

APA 6e Guide: Based on *Publication Manual of the American Psychological Association*, 6th ed.

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Table of Contents

| | |
|---|----|
| Writing Your Paper..... | 4 |
| Getting Started | 4 |
| Creating an Outline | 4 |
| Formatting Your Paper | 4 |
| General Format | 4 |
| Title Page | 4 |
| Abstract | 5 |
| Body of the Paper..... | 5 |
| References Page | 5 |
| Tables, Figures, Appendices | 6 |
| Template for an APA Paper | 6 |
| APA Video Helps | 6 |
| Citing Sources in Text | 6 |
| Plagiarism | 6 |
| In Text Citations | 7 |
| Secondary Sources | 10 |
| Lists or Seriation | 10 |
| Headings | 11 |
| Credibility in Using Sources, e.g. Wikipedia | 11 |
| Sources Needing Only an In Text Citation | 12 |
| Biblical Entries or Classical Works | 12 |
| Personal Communication | 12 |
| Creating the References | 13 |
| References – Books..... | 14 |
| References – Book chapter | 14 |
| References – Book Review | 14 |
| References – E-books | 14 |
| References – Courseware E-Textbook..... | 15 |
| References -- Reference Book Article | 16 |
| References – Reference Work, No Author or Editor | 16 |
| References – Brochure | 16 |
| References -- Theses and/or Dissertations | 17 |
| References – Newspaper Article..... | 17 |
| References – Online Newspaper Article..... | 17 |
| References – Newsletter Article, no author | 17 |
| References – Magazine Articles | 17 |
| References – Journal/Periodical Articles | 18 |
| References – Journal/Periodical Articles With a DOI | 18 |
| References – Journal/Periodical Articles without a DOI | 19 |
| References – In Press Article | 20 |
| References—Technical Reports, Research Reports, Non Newspaper or Journal Articles | 20 |
| References—Technical Reports, Research Reports, Corporate Author | 21 |
| References—Web Pages | 21 |
| Other Kinds of Unique Reference Examples:..... | 22 |

| | |
|---|----|
| References – Annual Company Report (taken from the company web site)..... | 22 |
| References – ATLA Monographs..... | 22 |
| References – Blog Post and Blog Comment..... | 22 |
| References – Business Plan from <i>Business Plans Handbook</i> (Gale Virtual Reference Library) | 22 |
| References – Cochrane Library | 22 |
| References – Course Supplementals..... | 23 |
| References – Court Decisions..... | 23 |
| References – Company Profiles and Industry Profiles (found in EBSCOHost Business Source Complete)..... | 23 |
| References – Company Form 10-K | 24 |
| References – Films on Demand Streaming Media (Title) | 24 |
| References – Films on Demand Streaming Media (Segment)..... | 24 |
| References – First Research Industry Reports | 25 |
| References – Images | 25 |
| References – Lecture from a Class | 25 |
| References – Legislation, Statutes and Regulations | 26 |
| References – Motion Picture..... | 26 |
| References – Music Recording | 26 |
| References – Podcast | 26 |
| References -- PowerPoint Slides..... | 26 |
| References – Software | 27 |
| References – Standard & Poor’s NetAdvantage..... | 27 |
| References – Student Paper | 27 |
| References – Syllabus..... | 27 |
| References – Television Show, One Time Occurrence | 27 |
| References – UpToDate database | 28 |
| References – Video..... | 28 |
| References – YouTube Videos | 28 |
| PowerPoint™ Presentations and APA..... | 28 |
| Formatting Your Paper | 29 |
| General Paper Formatting..... | 29 |
| Setting up the Running Head | 29 |
| Running Head in Word 2007/2010/2013..... | 30 |
| Counting the Characters in the Running Head | 30 |
| Formatting Tables | 31 |
| Formatting Figures..... | 32 |
| Removing Hyperlinks for URLs..... | 34 |
| Reference List Creation for WORD 2007/2010/2013 | 35 |
| Getting Help with APA..... | 35 |
| APA Research Paper Example: Sample Formatting With APA Writing Helps..... | 36 |

APA 6e Guide

Writing Your Paper

Getting Started

- Write from an outline or a concept map.
- The first draft should be a rough form of the paper. Return to the paper a day or two later to write the final draft.
- Consider having a friend proofread your paper.

Creating an Outline

APA does not provide instructions for formatting an outline, but your instructor may request that an outline be included with your paper. More information about creating an outline is available from the Purdue OWL site, *Four Main Components for Effective Outlines*, <https://owl.english.purdue.edu/owl/resource/544/01/>

Formatting Your Paper

General Format

- 8 1/2 x 11 paper.
- Double space (everything).
- Margins are set at 1-inch on all four sides. (This is a default setting for Word 2007/2010.)
- Do not justify the right margin and do not break words at the end of a typed line.
- Font-size 12, Times New Roman is the preferred font.
- Pages numbered in sequence starting with the Title Page.
- Use an active voice.
- A medium to formal tone is preferable for academic writing, e.g. slang and contractions should not be used.
- See a YouTube™ video about formatting papers in Word 2007 for APA 6th ed. (<http://tinyurl.com/APAFormat2007>)

Title Page

- Identify the title page with a page header that is flush left and starts:
Running head: TITLE IN ALL CAPS.
It should not be more than 50 spaces so it may need to be truncated from the end of the title. See the Sample Reference Paper at the end of this document for an example.
- The page # is placed in the upper right hand corner at the 1-inch margin from the right edge of the paper; ½ inch from the top of the page. Paging starts with page 1 on the title page and continues throughout the paper. It falls on the same line as the running head and will be in the Header area of the Word document.
- Space down approximately two to three inches from the top of the paper. APA states that the title page info should be centered and placed in the upper one half of the page.

- Include the full title, your name, and the institution. Additionally, per the instructor's direction, you may add the date and course identification, IWU plagiarism statement per your program's and instructor's requirements.
- All of these are double-spaced and centered.
- See sample paper at the end of this Guide.

Abstract

- An abstract generally is not required. Check with your instructor.
- If it is, it is the second page of your paper after the title page.
- It is a separate page.
- Abstract is centered as the title at the top of the page and is not in bold or all caps.
- The abstract uses a block paragraph format (no indentation). The abstract should be about 150-250 words.

Body of the Paper

- Header continues, on every page, with associated page number, but the Running head label is dropped. Use just the title throughout the remainder of the paper. It is placed on the left hand margin. See page 21 for formatting directions in Word.
- On the first page of text (page 2 if no abstract; page 3 if there is an abstract), repeat the full title, centered, one inch from the top, combination of upper/lower case letters.
- Double space throughout the body of the paper.
- Use 2 spaces following any punctuation mark such as periods, question marks or exclamation marks. The exception to this rule is in the References list. Only one space is used after any punctuation mark.
- Anything that is written in the body of the paper that is not an original thought, idea, fact, statistic of the student's *must* include an in text citation. (See Section Citing Sources In Text for examples and fuller explanation.) With the exception of personal communication and classical works, all of these sources *must* be listed in the References at the end of the paper.
- At the end of the text, enter a page break (word processing) so that the References page will start on a new page.
- See sample paper at the end of this Guide.

References Page

- Start the reference list on a new page. Inserting a page break at the end of the body of your paper will always keep your References at the top of a new page.
- Any source listed on the References page *must* be cited in the body of the paper.
- List references in alphabetical order.
- Type the word "References" in upper and lowercase letters – centered at the top of the page.
- Double-space all entries. Use only one space after a punctuation mark.
- Use hanging indent format. See Section Reference List Creation for Word for word processing instructions.
- Use the official, two-letter U.S. Postal Service abbreviations for all states.
- See the last 2 pages of the sample paper at the end of this Guide.

Tables, Figures, Appendices

- Some papers necessitate additional explanatory information that fits better at the end of the paper rather than in the paper. These are arranged as follows, immediately after the References page.
 - Tables – start each on a new page; caption is above the table.
 - Figures – start each on a new page; caption is below the figure.
 - Appendices – Start each on a new page.
- Label each item sequentially, e.g. Table 1; Table 2 or Figure 1, Figure 2 or Appendix A, Appendix B, etc.
- In a shorter paper or per instruction from your faculty, you may want to insert figures in the body of your paper where the information is discussed rather than at the end of the paper.
- Formatting for tables and figures is discussed in Section General Paper Formatting, Formatting Tables and Figures.

Template for an APA Paper

- A template which includes the correct margins, running head, pagination, and helps for headings within the paper, References entries, etc., is available from the APA Style page (<http://www2.indwes.edu/ocls> >> APA Style, under Key Links >> APA Paper Template).

APA Video Helps

- Several short APA video helps are available from the APA Style page. These are short videos specific to certain topics of APA, e.g. how to cite a book; how to cite a journal article, etc.

Citing Sources in Text

Plagiarism

- Plagiarism uses others ideas, concepts, facts, illustrations, graphics, etc., and uses as their own without giving credit to the originator of the material.
- APA is one of several scholarly writing systems or styles that give the writer a way to appropriately and correctly use these ideas, concepts, facts, illustrations, graphics, etc, in the text of their own writing.
- Think of APA as your insurance policy against plagiarism. Students sometimes use these concepts, may even paraphrase them and just hope that they do not get caught. The problem with the penalties of plagiarism is not that the content is used from someone else but that proper credit is not given to the original source. Citing sources in text gives the student a method to use whenever you choose to quote or paraphrase from another source.
- Quoting (word for word from the original source) or paraphrasing (restatement of the original source in your own words) requires an in text citation. Here are two methods that can be used for this illustrated source.

Radtke, K. (2013). Improving patient satisfaction with nursing communication using bedside shift report. *Clinical Nurse Specialist: The Journal for Advanced Nursing Practice*, 27(1), 19-25. <http://dx.doi.org/10.1097/NUR.0b013e3182777011>

- Quoting:
 - "...the Psalms are personal in an intense way that is not characteristic of much of the Bible" (McCann, 2008, p. 155).
 - McCann (2008) emphasized that "...the Psalms are personal in an intense way that is not characteristic of much of the Bible" (p. 155).
- Paraphrasing:
 - One does not need to know who wrote the Psalms or even to add anything special about them because they stand as they are (McCann, 2008).
 - McCann (2008) stated that one does not need to know who wrote the Psalms or even to add anything special about them because they stand as they are.
- The original content of the article was used and credit was given to McCann. By looking in the student's References list the reader could easily determine which entry it was if they cared to go to the original source.
- Students sometimes think that they have done their due diligence when an in text citation is placed at the end of a paragraph with multiple sentences. APA does not recognize citing an entire paragraph. In text citations are just that, a citation in the text of the author's writing. It would be difficult for the reader to know which of the sentences were paraphrased or which were original to the writer when only one citation is given for an entire paragraph. Every sentence that is coming from another source must be cited. In the sample paper, that is titled, APA Research Paper, there is an example of this on page 3. It is the paragraph talking about information from the Bass and Bass source.

In Text Citations

- Quoting a source is when you take the words exactly as they appear in the original source.
 - Set off with quotation marks (less than 40 words)
 - Use an indented block quote (40 or more words) [See sample paper at the end of this Guide].
 - In text citation for a quoted source should include author (or title if no author), copyright date, page number(s)/paragraph number(s) or section title.
 - "Sentence of quoting from a source" (Wilson, 2010, p. 34).
 - Wilson (2010) emphasizes "sentence of quoting from a source" (p. 34).
 - The first time the source is used within a paragraph the author, date, and location information is given. If that same source is repeated within the same paragraph with no other intervening source used, the date can be omitted *if* the format for the in text citation is as follows: Almay and Lockerby (2007) pointed out Almay and Lockerby speculated.... If the parenthetical format for an in text citation is used, the author and date information should be repeated for all in text citations. Example: (Almay & Lockerby, 2007).

- Paraphrasing a source is when you take an idea, concept, etc., and restate it using your own words.
 - It is not set off with quotation marks.
 - In text citation for a paraphrase should include the author (or title if no author), and copyright date.
 - Wilson (2010) recounted that information should be documented in a writing style.
 - Information is documented in a writing style (Wilson, 2010).
 - A good method of knowing for sure you are paraphrasing is to read the material until you understand it. Place the material aside and write out your paraphrase from memory. It is not likely that you will write it down word for word. Then give the appropriate citation per below!
- Quoting in text citation for one and multiple authors. Always cite what is in the first position of the References entry.
 - One author
 - (Jones, 2010, p. 456).
 - Jones (2010) noted “...” (p. 456).
 - Two authors
 - (Smith & Jones, 2009, para. 7).
 - Smith and Jones, (2009) acknowledged “...” (para.7).
 - Three authors to five authors
 - (Smith, Jones, & Brown, 2009, Section Company History), for the first time the source is cited. Thereafter, for that source, use (Smith et al., 2009, section Company History).
 - Smith, Jones, and Brown (2009) maintained”...” (p. 16). The next time that source is used it would be, Smith et al. (2009) writes “...” (p. 16).
 - Six or more authors
 - The first time the source is used, note the first author with et al. White et al. (2010) proposed....
 - Any citation with more than seven authors also has a certain way to cite in the References list. The first six authors are all written out in the order they appear in the original source. Then use three ellipses and list the last author listed. So if the source you are citing as 12 authors, write out the first six listed on the source and the 12th author. Authors in the seventh through eleventh positions are completely omitted. Here is an example of an article that has 10 authors:

Logan, L., Harley, W. B., Pastor, J., Wing, L. S., Glasman, N., Hanson, L., . . . Hegedahl, P.

(1996). Observations on the state of empowerment in today’s organization.

Empowerment in Organizations, 4(1), 6-11.

<http://dx.doi.org/10.1108/09684899610111025>

- No author

- Use the first few words of the title, since the title has now moved to the first position in the References entry.
- For articles from periodicals, use quotation marks around the title and capitalize all significant words. (“Fun Learning APA,” 2010, p. 23)
- For books, online technical reports, use italics just like the title displays in the References list, but the significant words are capitalized, unlike the corresponding References entry. (*Using APA to Write Scholarly*, 2013, p. 277).
- Corporate author
 - Corporate author that is readily recognized by their acronym. (United Nations [UN], 2008, section History).
 - Corporate author with no acronym or an acronym that is not easily recognized or is used by multiple organizations/companies. (Lawrence North High School, 2000, p. 5).
- Paraphrasing in text citation for one and multiple authors.
 - One author
 - (Jones, 2010).
 - Jones (2010) noted
 - Two authors
 - (Smith & Jones, 2009).
 - Smith and Jones, (2009) acknowledged
 - Three authors to five authors
 - (Smith, Jones, & Brown, 2009), for the first time the source is cited. Thereafter, for that source, use (Smith et al., 2009).
 - Smith, Jones, and Brown (2009) maintained.... The next time that source is used it would be, Smith et al. (2009) wrote....
 - Six or more authors
 - The first time the source is used, just note the first author with et al. White et al. (2010) proposed....
 - No author
 - Use the first few words of the title, since the title has now moved to the first position in the References entry.
 - For articles from periodicals, book chapters, non-technical websites use quotation marks around the title and capitalize all significant words. (“Fun Learning APA,” 2010)
 - For books, technical reports found on the web, etc., use italics just like the title displays in the References list. (*The Publication Manual*, 2010)
 - Corporate author
 - Corporate author that readily recognized by their acronym. (United Nations [UN], 2008).
 - This is used the first time it is cited. Subsequent times the acronym only can be used (UN, 2008).
 - Corporate author with no acronym or one that may refer to multiple corporate authors. (Lawrence North High School, 2000).
- When no date is apparent, use n.d. in place of the date position. (Webber, n.d.)

- When you have multiple sources with the same author and the same date, see Section, *References – Films on Demand Streaming Media (Segment)*, later in this document.
- When you have multiple sources by the same author, but different dates, list them in your References by date order. For the in text, the date will point to the corresponding entry in the References list.
- Sometimes there is a need to cite multiple sources because that idea/concept is repeated in several sources. The citations are included in the same parenthetical, in alphabetical order. Here is an example (Brown, 2005; Lang, 2013; Smothers, 2003; & Wills, 2004).
- What needs to be cited:
 - Using words verbatim from another source.
 - Introducing facts, statistics, or illustrations that you find in another source.
 - Taking an idea, theory, or concept and building on it for your own conclusions.
 - When writing code or building on someone else’s code (computer programming).
 - Or, anytime that you are not sure if by not citing you might be guilty of plagiarizing. (It is better to be safe than to plagiarize!)
- What does *not* need to be cited?
 - Your own ideas.
 - Your personal experiences.
 - Common knowledge:
 - Information that most educated people already know.
 - Information that can very quickly be found in most dictionaries or encyclopedias.
 - Information belonging to everyone. Some common sayings cannot be attributed to any one person. How do you know if it is common knowledge? If it is mentioned in five or more sources.

Secondary Sources

- It is preferable to use the original quotation of a person, but occasionally, you see a quote that someone else has quoted in an article/book you are reading and you feel that using the quote will be beneficial to your writing. This needs to be documented as a secondary source.
 - In text citation. The quote is from Christine Van Dae but it was in an article by F. Di Meglio.
 - Van Dae “we just don’t know what we’ll see with the final numbers three months after graduation” (as cited in Di Meglio, 2013, para. 3).
 - References entry would be for the website article by De Meglio. Van Dae is not cited in the References list.
 - De Meglio, F. (2013, July 31). Harvard MBAs flee Wall Street, take pay cut. Retrieved from <http://www.businessweek.com/articles/2013-07-31/harvard-mbas-flee-wall-street-take-pay-cut#r=most%20popular>
 - Of course, this citation would be formatted per APA with double spacing and hanging indent.

Lists or Seriation

- APA prefers the use of the following format for lists:

- Separate paragraphs or long sentences (such as steps in a procedure) should use numbered lists. See sample paper at the end of this Guide.
- Short words within a paragraph should use lowercase letters enclosed in parentheses, e.g. (a) word word, (b) word, and (c) word word word.
- Bulleted lists can be used although APA prefers the use of numbered or lettered lists.

Headings

- Headings help break the paper into sections.
- Generally, a small paper will only need a couple of heading divisions.
- For a large paper, you can use up to 5 headings.
- Headings are used in the body of the paper. The abstract, title, chapter divisions or References are not part of the heading structure.
- Do not use Introduction as a heading right under the title on page 2 as it is assumed that the first couple of paragraphs of the paper are the introduction.
- A note about the headings shown in this document. They are not per APA. The shading and bold type were used to emphasize and facilitate navigation of the document.
- Example of headings in APA:

Level 1 – Centered, Boldface, Upper and Lowercase

Start paragraph with normal paragraph indent, double-spaced.

Level 2 -- Flush Left, Boldface, Uppercase and Lowercase

Start paragraph with normal paragraph indent, double-spaced.

Level 3 -- Indented, boldface, lowercase paragraph heading ending with a period.

Sentence starts immediately after the period.

Level 4 -- Indented, boldface, italicized, lowercase ending with a period. Start paragraph with normal double-spacing, in line with heading.

Level 5 -- Indented, italicized, lowercase paragraph heading ending with a period. Start first paragraph in line with heading.

Credibility in Using Sources, e.g. Wikipedia

Many journals, by nature of their publisher, go through a peer-review process. An expert editorial board determines that any article printed in that journal is new research and trusted research. These are called *peer-reviewed*, *refereed*, or even *scholarly*. Magazines or newspapers, such as, *Time*, *Business Week*, *Health*, *Reader's Digest*, *New York Times*, *Wall Street Journal*,

etc., are not peer-reviewed sources. See OCLS tutorial, http://www2.indwes.edu/ocls/Scholarly_Journal_Tutor.html

Non-fiction books, especially if coming from textbook publishers, e.g. Pearson, Thomson, etc., or university presses are considered peer-reviewed as they go through an editorial process in their publication process. Generally, you can trust non-fiction books.

Web sites are not considered peer-reviewed. There are some very good web sites and some that are just plain inaccurate information. There is no peer-review process as anyone can put up a web page if you have a server to store the web file. The researcher has to serve as the one to determine authenticity of a web page. OCLS provides a tutorial on criteria to look for when evaluating a web site at the following URL, <http://www2.indwes.edu/ocls/WebEvaluation.html>.

One of these web sites that is not considered appropriate for academic work is Wikipedia, <http://www.wikipedia.org>. Although it provides good background information, by its very nature, it is a wiki, which is a fluid, changing document and can be edited by anyone. Each page has an Edit tab. This tab gives information about how recently a page has been changed in some way. Even the most benign topics reflect a change within the past month. One way you might be able to use Wikipedia is to scroll to the bottom of an entry page and look at the sources that are listed for writing that page. Your faculty probably will not accept a Wikipedia article as a source.

Sources Needing Only an In Text Citation

Biblical Entries or Classical Works

- References from the Bible or other classical works (Greek & Roman) are cited in text but no entry is required in the References list.
- Cite the chapter, verse, of the source (since these are uniform across versions) and the version used. An example for a Bible references would be: (Rom. 3:21, New International Version).
- APA does not provide a list of approved abbreviations for books of the Bible. It is appropriate to use lists provided by other writing styles, such as MLA or Chicago. Here is a suggested list provided by another institution: <http://hbl.gcc.edu/abbreviationsMLA.htm>
- If you do not change versions in your paper, you do not have to repeat the version.
- A second Biblical reference in the same paper would be: (John 3:16).
- This kind of citation *only* applies to the actual scripture or classical work. Commentary of the scripture or classical work would be cited like any other book with an in text citation and appropriate References entry.

Personal Communication



- Includes email, interviews or any method of communication that is not archived. This would include class lectures, handouts as they are not publically available.
- The same format is used for any kind of personal communication. Either format below is acceptable.

- “The church will continue to provide an emphasis in small groups because that is what has allowed us to grow the way we have” (B. Lyle, personal communication, May 5, 2013).
- B. Lyle stated that “the church will continue to provide an emphasis in small groups because that is what has allowed us to grow the way we have” (personal communication, May 5, 2013).

Creating the References

Many of the databases that are provided through the library are provided by third party vendors, e.g. EBSCO provides 40 unique databases; ProQuest provides 22 unique databases. Once the link is made to a database, one leaves the IWU servers and goes to databases outside the control of IWU. Some of these *vendors* make an attempt at providing an APA reference for articles in the databases; *however*, these are *generally not accurate*. Since they are using computers to generate the citation, they cannot always account for the variations of italics, capitalization, or including information not provided by the database citation, e.g. publication’s home web page that is required for APA.

It is the student’s responsibility to verify each database provided APA citation to the source for APA issued to students, e.g. *APA 6e Guide; Publication Manual of the American Psychological Association*, 6th ed. To illustrate what you might find, here are 3 graphics. The first one is how an article looks in the database list and the 2nd one shows the database generated citation for APA and the 3rd is the corrected version according to correct APA.

12.  **Doing More GOOD.** 

By: Chavez, Jodi. *Strategic Finance*, Dec2011, Vol. 93 Issue 6, p48-51, 4p, 1 Illustration

The article discusses the things to consider in developing corporate social responsibility (CSR) strategies, as well as the benefits of CSR. The author mentions that it is important for companies...

Subjects: SOCIAL responsibility of business; DECISION making; BUSINESS ethics; MANAGEMENT -- **Employee** participation; BUSINESS planning; BUSINESS communication; **EMPLOYEE retention**; COMPETITIVE advantage; COST control

Database: Business Source Complete

Example 1: As the article looks in the database listing, Business Source Complete.

| | |
|--|--|
| <p>APA</p> <p>(American Psychological Assoc.)</p> | <p>References</p> <p>Chavez, J. (2011). Doing More GOOD. <i>Strategic Finance</i>, 93(6), 48-51.</p> |
|--|--|

Example 2: The database provided APA citation.

Chavez, J. (2011). Doing more good. *Strategic Finance*, 93(6), 48-51. Retrieved from

http://www.imanet.org/publications_sfm.asp

Example 3: Corrected APA format per APA 6th ed.

In this example, the changes that should be made are the title (change GOOD to good) and add the publication's web home page because no DOI number was provided for this article.

The following pages give examples that mirror the most commonly used sources by students. Unlike the body of the paper, only one space is used after any punctuation mark in the References list.

References – Books

Anderson, D. (2001). *Beyond change management: Advanced strategies for today's transformational leaders*. San Francisco, CA: Jossey-Bass/Pfeiffer.

- Always include the state postal code with cities or the country for foreign cities, e.g. New York, NY or London, England.

Bass, B. M., & Bass, R. (2008). *The Bass handbook of leadership: Theory, research, and managerial applications* (4th ed.). New York, NY: Free Press.

- Sometimes a book may be a revision of the original and be a 2nd, 3rd, 4th, revised etc., edition of the original. That information is important and should be included in the citation per the above example. If it was simply a revised edition, use, (Rev. ed.).

References – Book chapter

Goodman, M. (1955). Organizational inertia or corporate change momentum. In D. P. Cushman & S. Sanderson (Eds.), *Communicating organizational change: A management perspective* (pp. 95-112). Albany, NY: New York Press.

References – Book Review

Penny, J. (2010). Outliers: The story of success [Review of the book *Outliers*, by M. Gladwell]. *Personnel Psychology*, 63(1), 258-260. Retrieved from <http://www.personnelpsychology.com>

References – E-books

- For an e-book, omit the publisher information.

- Do include a DOI number*, if available, or the location on the internet where the text was obtained. *See Section References – Journal/Periodical Articles and following for a further discussion of DOI numbers.
- Provide the format that was used, e.g. EBSCOHost Ebook Collection version, Kindle DX version, Sony version, Nook version, iBook version, Adobe Digital Editions version, CourseSmart version, etc. if you download the book. For example, when Ebrary books are downloaded to your local computer, it requires Adobe Digital Editions. This would be the format for the downloaded book. That notation would go in square brackets. The first example below demonstrates this.
- If you read the book online from within the database, e.g. Ebrary, then no explanatory format information is needed. The second example below demonstrates this.
- For an example of a CourseSmart e-textbook, see the next section: References – Courseware E-Textbook.

Lieberman, S., Simons, G. F., & Berado, K. (2004). *Putting diversity to work: How to successfully lead a diverse workforce* [Adobe Digital Editions version]. Retrieved from <http://www.ebscohost.com>

Marquis, J. P., Lim, N., & Scott, L. M. (2008). *Managing diversity in corporate America: An exploratory analysis*. Retrieved from <http://www.ebrary.com>

References – Courseware E-Textbook

- Many classes are beginning to use e-textbooks that are published by a variety of publishers.
- These textbooks are made available electronically through a service, CourseSmart. CourseSmart is the publisher responsible for converting the book (no matter the original publisher) to an e-text. So, the book could be originally published by Prentice Hall or Wiley, but CourseSmart is the publisher of the e-text version.
- The example shows a typical e-textbook available through CourseSmart.

Anderson, E. T., & McFarlane, J. (2011). *Community as partner: Theory and practice in nursing* (6th ed.) [CourseSmart version]. Retrieved from <http://www.coursesmart.com>

Author A., & Author B. (2012). *Title of book* (10th ed.) [CourseSmart version]. Retrieved from <http://www.coursesmart.com>

References -- Reference Book Article

- If there is a DOI number, add it at the end of the citation.
- Because this is an e-book, no publisher or city location information is needed.
- If no DOI number is provided, then add the publisher that is responsible for the e-book version since these e-reference books have equivalent print versions.
- IWU's primary vendors for these are:
 - <http://www.gale.com>
 - <http://www.credo.com>
 - <http://www.ebrary.com>
- Do not use Wikipedia as a reference book source.

Castronovo, R. (2006). Death. In J. Gabler-Hover & R. Sattelmeyer (Eds.), *American history throughout literature 1820-1870* (Vol. 1, pp. 311-316). Retrieved from <http://www.gale.com>

Satterwhite, M. (2007). Job enrichment. In B. S. Kaliski (Ed.), *Encyclopedia of business and finance* (2nd ed., Vol. 2, pp. 444-446). Retrieved from <http://www.gale.com>

References – Reference Work, No Author or Editor

Empowerment. (2010). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/empowerment>

References – Brochure

- The square brackets in APA after the title are used to denote any unusual format apart from books, journal articles, newspaper articles, web sites, etc. This could include brochures, maps, DVDs, paintings, etc.
- When a corporate author is used and they are also the publisher of the source, use Author in place of the normal publisher location.
- When there is no author, the in text citation would be the title. It can be shortened, however. An example of an in text citation for the second example below might be (*DiSC Classic*, 2001, p. 3).
- Note: your title may vary as the one in the DiSC citation is no longer in print. Use the title that is on the front of your booklet and be sure that you identify the date and publisher and change as needed.

American Heart Association. (n.d.). *Heart disease* [Brochure]. Dallas, TX: Author.

DiSC classic: Personal profile system 2800 [Brochure]. (2001). Minneapolis, MN: Inscape Publishing.

References -- Theses and/or Dissertations

- Mayhew, J. A. (2008). *Adult learners' perceptions of their employers' leadership behaviors and their own readiness for self-directed learning* (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses database. (UMI No. 3344706)
- Gazan, L. O. (2009). *Patterns and trends of effective teaching in the nursing simulation lab* (Unpublished master's thesis). Indiana Wesleyan University, Marion, IN.

References – Newspaper Article

Linebaugh, K., Searcey, D., & Shirouzu, N. (2010, February 10). Secretive culture led Toyota astray. *Wall Street Journal*, p. A1. Retrieved from <http://www.wsj.com>

- For a newspaper, always use an exact date, not just the year.

References – Online Newspaper Article

Kang, C. (2010, February 10). Google to launch turbo-speed Internet trials. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

- For online newspaper articles only give the entry point URL for the newspaper. This allows for unavailable or extinct links.

References – Newsletter Article, no author

Learning to write using APA writing style. (2009, October). *APA Writing Newsletter*. Retrieved from <http://www.indwes.edu/ocls/APA/newsletter.pdf>

References – Magazine Articles

Damiano, P. (2010, December/January). Incredible India. *Working Mother*, 33(1), 50-52.

Willis, A. (2010, February 10). China tops Germany as no. 1 exporter. *BusinessWeek*. Retrieved from <http://www.businessweek.com>

- If you find the article full text in one of the library's databases, APA says to use the entry point URL for the magazine. [You may need to Google the title to locate this or look it up in Ulrich's Global Serials Directory available from the IWU library databases listing, under General Resources.] Alternatively, treat the article as if you found it in a print

journal and omit the retrieval statement. [For some programs that use an APA manual, follow the instructions per your book, citing the journal publisher's web site.]

- Magazines are those titles that are published, daily, weekly or monthly and have a popular appeal. The article authors are generally employees of the magazine publisher. Some examples of magazines are *Time*, *Business Week*, *Forbes*, *Prevention*, *Christianity Today*, etc.
- When your instructor asks for scholarly or academic articles, magazine articles do not qualify. When in doubt, consult OCLS!

References – Journal/Periodical Articles

- There are 2 things to look for with a journal article.
 - If there is a DOI*, use that as the end part of the citation.
 - If there is no DOI, then use the journal publisher's entry URL at the end of the citation.
- Journal/periodical articles are generally considered scholarly or academic. They are not necessarily peer-reviewed. These are the kind of articles that are preferable in academic research.
- The DOI number always starts with 10. The remainder of it is alpha-numeric. Database accession numbers are not the same thing as a DOI number. Those are not used in APA for article citations—just the DOI#.
- When DOI#'s were first introduced to APA they were represented as doi:10.0000/0000. More recently APA introduced a revision of how DOI numbers can be displayed in the citation. This new format allows for a URL link for the DOI number that then becomes a searchable link in a web browser. The new format is: <http://dx.doi.org/10.0000/0000>. Some journals and CrossRef (see next section, **References – Journal/Periodical Articles With a DOI**, for further explanation of CrossRef) are beginning to provide this newer format. Use the format that you have available. See the examples below.
- *DOI stands for Digital Object Identifier. It is that article's unique address on the internet. Depending on your access it may or may not lead you to the full text of the article but the DOI will lead you to the citation information *about* the article.

References – Journal/Periodical Articles With a DOI.

Holmes, O., IV. (2010). Redefining the way we look at diversity: A review of recent diversity and inclusion findings in organizational research. *Equity, Diversity, and Inclusion: An International Journal*, 29(1), 131-135. doi:10.1108/02610151019255

Holmes, O., IV. (2010). Redefining the way we look at diversity: A review of recent diversity and inclusion findings in organizational research. *Equity, Diversity, and Inclusion: An International Journal*, 29(1), 131-135. <http://dx.doi.org/10.1108/02610151019255>

- Both of these examples are correctly displayed.

- Note that this one uses the IV as a designation for the author. Abbreviations, such as Sr., Jr., II, III, etc. are used in the References list, but titles are not, such as, PhD, EdD, RN, etc.

Cook, D. M., & Bero, L. A. (2009). The politics of smoking in federal buildings: An executive order case study. *American Journal of Public Health, 99*(9), 1588-1595. doi:10.1025/APJH.2008.151829

- DOI numbers are found as follows. If these methods do not work, then you can assume that none has been assigned from the publisher.
- With the citation in the database. Sometimes it is available on the short version of the article and sometimes you have to click on the article title and look at the full citation. There can be a specific field for it or it may be “tacked” on to the end of the abstract field.

| | |
|------------------|---|
| Abstract: | Executive orders are important presidential tools for health policymaking that are subject to less public scrutiny than are legislation and regulatory rulemaking. President Bill Clinton banned smoking in federal government buildings by executive order in 1997, after the administration of George H.W. Bush had twice considered and abandoned a similar policy. The 1991 and 1993 Bush proposals drew objections from agency heads and labor unions, many coordinated by the tobacco industry. We analyzed internal tobacco industry documents and found that the industry engaged in extensive executive branch lobbying and other political activity surrounding the Clinton smoking ban. Whereas some level of stakeholder politics might have been expected, this policy also featured jockeying among various agencies and the participation of organized labor. (Am J Public Health. 2009;99:1588-1595. doi:10.2105/AJPH.2008.151829) [ABSTRACT FROM AUTHOR] |
|------------------|---|

- It should be located on the first page of the article. It can be at the top or at the bottom or along the side.
- You can use CrossRef. We have a link from the OCLS web pages. (<http://www2.indwes.edu/ocls>; click on: APA Style (under Key Links); click on: Locate a DOI for your articles). You can copy and paste your citation into the box. If a DOI is available, it will give it to you. It gives both formats per the discussion above.
- For a better understanding of where to locate the DOI# or the publisher’s home web site, see <http://www2.indwes.edu/ocls/APA/ElectronicArticlesAPA.pps>

References – Journal/Periodical Articles without a DOI.

Hijzen, A., Upward, R., & Wright, P. W. (2010). The income losses of displaced workers.

Journal of Human Resources, 45(1), 243-269. Retrieved from

<http://www.ssc.wisc.edu/jhr/>

- For articles that have no discernible DOI number, use the publisher or journal’s entry page, just as for magazines.
- These can be found by looking at the Publication page in most EBSCOhost databases or simply using Google to search for the title.
- The database, Ulrich’s (listed under General Resources of the Article Databases) also provides the publishers web home page.

- If you are not using an APA manual for your program it may be appropriate to treat the article as if you retrieved it from a paper source. Thus omitting the sentence: Retrieved from <http://www.ssc.wisc.edu/jhr>

References – In Press Article

- Articles that have been submitted and accepted for publication are in press. They are listed without giving volume, issue or paging until such time as they are published.
- If you have multiple entries by the same author, the in press article follows the published article.
- If there are multiple in press articles by the same author, use (in press-a, in press-b, etc.) and list them alphabetically by the first word after the date element.
- Emerald Insight provides access to in press articles. They are denoted with an E.
- It is preferable not to use these since they may still be in the peer-review process.

Kiran, K. (in press). Service quality and customer satisfaction: Perspectives from academics.

Library Review. Retrieved from <http://www.emeraldinsight.com>

References—Technical Reports, Research Reports, Non Newspaper or Journal Articles

- Websites can be difficult because you may not be able to find all the information that is needed for a complete citation. The “parts” should include: Author. (Date). *Title of the page* (Report No. or format). Retrieved from actual date from full URL.
- If the web page, in your opinion, will not change, the retrieval date is not needed.
- Be sure you transpose the URL address accurately. When your paper is submitted it should be a working URL and take the reader to the web page cited.
- If a web page does not have an author, the title of the web page moves to the first position. Then that is what is cited in text. (See Quote; Paraphrasing, No Author).
- If a web page does not have a date, substitute (n.d.). That is what is used for the in text citation.
- APA provides a nice chart that documents some of the possibilities.
<http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apastyle-table-1.pdf>

Lund, P. (2004, December 28). *Technical report on management and ICT practices in PV*

buildings (NNE5/2001/264D14.2). Retrieved from

<http://www.pvnord.org/meny/pdf/Task%204.2%20>

[Management%20and%20ICT%20Final%20report.pdf](http://www.pvnord.org/meny/pdf/Task%204.2%20Management%20and%20ICT%20Final%20report.pdf)

References—Technical Reports, Research Reports, Corporate Author

- Some groups of web pages do not have a specific author for a particular page, but it is among other pages that are representing some corporate organization, association, government office, etc. The 2nd example below demonstrates a document from a government agency.

Indiana Wesleyan University. (n.d.). *Indiana Wesleyan University 2012-2013 catalog*. Retrieved from <http://www.indwes.edu/catalog/>

U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation. (2014, January). *Putting the pieces together: A program logic model for coaching in Head Start* (Report # 2014-06). Retrieved from http://www.acf.hhs.gov/sites/default/files/opre/a_logic_model_for_coaching_in_head_start_from_the_descriptive_study_of.pdf

References—Web Pages

- Articles found on the web that are not official technical reports the title is not italicized.
- Since the title is not italicized the format for a paraphrased in text citation would be as follows: (“Bank Reconciliation Statement,” n.d.)
- Include the retrieval date if the page could change over time.
- The APA interpretation of web pages is available at: <http://www.apastyle.org/learn/faqs/web-page-no-author.aspx>. See the Note: section.

Reh, F. J. (2010). Scruples are a good thing. Retrieved September 21, 2011, from <http://management.about.com/od/yourself/a/Scruples0904.htm>

Bank reconciliation statement. (n.d.). Retrieved September 21, 2011, from <http://www.accountingchum.com/financialaccounting/assets/bank-reconciliation-statement.jsp>

Other Kinds of Unique Reference Examples:

References – Annual Company Report (taken from the company web site).

Ford Motor Company. (2009). *One Ford: Ford Motor Company 2009 annual report*. Retrieved from http://corporate.ford.com/doc/2009_annual_report.pdf

References – ATLA Monographs

Davis, J. D. (1894). *Genesis and Semitic tradition* [EBSCOhost Digital Archives Viewer version]. Retrieved from ATLA Historical Monographs Collection: Series 2 database.

References – Blog Post and Blog Comment

Lee, C. (2010, November 18). How to cite something you found on a website in APA style [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>

- Note that the title is not in italics.
- You may also see [Weblog post] used as this is what is printed in the *Publication manual of the American Psychological Association*, 6th ed. However since that printing APA has moved away from that term and are using [Blog post] (American Psychological Association, 2012).
- If it was a response/comment to a blog post then the square brackets would be [Blog comment].

References – Business Plan from *Business Plans Handbook* (Gale Virtual Reference Library)

- See section, **References – Reference Book Article**, for additional examples of citing e-reference books.

Greenland, D. (2010). Dog training business. In L. M. Pierce (Ed.), *Business plans handbook* (Vol. 17, pp. 55-60). Retrieved from <http://www.gale.com>

References – Cochrane Library

Holland, A. E., & Hill, C. (2008). Physical training for interstitial lung disease. *Cochrane Database of Systematic Reviews*, 2008(4), 1-42. <http://dx.doi.org/10.1002/14651858.CD006322.pub2>

- IWU's subscription to Cochrane Library has a How to Cite link which gives the needed information, but the actual format is not per APA. Use the information per the example above to create the needed References citation.

References – Course Supplementals

Topic 03: Research in psychology. (n.d.). In *The field of psychology* [Course supplement].

Retrieved from Indiana Wesleyan University, Pearson LearningStudio, PSY-150 classroom.

- Sometimes a course will provide additional teaching aids that accompany the assigned readings for the course. Often these are provided by the book publisher to enhance and provide further teaching on a topic. They do not include links to streaming media, such as YouTube or Films on Demand or include articles or books from library or open source locations. Citing those kinds of resources are covered by that item in other locations in this document, e.g. Films on Demand media.
- If there is an obvious author, it would start with that and the date follow the author and then continue with the citation.
- If a date is given, that would replace the n.d.
- The first part of the retrieval statement will not change, but the course number would change, depending on the course.
- When citing the above example in text it would be for a paraphrase (“Topic 03,” n.d.). For a quote (“Topic 03,” n.d. para. 1). If an author was given, then the author(s) names would be substituted.

References – Court Decisions

Roe et al. v. Wade, 410 U.S.113, (1973).

- See entry for References – Government Law for a link to the APA Blog with further information.

References – Company Profiles and Industry Profiles (found in EBSCOHost Business Source Complete)

- There are probably two correct ways of doing these. The company profiles come from several different sources. Examples are given below.

Company profile: Colgate-Palmolive Company. (2012, June 7). Retrieved from

<http://www.marketline.com>

- In text citation it would be: (*Company Profile*, 2012, p. #) – direct quote or (*Company Profile*, 2012) – paraphrase. Note that in text, you do capitalize significant words unlike the References entry.

Company information: Collegium Pharmaceutical Inc. (2013). Retrieved from

<http://www.isareports.com>

- An industry report could be done correctly one of two ways as illustrated below.

Health care equipment & supplies in the United States. (2013, July). Retrieved from

<http://www.marketline.com>

- In text citation would be: (*Health Care Equipment*, 2013, p. 12) – direct quote or (*Health Care Equipment*, 2013) -- paraphrase.

MarketLine. (2013, July). *Health care equipment & supplies in the United States.* Retrieved from

<http://www.marketline.com>

- In text citation would be: (Marketline, 2013, p. 12) – direct quote or (Marketline, 2013) -- paraphrase.

References – Company Form 10-K

Nike, Inc. (2014, May 31). *Form 10-K*. Retrieved from

<http://www.sec.gov/Archives/edgar/data/320187/000032018714000097/nke-5312014x10k.htm#s880EAD4C4C08511533B87162ABD1AE47>

- These reports are available for any publically traded company. They are available from a public government site of the U.S. Securities Exchange Commission, EDGAR.

References – Films on Demand Streaming Media (Title)

Films Media Group (Producer). (2010). *The career portfolio* [Streamed video]. Available from

Films on Demand Web database.

References – Films on Demand Streaming Media (Segment)

Films Media Group (Producer). (2007). Rising costs of prescription drugs [Streamed video]. In

NewsHour medical ethics and issues anthology. Available from Films on Demand Web database.

- If you reference several segments of a media title, then your in text citations will all look the same, e.g. (Films Media Group, 2007). To differentiate them, you need to alphabetize them first in your References list. The first element to change will be the segment title,

(in the example above that would be Rising costs of prescription drugs). Then assign an a,b,c, etc., for however many you reference. If you reference two segments, and the first one is titled, Projected healthcare costs. It would be assigned (2007a) and the example used above would be 2007b. The date with the small letters are used in the References entry and the in text citations.

References – First Research Industry Reports

Automobile manufacturing: Industry profile. (2011, October 31). Retrieved from First Research database.

- Since this is proprietary information to this database, it would be appropriate to include the name of the database, too. Generally, for articles, etc., database names are not used.

References – Images

Sleeping crooked [Graphic]. (2011). Retrieved February 23, 2012, from

http://www.funnycatpix.com/_pics/Sleeping_Crooked.htm

- Even if the website is described as a “free clip art” site, you still need to provide an in text and References entry for the graphic, using a similar format to this example. An exception would be using the clip art that comes with Microsoft Office. Since you own the software you are given permission to use any part of the program for your own personal use. If you would like to provide a citation, e.g. on a PowerPoint™ slide, use something like: Image from Microsoft Clip Art; Available from Microsoft Clip Art, etc.

References – Lecture from a Class

- Two examples are given depending on whether the source was a public site, from the course management system or from a face to face situation where the lecture was distributed. The first one should have a References entry per the first example below. For the latter two sources, they would be considered Personal Communication and only cited in text, not in the References list. See **Personal Communication**.
- If you are referencing your own personal notes of a lecture then for that situation it would be referenced as personal communication since your own notes are only available to you. See **Personal Communication**. The following examples are fictitious sources.

McKenzie, L. M. (2012). *The role of women in World War II* [PowerPoint slides]. Retrieved from <http://www.historyprofessor.com>

An in text citation only is used, such as this (L. M. McKenzie, personal communication, September 7, 2012).

References – Legislation, Statutes and Regulations

Protection and Affordable Care Act; HHS Notice of Benefit and Payment Parameters for 2012,

78 Fed. Reg. 15410 (March 11, 2013) (to be codified at 45 C.F.R. pts. 153, 155, 156, 157, & 158).

- Government statutes, federal code, state codes, legal cases, etc. are difficult to cite because they do not follow the pattern of any other kind of APA citation. Instead they follow *The Bluebook: The Uniform System of Citation* (18th ed., 2005) which is the source for legal citation style used by lawyers. The APA Blog provides an explanatory entry as well as links to more blog posts on legal citations, <http://blog.apastyle.org/apastyle/2013/02/introduction-to-apa-style-legal-references.html>

References – Motion Picture

Jones, A. A. (Producer), & Malone, F. (Director). (1997). *Movie of the year for 1997* [Motion picture]. United States: Paramount.

References – Music Recording

Sills, B. (2004). Son vergin vezzosa. On *The great recordings* [CD]. Universal City, CA: Universal Classics Group.

References – Podcast

Larson, K. (Producer). (2009, December 11). *Nursing in the best of times* [Audio podcast]. Retrieved from <http://ihets.interactive.org/larson>

References -- PowerPoint Slides

Indiana Wesleyan University, Off Campus Library Services. (2009). *Basic library instruction: Associates* [PowerPoint slides]. Retrieved from http://www.indwes.edu/ocls/Database/General/Intro_to_Research.pdf

- Note that when a URL needs more than one line, break the URL *before* any punctuation, e.g. / or – or period. As the example above shows, the slash starts the 2nd line.

References – Software

Microsoft Corporation. (2013). Word 2013 [Computer software]. Redmond, WA: Author.

References – Standard & Poor's NetAdvantage

- There are several different kinds of sources available in S & P's NetAdvantage so this example may not exactly match up with what you are citing. Pay close attention to the title, date, if it has an author, but the retrieval information would be the same.

Saftlas, H. (2012, May 31). Industry surveys: Healthcare: Pharmaceuticals. *Standard & Poor's*.

Retrieved from Standard & Poor's NetAdvantage database.

References – Student Paper

Bitner, A., Freeborn, M., & Lamar, A. (2011). *Organizational culture among executives at Eli*

Lilly. Unpublished manuscript, College of Adult & Professional Studies, Indiana

Wesleyan University, Marion, IN.

- Note: There might be occasion to cite a student paper from a previous class. Although this is not a recommended practice, it should be cited per above. Self-plagiarism is discouraged because the majority of the new document should be original research and text.

References – Syllabus

Indiana Wesleyan University. (2012, February 19). *BUS150: Personal finance: Syllabus*.

Retrieved from Indiana Wesleyan University, Pearson LearningStudio, BUS-150 classroom.

Watson, D., & Brody, S. (n.d.). *Syllabus: PSY-150: General psychology*. Retrieved from Indiana

Wesleyan University, Pearson LearningStudio, PSY-150 classroom.

References – Television Show, One Time Occurrence

Moses, T. W., Rankin, B. T. (Writers), & Rumley, Z. (Director). (2009, December 31). Top ten stories of 2009 [Television series episode]. In F. Finigan (Executive producer), *20/20*.

New York, NY: ABC News.

References – UpToDate database

Marion, D. W. (2013, February 7). Diaphragmatic pacing. In D. S. Basow (Ed.), *UpToDate*.

Retrieved December 5, 2013, from <http://www.uptodate.com/home/index.html>

- Use the format for a chapter in an online book. (This is the suggested format from the UpToDate database producers.)
- Since this is constantly updated information, it is best to use a retrieval date and actual date of the most recent revision.

References – Video

Rosell, R. (Writer), McDermott-Rosell, P., & Rosell, R. (Producers). (2005). *Compliance is just*

the beginning: 3 steps to ethical decisions [DVD]. Bellevue, WA: Quality Media

Resources.

References – YouTube Videos

Jones, B., & Hurley, G. (2012, September 10). *Purdue OWL: APA formatting: Reference list*

basics [Video file]. Retrieved from <http://youtu.be/HpAOi8-WUY4>

PowerPoint™ Presentations and APA

Just as you cite and provide References for a paper it is also important to provide in text citations and References for a PowerPoint™ presentation. This includes images that are used. The exception to this are images that you use from the Microsoft Clip Art collection that come as a part of Microsoft Office products. There are 2 commonly accepted practices for citing and you may want to check with your instructors to see if they have a preference.

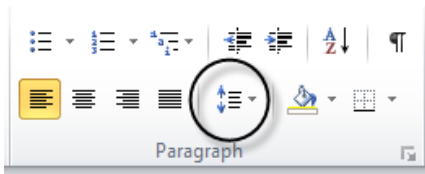
- One way provides an in text citation on each slide just as you would do for a paper. If only one source is cited per slide, the in text citation can be positioned at the bottom of the slide. If more than one source is cited per slide, then it would be best to place the in text citation with the content. Then the last slide in the presentation would be the References list, just as you would for a paper. Both of these can be done in a small font, e.g. 12 or 14 point font as they do not necessarily need to be read in a large presentation room, but they do show that you are giving credit for content not original to you.
- The second way provides for the full References entry at the bottom of the slide where that content is shown. Again, it can be in a small font size so that it does not consume the slide.
- Probably of these two methods, the first is the least obtrusive to the flow of your actual presentation.

Formatting Your Paper

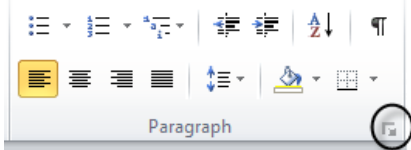
General Paper Formatting

Use the margins function (in Word 2010 this is under Page Layout) and verify that the margins are set at one inch on all four sides. This is the default for Word 2010 and 2013.

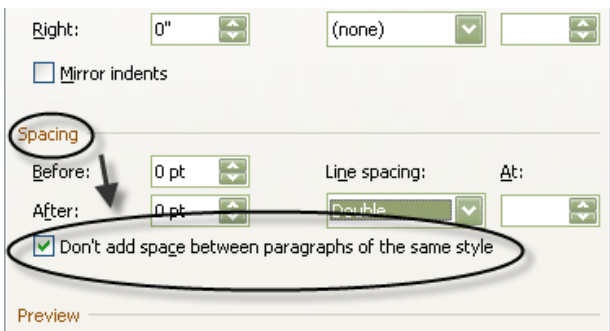
Set your paper for double spacing. This is found on the Home ribbon in the Paragraph area.



Later versions of Word by default add a little extra white space between paragraphs. This throws off a true double spaced appearance. To alleviate this default you need to modify some settings each time you start a new paper (you can set this as the default setting for all Word documents). Click on the arrow for the Paragraph section on the Home ribbon.



In the Spacing area, make sure there is a check mark next to: *Don't add space between paragraphs of the same style*. Also be sure that the number for Before: and After: are both set as 0.



This will take care of that default setting for your paper. You will have to make that change each time you start a new paper or set that as the default setting for all Word documents.

Setting up the Running Head

APA requires a running head on every page of the paper. The Title page or first page of the paper has a different running head from the remainder of the paper. This takes some extra formatting in your word processing program.

Page one:

- On the left hand margin it should be: Running head: FULL TITLE OF YOUR PAPER
- On the same line, but on the right hand margin, should be the page number, 1.

Page two and all subsequent pages:

- On the left hand margin type the following: FULL TITLE OF YOUR PAPER
- On the same line, but on the right margin, should be the page number 2.

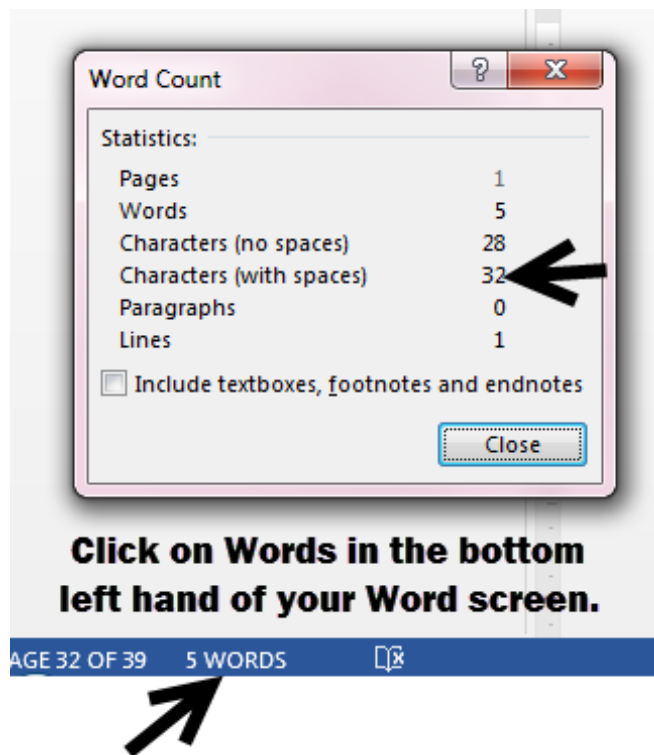
Running Head in Word 2007/2010/2013

- Starting at the top of page 1, go to the Insert ribbon.
- Select Header, Edit Header.
- Place a check mark beside: Different First Page.
- Enter the phrase, Running head: FULL TITLE OF THE PAPER, on the left margin.
 - This whole phrase should not be more than 50 characters, including spaces.
 - You can shorten the header title, dropping words off at the end, not at the beginning.
- Tab to the right margin, click on the Page Number icon.
- Select Current Position; Simple, Plain Number.
- Type number 1.
- Close the Header and Footer ribbon.
- Type the remainder of the information for the title page.
- Enter a Page Break to move to the 2nd page.
- Go the Insert ribbon.
- Select Header, Edit Header.
- Enter just the title of your paper in all capitals.
- Repeat the steps for inserting the page number. Page 2 should appear, you will not have to type it, after clicking on Page Number, Current Position, Simple, Plain Number.

Counting the Characters in the Running Head

There should be no more than 50 characters in the running head, including the page one words that include Running head. It is tedious to try to count those one by one on your computer screen. You can do that easily through your word processor.

- Double click on white space in the header area.
- Highlight the Running head with your mouse.
- Go to the bottom left hand corner and click on Words (it may say the actual number of words).
- A box will pop up that gives a lot of information about your document. Pay attention to the one for Characters (with spaces). If the number is less than 50, then you do not need to drop any words. If it is more than 50, drop words from the end of the title, not the beginning.
- This is a good step to know about for counting total words in your document, too.



Formatting Tables

Here are some tips for deciding to use a table:

- Tables can visually display numerical values or textual information.
- They are neatly arranged in columns and rows.
- Anything else (no rows or columns) is considered a figure.
- Do not over use tables. Most times information is better communicated in text rather than in a table.
- For a class assignment, fair use will allow the use of a table from another source whether presented as is or adapted. However, attribution must be given to the original source with the table. If correctly cited with the table, and that source is not cited in the body text of the paper, no entry is needed in the References list. If your paper will be published, i.e. IWU library catalog or ProQuest Dissertations & Theses, you must obtain copyright permission to reproduce the table.

Formatting the table:

- Use 12 pt., New Times Roman for most tables. If needed you can go as small as 10 pt. font, but no smaller. Tables can be single spaced but if there is more clarity with additional white space it is preferred to use double spacing.
- As much as possible, keep the table on one page.
- It can be presented in the paper in either landscape or portrait.
- Every row/column must have a label.
- Use a light weight line and only use horizontal lines, no vertical lines.
- The table number is in regular font, using numerals for numbering.

- The table title is in italics with all significant words greater than 3 letters capitalized. It is above the table.
- A table may have 3 kinds of notes underneath.
 - A general note explains any information that relates to the table as a whole. This is where information would be included attributing the information in the table to another source. A general note starts with the word, Note and it is in italics, followed by a period.
 - A specific note gives explanatory information for just one column, row or cell of the table. Use a superscript lower case letter.
 - A probability note helps to explain when probability markings are used in a table, e.g. asterisks or other symbols.
- Tables are numbered sequentially as they are discussed in the text, e.g. Table 1; Table 2, etc.
- A table should be referred to in the text of the paper. An example of this might be: Table 3 explains the gender breakdown of the research group. Never include a table (or figure) that is not mentioned in the body text.

Here is an example of a correctly formatted table.

Table 8

Gender of Leader

| | Frequency | Percent | VP | CP |
|------------|-----------|---------|-------|-------|
| Valid male | 84 | 69.4 | 69.4 | 69.4 |
| female | 37 | 30.6 | 30.6 | 100.0 |
| Total | 121 | 100.0 | 100.0 | |

Note. VP stands for Valid Percentage and CP stands for Cumulative Percentage.

Formatting Figures

Tips for deciding to include a figure:

- Includes anything that does not display well in a table.
- Should add value to the paper.
- May be displayed more accurately and more visually appealing than a table.
- Create them in such a way that they will be understood without having to read the text of the paper.
- Conveys essential facts.
- Should be visually appealing in size and readability.
- For a class assignment, fair use will allow the use of a figure from another source whether presented as is or adapted. However, attribution must be given to the original source with the figure. If correctly cited with the figure, and that source is not cited in the body text of the paper, no entry is needed in the References list. If your paper will be published, i.e. IWU library catalog or ProQuest Dissertations & Theses, you must obtain copyright permission to reproduce any figure.

Formatting the figure:

- Lines should be clear and sharp.
- Typeface is simple and legible (be consistent with the rest of the paper).
- Make sure the graphic, photograph, chart, graph, etc., is large enough to be understood.
- The figure number and the caption go underneath the figure.
- The figure number is in italics and numerals are used sequentially, e.g. *Figure 1*, *Figure 2*, *Figure 3*.
- The figure caption is in regular font, using sentence formatting.
- Figures need to be referred to in the body of the paper. Figure 3 shows the perception of laissez faire leadership in the research group.

Here is an example of a correctly formatted figure and one requiring attribution:

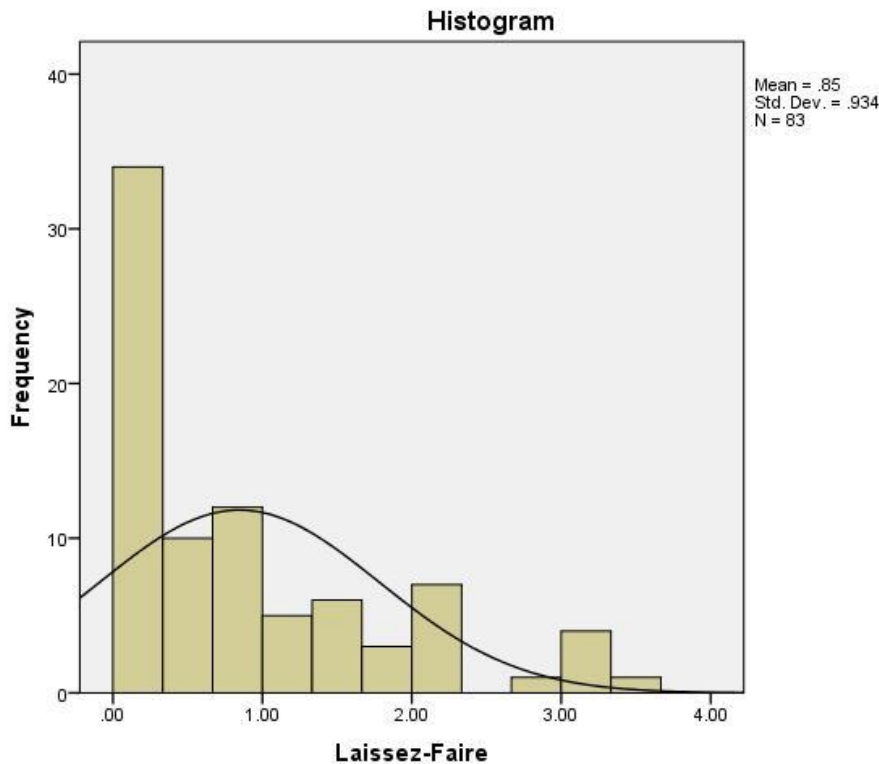


Figure 3. Laissez-faire leadership style.

Note. The histogram illustrates the perception of laissez-faire leadership style displayed in the two leader groups.

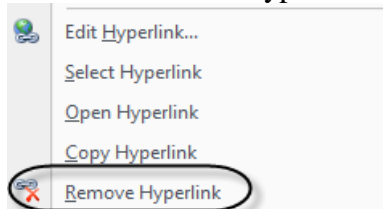


Figure 4. Williams Prayer Chapel on the campus of Indiana Wesleyan University. Copyright 2013 by J. L. Kind.

Removing Hyperlinks for URLs

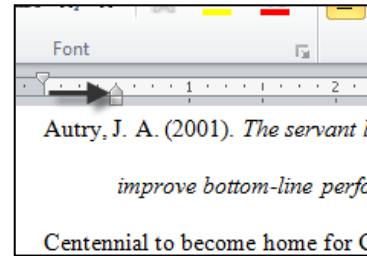
Web addresses used in References entry should not show a hyperlink in APA. Word processing programs want to automatically hyperlink these, turning them blue with an underline. Hyperlinks can be easily removed.

- Place the mouse over the hyperlink.
- Right click.
- Click on: Remove hyperlink.

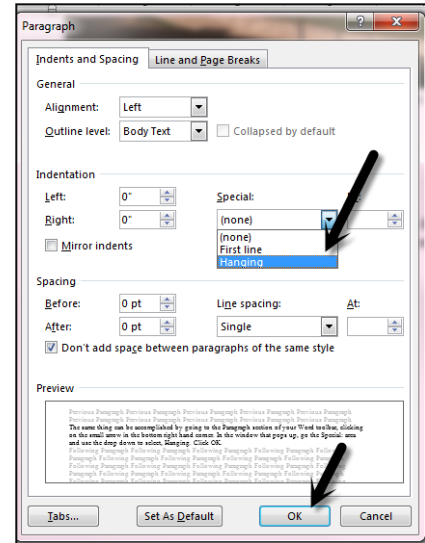


Reference List Creation for WORD 2007/2010/2013

A simple way to create your references is to simply use the ruler and drag the bottom part of the two arrows over one 1/2 inch. This will create the hanging part of the References entry. Of course, you will need to be sure that it is set on double spacing. Now, when you type the lines will word wrap and any 2nd or subsequent line will go to the hanging indent marker. When you do an Enter to start a new entry, the cursor will return to the left hand margin. Your typing should look like the Autry example in the illustration on the right. If the sources are already typed, simply highlight the References and move the arrow over and again, make sure it is double spaced.



The same thing can be accomplished by going to the Paragraph section of your Word toolbar, clicking on the small arrow in the bottom right hand corner. In the window that pops up, go the Special: area and use the drop down to select, Hanging. Click OK. Again, if your sources are already typed in, highlight all of them first so you can apply the new settings.



Getting Help with APA

Only a few examples can be demonstrated here. Here are some further resources and help assistance for understanding APA:

Sources to use for further APA Help

American Psychological Association. (2009-2012). *APA style* [Web log]. Retrieved from <http://www.blog.apastyle.org>

American Psychological Association. (2010a). *Concise rules of APA style* (6th ed.). Washington, D.C.: Author.

American Psychological Association. (2010b). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.

American Psychological Association. (2012). *APA style guide to electronic references*. Retrieved from <http://www.apastyle.org/products/index.aspx>

Off Campus Library Services. (n.d.). APA style. Available at http://www2.indwes.edu/ocls/style_guide.html

Off Campus Library Services. Available at <http://www.indwes.edu/ocls/oclsform.html> or 800.521.1848.

APA Research Paper Example: Sample Formatting With APA Writing Helps

Here are some examples of papers done, using APA 6th edition:

- <http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf> (Provided by the American Psychological Association on their APA writing style site.)
- http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf (Provided by OWL, Purdue Online Writing Lab.)
- The next 6 pages demonstrate an example of a Title Page, text pages and References list for a fictional APA paper, titled Appendix A.

Still have questions? Do not see your source covered here? Call: 800.521.1848; Email: ocls@indwes.edu; or TXT: <http://www.indwes.edu/ocls/oclsform.html>;

The phrase, Running head, is not capitalized, but the paper title is all capitalized.

Running head + TITLE should be 50 spaces or less. If you need to shorten the title, shorten it from the end, not the beginning of your title. See Formatting Your Paper: Counting the Characters in the Running Head.

APA Research Paper Example: Sample Formatting With APA Writing Helps

FirstName LastName
Indiana Wesleyan University

This personal information should be positioned in the upper ½ of the page. A good guideline is to space down about 2 1/2-3 inches.

Note that this title would be too long to include all in the running head. Only the first part is used.

Additionally, your instructor may ask for more identification information, such as, instructor's name, course, date, plagiarism statement. Check with your instructor.

Note: The margins were altered for this sample to allow room for the call out boxes. Margins should be 1 inch all around the page. Fonts should be 12-point, standard font with serifs such as Times New Roman. All lines should be double spaced. Only use left side justification. Additionally, your program may require the placement of a plagiarism statement. This is not part of APA but may be required. Consult your instructors for correct placement and wording.

Note that on page 2, the Running head part is dropped and just the title in all caps is used for the remainder of the paper. This requires special formatting. See Formatting Your Paper: Body of Paper earlier in this document.

APA Research Paper Example: Sample Formatting With APA Writing Helps

The first page of text will be numbered page two, and so on. It and all subsequent pages will include the running head in the upper left side. This header can be shortened but it must be shortened from the end of the title not the beginning. The page number is on the same line, but on the right hand margin. When you finish typing the text of your paper then use a page break your word processing program so that your References list starts on a new page. The page break will keep the References from “traveling” down the page should you need to go back and insert a significant portion within the body of your paper.

Repeat full title from title page on first page of the body of the paper. Note combination upper/lower case.

Use an indentation (5-7 spaces) for new paragraphs and space two times between any end of sentence punctuation and the beginning of a new sentence. Try to include a minimum of three sentences per paragraph but even five to seven is a better target number.

In this paragraph both quoted in text citations and paraphrased in text citations will be demonstrated. It does not matter whether you quote directly or reword a concept into your own wording, both examples require an in text citation. Every sentence whether quoted or paraphrase needs an in text citation. This helps the reader to understand what is original to you and what is from another source. In the case of a quote, use quotations marks around the quoted material. Parris and Peachey (2013) contended that “leadership is one of the most comprehensively researched social processes in the behavioral sciences” (p. 377). Note that the punctuation for the quote is outside the parenthetical phrase at the end. That phrase is considered part of the sentence. By studying the leaders of an organization one can also determine the success of the organization (Parris & Peachey, 2013). This might be an example of citing a paraphrased section from a source. Sometimes a source may not have an author. In the example from the References you would cite like this. “Leaders have a responsibility towards society and those who are disadvantaged” (“Servant Leadership,” n.d., para. 1). The following paragraph demonstrates

multiple sentences from another source to show how each sentence needs an in text citation. All the sentences were paraphrased from the source by Bass and Bass.

Bass and Bass (2008) include a short overview of servant leadership. The leadership model is attributed to R. Greenleaf and developed from his own experience as an executive in the business world (Bass & Bass, 2008). Bass and Bass (2008) explained that Greenleaf felt that a person's ego could be a detriment to an organization's success and instead the leader need to model a following behavior. Bass and Bass continued by saying that the greatest achievement of the leader was to consider first the needs of the followers. Although this is a known model of leadership in the business world it emulates the teachings of Christ.

Note that in the previous paragraph when the in text citation was included in the written text that the first time a full citation is included but if that same format is used subsequently that the date can be omitted. However, if the in text citation is provided at the end of the sentence in parentheses then the full information should be give every time. If another source were interjected in the middle of the paragraph than the next time Bass and Bass are cited the full information should be included. Each paragraph stands alone. There is no carry over from previous paragraphs.

If the quote is longer than 40 or more words then use an indented block quote without quotation marks. The indented block is still double spaced and an author, date and page number (if available) is still referenced. For the long block quote, the punctuation at the end comes at the end of the sentence and then the parenthetical information for the source. Here is an example of a long quotation as shown by Umlas (2013):

Servant Leadership, which started in the 1960s and is still practiced by such corporate giants as Southwest Airlines, Marriott International, Starbucks and many others, made

some people feel put off by the concept of having a leader serve his or her followers. But the bottom line results and employee engagement that was created eased their discomfort.

(p. 18)

Signal words are a good introduction for text that you are quoting or paraphrasing. Table 1 provides a list of possible introductory words to use. You can probably think of even more.

Table 1:

Signal Words That Help Introduce Quotes or Paraphrases

| | | | |
|--------------|------------|-------------|------------|
| Acknowledged | Believed | Emphasized | Proposed |
| Added | Claimed | Explained | Reported |
| Admitted | Commented | Found | Revealed |
| Advised | Conceded | Maintained | Said |
| Agreed | Concluded | Noted | Showed |
| Argued | Considered | Observed | Speculated |
| Asked | Contended | Pointed out | Suggested |
| Asserted | Described | Predicted | Wrote |

Adapted from *Prentice Hall Reference Guide* (7th ed.), by M. Harris, 2008, p. 400.

When incorporating lists in your writing, the preferred methods are as follows. The first way is if the list is made up of short phrases. A good essay includes (a) a thesis statement, (b) an introduction, (c) at least three to four paragraphs of more than three sentences and (d) a conclusion. If this list includes sentences, then you would show write it another way. Boone and Makhani (2012/2013) noted some of the attributes of a good leader as:

1. The leader desires to see his employees succeed. [Note if there was a second line it is flush left.]

2. The leader will set the vision for the employees.

If your paper contains a lot of numbers or statistics and using these methods could prove more confusing, then bullets can be used. Use the standard circle or square bullets, not decorative shapes or colors for the bullets.

Please keep in mind that this “sample paper” does not follow the APA rule that every in text citation should have a corresponding entry in the References list and vice versa where every entry in the References list should be cited in the body of the paper. The following References list is provided to give you actual examples of some of the more commonly used kinds of sources and to show the hanging indent formatting and alphabetizing for the References.

References

Akkermans, H. J. L., Isaksen, S. G., & Isaksen, E. J. (2008). *Leadership for innovation: A global climate survey: A CRU technical report*. Retrieved from <http://www.cpsb.com/research/articles/featured-articles/Global-Climate-Survey-Technical-Report.pdf>

Website, technical report. (Note title is italicized).

Autry, J. A. (2001). *The servant leader: How to build a creative team, develop great morale, and improve bottom-line performance*. Roseville, CA: Prima.

Book, with author

Bass, B. M., & Bass, R. (2008). *The Bass handbook of leadership: Theory, research, & managerial applications*. New York, NY: Free Press.

Boone, L. W., & Makhani, S. (2012/2013). Five necessary attitudes of a servant leader. *Review of Business*, 33(1), 83-96. Retrieved from <http://www.stjohns.edu/>

Centennial to become home for Greenleaf Center. (2005, June 6). *Indianapolis Business Journal*, 26(13), 13A. Retrieved from <http://www.ibj.com>

No author, news magazine. Publisher web site. In text citation would be: ("Centennial to Become," 2005).

Center for Servant Leadership at the Pastoral Institute (Producer). (2000). *Servant leadership: At the best companies to work for in America* [Videotape]. Indianapolis, IN: Greenleaf Center for Servant-Leadership.

Video tape. The same format would apply for a CD, DVD, etc.

Columbus State University. (n.d.). Definition of servant leadership. Retrieved February 18, 2012, from <http://servant.colstate.edu/>

Standalone Website, corporate author, no date. (Not a technical report)

Fernando, J., Grisaffe, D. B., Chonko, L. B., & Roberts, J. A. (2009). Examining the impact of servant leadership on salesperson's turnover intention. *Journal of Personal Selling & Sales Management*, 29(4), 351-365. doi:10.2753/PSS0885-3134290404

Article with DOI#, found through CrossRef.

Greenleaf Center for Servant-Leadership. (2002). What is servant-leadership? Retrieved February 18, 2012, from <http://www.greenleaf.org/whatissl/>

Website, group or corporate author; not technical report..

Note that the hyperlink was removed.

Greenleaf, R. K. (1996a). *On becoming a servant-leader*. San Francisco, CA: Jossey-Bass.

Greenleaf, R. K. (1996b). *Seeker and servant: Reflections on religious leadership*. San Francisco, CA: Jossey-Bass.

If you have 2 or more sources, with same author and same date, alphabetize them by the title and use small alphabet letters to differentiate. These are used for the in text citation, too, i.e. (Greenleaf, 1996b, p. 298).

Haden, J. (2012, August 1). Best reason to start a business? God asked. *Inc.* Retrieved from <http://www.inc.com/jeff-haden/can-god-call-you-to-start-a-business.html>

Magazine article, freely available on the internet; no DOI..

Hunter, J. C. (2004). *World's most powerful leadership principle: How to become a servant leader*. Retrieved from <http://www.ebrary.com>

E-book from ebrary, not downloaded.

Kiechel, W., III. (1992, May 4). The leader as servant. *Fortune*, 125(9), 121-122.

Article from magazine; paper copy.

Lancaster, H. (1994, November 1). Managing your career. *Wall Street Journal*, p. B1. Retrieved from <http://www.wsj.com>

Online newspaper article.

Parris, D., & Peachey, J. (2013). A systematic literature review of servant leadership theory in organizational contexts. *Journal of Business Ethics*, 113(3), 377-393. <http://dx.doi.org/10.1007/s10551-012-1322-6>

Rauch, K. E. (2007). *Servant leadership and team effectiveness* (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 3320955)

Dissertation from online database.

Rosenberg, J. M. (1992). Leadership continuum. In *Dictionary of business and management* (p.192). Chicago, IL: Wiley.

Reference book article

Sailhammer, J. H. (2008). Genesis. In T. Longman III & R. Hess (Eds.). *The expositor's Bible commentary: Genesis-Leviticus* (Vol. 1, Rev. ed., pp. 21-331). Grand Rapids, MI: Zondervan.

Article/chapter in a larger vol. and in an edited set.

Servant leadership. (n.d.). Retrieved from http://changingminds.org/disciplines/leadership/styles/servant_leadership.htm

Sipe, J. W., & Frick, D. M. (2009). *Seven pillars of servant leadership: Practicing the wisdom of leading by serving*. New York, NY: Paulist.

Book with 2 authors. Note that the authors are not alphabetized in the citation.

Spears, L. (1996), Reflections on Robert K. Greenleaf and servant leadership. *Leadership and Organizational Development Journal*, 17(7), 33-35.

<http://dx.doi.org/10.1108/01437739610148367>

Article from online database with a DOI#, new format

Tsao, A. (2004, January 28). The two faces of Wal-Mart. *BusinessWeek online*. Retrieved February, 24, 2012, from <http://www.businessweek.com/>

Umlas, J. W. (2013). Grateful leadership: Using the power of acknowledgement to engage all your people and achieve superior results. *Canadian Manager*, 38(2), 18-20. Retrieved from <http://www.cim.ca/>

Article in an internet only magazine.

U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation. (2014, January). *Putting the pieces together: A program logic model for coaching in Head Start* (Report # 2014-06). Retrieved from http://www.acf.hhs.gov/sites/default/files/opre/a_logic_model_for_coaching_in_head_start_from_the_descriptive_study_of.pdf

Technical report; government document.

Note: Some of the above are fictitious citations.