





Guideline for term paper



Initial pages

INITIAL PAGES

 Cover Page (Pls find the attachment) **Firstly Content** (Pls find the attachment) Secondly **Declaration** (Pls find the attachment) **Thirdly**

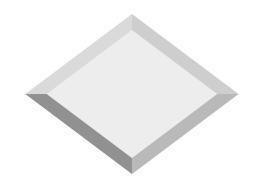
INITIAL PAGES



Letter of Approval (Pls find the attachment)



Step by Step Guide to Write Term Paper



Step by Step Guide to Write Term Paper

Plagiarism

Plagiarizing is failing to indicate the source in scholarly writing.

Plagiarism is Completely Forbidden.



WHAT IS APA?

• APA stands for the American Psychological Association, which is an organization that focuses on psychology. They are responsible for creating this specific citation style. The APA is not associated with this guide, but all of the information here provides guidance to using their style.

WHAT IS APA CITING?

•The Publication Manual of the American Psychological Association is currently in its 6th edition. It outlines proper ways to organize and structure a research paper, explains grammar guidelines, and how to properly cite sources.

• We cite sources for many reasons.

- •01. One reason is to give credit to the authors of the work you used to help you with your own research.
- •02. When you use another person's information to help you with your project, it is important to acknowledge that individual or group.
- •03. This is one way to prevent plagiarism.

•04 Another reason why we create citations is to provide a standard way for others to understand and possibly explore the sources we used.

. WHAT KIND OF SOURCE DO YOU HAVE?

- The most common research sources are the following:
- A book
- A magazine article
- A journal article
- A newspaper article
- A page from a website

A BOOK.

• • The author's last name. Comma.

• • The author's first initial. Period. Don't include the person's title or degree. If there are multiple authors, list each the same way. Place & before the final one. If there are more than six authors, list only the first six, then write et al.

• The year of publication in parenthesis. This will be found on the reverse of the title page in most books. Period.

• The book's title (and subtitle if any) in italics Capitalize only the first word of the title (and subtitle if any). Please a colon between the title and subtitle if there is one. Period. The city where the book was published. Don't include the state unless the city is somewhat obscure. Colon

• • The name of the publisher.

• • End the reference with a period.

• Smith, E. (2008). APA style citation isn't hard at all. New York: Random House.

THE IN-TEXT CITATION FOR A BOOK

 The in-text citation for a book contains the author's last name, comma, the year of publication. If you are quoting directly from the book, also include the page number as shown in the example below. If there are multiple authors, list up to five. Place an & before the final one. If there are six, list only the first and write et al after it

- (Smith, 2008) or (Smith, 2008, p. 3)
- You may also choose to include the author's name in the sentence and place the other information in the parenthesis.
- According to Smith, "Using APA style is really quite easy" (2008, p. 3).

A MAGAZINE ARTICLE.

- • The author's last name. Comma. (If the article lists no author, begin with the title, then the date, then the rest of the reference as shown below.)
- The author's first initial. Period. If there are multiple authors, list each the same way. Place & before the final one. If there are more than six authors, list only the first six, then write et al.
- The date of the magazine issue in parenthesis. Year first, then month, then day (if any). Don't abbreviate the month. Period.

- The title of the article. Capitalize only the first word of the title (and subtitle if any). Place a colon between the title and subtitle, if there is one. Period.
- The name of the magazine in italics. Capitalize every important word. Comma.
- If the magazine includes a volume number, place it after the name in italics. Comma.

 • The page numbers on which the article appears. This will be found on the magazine pages or in the information you get from the database. Period. • If the article was accessed through a database, you may include a DOI number if you choose, but it isn't required. (This would appear in the information you get from the database.) You don't need to include the name of the database or retrieval date unless the article may be hard to locate.

• • End the reference with a period.

• Jones, B. (2008, March 12). How to use APA style documentation correctly: One student's experience. Student Success Magazine, 4, 39-41.

•The in-text citation for a magazine article contains the author's last name, comma, the year of publication. If you are quoting directly from the article, also include the page number as shown in the example below.

• (Jones, 2008) or (Jones, 2008, p. 40)

• You may also choose to include the author's name in the sentence and place the other information in the parenthesis.

 According to Jones, "Using APA style is really no problem" (2008, p. 40).

- •If the article lists no author, use the first word or two of the title in quotation marks or use the full title in your sentence. If there are multiple authors, list up to five. Place an & before the final one. If there are six, list only the first and write et al after it.
- "Using APA style citations isn't hard at all" ("Getting Help," 2008, p. 41).
- The article "Getting Help with APA Style Citation" claims that "Using APA isn't hard at all" (2008, p. 41).

A JOURNAL ARTICLE

- The author's last name. Comma.
- • The author's first initial. Period. If there are multiple authors, list each the same way. Place & before the final one. If there are more than six authors, list only the first six, then write et al.
- • The year of publication in parenthesis. Period. The title of the article. Capitalize only the first word of the title (and subtitle if any). Place a colon between the title and subtitle, if there is one. Period.

- •• The name of the journal in italics. Capitalize every important word. Comma.
- • The volume number in italics. This will be found on the journal pages or in the information you get from the database.
- The issue number in parenthesis. Also found on the journal pages or in the information you get from the database. Comma.

- • The page numbers on which the article appears. Found on the journal pages on in the information you get from the database.
- End the reference with a period

A JOURNAL ARTICLE.

• Brown, J. (2009). A study of the use of <u>APA</u> style citations by college students. Journal of the Citation Society, 15(7), 20-28.

THE IN-TEXT CITATION FOR A JOURNAL ARTICLE

- (Brown, 2008) or (Brown, 2008, p. 21)
- You may also choose to include the author's name in the sentence and place the other information in the parenthesis.
- According to Brown, "Many students actually enjoy using <u>APA style</u>documentation" (2008, p. 21).

A NEWSPAPER ARTICLE.

- The author's last name. Comma. (If the article lists no author, begin with the title, then the date, then the rest of the reference as shown below.)
- The author's first initial. Period. If there are multiple authors, list each the same way. Place & before the final one. The date of publication in parenthesis. Year first, then month, then day. Don't abbreviate the month. Period.

• The title of the article. Capitalize only the first word of the title (and subtitle if any). Place a colon between the title and subtitle, if there is one. Period.

- The name of the newspaper in italics. Capitalize every important word. Comma.
- The page numbers on which the article appears. This will be found on the article pages or in the information you get from the database. Use p. if the article appears on a single page or pp. if there are multiple pages. Period.
- End the reference with a period.

• Miller, T. (2009, January 3). Why students love APA style citation. USA Today, pp. C3-4.

• "APA style becoming more popular." (2009, January 3). New York Times, p. A1

- The in-text citation for a newspaper article contains the author's last name, comma, the year of publication. If you are quoting directly from the article, also include the page number as shown in the example below.
- (Miller, 2009) or (Miller, 2009, p. C3)

You may also choose to include the author's name in the sentence and place the other information in the parenthesis.

According to Miller, "It's fun to cite sources in APA style" (2009, p. C3).

A PAGE OR DOCUMENT FROM A WEBSITE.

- The author's last name. Comma. (If the page lists no author, begin with the title, then the date, then the rest of the reference as shown below.) You can also use the sponsoring organization as the author. See the example below.
- • The author's first initial. Period. If there are multiple authors, list each the same way. Place & before the final one.

•The date of publication in parenthesis. Year first, then month, then day, or just the year if that's all the site shows. Don't abbreviate the month. Period. If you can't locate a date, place n.d. in parenthesis. This stands for "no date."

• The title of the article in italics. Capitalize only the first word of the title (and subtitle if any). Place a colon between the title and subtitle, if there is one. Period.

- The words "Retrieved from" and the web address.
- • Do NOT end the reference with a period.
- Why APA citation is important. (n.d.) Retrieved fromhttp://www.weloveapa.com/importance. html
- American Psychological Association. (2009). APA style. Retrieved from http://apastyle.apa.org

 The in-text citation for a web page contains the author's last name, comma, the year of publication or n.d. if there is none. You may also choose to include the author's name in the sentence and place the year in the parenthesis. If there are multiple authors, list up to five. Place an & before the final one. If there are six, list only the first and write et al after it.

- If the article lists no author, use the first word or two
 of the title in quotation marks or use the full title in
 your sentence.
- Citing sources in APA is an important academic skill ("Why APA," n.d.).
- According to the American Psychological Association, "APA Style has been adapted by many disciplines and is used by writers around the world" (2009)

ARRANGE THE REFERENCES CORRECTLY ON THE PAGE.

- Center the word "References" at the top of the page.
- List the sources alphabetically by author or title, whichever the reference starts with.
- Double space throughout the page (type on only every other line). Indent the subsequent lines of each reference by five spaces (tab once).

HOW TO REFERENCE A LECTURE

- This style of reference would be used if you were citing a set of notes from a lecture (e.g. PowerPoint or Google slides provided by your instructor).
- Citing online lecture notes or presentation slides:
- Author's Last name, F. M. (Publication year). Name or title of lecture [Lectures notes or PowerPoint slides]. Retrieved from URL

Example:

• Saito, T. (2012). Technology and me: A personal timeline of educational technology [PowerPoint slides]. Retrieved from http://www.slideshare.net/Bclari25/education al-technology-ppt

CITATIONS FOR INTERVIEWS:

• A personal interview should NOT be included in a reference list. They are not considered recoverable data (they cannot be found by a researcher). You should reference personal interviews as in-text citations instead.

Example:

• (J. Doe, personal communication, December 12, 2004)

CITATIONS FOR ENCYCLOPEDIA ENTRIES

- Author's Last name, F. M. (Publication Year). Entry title. In F. M. Last name of Editor (Ed.), Title of encyclopedia (pp. xx-xx). City, State abbreviation or Country: Publisher.
- Example:
- •Kammen, C., & Wilson, A. H. (2012). Monuments. *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

CITATIONS FOR PHOTOGRAPHS

- Citing a photograph found in a publication or museum:
- Photographer's Last name, F. M. (Photographer). (Year, Month Day of Publication). Title of photograph [Photograph]. City, State of Publication or Museum: Publisher/Museum.
- Example:
- Roege, W. J. (Photographer). (1938). St. Patrick's Cathedral, Fifth Avenue from 50th St to 51st Street [Photograph]. New York, NY: New York Historical Society.

- Citing a photograph retrieved online:
- Photographer, A. (Photographer). (Year, Month Day of Publication). *Title of photograph* [Digital image]. Retrieved from URL
- Example:
- Ferraro, A. (Photographer). (2014, April 28). Liberty enlightening the world [Digital image]. Retrieved from
 - https://www.flickr.com/photos/afer92/14278571753/in/set-72157644617030616

Citations for TV/Radio Broadcasts

- Writer, F. M. (Writer), & Director, F. M. (Director). (Year of Airing). Episode title [Television series episode]. In F. M. Executive Producer's Last name (Executive Producer), TV series name. City, State of original channel: Channel.
- •Kand, K. (Writer), & Fryman, P. (Director). (2006). Slap bet [Television series episode]. In C. Bays (Executive Producer), How I met your mother, Los Angeles, CA: CBS.

Radio Broadcasts found Online:

- Writer, F. M. (Writer), & Director, F. M. (Director). (Year of Airing). Episode title [Television series episode]. In F. M. Executive Producer's Last name (Executive Producer), TV series name. Retrieved from URL
- Kand, K. (Writer), & Fryman, P. (Director). (2006). Slap bet [Television series episode]. In C. Bays (Executive Producer), How I met your mother. Retrieved from https://www.hulu.com/watch/1134858#i0,p30, d0

- Note: When citing a TV show or episode, keep in mind:
- •*IMDB is a great resource for finding the information needed for your citation (Director, Writer, Executive Producer, etc.) This information can also be found in the opening and closing credits of the show

CITATIONS FOR PHOTOGRAPHS

- Citing a photograph found in a publication or museum:
- Photographer's Last name, F. M. (Photographer). (Year, Month Day of Publication). Title of photograph [Photograph]. City, State of Publication or Museum: Publisher/Museum.
- Example:
- Roege, W. J. (Photographer). (1938). St. Patrick's Cathedral, Fifth Avenue from 50th St to 51st Street [Photograph]. New York, NY: New York Historical Society.

- Citing a photograph retrieved online:
- Photographer, A. (Photographer). (Year, Month Day of Publication). *Title of photograph* [Digital image]. Retrieved from URL
- Example:
- Ferraro, A. (Photographer). (2014, April 28). Liberty enlightening the world [Digital image]. Retrieved from
 - https://www.flickr.com/photos/afer92/14278571753/in/set-72157644617030616

CITATIONS FOR FILMS & VIDEOS FROM YOUTUBE

- Person who posted the video's Last name, F. M. [User name]. (Year, Month Day of posting). Title of YouTube video [Video file]. Retrieved from URL
- •If the name of the individual who posted the YouTube video is not available, begin the citation with the user name and do not place this information in brackets.
- •Smith, R. [Rick Smith] (2013, September 20). Favre to Moss! [Video file]. Retrieved from https://www.youtube.com/watch?v=gOP_L6hBjn8

CITATIONS FOR FILMS

- Producer's Last name, F. M. (Producer), & Director's Last name, F. M. (Director). (Release Year). Title of motion picture [Motion picture]. Country of Origin: Studio.
- Example:
- Bender, L. (Producer), & Tarantino, Q. (Director). (1994). Pulp fiction [Motion picture]. United States: Miramax.

 Why APA citation is important. (n.d.) Retrieved fromhttp://www.weloveapa.com/importan ce.html

