

APA Brief Style Guide



This style guide follows the *Publication manual of the American Psychological Association*, 6th ed. It includes information on formatting a paper, in-text citations, and a reference list.

Disclaimer: This reference tool is based on the *Publication Manual of the APA* (6th ed.). As such, the contents should not be assumed to be the original work or thoughts of the editor/compiler.

Prepared by
Kaplan University Maine Library
Revised September 2012

APA Style Guide

The APA manual is designed to assist writers in the publication of their research findings in the social and behavioral sciences. Kaplan University students may occasionally have questions as to the proper adaptation to their needs. When in doubt, consult your instructor.

Paper Format

- Type or word process.
- Double space throughout & use 12 pt Times New Roman or similar font.
- Use one-inch margin all around.
- Use first line indent for text & hanging indent for references.

Page Header: Appears on every page. The title page header includes the words “Running head”, the short title, and the page number. The format is Running head: SHORT TITLE (align left), page number (align right) *See example*. Subsequent pages omit the words “Running head”. In MS Word, use Insert—Header to create the Page Header or use the Library template (see tip below).

Title Page: On the upper half of the first page, align center, then type the following: full title, (summarizing the main idea of your paper clearly and simply), author (first name, middle initial(s) and last name), author affiliation (Kaplan University), and author note (optional for student paper).

Abstract: A “brief [150 – 250 word], comprehensive summary of the contents” (American Psychological Association, 2010, p. 25) of your paper. The abstract will be the second page of your paper. You can also add keywords after the abstract.

Text: Begins on the third page. Center your title in the first line of the page.

Reference list: The last page of your paper. Start it on a new page.

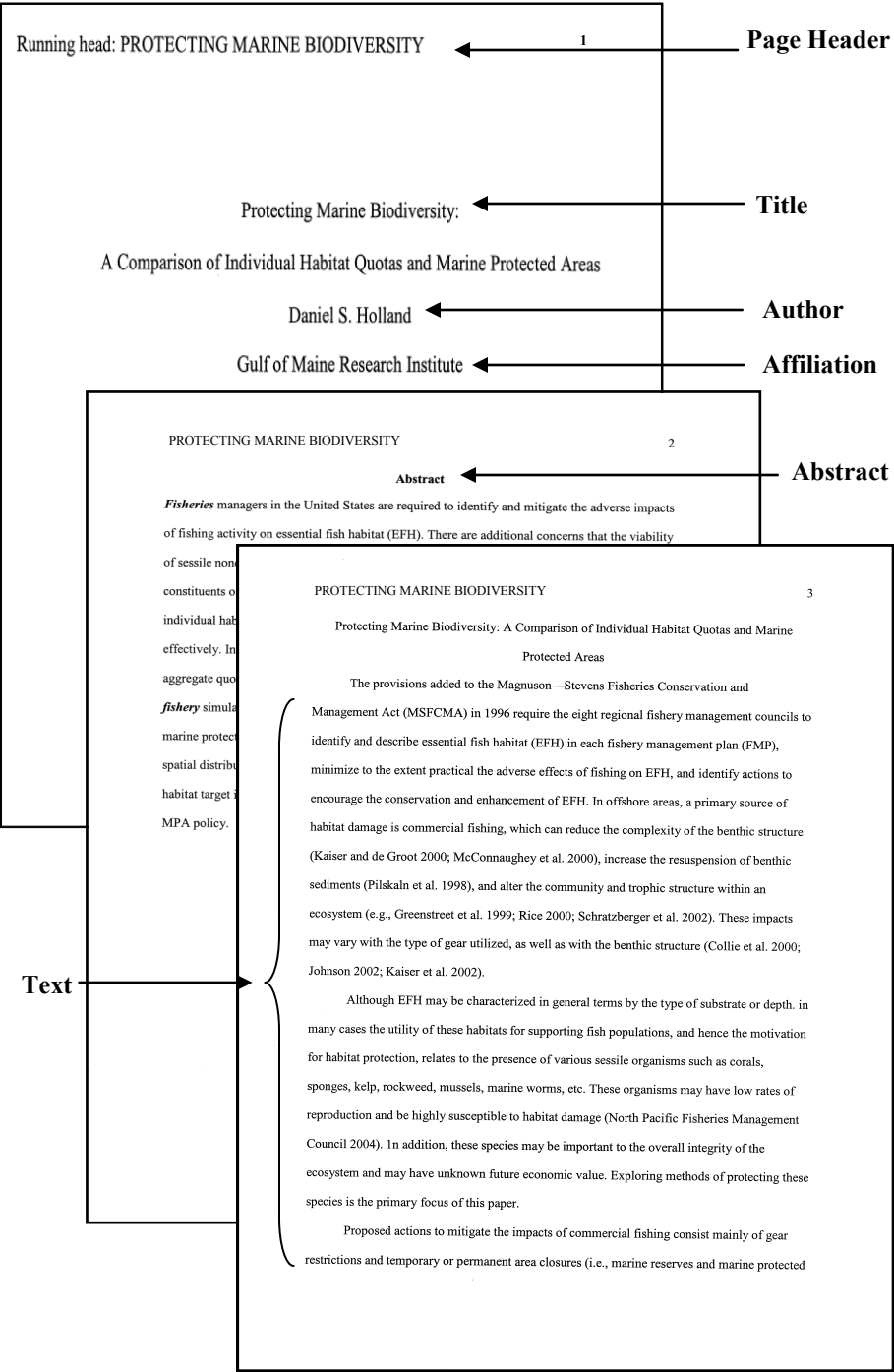


IMPORTANT TIP!

The Library has created an APA template for Microsoft Word. Search the *APA/Research & Writing* tab on the KU Maine Campus Library site at:

<http://library.kaplan.edu/me>

NOTES



Paper adapted from Holland, D., & Schnier, K. (2006, July). Protecting marine biodiversity: A comparison of individual habitat quotas and marine protected areas. *Canadian Journal of Fisheries & Aquatic Sciences*, 63, 1481-1495. doi:10.1139/F06-049.

“Kaplan University considers academic honesty to be one of its highest values” (Kaplan University Catalog, 2012-13, p. 37).

“Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source” (APA, 2010, p. 170). The University enforces a strict Plagiarism Policy.

Quoting and Paraphrasing

- Quotations briefer than 40 words should be incorporated into the text and enclosed in quotation marks. The source should directly follow the closing quotation mark and should include author, date, and page number(s). Use the abbreviation “p.” for one page and “pp.” for multiple pages. For example, “It was generally understood that merely aesthetic objections to smoke and soot were insufficient to warrant interference” (Freese, 2003, p. 151).
- Quotations 40 or more words long should be displayed in block quotation with text starting on a new line, double-spaced, and indented ½ inch. For example,

Smoke was not the only urban filth attracting the attention of the municipal housekeepers. Indeed, ‘smoke abatement’ was part of a much larger reform movement focusing also on water supply, sewage disposal, and solid waste removal. Solutions to these other problems, while not cheap, were relatively simple. (Freese, 2003, p. 150)

- If your quotation is from an online source without pagination, use paragraph number(s) – if visible – in place of page numbers (*para. #*).
- Page numbers are not required when paraphrasing material, but are encouraged.

Video Clips Posted Online (e.g. YouTube)

<i>Format:</i>	Contributor(s). (Contributor’s role). (Date). <i>Title</i> . [Videofile]. Retrieved from URL
<i>In Noodle-tools:</i>	Select: Video—Video Clip Online
<i>Example:</i>	Granthum, A. (2011, May 1). Ultimate dog tease [Video file]. Retrieved from http://www.youtube.com/watch?v=nGeKSicQkPw

Photograph, image, or map

<i>Format (Photograph in print book):</i>	Creator(s). (Date—if available). Title [type]. Source. [cite the book as a whole, not the artwork (which is referenced in-text).]
<i>Example:</i>	Fletcher. (2007). Squamous cell carcinoma of the larynx [Photograph]. In Myers, T. (Ed.) <i>Mosby’s dictionary of medicine, nursing & health professions</i> (8th ed., p. 1057). St. Louis, MO: Mosby Elsevier.
<i>Format (map retrieved online)</i>	Creator(s) (if any). (Cartographer). (Date). <i>Title</i> [Type]. Retrieved from web address or database title.
<i>Example</i>	Canada precipitation map [Map]. (2007). Retrieved from Global Road Warrior database. Political Outline Map of Maine with County Data (Pol8). [Map] (2008). Retrieved from A to Z Maps Online.

Blog

Format:	Author(s). (Date). Title of blog [Web log message]. Retrieved from URL
Example:	Farrell, V. (2012, August 13). Re-evaluating gun control laws [Blog post]. Retrieved from http://www.crimemuseum.org/blog/

Audio/Visual Materials

Film or Video Recording (Movie, DVD)

Format:	Producer & Director. (Year). <i>Title</i> [Format]. Country: Studio.
Example:	<i>Pursuit of happyness</i> [Motion picture]. (2006). United States: Columbia Pictures. Coshof, K. (Producer), & Ellis, M. (Director). (2003). <i>The great warming</i> [Motion Picture]. Canada: Stonehaven Productions.

Podcast or Sound Clips Posted Online

Format:	Contributor(s). (Contributor's role). (Date). Title [Medium]. In <i>Series Title</i> (If available). Broadcasting Company. Retrieved (Date if necessary) from web address.
In Noodle-tools:	Select: Audio Clip (Online) or Audio Podcast
Example:	Rovner, J. (Producer). (2009, August 29). In health care debate, fear trumps logic. Podcast retrieved from http://www.npr.org/templates/story/story.php?storyId=112315433

Citing References in Text

Standard: APA mandates a brief author-date citation within the text which is sufficient to locate the full citation within the reference list.

“Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text” (APA, 2010, p. 174).

One work by one author: Insert the last name of the author and the year of publication.

The recent boost has also been fueled by higher crude oil prices (Eidman, 2006).

Or

According to Eidman (2006), the recent boost has also been fueled by higher crude oil prices.

One work by multiple authors:

- **2 authors** - Cite both authors every time. (Bird & Sherwin, 2006)
- **3-5 authors** - Cite all authors the first time. After that, include only the first author followed by “et al.” First time: (Dodge, Colker, & Heroman, 2008) Subsequent: (Dodge et al., 2008)
- **6 or more authors** – Cite the first author followed by “et al.” every time.

No author: Use the first few words of the title. Use quotation marks for the titles of chapters, articles and web pages; italicize the titles of books, periodicals and brochures.

Often there are problems with social interaction and communication on a daily basis (“Diagnosing Autism,” 2009).

According to the book *Train Bound for Georgia* (2008) there are several stops that offer tax free shopping.

Groups as authors: Use the full name of the organization, company, government agency, etc. in the first mentioning. If the abbreviation is easily identifiable, abbreviate in subsequent citations.

A study by the National Institute of Health (NIH, 2005)

Secondary sources: give the original source in the text, and the secondary source in parentheses utilizing “as cited in.” List only the secondary source in the reference list. For example,

In text:

Harman’s study shows approximately seven million automobiles were sold in China in 2006, an increase of 27% from sales in 2005 (as cited in Rogers, Z., Kelly, Rogers, D., & Carter, 2007)

In Reference List:

Rogers, Z., Kelly, T., Rogers, D. Carter, C., (2007). Alternative fuels: Are they achievable? *International Journal of Logistics: Research and Applications*, 10, 269–282. doi: 10.1080/13675560701478141

See table 6.1, Basic Citation Styles in *Publication manual of the American Psychological Association*, 6th ed. for more examples.



The Library subscribes to *NoodleTools* to assist students in creating citations and formatting reference lists. It offers more help with more types of resources than can be provided in this brief guide.

Go to the KU Maine Campus Library site at <http://library.kaplan.edu/me> and click on APA/Research & Writing—NoodleTools. Registration is best done on campus, but after that you may access your work from any computer with Internet connectivity.

A Newspaper or Newswire Article

<i>Format (print):</i>	Author(s) (If available). (Date). Article title. <i>Newspaper or Newswire title</i> , page #.
<i>In NoodleTools:</i>	Select: Newspaper or Newswire—[Print]
<i>Example:</i>	Maine is learning to say 'yes' to tidal power: An agreement with federal regulators positions the state to exploit this resource. (2009, August 23). <i>Portland Press Herald</i> , p. D4.
<i>Format (electronic):</i>	Author(s) (If available). (Date). Article title. <i>Newspaper or Newswire title</i> , page #. Retrieved from newspaper website or archival database title.
<i>In NoodleTools:</i>	Select: Newspaper or Newswire—[Website] or [Database]
<i>Example</i>	Miller, K. (2009, May 29). Looking for light. <i>Bangor Daily News</i> , p. P1. Retrieved from http://bangordailynews.com/2009/05/29/business/looking-for-light/

Website

<i>Format:</i>	Author(s) (if available). (Date—if available). Title of webpage. Retrieved [if date is subject to change] from Web address
<i>Examples:</i>	<p>Peters, R. D. (2007, December). Tidal power and Earth's seismic noise. Retrieved September 15, 2009, from http://physics.mercer.edu/hpage/tidal/power.html</p> <p>Cervical cancer. (2012, March 17). Retrieved September 14, 2012, from http://www.mayoclinic.com/health/cervical-cancer/DS00167</p>

Format (Electronic, no doi):	Author(s). (Date). Article title. <i>Journal Title</i> , Vol. # (Issue # if necessary), Page #. Retrieved from Journal website or database title (access #, if available).
Example:	Wakui, T., Yokoyama, R., & Arase, H. (2009). Influence of load level on performance of standalone vertical axis wind turbine system. <i>Wind Engineering</i> , 33(3), 213-235. Retrieved from http://www.multi-science.co.uk/windeng.htm

An Article from a Magazine or Newsletter (Articles from *CQ Researcher* and *Facts.com* fall into this category)

Format (print):	Author(s). (Date). Article title. <i>Magazine Title</i> , Vol. # (issue# if necessary), Page #.
In NoodleTools:	Select: Magazine—[Print]
Example:	Ewers, J. (2009, April). Keeping the solar dream alive: BrightSource Energy is weathering the recession and hopes to come out on top. <i>U. S. News & World Report</i> , 146(3), 21-22.
Format (Electronic)	Author(s). (Date). Article title. <i>Magazine Title</i> , Vol. # (issue # if necessary), Page #. Retrieved from magazine website or archival database title
In NoodleTools:	Select: Magazine—[Website] or [Database]
Examples:	<p>Clemmitt, M. (2009, August 28). Health-care reform. <i>CQ Researcher</i>, 19, 693-716. Retrieved from CQ Researcher Online database.</p> <p>Public health care option. (2009, August 21). <i>Issues & Controversies On File</i>. Retrieved from Facts on File database.</p> <p>Cohn, J. (2009, September 23). Party is such sweet sorrow. <i>New Republic</i>, 240(17), 12-16. Retrieved from http://www.tnr.com/</p>

Reference List

Format

- Use one inch margins all around.
- Double space throughout.
- Center the title, “References”.
- Continue using the page header.
- Indent second and subsequent lines of each entry by a half inch (hanging indent).

Order

- Alphabetize all entries by the first author’s last name or title for entries without an author. Ignore initial articles *a*, *an*, and *the* when alphabetizing.
- For works by the same author(s), order the works by date – earliest first.
- Arrange works by different authors with the same last name alphabetically by first initial.
- Citations with the same first author and a different second or third author are arranged alphabetically by the last name of the second author - or, if the second author is the same, the last name of the third author, and so on.

Authors and Editors

Give last name and initial(s) for up to and including seven authors.

When there are eight or more authors, include the first six authors’ names, then insert three ellipses and add the last author’s name.

- In a citation to an edited book, place the editor(s)' name(s) in the author(s)' position, and follow with "(Ed.)" or "(Eds.)".

For example:

Weinstock, D. (Ed.). (1998). *Professional guide* ...

- In a citation to a chapter in an edited book, invert the chapter author(s)' names, but not the editor(s)' names. Precede the editor(s)' name(s) with the word "In". For example:

Falcon, C.R. (2008). Endoscopy. In T. Irons-Georges (Ed.).
Magill's medical ...

Publication Date

- Give in parentheses the year the work was published (2009)
- For magazines, newsletters and newspapers, give the exact date (2009, September 14) or (2009, Fall)
- If no date is provided, use the abbreviation "n.d." (n.d.)

Title

- For titles of books and reports capitalize the first word of the title and subtitle and all proper nouns. Italicize the entry.

Made to stick: Why some ideas survive and others die.

- For titles of articles and chapter entries, capitalize the first word of the title and subtitle and all proper nouns. Do not italicize.

Coal: A human history.

- For periodical titles, utilize the full title in uppercase and lowercase letters and italicize.

National Paralegal Reporter

- Enclose additional information (edition, report number, etc.) in parenthesis immediately following the title. (5th ed.) or (Publication No. NCJ 222180)

Format (online):	Government agency. (Date). <i>Title</i> (access no., if available). Retrieved from web address.
In NoodleTools:	Select: Government Publication—Technical/ Research Report—[Website] or [Database]
Examples:	Maine Department of Education. (2007). <i>Maine's 2007 learning results: Parameters for essential instruction</i> . Retrieved from http://www.maine.gov/education/lres/pei/

An Article from a Journal

NoodleTools says months/seasons given for *journals* should be omitted

Format (print):	Author(s). (Date). Article title. <i>Journal Title</i> , Vol. # (Issue #), Page #. doi (if available), [Issue# included only if volume is not continuously paginated].
In NoodleTools	Select: Journal—[Print]
Examples:	Lowenkamp, C. T., Lemke, R., & Latessa, E. (2008). Development and validation of a pretrial screening tool. <i>Federal Probation: A Journal of Correctional Philosophy and Practice</i> , 72 (3), 2-9. James, T. (2009). Energy from the deep. <i>Engineering & Technology</i> . 4(14), 50-53. doi:10.1049/et.2009.1411

Format (Electronic, with doi):	Author(s). (Date). Article title. <i>Journal Title</i> , Vol. # (Issue # if necessary), Page #. doi
In NoodleTools	Select: Journal—[Website] or [Database]
Example:	Cassola, F., Burlando, M., Antonelli, M., & Ratto, C. F. (2008). Optimization of the regional spatial distribution of wind power plants to minimize the variability of wind energy input into power supply systems. <i>Journal of Applied Meteorology & Climatology</i> , 47, 3099-3116. doi:10.1175/2008JAMC1886.1

Electronic Book

<i>Entire Book Format (with author, no editor)</i>	Author(s). (Date). <i>Book title</i> . Retrieved from web address or database name (Original publishing date, if any)
<i>In NoodleTools:</i>	Select: Book—[Website] or [Database]
<i>Example:</i>	Maclise, J. (2008). <i>Surgical anatomy</i> . Retrieved from http://www.gutenberg.org/files/24440/24440-h/24440-h.htm (Original work published 1859).
<i>Entry in Reference Book with author</i>	Author(s). (Date). Article title. In Editor(s) ed. <i>Book title</i> . Retrieved from web address or database name.
<i>In NoodleTools:</i>	Select: Reference Source—[Website] or [Database]
<i>Example:</i>	Smith, J. H., & Asch, S. (2002). In A. J. Chapman, W. Conroy, & N. Sheehy (Eds.), <i>Biographical dictionary of psychology</i> . Retrieved from http://www.routledge.com/ (Original work published 1999). Tyler, M.S. (2010). Fetal tissue transplantation. In T. Irons-Georges (Ed.), <i>Magill's medical guide</i> (6th ed.) Retrieved from Salem Health database.

Government Document

<i>Format (print):</i>	Government agency. (Date). <i>Title</i> (report number, if available). Place of publication: Publisher.
<i>In NoodleTools:</i>	Select: Government Publication —[Print]
<i>Examples:</i>	National Institute of Justice, Office of Science and Technology. (2003) <i>Walk-through metal detectors for use in concealed weapon and contraband detection</i> (NCJ No. 193510). Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.

- Include non-routine information in brackets immediately following the title. [Brochure] or [Abstract] or [Motion Picture]

Publication Information

- Give the location (city and state) of the publisher as noted on the title page. Use U.S.P.S. abbreviations for states.
- Give the publisher name in as brief a form as is intelligible. Omit the words Publisher, Co., and Inc. Retain the words Books and Press.

New York, NY: Vintage Books

Santa Barbara, CA: ABC-CLIO

Electronic Sources

- APA recommends “that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited” (APA, 2010, p. 187).
- **DOI Number** – “a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet” (APA, 2010, p. 189). These numbers are primarily associated with scholarly sources.
- If an item has a DOI number, it should be displayed on the item. You may also search for DOI numbers at: <http://www.crossref.org/guestquery/> If the DOI exists, use it in your citation - doi:xxxxxxx and no additional retrieval information is needed.

- If no DOI can be found, provide the URL of the journal's homepage in the citation.
- In general, it is unnecessary to provide database information. However you may want to keep this information for your own use.
- Only include retrieval dates for sites that may change over time – for example, wikis and personal web pages.

ALTERNATIVE ENERGY IN MAINE

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References

- Berger, J. (1999). *Charging ahead: The business of renewable energy and what it means for America* (Special ed.). New York, NY: Henry Holt.
- Ewers, J. (2009, April). Keeping the solar dream alive: BrightSource Energy is weathering the recession and hopes to come out on top. *U.S. News and World Report*, 21-22.
- James, T. (2009, August). Energy from the deep. *Engineering & Technology*, 4(14), 50-53. doi:10.1049/2009.1411
- Maine is learning to say 'yes' to tidal power: An agreement with federal regulators positions the state to exploit this resource. (2009, August 23). *Portland Press Herald*, p. D4.
- Miller, K. (2009, May 30). Looking for light: Should Maine move ahead on its own to lower power bills? *Bangor Daily News*, p. P1. Retrieved from <http://www.bangordailynews.com>
- Peters, R. D. (2007). *Tidal power and Earth's seismic noise*. Retrieved September 15, 2009, from Mercer University website: <http://physics.mercer.edu/tdp.html>
- Report of Governor's task force on wind power development*. (2008, April 14). Retrieved from State of Maine website: http://www.maine.gov/energy/power_task_force_rpt_final_021408.pdf
- Taylor, J. M. (2006). Wind power is not economical. In *Alternative energy sources* (pp. 128-136). Detroit, MI: Thomson Gale. (Reprinted from *Environment News*, 2005, May 1)
- Wakui, T., Yokoyama, R., & Arase, H. (2009, May). Influence of load level on performance of standalone vertical axis wind turbine system. *Wind Engineering*, 33(3), 213-235. Retrieved from <http://www.multi-science.co.uk/>htm

Book (Print)

<i>Entire book Format:</i>	Author(s). (Date). <i>Title of book</i> . Place of publication: Publisher.
<i>In NoodleTools:</i>	Select: Book—[Print]
<i>Examples:</i>	Berger, J. (1999). <i>Charging ahead: The business of renewable energy and what it means for America</i> (Special ed.). New York, NY: Henry Holt.
<i>Entry in Reference Book Format:</i>	Author(s) of entry (if available) (Date). Title of entry. In Editor(s) (Ed.) <i>Reference work title</i> (Edition, Vol. #, Page #). Place of publication: Publisher.
<i>In NoodleTools:</i>	Select: Reference Source—[Print]
<i>Examples:</i>	Olle, T. W. (2004). Database management system (DBMS). In E. D. Reilly (Ed.), <i>Concise encyclopedia of computer science</i> (pp. 245-247). Chichester, West Sussex, England: Wiley. Neuroblastoma. (2000). In M.B. Pugh et al. (Eds.). <i>Stedman's medical dictionary</i> (27 th ed., pp. 1208-1208). Philadelphia, PA: Lippincott Williams & Wilkins.
<i>Reprinted Work in an Anthology/Book Collection:</i>	Article author(s). (Date). Article title in anthology/book collection. In Editor(s) (Ed.), <i>Anthology/Book collection title</i> (Page #). Place of publication: Publisher. (Reprinted from <i>Original Source Title</i> , date, vol. #, page #)
<i>In NoodleTools:</i>	Select: Anthology/Collection—[Print]
<i>Examples:</i>	Taylor, J. M. (2006). Wind power is not economical. In D. Gunkel (Ed.), <i>Alternative energy source</i> (pp. 128-136). Detroit, MI: Thomson Gale. (Reprinted from <i>Environment News</i> , pp. 12-18, 2005, May 1).