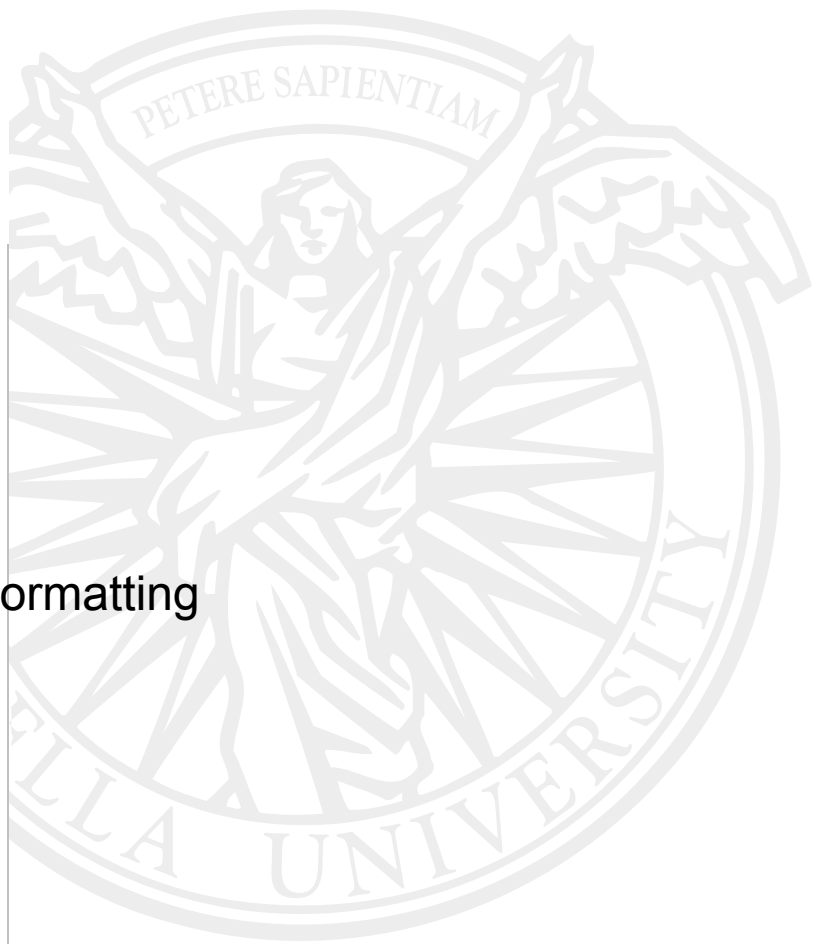




APA Style and Formatting
Writing Support



Index and Overview to Using APA

One of the most important purposes of the APA style guidelines is to help you write papers that clearly communicate your ideas. By following the style guidelines, your papers (and those of other learners) will have a consistent appearance and organization. This allows your readers to focus on the ideas presented in a paper.

This presentation of the APA style guidelines offers highlights that are designed to help you quickly understand the fundamentals you need to write a course paper that meets the APA guidelines.

Organization of the Course Paper

The organization of a paper that follows the APA guidelines is very easy to follow. Capella University recommends that you follow the organization presented here for your course papers. Although this type of organization is not in the APA manual, the guidelines permit modifications that are required to meet a university's needs.

Here is how to organize the major sections of your course paper:

Title Page: This presents the title of the paper, your name, the course number and name, your address, email address, and the name of your instructor. The title page is always page 1.

Abstract: This presents a summary or synopsis of your paper. It is always on page 2.

Table of Contents: Although not covered in the APA manual, a table of contents may be used for lengthy papers. The table will help the reader understand the organization of the paper.

The Body: This is the content of your paper. This includes the introduction, the presentation of your thesis or topic, and the material that supports your argument. The body of the paper also contains In-text citations. An in text citation is a brief note that indicates when you are using ideas or information from another author. This short version of the manual concludes with a section on in text citations.

The Reference List: This is the list of sources that you used to write your paper; each in text citation in your paper must have a corresponding reference in this section. The reference enables the reader to find the information you used. The reference list is presented in alphabetical order; the last name of the author or authors of the documents is used to alphabetize the list.

Tables: Tables are reserved for data that cannot be effectively presented in the body of the paper. A table must allow the reader to quickly and accurately make important comparisons.

Figures: Figures are any non-text item that does fit the definition for a table. Figures include drawings, photographs, graphs, and charts.

Appendices: Appendices are used to present detailed information that would be distracting in the body of the paper. Material for an appendix may include a computer program or a sample questionnaire.

Format The Paper

The Title Page

This is the first page of the paper. Follow the guidelines for margins, font style, font size, page numbers, and manuscript page headers from the page of text.

Manuscript page headers: Place the first two or three words of the title about five spaces to the left of the page number on every page.

Page Numbering: The title page is always page 1.

Running head: Align on the left margin one line below the page number. Begin with "Running head:" a space, and a portion of the title not to exceed 50 characters (including spaces). All letters from the title must be capitalized.

Title Placement: The title should be above the middle of the page. The title is centered; important words in the title are capitalized.

Byline: Place your name and course number and name below the title

Additional Information: Place your address, phone number, email address and instructor's name here; this must be aligned with the left hand margin. This information is recommended by Capella University; it will enable your instructor to identify your work.

The Abstract

The abstract is a synopsis or summary of the paper; it is not an introduction.

Manuscript page headers: Place the first two or three words of the title about five spaces to the left of the page number on every page.

Page Numbering: The abstract is always page 2.

Title: The title of this page is centered. The first letter in the word abstract is capitalized.

Length: The abstract cannot be more than one paragraph and should not exceed 120 words. This is one of the few times that a paragraph is NOT indented.

The Manuscript Page

This format applies to any page of text in the body of the paper.

Manuscript page headers: Place the first two or three words of the title about five spaces to the left of the page number on every page.

Margins: All equal to one inch.

Numbering: Page numbers are one inch from the right hand side of the paper and about one half inch above the first line of text.

Spacing: All text is double spaced.

Indentation: New paragraphs are indented about one half inch.

Left justified text: The text lines up on the left margin. The right hand side of the text does not line up with the right hand margin.

Tables

Each table to be placed in a manuscript must be given careful consideration. If there is a small amount of data, keep the data in the text. Do not place a large number of tables in the paper when there is a small amount of text in the paper describing each table. Do not present details in tables that are not needed to understand the paper.

All tables are numbered using Arabic numerals in the order they are mentioned in the text. Do not use suffix letters to label tables (for example, do not use Table 4a, Table 4b, etc.). Instead, number them consecutively as Table 4, Table 5, and so forth.

Tables must be designed so they are easily interpreted. Each table must have a brief and clear title. The data presented in the table must allow readers to quickly and accurately make important comparisons. Each column of data in a table must have a heading so the reader can identify the data beneath the heading.

Figures

In the APA manual any type of illustration or graph that is not a table is called a figure. Figures include graphs, charts, diagrams, drawings, maps, and photographs.

In some cases tables are preferred to figures (for example, a line graph) because the reader can find the exact value of a number in the table. Make sure that each figure provides the reader with an alternative view of the data that could not be achieved with a table. For example, a line graph is much better at illustrating trends than a table; refer to pages 147-201 in the manual for more detailed information.

Number all figures consecutively with Arabic numerals in the order in which they are mentioned in the text. Refer to all figures in the text by using the corresponding number. An example of this is "see Figure 2."

The legend explains all of the parts of the figure to the reader. For example, if a line graph has three lines, label the three lines and each axis of the graph; refer to pages 176-201 in the manual for more detailed information.

Appendices

Appendices are used to present detailed information that would be distracting in the body of the paper. Material for an appendix may include a computer program or a sample questionnaire. A course paper may have one or more appendices.

If a course paper has only one appendix, it should be labeled as an Appendix. If the paper has more than one appendix, label each with a capital letter (for example, Appendix A, Appendix B, etc.). More information on appendices may be found In the APA manual.

Fonts and Font Size

Font is also called typeface. Each font is a collection of letters of the alphabet, numbers, and frequently used symbols (such as a question mark) that have a similar appearance. The preferred APA fonts are Times Roman, Courier, or any other similar font.

By similar font the guidelines mean any font that has serifs and looks like the Times Roman or Courier fonts. Serifs are the short lines that come out at an angle from the upper or lower end of the strokes that make up a letter. Fonts without serifs are called sans serif fonts.

Acceptable

Times New Roman: serif font

Not acceptable

Arial: sans serif font

The pitch of a font refers to how large text will be when it is printed and the relative size of the text when it is displayed on a word processor. The word processor must be set to 12 pitch (or 12-pt) point. Note the difference between the 12-pt font on the left and the 8-pt font on the right.

Correct

Twelve pitch font

Incorrect

Eight pitch font

Punctuation

The APA guidelines present a very important punctuation rule that you must always follow. A period, comma, semicolon, colon, and question mark always have one space between them and the following text or letter. For example, there is one space between the period of the last sentence and the beginning of this sentence. If you write an individual's surname (that is, last name), the initials and surname are separated by one space:

A. W. Gruhn

E. Texas Ave.

U. S. Postal Service

Reference Your Sources

References give credit to sources, and by doing so they provide shortcuts to the information used to support a paper's argument, thesis, or ideas.

As you compose your paper, you will use information from outside sources. All APA asks is that you acknowledge material that originated from someone else.

There are two general ways to acknowledge sources, and they are:

In-Text Citations

Reference List

The Reference List

Your Reference List accomplishes at least two things. Most importantly, it provides the basic information readers need in order to access the sources you used to write your paper. It also directs readers to sources you consider valuable to know about your subject, demonstrating the depth and breadth of your own research on the topic

General Guidelines for Your Reference List

1. The reference list begins on the first page after the body of the paper.
2. The first letter of the word "References" is CAPITALIZED, and the word is centered at the top of the page.
3. The margins, spacing, page numbers, and manuscript heading remain the same as the body of your paper.
4. All references are listed in alphabetical order by the author's surname.
5. If there are two or more references by the same author, use the year of publication to order the references.
6. If an author has written documents with different co-authors, alphabetize by the surname of the first author, then the second or third author.

In Text Citations

In-text citations give credit to sources used within the body of your paper. You are expected to cite an author in the text 1) when you paraphrase a source and 2) when you quote a source directly.

In-text citations also help direct readers to the complete source information included in your Reference List.

IMPORTANT: APA allows for some flexibility when it comes to how you arrange citations. Often you can arrange elements of paraphrases and quotations in several ways. Below are examples of paraphrases and quotations that demonstrate this flexibility.

Citing a Paraphrase

Properly cited paraphrases include two elements: 1) Author's or authors' last name(s) and 2) the year of publication.

1. Fulton (2003) wrote that declining companies can repair themselves more effectively when they understand their errors before correcting them.
2. According to Jackson, the quality and effectiveness of communication between an employer and her employee is more important than efficiency (2000).
3. Unable to think critically about information she received, Martha was categorized as a perception machine (Copeland, 2003).
4. The concept that management is itself a form of labor has not been fully acknowledged (Siegel & Benz, 2003).

Citing Quotations

Properly cited quotations include three elements: 1) Author's or authors' last name(s), 2) the year of publication and 3) the page number where the quotation can be found in the original source. Quotations containing fewer than 40 words should be worked into the body of your paper; long quotations should be set apart from text as block quotations.

5. Delaney (2003) defended his administration's social policy spending by announcing "Any government can take money, but a great government uses it to improve the quality of life of its constituents" (p. 84).

6. In an article in *Science*, Cortez describes "excessive demand for new technology" in the area of software development, supporting the complaint among users that software typically remains current for no more than five years before becoming obsolete (Cortez, 2003, p. 84).

7a. According to Hong, Zimmerman, Hawke & Keller (2003), "The primary mission of the manager wanting to

encourage productivity is to create a working environment where a robust productivity can thrive without interference" (p. 84).

7b. The layout and design of working environments have a "definite and direct influence not only on work culture,

but on the speed and quality of workflow" (Hong et al., 2003, p. 85).

8. Rachel Carson (1962) was one of the first to describe the problem of identifying "classic" symptoms of

pesticide poisoning:

Why does not everyone handling and using insecticides develop the same symptoms? Here the matter

of individual sensitivity enters in. There is some evidence that women are more susceptible than men,

the young very more than adults, those who lead sedentary, indoor lives more than those who lead

a rugged life of work or exercise in the open. Beyond these differences are others that are no less real

because they are intangible. (p. 194)

Reference an Article Retrieved from a Database

Dvorak, F.S., Rogers, W.D, & Yang, X. (2002). Effects of learning secondary languages on the primary language development of preschool-aged children. *Journal of Education Development*, 39(6), 145-175. Retrieved September 12, 2003, from EduTech database.

Usher, B.W., Sounding, G.T, Ellsworth, C.C, Dixon, R., Felton, J.F., & Washton, Q.C. et al (2002). Trinity of sleeplessness: Staying awake at home, work, and school. *Eberhard Journal of Sleep-Related Disorders*, 80(1), 68-70. Abstract retrieved October 13, 2003 from PsychWEB database.

Reference a Daily Newspaper Article

Schroeder, J.B. (2003, December 17). The real cause of worker dissatisfaction. *City Pages*, pp. 25-30.

Reference an Article - Scholarly Journal

Ives, C. V. (2003). The evolution of Americans' attitudes toward gambling: The impact of technology and legal decisions on social cognition. *The Journal of Applied Social Psychology*, 10, 503-509.

Reference an Article from the Internet

Webster, G.O. (2003). Mindful management: Exploring the American supervisor's toolbox. *The Buddhist Review*, 4. Retrieved September 30, 2003, from <http://www.buddhareview.org/mindfulmngmnt.html>

Reference a Book - Single Author

Feldman, M. L. (2003). *Online gambling: The impact on society and the self*. Sheffield, CT: Webster.

Reference a Book - Two Authors

Fadamaro, D.K., & Zuckerman, J.O. (2003). *Modern Psychology: Putting the pieces together*. Scottsdale, AZ: Plateau Press.

Reference a Book - Three to Five Authors

Schwartz, A., Donahue, P.K., & Zambala, X.U. (2003). *The rules of making sense: Foundations of information architecture* (5th ed.). Washington, D.C.: Omnibus Press.

Reference a Book - Six or More Authors

Dunbar, R., Waverly H., Walton K., Strauss V., Jackson R., Hendricks F., et al. (2003). *Modern management for a new America*. Chicago: Harding Press.

Reference a Brochure

This reference may include other printed materials such as booklets, pamphlets, handouts, or flyers.

Midwestern Mental Health Institute. (2003). *Symptoms and causes of schizophrenia*. [Brochure]. Des Moines, IA: Author.

Reference a Chapter Within a Book

Hegel, R.K. (2003). Early methods of stress prevention. In R.K. Hegel, *The History of Stress Prevention*, (pp. 23-31). Chicago: Purdue University Press.

Reference a Chapter or Article in an Edited Book

Hegel, R.K. (2003). Early methods of stress prevention. In S. Stone (Ed.), *Stress Prevention Across the Disciplines*, (pp. 154-164). Olympia, WA: Opal Press.

Reference a Government Publication

The example below can also be used for a source from an organization with no specific author or editor listed.

National Report on Attention Deficit Disorder (2003). Washington: Department of Health and Human Services.

Reference an Interview

There are several acceptable examples that demonstrate how to reference an interview. To simplify the matter, you can list the interview as "personal communication" to signify a person-to-person conversation that took place either in person, on the telephone, or via e-mail. Or, if you like, you can specify exactly how the interview took place.

Example 1

Roach, C. Personal Communication, September 23, 2003.

Example 2

Roach, C. Telephone Interviews, October 23 & 24, 2003.

Example 3

Roach, C. Response to Electronic Mail Questionnaire, November 24, 2003.

Reference a Website

Websites created and maintained by organizations may not provide the date of the most recent posting. When no date is given, you may signify this by using the abbreviation n.d.

National Public Radio. (n.d.). The state of race relations in the United States. Retrieved September 30, 2003, from <http://www.npr.org/currentevents/august/pdf>.

Academic Honesty

By pursuing your Capella degree, you are moving toward joining a knowledge community. By your thinking and writing, both now and after your degree - you will share ideas with established professionals in your field, contribute to the development of theory and practice, and establish your own reputation as a scholar/practitioner of quality and integrity. Of all the commitments Capella University makes to you, none is more important than our commitment to help you understand and meet the ideals of academic integrity in all your work.

For a scholar/practitioner, academic integrity is the value that guarantees honesty in research and the fair and open granting of appropriate credit to the ideas and work of others in the community. It is supported not only by laws that protect another author's intellectual property (and that will one day protect yours); but also by the traditions and conventions of the entire scholar/practitioner community. In a very real sense, the rules of academic integrity take the form of an academic "Golden Rule," that you will strive to treat the work of other scholar/practitioners as you will want them to treat yours.

Capella policies are clear and firm about how important academic integrity is to you and to the reputation of the University. Read Canella's Academic Honesty Policy in General University Policies