The term Running head appears only on the cover page. Following Running head: is a short version of your title (no more than 50 characters) in all capital letters. For example, if the full title of your paper is APA Citation: An Example to Follow, it is shortened to APA CITATION. Each following page will only have the shortened title, in all capital letters, up to 50 characters including spaces and punctuation.

Only the page number will be in the right hand corner of the page, starting on your title page.

Full Title of Paper

APA Citation: An Example to Follow

Jane Student

(Course title) ENG 102

Joe Professor

Estrella Mountain Community College

(Date, formatted as follows) December 7, 2013

APA guidelines do not require the course name or the instructor's name, yet many instructors want that information included. **Always check with your instructor to determine what is required for your class.**

Center your name and paper information just above halfway up and down the paper.

General Formatting:

1. **One inch margins all the way around the paper.**
2. **Times New Roman 12 point font throughout the paper.**
3. **Double space the entire paper.**
4. **Center titles.**
5. **APA has a REFERENCES page, not a WORKS CITED page.**

APA CITATION

2

Title your abstract as Abstract, but do not bold or underline. Use 12 point font. Center the word Abstract.

Abstract

An abstract summarizes the important points of the essay. In publications, readers use the abstract to quickly find and evaluate sources. It is different from your essay's introduction, so do not copy the same paragraph. Different essay types may have different requirements, such as describing methods or study participants, so consult your instructor for any variations. When writing an abstract, it is on its own page. Do not indent (tab key) the first sentence. Limit your abstract to between 120 words to a maximum of 150 words. Use Times New Roman, 12 point font and double space the abstract. If you use an in-text citation in the abstract, that source will need to be in the references as well. Any acronyms used in the paper should be defined in the abstract.

Keywords: Abstracts, American Psychological association.

This abstract is 147 words long, so you can see how brief an abstract actually is!

Some abstracts list keywords from the paper at the end in this format. Keywords are words that are important in the essay. In published essays, they are used as search terms in the databases. A good example of keywords would be acronyms, e.g.., Self-Contained Underwater Breathing Apparatus (SCUBA) or Arizona State University (ASU). You will need to define all used acronyms in the abstract for use and clarity in the essay. To do this, use the full name followed by the acronym in parentheses immediately after. For example:

Researchers from Arizona State University (ASU) discovered…

APA Citation: An Example to Follow ←

To begin your essay, start by indenting (tab key) with each new paragraph. Your introduction is where you bring forward your thesis (main idea) and any topics you are going to discuss in your essay. APA format is typically used for papers in the social sciences, such as psychology, sociology, and education. You may also need to write an APA formatted paper for a research paper in your ENG 101 or ENG 102 classes. Because APA format is used in the social sciences, you may be reporting on experiments or studies that were done. APA format guidelines also stress reducing bias in language, particularly in regards to terms referring to age, gender, sexual orientation, racial and ethnic identities, and disabilities.

Headings in the Paper ←

Sample Level 1 Heading

Your supporting paragraphs are also indented. APA format also requires headings for the different sections of your paper. For instance, headings might be titled Method, Results, or Discussion. Level 1 headings are used for each main section of the paper. Level 2-5 headings are sub-headings within a main section. However, depending upon your instructor or paper type, you may not be required to include headings. General rules are as follows:

APA Style Headings 6th Edition	
Level	Format
1	**Centered, Bold typeface, Uppercase and Lowercase Heading**. Then begin your paragraph below, indented like a regular paragraph.
2	**Flush Left, Boldface, Uppercase, Lowercase Heading.** Begin your paragraph below heading and indent as normal.
3	**Indented, boldface, lowercase paragraph heading ending with a period.** Your paragraph begins in line with the heading.
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** Your paragraph begins in line with the heading.
5	*Indented, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins in line with the heading.
Information from APAstyleblog.org; posted by Chelsea Lee on July 9, 2009; obtained October 19, 2015.	

In-Text Citations

There are many ways to use in-text citation. With APA style, in-text citation revolves around the author(s) and the source's year of publication. APA is concerned with how recent a source is and its relevancy to the subject. When using a source in a direct quotation or in a paraphrase, you must give credit to that source. If a source is used in your essay, it must appear in the **References** list at the end of your paper. In other words, the in-text citation leads the reader to the References. If you use someone else's work, thoughts, or ideas and do not give them credit, it is plagiarism.

In general, in-text citations can take two forms: 1) author named in the sentence and 2) author named in parenthetical citation at the end of the sentence. As a writer, you want to use both ways because it creates greater sentence variety and interest for your reader.

The examples on the following pages show both forms of citations.

<u>Quotation, author not named in the sentence:</u>

In this example, Aaron is the author, 2014 is the publication year, and p. 497 is the page that the quotation came from.

> For instance, "in APA documentation style, parenthetical citations within the body of the text refer the reader to a list of sources at the end of the text" (Aaron, 2014, p. 497).

Quotation, author named in the sentence:

In this example, Aaron is the author, 2014 is the publication year, and p. 497 is the page that the quotation came from.

> When using the same source in the same paragraph and APA citation, Aaron (2014) explains
>
> in the style guide *LB Brief* that APA style does not require the writer to "repeat the date
>
> beyond the first citation as long as it's clear what source you refer. Do give the date in every
>
> citation if your source list includes more than one work by the same author(s)" (p. 497).

Multiple works by the same author:

When using multiple sources by the same author, the different sources can be distinguished from one another by the use of the publication date.

> In both Matthews (2012) and Matthews (2013), citation techniques are explained.

However, if the author published multiple sources in the same year, a shortened version of the title would also be included in the citation.

> Jacobs (2012) explains that "citation can seem confusing at first, but with practice, it will get
>
> easier" ("Learning APA," p. 4). In addition, Jacobs (2012), argues that learning formatting
>
> guidelines can "make an individual a more critical reader" ("Skills for College," p. 2).

In this example, the same author, Jacobs, published two articles in 2012. The articles are distinguished by their titles. In the References, the articles would be arranged alphabetically.

If the name Jacobs was not used in the sentence, the author's name would be included in the parenthetical citation.

Learning formatting guidelines can "make an individual a more critical reader" (Jacobs, 2012, "Skills for College," p. 2).

Direct quotation, online source without page numbers:

If an online source does not have page numbers, use the paragraph number and the abbreviation *para.* If the online source does not number its paragraphs, the APA Publication Manual supplemental materials state that the author should number the paragraphs from the start of the article. If the article has headings, the author should number the paragraphs by each section. If the document has headings, cite the heading and the number of the paragraph following the heading in order to more quickly direct the reader to the source. Headings can be shortened. If there are no headings, just include the paragraph, numbering from the start of the article. *Please note, despite this APA standard, some instructors do not require students to include the paragraph numbers. Check with your instructor for his or her specific requirements.*

In this example, Dulgar is the author, 2015 is the year, "Will I Ever Understand APA" is the heading, and para. 4 is the paragraph.

The study examined participants over a two year period and discovered "measurable improvements in understanding APA formatting between the first paper written and the last paper written" (Dulgar, 2015, "Will I Ever Understand APA," para. 4).

Quotation, two authors not named in text:

You have to use both author's names and the year just as you would with a single author. The names are joined by an ampersand (&). In this example, Bunning and Ellis are the last names of the authors, 2010 is the publication year, p. 46 is the page that the quotation appeared.

> The ground-breaking study showed "significant communication differences between teachers and students" (Bunning & Ellis, 2010, p. 46).

Quotation, two authors named in text:

The authors' names are used in the sentence, joined by "and," followed by the publication year. The page number is at the end of the sentence.

> According to Bunning and Ellis (2010), a study showed "significant communication differences between teachers and students" (p. 46).

Quotation, three to five authors, first time quoted:

When there are more than three to five authors in a citation, the first time you use the names you must use all the names.

> Smith, Jones, Johnson, and Carson (2015) "indicate the best way to disassemble a dangerous robot would be to start with the operational system" (p. 53).

Quotation, three or more authors named in text AFTER the first use OR if you have more

than six authors every time:

The phrase et al. is Latin and short for *et alii* meaning "and the others." In this case it simply

means "Smith and others."

> Smith et al. (2015) "discuss when removing the head from a dangerous robot, the main power
>
> cable should remain in place" (p. 32).

Quotation, no author:

In cases where there is not an individual author nor an organization as author, you will use the

title of the source in place of the author. If an article title is long, it can be shortened to the first

few words of the reference list, as in the second example below.

> "Learning How to Fight Robots in the Post-Apocalyptic World" (2015) explains "be wary of
>
> robots that appear friendly, as many possess sophisticated manipulation programs" (p. 43).
>
> In addition, the article suggests "alternative power supplies such as portable charging
>
> stations" can be used to reboot robots ("Learning How to Fight," 2015).

Paraphrasing

Paraphrasing is much like direct quotation as far as in-text citation. You want to give the authors'

names and the year of publication. The *APA Publication Manual, 6th ed.* states that authors are

encouraged to use page numbers or paragraph numbers when paraphrasing, however they are not

required.

> **Paraphrase one author named in text:**
>
> Williams (2018) explains, rogue mechanized automatons must be fixed by taking their heads
> off.

Secondary Sources and "Quotations that Quote Someone Else"

Sometimes you want to quote or paraphrase a source that references another source that you have not read. The *APA Publication Manual, 6th ed.*, encourages writers to locate and directly quote the original source; however, that might not be reasonable. For instance, the original source might be out of print or hard to locate. In the case when you cannot quote the original source, list the source that you read in your reference list.

There might be two ways that this appears in your paper. The first would be **a secondary source that quotes another secondary source:**

"In the United States, the National Institute of Health (2007) estimated that 75% of college students experience sleep problems" (Rodriguez, et al., 2010, p. 114).

In this example, you read Rodriguez, et al., and you are quoting part of her work in which she cited the National Institute of Health. Rodriguez, et al., will appear in your References.

The second way this might appear is **a secondary source that quotes a primary source**. A primary source is an original work, such as creative works, diaries, letters, manuscripts, and speeches. A secondary source is a source that analyzes a primary source, such as textbooks or journal articles.

In Franklin's letter (as cited in Stoller, Burnison, & Traenor, 2013), he discussed the battle…

In this example, Franklin's letter is a primary source discussed in Stoller et al. and you did not read their original work. Once again, you will list the Stoller et al. source in the References because that is the source that you read.

Block Quotations

Any quotation of thirty-nine words or fewer stays within the normal text lines.

Quotations that are forty words or more are done in a block fashion. Block quotations follow

their own rules, which are slightly different from shorter quotations.

> When the two-year mechanized police action in southern Ethiopia ended, Cooper (2020) tells
> us:
>
> > If it were not for the diligence of the machine enclosed communication hub installed
> >
> > after the robot uprising of late 2017 the human race as of now would most likely not
> >
> > exist on the planet Earth. Furthermore, if humans had not had the forethought to insure
> >
> > there would always be a back door into the subroutines of all robotic servants, then I
> >
> > fear Earth itself would no longer be orbiting the sun. (p. 102)

When using a block quote:

- Do not place the quotation in quotation marks
- Indent the quotation a ½ inch from the margin (tab key).
- The sentence introducing the quotation uses a colon
- The period comes BEFORE the parenthetical citation at the end of the quotation
- The author's name and year can come in the opening phrase or in the parenthetical
  citation

Be limited in your use of block quotations. It is better to paraphrase parts of an author's work

rather than quoting long passages. Another technique to avoid block quotations is to remove

parts of a passage that are not needed. Use the punctuation marks know as ellipses "…" to show

that you have removed a part of the text. Be careful when removing part of the quotation. Do not

change the meaning of the quotation.

Here is part of the same block quotation shortened by using ellipses.

> According to Cooper (2020), "If it were not for the diligence of the machine enclosed
>
> communication hub…the human race…would most likely not exist on the planet Earth" (p.
>
> 102).

In-Text Citations Sample

The author's last name is mentioned in the sentence, followed by the publication date of the source, so they are not included in the parenthetical citation. This is a paraphrase of information from the source, so it is still cited.

The period goes after the citation, not before.

The page number of where the information was found is included, preceded by p.

In his book *Children with Disabilities,* Batshaw (1997) suggests that

smoking can have psychological effects on people who are unable to break the

habit (p.147). However, what many do not realize is that, "The effects of long-

term smoking are not always physical" (Batshaw, 1997, p. 149). It is important

to understand that smoking results in physical and psychological repercussions.

Yet, according to the *Medical News Today*, "About 87% of lung cancers are

related to smoking and inhaling the carcinogens in tobacco smoke" ("Lung,"

2013, para. 4). Therefore, we cannot ignore the physical causes of smoking

altogether.

Basic citation: The author's last name, the publication date, and the page number are include in the parenthetical citation

(Author, year, p. #)

This is the website where the article was found, not the article's title.

Since this source has no author, the first piece of information in the Reference entry is the article title, so the first word or two of the title is included in the parenthetical citation.

This is an online source with no page #, so a paragraph # is included instead.

APA References Formatting Requirements

The sources used are listed in alphabetical order

A hanging indent is used. This means the first line of each citation comes to the margin, and each additional line for that source is indented.

APA CITATION   9

References

Batshaw, M. L. (1997). *Children with disabilities*. Baltimore, MD: Paul H. Brookes

    Publishing Co.

Byrne, S.C., Barrett, B., & Bhatia, R. (2015) The impact of diagnostic imaging wait

    times on the prognosis of lung cancer. *Canadian Association of*

    Radiologists Journal, 66(1), 53-57. doi:10.1016/j.carj.2014.01.003

Lung cancer causes. (2013, Jan. 14.). *Medical News Today*. Retrieved from

    www.medicalnewstoday/lungcancercauses

Citation for a book.

Citation for an academic journal that has a DOI.

Citation for an online article without an author.

APA References Examples

General Tips
- The References page starts on its own page.
- Sources are listed in alphabetical order
- A hanging indent is used, meaning the first line of each citation starts at the margin, and each additional line for that source is indented.
- Titles in APA format only capitalize the first word in the title, any proper nouns, and the first word after a colon.
- Quotation marks are not used around titles of articles in the References list.
- Titles of books, movies, journals, magazines, and newspapers are italicized.
- The retrieval date is not included unless you determine that the information or webpage might change.
- Invert all authors' names as Last Name, First Initials up to and including seven authors (Ex: Smith, A., Johnson, R., Scott, T. J.). If a source has more than eight authors, include the first six authors' names, followed by ellipses and add the last author's name (Ex: Smith, A., Johnson, R., Scott, T.J., … Brown, G.).
- If the date for a source is missing, substitute n.d. for *no date* (n.d.)

*The following examples are not real authors or sources. However, the formatting information is from the APA Publication Manual, 6th edition and its supporting reference, www.apastyleblog.org

Online Sources	APA Format	Example
E-book	Author Last Name, First Initial. (year). *Title of book.* [Version] Retrieved from http://www.xxx If the book was read or acquired through an online library (e.g., Google Books, ebrary, NetLibrary) and not on an e-reader device, omit the bracketed information from the reference.	Pearce, R. One hundred ways to get your baby to sleep at night. [Kindle]. Retrieved from http http://www.xxxx
Journal article from an Online Database **with DOI**	Author Last Name, First Initial. (year). Title of article. *Title of Journal, volume*(issue), page numbers. doi:xx.xxxxxx The DOI stands for digital object identifier and is a unique combination of numbers and letters assigned to journal articles. Not all journal articles will have a DOI, but it should be included if there is one. For journal articles, the name of the journal and the volume are italicized. There is no space between the volume and the (issue). If there is no issue number, just include the volume.	Smith, R., Jones, W., Johnson J,. & Carson F. (2015). A case study of the pre-war machine: What if we prevented the uprising? *Journal of Human and Robotic Interaction, 74*(1), 98-134. *doi: 10. 1013/j.hrid.2015.01.006*

Online Sources	APA Format	Example
Journal article from an Online Database **without DOI**	Author Last Name, First Initial. (year). Title of article. *Title of Journal, volume* (issue), page numbers. Retrieved from name of database or database url or journal homepage url APA (2009) explains that the goal of a citation is to get your reader to the source in the most direct way. If there is no DOI, such as with an older article, APA gives you the choice of including the database name OR the homepage url of the journal or database. Check with your instructor for his/her preference.	Roberts, T., & Night, S. (2014). Positive body language captures attention. *Journal of Communication*, *4*(2), 38-52. Retrieved from MasterFILE Premier
Journal article from website without a DOI	Author Last Name, First Initial. (year). Title of article. *Title of Journal, issue*(volume), page numbers. Retrieved from URL	Johnson, P., & Hazelton, E. (2014). Effects of parents who work from home on toddlers. *Journal of American Families*, *8*(2), 38-52. Retrieved from http://jaf.org/index.php.epht
Online magazine article	Author Last Name, First Initial. (date). Title of article. *Title of Magazine*. Retrieved from http://www.xxxxx	Park, A. (2015, October 30). Why interrupted sleep is worse than short sleep. *Time*. Retrieved from http://time.com/4094734/interrupted-sleep-mood/
Online newspaper article	Author Last Name, First Initial. (date). Title of article. *Name of Newspaper*. Retrieved from http://www.xxxx	McHenry, R. (2014, November 2). Restaurants contribute to American obesity problem. *Washington Post*. Retrieved from http://www.washingtonpost.com
Website article with author	Author Last Name, First Initial. (date). Title of article. *Name of Website*. Retrieved from http://www.xxxx	Williams, W. (2014, January 4) How to repair a rogue automaton in ten easy steps. *The New Home Handyman*. Retrieved from http://www.newhomehandy.com
Website article with no author	Title of article. (date). *Name of Website*. Retrieved from http://www.xxxx	Learning APA format in ten minutes or less. (2015, November 2.) *CollegeSurvivalGuide*. Retrieved from http://www.csg.org

Online Sources	APA Format	Example
YouTube video	Last Name, First Initial. [Screen name]. (year, month, date). *Title of video*. [Video file]. Retrieved from http://www.xxxxx YouTube videos use the name of the person who posted the video in the author position. If there is no real name of the person, the screen name is used without the brackets. Screen name. (year, month, day). *Title of video* [Video file]. Retrieved from http://xxxx	Apsolon, M. [markapsolon]. (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. Retrieved from http://www.youtube.com/watch?v=6nyGCbx D84

Print Sources	APA Format	Example
Book with editor (ex: textbook)	Editor Last Name, First Initial. (Ed.). (date). Title of book. Location: Publisher.	Straub, B. (Ed.) (2014). *Advanced psychology*. London, England: Johnson & Smith.
Book with one author	Author Last Name, First Initial. (date). *Title of book.* Location: Publisher.	Centrelli, L. (2013). *Children's Television in the modern age.* Greenwich, CT: Anthem.
Print newspaper article	Author Last Name, First Initial. (year, Month day). Title of article. *Name of Newspaper*, page number.	Wren, T. (2015, October 16). Political unrest hits close to home. *The Washington Post*, p. A1.
Print magazine article	Author Last Name, First Initial. (date). Title of article. *Title of Magazine*, page number.	Park, A. (2015, October 30). Why interrupted sleep is worse than short sleep. *Time*, pp. 37-42.

Resources

These materials in this guide were developed using the *Publication Manual of the American Psychological Association*, 6th Edition (2013), published by the American Psychological Association.

For additional information, consult the following resources:

- The *Publication Manual of the American Psychological Association*, 6th Edition companion websites www.apastyle.org and www.apastyleblog.org

- The OWL at Purdue. https://owl.english.purdue.edu/owl

- Any style guide, such as *LB Brief* by Jane E. Aaron or *Mastering APA Style: Student's Workbook and Training Guide / Edition 6* by American Psychological Association. There are many other options available online.