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Sample documents attached.

Things to remember:
Double-space all citations.
Find the example closest to your situation and modify it to fit your situation.
Page numbering starts on first page of examples.
Topic 1: Introduction/General

- **Exact example not available?** Find the closest example and modify it.
- If you believe you see an error, please send an e-mail describing it to jkcomerford@actx.edu. Thanks!
- APA is usually used in psychology, social sciences, and behavioral sciences. At AC, it is often used for health sciences, psychology, and speech. Ask your professor which style should be used on your assignment.
- The authority for APA style is the *Publication Manual of the American Psychological Association* (called *Handbook* here), which is available at most libraries for in-library use. The *Handbook* is sold by the AC Bookstore and other booksellers.

Topic 2: Authors/Editors (all formats, References list and in-text citations)

Author, how to type the name(s). Use initials only regardless of how the names appear on the item. Type an extra space between the two initials. Type the names in the citation entry in the order they appear in the item's byline. Do not include titles such as Dr., degrees such as Ph.D., or other designations. Example of Jr.: Strong, E. K., Jr., & Uhrbrock, R. S.

Author(s) not provided. When the author's name is not provided, place the title first in the References list citation. Use it for alphabetization purposes, and use a shortened form for citations in the text of the paper.

— **Example: Web article**


In the text: Drivers who were texting were found to be significantly impaired (“Texting,” 2008).

— **Example: Book**


In the text: (*Merriam-Webster's*, 2005, p. 3) (Include page number for a direct quote.)

Author(s) of more than one work. Order them by date in the References list, from the oldest work to the newest. They are usually differentiated by the year in the text of the document.

Authors, one, References list.
In the text: According to Monroe (2001), . . .

Authors, two, References list.

Authors, three to seven, References list.

In the text: Include the names of all authors upon first mention. Then use the last name of the first author with *et al.*


The report has been called a “new classic in the field” (Monroe et al., 2001, p. 7)
Authors, eight or more. In the References list, include the first six authors, then an ellipsis (three periods that indicate omitted content), and then the name of the last author.


In the text: Evans et al. duplicated Johnson’s results (2001).

Author, group. An organization can be an author. In the text, the name is written in full upon first mention. When an abbreviated form, such as NASA, is well known, it can be used in later citations in the text of the paper.

The report provided by the National Aeronautics and Space Administration (NASA) was described in a NASA news release as “a comprehensive report written for the general public” (NASA, 2007, p. 23).

If the group author with a well-established abbreviation is NOT spelled out in full in the text prior to the parenthetical citation, it must be spelled out in the parentheses. The abbreviation may be included in brackets directly after the name. Afterwards, the abbreviation may be used through the rest of the paper and citations.

The results of a malpractice survey indicate that more doctors are reluctant to take on end-of-life care because they are afraid of being sued (American Medical Association [AMA], 2008, p. 5).

Author and publisher are the same. Use Author as the publisher.


Editor. Example 1 shows a signed article in a book with an editor. Example 2 shows a book of unsigned articles with two editors.


Topic 3: Books (Print and Online)

—See “Topic 2: Authors/Editors” on Page 1 for author and editor variations.

Book citation: Print publication information (if any) + electronic publication information (if source is electronic)

Author(s). (Year of publication). Book title in italics with sentence-style capitalization. City of publication, state: Name of publisher. Online publication information for e-books.

Print and library database version of the same book


Citation information source: Information for print book citations comes from the title page, not the cover or spine.
Sometimes the copyright date is on back of the title page. These pages probably are shown in the e-book version.

**Editions.** Appears between book title and publisher. Abbreviate as shown. Use “Rev. ed.” for revised editions. **Example:** below.


**Editor.** See example in “Topic 2” section.

**Introduction/ Foreword/Preface.** These items may have their own author.


**Place of publication.** Include city and state using the U.S. Post Office abbreviation for the state. Include country for countries outside the United States. If the publisher location is not given, type “N.p.” in the space for the city.


**Publisher name.** Give the name in as brief a form as possible while keeping it comprehensible. Leave out unnecessary words such as “Publishers,” “Co.,” and “Inc.” However, retain “Press” and “Books.”

**Examples of Specific Works or Formats**

**DSM-IV**


**Dictionary**


**eBooks Collection (Formerly Netlibrary. Now operated by EBSCO.)**


**Encyclopedia article without a named author or editor**


**Google Books**


**Information Plus Books (Book in a Series)**

**Occupational Outlook Handbook online and print versions (U.S. government publication)**  


**Statistical Abstract of the United States (U.S. government publication)**  

**Topic 4: Citing Sources in the Text of the Paper**

—See “Topic 2: Authors/Editors” on Page 1 for author and editor variations.

**Information required for in-text citation in APA style.** Author (or shortened form of the title if there is no named author). Date. Page number for direct quotations.

**Page numbers.** The matter of page numbers can be confusing because most electronic sources do not have them. APA requires them for direct quotations but provides alternative location methods when they are not available in the source.

—Example: *Page numbers available in the source*

“Many of my colleagues are envious of my obvious brilliance,” Smith claimed (1999, p. 2).

—Example: *Page numbers not available (electronic source).* Use paragraph numbers if the paragraphs are numbered on the piece. Otherwise, use headings. If the headings are too lengthy, use a shortened form. See examples.

“Many of my colleagues are envious of my obvious brilliance,” Smith (1999) claimed (para. 4).

“Many of my colleagues are envious of my obvious brilliance,” Smith (1999) claimed (Jamison, “Dubious Reputation” section, para. 3).

**One work by one author (Examples of different arrangements of the citation information)**

The author’s name can be included in the text of a sentence OR inside the parentheses.

“They are stirring up controversy about my research because they are envious,” Smith asserted (1999, p. 23).

The controversial scientist recently angered his colleagues by stating that they are “stirring up controversy about my research results because they are envious” (Smith, 1999, p. 23).

In an article in the *Journal of Senseless Scientific Controversies*, Smith (1999) asserted that his colleagues are “stirring up controversy about my research because they are envious” (p. 23).

**References list entry**

The Association of Abraham Lincoln Scholars released its conference report that discussed the “continuing proliferation” of books about former president (2003, p. 5).

**Topic 5: Dates**

**Date not provided.** Use “n.d.” in the space where the date would be. See example.


**Date of publication (electronic).** It can be the date of publication, date of latest update, or date of retrieval.

**Date of publication (print).** It is the copyright date, which is located on the title page or on the back of the title page for a book.

**Date of retrieval (electronic).** The date the article was viewed and/or printed. The retrieval date is required only if the item is expected to change over time. Electronic items that originated in print are not expected to change after they are online.

**Topic 6: DOI numbers**

DOI numbers. DOI numbering is a new system intended to remedy the problem of changing URLs. DOI numbers are digital object identifiers. They serve as a unique, unchanging item of information used to locate a digital object. Because DOI numbering is a new system, not all works have a number. APA recommends including a DOI number when it is provided on the piece or in the database information. See example below.


doi:10.1111/j.1744-618X.2009.01116.x

**Topic 7: Formatting/Typing the Paper**

**Double-space** the paper and the *References* list.

**Font.** APA recommends 12 pt. Times New Roman.

**Hanging indent.** The first line of a *References* list entry starts at the left margin. Each subsequent line is indented 5-7 spaces or ½ inch on the Ruler Bar. See below.


**Margins.** One inch all around.

**Order of entries in the References list.** Alphabetical by the last name of the first author. The citation for an item without an author begins with the title, which is also used for alphabetization purposes in the *References* list.

**Page numbers—When to use p. and pp. abbreviations in References list citations:**

—**Volume numbers:** Do not use them at all for periodicals with volume numbers. *Example:* Smith, J. (2001). Research trends in 2009. *Educator, 6*(2): 4-6. (Six is the volume, two is the issue.)


**Quotations, long (40 words or more of text)**. The parenthetical reference is included after the final punctuation. No period appears after the reference. Notice that a block quotation does NOT need quotation marks.

Drucker (1985) defines *innovation* as:

the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service. Entrepreneurs need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation. (p. 20)

**Running head.** It consists of the words “Running head,” a colon (:), and the title of your paper. The words “running head” are included only on the first page of the paper. The title part is in all caps on the first and subsequent pages. The running head cannot be longer than 50 characters, counting characters, numbers, and spaces. If it is, it must be shortened. The running head is typed as a header in your word processing program. It is placed on the left side, and the page number is placed on the right side. See the example of the second page of the paper, when the words “running head” no longer appear before the shortened title.

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**EFFECTS OF AGE ON DETECTION OF EMOTION**

Effects of Age on Detection of Emotional Information

Frequently, people encounter situations in their environment in which it is impossible to attend to all available stimuli. . . .

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**Spacing between sentences.** APA recommends two spaces between sentences to improve readability.

**Title page.** According to APA, the title page consists of “five elements: Title, running head, author byline, institutional affiliation, and author note” (APA, p. 229). Use the format given to you by your instructor because it may deviate from APA’s recommendations, especially as regards the author’s note. The author’s note is usually regarded as irrelevant to an undergraduate research paper at an institution such as AC.

**Topic 8: Indirect Quotations**

**How to cite in the text of the paper:**
Freeman’s study (as cited in Atkins, 1990) provided exciting breakthroughs.

**How to cite in the References list:**
**Topic 9: Italics: When to Use Them**

Titles of books, periodicals, films, videos, TV shows, and microfilm publications. **Exception:** Words within the title of a book in text that would normally be italicized should NOT be italicized.

Periodical volume numbers, e.g., *Journal of Norwegian Linguistics, 26*(3), 25-36. (Notice that the issue number and its parentheses are not italicized.)

A word used as a word, e.g., *Use and and or as Boolean connectors in a database search.*

**Topic 10: Library Databases**

—See “Topic 2 : Authors/Editors” on Page 1 for author and editor variations.

**Library database information.** The new edition says library database information is not required in citations. However, a style expert at APA has ruled that library database information is permitted when it provides the most convenient access. This situation is true of most colleges, including AC. Therefore, include database names in citations unless your instructor says otherwise.

This category includes AC Library’s online databases such as *Academic Search Complete, CINAHL Plus with Full Text, CQ Researcher, Health Reference Center Academic, eBooks Collection, Opposing Viewpoints Resource Center, Points of View Reference Center, STAT!Ref, and Psychology and Behavioral Sciences Collection.*

Retrieval dates are not needed for library databases because the content of items will not change over time.

—**Academic Search Complete (Multi-subject academic database)**

**Scholarly journal, PDF with page numbers, DOI**


doi:10.1111/j.1744-618X.2009.01116.x

**Magazine, HTML with no page numbers**


—**CINAHL Plus With Full Text (Most popular nursing and allied health database)**

**Article from scholarly journal, PDF with page numbers, DOI**


**Article from trade publication (not scholarly), HTML with no page numbers**


**Evidence-based care sheets, PDF with page numbers**

*Note: There are no obvious examples in the Handbook. This example interprets these documents as “A Work in a Series.”*

Quick Lessons (CINAHL)

—CQ Researcher Database (Contains comprehensive reports on issues)

HTML Version (Default view, HTML with no page numbers).

PDF Version (Scanned in from original print. Click the View PDF icon if you prefer a PDF document).

—eBooks Collection (Online version of print books. Formerly Netlibrary. Now operated by EBSCO.)

—Health Reference Center Academic (2nd health academic database after CINAHL)

Article from scholarly journal, PDF with page numbers, no DOI

Article from scholarly journal, PDF with page numbers, DOI.

—Opposing Viewpoints Resource Center (Pro/Con database)

Article from book, HTML with no page numbers

Article from magazine, HTML with no page numbers

Article from scholarly journal, PDF with page numbers

—Points of View Reference Center (Pro/Con database)

Article from book (N.p. = no city of publication)
Articles from magazine (It has no volume number, so pp. must be used.)

Article from scholarly journal, PDF with page numbers

—Psychology and Behavioral Sciences Collection

Article from scholarly journal, PDF with page numbers, DOI provided

—STAT!Ref (Online version of medical texts and reference books)

Click show on the show/hide bibliography link at the bottom of a STAT!Ref article to view publication facts.

Signed Article in a Book


Topic 11: Miscellaneous Formats (Brochures, interviews, motion pictures, etc.)

—See “Topic 2 : Authors/Editors” on Page 1 for author and editor variations.

Include the format type in square brackets after the title. Formats listed in the Handbook are letters to the editor, special issues, special sections, monographs, abstracts, audio podcasts, data files, brochures, motion pictures (including DVDs and videos), lecture notes, CDs, computer software, video webcasts, and supplemental material. Examples:

—Brochure

—DVD/Motion picture/Movie

—Facebook
Interviews, personal. They cannot be retrieved later and are not included in the References list. They can be introduced in sentence form in the text of the paper. Example: During the interview, T.K. Lutes responded to many probing questions (personal communication, April 18, 2001).

Twitter

YouTube video
Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?v=lqM90eQi5-M

Topic 12: Missing Information (Author, Date, Location, Page Numbers, Publisher, etc.)

Author. See “Author(s)” section.

Date/ n.d. The publication date for printed works is the copyright date. For electronic works, it can be the date of publication, date of latest update, or date of retrieval. If there is no date, use n.d. in the location where the date would go.


DOI numbers. DOI numbering is a new system. Many items do not have these numbers, so they must be omitted in that case.

Issue number of periodical. Some do not have issue numbers because page numbers run continuously throughout the volume instead of starting over with page one each time.

Location/ N.p. Book citations have the publisher’s location. Use “N.p.” where the location would have been.

Page numbers. In-text citations (online source). Use paragraph numbers if the paragraphs are numbered on the piece. Otherwise, use headings. If the headings are too lengthy, use a shortened form. See examples.

“Many of my colleagues are envious of my obvious brilliance,” Smith (1999) claimed (para. 4).

“Many of my colleagues are envious of my obvious brilliance,” Smith (1999) claimed (”Dubious Reputation” section, para. 3).


Page numbers, References list citation (online source). They must be omitted when they were not provided. Mardesich, J. (1999, October 25). Online music stocks: Expect plenty of static ahead. Fortune, 140(8). Retrieved from Academic Search Complete database.
**Topic 13: Periodicals, Print (Journals, Magazines, Newspapers, etc.)**

—See “Topic 2: Authors/Editors” on Page 1 for author and editor variations.

Periodical citation = Print publication information (if any) + online publication information (if provided)

Author(s). (Year of publication). Article title not in italics or quotation marks. *Journal Title in Italics with Regular Capitalization, Vol*(issue), page numbers. Online publication information for online journal articles.

**Issue numbers.** When all periodicals were in print, issue numbers were not always necessary to provide unique identification. However, issue numbers can be included for all electronic periodical citations to provide unique identification. An APA expert said it is “not wrong” to do so. Some periodicals do not have issue numbers.

**Print and library database version of the same journal article**


**Print journal article, no DOI number**

**Print journal article with DOI number**

**Monthly or weekly magazine**

**Newsletter article, no author**

**Daily newspaper article, discontinuous pages**

**Topic 14: Titles**

**Article titles.** Article titles are **not** enclosed in quotation marks. They are **not** in italics and are **not** underlined. The capitalization method is *sentence style*. However, words that are always capitalized are capitalized in article titles, too. The first word after a colon is capitalized. Example: Texas license renewal: A snapshot of nurses in Texas.

Periodical and book titles. They are shown in italics. They are capitalized in the more familiar style in which each "important" word is capitalized. Example: *Journal of Immigrant & Minority Health.*


**Topic 15: Web Sources (Information and Examples)**

—See “Topic 2: Authors/Editors” on Page 1 for author and editor variations.

**Minimum required information.** At a minimum, APA recommends including (1) a document title or description, (2) a date (either the date of publication or update OR the date of retrieval if the content may change), and (3) a URL or other locating information such as a library database name or DOI number. The author(s) should be included if provided.

**Prior print information.** Many online items originated in print. If an electronic item was published first in print, your citation must include both the print and electronic information. Almost all items in library databases were published first in print.

**Retrieval date.** APA no longer requires a retrieval date unless the content can be expected to change over time.

**URLs.** When you need to divide an electronic address from one line to the next, break only after a slash or before a period. Do not put a period after the ending URL.

**Examples**

**Document with an author**

**Document without an author (start with title)**

**Document with no author and no date (shown as n.d.)**

**Document from a university web site**

**Article from online journal with page numbers**

**Article from online journal with no page numbers**
Article from online magazine (Use pp. when there is no volume number and/or discontinuous pages.)

Article from online newspaper

YouTube Online Video

The Amarillo College Library thanks former AC Librarian Jana Comerford and Catherine Urban, MLS, for her careful and well-informed proofreading of this handout, which resulted in a number of changes that improved the content.
References (for this handout)


Varying Definitions of Online Communication and
Their Effects on Relationship Research

Billy Badger

Amarillo College

(APA does not require a date. Ask your instructor if you need to include it.)
Numerous studies have been conducted on various facets of Internet relationships, focusing on the levels of intimacy, closeness, different communication modalities, and the frequency of use of computer-mediated communication (CMC). However, contradictory results are suggested within this research mostly because only certain aspects of CMC are investigated, for example, email only. Cummings, Butler, and Kraut (2002) suggest that FtF interactions are more effective than CMC (read: email) in creating feelings of closeness or intimacy, while other studies suggest the opposite. In order to understand how both online (Internet) and offline (non-Internet) relationships are affected by CMC, all forms of CMC should be studied. This paper examines Cummings et al.’s research against other CMC research to propose that additional research be conducted to better understand how online communication affects relationships.

In Cummings et al.’s (2002) summary article reviewing three empirical studies on online social relationships, it was found that CMC, especially email, was “less effective than FtF contact in creating and maintaining close social relationships” (23). Two of the three reviewed studies focusing on communication in non-Internet and Internet relationships mediated by FtF, phone, or email modalities found that the frequency of each modality’s use was significantly linked to the strength of the particular relationship (Cummings et al., 2002). The strength of the relationship was predicted best by FtF and phone communication, as participants rated email as an inferior means of maintaining personal relationships as compared to FtF and phone contacts (Cummings et al., 2002).

(The example above came from the Purdue Online Writing Lab [OWL], a highly respected source of advice for writing research papers. OWL’s web page is http://owl.english.purdue.edu/.)
References


