhetoric of composition. <i>Journal of Composition Studies</i>, 36(2), 132-144.</p> <p><b>In-text citation:</b>  (Roehl, 1999, p. 136)</p>
Newspaper Articles	
<ul style="list-style-type: none"> <li>• Newspaper articles use a specific date to help identify them, rather than just the year. The in-text citation will only use the year, however.</li> <li>• If the article is more than one page, include all page numbers separated by commas. This is because the pages often jump around. If two or more pages are in a row, use a hyphen to show the range.</li> <li>• 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.</li> </ul>	<p><b>Multiple page article with Author:</b>  Author. (year, month day). Article title. <i>Newspaper Title</i>, page(s).</p> <p>Schrader, M.L. (2007, January 3). Dining guide to Milwaukee. <i>Milwaukee Journal-Sentinel</i>, pp. A1, A3, A6-A7.</p> <p><b>In-text citation:</b>  (Schrader, 2007, p. A3)</p>

Magazine Articles	
<ul style="list-style-type: none"> <li>• This refers to popular magazines such as <i>Newsweek</i>, <i>U.S. News and World Report</i>, <i>Consumer Reports</i>, etc.</li> <li>• 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</li> <li>• The in-text citation will only use the year</li> <li>• Magazines use only volume, and it can usually be found on the table of contents page</li> </ul>	<p>Author. (year, month day). Title of article. <i>Publication Title</i>, volume, pages.</p> <p>Chomicz, L. C. (2002, April 12). Top-ranked colleges. <i>Newsweek</i>, 151, 32-36.</p> <p><b>In-text citation:</b> (Chomicz, 2002, p. 33)</p>
	<p><b>One page article with no Author:</b></p> <p>Article title. (year, month day). <i>Newspaper Title</i>, page.</p> <p>City council member falsely accused. (1998, March 4). <i>Brainerd Daily Dispatch</i>, p. B4.</p> <p><b>In-text citation:</b> ("City Council," 1998, p. B4)</p>

**Notes:**

# Reference Entries: Electronic Sources

<p><b>Scholarly database (Ebscohost, Proquest, etc.)</b></p>	
<p><b>Article from a scholarly journal</b></p> <ul style="list-style-type: none"> <li>The word that appears after colons in the title are capitalized</li> <li>Volume is in parentheses, but issue is in normal font</li> <li>Your instructor may require you to include a document number or accession number</li> </ul>	<p><b>Formatted as a database document:</b>            Lastname, F.I. (year). Article title. <i>Publication Title</i>, (vol)iss, pages. Retrieved date, from database title.</p> <p>Smith, T. (2005). Where the wild things are: Traveling and infectious disease in Asia. <i>Journal of Infectious Disease</i>, (35)4, 116-123. Retrieved October 7, 2005, from Academic Search Premier.</p> <p><b>In-text citation:</b>            (Smith, 2005, para. 12)</p>
<p><b>PDF version of the article (it looks like a scanned version of the original article):</b></p> <ul style="list-style-type: none"> <li>If the article is a scanned version of a print article (in pdf format), then just add the phrase [Electronic version] in brackets and remove the retrieval statement.</li> </ul>	<p>Lastname, F.I. (year). Article title [Electronic version]. <i>Publication Title</i>, (vol)iss, pages.</p> <p>Smith, T. (2005). Where the wild things are: Traveling and infectious disease in Asia [Electronic version]. <i>Journal of Infectious Disease</i>, (35)4, 116-123.</p> <p><b>In-text citation:</b>            Page numbers can be used as they appear in the article. (Smith, 2005, p. 117)</p>
<p><b>Reference USA or Mergent Online</b></p>	
<ul style="list-style-type: none"> <li>Since ReferenceUSA and Mergent Online are password protected, use the database name rather than the exact URL.</li> </ul>	<p><i>Company</i>. (year). Retrieved date, from database name.</p> <p><i>Alterra Coffee Roasters</i>. (2007). Retrieved January 6, 2007, from ReferenceUSA.</p> <p><i>Harley-Davidson</i>. (2007). Retrieved April 5, 2007, from Mergent Online.</p>
<p><b>Article from Gale Opposing Viewpoints</b></p>	
<ul style="list-style-type: none"> <li>Gale Opposing Viewpoints articles can be confusing because they are republished from other sources. Put the author in its usual spot, but also include the editor.</li> <li>Your instructor may require you to include a document number or accession number</li> </ul>	<p>Lastname, F.I. (year). Chapter title. In editor's name (Ed.), <i>Opposing viewpoints series: Series title</i>. Retrieval statement.</p> <p>McGinn, A.P. (1999). Alternatives to private ownership can better promote sustainable fishing. In W. Dudley (Ed.), <i>Opposing viewpoints series: Endangered oceans</i>. Retrieved November 27, 2006 from Opposing Viewpoints Resource Center.</p> <p><b>In-text citation:</b>            (McGinn, 1999, para. 8)</p>

<b>Entry from an Online Dictionary, Encyclopedia or other Reference Site</b>	
<ul style="list-style-type: none"> <li>Reference books sometimes have an author or editor listed, and sometimes not. Usually the author is found at the end of the entry. If there is no author or editor, you will start with the article title.</li> <li>The word or concept that you looked up is considered the title of the article.</li> </ul>	<p>Term. (year). <i>Site title</i>. Retrieval statement</p> <p>Postmodernism. (2006). <i>Dictionary.com</i>. Retrieved April 24, 2007 from <a href="http://www.dictionary.com/postmodernism.htm">http://www.dictionary.com/postmodernism.htm</a></p> <p><b>In-text citation:</b> ("Postmodernism," 2006, para.1)</p>
<b>Internet-only Journal</b>	
<ul style="list-style-type: none"> <li>Internet-only journals need a document number, but if you can't find one, skip it.</li> </ul>	<p>Author. (year, month day). Title of article. <i>Publication Title, volume</i>, Article number. Retrieval statement</p> <p>Newbold, E. W. &amp; Castor, B. (2006, June 19). Viral marketing's vibrant buzz. <i>Journal of E-Marketing</i>, 5, Article 2394. Retrieved November 30, 2006, from <a href="http://www.emarketing.com/viralbuzz">http://www.emarketing.com/viralbuzz</a></p>
<b>Online Government Document</b>	
<ul style="list-style-type: none"> <li>Government documents can be tricky because there are so many variations. Most commonly you will find articles on the websites of various agencies. You also may find reports that also appear in print. Look for URL's that end in .gov.</li> <li>Treat pdf documents as if they were print sources.</li> <li>Government documents without an author use the agency as author. Format them like you would a corporate author.</li> <li>The publication title will appear somewhere on the document if it is an official report. If the document is from a government website, and is not an official publication, omit the publication number and publisher.</li> </ul>	<p><b>Author:</b> Author. (Year). Article title. [Publication number or type of document]. Agency. Retrieval statement.</p> <p>Kennedy, A. (2001). Bush v. Gore. [Order in Chambers]. Supreme Court of the United States. Retrieved December 15, 2005, from <a href="http://www.supremecourtus.gov/opinions/00">http://www.supremecourtus.gov/opinions/00</a></p> <p><b>In-text citation:</b> (Kennedy, 2001, para. 12)</p> <p><b>No author:</b> Agency. (Year). Article title. <i>Publication Title</i> (Publication number or type of document). Washington, DC: U.S. Government Printing Office. Retrieval statement if electronic</p> <p>Centers for Disease Control. (2005). <i>SARS risk in central Asia</i>. (DHHS Publication No. CDC 21-4583). Washington, DC: U.S. Government Printing Office. Retrieved December 15, 2004, from <a href="http://www.cdc.gov/sarsrisk.htm">http://www.cdc.gov/sarsrisk.htm</a></p> <p><b>First in-text citation in the paper:</b> (Centers for Disease Control [CDC], 2005, para. 10).</p> <p><b>All following in-text citations:</b> (CDC, 2005, para. 10)</p>

	<p><b>Occupational Outlook Handbook:</b> Bureau of Labor Statistics. (2006). Registered nurses. <i>Occupational Outlook Handbook</i>. Retrieved January 4, 2006, from <a href="http://www.bls.gov/oco/">http:// www.bls.gov/oco/</a></p> <p><b>First in-text citation in the paper:</b> (Bureau of Labor Statistics [BLS], 2006, para. 2).</p> <p><b>All following in-text citations:</b> (BLS, 2005, para. 2)</p> <p><b>No publication number:</b> Federal Department of Agriculture (2005). The new food pyramid. Retrieved September 2, 2005 from <a href="http://www.fda.gov/pyramid.htm">http://www.fda.gov/pyramid.htm</a></p>
<b>Online Newspapers and Magazines</b>	
<ul style="list-style-type: none"> <li>• Online newspapers and magazines use the same format</li> <li>• The in-text citation will only use the year, not the full date.</li> </ul>	<p><b>Multiple page article with Author:</b> Author. (year, month day). Article title. <i>Newspaper Title</i>, Retrieval statement</p> <p>Koch, P. D. (2006, May 3). The nature of news. <i>The New York Times</i>. Retrieved September 14, 2005, from <a href="http://www.nytimes.com/050306.htm">http://www.nytimes.com/050306.htm</a></p> <p><b>In-text citation:</b> (Koch, 2006, para. 5)</p> <p><b>Article with no Author:</b> Article title. (year, month day). <i>Newspaper Title</i>. Retrieval statement</p> <p>Is your pool safe? (2007, June 2). <i>Boston Globe</i>. Retrieved June 3, 2007, from <a href="http://www.bostonglobe.com/060707/pool.htm">http://www.bostonglobe.com/060707/pool.htm</a></p> <p><b>In-text citation:</b> ("Is Your Pool," 2007, para. 8)</p>
<b>Websites</b>	
<ul style="list-style-type: none"> <li>• A web site is the whole site. Think of it like a whole book. You would use this example if you were summarizing the gist of the whole site.</li> <li>• If you use one particular article or directly quote, use the example for web pages (below).</li> </ul>	<p>If you refer to a whole website, do not include it on your reference page. Instead, refer to it in the text of your paper and include the URL as an in-text citation.</p> <p><b>Example:</b> The most comprehensive location on the web to find Edith Wharton's published works is the site <i>Biography and works of Edith Wharton</i> (<a href="http://www.whartonworks.com">http://www.whartonworks.com</a>).</p>

Web pages	
<ul style="list-style-type: none"> <li>• A web page is one page on a particular site. Think of it as a chapter in a book.</li> <li>• Web pages may not have all the information you want, or the information may be hard to find.</li> <li>• If there is no date on the article, look for a copyright year or “last updated” date.</li> </ul>	<p><b>Author:</b>  Author. (year). Article title. Retrieval statement  Smith, T. (2006). Animal testing alternatives. Retrieved September 14, 2005, from <a href="http://www.hsus.org/animals_in_research/animal_testing">http://www.hsus.org/animals_in_research/animal_testing</a></p> <p><b>In-text citation:</b>  (Smith, 2005, ¶ 9).</p> <hr/> <p><b>Corporate Author:</b>  Corporate Author. (year). Article title. Retrieval statement  Greenpeace. (2007). Summer in July. Retrieved January 2, 2007, from <a href="http://www.greenpeace.org/summer.htm">http://www.greenpeace.org/summer.htm</a></p> <p><b>In-text citation:</b>  (Greenpeace, 2007, ¶ 2)</p> <hr/> <p><b>No Author, No Date:</b>  Article title. (n.d.). Retrieval statement  Patti’s pumpkin patch. (n.d.). Retrieved October 12, 2002, from <a href="http://www.pumpkinsgalore.com">http://www.pumpkinsgalore.com</a></p> <p><b>In-text citation:</b>  (“Patti’s Pumpkin,” n.d., ¶ 2)</p>
E-books (Netlibrary and Internet)	
<ul style="list-style-type: none"> <li>• Treat e-books from NetLibrary or other e-book sites like print books, except add the retrieval statement at the end.</li> <li>• Classic books will use the publishing date of the edition used, rather than the original publication date.</li> <li>• If the e-book has page numbers, use those in the in-text citation, but if not, use chapters and paragraph numbers.</li> </ul>	<p><b>NetLibrary:</b>  Author. (year). <i>Book title</i>. Place of Publication: Publishing company. Retrieval statement.  Johnson, S.L. (2000). <i>Stress, coping, and depression</i>. Mahwah, N.J.: Lawrence Erlbaum Associates. Retrieved May 2, 2005 from NetLibrary.</p> <p><b>In-text citation:</b> (Johnson, 2000, p. 48).</p> <p><b>Book found on the Internet:</b>  Tarkington, B. (1999). <i>The magnificent Ambersons</i>. New York: Bartleby.com. Retrieved June 4, 2002 from <a href="http://www.bartleby.com/160/">http://www.bartleby.com/160/</a></p> <p><b>In-text citation:</b> (Tarkington, 1999, Chapter II, para. 4).</p>

## Reference Entries: Other Sources

<b>Personal communications: Unpublished interviews, emails, letters</b>	
<ul style="list-style-type: none"> <li>• Personal communications require only an in-text citation. They do not require an entry on the reference page because they are not published, and consequently a reader would be unable to track them down</li> <li>• Be sure to take careful notes when interviewing so you get the exact words. Do not make up or elaborate quotes</li> <li>• If you are using an email or letter, and the person spelled something wrong, use the word [sic] in brackets after the mistake to show that it is not your mistake. For example, "Online postings contane [sic] a lot of errors."</li> </ul>	<p><b>In-text citation:</b></p> <p>(B.L. Kowalsky, personal communication, September 4, 2006).</p>
<b>Images (Photos, graphics)</b>	
<ul style="list-style-type: none"> <li>• All photos and images that you have permission to use need to be cited. Consult the website's usage guidelines to see if you may use any images on the site (look for a "terms/conditions of use" link)</li> <li>• The website may tell you how they want the photo cited, and if so, follow that</li> <li>• If there is no other information, include the URL in parentheses next to the photo or graphic</li> </ul>	<p><b>If enough information is provided:</b></p> <p>Creator. (year). Title or [description]. Retrieval statement</p> <p>Dorn, B.R. (2007). [Photo of hippopotamus]. Retrieved March 3, 2007 from <a href="http://www.photorus.com/hip">http://www.photorus.com/hip</a></p> <p><b>In-text citation:</b></p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Photo or Graphic</p> </div> <p style="text-align: right;">(Dorn, 2007)</p> <p><b>If no creator information is provided:</b></p> <p style="text-align: right;">(<a href="http://www.photorus.com/hip">http://www.photorus.com/hip</a>)</p>

**Notes:**

Preparing Workers for the Digital Age

Student K. Studentson

Bryant & Stratton College

BUSS100: Business Principles

Ms. Teacherson

December 8, 2006

\*Notes:

- Cover page format varies depending on the APA resource because the official *APA Manual* cover page format shows how to prepare for publication, rather than for classwork
- Most colleges accept this format for student papers
- This sample is not to scale
  - Margins should be one inch, all the way around the page
  - The page header: "Preparing Workers" with the page number should appear in the header of the document
  - Recommended font is 12 point Times New Roman

### Abstract

The abstract is optional for student papers, but many instructors require them, usually for longer papers. It should be one paragraph long, unindented, and less than 120 words. Abstracts broadly summarize the paper and its conclusions. Some students do not like to “give away” the ending of the paper, but they should understand that the element of suspense is not so important in academic writing. Also, most people use the abstract to decide whether or not to read the paper. Instructors, however, do not have this option.

### Preparing Workers for the Digital Age

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

### Advance of the Paperless Society

The different sections should be separated by specific subject headings that address the topic discussed within. 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. In this section writers use direct quotes and paraphrases from source material to support each assertion.

When the writer directly quotes an author, he or she can introduce the quote with a tag or signal phrase, and then must put all words directly from the source in quotation marks and use in-text citations as shown in the following example. According to Jones (2001), “New York City’s crime rate has plummeted since the mid-eighties” (p. 30). If the same article is quoted more than once in the same paragraph, only the page number is needed for the second quote, as long as it is clear that it is from the same source. If the quote is over 40 words, it should be introduced by a tag or signal phrase and colon, and should be indented without quotation marks. The quote itself should remain double-spaced and unjustified. The in-text citation comes after the final punctuation, unlike a shorter quote. Take a look at the following example.

Jones (2001), who conducts statistical analysis for the NYPD, argues:

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. 29)

Whenever a quote is used, it should be surrounded by discussion rather than left hanging.

A conclusion will wrap up the paper by making a prediction regarding the implications of the topic. Pretend there are another few pages of content...

References

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- Satellite radio's new market. (2004, March 11). *Milwaukee Journal-Sentinel*, pp. 1A, 3A, 5A.
- Zakaria, F. (2003, April 12). Iraq's new image. *Newsweek*, 16, 21-22.