

APA requires a **Running head** for publication. Page numbers and running heads (APA p. 230 section 8.03). Use the **Header and Footer features** in Microsoft Word. See Appendix A for directions.

A title should be fully explanatory when standing alone. The title, of no more than 12 words, is in upper and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page. All items are double-spaced. (APA, p. 23) An example is available on p. 41 section 2.13).

APA 2010 Writing Style and Mechanics

Student Name

Aurora University

COMM 3000

Faculty Name

January 15, 2010

Include course number for the class requiring this paper.

Document Preparation

Follow this format: Time New Roman typeface with 12-point font size, and double-space line spacing (no single or triple-spacing), 1-inch margins top, bottom, left and right, ½-inch paragraph first-line indent throughout the entire document.. Use the tab key, which should be set at five to seven spaces, or ½ inch (APA, 2010, p. 229). Use **Insert Page Break** to set apart the title page and reference page from the rest of the document.

Title Page Requirements

Centered on the page (*as shown above*), include in this order:

- Title of paper (*Mixed uppercase and lowercase letters; centered, (APA p. 23 section 2.01)*)
- Your name (*first and last, **do not** include academic or license information, i.e., BSN, RN*)
- University
- Course number
- Faculty's name and title (*first and last, **with** academic title, i.e., MSN, MBA, PhD*)
- Date submitted

The standards outlined in this sample paper are within APA guidelines; however, your instructor may have additional requirements.

Abstract

An Abstract, a 150 to 250--word paragraph, is a comprehensive summary of the paper allowing the reader to survey the contents. A helpful abstract is accurate, nonevaluative, coherent, readable, and concise. Although the *Publication Manual* (2010) suggests that an abstract of an article precede the text, an abstract is not common for papers less than 25 pages long. Faculty members may require an abstract if students are submitting very lengthy papers or project proposals. In those cases, the direction to submit an abstract will be in the assignment guidelines. (APA, 2010, p. 25-27).

The one paragraph abstract begins on a new page, identified with the running head and page number 2, with double line spacing, and without paragraph indentation. The word Abstract should appear in uppercase and lowercase letters, centered, at the top of the page. APA does not permit use of the word *Introduction* as a level heading. (APA, p. 26 section 2.04).

APA Writing Style and Mechanics: A User's Guide

The *Publication Manual of the American Psychological Association* (*Publication Manual*) began as an article published in *Psychological Bulletin* in 1929. That article reported results of a 1928 meeting of scholars "to discuss the form of journal manuscripts and to write instructions for their preparation" (American Psychiatric Association [APA], 2010, p. xiii). Today the manual is in its sixth edition, and the APA format described in it is a widely recognized standard for scientific writing (i.e., scholarly or professional writing) in the social sciences. Although the stylebook is designed to prepare manuscripts for publication, many school and health care journals have adopted its use as a guide to achieve uniformity and consistency (Cuddy, 2002). Writing in the style prescribed by the *Publication Manual* can be a daunting experience for students; however, as with all new skills, "practice makes perfect" (P. Proofreader, personal communication, June 28, 2004). In this paper, a review of APA 2010 information and writing tips most often used by undergraduate and graduate students are presented. However, this document is no substitute for the *Publication Manual* itself. While APA formatting software is available from a number of vendors, students are discouraged from purchasing it due to the inconsistency of formatting specific to college level papers.

Begin the text of the paper by including the **same** title as the title on the title page (centered, upper, and lower case). (APA, p. 27 section 2.05).

Personal communication is only cited in the text and is not cited on the reference page (APA p. 179 section 6.20).

All short quotes require a page number or paragraph symbol if no page number is available. (APA p. 92 section 4.08).

TIP: End the introduction with a sentence that gives a brief summary of this paper's salient points.

Format Considerations

The Level One Heading is **Centered, Boldface, Upper case, and Lowercase** (APA, p. 62. section 3.03).

Some of the more commonly used rules and formats from the *Publication Manual* are presented and discussed in this section. Please note, however, that some assignments may require unique formatting, and students should consult with faculty for clarification.

Correct Margins

Level Two Heading is **Flush Left, Boldface, Uppercase, and Lowercase** (APA, p. 62 section 3.03).

Margins are required to be one inch equally on every page. Microsoft Word 2007 default for the header and footer are each set at ½ inch. The rule may be broken to avoid placing a lone

heading on the last line of the page or a single line of text on the top of the next page (APA, 2010, p. 229).

Order of Pages

Manuscript pages are to be arranged as follows: title page, abstract (if required), text, references, tables, figures, appendices. Each section should start on a separate page (APA, 2010, p. 229). Use the Microsoft Word **Insert Page Break** function, not extra returns to set the title, abstract and references pages apart from the text. The text section may include an introduction, method, results, and discussion. Allow the text section to flow freely from one page to the next.

Levels of Heading

Only first three levels of the APA's five levels are illustrated in this paper. The level 4 heading is **indented, boldface, italicized, lowercase paragraph heading ending with a period**. The level 5 heading is *indented, italicized, lowercase paragraph-heading ending with a period* (APA, 2010, p. 62).

Page Header

The first page header contains the words, *Running head*: using upper and lower case letters followed by a semicolon. Containing a maximum of 50 characters, counting letters, punctuation, and spaces, the running head should use the first two or three words of the title and appear in the header/footer feature of Microsoft Word (See Appendix A for format directions for the header/footer feature). With the running head on the left margin, the page number is set at right margin. The automatic function of a word-processing program should be used to print the headers and page numbers consecutively in the paper, with Arabic numerals beginning on the title page.

Reference Page

Level two heading (APA, p. 62 section 3.03).

The hanging indentation (See Appendix B for format directions for hanging indents) is used for the reference page; that is, the first line of the reference, usually the author's name rests against the left margin, and the lines that follow are indented 5 or 7 spaces or ½ inch. The *Publication Manual* (2010) recommends setting the tab key to ½ inch (word processor default). The reference page is alphabetized by author containing the date of publication in parentheses, directly after the author's name. Next, the order for a book after the author and publication date in parentheses is the title, the place of publication, and the name of the publisher.

The proliferation of electronic materials has prompted the APA to create formats designed specifically for Internet and web-based written material. An important component is the digital object identifier (DOI) that should be copied and pasted onto the reference page to insure retrieval (APA, 2010, p. 187-192). The periodical reference should be cited in the following order: the author's last name and first name initial, the publication year in parentheses, the title of the article, title of the periodical in italics, the volume, the page numbers, ending with the DOI. According to the APA Manual, "If no date is available, write n.d. in parentheses" or indicate an estimated date that is reasonably certain but not stated on the document by using ca. (circa) and enclose the information in square brackets, [ca. 1999] (APA, 2010, p. 185). Students should bookmark and frequently visit the APA website at for current formatting of electronic references.

Only those references that have been cited in the paper are listed on the reference page. Personal communications are cited in the text, but not on the reference page. Additional reference examples are available in Appendix C.

In Text Citations

A level three heading is **indented, boldface, lowercase paragraph heading ending with a period.** (APA, p. 62 section 3.03).

Direct quotations. Direct quotations need to mirror exactly the original source, even if errors are contained in the original. To alert the reader that any errors are part of the original material, the word [*sic*], enclosed in brackets and italicized, should follow the erroneous material and the source cited. The format of direct quotations may vary with the placement of the quoted material in the sentence. The following is an example of how one might use a direct quote from a website with an author: “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2003, Erroneous Assumptions, ¶1). The author’s last name, the year of publication, the website title, and the paragraph number are included in the in-text citation when no page number is available. In addition, the following is an example of how one might use a direct quote from a book with one author: Venes (2001) stated, “The types of influenza doctors must prepare for fall into three categories” (p. 106). If the author’s name is given prior to the quote, include the date of publication (in parenthesis) after the author’s name, and follow the quote with the page or paragraph number. See page 174 in the *Publication Manual* for more information. Appendix C has additional examples of in-text citations when using direct quotes.

Quotations of less than 40 words are enclosed in double quotation marks. “Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (APA, 2010, p. 92). Quotations of 40 words or more are set in a block format without quotation marks. The block quote is started on a new line, indented 5 spaces, or 1/2 inch. A sample block quote is contained in this paper on page 7.

Paraphrased material. Paraphrasing allows a writer to use the ideas of another, to represent another’s argument, and to give proper credit to the original author or authors (Lawton,

Cousineau, & Hillard, 2001). Each time an author is paraphrased, the source must be cited in the text. Page or paragraph numbers are not required for paraphrased material, but the *Publication Manual* encourages writers to do so (APA, 2010, p. 171). For example, if one were to paraphrase information from an article located in an online database, one would format it in this way:

Daniels (2004) included Garden Restaurants on his list of the 50 best companies for minorities. For another example using the same article, consider the following: A list of companies has been singled out as best for minority employees (Daniels, 2004). Both examples include the author’s last name and the date of publication. If the author’s name is not provided with the paraphrased text, it must be included in the in-text citation. Appendix C has additional examples of in-text citations when paraphrasing.

Electronic source, direct quote citation: If the electronic source does not have page numbers: use the paragraph symbol.

Plagiarism. Plagiarism constitutes a serious academic concern. According to Lawton, Cousineau, and Hillard (2001), “academic communities demand that writers credit others for their work and that the source of their material clearly be acknowledged” (§ 6). Internet access has resulted in an increase in plagiarism. As noted by McCabe (as cited in Sterngold, 2004), 41% of students said they engaged in “cut-and-paste” plagiarism from online sources. The words writers use must be original, cited, and referenced accordingly. While it may be easier to use someone else’s words, doing so only discredits the writer. When in doubt, cite.

Use of primary sources is preferred.

Writing Mechanics

Along with formatting, correct grammar, punctuation, spelling, and sentence structure being essential components of scholarly writing, Strunk (1999) emphasized the importance of being succinct:

Block quote: see pages APA pp. 170 -171 section 6.03.

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no

unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell (¶1).

Your writing style is essential to achieving your prime objective, clear communication of your ideas. While you are trying to maintain a smoothness of expression, you must be careful to avoid wordiness, redundancy, jargon, and confusion. Word choice is critical. Writing in the third person can be ambiguous, such as, “The writer instructed the patients.” when “the writer” refers to yourself may give the impression that you did not participate. Instead, use a personal pronoun: “I instructed the patients.” However, for the most part, reference to self (first person) is limited to reflection or opinion papers. Corty (2008) stated, “Professors who want to be responsive to student motivations and to APA learning goals need to find ways that allow students to reflect and develop insight while following APA ethical principles” (p.223). APA has established guidelines for reducing bias in written form. Review the *Publication Manual* pages 65 to 77 for specifications.

Grammar

Besides the provision of a standardized format for scientific writing, the *Publication Manual* emphasizes the importance of proper grammar. In addition to the *Publication Manual*, students will have another resource with the Gregg Manual. For a thorough review, Chapters 3 and 4 in the *Publication Manual* are particularly helpful for learning good writing mechanics. Two excellent sources, *AskOxford* and *Writing Center, University of Wisconsin*, are linked through the Aurora University homepage search textbox. A few of the APA rules of grammar will be addressed here.

Subject and verb agreement. Use the active rather than the passive voice. A singular noun requires a singular verb, and a plural noun requires a plural verb (APA, 2010, p. 78). Words that intervene between the noun and verb do not change this rule.

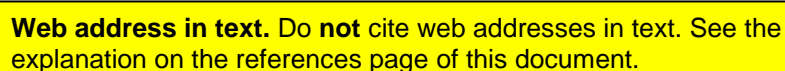
Noun and pronoun agreement. When writers use a singular subject, they need to use a singular pronoun. To avoid having to use he/she and him/her, writers may reword the sentence and use a plural subject, thereby eliminating the problem. For example, the sentence “A student applying for a job must carefully proofread his or her application” can be reworded to read, “Students applying for jobs must carefully proofread their applications.” Use of plurals can help writers reduce sexist bias and avoid stereotypes, as well as keep them from using both singular and plural in the same sentence or paragraph (APA, 2010, p. 78).

Modifiers and adverbs. Clear and concise writing demands careful use of adjectives and adverbs. See the *Publication Manual* pages 81 through 86 for examples.

Punctuation. Correct punctuation establishes rhythm and readability of sentences. In APA style, use two spaces following the period at the end of a sentence, but only one space after commas, colons, semicolons, periods separating parts of a reference citation, and personal name initials. Leave no space after internal abbreviations (e.g., a.m., i.e., U.S.) or a colon in a ratio. When a hyphen is used, no space appears before or after the hyphen (APA, 2010, pp. 97-100). Since hyphens, dashes, and minus signs are each typed differently, see page 97 for an explanation of each.

Correct use of commas and semicolons can be challenging for students. Writers are encouraged to proofread their papers to ensure proper use of commas (*Proofreading for commas*, n.d.).

Web address in text. Do not cite web addresses in text. See the explanation on the references page of this document.



Capitalization. Capitalization is used to designate a proper noun or trade name, as well as major words in titles and headings. Instances where capitalization is not used include laws, theories, models, or hypotheses, such as ethical decision-making models; names of conditions or groups in an experiment, such as experimental or control groups; or nouns that designate parts of a book, such as chapter 4 (APA, 2010). A common error in capitalization is its use with the name of a specific educational degree versus the general focus of a degree program. An example is Master of Arts degree versus master's degree in visual arts.

Seriation. Items contained in a list can help to clarify the point being made or components of a subject. APA does permit the limited use of bullets (APA, 2010, p. 64). To show seriation of separate paragraphs, number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parentheses. To show seriation within a paragraph or sentence, use lowercase letters (not italicized) in parentheses. An example of these formats is shown in Appendix D.

Numbers. Spell numbers one through nine in the body text. Use Arabic numerals to express numbers 10 and above. There are many exceptions to this rule found in the *Publication Manual* on pages 111 to 114.

Conclusion

TIP: Always include a conclusion that summarizes the main points of the paper.

Understanding the mechanics, usage requirements, and referencing materials of APA formatting will help you improve and communicate clearly the content of your work. The intent of this paper is to help you begin to understand the different components necessary for development of scholarly papers. The APA website at <http://www.apastyle.org/> hosts a variety of tutorials and a sample paper. However, not all of the content of the *Publication Manual* is reviewed, and you are encouraged to refer to this excellent resource.

References

American Psychological Association. (2010). *Publication manual of the American Psychological*

Association (sixth ed.). Washington, DC: American Psychological Association.

American Psychological Association Website. www.apastyle.org

Copeland, L. (2006, December 31). Managing a multicultural workforce. *California Job Journal*.

Retrieved January 5, 2010, from <http://www.jobjournal.com>

Corty, E. (2008). Resolving a conflict between APA learning goals and APA ethical principles.

Teaching of Psychology, 35(3), 223-225. doi: 10.1080/00986280802181624.

Cuddy, C. (2002). Demystifying APA style. *Orthopaedic Nursing*, 21(5), 35-42. Retrieved

January 5, 2010, from ProQuest Nursing & Allied Health Source. (Document ID: 229203381).

Daniels, C. (2004). 50 Best companies for minorities. *Fortune*, 149(13), 136-146. Retrieved

January 5, 2010, from Academic Search Complete database.

Lawton, K. A., Cousineau, L., & Hillard, V.E. (2001). *Plagiarism: Its nature and consequences*.

Retrieved June 28, 2004, from Duke University Guide to Library Research Web site:

<http://www.lib.duke.edu/libguide/plagarism.htm>

Proofreading for commas. (n.d.). Retrieved January 6, 2010, from Purdue University, IN Online

Writing Lab Web site:

http://owl.english.purdue.edu/handouts/grammar/g_commaproof.html

Sterngold, A. (2004). Confronting plagiarism: How conventional teaching invites cyber-

cheating. *Change*, 36(3), 16+. Retrieved June 28, 2004, from ProQuest database

Strunk, W., Jr. (1999). Omit needless words. *The elements of style* (chap. 3). Retrieved January

6, 2010, from <http://www.bartleby.com/141/strunk5.html#13>

Book,
revised
edition,
see
APA p.
203.

Book with
corporate
author, see
APA p. 202

Use source
codes
when
available.
APA p.
198.

Document
available
on a
university
program or
depart-
ment web
site, APA
p. 211.

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia: F.A. Davis Company.

Reference Page Notes: Building a complete and accurate reference list is essential to academic writing. Use the citation feature in the database search engines, copy and paste the citation to a separate references page. Be sure to check those citations for accuracy. Double-check all spellings, pages, years, etc.

Format the page with double spacing, hanging indent, the same font, and margins as the paper. Note that throughout the paper and reference list, titles of non-periodicals, and the names of journals, book titles, and volume are set in italics rather than being underlined. See APA Manual, pages 193-224 for examples of various references. In addition, please read pages 169-192 for basic reference guidelines.

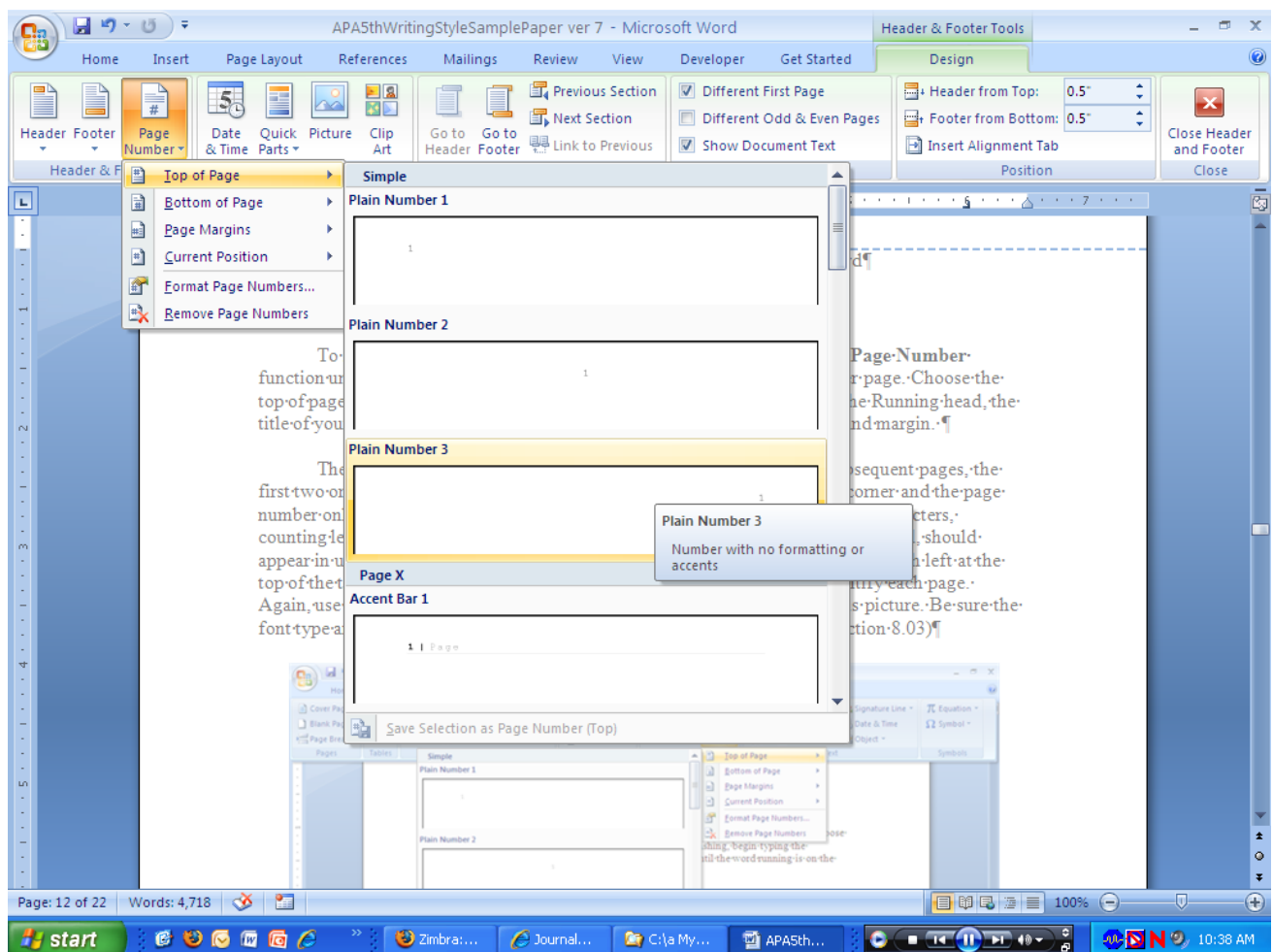
See Appendix C for additional sample references, including electronic sources.

Appendix A: Header/Footer Feature in Microsoft Office Word 2007

Running Head and Page Numbers

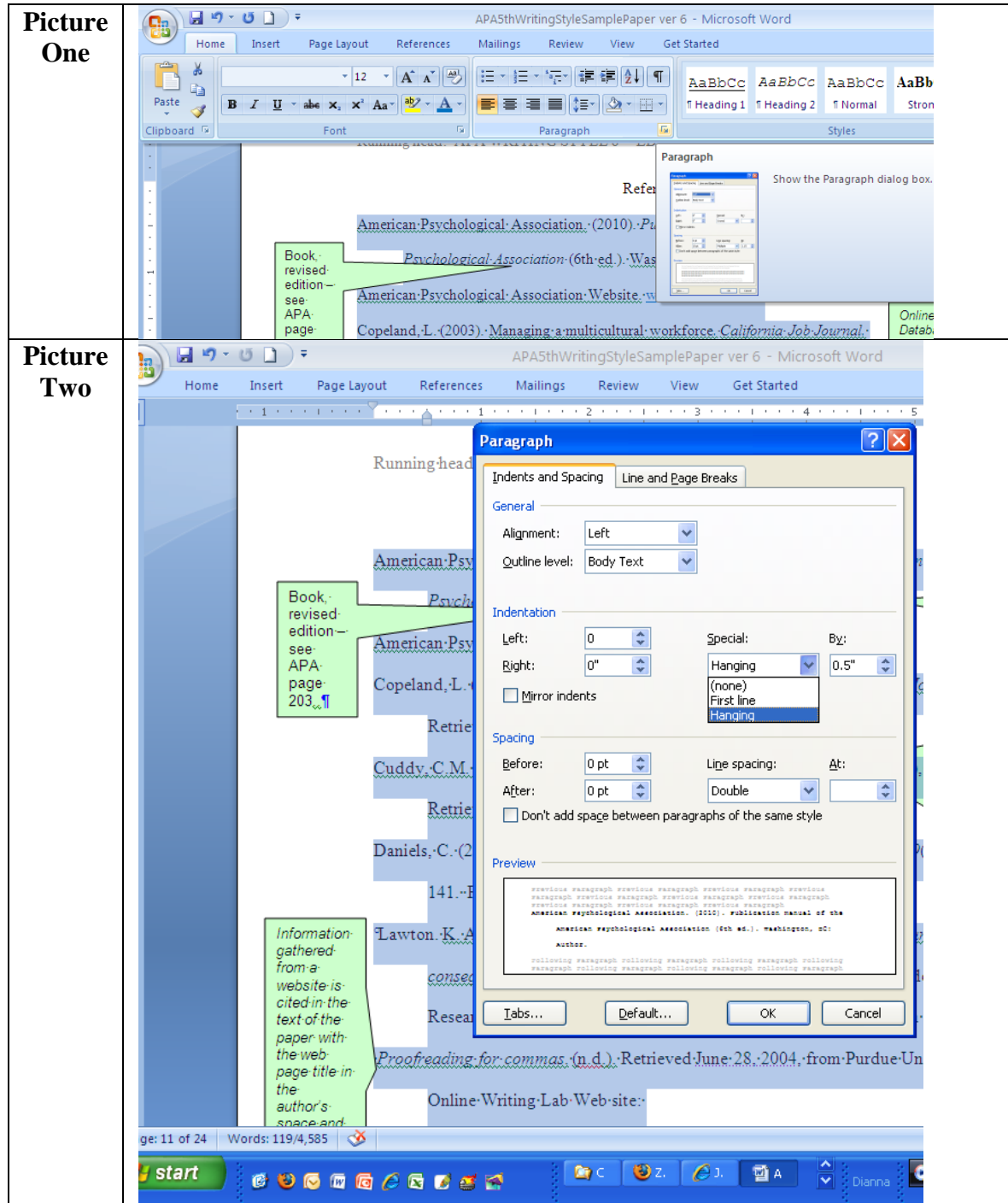
To insert the *Running head* in a Microsoft Office Word 2007 document, use the **Page Number** function under **Insert** to place a page number with page one being the cover page. Choose the top of page align right version. Where the cursor is flashing, begin typing the Running head, the title of your paper, and finally space until the word running is on the left hand margin. In the Design menu, check “Different First Page, and space to type 1 on the first page. Number 2 will automatically start page 2 and all other pages following in sequential order.

The words “Running head” appear only on the first page. On all subsequent pages, the first two or three words from the title are positioned in the upper left hand corner and the page number only on the right side. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. The words, Running head, should appear in uppercase and lowercase letters and your title in all uppercase letters flush left at the top of the title page and all subsequent pages. Do not use your name to identify each page. Again, use the automatic function of the word processor as illustrated in this picture. Be sure the font type and size is the same as that used in the document. (p. 229-230, section 8.03).



Appendix B: Directions for a Hanging Indent

Enter all text. Select the text that requires a hanging indent. As shown in Picture One, use the **Home tab, Paragraph arrow to show the Paragraph dialog box**. In (Picture Two), notice **Special with hanging selected and by set 0.5"** the amount of space for the hanging indent



Appendix C: Additional Reference and In-Text Citation Examples

The first words of the in-text citation should mirror the first words of the source on the reference page.

Remember the following

1. Never use the URL in the citation.
2. Never use the author(s) first or middle initials in the citation.
3. Always include the year in the citation.
4. Always use p. or pp. for page numbers or para. or ¶ for paragraph numbers with direct quotations.
5. Include the author's name or title of the work when no author is listed, year, and page or paragraph number (for a direct quotation) within the parentheses.
6. Place the punctuation after the final parenthesis of the citation unless it is a block quote.
7. Follow the rule of punctuation for capitalization of the first title mentioned within the reference. Titles of books and articles: capitalize the first word, the first word following a colon, and proper nouns.

The following examples provide information about how to format in-text citations and the corresponding source on the reference page.

A book with one author

A book with one author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Venes (2001), three types of influenza are spreading throughout the country.

Sample 2 Three types of influenza are spreading throughout the country (Venes, 2001).

Sample 3 Venes (2001) stated, "The types of influenza doctors must prepare for fall into three categories" (p. 106).

[Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.]

Reference Page Citation

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia: F.A. Davis Company.

In-Text Citation

- Sample 4** Cleckley (1997) noted that diversity in the classroom prepared young Americans for work in a global society.
- Sample 5** Diversity in the classroom prepared young Americans for work in a global society was the idea presented by well-known scholar Bernard Cleckley (1997).
- Sample 6** “Because youth have had experience working and playing with children of other races and cultures while growing up, they will be better able to interact with those of other cultures when working within intercultural corporations” (Cleckley, 1997, p. 37).

Reference Page Citation

Cleckley, B. (1997). *Strategies for promoting pluralism in education and the workplace*. Westport, CT: Praeger Publishers.

A book with two or more authors

A book with two or more authors could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Often, people compare Caldwell and Thomason’s (2004) book to *The DaVinci Code* because of their brilliant writing and historical context.
- Sample 2** *The Book of Four* has been compared to Don Brown’s *The DaVinci Code* (Caldwell & Thomason, 2004).
- Sample 3** “An encyclopedia masquerading as a novel, *The Book of Four* is a dissertation on everything from architecture to zoology” (Caldwell & Thomason, 2004, p. 136).

Reference Page Citation

Caldwell, I, & Thomason, D. (2004). *The book of four*. New York: Dell.

In-Text Citation

- Sample 4** Mandelbroth and Hudson (2004) have combined Mendelbroth’s mathematical framework with Hudson’s knowledge of Wall Street to produce a must-read for any serious investor.
- Sample 5** For the individual who manages money for a living, one of the best books on the market is *The Misbehavior of Markets* by Mandelbrot and Hudson (2004).

Sample 6 “This equilibrium market clearing price is automatically interpreted as being the mean of a normal probability distribution” (Mandelbroth & Hudson, 2004, p. 46).

Reference Page Citation

Mandelbrot, B., & Hudson. R. L. *The misbehavior of markets*. (2004). New York: Basic Books.

A book with a group author

A book with a group author could be formatted in any of the following ways:

In-Text Citation

Sample 1 *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.

Sample 2 A very clear mandate was expressed by The National Commission on Terrorist Attacks (2004).

Sample 3 “Investigate the facts and circumstance relating to the terrorist attacks of 9/11 ... and other areas as determined by the Commission” (National Commission on Terrorist Attacks, 2004, p. 14).

Reference Page Citation

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of the National Commission on Terrorist Attacks upon the United States*. New York: W.W. Norton.

A journal article

A journal article could be formatted in any of the following ways:

In-Text Citation

Sample 1 Walker and Schutte (2002) believed that the five areas of team building were not inclusive of all the areas needing attention.

Sample 2 Not everyone agrees with the five areas of team building (Walker & Schutte, 2002).

Sample 3 “Given sufficient time, a team should be able to surmount any and all challenges to productive activity” (Walker & Schutte, 2002, p. 52).

Reference Page Citation

Walker, J., & Schutte, K. (2002, January). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorder, 12*(3), 182.

A journal article from an online database

A journal article from an online database could be formatted as follows:

In-Text Citation

Sample 1 Daniels (2004) included Garden Restaurants on his list of the 50 best companies for minorities.

Sample 2 A list of companies has been singled out as best (Daniels, 2004).

Sample 3 “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’” (Daniels, 2004, para. 5).

[Note: No page number was listed in this particular article because of the way the article is written. When no page number is available, count the paragraphs, and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate that within the citation: (Daniels, 2004, Methods section, para. 3).

Reference Page Citation

Daniels, C. (2004, July 28). 50 Best companies for minorities. *Fortune, 149*(13), 136-141.

Retrieved October 19, 2004, from ProQuest database.

A journal article from an online database with a DOI

A journal article from an online database with a DOI [Note: the DOI is to be included when it is provided.] could be formatted in any of the following ways:

In-Text Citation

Sample 1 Finch and Smith (2009) assert that the appropriate style of an academic writing for the discipline of fine art research is necessary.

Sample 2 The appropriate style of an academic writing for the discipline of fine art research is necessary (Finch & Smith, 2009).

Sample 3 “Artists’ writing is arguably, in itself, a historical genre within the literature of the visual arts” (Finch & Smith, 2009, p. 3).

Reference Page Citation

Finch, M., & Smith, C. (2009). Writing on Practice. *Journal of Visual Art Practice*, 8(1/2), 3-5.

<http://search.ebscohost.com>, doi:10.1386/jvap.8.1and2.3_2

A journal article from an online database—anonymous author

An anonymous journal article from an online database could be formatted in any of the following ways:

In-Text Citation

Sample 1 In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud.

Sample 2 *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).

Reference Page Citation

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved November 3, 2004, from ProQuest database.

A newspaper article

A newspaper article could be formatted in any of the following ways:

In-Text Citation

Sample 1 Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.

Sample 2 Efforts have been made regarding racial parity (Herron & Miles, 1987).

Sample 3 The Supreme Court declared, “a company may decide to promote an employee on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

Reference Page Citation

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *New York Times*, p. 4.

A website with no author

A website with no author could be formatted in any of the following ways:

In-Text Citation

- Sample 1** The website for the National Osteoporosis Foundation (2004) has many interesting facts about this debilitating disease.
- Sample 2** Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2004).
- Sample 3** The National Osteoporosis Foundation (2004) stated, “Eighty persons of those affected by osteoporosis are women” (para.1).

Reference Page Citation

National Osteoporosis Foundation. (2004). *Fast facts*. Retrieved October 15, 2004, from <http://www.nof.org>

In-Text Citation

- Sample 4** Subaru (2004) makes it easy to compare its Outback with another similar car.
- Sample 5** Subaru currently has five models in its lineup (Subaru, 2004).
- Sample 6** “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (Subaru, 2004, ¶1).

Reference Page Citation

Subaru. (2004). Subaru previews all-new. Retrieved November 4, 2004, from <http://www.subaru.com>

A website with an author

A website with an author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Copeland (2003), the adaptation required when minorities enter the workplace is a two-way street.

Sample 2 Diversity is a positive thing in the workforce (Copeland, 2003).

Sample 3 “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2003, Erroneous Assumptions, ¶1).

[In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section (see above).]

Reference Page Citation

Copeland, L. (2003). Managing a multicultural workforce. *California Job Journal*. Retrieved October 16, 2004, from <http://www.jobjournal.com>

In-Text Citation

Sample 4 According to Nix (2004), no definitive national Christmas tree exists.

Sample 5 Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).

Sample 6 “Four trees touted to be the nation’s Christmas tree” (Nix, 2004, para. 1).

Reference Page Citation

Nix, S. (2004). The Amazon and neotropical rainforest. Retrieved November 6, 2004, from <http://forestry.about.com>

Software

[Note: Reference entries are not needed for off-the-shelf software and programming languages. In text, give the proper name of the software and the version number.]

Do provide reference entries for specialized software or computer programs with limited distribution.

Software could be formatted in any of the following ways:

In-Text Citation

Sample 1 The strength of ACI (2002) as a real estate appraising software program is its ease of use.

Sample 2 Because it is user friendly, many more real estate appraisers are using ACI (2002).

Reference Page Citation

ACI—The appraiser’s choice. (2002). (Version 0.0) [Computer software]. Retrieved November 3, 2004, from http://www.aciweb.com/p_aci.asp

Television Series

A television series could be formatted in any of the following ways:

In-Text Citation

Sample 1 The Seinfeld series (Ackerman, 1989) presented a major, creative break-through in evening sit-coms.

Sample 2 The four main characters in Seinfeld represent people whom we all know (Ackerman, 1989).

Sample 3 One of George’s famous sayings to Jerry is, “On some level, I have always been handicapped” (Ackerman, 1989).

Reference Page Citation

Ackerman, A. (Producer). (1989). *Seinfeld*. (Television series). New York: NBC.

Appendix D: Seriation

Seriation (lists) (pp. 63-65, 88, 90, 93)

To show seriation (lists) within a paragraph or sentence, use lowercase letters (not italicized) in parentheses:

Job satisfaction is increased when nurses are provided with (a) therapeutic massage, (b) relaxation therapy, and (c) music therapy.

To show seriation of separate paragraphs, number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parentheses. APA does allow the limited use of bullet points (APA, 2010, p. 64).

Example

Berk (2001) suggests that parents determine suitability of books for children by using the following criteria:

1. Books are made from durable material...(paragraph continues)
2. Books are action-oriented....(paragraph continues)

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