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Formatting Guidelines

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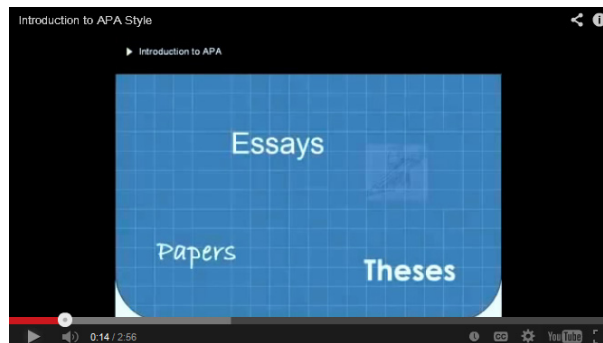
Introduction to APA Style

The Publication Manual of the American Psychological Association is one of several academic style guides whose purpose is to provide writers a standardized way to prepare all parts of their writing. As a student at AIU, you will need to follow APA guidelines whenever you cite sources in the body of your paper (in-text citations) and at the end of your paper (the References page).

For More Help: [The Publication Manual of the American Psychological Association](#) is the official source for examples and explanations of how to use APA style. The APA manual cannot be accessed online. However, APA offers [free online tutorials](#) on many aspects of APA style and a [blog](#) that provides tips and information on citing a variety of different sources.

Click the underlined text in the paragraph above to access these external resources.

Click the image below to view the **Introduction to APA Style** video.



Manuscript Preparation (pp. 228-230, APA 6th ed.)

The video below provides step-by-step instructions for formatting a Microsoft Word document according to APA guidelines. These guidelines include the following settings:

- one-inch margins on all sides
- use of Times New Roman font (11- or 12-point type size) throughout document
- running head and page numbers on each page in the header area
- title page, abstract page, and references page beginning on a new page
- double spacing throughout document, including abstract and references

Reference List

The full reference listed on a reference page at the end of a paper gives all of the information a reader would need to find the sources cited in the paper. There are several pieces of information you typically include in a reference regardless of the type of source, such as the title, but the formatting guidelines vary based on the type of source you are referencing.

Citations

Unlike the entries in a reference list, in-text and parenthetical citations follow the same guidelines regardless of the type of source, whether the source you are citing is a book, website, article, or other source.

Click the image below to a video tutorial on APA formatting.



Reference Models

AIU Resources

eBook - AIU Course Textbook

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book in italics</i> . City, State Abbreviation: Publisher Name. Retrieved from http://wow.coursesmart.com/	To cite entire book: (Author(s) last name(s), Year). To cite a quote from the book: (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
Editorial Board. (2011). <i>English composition</i> . Schaumburg, IL: Words of Wisdom. Retrieved from http://wow.coursesmart.com <i>"Editorial Board" is listed as the group author on the publication's title page</i>	First citation: (Editorial Board [EB], 2011, p. 165). All subsequent citations: (EB, 2011, p. 167).

M.U.S.E. Materials

Reference Format	Citation Format
American InterContinental University. (Year). <i>Unit title: Presentation title</i> [Multimedia presentation]. Retrieved from American InterContinental University Virtual Campus, Course Code-Session Number-Section Number: https://mycampus.aiu-online.com	First citation: (American InterContinental University [AIU], Year). All subsequent citations: (AIU, Year).
Reference Example	Citation Example
American InterContinental University. (2014). <i>The business environment: Traits of entrepreneurship</i> [Multimedia presentation]. Retrieved from American InterContinental University Virtual Campus, BUSN105-1403B-01: https://mycampus.aiu-online.com	First citation: (American InterContinental University [AIU], 2014). All subsequent citations: (AIU, 2014).

intellipath

Reference Format	Citation Format
American InterContinental University. (Year). <i>Unit title: Node title</i> [intellipath]. Retrieved from American InterContinental University Virtual Campus, Course Code-Session Number-Section Number: https://mycampus.aiu-online.com	First citation: (American InterContinental University [AIU], Year). All subsequent citations: (AIU, Year).
Reference Example	Citation Example
American InterContinental University. (2014). <i>The business environment: What is business?</i> [intellipath]. Retrieved from American InterContinental University Virtual Campus, BUSN105-1403B-01: https://mycampus.aiu-online.com	First citation: (American InterContinental University [AIU], 2014). All subsequent citations: (AIU, 2014).

Reference Format	Citation Format
American InterContinental University. (Year). <i>Title in italics</i> . Retrieved from URL	First citation: (American InterContinental University [AIU], Year). All subsequent citations: (AIU, Year).
Reference Example	Citation Example
American InterContinental University. (2014). <i>Student handbook</i> . Retrieved from http://www.aiuniv.edu/~media/AIU/AIU-Redesign/Files/PDF/AIU-Online-Student-Handbook.ashx	First citation: (American InterContinental University [AIU], 2014). All subsequent citations: (AIU, 2014).

Articles

Article Abstract Retrieved from Library Database or Web

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Periodical in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages. Abstract retrieved from URL	(Author(s) last name, Year).
Reference Example	Citation Example
Zosky, D. L. (2011). Accountability in teenage dating violence. <i>Social Work, 55</i> , 359-368. Abstract retrieved from http://sw.oxfordjournals.org/ <i>Although use of the full article is preferable, an abstract can be cited as a source and listed on the references page.</i> <i>Using a search engine such as Google, locate the home page of the journal in which the article was published and place the URL after "Abstract retrieved from ..."</i>	(Zosky, 2011).

Journal Article – Retrieved from Library Database – with DOI

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Journal in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages. doi:	To cite entire article: (Author(s) last name(s), Year). To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
McCarter, S. (2009). Legal and extralegal factors affecting minority over representation in Virginia's juvenile justice system: A mixed-method study. <i>Child & Adolescent Social Work Journal, 3</i> (26), 533-544. doi:10.1007/s10560-009-x DOI: A digital object identifier (doi) is a unique number assigned by some databases to journal articles. If there is a doi assigned, it can be found on the search results page and on the article's full record page.	To cite entire article: (McCarter, 2009). To cite specific page(s) of article: (McCarter, 2009, p. 535).

Journal Article – Retrieved from Library Database – No DOI

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Journal in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages. Retrieved from URL of journal homepage	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Zosky, D. L. (2011). Accountability in teenage dating violence: A comparative examination of adult domestic violence and juvenile justice. <i>Social Work</i> (55), 359-368. Retrieved from http://www.naswpress.org/publications/journals/sw.html</p> <p>No DOI: <i>If the database does not list a doi for the article you wish to cite, use a search engine such as Google to search the web for the home page of the journal containing the article. Provide the URL of the journal's home page after the words "Retrieved from."</i></p>	<p>To cite entire article: (Zosky, 2011).</p> <p>To cite specific page(s) of article: (Zosky, 2011, p. 360).</p>

Journal Article – Retrieved from Web

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Journal in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages. Retrieved from URL	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, section number or description).</p>
Reference Example	Citation Example
<p>Wyrick, P. A., & Howell, J. C. (2004). Strategic risk-based response to youth gangs. <i>Juvenile Justice</i>, (9)1. Retrieved from https://www.ncjrs.gov/html/ojjdp/203555/jj3.html</p> <p><i>This article is from an academic journal that is readily available on the Worldwide Web.</i></p>	<p>To cite entire article: (Wyrick & Howell, 2004).</p> <p>To cite specific part of article: (Wyrick & Howell, 2004, Introduction section, para. 4).</p> <p><i>To cite a specific part of an article without page numbers, use the abbreviation "para." and a paragraph number. Identify the section in which the paragraph is found, if possible.</i></p>

Journal Article – Print

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Journal in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages.	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>McCarter, S. (2009). Legal and extralegal factors affecting minority overrepresentation in Virginia's juvenile justice system: A mixed-method study. <i>Child & Adolescent Social Work Journal</i>, 3(26), 533-544.</p>	<p>To cite entire article: (McCarter, 2009).</p> <p>To cite specific page(s) of article: (McCarter, 2009, p. 535).</p>

Magazine Article – Retrieved from Library Database or Web

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Magazine in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages. Retrieved from URL of magazine's homepage	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Brechtton, D. (2011, January). The ideology of science: What is holding us back? <i>Psychology Today</i>, 57(3), 41-46. Retrieved from http://www.psychologytoday.com</p> <p><i>For any magazine article found online, provide only the magazine's home page URL. No retrieval date is used.</i></p>	<p>To cite entire article: (Brechtton, 2011).</p> <p>To cite specific page(s) of article: (Brechtton, 2011, p. 42).</p>

Magazine Article – Print

Reference Format	Citation Format
Author last name, A. A. (Year). Title or article. <i>Title of Magazine in Italics, Volume Number in Italics</i> (Issue Number if Available), Pages.	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Brechtton, D. (2011, January). The ideology of science: What is holding us back? <i>Psychology Today</i>, 57(3), 41-46.</p> <p><i>Same article as above found in print</i></p>	<p>To cite entire article: (Brechtton, 2011).</p> <p>To cite specific page(s) of article: (Brechtton, 2011, p. 42).</p>

Newspaper Article – Retrieved from Library Database or Web

Reference Format	Citation Format
Author last name, A. A. (Year, Month Day). Title of article: Subtitle if available. <i>Title of Newspaper in Italics</i> , pages. Retrieved from URL of newspaper homepage.	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Cathars, S. (2011, January 2). OWS invaded by music, food, homeless. <i>The New York Times</i>, pp. 1, 6. Retrieved from http://www.nytimes.com/</p> <p><i>Do not use name of library database. Use a search engine such as Google to find the newspaper's home page URL and place it after "Retrieved from."</i></p> <p><i>To avoid nonworking URLs when referencing an article from the web, give the URL of the home page when the article is available by search.</i></p>	<p>To cite entire article: (Cathars, 2011).</p> <p>To cite specific page(s) of article: (Cathars, 2011, p. 6).</p>

Newspaper Article – Print

Reference Format	Citation Format
Author last name, A. A. (Year, Month Day). Title of article: Subtitle if available. <i>Title of Newspaper in Italics</i> , pages.	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific page(s) of article: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Deshai, I. (2011, November 26). What would Gandhi do? <i>Cleveland Plain Dealer</i>, pp. B1, B3.</p> <p><i>If the print version of newspaper uses section letters, these letters should be included with the page numbers.</i></p> <p><i>If an article appears on discontinuous pages, list all page numbers separated by a comma.</i></p>	<p>To cite entire article: (Deshai, 2011).</p> <p>To cite specific page(s) of article: (Deshai, 2011, p. B1).</p>

Website Article – Author Listed

Reference Format	Citation Format
Author last name, A. A. (Year, Month Day). Title of article. <i>Title of Website in Italics</i> . Retrieved from URL	<p>To cite entire article: (Author(s) last name(s), Year).</p> <p>To cite specific part of article: (Author(s) last name(s), section description).</p>
Reference Example	Citation Example
<p>Manausa, J. (n.d.). Hindsight shows the real cause of the housing market crash. <i>Tallahassee Real Estate</i>. Retrieved from http://www.manausa.com/housing-market-crash/</p> <p><i>If available, the name of the website is capitalized like a periodical title and italicized. The full URL of the article is provided.</i></p> <p><i>If no publication date is provided, use the abbreviation "n.d." (no date).</i></p>	<p>To cite entire article: (Manausa, n.d.).</p> <p>To cite specific part of article: (Manausa, n.d., para. 1).</p>

Website Article – No Author Listed

Reference Format	Citation Format
Title or article. (Year). <i>Title of Website in Italics</i> . Retrieved from URL	<p>To cite entire article: ("Title of Article," 2011).</p> <p>To cite specific part of article: ("Title of Article," 2011, para. 1).</p>
Reference Example	Citation Example
<p>From boom to bust: Mortgage rates at historic lows. (2011). <i>Realty Times</i>. Retrieved from http://www.realtytimes.com/rtpages/20111230_rates.htm</p> <p><i>If no author is listed, begin with the title of the article.</i></p>	<p>To cite entire article: ("From Boom to Bust," 2011).</p> <p>To cite specific part article: ("From Boom to Bust," 2011, para. 1).</p> <p><i>Shorten long titles when they substitute for the author's name inside in-text citations.</i></p>

Dictionary or Encyclopedia Entry – Retrieved from Library Database – No Author

Reference Format	Citation Format
Entry title. (Year). In <i>Title of Reference Work in Italics</i> . Retrieved from URL	<p>To cite entire entry: ("Entry Title," Year).</p> <p>To cite specific part of entry: ("Entry Title," Year, section description).</p>
Reference Example	Citation Example
<p>Juvenile justice system. (2002). In <i>World of criminal justice</i>. Retrieved from http://gale.cengage.com</p> <p><i>If the entry in reference work has no listed author, place the title of the entry at the beginning of the reference followed by the year.</i></p> <p><i>Use the home page URL of the publisher of the reference work, not the library database URL.</i></p>	<p>To cite entire entry: ("Juvenile Justice System," 2002).</p> <p>To cite specific part of entry: ("Juvenile Justice System," 2002, para. 3).</p>

Dictionary or Encyclopedia Entry – Retrieved from Web

Reference Format	Citation Format
Author, A. A., & Author, B. B. (Year). Entry title. <i>Title of reference work in italics</i> . Retrieved from URL	<p>To cite entire entry: (Author(s) last name(s), Year).</p> <p>To cite specific part of entry: (Author(s) last name(s), Year, section description).</p>
Reference Example	Citation Example
<p>Patton, W. W., Cornell, C. G., & Murrie, D. C. (2002). Juvenile justice. <i>Encyclopedia of education</i>. Retrieved from http://www.encyclopedia.com/doc/1G2-3403200348.html</p> <p><i>This encyclopedia entry was found using a search engine, such as Google, on the open web. The complete URL of the entry page is provided.</i></p>	<p>To cite entire entry: (Patton, Cornell, & Murrie, 2011).</p> <p>To cite specific part of entry: (Patton, Cornell, & Murrie, 2011, History section, para. 1).</p>

Dictionary or Encyclopedia Entry – Edited Work

Reference Format	Citation Format
Entry title. (Year). In A. A. Editor & B. B. Editor, (Eds.). <i>Title of dictionary in italics</i> . Retrieved from URL	<p>To cite entire entry: ("Entry Title," Year).</p> <p>To cite specific part of entry: ("Entry Title," Year, section description).</p>
Reference Example	Citation Example
<p>Juvenile. (2005). In J. Scott & G. S. Marshall (Eds.). <i>A dictionary of sociology</i>. Retrieved from http://www.oxfordreference.com</p> <p><i>Unlike authors, editor names are listed with the first initial followed by the last name.</i></p> <p><i>"Editor(s)" is abbreviated as Ed. or Eds., with a capital E.</i></p>	<p>To cite entire entry: ("Juvenile," 2005).</p> <p>To cite specific part of entry: ("Juvenile," 2005, para. 3)</p>

Books

Print Book

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book in italics</i> . City, State Abbreviation of Publisher Location: Publisher Name.	To cite entire book: (Author(s) last name(s), Year). To cite specific page(s): (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
Joplin, W. (2010). <i>One last hug before I go</i> . San Francisco, CA: Pinnacle Books.	To cite entire book: (Joplin, 2010). To cite specific page(s): (Joplin, 2010, p. 3).

Electronic Version of Print Book

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book in italics</i> . City, State Abbreviation of Publisher Location: Publisher Name. Retrieved from URL	To cite entire book: (Author(s) last name(s), Year). To cite specific page(s): (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
Joplin, W. (2010). <i>One last hug before I go</i> . San Francisco, CA: Pinnacle Books. Retrieved from http://books.google.ca/books	To cite entire book: (Joplin, 2010). To cite specific page(s): (Joplin, 2010, p. 3).

Book – Numbered Edition after First

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book in italics</i> (Xth ed.). City, State Abbreviation of Publisher Location: Publisher Name.	To cite entire book: (Author(s) last name(s), Year). To cite specific page(s): (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
Birkeland, C. (2009). <i>Life and death of the coral reefs</i> (2nd ed.). Ft. Lauderdale, FL: Springer.	To cite entire book: (Birkeland, 2009). To cite specific page(s): (Birkeland, 2009, p. 34).

Book – Chapter or Work in Edited Book; Edited Collections of Essays or Literary Anthologies

Reference Format	Citation Format
Author, A. A. (Year). Title of chapter or essay. In A. A. Editor Last Name (Ed.), <i>Title of book</i> (pp. X-XX). City, State Abbreviation of Publisher Location: Publisher Name.	<p>To cite entire book: (Author(s) last name(s), Year).</p> <p>To cite specific page(s): (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>McDiarmid, L. (1995). Heaney and the politics of the classroom. In R. B. Garratt (Ed.), <i>Critical essays on Seamus Heaney</i> (pp. 110-120). New York: NY: Norton</p> <p><i>"Editor" is abbreviated as Ed. with a capital E.</i></p> <p><i>McDiarmid wrote an essay that you wish to cite. This essay appears on pages 110-120 in a book of essays by different authors. This collection of essays was edited by Garratt.</i></p>	<p>To cite entire book: (McDiarmid, 1995).</p> <p>To cite specific page(s): (McDiarmid, 1995, p. 115).</p>

Book – One Volume of a Multi-Volume Work

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book</i> (Vol. X). City, State Abbreviation of Publisher Location: Publisher Name.	<p>To cite entire book: (Author(s) last name(s), Year).</p> <p>To cite specific page(s): (Author(s) last name(s), Year, p. #)</p>
Reference Example	Citation Example
<p>Foote, S. (1986). <i>The Civil War: A narrative</i> (Vol. 2). New York, NY: Vintage Books</p> <p><i>If volumes in the set were published in different years, list only the publication year of the volume you are citing.</i></p>	<p>To cite entire book: (Foote, 1986).</p> <p>To cite specific page(s): (Foote, 1986, p. 190).</p>

eBooks

eBook – AIU Course Textbook

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of book in italics</i> . City, State Abbreviation: Publisher Name. Retrieved from http://wow.coursesmart.com/	<p>To cite entire book: (Author(s) last name(s), Year).</p> <p>To cite a quote from the book: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Editorial Board. (2011). <i>English composition</i>. Schaumburg, IL: Words of Wisdom.</p> <p>Retrieved from http://wow.coursesmart.com</p> <p><i>"Editorial Board" is listed as the group author on the publication's title page</i></p>	<p>First citation: (Editorial Board [EB], 2011, p. 165).</p> <p>All subsequent citations: (EB, 2011, p. 167).</p>

eBook – Retrieved from Library Database

Reference Format	Citation Format
<p>Author, A. A. (Year). <i>Title of book in italics</i>. City, State Abbreviation of Publisher</p> <p>Location: Publisher Name. Retrieved from URL of publisher home page</p>	<p>To cite entire book: (Author(s) last name(s), Year).</p> <p>To cite a quote from the book: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Patterson, K. (2011). <i>Crucial conversations: Tools for talking when the stakes are high</i>. New York, NY: McGraw-Hill. Retrieved from http://learnmore.mcgraw-hill.com</p> <p><i>Do not use the name of the library database in which the eBook was found. Instead, use a search engine to find the home page of the book's publisher and place the home page URL after the words "Retrieved from."</i></p>	<p>To cite entire book: (Patterson, 2011).</p> <p>To cite specific page(s): (Patterson, 2011, p. 165).</p>

eBook – Retrieved from Web

Reference Format	Citation Format
<p>Author, A. A. (Year). <i>Title of book in italics</i>. City, State Abbreviation of Publisher</p> <p>Location: Publisher Name. Retrieved from URL</p>	<p>To cite entire book: (Author(s) last name(s), Year).</p> <p>To cite a quote from the book: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Patterson, K. (2011). <i>Crucial conversations: Tools for talking when the stakes are high</i>. New York, NY: McGraw-Hill. Retrieved from http://ebookey.org/Crucial-Conversations-Tools-for-Talking-When-Stakes-Are-High_363102.html</p> <p><i>Provide full URL to the eBook or its download page.</i></p>	<p>To cite entire book: (Patterson, 2011).</p> <p>To cite specific page(s): (Patterson, 2011, p. 165)</p>

Audio Visual Material

Streaming Video (i.e. YouTube)

Reference Format	Citation Format
<p>Creator name. (Year, Month Day). Title of video [Video file]. Retrieved from URL</p>	<p>(Creator name, Year).</p>
Reference Example	Citation Example
<p>dstunna2727. (2009, April 28). Aggression: See it, do it [Video file]. Retrieved from http://youtu.be/MIjor9txWJw</p> <p><i>If the creator uses a screen name (nickname), it should be used as the author's name in the citation.</i></p>	<p>(dstunna2727, 2009).</p>

Music Recording

Reference Format	Citation Format
<p>Writer, A. A. (Year). Title of song [Recorded by Artist if different from writer]. On <i>Title of album</i> [Medium: Cassette, CD, record, etc.]. Location; Label. (Date of recording if different from copyright date)</p>	(Writer(s) last name(s), Year, track #).
Reference Example	Citation Example
<p>Lynott, P. (1979). Waiting for an alibi [Recorded by Thin Lizzy]. On <i>Black rose: A rock legend</i> [CD]. United Kingdom: Vertigo.</p> <p><i>If the writer is the same as the recording artist, the "Recorded by..." information in brackets can be omitted.</i></p>	<p>(Lynott, 1979, track 4).</p> <p><i>Include track number in citation.</i></p>

Podcast

Reference Format	Citation Format
<p>Producer, A. A. (Producer). (Year, Month Day). <i>Title of podcast</i> [Audio podcast]. Retrieved from URL</p>	(Producer(s) last name(s), 2009).
Reference Example	Citation Example
<p>Green, C. D. (Producer). (2009, August 28). <i>Raymond Fancher on Sigmund Freud's only trip to the United States</i> [Audio podcast]. Retrieved from http://www.yorku.ca/christo/podcasts/TWITHOP-Aug28.mp3</p>	(Green, 2009).

Motion Picture

Reference Format	Citation Format
<p>Producer, A. A., (Producer) & Director, B. B. (Director). (Year). <i>Title of motion picture</i> [Motion picture]. Country of Origin: Studio</p>	(Producer last name & Director last name, Year).
Reference Example	Citation Example
<p>Davidson, F. (Producer), & Davidson, J. (Director). (1999). <i>B. F. Skinner: A fresh appraisal</i> [Motion picture]. United States: Davidson Films.</p>	(Davidson & Davidson, 1999).

TV Broadcast

Reference Format	Citation Format
<p>Producer, A. A. (Producer). (Year, Month Day). <i>Title of broadcast</i> [Television broadcast]. Network headquarters: Network name</p>	(Producer last name, Year).
Reference Example	Citation Example
<p>Corn, M. (Producer). (2012, April 12). <i>ABC world news</i> [Television broadcast]. New York: American Broadcasting Service.</p>	(Corn, 2012).

TV Broadcast – Series Episode

Reference Format	Citation Format
Writer, A. A. (Writer), & Director, B. B. (Director). (Year). Episode title [Television series episode]. In C. C. Producer (Executive producer), <i>Title of Series</i> . City, State Abbreviation of Production Company: Production Company Name.	(Writer last name & Director last name, Year).
Reference Example	Citation Example
Hawley, N. (Writer), & Einhorn, R. (Director). (2014). A muddy road [Television series episode]. In N. Hawley (Executive producer), <i>Fargo</i> . New York, NY: FX Productions.	(Hawley & Einhorn, 2014).

Dissertations & Theses

Dissertations & Theses – Retrieved from Database

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of dissertation or master's thesis</i> (Type of document). Retrieved from Name of Database. (Accession or Order #)	To cite entire work: (Author last name, Year). To cite part of work: (Author last name, Year, p. #).
Reference Example	Citation Example
Kavky, S. B. (2001). <i>Authoring the unconscious: Freudian structures in the art of Max Ernst</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses (3003644) <i>Unlike articles retrieved from a database service, references for dissertations or theses retrieved from a database should include the database name.</i> <i>Citation for a thesis follows the same format. Document identification after the title of a thesis should be: (Master's thesis).</i>	To cite entire work: (Kavky, 2001). To cite part of work: (Kavky, 2001, p. 112).

Dissertations & Theses – Retrieved from Web

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of dissertation or master's thesis</i> (Type of document). Retrieved from URL	To cite entire work: (Author last name, Year). To cite part of work: (Author last name, Year, p. #).
Reference Example	Citation Example
Kavky, S. B. (2001). <i>Authoring the unconscious: Freudian structures in the art of Max Ernst</i> (Doctoral, University of Pennsylvania). Retrieved from http://repository.upenn.edu/dissertations	To cite entire work: (Kavky, 2001). To cite part of work: (Kavky, 2001, p. 112).

Dissertations & Theses – Unpublished

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of dissertation or master's thesis</i> (Unpublished type of document). Name of Institution, Location.	To cite entire work: (Author last name, Year). To cite part of work: (Author last name, Year, p. #).
Reference Example	Citation Example
Smith, N. (2013). <i>Variables in training and onboarding programs in the workplace and their impacts</i> (Unpublished master's thesis). University of Illinois, Champaign-Urbana.	To cite entire work: (Smith, 2013). To cite part of work: (Smith, 2013, p. 32).

ERIC Documents

The Educational Resources Information Center (ERIC) database is a collection of educational literature from print and digital resources.

You can find documents on the public ERIC page (<http://eric.ed.gov/>) or you can find them using the link on the Find Articles & eBooks page of the library. The format for citing the source varies slightly depending on where the item was retrieved.

Journal Article Retrieved from ERIC Library Database

Reference Format	Citation Format
Author, A. A. (Year). Title of article: Subtitle if available. <i>Journal Title in Italics</i> , <i>Volume number in italics</i> (Issue number if available), pages. Retrieved from URL of journal home page	To cite entire article: (Author(s) last name(s), Year). To cite specific page(s) of article: (Author(s) last name(s), Year, p. #)
Reference Example	Citation Example
Kolodinsky, P., Schroder, V., & Montopoli, G. (2006). The career fair as a vehicle for enhancing occupations self-efficacy. <i>Professional School Counseling</i> , 10(2), 161-167. Retrieved from http://www.schoolcounselor.org/school-counselors-members/publications/professional-school-counseling-journal	To cite entire article: (Author(s) last name(s), Year). To cite specific page(s) of article: (Kolodinsky, Schroder, & Montopoli, 2006, p. 163).
<i>Articles you find using ERIC are cited using the same format for citing a library database article.</i>	

ERIC Document Retrieved from ERIC Library Database

Reference Format	Citation Format
Author, A. A. (Year). <i>Title of ERIC document</i> . Retrieved from ERIC database (ERIC ID Number)	To cite entire document: (Author(s) last name(s), Year). To cite specific page of document: (Author(s) last name(s), Year, p. #).
Reference Example	Citation Example
Parsons, L. (2009). <i>Transforming the classroom with digital technology</i> . Retrieved from ERIC database (ED927305)	To cite entire document: (Parsons, 2009). To cite specific page of document: (Parsons, 2009, p. 112).

ERIC Document Retrieved from Public ERIC Site

Reference Format	Citation Format
<p>Author, A. A. (Year). <i>Title of ERIC document</i>. Retrieved from full ERIC public site URL including ED#</p>	<p>To cite entire document: (Author(s) last name(s), Year).</p> <p>To cite specific page of document: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Russell, C. (2001). <i>Libraries in today's digital age: The copyright controversy</i>. Retrieved from http://eric.ed.gov/?q=parsons+Transforming+the+classroom+with+digital+technology&ff1=pubERIC+Publications&id=ED456862</p> <p><i>The reference for the ERIC document found through the public site does not include the ED number, as the URL contains that information.</i></p>	<p>To cite entire document: (Russell, 2001).</p> <p>To cite specific page of document: (Russell, 2001, p. 5).</p>

Conference Proceedings or Paper Presented at Conference Retrieved from ERIC Library Database

Reference Format	Citation Format
<p>Presenter, A. A., & Presenter, B. B. (Year, Month). Name of presentation or paper. [Type of presentation] presented at the Name of Conference, Location. Retrieved from ERIC database. (ED#)</p>	<p>To cite entire presentation: (Presenter(s) last name(s), Year).</p> <p>To cite specific portion of presentation: (Presenter(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Sugunuma, A., & Nishigori, S. (2002, June). Automatic camera control system for a distance lecture with videoing a normal classroom. Paper presented at the ED-MEDIA 2002 World Conference on Educational Multimedia, Hypermedia & Telecommunications, Denver, CO. Retrieved from ERIC database. (ED477100)</p>	<p>To cite entire presentation: (Sugunuma & Nishigori, 2002).</p> <p>To cite specific portion of presentation: (Sugunuma & Nishigori, 2002, p. 4).</p>

Microfiche Document Reproduced by ERIC

Reference Format	Citation Format
<p>Author, A. A. (Year). <i>Title of document</i> (Report No. X-X). City, State Abbreviation: Sponsoring Entity. (ERIC Document Reproduction Service No. ED#).</p>	<p>To cite entire document: (Author(s) last name(s), Year).</p> <p>To cite specific page of document: (Author(s) last name(s), Year, p. #).</p>
Reference Example	Citation Example
<p>Stahl, R.J. (1994). <i>The essential elements of cooperative learning in the classroom</i>. Bloomington, IN: ERIC Clearinghouse for Social Studies/Social Science Education. (ERIC Document Reproduction Service No. ED370881).</p> <p><i>The phrase "ERIC Document Reproduction Service No." before the ED number indicates the item was initially available in microfiche format.</i></p>	<p>To cite entire document: (Stahl, 1994).</p> <p>To cite specific page of document: (Stahl, 1994, p. 4).</p>

Images

Titled Image – Retrieved from Library Database

Reference Format	Citation Format
Artist, A. A. (Year). <i>Title of work</i> [Medium]. Location of work. Retrieved from Name of database.	(Artist last name, Year).
Reference Example	Citation Example
Gauguin, P. (1888). <i>Old women of Arles</i> [Painting]. Art Institute of Chicago. Retrieved from Oxford Art Online database.	(Gauguin, 1888).

Titled Image – Retrieved from Web

Reference Format	Citation Format
Artist, A. A. (Year). <i>Title of work</i> [Medium]. Location of work. Retrieved from URL	(Artist last name, Year).
Reference Example	Citation Example
Gauguin, P. (1888). <i>Old women of Arles</i> [Painting]. Art Institute of Chicago. Retrieved from http://uploads6.wikipaintings.org/images/paul-gauguin/old-women-of-arles-1888.jpg	(Gauguin, 1888).

Untitled Image – Retrieved from Library Database – Standalone Image

Reference Format	Citation Format
Arist, A. A. (Year). [Medium and description of work]. Retrieved from Name of database	(Artist last name, Year).
Reference Example	Citation Example
Seike, T. (1995). [Photograph of woman's back]. Retrieved from Oxford Art Online database.	(Seike, 1995).

Untitled Image – Retrieved from Library Database – Image within a Print Source

The example below is for an image within a book. If the image comes from another source, such as a journal article, use the format for the type of source and place the image information at the front end of the reference, as in the example below.

Reference Format	Citation Format
Arist, A. A. [Medium and description of work]. (Year). <i>Title of book</i> . City, State] Abbreviation of Publisher Location: Publisher Name. Page # of image. Retrieved from Publisher's home page URL	(Artist last name, Year).
Reference Example	Citation Example
Seike, T. [Photograph of woman's back]. (1995). <i>A wonderful world</i> . Schaumburg, IL: Great Books Publishing. 23. Retrieved from http://greatbookspubs.com	(Seike, 1995).

Untitled Image – Retrieved from Web

Reference Format	Citation Format
Arist, A. A. (Year). [Medium and description of work]. Retrieved from URL	(Artist last name, Year)
Reference Example	Citation Example
Seike, T. (1995). [Photograph of a woman's back]. Retrieved from http://lheurebleue.tumblr.com/post/7631808196/yama-bato-tomio-seike -untitled-entitled-6	(Seike, 1995).

Social Media, Online Communities, Wikis, & Blogs

Blog Posts

Reference Format	Citation Format
Author, A. A. (2012, January 21). Title of post [Web log message]. Retrieved from URL	To cite entire post: (Author(s) last name(s), Year). To cite part of post: (Author(s) last name(s), Year, section description).
Reference Example	Citation Example
Greenwald, G. (2012, January 21). Two lessons from the Megaupload seizure [Web log message]. Retrieved from http://www.salon.com/2012 /01/21/two_lessons_from_the_megaupload_seizure/singleton <i>Provide the exact date of the post and its type. Include the URL to the archived or permalinked version of the message.</i> <i>If the author of the blog post employs a screen name (nickname), use it as the author's name.</i>	To cite entire post: (Greenwald, 2012). To cite part of post: (Greenwald, 2012, para. 5).

Facebook

Reference Format	Citation Format
<p>Facebook Page or Note:</p> <p>Author, A. A. or Organization Name [Username]. (Year, Month Day). Timeline [Facebook page]. Retrieved Month Day, Year from URL</p> <p>Facebook Status Update:</p> <p>Author, A. A. or Organization Name [Username]. (Year, Month Day). Full status update [Facebook status update]. Retrieved from URL</p>	<p>(User's last name or Organization Name, Year).</p>
Reference Example	Citation Example
<p>Facebook Page or Note:</p> <p>United States Department of Education. (2014). Timeline [Facebook page]. Retrieved from https://www.facebook.com/ED.gov</p> <p>Facebook Status Update:</p> <p>Duncan, A. (2014, August 2). President Obama's launching a new initiative to make sure every child has access to excellent teachers regardless of their race, zip code, or family income #ReachHigher. Retrieved from https://www.facebook.com/SecretaryArneDuncan/posts/10152600129248420</p>	<p>Facebook Page or Note: (United States Department of Education, 2014).</p> <p>Facebook Status Update: (Duncan, 2014).</p>

Twitter

Reference Format	Citation Format
<p>If real name is known:</p> <p>Author, A. A. [Username]. (Year, Month Day). Full tweet [Tweet]. Retrieved from URL</p> <p>If only username is known:</p> <p>Username. (Year, Month Day). Full tweet [Tweet]. Retrieved from URL</p>	<p>If real name is known: (Tweeter's last name, Year).</p> <p>If only username is known: (Username, Year).</p>
Reference Example	Citation Example
<p>If real name is known:</p> <p>Biden, J. [JoeBiden]. (2014, July 27). The VP is committed to helping every eligible voter cast a ballot. Join him today: bit.ly/UD82zR #100Days [Tweet]. Retrieved from https://twitter.com/JoeBiden/status/493410007363227648</p>	<p>(Biden, 2014).</p>

Newsgroup, Forum, or Discussion Group

Reference Format	Citation Format
Author, A. A. (Year, Month Day). Title of post. [Description of form]. Retrieved from URL	<p>To cite entire post: (Author(s) last name(s), Year).</p> <p>To cite part of post: (Author(s) last name(s), Year, section description).</p>
Reference Example	Citation Example
Singleton, P. (2012, January 24). RE: Gaming the legal system [Online forum comment]. Retrieved from http://www.salon.com/2012/01/24/rules_of_american_justice_a_tale_of_three_cases/singleton/#comments	<p>To cite entire post: (Singleton, 2012).</p> <p>To cite part of post: (Singleton, 2012, para. 5).</p>

Electronic Mailing List

Reference Format	Citation Format
Author, A. A. (Year, Month Day). <i>Title of message</i> [Electronic mailing list message]. Retrieved from URL	<p>To cite entire post: (Author(s) last name(s), Year).</p> <p>To cite part of post: (Author(s) last name(s), Year, section description).</p>
Reference Example	Citation Example
Berrick, T. (2009, December 28). <i>Speedballs for everyone</i> [Electronic mailing list message]. Message posted to Book Arts Web electronic mailing list, archived at http://palimpsest.stanford.edu/byform/mailling-lists/bookarts#archive <i>Because messages on an electronic mailing list are posted via eMail, provide the URL to the web site or page where the messages have been archived.</i>	<p>To cite entire post: (Berrick, 2009).</p> <p>To cite part of post: (Berrick, 2009, para. 3).</p>

Wikis

Reference Format	Citation Format
Title of entry. (Year). Retrieved Month Day, Year, from Wiki Name: URL	<p>To cite entire article: ("Entry title," n.d.).</p> <p>To cite part of article: ("Entry title," n.d., section description).</p>
Reference Example	Citation Example
Angel investor. (n.d.). Retrieved January 10, 2012, from the Family Business Wiki: http://familybusinesswiki.org/Angel+investor <i>While wikis are a great way to find overviews of topics that are new to you, they should generally not be used as cited sources in academic papers. In fact, wikis such as Wikipedia are considered unacceptable sources and should not be cited in any of your AIU assignments.</i>	<p>To cite entire article: ("Angel investor," n.d.).</p> <p>To cite part of article: ("Angel investor," n.d., para. 1).</p>

Personal Communication

E-Mails, Interviews, Phone Conversations, Letters, etc.

Whenever you use information from an interview you conducted, an e-mail message you received, a conversation you had with someone, or anything else irretrievable or unpublished, the information is only cited within the text of your document, and not in the references list. This is the only instance where APA guidelines allow an in-text citation without a corresponding reference entry. This format includes the first initial and last name of the person from whom you received information, the phrase personal communication, and the exact date of that communication.

Citation Format – Example 1

While speaking to Sgt. T. Johnson (personal communication, March 26, 2013), he stated “.....”

Citation Format – Example 2

She received a lucrative promotion to Assistant Director (J. Taylor, personal communication, February 7, 2012).

Technical & Research Reports

Government Report – Retrieved from Web

Reference Format	Citation Format
Name of Government Agency. (2012). <i>Title of publication</i> (Publication No. #####). Retrieved from URL	To cite entire publication: (Agency Name, Year). To cite specific page(s) of publication: (Agency Name, Year, p. #).
Reference Example	Citation Example
United States General Accounting Office. (2012). <i>Federal Employees' Compensation Act: Preliminary observations on fraud-prevention controls</i> (Publication No. GAO 12-402). Retrieved from http://www.gao.gov/assets/590/587925.pdf <i>If the issuing organization assigns a number to the publication, include the number in parentheses immediately after the title.</i>	First citation: (United States General Accounting Office [GAO], 2012). All subsequent citations: (GAO, 2012).

Non-Government Report – Retrieved from Web

Reference Format	Citation Format
Author, A. A., & Author, B. B. (Year). <i>Publication name</i> (Research Report No. #####). Retrieved from Website Name website: URL	To cite entire report: (Author(s) last name(s), year). To cite specific pages: (Author(s) last name(s), year, p. #).
Reference Example	Citation Example
Maliti, E., & Mnenwa, R. (2011). <i>Affordability and expenditure patterns for electricity and kerosene in urban households in Tanzania</i> (Research Report No. GAO 11/2). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents/RR_11_2.pdf <i>In the retrieval statement, identify the publisher if different than the author of the report.</i>	To cite entire report: (Maliti & Mnenwa, 2011). To cite specific pages: (Maliti & Mnenwa, 2011, pp. 15-16).

Formatting Guidelines

How to Format

Single, Multiple, Group, or No Author

Source has	Author Format – Reference	Author Format - Citation
One author	Jones, K. L. (2012).	(Jones, 2012).
Two authors	Jones, K. L., & Smith, B. Q. (2012).	(Jones & Smith, 2012).
Three to five authors	Jones, K. L., Smith, B. Q., & Tatum, O. N. (2012).	First citation: (Jones, Smith, & Tatum, 2012). All subsequent citations: (Jones et al., 2012).
Six to seven authors	Jones, K. L., Smith, B. Q., Tatum, O. N., Phillips, R., Gibson, L., & Nichols, C. (2012).	(Jones et al., 2012).
Eight or more authors	Jones, K. L., Smith, B. Q., Tatum, O. N., Phillips, R., Gibson, L., & Nichols, C. . . . McKay, T. (2012) <i>If source has eight or more authors, list first six authors followed by comma and ellipses (. . .) then the last author's name.</i>	(Jones et al., 2012).
Group author	Association of Chiefs of Police. (2011).	First citation: (Association of Chiefs of Police [ACP], 2011). All subsequent citations: (ACP, 2011).
No author	U.S. prisons: The evolving door. (2011). <i>When no author is listed, begin the reference entry with the source title.</i>	("U.S. Prisons," 2011). <i>In place of author, provide the source title. If the source title contains a colon, use only the part of title before the colon for the in-text citation. For example, the full title of this article is "U.S. Prisons: The Revolving Door." Employ regular title capitalization and punctuation for source titles when they are used in an in-text citation.</i>

Publication Date

Source has	Author Format – Reference	Author Format - Citation
Date listed	Jones, K. L. (2012).	(Jones, 2012).
No date listed	Jones, K. L. (n.d.). <i>The abbreviation "n.d." ("no date") is used in place of a missing publication date.</i>	(Jones, 2012).

No Author, No Date

Source has	Author Format – Reference	Author Format - Citation
No author, no publication date	America's prisons: How crowded are they really? (n.d.). <i>Journal of Corrections, 93(3), 382-391.</i> <i>If no author is provided, list the source's title first. If no publication date is provided, place the abbreviation "n.d."</i>	("America's Prisons," n.d.). <i>Employ regular title capitalization for source titles when they are used inside in-text citations to replace an author's last name.</i> <i>If the source title contains a colon, use only the part of the title before the colon.</i> <i>Place the comma inside quotation marks.</i>

Page Numbers

Quotation	Citation
From a source with page numbers	(Jones, 2012, p. 14).
From a source without page numbers	(Jones, 2012, Conclusion section, para. 2). <i>To cite a specific part of a source that lacks page numbers, use the abbreviation "para." to refer to a paragraph number. Include section name if one is available.</i>
<i>Page numbers and paragraph numbers for quotations are not used in reference citations.</i>	

Source within a Source

Source Scenario	Reference	Citation
Paraphrase: You wish to use information from an author name Collins. You found this information from Collins inside a 2012 article by Jones and Smith.	Jones, K. L., & Smith, B. Q. (2012). The dangers of genetic engineering. <i>Scientific American, 239, 231-248.</i> <i>Reference citation refers only to the source where you found Collins.</i>	Collins' research (as cited in Jones and Smith, 2012) has demonstrated the genetic . . . <i>Credit is given to Collins and to the source where you found Collins.</i>
Quotation: You wish to use a quote from an author named Collins. You found this information from Collins inside a 2012 article by Jones and Smith.	Jones, K. L., & Smith, B. Q. (2012). The dangers of genetic engineering. <i>Scientific American, 239, 231-248.</i> <i>Reference citation refers only to the source where you found Collins.</i>	The study by Collins (as cited in Jones and Smith, 2012) said, "The primary genetic differences are small" (p. 25). <i>Provide exact page number or paragraph number where quote from Collins can be found in the Jones and Smith article.</i>

Title Capitalization

You wish to cite	Capitalization for Titles in Reference Section
<p>Article from a periodical (Journal, magazine, newspaper)</p>	<p>Example 1: The truth about America's foreign policy.</p> <p>Example 2: The Toyota recall: Five important lessons.</p> <p><i>If your source is an article found in a periodical, capitalize only the first word of the article's title, any proper noun, and the first word after a colon.</i></p>
<p>Book title</p>	<p><i>Fast Facts for Nursing Students: What you need to know.</i></p> <p><i>If your source is a book, capitalize only the first word, proper nouns, and the first word after a colon.</i></p>
<p>Periodical title</p>	<p><i>Journal of Internet Security.</i></p> <p><i>When using periodicals (journals, magazines, newspapers), your source will be an article inside the periodical. Therefore, whenever providing the title of the periodical, capitalize all major words and italicize it. Remember: the periodical is not your source; the article inside the periodical is your source.</i></p>
<p>Use of italics - The following titles should always be italicized: books, e-books, web sites, periodical titles (not the articles in them), works of art, reports/technical papers, and dissertations/theses.</p>	
You wish to cite	Capitalization for Titles Inside In-Text Citations
<p>Any source</p>	<p>Employ regular title capitalization for source titles when they are used inside in-text citations or anywhere in the body of your paper.</p> <p>Example:</p> <p>In the next decade, nursing is expected to be one of the career fields most in demand (<i>Fast Facts for Nursing Students</i>, 2010, p. 22).</p> <p>Reference:</p> <p><i>Fast facts for nursing students: What you need to know.</i></p> <p>(2010). Philadelphia, PA: Lippincott Williams & Wilkins.</p>

Volume/Issue Numbers

Provide volume number by itself if...	Citation										
<p>Pages of the periodical are numbered consecutively throughout the year:</p> <p>Volume 72</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Page Numbers</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1-115</td> </tr> <tr> <td>2</td> <td>116-231</td> </tr> <tr> <td>3</td> <td>232-348</td> </tr> <tr> <td>4</td> <td>349-465</td> </tr> </tbody> </table>	Issue	Page Numbers	1	1-115	2	116-231	3	232-348	4	349-465	<p><i>Journal of Behavioral Science</i>, 72, 221-229.</p> <ul style="list-style-type: none"> • Italicize the volume number • Place a comma after the volume number • Do not use abbreviations, such as "v." or "vol." in APA style
Issue	Page Numbers										
1	1-115										
2	116-231										
3	232-348										
4	349-465										
Provide volume and issue number if...											
<p>Pages of the periodical are numbered individually throughout the year:</p> <p>Volume 10</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Page Numbers</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1-115</td> </tr> <tr> <td>2</td> <td>1-115</td> </tr> <tr> <td>3</td> <td>1-115</td> </tr> <tr> <td>4</td> <td>1-115</td> </tr> </tbody> </table>	Issue	Page Numbers	1	1-115	2	1-115	3	1-115	4	1-115	<p><i>Technology Review</i>, 10(2), 4-12.</p> <ul style="list-style-type: none"> • Italicize the volume number • Do not add a space after the volume number • Place issue numbers in parentheses • Do not italicize issue number • Place a comma after the issue number • Do not use abbreviations, such as "v." or "vol." in APA style
Issue	Page Numbers										
1	1-115										
2	1-115										
3	1-115										
4	1-115										

APA Headings

Headings are an essential part of APA style. Headings identify the different sections and subsections of your work and signal their logical relationship to each other. APA offers five levels of headings, which are to be used in order beginning with Level 1, the highest level, down to Level 5, the most subordinate level. [Click here](#) to see an example of how the different level headings are used.

Heading Level	Format	Example
1	Centered, boldfaced, title capitalization (capitalize first and last word and all major internal words)	Last line of previous paragraph ends here. The Road to Victory Next paragraph section begins beneath the Level 1 heading. Maintain consistent double spacing throughout.
2	Flush left (aligned to left margin), boldfaced, title capitalization	Last line of previous paragraph ends here. The Road to Victory Next paragraph section begins beneath the Level 2 heading. Maintain consistent double spacing throughout.
3	Indented half inch from left margin, boldfaced, capitalized as a sentence, ends with a period	Last line of previous paragraph ends here. The road to victory. Paragraph begins directly after the Level 3 heading. Maintain consistent double spacing throughout.
4	Indented half inch from left margin, boldfaced and italicized, capitalized as a sentence, ends with a period	Last line of previous paragraph ends here. <i>The road to victory.</i> Paragraph begins directly after the Level 4 heading. Maintain consistent double spacing throughout.
5	Indented half inch from left margin, italicized, capitalized as a sentence, ends with a period	Last line of previous paragraph ends here. <i>The road to victory.</i> Paragraph begins directly after the Level 5 heading. Maintain consistent double spacing throughout.

How to Cite...

Entire source

You wish to...	Citation
Cite the entire source or paraphrase from the source	(Jones, 2012).

Single page of a source

You wish to...	Citation
Cite a single page of the source	(Jones, 2012, p. 14).

Multiple pages

You wish to...	Citation
Cite multiple pages of the source	(Jones, 2012, pp. 14.20).

Source without page numbers

You wish to...	Citation
Cite a specific part of a source that does not have page numbers	<p>(McDonne, 2012, para. 12).</p> <p><i>To cite a specific part of a source that lacks page numbers, use the abbreviation "para." to refer to paragraph number.</i></p> <p>(McDonne, 2012, Results section, para. 12).</p> <p><i>Include section name if one is available.</i></p>

Short and long quotations

Heading Level	Format	Example
<p>Short Quotation (40 words or less)</p>	<p>Incorporate a short quotation into your own sentence and enclose the quotation with double quotation marks. Place the citation and sentence period after the quotation.</p>	<p>According to Reville (2012), "multiple paths to social justice exist in democracy" (p. 12).</p>
<p>Long Quotation (More than 40 words)</p>	<p>A quotation of more than 40 words should be set off in its own block that is indented five spaces from the left margin.</p> <p>No quotation marks are used for block quotations.</p> <p>Place the sentence period before the citation after a block quotation.</p>	<p>Others agree that an awareness of the customer base is essential:</p> <p>Market research is imperative for a company to know what type of products or services would be profitable to introduce to the market. With respect to its existing products in the market, good market research enables a company to know if it has been able to satisfy customer needs and whether any changes need to be made in the packaging, delivery or the product itself. (Nylund, 2008, p. 41)</p>
<p>Long Quotation (Two or more paragraphs)</p>	<p>If the quotation is longer than one paragraph, indent the first line of the second paragraph one half inch.</p> <p>No quotation marks are used for block quotations.</p> <p>Place the sentence period before the citation after a block quotation.</p>	<p>The prevalent view is that online learning confronts the educator with substantial challenges:</p> <p>The first challenge has been an increase in the importance of presence and copresence in effective online learning. Presence is the sense of being there, and copresence is the sense of being there with others.</p> <p>To define these two sensations in the context of online instruction, we can begin with a concept familiar to all teachers: involvement. Students must feel involved in order to learn. In online learning, the student's level of involvement is dependent on the level of immersion provided by learning technology. (Taylor, 2012, p. 12)</p>

Journals vs. Magazines

Because an article from an academic journal is cited differently than an article from a magazine, it is important to know the differences between these two types of periodicals. Journals and magazines are called periodicals because they are published at regular intervals or periods. Here are some of the key differences to look for:

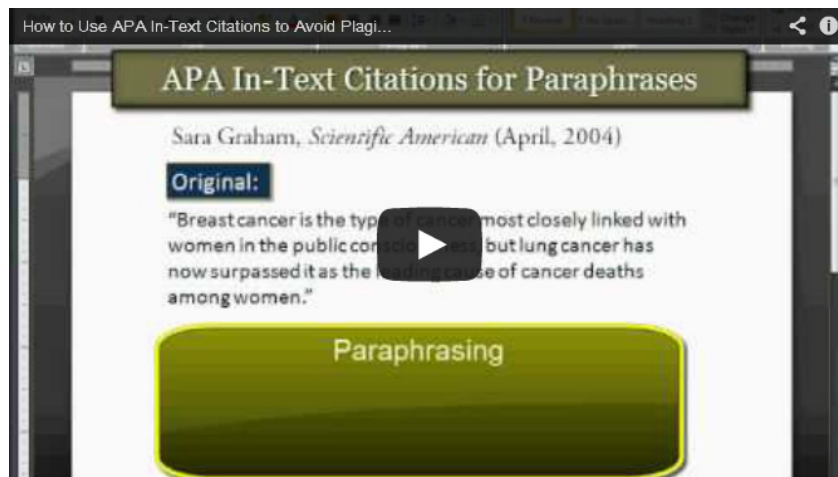
Scenario	Journal	Magazine
Advertising	Contains little, if any, advertising	Supported by revenue from advertisements
Authors	Articles written by recognized, credentialed experts in specialized areas	Articles written by non-experts such as staff writers or freelance journalists
Content Review	Content normally must pass review by anonymous panel of outside experts	Content reviewed by editorial staff and sometimes lawyers
Source Citation	Full bibliographic information provided for all sources used	Little, if any, source documentation provided

How to Avoid Plagiarism

Plagiarism is the unacknowledged borrowing of materials from another source. The word unacknowledged means that use of the source lacks an accurate citation or any citation at all.

Plagiarism usually happens when we quote or paraphrase, which are the two main ways to use sources in our writing. The video below clarifies the difference between quoting and paraphrasing, and then provides a guide to using APA-style in-text citations to avoid plagiarism in your writing.

How to Use APA-Style Citations to Avoid Plagiarism



Paraphrasing

A paraphrase rewords a passage from a source into your own way of saying it, although your paraphrase may repeat key words from the original passage. Paraphrases are essential to the credibility of your writing because they help you avoid overusing quotations, which are the direct words of other authors. You are encouraged to provide a page or paragraph number even when paraphrasing.

Most writers follow three steps whenever paraphrasing from a source:

- Step 1:** Carefully read the part of the source you wish to paraphrase, then put the source away.
- Step 2:** Write your paraphrase, rewording the source into your own voice so that it flows into the paragraph you are writing and supports the point you're trying to make.
- Step 3:** Look back at the original source and compare it to your version; check for accuracy and weed out any unintentional borrowing of whole phrases. Remember that you will need to repeat some individual words from the original.

The video below further defines paraphrasing and demonstrates the steps to writing a successful one.

How to Paraphrase and Why You Should Do So Often



Incorporating Quotations

When it comes to quotations, a technique that good writers use is to introduce the quote. This technique helps you avoid a common problem: failing to distinguish clearly between what belongs to you and what belongs to the source. The failure to make that distinction can lead to the charge of plagiarism.

Another important reason to introduce the quote is that doing so helps your paper to be clearer and more convincing. Because sources can only support your points (not make them for you), the introductions to quotations help the reader see exactly how the quotation supports your point. The video below demonstrates three tips for effectively integrating your quotations.

Integrating Direct Quotations into Your Writing

