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.cccti.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

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
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.

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.

**One Author:**
(Johnson, 2009, p.17).

**Two Authors:**
(Twedel & McDonough, 2009, p. 17).

**Three-Five Authors:**
First citation:

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).

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

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.

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

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

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

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, FirstInitial. Middle Initial. (Date of Publication). <em>Title of book</em> (edition [if applicable].). City of publication, State: Publisher.</td>
<td></td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work with up to seven authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work with eight or more authors</strong></td>
<td></td>
</tr>
</tbody>
</table>

13
**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.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, FirstInitial. MiddleInitial. (Date of Publication). Title of chapter. In <em>Title of textbook</em> (edition number if applicable and page numbers). City of publication, State: Publisher.</td>
<td></td>
</tr>
</tbody>
</table>

**Government Document**

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>
**Encyclopedia Entry**

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>

**Selection from an Anthology**

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>

**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)
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

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lastname, FirstInitial. MiddleInitial. (Date of publication). Title of webpage. Retrieved from <a href="http://www.website.com">http://www.website.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Website Article- No Author

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of web page. (Date of publication). Retrieved from <a href="http://www.website.com">http://www.website.com</a></td>
<td></td>
</tr>
</tbody>
</table>
**Government/University Online Document**  
Organizations and government agencies can be authors as shown in the example below.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author. (Date of publication, Creation, or Revision). Title of document. Retrieved from <a href="http://www.website.com">http://www.website.com</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>
# Journal Article with DOI

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstInitial. MiddleInitial. (Date of Publication). Article title. <em>Journal Name, Volume</em>(Issue Number), Inclusive Page-Numbers. doi: 10.10xx/xxxxxxxxxxxxxxxxxxxx</td>
<td>(Green, 2008, p. 448).</td>
</tr>
</tbody>
</table>

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.
**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.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example One- Same author, different years of publication:</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Example Two- Same author, same year of publication:**                        |                           |
### Online Book (from NCLive)

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstInitial. MiddleInitial. (Date of Publication). <em>Title of book.</em> Retrieved from <a href="http://www.website.com">http://www.website.com</a></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Books

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>

### Online Newspaper Article

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>
Online Magazine Article

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>

Other Types of Sources

Interview- Personal Communication

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>(M. Williams, personal communication, August 25, 2011).</td>
</tr>
</tbody>
</table>
### Instructor Lecture

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstInitial. MiddleInitial. (Year, Month). Title of lecture. In class lecture, Location.</td>
<td></td>
</tr>
</tbody>
</table>

### Instructor Handout

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstInitial. MiddleInitial. (Year, Month). Title of handout. Source of handout, Location.</td>
<td></td>
</tr>
</tbody>
</table>
Blog Posting
Use the author’s full name if available; if not, use the screen name. Use the exact date of the posting.

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstInitial. MiddleInitial. (Year, Month Day). Subject of the message. [Web log post]. Retrieved from <a href="http://www.website.com">http://www.website.com</a></td>
<td></td>
</tr>
</tbody>
</table>

YouTube Videos

<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>In-Text Citation</th>
</tr>
</thead>
</table>
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

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828.726.2376

Watauga Campus

WC-110
828.297.2185
ext. 5292

www.cccti.edu/WritingCenter