

APA 6th Edition Quick Reference

APA is a standard citation format for papers. This is a quick-reference sheet. Each time you have a source cited in the text, there **must** be a corresponding in-text citation on the Reference page at the end of the paper. If you have a source listed on the Reference page, there must be at least one in-text citation in the paper.

APA Basics

Typing and format: <ul style="list-style-type: none"> • 12 pt. font in Times New Roman or Courier • Double spaced • Indent each paragraph 5-7 spaces (1/2 inch or use the Tab key) • One inch margins all around • Number every page starting with the first page (title page) in the top right hand corner
Quotations (<i>See p. 8 for complete examples.</i>) <ul style="list-style-type: none"> • Less than 40 words – put in regular text and enclose in quotation marks. • More than 40 words – indent one inch from margin and double space and NO quotation marks. Use block format.
Numbers: <ul style="list-style-type: none"> • Spell out numbers “zero” through “nine.” • Use actual numbers for all numbers 10 and higher. • Do not start a sentence with a number; spell it out.
Reference page: <ul style="list-style-type: none"> • Create a separate page at end of document. • Use the title “References” at the top center of the page. • Double space all references. • Use a hanging indent for each reference.
<p style="text-align: center;">DO NOT UNDERLINE ANYTHING IN APA FORMAT.</p> <p>Titles of books, plays, articles, etc. are not underlined. All titles should be in italics.</p>

In-Text Citations

At least 70% of your WGU work must be your original writing – not paraphrased or quoted from another source. Since only 30% or less of your work can be paraphrased or quoted from other sources, be careful how much of another's words you use.

When you do decide to use another's words, thoughts, and ideas, you must use in-text citations to give credit to the author. You need to give credit when you use a direct quotation. You must also use in-text citations when you paraphrase the author's words and ideas since these are not your own. Otherwise, it is plagiarism.

You must cite:

- Direct quotations
- Paraphrased information
- Statistics, facts, and information that are not “common knowledge”
 - Common knowledge are facts that most people know-- smoking is unhealthy; Washington was the first president; milk comes from cows
- Diagrams, photographs, illustrations that are not your own
- Two or more words verbatim from any source, especially new concepts or ideas that are not your own – example: environmental variability hypothesis

TIP: *Any ideas or words that are not your own need in-text citations.*

Two Methods of In-text Citations

1. Use the author or organization name in the sentence. Follow that with the year of publication in parentheses (and a page number if it is a direct quotation).

Example: According to the U. S. Census Bureau (2009)...

Example: Goldstein (2008, p. 227) indicated...

2. Put the information in parentheses at the end of the sentence with the period after the last parentheses.

Example: In keeping with the Census Bureau's commitment to confidentiality, the Census Bureau information collected in the Decennial Census of Population and Housing on individuals does not become available to the public until after 72 years (U. S. Census, 2009).

Example: “It is estimated between 10% and 30% of children and teenagers are involved in bullying although prevalence rates vary significantly as a function of how bullying is evaluated” (Goldstein, 2008, p. 227).

Commonly Used In-text Citations

One author	Use the last name only and the year of publication and page number if applicable. (Goldstein, 2008, p. 227)
Two authors	Use both names every time the work is cited. Use an “&” to connect the author names. (Wolenski & Griner, 2010)
More than two authors	Use all the names the first time the citation occurs; thereafter use the first author’s last name followed by “et al.” (Jordan, Sikes, and Miller, 1996) (Jordan et al, 1996)
No author	Use the first few words of the article, etc. (“ADHD facts,” 2010)
Web site	List the author or the organization and the year (if available). (Attention Deficit Disorder Association, 2010).
No date of publication	Use “n.d.” (Bullen, n.d.)

Reference Page

- Create a separate page at the end of your document.
- Title this page References, not Works Cited.
- List entries in alphabetical order by the author's last name or the first name of the organization or association.
- Double-space all entries.
- Use a hanging indent for the first line. To set a hanging indent, go to the top of your screen. Choose "Format" and then select "Paragraph." Under the "Special" area, choose "Hanging." Then click "OK" and return to your page.

NOTE: It is not necessary to create an entry on the Reference page for personal communication, e-mails, interviews, letters, etc. since these cannot be verified. Use an appropriate in-text citation however to give proper credit.

Specific Examples for the Reference Page

Books

- **Author:** last name, first initial – Goldstein, R.
- **Publication year in parentheses:** (2008)
- **Title:** *italics*; capitalize the first letter and proper nouns only – *Attention-deficit disorder in adults*
- **City where book was published followed by a colon:** New York:
- **Publisher name:** Houghton-Mifflin

Example:

Goldstein, R. (2008). *Attention-deficit disorder in adults*. New York: Houghton-Mifflin.

Book with two authors	Heumann, M., & Church, T. W. (1997). <i>Hate speech on campus: Case studies and commentary</i> . Boston: Northeastern University.
Edited book	Kiesler, S. (Ed.). (1997). <i>Culture of the internet</i> . Mahwah NJ: Lawrence Erlbaum.
Dictionary	<i>Shorter Oxford English dictionary</i> (5th ed.).(2002). New York: Oxford University Press.

Journals, Magazines, and Newspapers

- **Author:** last name, first initial – Walker, R. (If no author, start reference with title of article.)
- **Publication year and date:** (2010, July 23)
- **Title of article:** no italics or quotation marks; capitalize the first letter and proper nouns only – Saving our environment the hard way
- **Journal, magazine, or newspaper title:** *italics using upper and lowercase - Journal of Applied Science, Scientific American, The New York Times*
- **Volume and issue (for journals only):** 23(2) – volume number is italicized and issue is in parentheses with no space
- **Volume for magazines:** 23 – volume number is italicized
- **Page numbers for journals and magazines:** page numbers only, not p. or pp.
- **Page numbers for newspapers:** p. or pp. before page numbers

Example:

Walker, R. (2010, July 23). Saving our environment the hard way. *Journal of Applied Science*, 23(2), 42-56.

Journal article, two authors	Walther, J. B., & Burgoon, J. K. (1992). Relational communication in computer-mediated interaction. <i>Human Communication Research</i> , 19, 50-88.
Magazine article	Hafner, K. (1994, November 7). Get in the MOOD. <i>Newsweek</i> , 58-62
Newspaper article	Herszenhorn, D. M. (1995, March 29). Students turn to Internet for nationwide protest planning. <i>The New York Times</i> , p. B8, B12.

Electronic Sources (Web sites, online journals, documents, magazines)

- It is important to give the complete reference for Internet sources so the reader can find the original web site. Include as much information as is available: author, name of web site, title of article, date, page number, digital number indicator (doi) and the URL. Copy the URL exactly as it appears; copy and paste for accuracy.

Example:

Beale, P. (2009, September 28). Natural cholesterol-lowering methods. Retrieved from <http://www.sonatural.com/cholesterol.html>

NOTE: If a web site does not have an author listed, it may not be a credible site. Often these web sites can be unreliable since they can represent a person's or organization's *opinion* and not supported research.

No author: Use title and URL.	Why vote by mail is risky. (2010, October 14). <i>Political Times</i> . Retrieved from http://www.political.org
No date: Use (n.d.)	Natural cholesterol-lowering method. (n.d.) Retrieved from http://www.sonatural.com/cholesterol.html
Web site with a particular web page being cited	American Civil Liberties Union (1996). <i>Hate speech on campus</i> . Retrieved July 7, 2006 from, http://www.aclu.org/library/pbp16.html
Online journals	Parks, M. I., & Floyd, K. (1996). Making friends in cyberspace. <i>Journal of Communication</i> , 46 (1). Retrieved June 26, 2005 from, http://www.ascusc.org/jcmc/vol1/issue4/parks.html

Media (Videos, motion pictures, TV, art, photography, music)

Video/Motion Picture	Lehman, E. (Producer), & Nichols, M. (Director). (1966). <i>Who's afraid of Virginia Woolf?</i> [Motion picture]. Burbank, CA: Warner Brothers.
Television	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> . [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Work of art/illustration/photograph Note: An in-text citation is necessary for a reprinted piece of art, illustration, table, etc. to give credit to the original artist.	From a book: Escher, M. C. (2004) Sky and water. In D. Schattschneider (Ed.), <i>M.C. Escher, visions of symmetry</i> (p. 263). New York: Harry N. Abrams. From a website: Duveneck, Frank (Artist). (1872). <i>Whistling boy</i> [Image of painting]. Cincinnati, Ohio; Cincinnati Art Museum. Retrieved February 13, 1999, from http://www.artstor.org
CD/Record/Cassette	Wilson, B. (1966). Wouldn't it be nice? [Recorded by The Beach Boys]. On <i>Pet Sounds</i> [CD]. Hollywood: Capitol Records.

Miscellaneous

Court case	John Doe v. University of Michigan, 721 F. Supp. 852 (1989).
The Constitution or other historical documents	<i>United States Constitution</i> (1787).

Direct Quotations

- **Less than 40 words:** Include it in the paragraph and set it off using quotation marks. Cite the source after the second quotation mark but before the final punctuation mark.

Example:

“By the setting of a story, we mean its time and place” (Kennedy & Gioia, 2005, p. 124). The setting can be in the present, past or future.

- **More than 40 words:** Use a block format (indent the quotation five spaces from the left margin). Type following lines flush with the indent. Double space the quotation. Do NOT use quotation marks. Cite the source in parentheses after the final punctuation mark.

Example:

The high grey-flannel fog of winter closed off the Salinas Valley from the sky and from all the rest of the world. On every side it sat like a lid on the mountains and made of the great valley a closed pot. On the broad, level land floor the gang plows bit deep and left the black earth shining like metal where the shares had cut. (Steinbeck, 1938, p. 255).

APA Websites

Citing Sources and Avoiding Plagiarism from Duke University
<http://library.duke.edu/research/plagiarism/index.html>

Documenting Sources using APA Format: PowerPoint Presentation
<http://owl.english.purdue.edu/workshops/pp/APA.PPT>

How to Recognize Plagiarism with Flowchart
<http://www.indiana.edu/~istd/overview.html>

Avoiding Plagiarism: 4 sections including “Safe Practices: An Exercise”
<http://owl.english.purdue.edu/owl/resource/589/03/>

Free plagiarism checker

<http://www.dustball.com/cs/plagiarism.checker/>

APA Book (Recommended)

Houghton, P. and Houghton, T. (2009). APA: The easy way! Second edition. Baker College:
Flint, MI