



APA
6th Edition

APA 6th Edition

What is APA?

- APA stands for American Psychological Association
- a way to document sources used within the paper

What does APA affect?

- formatting of the paper
- In-text citations within the paper
- Reference list at the end of the paper

Why should sources be documented?

Sources should be documented to

- give credit to other's work
- give the reader a way of verifying the information within the paper
- add strength (validity) to the information within the paper
- avoid *plagiarism*

How to use this booklet

This booklet contains information on many different aspects of the APA 6th edition. See the table of contents on the next page for the particular sections that you need to use to help you with your paper.

The word *plagiarism* comes from the Latin word *plagiarius* meaning kidnapper.

Plagiarism is when a writer deliberately uses someone else's language, ideas, or other original (not common knowledge) material without its source.



All information was taken from the *APA Publication Manual 6th Edition*. This resource is available at the campus bookstore. You may also come to the Writing Center or visit us online at www.ccti.edu/WritingCenter for assistance.



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APA Formatting

APA format requires the following throughout the paper:

- 12-point, Times New Roman or Arial font
- double spacing
- 1 inch margins on all sides
- Running head on page one, and Title and page numbers on all pages

To format Running head and page numbers:

In Microsoft Office 2016, go to the second page of your document. Select *insert* then *page number, top of page* and select the first option: *plain number 1*. Type your title in ALL CAPITAL LETTERS. Then, hit the tab button two times to get the page number right aligned.

Go to page one. Click “Different First Page” under Header & Footer Tools. Type Running head: then your title in all capital letters. Tab two times and type the number 1

Check to make sure that all headers are in Times New Roman, 12 point font.

Title Page formatting

- At the top of the page, in the header should appear the words Running head, the Title in all caps, and the page number.
- The title of the paper, your name, and the name of the college are centered on the page

The running head includes the words Running head with a colon (:). The title of the document, in all capital letters, belongs after the colon. If the title is long, only use 50 characters of the title, including spaces and punctuation.



Citation Styles

Running head: TITLE IN ALL CAPS

1

Title of Paper

Your Name

Name of College

Some instructors may want additional information on your title page:

Title of Paper

Your Name

Course Name/Number

Instructor

Date



Citation Styles

Abstract formatting

- The abstract is created on a blank page that follows the title page.
- The page header will still contain the title of the paper in all capital letters, but “Running head” is no longer needed.
- The word Abstract should be centered on the first line.
- The body of the abstract will be one, double-spaced paragraph, and it does not need a paragraph indentation at the beginning of the paragraph.
- The abstract should be a clearly written, 150-250 word summary of the main points in the research paper. Try to focus on the topic, research, questions encountered, method, results, conclusion, and, if needed, future research in the paper.

Not all papers require an abstract. Ask your instructor if this section is needed.

In-Text Citation formatting

- In-text citations are located within the work. There is a period after the in-text citation. See the individual examples that show how each in-text citation looks.

References formatting

- The works cited page should begin on a new page following the paper.
- The page headers should be at the top of the page.
- The word References is centered at the top of the page.
- Make sure to add the hanging indent to all entries.
- Alphabetize sources by the first item such as author’s last name or the title if no author’s name is given.



The Basics

In-Text Citation Basics

- In-text citations are used throughout your paper when you are directly quoting, **paraphrasing**, or summarizing an author's work.
- In-text citations are the same no matter which way you choose to incorporate source material.
- APA citations consist of author's last name and year of publication. Include the appropriate page number(s) when and page number.
- If there is no author, use the first few words of the title in quotation marks in the in-text citation.



Paraphrasing is when you take the meaning from another's ideas and express it in your own words.

One Author:

(Johnson, 2009, p.17).

Two Authors:

(Twedel & McDonough, 2009, p. 17).

Three-Five Authors:

First citation:

(Yudkin, Brown & Smith, 2009, p. 17).

All other citations:

(Yudkin, et al., 2009, p. 17).

Six or More Authors:

(Calhoun et al., 2009, p. 17).

No Author:

("Quitting Smoking," 2011, p. 5).



Citation Styles

Quotation Basics

- *Quotations* of less than 40 words are considered as short quotations.
- Quotations of more than 40 words must be set apart from the rest of the text in a block quotation.
- Quotes should begin with an introductory phrase. Quotation marks should surround the quote and then be followed by the parenthetical (in-text) citation and then the sentence punctuation.
- When using the author's name in the sentence, omit the name from the in-text citation.



Quotations are any time that another's words are used. These words should be set apart in quotation marks.

Titles Basics

- When referring to the title of a work within your paper, capitalize the first word and all words four letters or more long. (These rules differ on the Reference page.)
- Capitalize words under four letters if they are nouns, verbs, pronouns, adjectives, and adverbs.
- Capitalize both words if separated by a hyphen.
- Do not Capitalize:
 - articles (e.g. a, an, the)
 - prepositions (e.g. against, between, in, of, to)
 - coordinating conjunctions (e.g. and, but, for, nor, so, yet)
 - the *to* infinitive (i.e. How to Write a Paper)
- Italicize titles of books, edited collections, movies, television series, albums, etc.



Quotation Examples

With author's name in introductory phrase:

According to Johnson (2009), "eye injuries often occur at work, during recreational activities and while performing routine household chores" (p.17).

Without author's name in introductory phrase:

He says, "It's important to wear protective eye-wear," but does not state where to purchase said eye-wear (Johnson, 2009, p. 17).

Block Quotation:

These must be set apart from the rest of the text by indenting the entire quote one inch from the left margin and omitting the quotation marks. The introductory phrase will be followed by a colon.

When speaking of eye protection, Johnson (2009) states the following:
According to the National Institute for Occupational Safety and Health, about 2,000 U.S. workers suffer job-related eye injuries that require medical treatment each day. Wearing protective eye gear- such as goggles, face shields and safety glasses- can reduce the severity of these injuries or even prevent up to 90 percent of them. (p.17)

Summary or Paraphrase:

If you are not directly quoting the work but paraphrasing an idea from the work, you are still required to cite the source.

According to Johnson (2009), the eye's exposure to sun can cause the development of many diseases of the eye.

The eye's exposure to sun can cause the development of many diseases of the eye (Johnson, 2009).



Citing Secondary Sources

In some cases, the information that you use from one source may be quoted material from another source. In this case, both the originator of the quote and the source that you are looking at must get credit in the text.

For example, you are reading Smith's article, and in the article, Smith quotes Jones' work. If you want to use Jones' ideas, you need to give credit for both the ideas (Jones) and where you found the information (Smith's article). On the References page you should cite Smith's article because it is the source you found and read.

Starnes' research (as cited in Johnson, 2009, p.17) shows the benefits of using eye protection.

Capitalization Rules

On the reference page be sure to follow the following capitalization rules:

Book and Article Titles- only the first word of the title and subtitle, if applicable, is capitalized.

Names- capitalize, but be sure to only use the first and middle initials

Journals- capitalize all major words

Book Title:

How to write a paper

Article Title:

Health education: The case for rehabilitation

Journal:

The Wall Street Journal



Citing Works with More than One Author

Two Authors:

Cite both names every time the reference occurs within the text.

Twedel and McDonough (2009) find that the lake is clean (p.17).

Researchers have found that the lake is clean (Twedel & McDonough, 2009, p.17).

Three, Four, and Five Authors:

Cite all authors in the first citation, and cite only the first author's name followed by et al. in subsequent citations.

First Citation in-text

Yudkin, Brown and Smith (2009) say it will be cold (p.17).

Due to the climate changes, it is going to be cold (Yudkin, Brown, & Smith, 2009, p.17).

In subsequent Citations

Yudkin, et al. further believe that it will only get colder (p. 32).

Climate changes are drastically effecting everyone (Yudkin et al., 2009, p. 34).

Six or More Authors:

Cite only the first author's name followed by et al. in the first and subsequent citations.

According to Calhoun et al., (2009) trees are one of the most common allergy irritants.

Many people with allergies find it difficult to be outside (Calhoun et al., 2009, p. 18).



Citation Examples

Printed Sources

Book-One Author

Reference Entry	In-Text Citation
Last Name, FirstInitial. Middle Initial. (Date of Publication). <i>Title of book</i> (edition [if applicable].). City of publication, State: Publisher.	
Yudkin, J.M. (2008). <i>Understanding music</i> (5 th ed.). Upper Saddle River, NJ: Pearson/Prentice Hall.	(Yudkin, 2008, p. 17).

Book- Two or More Authors

Include all authors' names up to and including seven authors.

When there are eight or more authors, include the first six author's names, then insert an ellipsis [...], and add the last author's name.

Reference Entry	In-Text Citation
Work with up to seven authors Daniels, D. I., Goldstein, J. M., & Hayes, C. G. (1995). <i>A Basic Reader for</i> <i>College Writers</i> . Marlton, NJ: Townsend Press.	(Daniels, Goldstein, & Hayes, 1995).
Work with eight or more authors Weiss, J., Baker, H., Tripp, C., Deal, E.W., Carruthers, E., Thompson, F., ... Harvey, P. (2011). <i>The long, long,</i> <i>road from psychodrama</i> . Middletown, OH: Interesting Books, Inc.	(Weiss et al., 2011).



Citation Styles

Chapter from a Textbook

Only the first word of the title of the chapter and the title of the textbook are capitalized. Always put the word “In” before the title of the textbook.

Reference Entry	In-Text Citation
Last Name, FirstInitial. MiddleInitial. (Date of Publication). Title of chapter. In <i>Title of textbook</i> (edition number if applicable and page numbers). City of publication, State: Publisher.	
Ruszkiewicz, J. J. & Dolmage, J. T. (2012). Doing field research. In <i>How to write anything</i> (2 nd ed., pp. 478-482). Boston, MA: Bedford/St. Martins.	(Ruszkiewicz & Dolmage, 2012).

Government Document

Reference Entry	In-Text Citation
National Institute of Food Safety. (1999). <i>Clinical training in serious food borne illness</i> (FDA Publication No. ADM 92-1862). Washington, DC: U.S. Government Printing Office.	First time; (National Institute of Food Safety [NIFS], 1999). All others: (NIFS, 1999).



Encyclopedia Entry

Reference Entry	In-Text Citation
Weinberger, P. G. (2003). Research. In <i>The new encyclopedia Britannica</i> (Vol. 22, p. 101). Chicago, IL: Encyclopedia Britannica.	(Weinberger, 2003).

Selection from an Anthology

Reference Entry	In-Text Citation
O'Connor, F. (2011). A good man is hard to find. In M. Meyer (Ed.), <i>The Bedford introduction to literature</i> (pp. 449-459). Boston, MA: Bedford/St. Martin's.	(O'Connor, 2011, p 451).

Citing Sacred or Classical Texts

When citing a sacred text or classical work, a reference entry is not required. In classical works, cite the year of translation by using *trans.* before the year:

(Aristotle, trans. 131).

Many sacred works are segmented by chapters, books, lines, etc., so use this information as opposed to page numbers when citing sections of the text. Cite the version in the first citation:

John 3:16 (New International Version)



Citation Styles

Online Sources

Only the first word of the title of the website needs to be capitalized. The words “Retrieved from” go before the URL. There is no need to write out the entire URL in the citation. Do not include a period at the end of the entry. Dates of retrieval are only necessary when citing webpages that are likely to change (e.g. wikis).

Website Article

Reference Entry	In-Text Citation
Lastname, FirstInitial. MiddleInitial. (Date of publication). Title of webpage. Retrieved from http://www.website.com	
Priedt, R. (2015, June 8). Poor sleep? Eating less at night may help. Retrieved from http://www.webmd.com	(Priedt, 2015).

Website Article- No Author

Reference Entry	In-Text Citation
Title of web page. (Date of publication). Retrieved from http://www.website.com	
AAMI standards philosophy and strategy: Key elements. (2007, June). Retrieved from http://www.aami.org/standards/philosophy.html	(“AAMI Standards,” 2007)



Citation Styles

Government/University Online Document

Organizations and government agencies can be authors as shown in the example below.

Reference Entry	In-Text Citation
Author. (Date of publication, Creation, or Revision). Title of document. Retrieved from http://www.website.com	
U.S. Department of Health and Human Services, U.S. Food and Drug Administration. (2009, October 9). FDA awards \$17.5 million in grants to further study food and feed safety. Retrieved from http://www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm186150.htm	(U.S. Food and Drug Administration [FDA], 2009). (FDA, 2009).

Online Journal Article from Subscription Database (i.e. NCLive) with Volume and Issue

Reference Entry	In-Text Citation
LastName, FirstInitial. (Date of Publication). Article title. <i>Journal Name</i> , Volume(Issue Number), Inclusive Page-Numbers. Retrieved from http://www.website.com	
Twedel, D., & McDonough, M. (2009, August). Treating ventricular tachycardia. <i>Journal of Continuing Education in Nursing</i> , 40(8), 342-343. Retrieved from http://www.ebscohost.com	(Twedel & McDonough, 2009, p. 342).



Journal Article with DOI

Reference Entry	In-Text Citation
LastName, FirstInitial. MiddleInitial. (Date of Publication). Article title. <i>Journal Name, Volume</i> (Issue Number), Inclusive Page-Numbers. doi: 10.10xx/xxxxxxxxxxxxxxxxxxxxxx	
Green, J. (2008, December). Health education: The case for rehabilitation. <i>Critical Public Health, 18</i> (4), 447-456. doi: 10.1080/09581590802443596	(Green, 2008, p. 448).

An article’s doi is the digital object
 identifier. It is like an ISBN for a book. It is
 assigned to only that article.

 If an article has a doi, always include it.



Citation Styles

Author(s) with more than one work

Prioritize works by year of publication, oldest first; if published in the same year, assign alphabetic designations (*a*, *b*, *c*) to works in alphabetic order.

Reference Entry	In-Text Citation
<p>Example One- Same author, different years of publication: Hamon, T. (2001). The role of calcium in the diet. <i>Vitamins from A-Z</i>. 12(9), 12-13. Retrieved from http://website.com</p> <p>Hamon, T. (2003). Healthy bones linked to vitamin D. <i>Vitamins from A-Z</i>. 14(18), 240-245. Retrieved from http://website.com</p>	<p>(Hamon, 2001, p. 12).</p> <p>(Hamon, 2003, p. 241).</p>
<p>Example Two- Same author, same year of publication: Hamon, T. (2003a). Can't get enough vitamin C. <i>Vitamins from A-Z</i>. 14(17), 22-25. Retrieved from http://website.com</p> <p>Hamon, T. (2003b). Healthy bones linked to Vitamin D. <i>Vitamins from A-Z</i>. 14(18), 12-13. Retrieved from http://website.com</p>	<p>(Hamon, 2003a, p. 23).</p> <p>(Hamon, 2003b, p. 12).</p>



Citation Styles

Online Book (from NCLive)

Reference Entry	In-Text Citation
LastName, FirstInitial. MiddleInitial. (Date of Publication). <i>Title of book</i> . Retrieved from http://www.website.com	
Calhoun, S., & Bradley, J. (1997). <i>Nutrition, cancer, and you: What you need to know, and where to start</i> . Retrieved from http://www.netlibrary.com	(Calhoun & Bradley, 1997).

Electronic Books

Reference Entry	In-Text Citation
Ellsberg, M. (2010). <i>The power of eye contact: Your secret success in business, love, and life</i> . (pp. 232-245). Retrieved from http://books.google.com/ebooks?id=XOp86MfojYOC&as_brr=5&source=webstore_bookcard	(Ellsberg, 2010, p. 232).

Online Newspaper Article

Reference Entry	In-Text Citation
Chernow, R. (2009, October 23). Everyman's financial meltdown. <i>The New York Times</i> . Retrieved from http://www.ebscohost.com	(Chernow, 2009).



Online Magazine Article

Reference Entry	In-Text Citation
Klein, J. (2011, August 29). What a win. <i>Time Magazine</i> , 178(8). Retrieved from http://www.time.com/time/magazines	(Klein, 2011).

Online Encyclopedia or Dictionary

If there is an author available, begin with the author’s LastName, FirstInitial, Middle Initial. If not, begin with the article title.

Reference Entry	In-Text Citation
Society. (1993). In <i>Encyclopedia Britannica online</i> . Retrieved from http://www.britannica.com/society	(“Society,” 1993)

Other Types of Sources

Interview- Personal Communication

Reference Entry	In-Text Citation
Personal interviews are not included on the Reference page. They are noted in the text only. Include interviewee’s name, type, and date of interview.	(M. Williams, personal communication, August 25, 2011).



Citation Styles

Instructor Lecture

Reference Entry	In-Text Citation
LastName, FirstInitial. MiddleInitial. (Year, Month). Title of lecture. In class lecture, Location.	
Benton, L. (2016, November). The Romantic period. In class lecture, Caldwell Community College and Technical Institute.	(Benton, 2010).

Instructor Handout

Reference Entry	In-Text Citation
LastName, FirstInitial. MiddleInitial. (Year, Month). Title of handout. Source of handout, Location.	
Benton, L. (2016, November). Attributes of the Romantic period. Course Moodle page, Caldwell Community College and Technical Institute.	(Benton, 2010).



Citation Styles

Blog Posting

Use the author's full name if available; if not, use the screen name.
Use the exact date of the posting.

Reference Entry	In-Text Citation
LastName, FirstInitial. MiddleInitial. (Year, Month Day). Subject of the message. [Web log post]. Retrieved from http://www.website.com	
The Jolly Reader. (2011, June 30). A pirate learns to read. [Web log post]. Retrieved from http://thejollyreader.wordpress.com/2011/06/30/a-pirate-learns-to-read/	(The Jolly Reader, 2011).

YouTube Videos

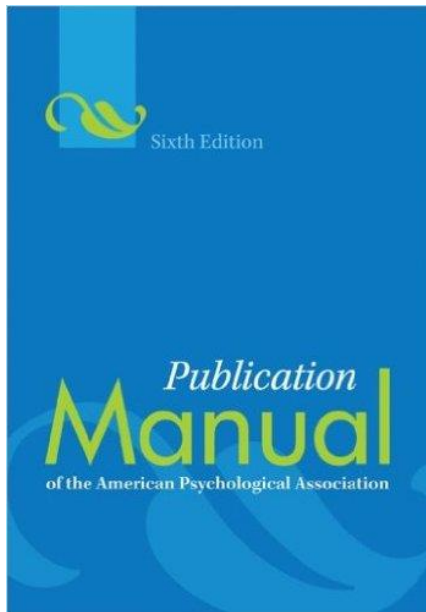
Reference Entry	In-Text Citation
Author, A.A. [Screen name]. (year, month day). Title of video [Video file]. Retrieved from http://www.youtube.com	
Bio. (2012, September 21). Mini bio- Edgar Allan Poe [Video file]. Retrieved from https://www.youtube.com/watch?v=x-387NMCR6w	(Bio, 2012).



Images

Images such as photographs, charts and graphs are inserted into the body of the paper as near the text which discusses the image as possible. Each image will be labeled as a “Figure” and citation information is noted in the figure legend or caption. Using text boxes will simplify the labeling process.

Figure 1 Cover of APA Publication Manual, 6th Edition



APA publication manual, 6th ed. [Image]. Retrieved from http://www.bakeru.edu/images/stories/1_Academics/2_Library/citation/apa_6th_ed.gif

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