

Lakeview College of Nursing

**APA (5th ed.) Style
Quick Reference Guide**

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A Brief Overview of APA

Throughout your course work at Lakeview College of Nursing (LCN) you will be assigned to construct papers that reflect your understanding of concepts and your ability to apply them. The ability to express yourself professionally in all written work is an expectation of LCN. Papers are written using an approved style guide. Using guidelines to prepare written work provides uniformity in structure and contributes to clear communication (APA, 2005, p. XXIII). LCN also emphasizes the incorporation of current information into the classroom. References cited in APA format include the author, publication date, and frequently the page number of the reference. The publication date is helpful when citing information that becomes outdated quickly and represents one of the ways that APA differs from MLA. There is one approved style guide adopted by LCN. This guide was developed by the American Psychological Association (2005) and is titled *Publication Manual of the American Psychological Association* (5th ed.). This style guide is the original source for APA format and style and is used primarily in the College of Nursing courses. The title “*Publication Manual*” will be substituted when referring to the manual throughout the rest of this document.

The *Publication Manual* was originally developed to assist authors in preparing manuscripts for publication in psychology journals. Over time, these guidelines gained acceptance among other journal publishers and academic institutions, prompting several revisions of the original guidelines. Revisions served to clarify issues in earlier editions and reflected changes taking place in language and within the field of psychology. The wide use of word processors represents one of the changes that contributed to the need for revision of the manual. Although the *Publication Manual* was not specifically designed to guide students in writing general papers for academic coursework, many institutions have adopted the guidelines for the development of theses and dissertations. Because student papers are not generally submitted for journal publication, the rules may not apply universally to all types of written work. Each academic institution usually provides guidelines to assist students in applying the format to papers developed within their educational programs.

A variety of references available on the market provide information about how to use APA format. While these references can be helpful to students, they may also contain information that conflicts with the APA manual, thus creating confusion for students and instructors. In addition, the section in the *Publication Manual* that discusses adapting APA for student papers also provides information that may conflict with the main sections of the manual. To provide consistency in the application of APA format throughout LCN, faculty have agreed to adopt guidelines for use

in courses on both campuses. These guidelines will most closely follow the APA recommendations made in the main section of the manual. Do not use the *Students* section.

The “APA Style Quick Reference Guide” provides standardized guidelines for writing papers that conform to APA style and format. Page numbers immediately following elements in this guide direct students to pertinent sections in APA (2005) where further information can be found. Students will be referred to page numbers in the *Publication Manual*, along with a detailed explanation. In addition to APA format, this quick reference guide presents basic elements of style that generally apply to all papers, provides examples for preparing papers, and includes a final checklist* to help students determine if their paper is ready for submission. Your instructor may request other requirements for specific assignments.

The “APA-Style Helper” is a software program developed by the American Psychological Association to assist writers to produce documents according to APA style. Students may access the web link for more information <http://www.apastyle.org/stylehelper/>

Setting up the Basic Format

- X Use a heavy white bond **paper** of standard size, 8½ X 11 in. (APA, 2005, p. 284, 5.01).

- X The **type** on the paper must be dark, clear and readable. A dot-matrix printer should not be used (APA, 2005, p. 285, 5.02).

- X Everything should be **double-spaced**. This includes the title page & block quotes; never use single-spacing or one-and-a-half spacing (APA, 2005, p. 286, 5.03). There is also a statement indicating that triple and quadruple spacing are allowed in special circumstances if it improves the paper’s appearance (APA, 2005, p. 286, 5.03). **Academic papers written for LCN should be double-spaced.**

- X **Margins** should be 1" on all four sides (APA, 2005, p. 286, 5.04). One inch is generally acceptable for all papers. ***Note:** You may need to apply a manual page break in order to avoid having one line of a paragraph left dangling at the end of a page or at the top of a new page (referred to as **widows and orphans** in word processing programs). You should also avoid placing a heading alone at the bottom of a page; it is better to leave an extra line blank on a page and shift the heading to the beginning of the next page than to leave it hanging by itself. When you need to adjust the spacing to avoid widows and orphans, your bottom margins may not be exactly even on every page. This is acceptable when avoiding widows and orphans. Your instructor will recognize the reason for it; though you should minimize the number of times you apply manual page breaks in your paper in order to maintain the

consistency of the document. The general rule holds that no fewer than two lines of a paragraph should be left hanging at the bottom or top of a page.

- X Acceptable typefaces (**fonts**) are Times New Roman, Courier, or other typefaces with serifs. **Font size** for word processors is 12-point (APA, 2005, p. 285, 5.02). **All LCN student papers will use 12-point font size.**
- X **Justification** is flush-left style leaving the right margin ragged (APA, 2005, p. 287, 5.04). Do not divide words (hyphenate) at the end of a line (APA, 2005, p. 287, 5.04).
- X The **page header** is the “first two or three words of the title” (APA, 2005, p. 288, 5.06). Type five spaces to the left of the page number at the top right of the page (½ inch from top of page) on every page (except figures), including the title page (APA, 2005, p. 288, 5.06). Do not use your name to identify each page (APA, 2005, p. 288, 5.06). The running head appears only on the title page and is primarily used for publication purposes (APA, 2005, p. 296, 5.15;). **Only the page header as defined above will be used for student papers.**
- X **Page numbers** appear in the upper right-hand corner, 1" from the right edge, between the top edge and the first line of text on all pages except figures. The title page is number 1 (APA, 2005, p. 288, 5.06 & p.296, 5.15).
- X **Punctuation:** space only once after periods, commas, colons, and semicolons (see APA, 2005, p. 291, 5.11 for additional rules). Do not space before or after hyphens.
- X **Italics:** In general, use italics infrequently. One major change with the 5th edition involves the use of italics. It is now appropriate to use italics in specific situations. The most significant change involves using *italics* instead of underlining for titles of books, periodicals, and microfilm publication; both in text and on the reference page. It is also acceptable to use *italics* to introduce a new or technical term or label the first time it is used in text. Thereafter, the term is not italicized. The periodical volume numbers in reference lists (that used to be underlined) are now typed in italics. There are several situations where italics are appropriate to document statistical information or reporting research results (APA, 2005, pp. 100-101, 319). Do not use italics for mere emphasis (APA, 2005, p. 102).
- X **Miscellaneous:** In general, for academic papers, **do not use bold, bullets** (see seriation), or other special fonts (APA, 2005, p. 285-286, 5.02). **Boldface** is not used except for specific statistical symbols (APA, 2005, p. 140). **Be concise and precise** in your expression (APA, 2005, pp. 34-37), **avoid wordiness and flowery adjectives** (APA, 2005, p. 35) **or pretentious writing, clichés, jargon** (APA, 2005, p. 35), **slang, and colloquial expressions** (APA, 2001, p. 37). **Avoid the use of biased language** (see APA, 2005, pp. 61-76 for more details).
- X **Seriation:** Because bullets are not used in APA, you need to be aware of the proper method for listing items in a series. This section will reference pages in APA (2005)

Identify elements in a series **within a paragraph or sentence** with lowercase letters in parentheses and use Arabic numerals followed by a period to separate **paragraphs or steps in a procedure**. Do not enclose in parentheses (APA, 2005, pp. 115-117, 3.33 and p. 292, 5.12).

Examples of each follow:

Within a paragraph or sentence without internal commas:

All students attending the conference were instructed to bring their (a) revised essay paper, (b) course textbooks, and (c) laptop computer.

Within a paragraph or sentence with internal commas:

Students were divided into three groups: (a) low scorers, who scored fewer than 30 points; (b) moderate scorers, who scored between 30 and 60 points; and (c) high scorers, who scored more than 60 points.

Separate paragraphs or steps in a procedure:

According to Smith (1995) the XYZ Theory contains the following four steps:

1. Identify the cause of the problem and consider more than one viable option to resolve the problem.
2. Select the most appropriate solution.
3. Create a task force consisting of one representative from each department that will be affected by the implementation of the change.
4. Implement the change, monitor the progress, and evaluate the outcome at regular intervals.

*Remember that **everything in APA is double-spaced**, so each numbered element in the example above would actually be double-spaced in your paper.

X **Abbreviations:** use abbreviations sparingly. Spell out the full term the first time it is used in text followed by its abbreviation in parentheses. Use the abbreviation thereafter (APA, 2005, p. 104, 3.21).

X **First person:** Most academic papers are concerned with your ability to present the information you have learned about your topic and the sources selected to support it. Use third person and reserve “I” for personal opinion papers.

X **Editorial we:** For clarity, restrict your use of “we”; instead, use educators, humans,

researchers, nurses, employers, etc. (APA, 2005, p. 39, 2.04). Example: Instead of saying “We should be concerned with the size of the sample...” it would be better to say, “Researchers should be concerned with the size of the sample....”

- X **Quality:** Students are responsible for the quality of their papers. Papers should be proofread prior to submission, and contain correct spelling, punctuation, grammar and accurate citations and references (APA, 2005, p. 284). Have someone else proofread and edit your paper if you have problems with spelling and sentence structure.
- X **No binders and folders:** Staple your paper in the upper left corner for submission. Do not submit the paper in a binder or folder, and do not use colored graphics and designs. This rule may be dismissed if faculty require a folder to organize & protect your work.

Order of the Manuscript Pages

(APA, 2005, p. 287, 5.05)

Organize your paper in the following order:

- X **Title page** (separate page, numbered as page 1)
- X **Abstract** (separate page, numbered as page 2; however, abstracts are normally only assigned when developing a research paper).
- X **Table of Contents** (not normally used in APA, but may be required for a thesis or dissertation. Use headings to organize your paper)
- X **Text** (starts on page 2 unless the paper has an abstract. The sections of the paper are continuous; do not start a new page when a new heading occurs. A page header and page number should appear on each page of the manuscript)
- X **References** (start on a separate page)
- X **Appendixes** (start each on a separate page)
- X **Figures and Tables** (start each on a separate page)

Developing the Paper Using a Sample Assignment

The following sample assignment will be used to illustrate the steps involved in developing a paper:

Select a problem or situation in your organization and analyze the problem. Use a change theory (selected from the assigned reading) to describe a change you might implement in your department or organization to correct the problem. Explain each step in the process and identify strategies that could be used to facilitate the change in your organization.

Plan and Organize your Paper

Organize the structure of your paper before you start typing. Break up the assignment into major topics and subtopics. Be sure to include all elements of the assignment. This takes only a few minutes and helps you to arrange your paper logically. It also provides a method for ensuring that you have addressed all the required elements of the assignment. The major topics will become **headings** in the body of your paper. **Headings** are used to organize the narrative portion of your paper and are very important. They will be discussed in detail in a later section.

Using the sample assignment described above, the title of your paper could be “Implementing Organizational Change” and the major topics and subtopics of the paper might be organized like this:

Implementing Organizational Change

Identification of a Problem
Analysis of the Problem
Discussion of the Change
Identification of a Change Theory
Application of the Change Process

Step one
Step two
Step three

There are other ways to divide the paper that may be acceptable as well. In this example, the first five major topics relate to the required elements in the assignment. The last three steps (there may be more or less depending on the change theory chosen) are subtopics of the change process. These steps indicate the phases of your chosen change theory that must be used to describe the implementation of the change in your organization. According to the above example, there are no subtopics in any other section of the paper.

Typing the Paper

Title Page: The elements included on the title page of UIC student papers differ slightly from APA requirements (APA, 2005, p. 296, 5.15). Most academic institutions have expectations similar to those described here. Type the elements listed in the following order:

Page header, page number

Running head (optional, normally not used except for publication)

Title of the paper

Author's name

Name of the University

***Course # and title**

***Faculty member's name**

***Date of submission**

***These items are preferred by many members of faculty at LCN but not required by APA 5th Ed. Standards.**

Type the manuscript **page header** at the top right of the page followed by five spaces and the **page number**. The **page header** consists of the first two or three words of your title, and the **page number** will be one. Use the functions of your equipment to insert the header and page number automatically on each page of your document (APA, 2005, p. 288, 5.06 & pp. 296-298, 5.15).

In the middle of your paper, type and center the rest of the information listed above, or use the configuration requested by your instructor. Use upper and lower case for everything (except running head, which is capitalized).

The **title** should be centered on the page, typed in uppercase and lowercase letters (APA, 2005, p. 296). Double-space between the lines if the title has two or more lines. The **title** should be a concise statement of the main topic and be no more than 10-12 words in length (APA, 2005, pp. 10-11, 1.06). APA (2005) displays a title page with a running head (p. 306).

Type the name of the **author** in uppercase and lowercase letters, centered, one double-spaced line below the title. Do not use “by” before the author’s name.

Type the **institution’s name** centered, on the next double-spaced line (APA, 2005, p. 296).

Type the rest of the elements in the order listed above.

The next page displays an example of a title page in acceptable APA format using the sample assignment.

Implementing Organizational Change

John Doe

Lakeview College of Nursing

*N405: Leadership & Management

*John Smith, MSN, RN

*September 1, 2008

Typing the Paper (cont.)

Abstract: Most frequently used in research papers. If used, is page number 2. See APA (2005) for additional requirements (pp. 8-11, 1.07 & 250, 4.16).

Text: Starts on page two unless the paper contains an abstract. On the first line of text (two lines below the page header) center and type the **title** of your paper in upper and lower case (APA, 2005, p. 298, 5.17). The next line (beginning of a paragraph) should be indented 5-7 spaces using the automatic (tab key) function of your computer or word processor (APA, 2005, p. 289, 5.08). A **paragraph** is a group of related sentences that contains one topic or central idea. A paragraph should be more than one sentence and less than one manuscript page in length (APA, 2005, p. 36).

The **introduction** is the first one or two paragraphs of your paper and should include sufficient background of the topic and preview the major points. The **introduction** is identified by its position in the paper and is not labeled with a heading (APA, 2005, pp. 15-16). The introduction should identify the topic or subject of the paper. The major points of the introduction should match the assignment. Leading or ending with a statement about why the issue is important adds strength to the paper (See the sample paper for an example of an introduction). Some instructors do not like you to use the words “The purpose of this paper is...” or “This paper will...” In this case, a description of the major topics that will be addressed in the paper is sufficient.

The **body** of the paper delivers what is promised in the introduction. Ideas flow in logical sequence and are stated clearly and concisely. The major points are organized using headings and are supported with references. (See sample paper for examples).

Headings indicate the organization of the paper and establish importance (APA, 2005, p. 111, 3.30). Topics of equal importance have the same level of heading throughout the paper. There are five levels of headings used in APA; however, most papers will use only two or three. This section will reference information from the *Publication Manual* to help provide a better understanding about the use of headings (APA, 2005, pp. 113-115).

Many students have difficulty deciding how many levels they need and which levels to use. The outline of your paper, prepared in the planning and organization phase, will help you to quickly identify how many you need. Use level 5 only if you have five levels of information.

Level headings must be used as follows:

Levels of Information	Headings to Use
One level paper	Level 1
Two level paper	Level 1 and 3
Three level paper	Level 1, 3, and 4
Four level paper	Level 1, 2, 3, and 4
Five level paper	Level 5, 1, 2, 3, and 4

CENTERED UPPERCASE HEADING (Level 5)

Centered Uppercase and Lowercase Heading (Level 1)

Centered, Italicized, Uppercase and Lowercase Heading (Level 2)

Flush Left, Italicized, Uppercase and Lowercase Side Heading (Level 3)

Indented, italicized, lowercase paragraph, ending with a period. (Level 4)

Using headings to identify the major topics and subtopics in your paper ensures you have addressed each component of the assignment in an organized manner and helps your instructor to locate them easily. **Note:** Research papers have defined sections (e.g. Method, Results).

The following example illustrates the level headings that would be used for the sample assignment. The title of the paper is centered on the first line of text. The five major topics will all be at the same level. The three subtopics discussed under the change process will be a different level than the major topics. This paper has two levels of information. According to the rules for headings outlined in the table above, a two level paper uses level headings 1 and 3.

Implementing Organizational Change
Identification of a Problem
Analysis of the Problem
Discussion of the Change
Identification of a Change Theory
Application of the Change Process
<i>Step One</i>
<i>Step Two</i>
<i>Step Three</i>

The **conclusion** is not identified by a heading unless specified by a particular assignment or instructor. The conclusion is described in the last one or two paragraphs of your paper. Don't just restate your introduction. A solid conclusion should include a summary of the major points and leave the reader with a final thought or compelling example. Most instructors will expect a paragraph to contain more than one sentence. (See example of a conclusion in the sample paper). **Exception:** Conclusions in research papers have specific guidelines (see APA, 2005, p. 26, 2.2 and p. 33).

Examples of Citations in Text

Citation of sources in text is required when **paraphrasing** or **quoting** an author directly (APA, 2005, pp. 117-119, 207-214, 292-293). **See Plagiarism information on page 349.** Paraphrasing is summarizing information or rearranging words or sentences written by another author (APA, p. 349). Give credit to the source each time you paraphrase by listing the author and year. If you paraphrase the author more than once in the same paragraph, you do not need to repeat the year (APA, p. 208, 3.94). When citing directly, "quotation marks should be used to indicate the exact words of another" (APA, p. 349). For direct quotes, always give the page number in addition to the author and year. Position the reference so that it is clear what material is being referenced.

For **quotations of 40 or more words** use a block indent by indenting the entire quote five spaces from the left margin. Double-space the entire passage, but do not use quotation marks. End the passage with a period. After the period, enclose the author, year, and page number in parentheses, but do not place another period at the end. You may use this example; however, the quote needs to be double-spaced, not single-spaced (APA, 2005, pp. 117-118, 3.34).

Examples for citations in text can be found in both style guides (APA, 2005, pp. 207-214, 3.94-3.103). Some examples for citing are:

X If the **author is part of the sentence**, place the year in parentheses.

Smith (1998) emphasizes how important it is for students to prepare prior to attending class.

X If the **author is not named in the sentence**, place the reference at the end inside the punctuation.

It is important for students to be prepared for class (Smith, 1998).

X If the **material is quoted directly**, use quotations and add the page number for your source.

Smith (1998) states, "Students should be prepared prior to class" (p. 22).

X In a work with **two authors**, cite both every time.

All clocks should be cleaned twice each month (Smith & Jones, 1998).

If the authors' names are used in the sentence, the word "and" replaces &.

According to Smith and Jones (1998), all clocks should be cleaned every two weeks.

X For **3-5 authors**, cite all surnames the first time.

(Smith, Jones, Green, & Doe, 1998).

When the authors are part of the sentence:

Smith, Jones, Green, and Doe (1998) found that...

In subsequent citations, include the surname of the first author only, followed by et al. and the year:

(Smith et al., 1998).

When authors are part of the sentence:

Smith et al. (1998) found that...

X For **six or more authors** in text, cite the surname of the first author only, followed by et al. and the year, as in the example above. In the reference list, the surnames and initials of **the first six authors** are cited, followed by et al (APA, 2005, p. 209).

X The name of a **group author** is spelled out the first time, and may be abbreviated in following citations (APA, 2005, pp. 209-210, 3.96):

(University of Illinois Chicago [UIC], 1996)

and for subsequent citations in text:

(UIC, 1996).

X **Two or more works within the same parentheses** are listed in the same order they appear in the reference list and a semicolon is inserted between each:

(Doe, 1995; Hall, 1997; Moore, 1998).

X **No author**, cite first few words of the title **in text** and the year, capitalizing the major words. Use quotation marks around the title of an article or chapter in text, and italicize the title of a book, periodical, report, or brochure (APA, 2005, pp. 210-211, 3.97):

“Lazy Days of,” 1996). **OR**

(Diabetes and You, 1997).

X **Personal communications** can be letters, lectures, memos, e-mail, and conversations. Because this information is not retrievable, the source is only cited in text and is not listed in the reference list. Give the initials and surname and provide the date of the communication (APA, 2005, p. 214, 3.102). Examples:

According to K. Smith (personal communication, June 1, 1998)...

...as described in the lecture (K. Smith, personal communication, June 1, 1998).

X **Internet Sources** are cited in text the same as print sources (APA, 2005, p. 120-121, 3.39). List the last name of the author, year. If no year is noted list n.d. for *no date* (APA, 2005, p. 120). An example of an Internet article by an author named Smith with no year cited would look like this: ...(Smith, n.d.). Many electronic sources do not provide page numbers (unless they are PDF reproductions).

If paragraph numbers are visible, use them in place of page numbers. Use the ¶ symbol or the abbreviation para.

As Smith (2001, ¶ 4) described it “students respect an instructor who demonstrates familiarity and expertise in the lecture content.

If neither paragraph nor page numbers are visible and the document has headings, cite the heading and the paragraph following the heading where the cited information appears, to direct the reader to the location of the cited material.

“The findings describe two confounding factors...” (Smith, 2001, Findings and Discussion section, ¶ 1).

In some cases it may be necessary to omit a location reference because no page or paragraph numbers are visible and headings are not provided, or their use would prove unwieldy or confusing. In documents accessed with a Web browser, readers will be able to search for the quoted information.

If the Internet document does not identify the author, cite the first few words of the reference list entry, the same as a print source, (usually the title), and the year.

Use quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report (APA, 2005, pp. 210-211):

The results were found in the final section of the article (“Writing for Success,” 2000).

The instructor included the chart found in the book *Nutritional Strategies* (2000).

X A **secondary source** is used when citing information discussed or described by a source other than the original work by the author (APA, 2005, p. 247, #22). Try to use primary sources whenever possible. In text, an example citing work done by Freud in a textbook you have that is authored by Smith (1998) would look like this:

The developmental stages described by Freud (as cited in Smith, 1998)...

In the reference list, only the secondary source (Smith, 1998) is cited.

Preparing the Reference List

Start the reference list on a new page with a page header and page number. The title is centered in uppercase and lowercase. List the title as “Reference” for papers listing only one entry, and “References” for papers with more than one entry. **Do not use** Bibliography or Works Cited, as this does not conform to APA format.

Alphabetize all entries by the last name of the first author, or by the first main word of the title if there is no author (APA, 2005, p. 219, 4.04). **Only sources cited in text can be listed in the reference list** (APA, 2005, p. 215, 4.01). UIC guidelines generally require more than one reference unless the paper is an article analysis. The number and variety of references should match the complexity of the assignment. Use scholarly journals that are current (normally within the last 5 years). The instructor may identify additional requirements.

Double-space all entries (APA, 2005, p. 216, 4.03 & p. 299, 5.18).

A **hanging indent** format (first line of each entry is flush left, with subsequent lines indented) is used by APA and required by UIC, unless they are too difficult to accomplish with your word processing program. If so, it is permissible to use paragraph indents (APA, 2005, p. 299, 5.18). Examples of references displayed with hanging indents can be found in (APA, 2005, pp. 223-281).

There are 58 pages of reference examples listed in the *Publication Manual* (APA, 2005, pp. 223-281).

Additional guidelines (APA, 2005, pp. 215-231):

- List all authors with last name first.

- Use initials for first and middle names, with a period after each; add a comma between each author (if there is more than one) and use the ampersand (&) before the last author’s name.
- **Capitalize only the first word** of the title, subtitle, and proper names of books and articles; the rest of the title begins with small letters.
- **Capitalize** all significant words for the title of journals.
- **Italicize the titles of books and journals**, including the volume number and the comma or period following (APA, 2005, p. 227, 4.11). *NOTE: This has changed from APA 4th edition, where these sources were required to be underlined. All examples of references in the *Publication Manual* are displayed with *italics* (APA, 2005, pp. 223-281).
- **All non-periodicals (books, brochures, government publications)** require the city and state of publication. The publication information follows the title of the book. A comma separates the city and state. Use the two-letter abbreviation for the state and type a colon after. Space once after the colon and type the publisher’s name. Finish the element with a period. APA format allows shortened names of publishers (especially if they are common); exclude “Co.,” “Inc.,” and “Publishers” but retain the words “Books” or “Press” (APA, 2005, pp. 230-231, 4.14).

The following American cities do not require the state abbreviation or country because they are major cities well known for publishing (APA, 2005, p. 217):

Baltimore	Amsterdam	Paris
Boston	Jerusalem	Rome
Chicago	London	Stockholm
Los Angeles	Milan	Tokyo
New York	Moscow	Vienna
Philadelphia		
San Francisco		

Examples for each follow:

Philadelphia: Saunders. Or St. Louis, MO: Mosby.

When two or more publisher locations are given, give the location listed first in the book or the location of the publisher’s home office, if specified (APA, 2005, p. 231, 4.14).

- **Use an abbreviation for page numbers** (p. or pp.) in books and newspapers, but **not** other periodicals (APA, 2005, p. 227).
- **There is an extensive list of on-line** sources in the *Publication Manual* (2005, pp. 268-281). New examples and explanations are provided. Updated information regarding citation of electronic sources is also available on the web site of the American Psychological Association at <http://www.apastyle.org/elecref.html> This information pertains to the new

APA 5th edition changes.

Electronic Media: This section has been entirely rewritten to acknowledge the various electronic sources available. The variety and structure of material available on the Web can present challenges for creating useable and useful references. Because information on the Internet is constantly changing, sources cited using the new APA 5th edition guidelines include the date you accessed the information. This is called the **retrieval statement** (APA, 2005, p. 232, 4.15).

The **retrieval statement** provides the date the information was retrieved (or accessed), along with the name and /or address of the source. Finish the retrieval element with a period, UNLESS it ends with an Internet address. No period follows a Web address.

If information is obtained **from a document on the Internet**, provide the Internet address for the document at the end of the retrieval statement.

Jones, A. (1992). *Become politically involved*. Retrieved October 10, 2001, from
<http://www.usap/political.html>

If information is retrieved **from an aggregated database**, providing the name of the database is sufficient, no address is needed (APA, 2005, p. 279, #88 & 90).

Smith, J. (1998). How to write an excellent essay. *Writers Weekly*, 72, 23-26.
Retrieved October 10, 2001 from InfoNet database.

If the URL leads to information about how to obtain the cited material, rather than to the material itself, use *available from*, the name of the website, and the address (APA, 2005, p. 281, # 95).

Department of Health Services. (1992). *National Health Census Data*. Available
from the National Health Census Services Web site, <http://www.nhcd.gov>

Citation of on-line information is one of the biggest sources of controversy among students and instructors alike. Regardless of the format, **citation of Internet sources should follow two guidelines** (APA, 2005, p. 268-269).

1. Direct readers as closely as possible to the information being cited --whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work.

The reference table that follows incorporates the updated APA guidelines for citation references and electronic sources. The examples include information about the types of references most frequently used. Consult the *Publication Manual* for others not listed here.

Examples of References

(Referenced page numbers are from APA [2005])

TYPE	INFORMATION	REFERENCE EXAMPLES (ALL REFERENCES ARE FICTIONAL EXCEPT APA, 1994)
<p>An article in a Journal (APA, 2005, p. 227, 4.11 and pp. 239-241, #1-4).</p>	<p>Author(s), year. Title of the article, capitalize the first word of the title, first word of the subtitle if there is one and proper names, do not italicize the article title. Italicize the <i>Title of the Journal in Uppercase and Lowercase Letters</i>, volume and the comma following volume (Add issue # in parentheses only if each journal begins with page 1), list page numbers of the article-do not use p. or pp. before the page numbers.</p>	<p>Hall, A. (1997). Change within an organization. <i>Journal of Organizational Design</i>, 12, 237-242.</p> <p>If every issue begins with page 1, add issue #:</p> <p>Hall, A. (1997). Change within an organization. <i>Journal of Organizational Design</i>, 12(2), 237-242.</p>
<p>An article in a Magazine (APA, 2005, p. 227, 4.11 and pp. 241-242, #6).</p>	<p>Same as above except give the full date of the issue. In parentheses after the year, give the month for monthly publications or the month and day for weekly publications. List the volume number after the magazine title, followed by a comma. Do not use p. or pp. before page numbers. Include all page numbers even if they do not follow consecutively.</p>	<p>Moore, B. (1997, April). Change in the work setting. <i>Workplace Issues</i>, 222, 87- 95.</p> <p>Jones, B. (1998, May 16). Problems at work. <i>Business Weekly</i>, 24, 62-65, 74.</p>
<p>Newspaper article (APA, 2005, p. 225 & pp. 242-243, # 9-11)</p>	<p>Author (full Date). If no author, list the title and then the (Date). Capitalize the title of the article as you would for a journal or magazine. Italicize the <i>Title of the Newspaper</i>, list the page numbers using p. or pp. before them. If the article is more than one page but the page numbers are not continuous, list each page separated by a comma.</p>	<p>Cleever, B. (1998, June 30). Power structures in an organization. <i>The Coastal News</i>, pp. A2, A5, A8.</p> <p>If no author:</p> <p>Power sources in an organization. (1999, July 22). <i>The Columbia News</i>, p. C8.</p>
<p>Book (APA, 2005, pp. 248-249, #23)</p> <p>Edited Book (p. 249, # 25)</p>	<p>Author(s), Editor(s), Group Author, or title if no author. (Date of publication). <i>Title of the book</i>. Italicize the title of the book, capitalize only the first word and the first word of the subtitle and proper nouns, end with a period.</p> <p>If there is an edition, delete the period after title and enclose it in parentheses after the title and then place the period. If it is the first edition, omit the information. List the city and state where published, unless it is</p>	<p>Smith, E., & Jones, D. (1996). <i>Organizational management: Work design</i>. St. Louis, MO: Mosby.</p> <p>Smith, E., & Jones, D. (Eds.). (1996). <i>Organizational management: Work design</i>. St. Louis, MO: Mosby.</p>

<p>Book with group author and Publisher (APA, 2005, pp. 248-249, # 24)</p> <p>Book with no author or editor listed (APA, 2005, p. 249, # 26)</p>	<p>a major city (APA, 2005, p. 217). Follow with a colon: space once, and enter the publisher, listing major words. Leave Inc., Co., or other words off (APA, 2005, pp. 230-231, 4.14).</p> <p>When the author is the same as the publisher, list the word Author in place of the publisher (APA, 2005, pp. 248-249, # 24).</p>	<p>American Psychological Association. (2001). <i>Publication manual of the American Psychological Association</i> (5th ed.). Washington, DC: Author.</p> <p><i>Smith's collegiate dictionary</i> (2nd ed.). (1995). Philadelphia: Saunders.</p>
<p>Chapter in an edited book (APA, 2005, pp. 226-230 & pp. 252-253).</p>	<p>List the author of the chapter and give the date of publication of the edited book in which the chapter appears. Follow with the title of the chapter capitalizing as you would for books or articles in journals; end the title with a period. After the period, capitalize and type the word "In" and then list the editor(s) name(s) as they would normally appear (initials of first and middle names and then the last name), followed by the abbreviation "Ed." or "Eds." in parentheses. Then place a comma after the parentheses. List the title of the edited book and <i>italicize</i> as for all books (as above). Give the page numbers of the chapter with pp. before them in parentheses after the title of the book ending with a period. List the publication information.</p>	<p>Doe, S. (1996). Issues in management. In A. Smith & D. Jones (Eds.), <i>Organizational behavior</i> (pp. 234-267). Washington, DC: Lippincott.</p>
<p>Brochure, corporate author (APA, 2005, p. 251, #33)</p>	<p>Reference the same as entire books. Identify the publication as a brochure in brackets [] before the publication information.</p>	<p>International Business Institute. (1995). <i>Resolving employee issues in organizations</i>. [Brochure]. Philadelphia: Author.</p>

<p>Sources on the Internet (APA, 2005, pp. 268-281)</p> <p>Internet articles based on a print source (APA, 2005, p. 272, # 72 and 73). If you have viewed the article only in its electronic form, add [Electronic version] in brackets after the article title. If no page numbers are indicated, you will need to add the date you retrieved the document and the URL</p> <p>Document or report on the Internet (APA, 2005, pp. 174-175, # 77 & 81).</p> <p>Document on the Internet, no author</p> <p>Document on the Internet, no author identified, no date specified (APA, 2005, p. 274, # 77).</p> <p>Document available on university program or department Web site (APA, 2005, p. 274, # 79).</p>	<p>Information is listed in a format that is very similar to printed reference material. Author (s). (Date). If there is no date listed, type (n. d.) in parentheses for “no date.” Enter the Title of the article, capitalize first word and first word of subtitle, and proper nouns. <i>Italicize</i> the name of the periodical, volume, list the page numbers without p. or pp. followed by a period. Web information is placed in a retrieval statement at the end of the reference (p. 231, 4.15). The retrieval statement provides the date the information was retrieved along with the name and/or address of the source. At a minimum, the reference of an Internet source should provide a document title, a date, and an address (URL). Whenever possible, identify the authors of a document as well (p. 269). If no author, start with the title. <i>Italicize the title</i>. Provide the exact address and make sure it works. Do not add a period at the end of URL, as it may get confused with the address. You should be discriminating about what you use from the Internet if you are going to use the source to support information in your paper. Some instructors may not accept information if the date cannot be verified.</p> <p>For databases, give a retrieval statement and the source, followed by the specific database used (p. 278). Cite page numbers if they are available or the appropriate paragraph for in text citations. If no page numbers are visible, this may be omitted from the in text citation.</p>	<p>Internet article based on a print source:</p> <p>Jones, A. (1997). Organizational dynamics [Electronic version]. <i>Business Issues</i>, 13, 32-37. Retrieved March 3, 1999 from: http://www.org/join/htm</p> <p>Document or report on the Internet:</p> <p>Smith, B. (1997). <i>Understanding the work Environment</i>. Retrieved May 6, 1999 from: http://www.workforce.com/enviro.html</p> <p>Document on Internet, no author:</p> <p><i>Understanding the work environment</i>. (1997). Retrieved May 6, 1999 from: http://www.workforce.com/enviro.html</p> <p>Document on the Internet, no author or date:</p> <p><i>Understanding the work environment</i>. (n.d.). Retrieved May 6, 1999 from: http://www.workforce.com/enviro.html</p> <p>Document available on university program or department Web site:</p> <p>Jones, A., & Doe, J. (1999). <i>Decisions by managers in large corporations</i>. Retrieved October 10, 2000 from Anytown University, Business and Management Web site: http://www.au.edu/article/decisions.html</p> <p>Document on a database:</p> <p>Smith, A. (1998). Business in the world. <i>Business</i>, 27, 342-345. Retrieved May 6, 1999 from EBSCO database.</p>
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Y	ELEMENTS OF THE PAPER
	The paper is a standard size (8 ½ X 11) and weight (20-24 lb). The paper is white, clean, and the print is dark enough to read easily.
	All elements in the paper are double-spaced.
	The font is the correct size and type. All of the type is the same font style and size.
	The bold function has not been used.
	All pages are numbered (except figures) including the title page, reference page, and appendix.
	All pages (except figures) have page headers that consist of the first two or three words of the title.
	The running head (if assigned) appears only on the title page and is in capital letters.
	The title page lists all the required elements, is numbered, has a page header; contains no single spacing or different font sizes or styles.
	Abbreviations are listed in full the first time they are used in text, followed by the abbreviation in parentheses. Example: American Psychological Association (APA). The abbreviation is used for all subsequent citations in the paper.
	The entire title of the paper appears on page 2 (the first page of text) and is centered in uppercase and lowercase letters.
	There is an introduction describing the topic, purpose, and major points of the paper. It is not labeled. It begins or concludes with a sentence describing the importance of the topic.
	The body is organized by headings and includes all the information described in the introduction.
	Each major topic is labeled with a heading. The headings are the appropriate level and style.
	All paragraphs have more than one sentence, contain only one topic, and are not longer than one page.
	Sentences are complete, grammatically correct, logical, concise, and free of flowery adjectives, clichés, slang, jargon, and bias.
	Seriation or items in a series, follows acceptable format. (APA, 2005, pp. 115-117).
	Numbers less than ten are written out; ten and above are written in numerical form. NOTE: This is a very general rule. The rules for the correct way to express numbers are lengthy and complex (APA, 2005, pp. 122-127).
	There is a conclusion summarizing the major points made in the paper. It is not labeled and it leaves the reader with a final thought.
	The paper has obviously been proofread, edited, and corrected for spelling errors.
	ALL elements required in the assignment have been addressed and are easily located (preferably with a heading for each).
	Major topics, assertions, original thoughts, and statistics have all been properly supported with cited references.
	All citations follow acceptable format. Paraphrased information cites author/year; direct quotes are in quotation marks and cites author/year/ page number; quotes of greater than 40 words are indented five spaces, double-spaced, and end with citation information without period.
	The reference page is titled References, with the title centered. References are alphabetized and double-spaced, and include only the references cited in the body of the paper.
	The number of references matches the complexity of the assignment. References are current, from scholarly sources, and follow acceptable format.
	The paper (minus title page, reference page, and appendix) is the length specified for the assignment.
	The paper is stapled in the upper left corner for submission (no binder).

References

American Psychological Association. (2005). *Publication manual of the American Psychological*

Association (5th ed.). Washington, DC: Author.

APA-Style helper 3.0. (2005). Retrieved May 4, 2008 from:

<http://www.apastyle.org/stylehelper/>