Bryant & Stratton College
APA Style Guide

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Bryant & Stratton College
APA Style Guide

This guide should help you determine citation format for some of the sources most commonly used by students at Bryant & Stratton College. If you need more in-depth assistance, you can consult the APA’s *Publication Manual* or other APA resources available on campus. You may also consult an English instructor or a librarian. Be aware that APA resources occasionally differ or require a judgment call. Be sure to follow your instructors’ preferences.

This guide includes short sections on formatting:
- In-text citations
- Reference pages
- Reference page entries for source available both in print and electronically
- Reference page entries for other non-text sources
- Overall paper layout

To avoid plagiarism, your paper must include all of the following:
- In-text citations that direct the reader to a specific source on the reference list (not just putting a URL or title in parentheses).
- Full reference entries, not just a list of websites.
- Quotation marks around all words quoted directly from the source, unless it is over 40 words and indented (see sample paper pp. 18-24 for examples).

Also,
- Copyright and fair use laws state that only a small percentage of a source can be used in a paper. A good rule of thumb is to quote less than 15% of an article. Pasting a whole article or a large portion of one, even if you cite it, is not allowed. Your paper should consist mostly of your own words and ideas. Please see the student code of conduct for more definitions of academic dishonesty.
- You may need permission to use photographs and other graphics from websites. Consult the site’s usage guidelines for permission.
- These rules apply to any student work, including PowerPoint presentations, business reports, graphics, posters, journals, emails, or any other type of work.

-Computer tips in this guide refer to Microsoft Word 2010
-Your online class or your English instructor may refer you to the References tab in Word 2010 for creating APA citations, but this may require a class lesson to be effective. Using this guide and making your own citations is preferable for most students.
Basic Rules: In-text Citations

In-text citations require 3 pieces of information:

a. **Author’s last name** (If no author, use the abbreviated title in quotation marks)
b. **Year published** (If no date, use n.d.)
c. **Page number for print sources or paragraph number for electronic sources.** If you are citing a PowerPoint presentation, use the slide number (for all direct quotations or paraphrases—only summaries do not include this part).

**Examples:**

<table>
<thead>
<tr>
<th></th>
<th>Print</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>(Smith, 2000, p. 45).</td>
<td>(Smith, 2000, para. 10).</td>
</tr>
<tr>
<td>No date</td>
<td>(Smith, n.d., p. 45).</td>
<td>(Smith, n.d., para. 10).</td>
</tr>
<tr>
<td>Government Source w/no author</td>
<td>(Centers for Disease Control [CDC], 1999, p. 223). The agency name replaces the author if there is none</td>
<td>(Bureau of Labor Statistics [BLS], 2006, para. 8). After the first one: (BLS, 2000, para. 8).</td>
</tr>
<tr>
<td>Personal Correspondence (interviews, emails)</td>
<td>(B.L. Kowalsky, personal communication, September 4, 2006). [Do not list the source on reference page.]</td>
<td></td>
</tr>
</tbody>
</table>

*Note that the title has quotation marks and capital letters, even though it won’t appear that way on the reference page.

- The symbol ¶ or abbreviation “para.” Both are acceptable (¶ can be found on the Insert ribbon under Symbol/More Symbols). This guide uses both interchangeably in the examples, but in your paper, use one or the other consistently throughout the paper.
- If a source was retrieved electronically, but has page numbers (such as a PDF document) use pages.

If the electronic article is long, use section headings so you don’t have to count through the paragraphs.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
<td>(Smith, 2000, Findings section, para. 3).</td>
</tr>
<tr>
<td><strong>No Author</strong></td>
<td>(“Comparing Apples,” 1999, Implications section, ¶ 8).</td>
</tr>
</tbody>
</table>
Using Tags to Introduce Source Material

To incorporate the quotation smoothly into the sentence, writers can use what is called an identifying tag, attributive tag or signal phrase. The tag is just the phrase that introduces the quote. It can include the author’s name and also can include a short mention of his or her credentials. Examples of tags might include:

- Johnson argues,
- According to Jones, the chief resident at Chicago Mercy Hospital,
- Fineman, who has written widely on the topic of artificial hearts, claims that

When you use a tag to introduce a direct quote or paraphrase, you’ll need two sets of parentheses. The year always “shadows” the author’s name, and the page or paragraph number sits at the end of the sentence.

<table>
<thead>
<tr>
<th>Tag Type</th>
<th>Sample Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Smith (2000) claims, “There is no comparison” (p. 18).</td>
</tr>
<tr>
<td>Electronic</td>
<td>Smith (2000) claims, “There is no comparison” (para. 4).</td>
</tr>
<tr>
<td>No date</td>
<td>Smith (n.d.) claims, “There is no comparison” (¶ 4).</td>
</tr>
<tr>
<td>No author (students should avoid this)</td>
<td>The article “Comparing Apples to Oranges” (2000) claims, “There is no comparison” (p. 18).</td>
</tr>
<tr>
<td>Personal communication</td>
<td>M. J. Smith claims, “There is no comparison” (personal communication, May 3, 2000).</td>
</tr>
</tbody>
</table>

Indirect Quotations
If the words quoted are not the author’s, but rather someone the author quoted, use the phrase “as cited in.” This is called an indirect quote.

- Use the original speaker or writer’s name in the tag, but then include a full in-text citation that gives the name of the author of the article
- The goal is to direct the reader to the appropriate entry on the reference page
- In the example below, if Trump’s name was used in the in-text citation, it wouldn’t direct us to the proper entry on the reference page

<table>
<thead>
<tr>
<th>Tag Type</th>
<th>Sample Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in Johnson, 1998, para. 5).</td>
</tr>
<tr>
<td>No date</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in Johnson, n.d., p. 132).</td>
</tr>
<tr>
<td>No author</td>
<td>Donald Trump explained, “I’m extremely rich” (as cited in “Lifestyles,” 1998, ¶ 13).</td>
</tr>
</tbody>
</table>
Basic Rules: Reference Pages

The reference page appears at the end of a research paper and lists the publication information for all the sources actually used in the paper. Resources that were collected but not cited should not appear on the references list. Those could appear in a separate bibliography, if your instructor requires it.

1. The page should be titled References, centered, without any special formatting or punctuation.
2. The list should be double-spaced and include hanging indents (meaning that the second line and all subsequent lines after the first line of each entry should be indented).
3. Each entry on the reference page should correspond with an in-text citation in the text of the paper.
4. The list should be alphabetized by authors’ last names, and if there is no author, by the article title (excluding a, an, or the).
5. Each entry ends with a period unless it ends with a website URL.
6. The reference page should be its own numbered page and include the page header in the upper left hand corner.

Sample Reference Page:

TREATMENT OPTIONS

References


Retrieved from http://www.hsus.org/animals/animal_testing


Basic Rules: Reference Page Entries

Each type of source requires a different format, so the most important thing is to know what kind of source is in your hand. Is it a magazine or journal? Is it an online newspaper or a webpage? Once you know what type of source you have, you can use the following pages to determine how to format your entries. Some general rules:

1. Author names should be listed by last name, followed by author’s first and middle initial instead of the complete first name. Omit any degrees, such as Ph.D. or M.D., but do include Jr. or III. Within the entry, multiple authors should be listed in the order they appear on the source.
2. Article and book titles are not capitalized except the first word, proper nouns, and the first word after a colon.
3. Journal and magazine titles use standard capitalization and are italicized.
4. Publication or book titles are italicized, as is the volume number (but not issue).
5. Electronic sources require either a digital object identifier (DOI) or a “retrieval statement” that states the database or URL where the item was retrieved.
6. URL’s should not be abbreviated. For example, don’t use insidehighered.com if the article is found at http://insidehighered.com/news/2007/05/14/intl.
7. Long URL’s can be broken up after a slash or period if they do not fit on one line.
8. Beware! If you print an article in PDF format, be sure to note the URL and other citation information because it may not appear on the printed copy. You may need it later for the reference entry or in order to find it again.

Tip: To make a hanging indent, select the paragraph you want to indent. In the Paragraph group of the Home tab, click on the arrow that brings up the Paragraph Dialog Box and select ‘Hanging’ under the Indentation dropdown menu called ‘Special.’ You may also use the keyboard shortcut <Ctrl+T>.
Variations on Authors
Sources may not have just one author. Often there are several; sometimes there are none. The chart below shows how to format the author piece of both reference entries and in-text citations when there are multiple or no authors.

<table>
<thead>
<tr>
<th>Variations on Authors</th>
<th>(Most examples only show partial reference entries)</th>
</tr>
</thead>
</table>
| **No Author**                          | **Whole Book:**
| For the in-text citation, use the abbreviated title or the whole title, if it is short. Article titles or book chapters should appear in quotation marks with all important words capitalized. Book titles or periodicals should also be capitalized but do not need quotation marks or italics. | **In-text citation:** *(The Wonderful World, 1972, p. 83).* |
| **One Author**                         | **Article or chapter:**
| The author’s name should appear with the last name first, a comma, and then the first and middle initial. The year will follow in parentheses. | *Crane and swan figures.* (1972) *The wonderful world of origami.* New York: Little, Brown. |
| McAllister, H. A. (2010). | **In-text citation:** *(“Crane and Swan,” 1972, p. 83).* |
| **Two Authors*                         | **In-text citation:** *(Ladish & Filardo, 2006, p. 77).* |
| In the in-text citation, the initials are omitted. | **Three to Six Authors* |
| **Three to Six Authors***              | **First in-text citation:** *(Lang, Stern, Proetz, & Broder, 1999, p. 55).* |
| List the authors using commas and an ampersand. | **Subsequent in-text citations:** *(Lang et al., 1999, p. 110).* |
| If you cite the authors more than once in your paper, the later citations will use the abbreviation “et al.” to shorten the citation. | **Seven or More Authors*** |
| **Seven or More Authors***             | **In-text citation:** *(Keenan et al., 2001, p. 14).* |
| In the in-text citation, use et al. with only the first author’s name. | **Corporate/Group Author** |
| **Corporate/Group Author**             | **First in-text citation in the paper:** *(American Library Association [ALA], 2000, p. 14).* |
| Use for brochures, websites or other publications, where there is no listed individual author, and the content could be considered the “voice” of the organization. Do not use an acronym in the reference entry. | **All following in-text citations:** *(ALA, 2000, p. 14).* |

*when there are multiple authors, always list them in the order they appear in the book or article, which is not necessarily alphabetical.*
# Reference Entries

## The DOI system

The digital object identifier (DOI) is unique alpha-numeric code that is assigned to articles and books by their publishers when an electronic version is available. When you have a DOI, you don’t need to state a URL or database name. This is a new system, so works published prior to about 2009 are unlikely to have a DOI. The examples below will show how to format with and without a DOI. The DOI is listed on the citation page for the article, or it can be found on the article itself. If you hunt for longer than a couple minutes, it probably doesn’t have one.

## Entire Books—General

- Publication information is typically found on the first few pages of the book. If there is a long list of publication cities, choose the first one listed that is in the United States. Large, well-known cities, like New York, Boston, Philadelphia, or Chicago, do not need state abbreviations.
- Use only the publishing company’s main name; you do not need to include “Publishing” or “University Press” or other identification.
- Occasionally a new book may have a publication year that is in the future. Go ahead and use that year.

|-----------------------------|

### In-text citation:

- When directly quoting or paraphrasing: (Landis, 1988, p. 82).
- When summarizing the ideas of the entire book: (Landis, 1988).

## Books—Editions

### New Editions

- Books are often revised and reprinted a number of times. To reflect which edition you have, include the edition number in parentheses after the title.
- Use the most current year listed as the date.
- Do not capitalize the abbreviation “ed.”

|-----------------------------|

### In-text citation:

- (Broder, 2001, p. 33).

## Chapter of a Book

### Book Chapter by the author of the book

- If you use only one specific chapter of a book, include the chapter title in the reference page entry and page numbers in the in-text citation. The chapter title does not use quotation marks or italics to set it off.

|-----------------------------|

### In-text citation:

- (LaBarre, 2004, p. 31).
### Book Chapter in an Edited Book
- If the book is a collection of articles or essays by different people, the entry must include both the author(s) of the chapter and the editor(s) of the book. Editors are listed in natural order, as they appear in the book, rather than last name first.
- The publication date is the date the anthology was published. If the chapter was previously published earlier, include in parentheses (Original work published 1995) at the end of the entry.

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Editor(s) (Eds.)</th>
<th>Book Title</th>
<th>Publisher</th>
<th>Location</th>
</tr>
</thead>
</table>

**In-text citation:**

(Miller, 1997, p. 16)

### E-books (NetLibrary and Internet)
- Treat e-books from NetLibrary or other e-book sites like print books, except add the DOI or retrieval statement at the end.
- DOI is not capitalized in the entries: doi
- If the e-book has page numbers, use those in the in-text citation, but if not, use chapters and paragraph numbers.

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Publisher</th>
<th>DOI or Retrieval</th>
</tr>
</thead>
</table>

**In-text citation:**

(Johnson, 2000, p. 48)

### Entry from a Dictionary, Encyclopedia or other Reference Book (print)
- Reference books sometimes have an author or editor listed, and sometimes not. Usually the author is found at the end of the entry. If there is no author or editor, you will start with the article title.
- If there is both an author and an editor, use the example “With Author” on the right, but include the editor the way shown in the example for “Book Chapter not by the editor of the whole book” (above).
- The word or concept that you looked up is considered the title of the article.
- If the reference book is contained in one volume, the volume number can be skipped.

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Place of Publication</th>
<th>Note</th>
</tr>
</thead>
</table>

**In-text citation:**

(Palesse, 2007, p. 36)

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Place of Publication</th>
</tr>
</thead>
</table>

**In-text citation:**

(Tarkington, 1999, Chapter II, para. 4)
<table>
<thead>
<tr>
<th>Entry from an Online Dictionary, Encyclopedia or other Reference Site</th>
<th>Term. (year). Site title. Retrieval statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Add the edition in parentheses if the online version refers to a print edition.</td>
<td>In-text citation: (“Postmodernism,” 2006, para.1).</td>
</tr>
<tr>
<td>• If an author is listed, include it at the beginning of the entry and use the term as if it were the article title.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarly Journal Article with a DOI</th>
<th>Author. (date). Title of article. Publication Title, Volume(issue), pages. doi: xxxxxxx.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scholarly journals are academic publications with very specific topics. The audience for scholarly journals is professors, researchers and students within the field, so the articles tend to be on very specific topics, using the jargon of the field. Often, but not always, the word “journal” will appear in the title. Ask your instructor if you’re not sure.</td>
<td>Roehl, B. Q. (1999). The rhetoric of composition: Convincing others. Journal of Composition Studies, 36(2), 132-144. doi: 190299.jocs.</td>
</tr>
<tr>
<td>• See the explanation above regarding the DOI number. DOI is not capitalized in the entries: doi</td>
<td>In-text citation: (Roehl, 1999, p. 136).</td>
</tr>
<tr>
<td>• Only the journal title uses standard capitalization. The article title is capitalized by APA rules.</td>
<td></td>
</tr>
<tr>
<td>• The word that appears after colons in the title is capitalized.</td>
<td></td>
</tr>
<tr>
<td>• Volume is in italics, but issue is in normal font and is in parentheses.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• If no doi is present, include a retrieval statement that provides the title of the database.</td>
<td>In-text citation: (Smith, 2005, p. 152).</td>
</tr>
<tr>
<td>• If you used a print copy of the journal, just leave the retrieval statement off.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internet-only Journal (e-journals)</th>
<th>Author. (year, month day). Title of article. Publication Title, volume(issue), doi: xxxxxxx or retrieval statement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Internet-only journal articles may also have a DOI, but if not, just use the URL.</td>
<td>In-text citation: (Newbold &amp; Castor, 2006, para. 2).</td>
</tr>
<tr>
<td>• E-journals may not have PDF versions where you can get page numbers. If not, skip page numbers.</td>
<td></td>
</tr>
<tr>
<td>• There is no period at the end of the entry so that readers do not think it is part of the URL.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newspaper Articles (print)</th>
<th>Multiple page article with Author: Author. (year, month day). Article title. Newspaper Title, page(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Newspaper articles use a specific date to help identify them, rather than just the year. The in-text citation will only use the year, however.</td>
<td></td>
</tr>
</tbody>
</table>
If the article is more than one page, include all page numbers separated by commas. This is because the pages often jump around. If two or more pages are in a row, use a hyphen to show the range.

Use pp. when the article has more than one page, but use p. when the article is one page long. Newspapers need this abbreviation because the page numbers differ from most other publications.

**Magazine Articles (print)**

- This refers to popular magazines such as *Newsweek*, *U.S. News and World Report*, *Consumer Reports*, etc.
- Magazine articles use a specific date to help identify them, rather than just the year. If it is a monthly magazine, just use the year and month.
- The in-text citation will only use the year
- Volume and issue can usually be found on the table of contents page.

| In-text citation: (Schrader, 2007, p. A3). |

**Article with no Author:**

Article title. (year, month day). *Newspaper Title*, page.


**Online Newspapers and Magazines**

- Online newspapers and magazines use the same format.
- The in-text citation will only use the year, not the full date.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

| Multiple page article with Author: Author. (year, month day). Article title. *Newspaper or Magazine Title*. Retrieval statement |
| In-text citation: (Koch, 2006, para. 5). |
### Reference USA or Mergent Online

- Since ReferenceUSA and Mergent Online are password protected, use the database name rather than the exact URL.

<table>
<thead>
<tr>
<th>Company. (year). Retrieved from database name.</th>
</tr>
</thead>
</table>

### Gale Opposing Viewpoints in Context

- Gale Opposing Viewpoints in Context articles can be confusing because they are republished from other sources. Put the author in its usual spot, but also include the editor.

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation: (McGinn, 1999, para. 8)</td>
</tr>
</tbody>
</table>

### The Bible

- Since there are so many versions of the Bible, use the standard numbering system for chapters and verses instead of page numbers. You can include the chapter/verse either in your writing or as part of the in-text citation. You will need to cite in the text which version of the Bible you used. You only need to do this the first time you cite the Bible. No reference entry is needed.

- The same method can be used for other classic texts, such as the Koran.

<table>
<thead>
<tr>
<th>Bible: No reference entry needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Leviticus 2:1-11 (King James Version), rules are laid out for meals.</td>
</tr>
<tr>
<td>In the Bible (King James Version), one kind of meal offering described is “unleavened wafers anointed with oil” (Lev. 2:4).</td>
</tr>
</tbody>
</table>

### Brochures/Pamphlets

- The author is the company or organization that produced the brochure.
- If there is no place of publication, use N.p.
- If there is no publisher, use n.p.
- Most commonly, the author is the same as the publisher. If that is the case, use Author as publisher.

<table>
<thead>
<tr>
<th>Title of pamphlet or brochure [Brochure]. (year). Place of Publication: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation: (Aurora Health Care, 2007, p. 1).</td>
</tr>
</tbody>
</table>
Government Documents, Online or Print

- Government documents can be tricky because there are so many variations. Most commonly you will find articles or reports on the websites of various agencies. Look for URL’s that end in .gov.
- Treat PDF documents as if they were print sources.
- Government documents without an author use the agency as author. Format them like you would a corporate author.
- The publication title will appear somewhere on the document if it is an official report. If the document is from a government website, and is not an official publication, omit the publication number and publisher.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

Author:
Author. (Year). Article title (Publication number or type of document). Retrieved from Agency name's website: URL


In-text citation:
(Shuchat, 2009, para. 12).

No author:
Agency. (Year). Article title. Publication Title (Publication number or type of document). Retrieval statement if electronic


First in-text citation in the paper:
(Centers for Disease Control [CDC], 2005, para. 10).

All following in-text citations:
(CDC, 2005, para. 10).

Occupational Outlook Handbook:

Online:

Print:

First in-text citation in the paper:
(Bureau of Labor Statistics [BLS], 2006, para. 2).

All following in-text citations:
(BLS, 2005, para. 2).

No publication number:
# Web Pages

- A web page is one page on a particular website. Think of it as a chapter in a book.
- Web pages may not have all the information you want, or the information may be hard to find.
- If there is a specific day and month, use it. If not, use the year.
- If there is no date on the article at all, look for a copyright year or “last updated” date.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

**Author:**

Author. (year, month day). Article title. Retrieval statement


**In-text citation:**

(Smith, 2004, ¶ 9).

---

**Corporate Author:**

Corporate Author. (year). Article title. Retrieval statement


**In-text citation:**

(Greenpeace, 2007, ¶ 2).

---

**No Author, No Date:**

Article title. (n.d.). Retrieval statement


**In-text citation:**


---

# Personal Communications: Unpublished Interviews, Emails, Letters

- Personal communications require only an in-text citation. They do not require an entry on the reference page because they are not published, and consequently a reader would be unable to track them down.
- Be sure to take careful notes when interviewing so you get the exact words. Do not make up or elaborate quotations.
- If you are using an email or letter, and the person spelled something wrong, use the word [sic] in brackets after the mistake to show that it is not your mistake. For example, “Online postings contain [sic] a lot of errors.”

**In-text citation:**

(B. L. Kowalsky, personal communication, September 4, 2006).
### Blog Post (weblogs), Message posted to a Newsgroup, Online Forum, Discussion Group or Electronic Mailing Lists (Listservs)

- Newsgroups or online forums might include comments posted beneath an online article or discussion groups found at Google Groups or Yahoo Groups.
- A listserv is an email discussion on a particular topic that people subscribe to. If you do not subscribe to a listserv, you might find the discussions archived online. You have to cite the archive so that the reader can find it again.
- If the poster or blogger’s full name is available, use that; otherwise, use the screen name.
- If you can’t find the archive for an electronic mailing list, cite the message as a personal communication (See Other Sources).
- If you are using an email or letter, and the person spelled something wrong, use the word [sic] in brackets after the mistake to show that it is not your mistake. For example, “Online postings contain [sic] a lot of errors.”
- There is no period at the end of the entry so that readers do not think it is part of the URL.

<table>
<thead>
<tr>
<th>Lastname, F.I. or Screenname. (year, month day). Subject line of message [type of message]. Retrieval statement</th>
</tr>
</thead>
</table>

**Other types of messages could be:**
- [electronic mailing list message]
- [video file]

### Notes:
## Reference Entries: Non-text Sources

### Images (Photos, Graphics, Charts, Diagrams)

- All photos and images that you have permission to use need to be cited. Consult the website’s usage guidelines to see if you may use any images on the site (look for a “terms/conditions of use” link).
- The website may tell you how they want the image cited, and if so, follow that.
- If there is no other information, include the URL in parentheses next to or below the photo or graphic.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

#### If enough information is provided:

Creator. (year). Title or [description]. Retrieval statement


#### In-text citation:

Image: photo, graphic, chart, etc.

(Dorn, 2007)

#### If no creator information is provided:

Image: photo, graphic, chart, etc.

(http://www.photorus.com/hip)

For charts, diagrams or tables that appear within a larger work, simply cite the larger work. If a figure number or page number are available, include those in the in-text citation: (Johnson, 2010, figure 2) or (Thompson, 2008, p. 18).

### Television Shows and Films

- A television broadcast might be a stand-alone special or a daily or weekly news broadcast.
- To find the names of the director, producer, or writer, look for the first non-acting person listed in the credits, or look online at the network or movie’s website. It might take some hunting, and there may be multiple producers and writers.
- For individual episodes of television series, list the writer first, and then the director in the author position. Many series use different writers and directors for each episode.
- Use television series only if you are referring to the whole series rather than one episode.

#### Television broadcast:


#### In-text citation:

(Nelson & Mann, 2007).
**Television series:**


**In-text citation:** (Corvo & Greenberg, 2007).

---

**Single episode from television series:**
Writer, A. (Writer), & Director, B. (Director). (Year broadcast). Title of episode [Television series episode]. In C. Producer (Producer), Series title, Location of Broadcaster: Network.


**In-text citation:** (Simon, Burns & Chappelle, 2008).

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**Film:**


**In-text citation:** (Shamberg & LaGravenese, 2007)

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**Music Recording**

- The songwriter might not be the same person who records the song, so check the song credits in the CD case or online.
- If the song was recorded at a different time as it was copyrighted, such as for a live recording of a concert, add the recording date at the end.
- If you are working with a record or cassette rather than a CD, use both the side number and track number, such as (Smith, 2003, side B, track 2).

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**Song written by the artist:**
Artist, A. (Copyright year of song). Title of song. On Title of album [format—CD, cassette, etc.]. Location: Record Label. (Recording date if different from copyright date)


**In-text citation:** (Williams, 2003, track 6).
### Song not written by the performer:


**In-text citation:** (Sondheim, 1979, track 5)

### Video from Video Sharing Sites, such as YouTube

Real names are not typically shared on YouTube, so use the screen name as the author.

<table>
<thead>
<tr>
<th>Screen name. (Year). Title of video [video file]. Retrieval statement.</th>
</tr>
</thead>
</table>

**In-text citation:** (Tpmtv, 2009).

### Notes:

...
Preparing Workers for the Digital Age

Student K. Studentson

Bryant & Stratton College

BUSS100: Business Principles

Ms. Teacherson

December 8, 2010

*Notes:

- Cover page format varies depending on the APA resource because the official APA Manual cover page format shows how to prepare for publication, rather than for classwork.
- Most colleges accept this format for student papers.
- This sample is not to scale.
  - Margins should be kept to 1 or 1 1/2 inches, all the way around the page.
  - The running head is an abbreviation of the full title, and should appear flush left in the header of the document with the page number flush right.
  - “Running head:” appears only in the header on the cover page.
  - Recommended font is 12 point Times New Roman.
Abstract

The abstract is optional for student papers, but some instructors require them, usually for longer papers. It should begin on a new page, be one paragraph long, unindented, and around 150 words long. Abstracts concisely summarize the paper and its conclusions, and should only include the most important information in the paper. Some students do not like to “give away” the ending of the paper, but they should understand that the element of suspense is not so important in academic writing. Many people use the abstract to decide whether or not to read the paper. Instructors, however, do not have this option.
Preparing Workers for the Digital Age

The introduction does not need a heading; instead, the paper title appears one line above the first line of the paper. Later sections may use headings to divide the discussion by topic. The introduction should include the thesis statement, but it also might have background material, a literature review that summarizes prior scholarship or other opinions on the topic. If those sections are long enough, they might earn their own headings. The length will depend on the topic. This introduction is quite short, but only because this is not a real paper. Typically, the thesis statement will appear at the end of the introduction.

Advance of the Paperless Society

The different sections should be separated by specific section headings that address the topics being discussed. For example, instead of using the generic heading “Background” or “History,” a more specific one was used from which the reader could more easily glean the actual topic. These paragraphs should include any arguments and support for the writer’s thesis.

Types of Headings

Throughout this sample paper, you will see different formats of headings. For most purposes, you will likely only need the first type, which is centered and bolded. However, if you need subheadings to discuss more specific information within the topic, you may use subheadings to label the sections. The headings in this paper demonstrate how you format headings from broadest to narrowest. One way to think about it is that each subheading should correspond with the subpoints of an outline. You will likely have two or three headings at the same level.

The next level for headings.

The next sections will show examples of direct quotations and paraphrases. Writers use direct
PREPARING WORKERS

quotations and paraphrases from source material to support each assertion. When the writer directly quotes an author, he or she can introduce the quotation with a tag or signal phrase, and then must put all words directly from the source in quotation marks and use in-text citations as shown in the following example. According to Jones (2001), “New York City’s crime rate has plummeted since the mid-eighties” (p. 30). The writer can also omit the tag and use a single in-text citation, such as in the following example. In New York City, “ticketing of nuisance crimes has helped lead to the arrest of perpetrators of more serious crimes” (Jones, 2001, p. 31). If the same article is quoted more than once in the same paragraph, only the page number is needed for the second quotation, as long as it is clear that it is from the same source (p. 35). If the quotation appears in the middle of the sentence, you can still put the in-text citation at the end of the sentence, but only if the non-quoted part is a paraphrase. If the end of the sentence is your opinion, place the in-text citation before your opinion starts. In Iraq, since the fall of Saddam Hussein, “intimidation, violence, and assault against women have skyrocketed” (Zakaria, 2003, p. 22), which shows a need for more severe consequences for offenders of these crimes. In the last sentence, the citation is in the middle because the last half of the sentence is the writer’s opinion. If a quotation is over 40 words, it should be introduced by a tag and colon, and should be indented without quotation marks. The quotation should remain double-spaced and unjustified. The in-text citation comes after the final punctuation, unlike a shorter quotation. Griasar & Kanpek (2010), analysts for the NYPD, argue:

    This statistical change can be attributed to the increase in “quality-of-life” crime arrests.

    Often, those people arrested for smaller crimes such as littering or jaywalking have existing criminal warrants that lead to arrests for larger crimes. An augmentation in the number of foot police is required to be successful in this strategy. (p. 288)
Remember that quotations should not be used as “space wasters.” Try to choose the most important information, and only include more if it is needed for context. A quotation should be surrounded by discussion rather than left hanging. Do not start or end a paragraph with a quotation.

*The next level of heading.*

If you choose to paraphrase rather than directly quote your source, you still need to provide a full in-text citation that refers to the exact place in the source where you found the passage. Remember that paraphrasing means to rephrase and restructure a short passage. It does not mean changing every third word. For an example, we will use the following quotation, which states, “the fashion industry capitalized on the paranoia created by SARS, by establishing designer lines of protective face masks. Gucci and Chanel offered pricey masks emblazoned with their logos” (Centers for Disease Control [CDC], 2005, p. 84). An appropriate paraphrase might look like this next sentence. During the SARS scare, upscale labels such as Gucci sold designer masks to the public, which showed that they recognized an opportunity for further sales (CDC, 2005, p. 84). Also notice how the in-text citation changed. When an acronym can be used, the full corporate author only needs to appear in the first in-text citation. Throughout the rest of the paper, only the acronym is needed in the in-text citation.

*The most specific level of heading.*

A conclusion will wrap up the paper by making a prediction regarding the implications of the topic. Here is an example of how to cite a source that has no author. In some rural areas, “satellite radio holds 85 percent of the market share” (“Satellite Radio’s,” 2004, 3A). If you are citing two works by the same author from the same year, add an a or b to the end of the year to distinguish which article you are citing (Johnson, 2010b, para. 8). Pretend there are a few more pages…
References


Citing in PowerPoint Presentations

The same guidelines for citing in a research paper apply for citing in PowerPoint presentations. Remember that you should use your own wording, and quotation marks still must be used for direct quotations, and in-text citations and references are still needed. Just as in a paper, a presentation needs to be mainly your words and ideas, supported by source material. Presentations are more likely to use images or graphics, so be sure to cite them appropriately, as well.

Illegal Interview Questions

Any questions pertaining to:

- Age
- Race
- Marital/family status
- Sexual Orientation
- “Physical ability, unless required for the position”
  (Pritzlaff, 2008, para. 4)

References
