

Jamestown Community College

A BRIEF GUIDE FOR THE USE OF APA FORMAT

INTRODUCTION

This guide is intended to provide you with basic information about the APA format and style of documentation you will be expected to use when writing formal papers while in the human services and nursing programs at JCC. APA stands for the American Psychological Association. APA format, then, is how these groups think a formal paper should be prepared. APA format is used in most baccalaureate and graduate programs of nursing and human services.

GENERAL INFORMATION

Font: The Times New Roman font is to be used.

Paper: Type the manuscript or print it on your word processor on one side of standard-sized (8 ½ X 11 in.) heavy, white bond paper.

Margination: There should be a one-inch margin at the top, bottom, left, and right. On most word processors, one inch is the default setting for margins.

Spacing: Use double spacing after every line on the title page, between all lines of the manuscript, and on the reference list.
Double spacing means leaving one full-sized line blank between each line of type on the page.

Paragraphs and Indentation: Indent the first line of every paragraph five to seven spaces. For consistency use the tab key. The default settings on most word processors are acceptable. Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to these requirements are the abstract, block quotations, titles, and headings.

Order of Pages: Arrange the pages of the manuscript as follows:

- 1) title page
- 2) abstract (necessary to include only for long research papers)
- 3) text
- 4) references
- 5) appendixes

Pagination: After the manuscript pages are arranged in correct order, number them consecutively, beginning with the title page. Number all pages with Arabic numerals in the upper right-hand corner.
The numbers should appear at least 1 inch (2.54 cm) from the right-hand edge of the page in the space between the top edge of the paper and the first line of the

text.

Page Headers: Identify each manuscript page (including the title page) with the first two or three words from the title in the upper right-hand corner above or five spaces to the left of the page number.

Punctuation: There is only one space after any period, whether it is in the reference list or in the text. There is no need for two spaces after periods.

TITLE PAGE

- The title should indicate the main idea of the paper.
- Type the title in upper and lower case letters and center it on the page. If the title is two or more lines, double space between the lines.
- Type your first name, middle initial, and surname one double space below the title.
- Type the name of the college one double space below your name.

Note: A running head is included only when the paper is to be published.

Example of Title Page:

Formatting Differences 1
Presentation of Major Formatting Differences Found Within the APA Style of Writing John B. Doe The University of Central Arkansas

CITATION OF REFERENCES WITHIN THE TEXT

The citations that appear throughout the body of the paper are necessary because they give credit to the original author. Both direct quotes and paraphrasing require citation. Citations include the author's last name and the year of publication. For quoted material, a page number is also included.

Citations When Paraphrasing:

One Author

Include last name of author and the year of publication.

According to Jones (2001), the age. . . .

Recent research (Jones, 2001) indicates. . . .

Two Authors

Include last names of both authors.

LeMone and Burke (1996) consolidated data. . . .

Statistics indicate (LeMone & Burke, 1996). . . .

Note on using “and” and “&”:

Use the ampersand (&) within the parentheses and in the reference list.

(LeMone & Burke, 1996)

Spell out the word “and” within the text.

LeMone and Burke (1996) reviewed. . . .

Three to Five Authors

At first mention, cite all last names. On second and subsequent mentions, include the name of the first author only.

Kozier, Erb, Berman and Burke (2001) found that. . . .

According to Kozier (2001),

Citations When Paraphrasing, continued:

Six or More Authors

Cite only the surname of the first author followed by et al. (include a period after al., but do not underline) and the year for the first and subsequent citations.

Moran et al. (1997) pointed out. . . .

Group as Author

The names of groups that serve as authors (e.g., corporations, associations, government agencies) are usually spelled out each time they appear in a text citation. However, if the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in second and subsequent citations.

First text citations: (National Institutes of Mental Health [NIMH], 1998)

Subsequent text citations: (NIMH, 1998)

Anonymous Author

Cite in the text the word “Anonymous” followed by a comma and the date.

(Anonymous, 1993)

Works with No Author: Cite in the text the first few words of the reference entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report.

on free care (“Study Finds,” 1992)

the book *College Bound Seniors* (1979)

Citations For Direct Quotations:

Short Quote (less than 40 words)

When using a direct quotation, state the last name of the author or authors, the year of publication, and the exact page where you found the quote:

Pillitteri pointed out that “hemophilia is caused by deficiency of the coagulation component factor VIII” (1995, p. 1366).

Note: The year is preceded by a parenthesis, followed by a comma, the letter p is followed by a period, then the closing parenthesis and, lastly, a period ends the entire sentence. (There is no period after the quotation marks after VIII.)

Quotation of 40 or more words

If your quotation has 40 or more words, you must use a block form. The quote is indented five spaces and does not have any quotation marks.

Pillitteri (1995) explained that:

In the United States, the incidence is approximately 1 in 10,000 white males. The female carrier may have a slightly lowered but sufficient levels of the factor VIII component so that she does not manifest a bleeding disorder. Males with the disease also have varying levels of factor VIII, and their bleeding tendency varies accordingly, from mild to severe. (p. 1366)

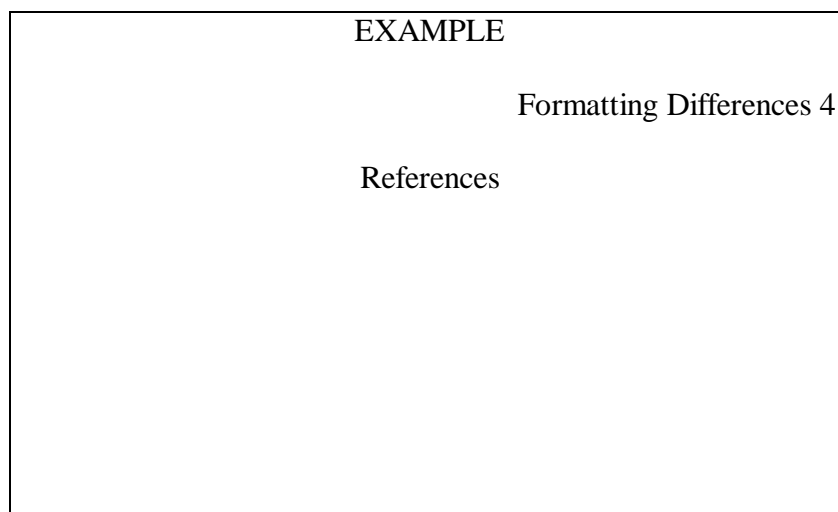
Note: The page reference comes after the quote, after the period that ends the sentence in the quote; it is in parentheses, and there is not a period after 1366.

THE REFERENCE PAGE

References are the sources from which you obtained information that is included within the text. References cited in the text of the paper **MUST** appear in the reference list with the exception of personal communications (see p. 214 of the APA manual). Each entry in the reference list should provide the information necessary to identify and retrieve each source.

Page The page header should appear at the top right hand corner of the page as it does on the **Header:** title page and in the pages of the text.

The The title informs the reader that this is the reference page. The word *References* should **Title:** be centered at the top of the page and typed in the normal font with no bold, underline, or quotation marks.



Abbreviations used in reference entries:

chap.	Chapter
ed.	Edition
Rev. ed.	Revised edition
2 nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
p. (pp.)	page (pages)

Listing of Reference Entries

- Entries should be arranged in alphabetical order by authors' last names (surnames).
- Write out the last name (surname) and initials for all authors of a particular work.
- Capitalize only the first word of a title or subtitle, and any proper names that are parts of a title.
- Use an ampersand [&] instead of the word "and" when listing multiple authors of a single work.
- Use the abbreviation **p.** or **pp.** to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- **Indentation:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent."
- **Underlining vs. Italics:** It is appropriate to use italics instead of underlining for titles of books and journals.

Note: The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be submitted for official publication. For more detailed information on these publication standards, refer to the APA publication manual, or consult with the editors for their style preference.

BOOKS

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

No Author or Editor : *Peterson's annual guide to graduate study* (33rd ed.). (1999). Princeton, NJ: Peterson's Guides.

Note: The title is placed in the author position.

Editor Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians*
No (6th ed., Vols. 1-20). London: Macmillan.

Author: **Note: The second line is indented using the tab default setting.**

One Author: Pillitteri, A. (1995). *Maternal and child health nursing: Care of the childbearing and childrearing family* (2nd ed.). Philadelphia: J.B. Lippincott.
Note: If city is well known, the state is not included.

Two or more authors: Boumil, M. M., & Friedman, J. (1996). *Deadbeat dads: A national child support scandal*. Westport, CT: Praeger.
Note: Include all authors and insert an ampersand before the last author.

PERIODICAL ARTICLES

References to periodical articles must include the following elements: author(s), date of publication, article title and journal title, volume number, issue number, and page numbers. Title of the journal and volume number are italicized with the comma following. If pagination starts over with each issue, include an issue number in parentheses immediately following the volume number. The issue number is not italicized. For example: *RN*, 12 (6), 21-23. There is no comma between the volume and the issue number.

One Author: Masci, D. (2001). Children and divorce. *CQ Researcher*, 11, 25-39.
Note: Issue number is not necessary as CQ Researcher is paged continuously.

Two Authors: Gilboa-Schechtman, E. & Foa, E. B. (2001). Patterns of recovery from trauma: The use of intraindividual analysis. *Journal of Abnormal Psychology*, 110, 392-400.
Note: Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns, ending with a period – just like writing a sentence.

Three To Five Authors: Weibelhaus, P., Hansen, S., & Hill, H. (2001). Helping patients survive inhalation injuries. *RN*, 64(10), 28-32.
Note: Issue number is provided as RN is paginated by issue.

NEWSPAPER ARTICLES

No Author: Study ties self-delusion to successful marriages. (1997, January 2). *New York Times*, p. B-10.
Note: Include section as well as page number.

One Author, Discontinuous Pages: Wingfield, N. (1998, June 18). Unraveling the mysteries inside web shoppers' minds. *Wall Street Journal*, pp. B6, B9.
Note: If there is no volume number, then you must put a "p" for one page and a "pp" for more than one page.

BROCHURE

The Writing Center of Capital Community-Technical College. (1997).
Writing: The goal is variety (4th ed.) [Brochure]. Hartford, CT: Author.

Note: The company that published the brochure is also the author (because their employees wrote the brochure). “Brochure” is in brackets after the title and edition. Where you would usually find the publisher after the address, “Author” is written because the publisher is considered the author.

GOVERNMENT REPORT

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. Do not use period between title and material in parentheses. Do not italicize parenthetical material.

Wetherington, C. L. & Roman, A. B. (Eds.). (1998). *Drug addiction research study* (NIH Publication No. 98-4290). Rockville, MD: National Institutes of Health.

Note: For materials with two or more authors or editors, include all authors or editors, separated by a comma, and insert an ampersand “&” before the last author.

ELECTRONIC MEDIA

For Internet sources, observe the following guidelines:

- 1) Provide the author(s) of the document, if available.
- 2) Provide date of publication or update whenever possible.
- 3) Provide document title or description.
- 4) Provide retrieval information.
 - a. Provide date of retrieval.
 - b. Provide name of the database or the address of the source.
 - i. For library (aggregated) databases, the name of the database is sufficient.
 - ii. For all other web resources, provide the URL (Uniform Resource Locator) for the specific document rather than home or menu pages. **MAKE SURE THE URL WORKS!!!**
- 5) When providing a URL, **NO** punctuation should end your reference. Otherwise end reference with a period.

For examples, see next page.

ELECTRONIC MEDIA, continued - Examples:

Electronic copy of an article retrieved from library database (aggregated database).

Note: You begin just as you would for an article with the author, date, and article title. Title of journal, volume number, and pagination follow. Then use this basic retrieval statement for databases accessed via the Web:

Retrieved [month day, year], from the [name of database] database.

Anonymous. (1999, November). Can one substance treat both osteoarthritis and depression? *Tufts University Health & Nutrition Letter*, 17, 3. Retrieved December 15, 1999, from the ProQuest database.

Colchico, K., Zybert, P. & Basch, C. E. (2000). Effects of after-school physical activity on fitness, fatness, and cognitive self-perceptions: A pilot study among urban, minority adolescent girls. *American Journal of Public Health*, 90, 977-978. Retrieved October 17, 2001, from ProQuest database.

Fackelmann, K. (1998). Do high heels boost arthritis risk? *Science News*, 153, 382. Retrieved December 10, 1999, from the Health Reference Center-Academic database.

Kerrigan, D.C., Todd, M.K., & Riley, P.O. (1998). Knee osteoarthritis and high-heeled shoes. *The Lancet*, 351, 1399-1401. Retrieved October 29, 1999, from the Expanded Academic ASAP database.

Larkin, M. (1999). Juvenile arthritis helped by resistance exercise. *Lancet*, 354, 1797. Retrieved December 14, 1999, from the Lexis-Nexis Academic Universe database.

No author identified, section of an Internet resource.

Tretinoin. (2001). In the Drug Database of *Nurse's PDR Resource Center*. Retrieved October 17, 2001, from <http://nursespdr.com/members/database/ndrhtml/tretinoin.html>

U.S. Government report available on government agency web site, agency as author.

U.S. Centers for Disease Control and Prevention. (2000, April). *Epidemic/epizootic West Nile virus in the United States: Revised guidelines for surveillance, prevention, and control*. Retrieved October 17, 2001, from <http://www.cdc.gov/ncidod/dvbid/westnile/resources/wnv-guidelines-apr-2001.pdf>

FOR FURTHER INFORMATION, you may consult the following sources:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

American Psychological Association. (n.d.). *APAStyle.org*. Retrieved October 16, 2001, from <http://www.apastyle.org/elecref.html>

Jamestown Community College. (2001). *Citing material from library databases – APA style*. [Brochure]. Olean, NY: Author. Available in the tutoring center and the library at the Cattaraugus County Campus.

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