

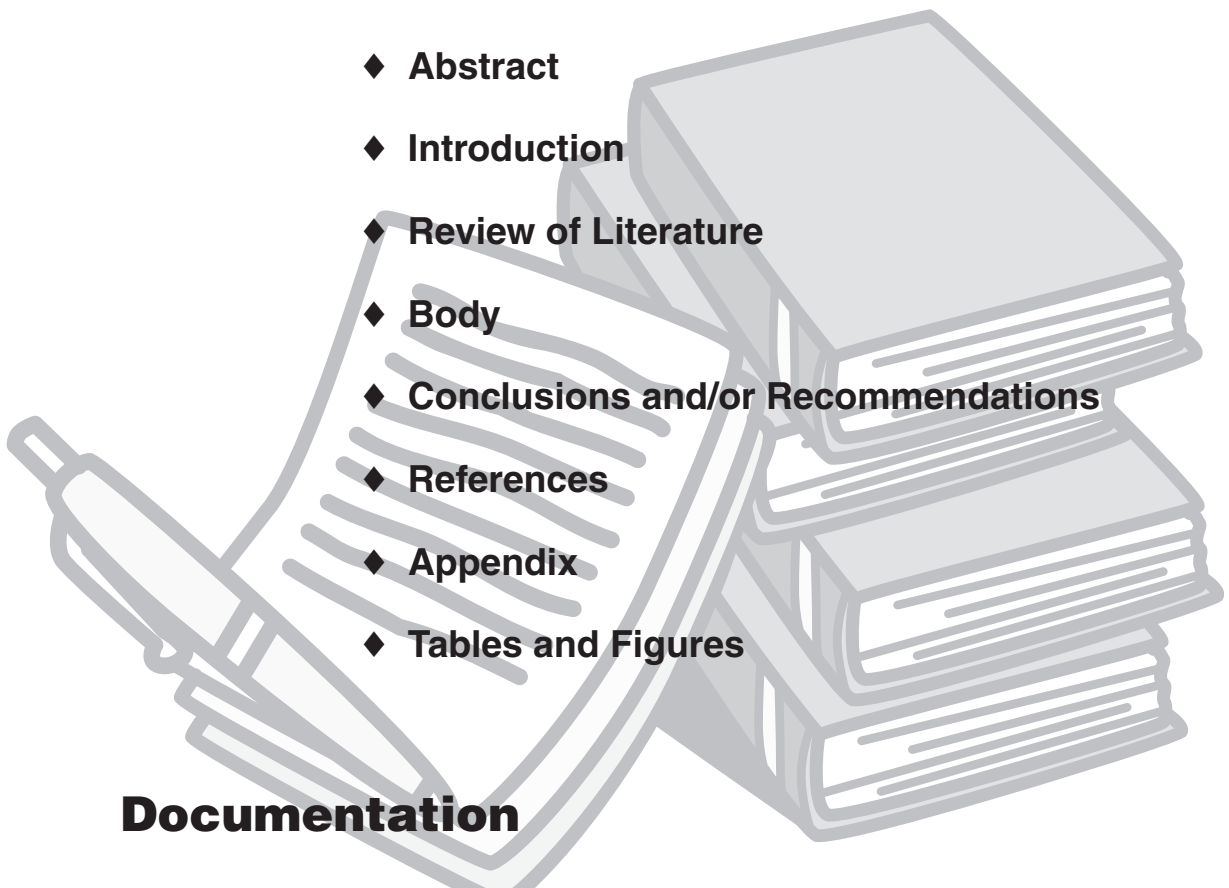
APA Format and Documentation Guide

Format

- ◆ Cover Sheet
- ◆ Abstract
- ◆ Introduction
- ◆ Review of Literature
- ◆ Body
- ◆ Conclusions and/or Recommendations
- ◆ References
- ◆ Appendix
- ◆ Tables and Figures

Documentation

- ◆ Text Citations
- ◆ References



APA Format and Documentation Guide for Undergraduate Papers

Students must follow certain rules when writing papers. These rules provide the uniformity necessary to change papers written in many styles to material printed in one consistent style.

At Wilmington College, the accepted style of content, presentation, organization, and documentation is that recommended by the American Psychological Association (APA). The rules for this style are presented in a manual titled *Publication Manual Of The American Psychological Association*, (5th Edition). This publication is lengthy and somewhat threatening to read, but it is an extensive and complete source of information for anyone writing a term paper.

What follows is an acceptable format guide for organizing undergraduate term papers and a very brief guide for text citations (citing sources within the main body of the paper) and references (a summary on the last pages of the paper of most or all of the text citations).

Format Guide

(Please see schematic of a traditional term paper, pg. 83.)

Some general rules for formatting a term paper according to APA standards are:

- Number the pages consecutively with Arabic numerals in the upper right-hand corner. The number should be 1 inch from the right-hand edge of the paper. (The default of 1/2 inch in most word-processing companies is acceptable.)
- Every page of the paper, including the cover sheet (title page), should contain the page header (two or three words of the title) in the upper right-hand corner above the page number or five spaces to the left of the page number.
- Indent each paragraph. For consistency, use the tab key which is usually five to seven spaces or 1/2 inch.
- All pages of the paper should contain a one inch margin at the left, right, top and bottom.
- All lines within the project should be double-spaced.
- The font throughout the paper should be consistent. Spacing between letters should not be altered. Use a typeface similar to one of the following:
 - 12-pt Times Roman
 - 12-pt Courier
- Generally substitute italics for underlining. Use underlining only if you are using a program that does not have an italics function. Use italics for:
 - Titles of books, periodicals, and microfilm publications
 - Introduction of technical or new words
 - Periodical volume numbers in reference lists

Undergraduate term papers should consist of the following components:

- Cover sheet (Title page)
- Abstract (optional - when required by instructor)
- Introduction
- Review of Literature (optional - included in research projects)
- Body
- Conclusions and/or Recommendations
- References
- Appendix (if appropriate)
- Author Note (if appropriate)
- Tables and Figures (if appropriate)

Cover Sheet (Title Page)

- The page header and page number 1 should appear in the upper righthand corner.
- The title of the paper, student's name, and affiliation should appear in the center of the page. There should be a double space between each of these components.
- The affiliation can be the instructor's name or the title of the course in which the paper was written.

Abstract

- The abstract is optional and may be required by some instructors.
- It should be a brief, comprehensive summary of the contents of the paper.
- The average length should be approximately 120 words.
- It should contain the purpose of the paper, a summary of the evidence presented in the paper, and a conclusion. (Readers should be able to decide on the basis of the abstract whether or not to read the entire paper.)
- The text should be clear and concise.
- It should be a separate page and contain a page header in the upper right-hand corner followed by the number 2.
- This page should be titled "Abstract." The title should be centered and double-spaced down from the page header.
- The text for this page should not be indented.

Introduction

(See page 9 for a detailed discussion of the introduction.)

- The introduction begins the body of the paper.
- The page header and the number 3 should appear in the upper right-hand corner of the page.
- The complete title of the paper should appear centered, at the top of the page, and double-spaced down from the page header.
- It should contain a statement of the purpose of the paper.
- It should contain a thesis statement.
- It should be written in such a way as to capture the reader's attention.
- It should provide any background information needed to help the reader understand the contents of the paper.
- It should clearly introduce the paper.

Review of Literature

- The review of literature is optional and may be required by some instructors.
- This section immediately follows the introduction and begins two spaces below the last line of the introduction.
- This section is titled, “Review of Literature.” This title is centered on the page.
- It should be a lengthy, but succinct paragraph, which presents the *major* sources of information that the writer consulted in writing the paper.
- It should present the *pertinent* sources of information used in the paper, not those of general significance.

Body

(See page 11 for a detailed discussion of the body of a paper.)

- The body of the paper immediately follows the review of literature and begins two spaces below the last line of the literature review.
- The body is the major part of the paper.
- It should contain the facts and supporting details needed to support the thesis or prove an argument.
- Each section should have well organized paragraphs.
- Each paragraph should relate to the thesis of the paper and contain a single idea.
- Each paragraph should contain a good topic sentence.
- All sentences in the paragraph should relate to the topic sentence.
- There should be a logical transition from one paragraph to the next.
- The information presented in each paragraph should follow a logical progression.
- The information presented should thoroughly cover the topic.

**Conclusions
and/or
Recommendations**

(See page 11 for a detailed discussion of the conclusion.)

- This section should follow two spaces below the last line of the body of the paper.
- This section is titled “Conclusion and/or Recommendations” (depending upon what the students are presenting).
- This title is centered.
- This section should be the logical end to the paper.
- The conclusions should be correctly drawn from the body of the paper.
- The recommendations should reflect the practical use of the information provided in the paper.

References

- References should appear on a separate page.
- This page should be titled “References”.
- This title should be centered and located two spaces down from the paper header.
- This section should contain a list of *only* those citations found in the paper.
- References should be current and appropriate.

Appendix
(If appropriate)

- An appendix is used when students want to provide the reader with detailed information about material that would be distracting to read if placed in the body of a term paper. Large tables, surveys, and questionnaires are examples of material that would appear as appendices.
- If the paper has only one appendix, it should be labeled “Appendix.” If the paper has more than one appendix, each should have a label using a capital letter (Appendix A, Appendix B, Appendix C).
- Each appendix must have a title.
- In the paper, students should refer to appendices by their labels.

For example:

The results of the survey showed a majority of people were in favor of the new law (see Appendix A for complete survey).

Tables and Figures

(If appropriate)

- Tables and figures appear in the paper at the location where they are discussed.
- Tables refer to charts of numbers, while figures refer to graphs, pictures, and drawings.
- Tables and figures are identified with Arabic numerals (Table 1, Figure 2, etc.).
- Each table and figure must have a brief but clear title.

Documentation Guide

Plagiarism

Students commit plagiarism when they use some else's writing or material without giving credit to the author of the original work. Whether students commit plagiarism intentionally or unintentionally, the instructor must make them aware of the consequences if caught. It is each instructor's obligation to teach students that they **MUST** document sources whenever they:

- Use a direct quotation.
- Paraphrase or summarize a passage into their own words.
- Copy a table, graph, chart, picture, drawing, or other diagram.
- Construct a table, graph, chart, or other visuals from data provided by others.
- Use specific examples, figures, or factual information taken from another source and used to explain or support any part of their paper.

PLEASE NOTE: The information presented in the following documentation guide for text citations and references represents only the briefest of guidelines. To show the format for all the possible sources that students can use as text citations and references would mean, in essence, to write a book. And since a manual already has been written that shows the format for the various sources, instructors are urged to refer to the *Publication Manual of the American Psychological Association 5th Edition*, (2001).

Text Citations

A text citation is the credit given to the original author for the information by this writer that students use in papers. It is the APA (American Psychological Association) version of the old footnote. Text citations appear in term papers at the locations where they are used. Unlike the old footnote, in APA style the author only needs to provide basic information for a text citation. This information consists of the author's last name, the year of publication, and the page number if the information used is especially important for quotations. The complete citation for each reference appears in the alphabetized Reference section at the end of the term paper.

Since text citations require only two, or sometimes three, pieces of information (author's last name, date of publication, and sometimes page number), students can use several methods to present this information.

In a recent study (Smith, 1998), two control groups were used.

Smith (1998) used two control groups in his study.

In a recent study, two control groups were used (Smith, 1998).

In 1998, Smith used two control groups in his study.

Smith used two control groups in his study (1998).

To eliminate monotony, students should use a variety of methods in documenting their sources.

A Work by One Author

Hunter (1967) indicated that no one can make a child or anyone else learn.

No one can made a child or anyone else learn (Hunter, 1967).

NOTE: The end punctuation (period) appears at the end of the citation after the parentheses.

A Work by Two Authors

Jones and Kelly (1997) surveyed one thousand students for their study.

In a recent study, one thousand students were surveyed (Jones & Kelly, 1997).

NOTE: Students should use the ampersand only when authors' names appear within parentheses. If the names are not within parentheses, the writer would use the word **“and”** (see example above).

A Work by Three to Five Authors

Students should cite all the last names the first time they are mentioned.

Arnold, Citro, and Collins (1998) studied the effects of air pollution on trees.

On the second and subsequent mentions, students should cite the first author followed by **“et al.”**

Arnold et al. (1998) concluded that air pollution affects tree growth.

A Work by Six or More Authors

If a work has six or more authors, students should cite the first author followed by **“et al.”** even on the first time the work is mentioned in the paper. The complete list of authors will appear on the Reference page.

A recent study has shown that people who fear failure are not susceptible to hypnosis (Manganello et al., 1995).

Series of Studies

When students cite a series of studies within parentheses, they must place them in alphabetical order and separate them with appropriate punctuation.

Three recent studies (Askins, 1995; Jones & Durkins, 1996; Manson, 1998) showed that traffic vibrations cause structural damage to buildings.

Anonymous Works

When students cite a work that is anonymous, they should use a shortened version of the title followed by the date of publication.

Recent advances in medicine have found an effective relief for migraine headaches (Headaches, 1998).

In this example, the student cited a short, anonymous article titled, “Migraine Headaches: How To Get Relief.”

References

The purpose of the Reference page is to provide readers with a convenient listing of all the sources (text citations) used in the paper. They must provide the reader with enough information so that the reader can locate and read any of the sources. Here are some general guidelines for the reference page:

- All entries are double-spaced. The first line of the entry should be flush to the left margin, and all the subsequent lines should be indented 5–7 spaces. Use of default tab is acceptable.
- References appear in alphabetical order by the last name of the author(s) or editor(s). If the work is anonymous, it should be alphabetized by the first name of the title excluding “the,” “a,” or “an.” Use initials for the first and middle names. Separate the last name from the initials with a comma.
Allen, D.M.
- If the work was written by more than one author, the names of each should be listed with last name first, followed by a comma and then the initials of the first and middle names followed by a comma and the name of the second author. Students should not use “et al.” in place of all the names. They should use an ampersand (“&”) instead of the word “and.”
Best, R. J., Saunders, D., Jennings, T. A. & Jones, P.
- For the titles of books and articles, students should capitalize only the first letter of the first word of the title and the subtitle, as well as the first letter of all proper nouns.
People in organizations: An introduction to organizational behavior.

- Titles of books and journals should be underlined, but the titles of articles within the book or journal should not be underlined or placed in quotation marks. The names of periodicals are capitalized as they are normally written. The volume number of periodicals should be underlined, but the word “Volume” or “Vol.” should not be used before the number.

Borman, W. C., Hanson, M. A., Oppler, S. H., Poulakos, E. D., &
White, L. A. (1993). Role of early supervisory experience in
supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

- The full name of the publisher should not include the words “Company” or “Inc.” It should include the words “Press” or “Books.”

Houghton Mifflin - **NOT** - Houghton Mifflin Company

- Students should use the abbreviation “p.” or “pp.” before page numbers of books and newspapers, but **NOT** for magazines, scholarly journals, or newsletters.
- When listing inclusive page numbers, students should include all figures.

pp. 245-250 - **NOT** - pp. 245-50

Sample APA References

Books

One Author

Jackson, J. (1979). *Ghosts: Myths of the underworld*.
New York: Simon & Schuster.

Two or More Authors

Dice, S. & Holmes, B. (1998). *Speaking in public:
A guide to riches*. New York: Methuen.

Editor

Smith, J. P. (Ed.). (1982). *American folklore*. Boston:
Houghton Mifflin.

Translator

Ibsen, H. (1965). *A doll's house and other plays*.
(P. Watts, Trans.). New York: Penguin Books.

Later Edition

Sergiovanni, T. J., & Starratt, R. J. (1993).
Supervision: A redefinition. (5th ed.). New York:
McGraw-Hill.

Author Not Named

The Oxford dictionary of quotations. (1964). New York:
Oxford University Press.

Multivolume Work

Stringer, B. (1992). *Washington and politics*.
(Vols. 1-6). Boston: Little, Brown.

Works in an Anthology

Mairs, N. On being a cripple. (1987). In M. Saxton &
Z. Howe (Eds.), *With wings: An anthology of lit-
erature by and about women with disabilities*.
(pp. 118-127). New York: Feminist Press at City
University of New York.

Two or More Books by the Same Author

Reynolds, V. (1988). *Hunting with a handgun*. New York: Dell.

Reynolds, V. (1989). *Hunting with a shotgun*. New York: Dell.

Periodicals: Journals, Magazines, and Newspapers

Journal With Continuous Pagination

Brewster, K. L. (1996). Politics and sex. *Phylon*, 48, 210-216.

Journals That Paginate Each Issue Separately

Hardwick, J. (1992). Widowhood and patriarchy in seventeenth-century France. *Journal of Social History*, 26 (1), 133-148.

Article in a Magazine

Bernardo, O. C. (1997, July 7). Drugs and the underworld. *Newsweek*, pp. 31-38.

Article in a Daily Newspaper, Signed

Soto, O. R. (1992, January 28). Putting the tag on graffiti-smearers. *Press Telegram*, sec. B, p.3.

Article in a Daily Newspaper, Unsigned or Editorial

Supervision and teacher failure. (1998, May 8). *New York Times*, p. J-3.

Titled Review

Carlson, T. M. (1993, June 22). Forbidden encounter [Review of *Sex and the presidency*]. *Los Angeles Times Book Review*, pp. 3,7.

Personal Interviews

Interviews that students conduct themselves do not appear on the Reference page. They are, however, cited in the paper (text citation). If the name of the person being interviewed appears in the paper, students should use the following form:

(S. Bradley, personal communication, June 22, 1998).

Electronic Sources

Since more scholarly material is becoming available on the Internet, The American Psychological Association supplements the fifth edition of the publication manual with a web site (<http://www.apastyle.org>) offering examples and periodic updates for electronic sources. The student should provide as many of the following elements as he/she can when citing Internet or electronic sources.

- Name of author(s), if available
- Date of work (“n.d.”, if no date is available)
- Title of work (article, report, Web document or site, abstract, subject line of e-mail message), with additional necessary information added in brackets (letter to the editor, date file, etc.)
- Print publication, such as name of journal, volume number, and page numbers
- A retrieval statement containing the date the information was retrieved (month, day, year, with a comma after the day and after the year (September 11, 2001), and the name of the data base or Internet address of the specific article - not just the home page
- A period at the end of the entry, but no period if the entry ends with a URL (Uniform Retrieval Locator). **This URL must be exact.** Use the copy function to copy it from the address window to the browser. Make sure it is not hyphenated by turning off automatic hyphenation: (tools/language/hyphenation), and use past function to place it into your document.

Internet Articles Based on a Print Source

Wilmington College subscribes to large searchable databases such as ABSCO, Lexis-Nexus, OCLC, Mergent, Articles.com, etc. These databases provide access to large numbers of published, scholarly abstracts and full-text articles.

Electronic Sources Which Have Not Changed Their Formats from the Original*

VandenBos, G., Knapp, S., & Doe, J. (2001) Role of reference elements in the selection of resources by psychology undergraduates [Electronic Version]. *Journal of Bibliographic Research*, 5, 117-123. (no p. or pp. before pages).

Zehr, M. (2003, September 10). Classroom ban on Spanish protested. *[Electronic Version] Education Week, 23, 2.*

Electronic Sources Which Have Changed Their Formats from the Original.*

VandenBos, G., Knapp, S., & Doe, J. (2001) Role of reference elements in the selection of resources by psychology undergraduates [Electronic Version]. *Journal of Bibliographic Research, 5, 117-123.* Retrieved November 13, 2003, from <http://jbr.org/articles.html>

Electronic Sources That Do Not Provide Page Numbers, use the paragraph number preceded by the "¶" or the abbreviation "para."

(Cole, 2004, ¶ 5)

(Cole, 2004, Conclusion section, para. 1)

Electronic Sources Found in an Internet-Only Journal*

Fredirckson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3, Article 0001a.* Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Electronic Stand-Alone Documents, No Author Identified, No Date*

If the author of a document is not identified, begin the reference with the title of the document.

GVU's 8th WWW user survey, (n.d.) Retrieved August 8, 2000, from <http://www.cc.gatetch.edu/gvu/usersurveys/survey 1997-10/>

**APAstyle.org: Electronic references.* (2001, August, August 3)

Retrieved December 17, 2003, from

<http://www.apastyle.org/eleceref.html>