**RECOMMENDED FORMAT**

The report should be divided into three (3) main parts: the front matter/preliminaries, the body, and the back matter. The body should be divided into five (5) chapters and should be between 40–60 pages for HND and 45-80 pages for B. Tech. The report should be double-spaced (2.0) in Times New Roman Font Type, Font Size 12 and page alignment justified.

**FRONT MATTER/PRELIMINARIES**

1. Cover Page
2. Title Page
3. Declaration
4. Certification
5. Acknowledgements
6. Dedication (if any)
7. Table of Contents
8. List of Tables (if any)
9. List of Figures (if any)
10. List of Abbreviations (if any)
11. Abstract

**CHAPTER ONE – INTRODUCTION**

* 1. Background to the Study
  2. Statement of the Problem
  3. Purpose of the Study
  4. Research Objectives/Hypothesis
  5. Research Questions

**NB:** Research Questions and Objectives of the Study (Qualitative/Non-Experimental) OR

Research Questions and Hypotheses of the Study (Quantitative/Experimental). Objectives or Hypotheses should be between three to four (3-4).

* 1. Significance of the Study
  2. Delimitation of the Study or Scope of the Study
  3. Limitations of the Study
  4. Definition of Terms (applicable to your study and not dictionary definitions)
  5. Organization of the Study

**CHAPTER TWO–REVIEW OF LITERATURE/REVIEW OF RELATED LITERATURE**

Example:

2.1 The concept/ overview/ history of small and medium scale enterprises

2.1.1

2.1.2

2.2 Challenges of small and medium scale enterprises

(NB: use of the title “LITERATURE REVIEW” is unacceptable)

1. Review starts from broad to focused (general to specifics)
2. The literature should be related to the topic and should provide explanations or some theory/basis to **interpret the results obtained by you or others in a similar exercise.**
3. The writer should **summarize and paraphrase**. Copying word for word without extracting the meaning of other authors’ publications makes the exercise fall short of being a review. Quotations should not be done frequently or should be avoided if possible.
4. Break review into sections to cover the important aspects of the topic (research objectives/research questions/scope of the study)
5. All citations/quotations/references must be acknowledged.
6. References should be American Psychological Association (APA) style 7th edition.

**CHAPTER THREE – METHODOLOGY / MATERIALS AND METHODS**

* 1. Research Design
  2. Population and Sample Characteristics
  3. Sampling Technique or Sampling Method
  4. Data Collection Procedure or Data Collection Method
  5. Data Collection Instrument (s) or Data Collection Tool (s)
  6. Data Analysis or Method of Data Analysis

**NB**: **For experimental work** such as product development, food preparation or food production, use **MATERIALS AND METHODS**

* 1. Research Design
  2. Population and Sample Characteristics
  3. Sampling Technique or Sampling Method
  4. Data Collection Procedure or Data Collection Method
  5. Data Collection Instrument (s) or Data Collection Tool (s)
  6. Sources of Raw Materials
  7. Sample Collection
  8. Product Development or Product Preparation
  9. Analytical Measurements or Indicators Measured

**CHAPTER FOUR-** **RESULTS AND DISCUSSION**

Example:

4.1 Socio-demographic characteristics of respondents (there should be a brief description/ preamble before the graphical presentation of socio-demographic characteristics in the text)

4.2

4.3

1. Discuss and present the results by Research Questions/Hypothesis/Objectives (where applicable).
2. Use tables and figures for graphic effect (charts, graph, photographs, etc).
3. Provide an organized discussion of the results/findings needed to draw conclusions.
4. Interpret/discuss the findings (results) in reference to literature/previous findings.

**CHAPTER FIVE – SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

5.1 **Summary of Key Findings**: Should be based on Chapters 1, 2, 3 and 4 (NB: use main findings of chapter 4). These key findings exclude the specific findings that help one to draw conclusions for the study. Rather they include interesting information or discoveries that can serve as a trigger for further research or supports the understanding of the main findings used in drawing one’s conclusions.

5.2 **Conclusions**: should be based on objectives/Research question/Hypothesis (where applicable).

5.3 **Recommendations**: should be based on the findings (results and discussion) of the study.

**BACK MATTER**

**REFERENCES**: American Psychological Association (APA) style 7th edition. Find attached extract of the APA style of referencing

**APPENDICES**: e.g. copies of the Research Instrument (Questionnaires, Interview Guide, Observation Forms, Sensory Evaluation Forms or Ballots etc.)

**EXPLANATORY NOTES ON RECOMMENDED FORMAT FOR PROJECT REPORT**

1. **Abstract**

This is a brief paragraph (one-block) summarizing what the study is about (justification), the purpose of the study, objectives/hypotheses, method (target population and sample frame & size, sampling method, data collection method and instruments OR Sources of materials, etc for experimental study) and summary of key findings/conclusions/recommendations. No explanations are needed.

**Table of Contents;** indicate page numbers against main content headings accurately

**List of Tables (if any)**

**List of Figures (if any)**

**b) Chapter One: Introduction**

It is important to note that there should be only one (1) ‘introduction’ in the write-up. The tendency to write a caption ‘introduction’ for each chapter is unacceptable. The write-up should focus on filling in the sections of the various chapters in the given format. For instance, there should be no ‘introduction’ for Chapter Three-Methodology. Just start with Research Design (3.1).

**1.1 Background to the Study**

It should introduce the reader to what the study is about and the knowledge gap the researcher intends to fill (justification for the study).

**1.2 Statement of the Problem**

It is recommended that the statement of the problem be put in a declarative statement form supported by a basis or a verifiable authoritative reference for that (researcher’s personal observation or experience, current trends or happenings, newspaper or journal report, etc). However, rhetorical questions that are not to be repeated under research questions but illustrate the nature or essence of the problem are allowed. Note that the creation or imagination of a problem without a basis is a recipe for disappointment as the researcher may well discover from the data collected later that the ‘imagined’ problem does not exist. A rule of the thumb is to ask oneself, what is the ideal (‘no problem’) situation? Is there a deviation from the acceptable or normal…? then there is a problem! What does theory or existing literature say about an issue or phenomenon? Is something missing from the researcher’s own observation or literature on the subject? What seems incomplete or not known or researched about a matter or product?

**NB: This section should be written in one block with no paragraphs.**

**1.3 Purpose of the Study**

The purpose of the study indicates the reason for the study. It answers why the study? Use of active verbs coined from the topic is recommended. For instance,…. the purpose of the study is to assess, evaluate, identify, analyse, review …… the state of …or the causes of…. the performance of…..influence of…. relationship between…. etc. Note that the purpose should be the main aim of the study not one of the objectives of the study.

**1.4 Research Objectives/Hypothesis**

Choose between the two: Research Questions and Objectives of the Study (Qualitative) OR Research Questions and Hypotheses of the Study (Quantitative). The objectives should be in statement form using active or strong verbs such as find, identify, analyse, evaluate, examine, verify, etc and not verbs like promote, enhance, encourage, help, understand, look at, etc. Objectives or Hypotheses should be between three to four (3-4). Each objective should target a specific or a single measurable end-point or result. Objectives should be **SMART**: Simple, Measurable, Attainable, Realistic and Time-Bound.

**1.5 Research Questions**

These are questions on the mind of the researcher in relation to the purpose of the study. They usually guide the researcher to set clear measurable goals or objectives or hypotheses that can be tested.

**1.6 Significance of the Study**

The relevance of the study should be indicated particularly how the work could help improve practice, improve policy and contribute to scholarly research and literature.

**1.7 Delimitation of the Study or Scope of the Study**

The specific study area, variables, participants (indicating those excluded), and sites or location should be mentioned here. This allows the study to be practical since one can only go a certain length!!

**1.8 Limitations of the Study**

The researcher should indicate some anticipated challenges or limitations that are likely to be encountered such as from the sampling technique, kind of possible respondents, seasonal changes, etc and how one intends to deal with them.

**NB: Avoid the use of time and financial challenges as limitations.**

**1.9 Definition of Terms**

Terms that are **unfamiliar to readers outside the field** have to be defined here briefly. Key words in the topic or under the subject matter or phenomenon need to be defined using authoritative references. One may choose to define the words individually or write the definitions in a narrative form. For instance, according to the World Health Organization (WHO)…, ‘Health is....’ The researcher’s operational definition can be given where there are many subjective definitions in theory or literature. For instance, ‘for the purposes of this study staff performance or productivity is defined as the number of man-hours spent at the work premises and not necessarily the results or output generated’.

**1.10 Organization of the Study**

This is a brief write up of how the report is outlined and organized for easy reading. It is a form of elaboration of the table of the main contents (main headings).

1. **Chapter Two: Review of Literature or Review of Related Literature**

The Review of Literature should be a summary or paraphrase of related works relevant to the topic, objectives and purpose of the study. It also involves the identification of some knowledge gaps from previous works concerning the topic or research area, etc. The key topic areas to be reviewed should be outlined starting from broad to narrow/specifics**.**

**d) Chapter Three: Methodology**

**3.1 Research Design**

This chapter explains how the study was conducted. This section introduces the approach of the researcher to the study. The study is a **historical research** if the search is for ‘what was – past’, **descriptive research** if it focuses on ‘what is – present’ and **experimental** if it is about ‘what will—future’. Variables are manipulated in experimental research whiles no manipulation is done with historical and descriptive (survey, assessment, evaluation) research. One can also identify the design from the purpose of the findings or results of the study. What use would the findings of the research be put or how would it be useful? This could be **basic/fundamental research** (generating theory), **applied research** (testing theory) or **action research** (using theory to solve or address a problem). The study design could also be described as **quantitative or qualitative research** design.

**3.2 Population and Sample Characteristics**

Describe the Target Population, the Sample Frame which is the list of categories/units of respondents which are your sources of data (primary or secondary) and Sample Size (total number of respondents). The sample size should be determined by the use of appropriate sample size determination procedure such as sample size determination tables, formulae, etc. Factors considered include level of confidence, degree of accuracy, level of variation, etc. The rule of thumb is; the greater the heterogeneity or diversity of the target population, the greater the number of respondents one would need to represent the diverse members or opinions (sample frame) of the target population.

**3.3 Sampling Technique or Method**

Indicate and justify whether the sampling method is random/probability sampling technique or non-random/non-probability sampling. Probability sampling techniques (Simple & Systematic-Stratified or Cluster) and Non-probability sampling techniques (Quota, Convenience or Accidental, Judgmental or Purposive, Snowball) should be described as used by the researcher.

**3.4 Data Collection Procedure/ Method**

There are two types of data, primary and secondary. Secondary data is obtained from existing documents such as government publications, research publications, census, personal records from hospitals, police, school, service or employment records, etc. However, most researches depend on ‘fresh’ data called primary data. These are obtained by experimentation, observation or surveying (interviewing or questionnaire).

**3.5 Data Collection Instruments or Data Collection Tools**

The tools or instruments used include;

Interview Guide, Questionnaire, Focus Group Discussion Guide, sensory evaluation form (questionnaire for Human subjects/instruments in Sensory Analysis), Observation checklist.

**3.6 Data Analysis/ Method of Data Analysis**

Indicate the approach to sorting, editing, coding or tallying and processing data. Also indicate the descriptive statistics that would be used (percentages, mean, variance, average, quartiles, etc) and the reader-friendly graphical presentation forms (graph or charts) to be used.

**NB**: **For experimental work** such as product development, food preparation or food production, use **MATERIALS AND METHODS** (**3.0**)

1. Research Design (**3.1**). Describe which type of experimental or quantitative design.
2. Population and Sample Characteristics (**3.2**)
3. Sampling Technique or Sampling Method (**3.3**)
4. Data Collection Procedure or Data Collection Method (**3.4**)
5. Data Collection Instrument (s) or Data Collection Tool (s) (**3.5**)
6. Sources of Raw Materials (**3.6**)

Indicate the place where you intend to source your raw materials and the type or varieties, etc

1. Sample Collection (**3.7**)

Indicate how samples of the raw materials would be collected. For instance, weekly collection of samples? Packaged in special containers? Stored? etc.

1. Product Development or Product Preparation (**3.8**)

Use flow diagram(s) or charts to outline steps involved

1. Analytical Measurements or Indicators Measured (**3.9**)

Sensory analysis or evaluation? Quality Control Analysis, shelf life study? Etc

**e) Chapter Four-** **Results and Discussion**

1. Discuss and present the results by Research Objectives/Hypotheses (where applicable).
2. Use tables and figures for graphic effect (charts, graph, photographs, etc).
3. Provide an organized discussion of the results/findings needed to draw conclusions.
4. Interpret/discuss the findings (results) in reference to literature/previous findings.

**f) Chapter Five – Summary, Conclusions and Recommendations**

* 1. **Summary of Key Findings**: Should be based on Chapters 1, 2, 3 and 4 (NB: use main findings of chapter 4). These key findings exclude the specific findings that help one to draw conclusions for the study. Rather they include interesting information or discoveries that can serve as a trigger for further research or supports the understanding of the main findings used in drawing one’s conclusions.
  2. **Conclusions**: should be based on objectives/Hypotheses (where applicable).
  3. **Recommendations**: should be based on the findings (results and discussion) of the study.

**Back Matter:**

**References or Reference List**: Refer to handout for details of APA style of in-text referencing and Reference List. It **must** start on a fresh page. Students and Supervisors should be particular about the right components, order, lower or upper case of letters and punctuation marks (comma, period or full stop, brackets, etc) of references.

It is important to note that there is a difference between **bibliography** and **references.** Bibliography is made up of **both works that are cited in the text and other materials** or publications (books, conference proceedings, etc) that were referred to for information for the study as background reading or further materials on the theoretical framework **but were not cited in-text.** **The APA style only requires the reference list or references and not bibliography**.

**Appendices;** Number appendices consecutively with capital letters A, B, C and so on in the order in which they are first mentioned in the text.

Sample Illustration of Recommended Format for **Cover Page of Project Report**

**TAKORADI TECHNICAL UNIVERSITY**

**CHALLENGES OF FINANCING SMALL AND MEDIUM SCALE ENTERPRISES (SMEs) IN THE HOSPITALITY INDUSTRY**

**JOSEPH MENSAH**

**2020**

Sample Illustration of Recommended Format for **Title Page of Project Report**

TAKORADI TECHNICAL UNIVERSITY

FACULTY OF APPLIED SCIENCES

CHALLENGES OF FINANCING SMALL AND MEDIUM SCALE ENTEPRISES (SMEs) IN THE HOSPITALITY INDUSTRY

PROJECT REPORTPRESENTED TO THE DEPARTMENT OF HOSPITALITY MANAGEMENT IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF THE HIGHER NATIONAL DIPLOMA IN HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT

JOSEPH MENSAH

(07042028)

NOVEMBER, 2020

**Illustration of Recommended Format for Declaration and Certification for Project Report**

**DECLARATION**

I (We) hereby declare that this project work is the result of my (our) own original research work undertaken under the supervision of the undersigned and that all works consulted have been duly acknowledged.

**Candidate**

Name: …………………………………………………………

Signature: ……………………………………………………..

Date: …………………………………………………………..

**Supervisor**

Name: …………………………………………………………

Signature: ……………………………………………………..

Date: …………………………………………………………..

**CERTIFICATION**

I hereby certify that this project work has been supervised and assessed in accordance with laid down guidelines of the Department of Hospitality Management, Takoradi Technical University.

**Supervisor**

Name: ……………………………………………………………

Signature: ………………………………………………………..

Date: ……………………………………………………………..

**Head of Department**

Name: ……………………………………………………………

Signature:………………………………………………………...

Date: …………………………………………………………….

NB: The declaration and certification statements should be on separate pages.

**ADDITIONAL INFORMATION (INSTRUCTIONS)**

**TYPING AND GENERAL LAYOUT**

* Use **double spacing** and type on one side of the page only.
* Left hand margin: 1½ inches (approximately 3.5 cm)
* Right margin: One (1) inch (approximately 2.5 cm)
* Top and bottom margin (APA) recommends one (1) inch all round)
* Main Heading(s) Bolden and Centered, Sub-headings: Align Left (1.1, 1.2, 1.3, …..3.1, 3.2, etc 1st Letter upper case and Bolden
* The whole report should be justified.
* Font Type: ‘Times New Roman’ and Font Size: 12

Pagination

* Front matter/Preliminaries: Lower case Roman Numerals (i, ii, iii……)
* Main body, references and appendices: Arabic numerals (1, 2, 3………)

**NB:** Students should note that ‘declaration’ should be numbered iii since Cover page (i) Title page (ii) numbering is not numbered/shown on the preliminary pages but should be numbered in the table of contents.

**Binding & Submission**

* Students should use **light green vanguard board with deep green spine (HND) light blue vanguard board with deep blue spine**
* Each student is expected to submit **(3) copies** of the bounded report.

**EXPRESSION OF NUMBERS (APA style 7th edition)**

These guidelines inform you when to write numbers in figures and when to write them in words. For example, you **should never** start a sentence with a number in figures.

**Use figures in the following situations:**

1. All numbers 10 and above. Example: all children above 12 years. When there is a series of numbers, write all in figures, including those below 10.
2. Numbers that immediately precede a unit of measurement, e.g. a 6 mg doze
3. Numbers that represent ratios, percentages, decimal quantities, statistical or mathematical functions. Examples: approximately 95: about 3-1/2 times as large; in a ratio of 3:2.
4. Numbers that represent time, dates, ages, sample size, population size and specific number of subjects in an experiment. Examples: 4 weeks after the first interview; 2 hr. 30 min.
5. Numbers that denote a specific place of level in a numbered series. Examples: JSS 3; Form 2: Table 4; Chapter 2.
6. All numbers in the abstract of the paper.

**Express numbers in words in the following situations**

1. At the beginning of a sentence, tile or heading. Example: One hundred and twenty respondents.
2. Numbers below 10 that do not represent measurements. Example: a two-tailed test.
3. The number zero and one.
4. Common fractions. Example: one third of the class.
5. Universally accepted expression. Example: The Ten Commandments.

**Plural of Numbers**

Add s or es to form plurals of numbers, whether they are in figures or words. Examples, in the 1950s, 40s and 60s; fours and fives.

**PRESENTATION OF TABLES**

**Tables Numbers**

All tables should be numbered consecutively with Arabic numerals in the order in which they are first mentioned in the text. If a table is not mentioned at all in the text, it should not appear anywhere in the report.

**Table Titles**

Table titles should be brief but clear and explanatory. The format for the presentation of table titles is as follows: for example, the first table in chapter 4 should be labelled Table 4.1

Mean mathematics scores of male participants in swimming

***Ruling of Tables***

Use only horizontal rulings. Vertical rulings are not allowed sufficient space between columns and rows as a substitute for rules. Note: on your computer (word document, etc, go to tables and then insert tables; select ‘auto format’ and the ‘table simple I ; click OK. An example of setting tables in the text.

Table XX: Errors for younger and older groups by levels of difficulty

|  |
| --- |
| Younger Older  Difficulty M SD N M SD N |
| Low .05 .08 12 .14 .15 .18  Moderate .05 .07 15 .17 .15 12  High .11 .10 16 .26 .21 14 |

Instances where tables that are to be set (in text) are not one’s own work (e.g table from literature). The same should be indicated/quoted as follows.

Table XX: Errors for younger and older groups by levels of difficulty

|  |
| --- |
| Younger Older  Difficulty M SD N M SD N |
| Low .05 .08 12 .14 .15 .18  Moderate .05 .07 15 .17 .15 12  High .11 .10 16 .26 .21 14 |

Source: Koomson (2019)

**Citing and Discussing Tables**

Always mention the table before you present the table itself. In the text, cite tables by their numbers. Example: ‘As shown in Table 2,….”. Avoid referring to tables as “the table below/above”. Tell readers what to look for. Discuss only the highlights and **do not** attempt to comment on every item in the table.

***Sizes of Tables***

Turning tables sideways is an inconvenience to the reader. Avoid turning tables sideways (landscape). If your table cannot fit across the page (portrait), you may turn the page sideways or run the table over several pages (APA style 7th edition). However, you should not use single space or reduce the type size in typing the table. **Type tables in double space an**d use the same types size as the rest of the text.

**PRESENTATION OF FIGURES**

Any illustration which is not a table is considered as figure. Examples of figures are graphs (e. g. line, bar, pie charts and scatter graphs); charts, drawing and photographs. Figures should be labeled below the figure.

Example

Figure 2.1 Students’ responses on problems of learning French.

**Numbering of Figures**

Use Arabic numerals to number figures consecutively throughout the text.

**BIBLIOGRAPHY**

Agyedu, G.O., Donkor, F. and Obeng, S. (2007), Teach Yourself Research Methods, Winneba, University of Education Press

American Psychological Association (1994), Publication Manual APA. Washington DC.

American Psychological Association (2001), Publication Manual of the American Psychological Association, 5th Edition, APA, Washington DC

Bluman, A. G. (2001), Elementary Statistics: A Step by Step Approach, 4th Edition, New York, .McGraw-Hill

Finn, M., Elliott-White, M. and Walton, M. (2000), Tourism and Leisure Research Methods, England, Pearson Education Limited

Mintah, B. K. (2006), Food Products Development, Postgraduate Thesis, Kumasi, University Press.

Ranjit, K. (2005), Research Methodology; A Step-By-Step Guide for Beginners, 2nd Edition, London, Sage Publications Ltd

Tagoe, M. (2009), A Handbook for Writing Research Proposals, Accra, Ghana Universities Press

University of Cape Coast – Faculty of Education. (2000), Format and Instructions for Writing and Presenting Project Work, Masters and Doctoral Thesis/Doctoral Dissertations, Cape Coast, University Press

**APA Reference Sheet (7th Edition)**

**Common Reference Entries for Print Sources**

**Books**

**Book with One Author**

Last Name, First Initial. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

Scigliano, E. (2002). *Love, war, and circuses: The age-old relationship between elephants and humans.* Houghton Mifflin.

**Book with Two to Twenty Authors**

List all authors by last name and first initial in the order in which they appear. Each author’s name should be separated by a comma. The last author’s name should have an ampersand (&) before it.

Skott-Myhre, K., Weima, K., & Gibbs, H. (2012). *Writing the family: Women, auto-ethnography, and family work*. Sense Publishers.

**Book with Twenty or More Authors**

When you have twenty or more authors, list the first 19 authors’ names. Then include an ellipsis in place of the remaining authors. You will end the authors by listing the final name without an ampersand. You will never have more than 20 names in a reference citation.

Targaryen, D., Snow, J., Stark, A., Clegane, G., Lannister, C., Lannister, T., Stark, S., Stark, E., Drogo, K., Baratheon, J., Clegane, S., Greyjoy, T., Baelish, P., Lannister, J., Bolton, R., Martell, O., Stark, B., Tyrell, M., Stark, R.,…Varys, L. (2019). *Game of Thrones rocks: A story of Game of Thrones’ rocks*. Same Center Publishing.

**Book with No Author or Editor**

List the title of the book before the year. Only use “Anonymous” if the author is listed as “Anonymous.”

*New American Standard Bible*. (1997). Foundation Press.

**Chapter in an Edited Collection**

Author of chapter. (Year of publication). Title of chapter. In Name(s) of editor(s) (Eds.). *Title of book*

(edition (ed.), page numbers) Publisher.

Fahy, K. (2016). One topic, different rhetoric. In D. Gierdowski, P. Colby, C. Krieg, W. Lloyd, & M. Reed (Eds.), *Intertexts: A collection of student writing* (3rd ed., pp. 86-91). Fountainhead.

**Common Reference Entries for Electronic or Digital Sources**

**Scholarly Journal Article with DOI**

Author(s). (Year of publication). Title of article. *Title of Journal*, *volume*(issue), page numbers. Full DOI

Azocar, M. J., & Ferree, M. M. (2016). Engendering the sociology of expertise. *Sociology Compass*, *10*(12), 1079-1089. https://doi.org/10.1111/soc4.12438

**Scholarly Journal Article without DOI**

APA 7th edition no longer requires “Retrieved from” unless a retrieval date is needed.

Hoffmann, A. A., & Sgrò, C. M. (2011). Climate change and evolutionary adaptation. *Nature*, *470*(7335), 7-12. https://proxying.lib.ncsu.edu/index.php/login?url=https://search.proquest.com/docview/

855200411?accountid=12725

**Magazine Article Found Online**

Note that volume, issue, and page number(s) may not be available in online versions like in the example below.

Author(s). (Year of publication). Title of article. *Title of Magazine, volume*(issue), page numbers. URL

Jost, Colin. (2020, March 9). My high-school commute. *The New Yorker*, https://www.newyorker.com /magazine/2020/03/16/my-high-school-commute

**Newspaper Article Found Online**

Author(s). (Year, Month Day of publication). Title of article. *Title of Newspaper*, URL

Spuhler, R. (2020, March 6). In Las Vegas, the home-style pizza is an everything pie. *The New York Times*, https://www.nytimes.com/2020/03/06/travel/las-vegas-pizza.html?action=click&module =Features&pgtype=Homepage

**Full Website**

Author(s) or Group’s Name. (Year of publication). Site name. URL

National Oceanic and Atmospheric Administration. (2017). National Hurricane Center. http://www.nhc.noaa.gov/ **Page from a Website with Author**

Klosowski, T. (2014, February 6). *How to train your mind to think critically and form your own opinions.* Lifehacker. https://lifehacker.com/how-to-train-your-mind-to-think-critically-and-form-you1516998286

**Page from a Website with No Author or Year**

At the very least, for internet sources cited on the reference page you should provide a year of publication. However, if you know the material is current or unchanging, you can cite this material with placeholders, such as *n.d.* for *no date*. If there is no author, check for a corporate author first. If there is also no corporate author, you will start with the title of the source.

*Ionization Energy and Electron Affinity* (n.d.). http://chemed.chem.purdue.edu/genchem/topicreview/bp/ch7/ie\_ea.html

**Other Sources**

**Published Interviews**

Depending on where you retrieved the interview (academic journal, magazine, newspaper, YouTube, etc.), you want to make sure you followed the format for that type of source.

Pearl, N. (2005, May 16). *Interview: Nancy Pearl recommends some children’s fantasy books*. NPR.

https://search.proquest.com/docview/189798591?pq-origsite=summon

**Personal Interviews**

Since interviews provide data that cannot be retrieved or recovered by anyone else, interviews are only cited in in-text citations. Cite the material as a personal communication.

(J. Doe, personal communication, September 7, 2017).

**Reference List**

* Begin your reference list on a separate page from the rest of your essay. The reference list should also have a page number that is continuous in relation to the rest of the text. For example, if you had four pages of writing, the reference list would begin on page 5.
* Double space all citations and do not put additional space between entries.
* All sources should have *hanging indents* for sources that have more than one line. This means you should include a one-half inch indent for all lines beyond the first. (See the examples above).
* Follow capitalization rules for books, chapters, articles, and webpages which state that only the first letter of the title, subtitle, and proper nouns should be capitalized.
* All your sources should be listed in alphabetical order from A-Z using the first letter of the first word to determine order.

**In-Text Citations**

By using an in-text citation, you’re giving credit to the authors for their ideas and showing your reader how to trace the source to the reference citations so that they can find the original source.

The **basic format** for in-text citations is (author’s last name, year). Commas are necessary to separate the author’s last name and the year. Consider the following example:

Researchers suggest that with the rise of social media there is a loss of personal intimacy (Burrik & Watts, 2015).

If the **author’s name** is **already included in the text**, the date is placed in parenthesis next to the last name.

Clark and Smith (2010) note that social media can take a toll on jobs and possibly result in posts that can cost employees their position with the company.

You **can also integrate the author and year into your sentence**. New to APA 7th edition, if you have more than three authors, you will use the last name of the first author followed by *et al.*, which means *and others*. Note that this is ONLY for in-text citations.

In 2013, Bipps et al. conducted a survey and found that 60 percent of employees post on social media about work-related frustrations.

If you are **citing two or more works within the same sentence or parenthesis**, separate the citations with a semicolon. Authors should be ordered alphabetically in the same order they appear in the reference list.

As social media has evolved, bullying has also followed suit and now studies suggest that 60-80 percent of bullying now takes place in cyberspace (Ling and Kim 2016; Rollins 2015).

When **citing a direct quotation**, you will also need to make sure you include the page number.

Lopez (2017) found that today “over 75% of all internet users use social media” (p. 345).

Research has found that today “over 75% of all internet users use social media” (Lopez, 2017, p. 345).

If you have **multiple works by the same author** be sure to indicate the different years of the different works in the in-text citation. If you have **multiple works from the same author in the same year**, you will need to assign these works a letter in your reference list. You will then use those letters in your intext citations to identify those sources. In all of these cases, the years will be separated by commas.

Goggin & Goggin (2013, 2015) found that LinkedIn is an important networking site for professionals who are seeking ways to build business connections and relationships, especially if you are a new to the workforce.

Reed (2017a, 2017b) notes that there has been a significant shift for younger users away from Facebook and Twitter to platforms like Snapchat and Instagram.

If there is **no author on the reference list**, when citing in-text you can use a few words of the title or the whole title if it’s short.

Surprisingly, “The Truth about Online Dating” (2016) has found that the online dating site with the most users is Badoo; OkCupid, Tinder, and eHarmony have about 100 million total users combined, but Badoo eclipses this number by tracking almost 300 million current users.