APA Guidelines for Documentations of Sources

APA style is used primarily in the social sciences and communicates data in a concise style that precisely describes material, makes the relationship between ideas or data as clear as possible, is generally in the active voice, and utilizes the past tense. Writers should generally avoid direct quotes; paraphrases or summaries of the works of other authors are recommended.

The parts of an APA paper are the title page (APA style recommends a title be no more than 12 words); abstract (generally 150 to 250 words); the body of the paper that may be divided into sections and subsections; reference page(s); and end material such as appendices.

The margins should be 1 inch from top, bottom, right, and left edges of the paper. All text, including block quotes, is double spaced and should use 12 point sans-serif font.

The paper will have a header on each page beginning with the title page of the paper. On the title page add the phrase Running head: (just as written here including the colon) in front of the header; do NOT use the words Running head on subsequent pages. The header is written in ALL CAPITAL LETTERS and is positioned flush with the left margin. It may be a shortened version of the title since headers should be no longer than 50 characters including spaces and punctuation.

Citation Protocol for Quotations, Paraphrases, and Summaries

Whenever you use words, facts, statistics, diagrams, charts, drawings, or ideas that are not your own within your paper, you must cite the source. Whether you quote, paraphrase, or summarize a single phrase or a whole chapter, you must acknowledge the original author no matter how much of the source you use or how often you use it.

To cite paraphrased sources using APA format, give the author's last name and the date of publication as indicated in the examples below. While the APA manual recommends page or paragraph locations for paraphrases, especially from lengthy sources, check with your teacher for directions.

When more than one author is cited, the symbol & is used in parentheses before the final author's name. Note: Do not use et al. unless there are three or more authors, all of whom were listed in a previous citation in your paper. When there are six or more authors, use et al. in the first and all subsequent citations.

Note that while the APA manual provides examples (second sentence below from p. 43 of the Publication Manual of the American Psychological Association) of mid-sentence citation of research, some teachers prefer parenthetical citations to appear at the end of sentences.

Examples of citations for paraphrased material:

Rogers (1994) compared younger and older adults’ perceptions of economic stress. Studies examining the influence of emotion on money (Charles, Mather, & Carstenson, 2003;
Kennedy, Mather & Cartenson, 2004) have found that compared with younger adults, older adults recall proportionally more positive information and proportionally less negative information. Charles et al. (2003) found older adults also looked longer at positive images.

After a quotation, include the page number in your internal documentation. Enclose short quotations (phrases or sentences less than 40 words in length) inside quotation marks. A parenthetical citation following a quotation should include the author's last name, the date of the source, and the page number. The manual encourages use of section and paragraph numbers in internet resources where page numbers are not available. Check with your teacher to determine if you need to do this. If the author's name and the date are mentioned in your remarks prefacing the quotation, place only the page number in parentheses.

Examples of citations for short quotations:
In several double blind experiments "'the placebo effect' . . . disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276).

Bergman and March (1997) predicted, "Students who attend study sessions will achieve significantly higher grades" (pp. 23-24).

Long quotations (40 words or more) are presented in block format. Begin the quoted material on a new line and indent to the same position for a new paragraph. Double-space and do not use quotation marks. When resuming your paragraph, bring the text back flush with the left margin.

Example of a block quotation:
Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when drugs were administered. Earlier studies (e.g. Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect.

(p. 276)

Nonetheless, the debate about the significance of placebo effect continues among doctors.

Check the APA manual for further information about style requirements for numbers. Use numerals to express
- numbers 10 and above;
- numbers immediately in front of a type of measurement (a 5-mg dose; with 5.0 cm );
- mathematical functions (multiplied by 5; 3 times as many);
- fractions, decimals, percentages, ratios, percentiles, quartiles (5% of; ratio of 12:1);
- time, dates, ages, scores, exact sums of money (1 hr. 34 min; 1:30 p.m.; 2-year olds).

**Write out numbers to express:**
- numbers under 10 (five participants; two tests);
- numbers that begin a sentence, title, or heading, but use numerals thereafter in the sentence according to the above rules (Twelve students improved, but 12 did not.
  Four percent of the sample showed an increase; 2% showed no change);
- common fractions (one fifth of the class; two-thirds majority);
- universally accepted usage (the Twelve Apostles; Five Pillars of Islam).

**Use a mix of written numbers and numerals when:**
- there are back-to-back modifiers (2 two year olds; ten 6-pointed stars);
- such usage makes it easier to understand the numerical values, but use written out numbers if readability will suffer (the first two items NOT the 1st two items).

**Form plurals by**
- avoiding apostrophes with plurals of numerals (10s and 20s);
- adding s or es to written out numbers with no apostrophe (fours and sixes).

**Include a reference list of all the works you have cited at the end of your paper.**

**Arrange reference entries in alphabetical order** by the surname of the first author using only initials for the authors’ first and middle names. **Occasionally an author will be a corporate author**, such as Mayo Clinic, the CDC, etc., that writes with authorial credibility but posts no individual authors’ names. **If there is no individual or corporate author, the title moves to the author position** and is alphabetized by the first significant word of the title.

The date of publication, copyright, or last update follows the author element and is enclosed in parentheses. Use n.d. (no date) when a publication date is not available.

In article and book titles, only the first word, proper names, and the first word following a colon are capitalized. However, all the significant words in the title of a journal are capitalized.

**DOI [digital object identifier] numbers** identify digital information, and when available, use them to provide the retrieval information. The DOI should appear on the article or you can use the service at [http://www.crossref.org](http://www.crossref.org). Websites and magazine articles generally lack DOI numbers.

**For electronic sources** a URL may not always be necessary. No URL is needed for a journal found on the web unless the material can be found only at that URL. Provide the URL of OTHER electronic sources if no DOI is available. Use the URL that links the entry to the home page if multiple URLs exist within a web site. Use a retrieval date only when the source material may change over time. Give the name of a database only if the
article/material can be found nowhere else. **However, check with your teacher for his or her preferred method of citation for electronic sources.**

**Examples of end references** are available by selecting the titles [APA format for end references](http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf) OR [Sample APA reference](http://www.percent.edu/writingcenter) page OR the Sample APA paper in the writing center’s menu.


To view the Writing Center’s complete APA sample paper, you may go to: [http://www.ccis.edu/writingcenter](http://www.ccis.edu/writingcenter) and choose APA from the left hand menu, then choose sample paper.