

APA 6e Guide: Based on *Publication Manual of the American Psychological Association*, 6th ed.

Off Campus Library Services

Indiana Wesleyan University

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APA Guide

Writing Your Paper

Getting Started

- Write from an outline or a concept map.
- The first draft should be a rough form of the paper. Return to the paper a day or two later to write the final draft.
- Consider having a friend proofread your paper.

Creating an Outline

APA does not provide instructions for formatting an outline, but your instructor may request that an outline be included with your paper. More information about creating an outline is available from the Purdue OWL site, *Four Main Components for Effective Outlines*,

http://owl.english.purdue.edu/handouts/general/gl_outlin.html

Formatting Your Paper

General Format

- 8 1/2 x 11 paper.
- Double space (everything).
- Do not justify the right margin and do not break words at the end of a typed line.
- Font-size 12, Times New Roman is the preferred font.
- Pages numbered in sequence starting with the Title Page. Numbers go in the upper right hand margin at 1-inch margin from the side and 1/2 inch margin from the top of the page.
- Use an active voice.
- A medium to formal tone is preferable for academic writing.
- See a YouTube™ video about formatting papers in Word 2007 for APA 6th ed. (<http://tinyurl.com/APAFormat2007>)

Title Page

- Identify the title page with a page header that is flush left and starts:
Running head: TITLE IN ALL CAPS.
It should not be more than 50 characters so it may need to be truncated from the end of the title. See Appendix A for an example.
- The page # is placed in the upper right hand corner at the 1-inch margin from the side; 1/2 inch from the top of the page. Paging starts with page 1 on the title page and continues throughout the paper.
- Space down approximately two inches from the top margin.
- Include the full title, your name, the institution. Additionally, per the instructor's direction, you may add the date and course identification, IWU plagiarism statement per your program's and instructor's requirements.
- All of these are double-spaced and centered.

- See sample paper. It immediately follows page 17.

Abstract

- An abstract is generally not required. Check with your instructor.
- If it is, it is the second page of your paper after the title page.
- It is a separate page.
- Abstract is centered as the title at the top of the page.
- The abstract uses a block paragraph format (no indentation). The abstract should be about 150-250 words.

Body of the Paper

- Header continues, on every page, with associated page number, but the Running head label is dropped. Use just the title throughout the remainder of the paper. It is placed on the left hand margin. See page 15 for formatting directions in Word.
- On the first page of text (page 2 if no abstract; page 3 if there is an abstract), repeat the full title, centered, one inch from the top, combination of upper/lower case letters.
- Double space throughout the body of the paper.
- At the end of the text, enter a page break (word processing) so that the References page will start on a new page.
- See sample paper at the end of this Guide.

References Page

- Start the reference list on a new page. Inserting a page break at the end of the body of your paper will always keep your References at the top of a new page.
- Any source listed on the References page must be cited in the body of the paper.
- List references in alphabetical order.
- Type the word “References” in upper and lowercase letters – centered at the top of the page.
- Double-space all entries.
- Use hanging indent format. See page 16-17 for formatting instructions.
- Use the official, two-letter U.S. Postal Service abbreviations for all states.
- See pages 5-6 of the sample paper at the end of this Guide.

Tables, Figures, Appendices

- Some papers necessitate additional explanatory information that fits better at the end of the paper instead of in the paper. These are arranged as follows, immediately after the References page.
 - Tables – start each on a new page
 - Figures – start each on a new page; caption is below the figure.
 - Appendices – Start each on a new page.
- Label each item sequentially, e.g. Table 1; Table 2 or Figure 1, Figure 2 or Appendix 1, Appendix 2, etc.
- In a shorter paper or per instruction from your faculty, you may want to insert figures in the body of your paper where the information is discussed.

Citing Sources In Text

In Text Citations

- Quoting a source is when you take the words exactly as they appear in the original source.
 - Set off with quotation marks (less than 40 words)
 - Use an indented block quote (more than 40 words) [See sample paper at the end of this Guide].
 - In text citation for a quoted source should include author (or title if no author), copyright date, page number(s)/paragraph number(s) or section title.
 - “Sentence of quoting from a source” (Wilson, 2010, p. 34).
 - Wilson (2010) emphasizes “Sentence of quoting from a source” (p. 34).
 - The first time the source is used within a paragraph the author, date, and location information is given. If that same source is repeated within the same paragraph with no other intervening source used, the date does not need to be repeated. Almay and Lockerby (2007) points out Almay and Lockerby go on to speculate....
- Paraphrasing a source is when you take an idea, concept, etc., and restate it in using your own words.
 - It is not set off with quotation marks.
 - In text citation for a paraphrase should include the author (or title if no author), and copyright date.
 - Wilson (2010) recounts that information should be documented in a writing style.
 - Information is documented in a writing style (Wilson, 2010).
 - A good method of knowing for sure you are paraphrasing is to read the material until you understand it. Place the material aside and write out your paraphrase from memory. It is not likely that you will write it down word for word. Then give the appropriate citation per below!
- Quoting in text citation for one and multiple authors. Always cite what is in the first position of the References entry.
 - One author
 - (Jones, 2010, p. 456).
 - Jones (2010) notes “...” (p. 456).
 - Two authors
 - (Smith & Jones, 2009, para. 7).
 - Smith and Jones, (2009) acknowledges “...” (para.7).
 - Three authors to five authors
 - (Smith, Jones, & Brown, 2009, Section Company History), for the first time the source is cited. Thereafter, for that source, use (Smith, et al., 2009, section Company History).
 - Smith, Jones, and Brown (2009) maintains”...” (p. 16). The next time that source is used it would be, Smith et al. (2009) writes “...” (p. 16).
 - More than five authors
 - The first time the source is used, note the first author with et al. White et al. (2010) proposes....

- No author
 - Use the first few words of the title, since the title has now moved to the first position in the References entry.
 - For articles from periodicals, use quotation marks around the title and capitalize all significant words. (“Fun Learning APA,” 2010, p. 23)
 - For books, websites, etc., use italics just like the title displays in the References list. (*The Publication Manual*, 2010, p. 177)
- Corporate author
 - Corporate author that readily recognized by their acronym. (American Red Cross [ARC], 2008, section History).
 - Corporate author with no acronym. (Lawrence North High School, 2000, p. 5).
- Paraphrasing in text citation for one and multiple authors.
 - One author
 - (Jones, 2010).
 - Jones (2010) notes
 - Two authors
 - (Smith & Jones, 2009).
 - Smith and Jones, (2009) acknowledges
 - Three authors to five authors
 - (Smith, Jones, & Brown, 2009), for the first time the source is cited. Thereafter, for that source, use (Smith, et al., 2009).
 - Smith, Jones, and Brown (2009) maintains.... The next time that source is used it would be, Smith et al. (2009) writes....
 - More than five authors
 - The first time the source is used, just note the first author with et al. White et al. (2010) proposes....
 - No author
 - Use the first few words of the title, since the title has now moved to the first position in the References entry.
 - For articles from periodicals, use quotation marks around the title and capitalize all significant words. (“Fun Learning APA,” 2010)
 - For books, websites, etc., use italics just like the title displays in the References list. (*The Publication Manual*, 2010)
 - Corporate author
 - Corporate author that readily recognized by their acronym. (American Red Cross [ARC], 2008).
 - This is used the first time it is cited. Subsequent times the acronym only can be used. (ARC, 2008).
 - Corporate author with no acronym. (Lawrence North High School, 2000).
- When no date is apparent, use n.d. in place of the date position. (Webber, n.d.)
- What needs to be cited:
 - Using words verbatim from another source.
 - Introducing facts, statistics or illustrations that you find in another source.
 - Taking an idea, theory or concept and building on it for your own conclusions.
 - When writing code or building on someone else’s code (computer programming).

- Or, anytime that you are not sure if by not citing you might be guilty of plagiarizing. (It is better to be safe than to plagiarize!)
- What does *not* need to be cited.
 - Your own ideas.
 - Your personal experiences.
 - Common knowledge:
 - Information that most educated people already know.
 - Information that can very quickly be found in most dictionaries or encyclopedias.
 - Information belonging to everyone. Some common sayings cannot be attributed to any one person. How do you know if it is common knowledge? If it is mentioned in five or more sources.

Secondary Sources

- It is preferable to use the original quotation of a person, but occasionally, you see a quote that someone else has quoted in an article/book you are reading and you feel that using the quote will be beneficial to your writing. This needs to be documented as a secondary source.
 - In text citation. The quote is from Ben Franklin but it was in a book by B. Burchell.
 - Franklin once said “blah, blah, blah” (as cited in Burchell, 2000, p. 45).
 - References entry would be for the book by Burchell. Franklin is not cited in the References list.
 - Burchell, B. (2000). *The life of Ben Franklin*. City, State code: Publisher.

Lists or Seriation

- APA prefers the use of the following format for lists:
 - Separate paragraphs or long sentences (such as steps in a procedure) should use numbered lists. See sample paper at the end of this Guide.
 - Short words within a paragraph should use lowercase letters enclosed in parentheses, e.g. (a) word, (b) word, and (c) word.
 - Bulleted lists can be used although APA prefers the use of numbered or lettered lists.

Headings

- Headings help break the paper into sections.
- Generally, a small paper will only need a couple of heading divisions.
- For a large paper, you may need up to 5 headings.
- Example of headings in APA:

Level 1 – Centered, Boldface, Upper and Lowercase

Start paragraph with normal paragraph indent, double-spaced.

Level 2 -- Flush Left, Boldface, Uppercase and Lowercase

Start paragraph with normal paragraph indent, double-spaced.

Level 3 -- Indented, boldface, lowercase paragraph heading ending with a period.

Sentence starts immediately after the period.

Level 4 -- Indented, boldface, italicized, lowercase ending with a period. Start paragraph with normal double-spacing.

Level 5 -- Indented, italicized, lowercase paragraph heading ending with a period. Start first paragraph here, double-spaced.

Sources Needing Only an In Text Citation

Biblical Entries or Classical Works

- References from the Bible or other classical works (Greek & Roman) are cited in text but no entry is required in the References list.
- Cite the chapter, verse, of the source (since these are uniform across versions) and the version used. An example for a Bible references would be: (Romans 3:21, New International Version).
- If you do not change versions in your paper, you do not have to repeat the version.
- A second Biblical reference in the same paper would be: (John 3:16).
- This kind of citation *only* applies to the actual scripture or classical work. Commentary of the scripture or classical work would be cited like any other book with an in text citation and appropriate References entry.

Personal Communication

- Includes email, interviews or any method of communication that is not archived.
- The same format is used for any kind of personal communication.
 - (F. Fairchild, personal communication, February 2, 2010)
 - F. Fairchild states “...” (personal communication, February 2, 2010).

Creating the References

References – Books

Anderson, D. (2001). *Beyond change management: Advanced strategies for today's transformational leaders*. San Francisco, CA: Jossey-Bass/Pfeiffer.

- Always include the state postal code with cities or the country for foreign cities, e.g. New York, NY or London, England.

References – Book chapter

Goodman, M. (1955). Organizational inertia or corporate change momentum. In D. P. Cushman & S. Sanderson (Eds.), *Communicating organizational change: A management perspective* (pp. 95-112). Albany, NY: New York Press.

References – Ebooks

Lieberman, S., Simons, G. F., & Berado, K. (2004). *Putting diversity to work: How to successfully lead a diverse workforce* [NetLibrary version]. Retrieved from <http://www.netlibrary.com>

- For an ebook, you do not have to include the publisher information.
- Do include a DOI number, if available or the location on the internet where the text was obtained.
- Do provide the format that was used, e.g. NetLibrary version, Kindle DX version, Sony version, Nook version, iBook version, etc.

References -- Reference Book Article

Green, D. (2005). Repeat offenders. In L.E. Sullivan, M. R. Haberfeld, M. S. Rosen, & D. M. Schultz (Eds.), *Encyclopedia of Law Enforcement: Vol. 1. State and local* (pp. 404-406). Thousand Oaks, CA: Sage Reference.

- If there is a DOI number, add it at the end of the citation.
- Note that for a multivolume set, where the volume titles could change, the series title is in uppercase and the subtitle is in lowercase as with any book.

References – Reference Work, No Author or Editor

Empowerment. (2010). In *Merriam-Webster's online dictionary*. Retrieved from
<http://www.merriam-webster.com/dictionary/empowerment>

References – Brochure

American Heart Association. (n.d.). *Heart disease* [Brochure]. Dallas: TX: Author.

- The square brackets in APA are used to denote any unusual format apart from books, journal articles, newspaper articles, web sites, etc.
- When a corporate author is used and they are also the publisher of the source, use Author in place of the normal publisher location.

References -- Theses and/or Dissertations

Mayhew, J. A. (2008). Adult learners' perceptions of their employers' leadership behaviors and their own readiness for self-directed learning (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (AAT 3344706)

Gazan, L. O. (2009). *Patterns and trends of effective teaching in the nursing simulation lab* (Unpublished master's thesis). Indiana Wesleyan University, Marion, IN.

References – Newspaper Article

Linebaugh, K., Searcey, D., & Shirouzu, N. (2010, February 10). Secretive culture led Toyota astray. *Wall Street Journal*, p. A1. Retrieved from Wall Street Journal database.

References – Online Newspaper Article

Kang, C. (2010, February 10). Google to launch turbo-speed Internet trials. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

- For online newspaper articles only give the entry point URL for the newspaper. This allows for unavailable or extinct links.

References – Newsletter Article, no author

Learning to write using APA writing style. (2009, October). *APA Writing Newsletter*. Retrieved from <http://www.indwes.edu/ocls/APA/newsletter.pdf>

References – Magazine Articles

Damiano, P. (2010, December/January). Incredible India. *Working Mother*, 33(1), 50-52.

Willis, A. (2010, February 10). China tops Germany as no. 1 exporter. *BusinessWeek*. Retrieved from <http://www.businessweek.com>

- If you find the article full text in one of the library's databases, APA says to use the entry point URL for the magazine. [You may need to Google the title to locate this or look it up in Ulrich's Global Serials Directory available from the IWU library databases listing.] Alternatively, treat the article as if you found it in a print journal and omit the retrieval statement. [For some programs that use an APA manual, follow the instructions per your book, citing the journal publisher's web site.]
- Magazines are those titles that are published, daily, weekly or monthly and have a popular appeal. The article authors are generally employees of the magazine publisher. Some examples of magazines are *Time*, *Business Week*, *Forbes*, *Prevention*, *Christianity Today*, etc.
- When your instructor asks for scholarly or academic articles, magazine articles do not qualify. When in doubt, consult OCLS!

References – Journal/Periodical Articles

- There are 2 things to look for with a journal article.
 - If there is a DOI*, use that as the end part of the citation.
 - If there is no DOI, then use the journal publisher's entry URL at the end of the citation.
- Journal/periodical articles are generally considered scholarly or academic. They are not necessarily peer-reviewed. These are the kind of articles that are preferable in academic research.
- *DOI stands for Digital Object Identifier. It is that article's unique address on the internet. Depending on your access it may or may not lead you to the full text of the article but the DOI will lead you to the citation information *about* the article.
- The DOI always starts with 10. Database accession numbers are not the same thing as a DOI number. Those are not used in APA for article citations—just the DOI#.

References – Journal/Periodical Articles with a DOI.

Holmes, IV, O. (2010). Redefining the way we look at diversity: A review of recent diversity and inclusion findings in organizational research. *Equity, Diversity, and Inclusion: An*

International Journal, 29(1), 131-135. doi:10.1108/02610151019255

Cook, D. M., & Bero, L. A. (2009). The politics of smoking in federal buildings: An executive order case study. *American Journal of Public Health*, 99(9), 1588-1595. doi:10.1025/

APJH.2008.151829

DOI numbers are found as follows. If these methods don't work, then you can assume that none has been assigned from the publisher.

- With the citation in the database. Sometimes it is available on the short version of the article and sometimes you have to click on the article title and look at the full citation. There can be a specific field for it or it may be “tacked” on to the end of the abstract field.

Abstract:	Executive orders are important presidential tools for health policymaking that are subject to less public scrutiny than are legislation and regulatory rulemaking. President Bill Clinton banned smoking in federal government buildings by executive order in 1997, after the administration of George H.W. Bush had twice considered and abandoned a similar policy. The 1991 and 1993 Bush proposals drew objections from agency heads and labor unions, many coordinated by the tobacco industry. We analyzed internal tobacco industry documents and found that the industry engaged in extensive executive branch lobbying and other political activity surrounding the Clinton smoking ban. Whereas some level of stakeholder politics might have been expected, this policy also featured jockeying among various agencies and the participation of organized labor. (Am J Public Health. 2009;99:1588-1595. doi:10.2105/AJPH.2008.151829) [ABSTRACT FROM AUTHOR]
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- It should be located on the first page of the article. It can be at the top or at the bottom or along the side.
- You can use CrossRef. We have a link from the OCLS web pages. (<http://www.indwes.edu/ocls>; click on: APA Style (under Key Links); click on: Locate a DOI for your articles). You can copy and paste your citation into the box. If a DOI is available, it will give it to you.

References – Journal/Periodical Articles without a DOI.

Hijzen, A., Upward, R., & Wright, P. W. (2010). The income losses of displaced workers.

Journal of Human Resources, 45(1), 243-269. Retrieved from

<http://www.ssc.wisc.edu/jhr/>

- For articles that have no discernable DOI number, use the publisher or journal's entry page, just as for magazines.
- If you are not using an APA manual for your program it may be appropriate to treat the article as if you retrieved it from a paper source. Thus omitting the sentence: Retrieved from <http://www.ssc.wisc.edu/jhr>

References – In Press Article

Kiran, K. (in press). Service quality and customer satisfaction: Perspectives from academics.

Library Review. Retrieved from <http://www.emeraldinsight.com>

- Articles that have been submitted and accepted for publication are in press. They are listed without giving volume, issue or paging until such time as they are published.
- If you have multiple entries by the same author, the in press article follows the published article.
- If there are multiple in press articles by the same author, use (in press-a, in press-b, etc.) and list them alphabetically by the first word after the date element.
- Emerald Insight provides access to in press articles. They are denoted with an E.

- It is preferable not to use these since they may still be in the peer-review process.

References—Web Pages, Technical Reports, Research Reports, Non Newspaper or Journal Articles

Glassman, P. (2010, January 5). *Health literacy*. Retrieved February 18, 2010, from

<http://nnlm.gov/outreach/consumer/hlthlit.html>

- Websites can be difficult because you may not be able to find all the information that is needed for a complete citation. The “parts” should include: Author. (Date). *Title of the page* (Report No. xxx). Retrieved from actual date from full URL.
- If the web page, in your opinion, will not change, the retrieval date is not needed.
- Be sure you transpose the URL address accurately. When your paper is submitted it should be a working URL and take the reader to the web page cited.
- If a web page does not have an author, start with the title of the web page. Then that is what is cited in text. (See Quote; Paraphrasing, No Author).
- If a web page does not have a date, substitute (n.d.). That is what is used for the in text citation.

References—Web Pages, Technical Reports, Research Reports, Corporate Author

Indiana Wesleyan University. (2009). *Indiana Wesleyan University 2009-2010 catalog*.

Retrieved from <http://www.indwes.edu/catalog/>

- Some groups of web pages do not have a specific author for a particular page, but it is among other pages that are representing some corporate organization, association, government office, etc.

References – Television Show, One Time Occurrence

Moses, T. W., Rankin, B. T. (Writers), & Rumley, Z. (Director). (2009, December 31). Top ten

stories of 2009 [Television series episode]. In F. Finigan (Executive producer), *20/20*.

New York, NY: ABC News.

References – Motion Picture

Jones, A. A. (Producer), & Malone, F. (Director). (1997). *Movie of the year for 1997* [Motion

picture]. United States: Paramount.

References – Music Recording

Sills, B. (2004). Son vergin vezzosa. On *The great recordings* [CD]. Universal City, CA:

Universal Classics Group.

References – Video

Rosell, R. (Writer), McDermott-Rosell, P., & Rosell, R. (Producers). (2005). Compliance is just the beginning: 3 steps to ethical decisions [DVD]. Bellevue, WA: Quality Media Resources.

References – Podcast

Larson, K. (Producer). (2009, December 11). *Nursing in the best of times* [Audio podcast]. Retrieved from <http://ihets.interactive.org/larson>

References -- PowerPoint Slides

Indiana Wesleyan University, Off Campus Library Services. (2009). *Basic library instruction: Associates* [PowerPoint slides]. Retrieved from http://www.indwes.edu/ocls/Database/General/Intro_to_Research.pdf

References – Court Decisions

Roe, et al. v. Wade, 410 U.S.113, (1973).

Setting up the Headers

APA requires headers on every page of the paper. The Title page or first page of the paper has a different header than the remainder of the paper. This takes some extra formatting in your word processing program.

Page one:

- On the left hand margin it should be: Running head: FULL TITLE OF YOUR PAPER
- On the same line, but on the right hand margin, should be the page number, 1.

Page two and all subsequent pages:

- On the left hand margin type the following: FULL TITLE OF YOUR PAPER
- On the same line, but on the right margin, should be the page number 2.

Headers in Word 2007

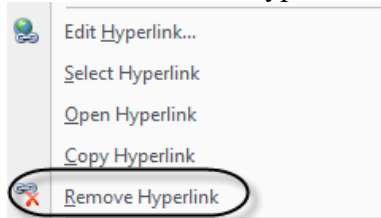
- Starting at the top of page 1, go to the Insert ribbon.
- Select Header, Edit Header.
- Place a check mark beside: Different First Page.
- Enter the phrase, Running head: FULL TITLE OF THE PAPER, on the left margin.
 - This whole phrase should not be more than 50 characters, including spaces.
 - You can shorten the header title, dropping words off at the end, not at the beginning.

- Tab to the right margin, click on the Page Number icon.
- Select Current Position; Simple, Plain Number.
- Type number 1.
- Close the Header and Footer ribbon.
- Type the remainder of the information for the title page.
- Enter a Page Break to move to the 2nd page.
- Go the Insert ribbon.
- Select Header, Edit Header.
- Enter just the title of your paper in all capitals.
- Repeat the steps for inserting the page number. Page 2 should appear, you will not have to type it, after clicking on Page Number, Current Position, Simple, Plain Number.

Removing Hyperlinks for URLs

Web addresses used in References entry should not show a hyperlink in APA. Word processing programs want to automatically hyperlink these, turning them blue with an underline. Hyperlinks can be easily removed.

- Place the mouse over the hyperlink.
- Right click.
- Click on: Remove hyperlink.



Reference List Creation for WORD XP

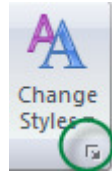
You may want to create a style in WORD that will take care of the unique hanging indent and double spacing of the References list.

- Go to Format/Styles and Formatting...
- Select: New Style
- Give it an appropriate name, i.e. APA References
- Click on: Format, from the bottom right corner
- Click on: Paragraph
- Change or check 3 things on the next window:
 - Indentation of left margin should be 0"
 - Special should be: hanging indent
 - Line spacing should be: double
- Click OK
- On the next window, check mark: Add to template.
- Now, you should see your new style as an available choice. Click on it when starting to type your references list, after typing your title, References.

- When you open a new document, you may have to “find” your created style. Go to:
 - Format/Styles and Formatting
 - Look at the options beside: Show:
 - Select: All styles
 - Find your newly created style and select it for your new document.

Reference List Creation for WORD 2007

- Click on the Home ribbon.



- Click on the down arrow per the illustration:



- From the dropdown menu, click on New Style:
- Go to #3 in the instructions for WORD 2003 and follow them to completion.
- Now, this will be an available style for future writing.

Getting Help with APA

Only a few examples can be demonstrated here. Here are some further resources and help assistance for understanding APA:

Sources to use for further APA Help

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, D.C.: Author.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.

Off Campus Library Services. Available at <http://www.indwes.edu/ocls/oclsform.html> or 800.521.1848.

Appendix A: Sample Title Page, Paper, and References

The next 6 pages demonstrate an example of a Title Page, text pages and References list for a fictional APA paper.

The phrase, Running head, is not capitalized, but the paper title is all capitalized.

Running head + TITLE should be 50 spaces or less. If you need to shorten the title, shorten it from the end, not the beginning of your title.

Appendix A: Sample APA Paper

FirstName LastName

Indiana Wesleyan University

Additionally, your instructor may ask for more identification information, such as, instructor's name, course, date, plagiarism statement. Check with your instructor.

Note: The margins were altered for this sample to allow room for the call out boxes. Margins should be 1 inch all around the page. Fonts should be 12-point, standard font with serifs such as Times New Roman. All lines should be double spaced. Only use left side justification.

Note that on page 2, the Running head part is dropped and just the title in all caps is used for the remainder of the paper. This requires special formatting. See Formatting Your Paper: Body of Paper earlier in this document.

Repeat full title.

The first page of text will be numbered page two, and so on. It and all subsequent pages will include the running head in the upper left side. This header can be shortened but it must be shortened from the end of the title not the beginning. The page number is on the same line, but on the right hand margin. When you finish typing the text of your paper then use a page break in your word processing program so that your References list starts on a new page. The page break will keep the References from “traveling” down the page should you need to go back and insert a significant portion within the body of your paper.

Use an indentation (5-7 spaces) for new paragraphs and space two times between any end of sentence punctuation and the beginning of a new sentence.

In this paragraph demonstration will be provided of both quoted in text citations and paraphrased in text citations. It does not matter whether you quote directly or reword a concept into your own wording, both examples require an in text citation. In the case of a quote, use quotations marks around the quoted material. Douglas (2003), stated that “blah, blah, blah and blah” (p. 64). Note that the punctuation for the quote is outside the parenthetical phrase at the end. That phrase is considered part of the sentence. It was blah blah, blah, blah (Kiechel, 1992). This might be an example of citing a paraphrased section from a source. Sometimes a source may not have an author. In the example from the References you would cite like this. “Blah, blah, blah, blah” (“Mentoring Programs Motivate,” 2005, p. S9).

If the quote is longer than 40 words then use an indented block quote without quotation marks. The indented block is still double spaced and an author, date and page number (if available) is still referenced. For the long block quote, the punctuation at the end comes at the

end of the sentence and then the parenthetical information for the source. Here is an example of a long quotation as shown by Jones (2007):

Blah, blah, blah, blahty, blah. Blah, blah, blah, blahty, blah. Blah, blah, blah, blahty, blah, blah, blah, blahty, blah. Blahty, blah, blah, blah, blahty, blah, blah, blah, blahty, blah. Blah, blah, blah, blahty, blah, blah, blah, blahty, blah, blah, blahty, blah, blah, blah, blahty, blah. Blah, blah, blah, blahty, blah. (p. 456)

Signal words are good introductions for text that you are quoting or paraphrasing. Here are some suggested signal words. You can probably think of even more.

Acknowledges	Believes	Emphasizes	Proposes
Adds	Claims	Explains	Reports
Admits	Comments	Finds	Reveals
Advises	Concedes	Maintains	Says
Agrees	Concludes	Notes	Shows
Argues	Considers	Observes	Speculates
Asks	Contends	Points out	Suggests
Asserts	Describes	Predicts	Writes

Adapted from *Prentice Hall Reference Guide* (7th ed.), by M. Harris, 2008, p. 400.

When incorporating lists in your writing, the preferred methods are as follows. The first way is if the list is made up of short phrases. The list might be (a) blah, (b) blah, blah, and (c) blah, blah, blah. If this list includes sentences, then you would show in another way. The list might include:

1. The blah and the blah, blah blah blah, blah blah blah blah blah blah blah are blahing. [Note that the 2nd line is flush left.]

2. The blahty blah are blah blahs.

If your paper contains a lot of numbers or statistics and using these methods could prove more confusing, then bullets can be used. Use the standard circle or square bullets, not decorative shapes or colors for the bullets.

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