APA Style refers to the standards of written communication described in the Publication Manual of the American Psychological Association. First published by a group of psychologists, anthropologists, and business managers in 1929 as a seven page journal article, the manual has evolved from a brief set of style rules for scientific writing to a comprehensive source that provides guidance on all aspects of written scholarly communication, from avoiding bias to citing sources. Today, the APA Manual is the preferred style guide used by scholars, editors, and students in the social and behavioral sciences. As such, if you are taking a psychology, sociology, economics, criminology, or business course, you may well be asked to use the APA Style. However, always consult your professors regarding the citation style they expect you to use in their courses.

The sixth edition of the Publication Manual of the American Psychological Association (2009) which has simplified and condensed the material while retaining and strengthening the basic rules of APA, contains some significant differences from former versions. Many of these differences are the result of attempts to respond to the emergence of new technologies that have changed the way scholarly texts are produced, disseminated, and accessed by the academic community.
A thesis statement:

- Essentially answers the question “What do I want my readers to know after they have read my essay?”
- Should propose an arguable point provoking the reader to possible disagree with your justification of the topic.
- Is a road map summarizing the argument you will make in the essay.
- Informs the reader how you will interpret the researched information of your subject matter. It is the systematic explanation of the research; not the subject itself.
- Usually appears as a sentence (or two) at the end of the first paragraph presenting your argument to the readers.

A thesis statement is the result of the research you have done on your topic. You must develop an argument on your topic after you have collected and organized evidence looking for possible relationship amongst known facts.

There are several ways you can formulate your thesis statement. You can compare and contrast, analyze, demonstrate cause and effect, interpret or take a stand on a topic.

Formulate a question about your topic and compose an answer making the answer the thesis statement for your essay.
• **Compare and Contrast Topic:** Distance Learning versus Brick and Mortar Institutions
  • **Formulation of thesis:** What are the potential benefits of distance learning versus brick and mortar institutions?
  • **Answer and thesis:** The potential benefits of distance learning versus brick and mortar institutions is the convenience of attending the classroom to fit your busy schedule, the flexibility to attend classes from the comforts of home and the opportunity to get an education without having to attend classes at set times and dates.

• **Analyze Topic:** Adult Learning Styles
  • **Formulation of thesis:** What are the different Adult Learning Styles and how do they differ?
  • **Answer and thesis statement:** The different adult learning styles are visual, audio, and kinesthetic/tactile and differ in the dynamics of how adults learn and retain information.

• **Demonstrate Cause and Effect Topic:** Technology and its Effect on the Distant Learner
  • **Formulation of thesis:** How has technology evolved to assist the distant learner in their educational journey for a college degree?
  • **Answer and thesis statement:** Technology has allowed educators to develop students into highly skilled information conscious members of society by teaching students how to learn subject matter online while at the same time teaching how to manipulate and operate different computer programs/function to become technologically savvy.

• **Interpret Topic:** Interpreting Dreams
  • **Formulation of thesis:** When interpreting the mysterious and fascinating world of dreams, do the rules of reality apply?
  • **Answer and thesis statement:** When interpreting the mysterious and fascinating worlds of dreams, each individual is connected to their own reality drawing from their personal life and experiences.

• **Take a Stand on a Topic:** Global Warming: Natural or Man-Made
  • **Formulating of thesis:** Is Global Warming a Natural Occurrence or Man-Made?
  • **Answer and thesis statement:** Global warming is a result in man-made activities known as the greenhouse effect where the burning of fossil fuels, carbon dioxide, ozone, and other gases are released and trapped in the earth thus causing an increase in the temperature.
ORGANIZING RESEARCH WITH A MIND MAP

Before beginning to write, take time to put your ideas down on paper. Mind mapping, also referred to as brainstorming, is a useful tool when writing a paper. Mind mapping helps formulate ideas, organize thoughts, and generate direction for a main topic. When writing a paper, information and flow are important to express thoughts most effectively. Writing down ideas and organizing logically, ensures all aspects of the topic are covered and flow fluently. This may be as simple as a chronological list of points or as elaborate as a formal outline.

Students can access over 30,000 scholarly journals 24 hours a day in the online library.
OUTLINE EXAMPLE

A. Introduction –> Main Idea – The Importance of Exercise
   i. First Subtopic – Exercise makes the physical body healthier
      a. Detail – Positive effect on heart
      b. Detail – Positive effect on lungs
      c. Detail – Positive effect on bones and joints
   ii. Second Subtopic – Exercise affects emotional health
      a. Detail – Feelings of accomplishment
      b. Detail – Body image
      c. Detail – Endorphins
   iii. Third Subtopic – Different types of exercises and their benefits
      a. Detail – Stretching
      b. Detail – Anaerobic
      c. Detail – Aerobic

B. Conclusion – Wrap up, recap main ideas, and come to a strong conclusion about the topic.
GATHER YOUR EVIDENCE

Most information on the Internet is the electronic equivalent of the other print sources listed and therefore not acceptable as a college reference. The Internet is unregulated and there is no quality control. By using the online library and accessing the Deep Web, you will be able to locate reliable and scholarly information for your research.

What is the Deep Web? More than 90% of the holdings on the Internet are considered invisible or hidden in the Deep Web. For online students, the Deep Web provides crucial access to the secondary literature and scholarly citations that are vital for their academic pursuits and demands special skills.

Many areas of the Deep Web require passwords or other forms of authentication to enter, often demands payment for viewing and may not be accessed by Open Web search engines such as Google, Bing, Yahoo, etc. While gathering resources, keep track of the bibliographical information for the reference page to include the author, title, place of publication, date of publication, page numbers, URL’s, website, and the date you access. This information is very important when citing within the paper and on the reference page. If the bibliographical information for the reference page is not saved, the resource becomes useless since it will not be a viable source without pertinent information.
LEVELS OF HEADINGS: (3.03)

In APA writing, concise headings help the reader track the development of the argument. The introduction for the paper does not carry a heading as the first part of the essay is assumed to be the introduction. However, the title of the paper should be the first line directly under the 1” margin on page 3 of your essay (page 2 if an abstract is not required). Do not label headings with letters or numbers.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, UPPERCASE and lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Left Aligned, Boldface, UPPERCASE and Lowercase Headings</td>
</tr>
<tr>
<td>3</td>
<td>Indented, Boldface, Lowercase paragraph heading with a period</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Boldface, Italicized, lowercase paragraph heading with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Italicized, lowercase paragraph heading with a period.</td>
</tr>
</tbody>
</table>

DIRECT QUOTES VERSUS PARAPHRASING

**Direct quote is the exact words of an author or source. (6.03)**

*Example:* According to Conner (2004) “many of us understand all sorts of things but never have the opportunity or take the time to try them out” (p. 161).

**Paraphrasing is your own rendition of someone else’s information or idea. (6.04)**

*Example:* Many people possess knowledge on a multitude of topics, but infrequently have the chance to take advantage of such knowledge (Conner, 2008).
When using a quotation with 40 or more words, the quote should appear in your paper as a block quotation. You should avoid long quotations in short papers.

Indent (as if a new paragraph) and continue to make each line of the quote begin in the same place, creating a straight line on the left side of the quotation, while the right side is jagged. If more than one paragraph for the blocked quote, indent the first line of each paragraph an additional half inch. Double space entire quote. (6.03) (4.08)

Do NOT use quotation marks unless there are quotations within the quotation then use normal quotation marks, not single ones. You must still give credit for source.

Note periods or commas are within quotation marks when they are part of the quoted material. At end of quote, place period then page number.

Page number must be given for direct quotes. If no page numbers are available, cite the paragraph number using the abbreviation para. (instead of the symbol ¶). If no page or paragraph numbers are available, cite the heading and paragraph number in which the information is found: (Discussion section, para. 2). (6.05)
Administrative Leadership

Leadership, as defined by The American Heritage Dictionary of the English Language, is “the position or function of a leader, the ability to lead, and an act or instance of leading; guidance, direction” (Leadership, n.d.). The definition, as stated, does not reflect much light on what it means to lead, guide, or direct. Many times excellent leadership has been related to success, while poor leadership is associated with failure. Mitchell and Tucker (1992) explained

Like most Americans, educators think of leadership as a matter of taking action and getting results. They see real leadership as a rare and wonderful capacity to take charge and get things done in the face of complex and trying circumstances. (p. 284)

Mitchell and Tucker also related that a take charge attitude of leadership can be very damaging to school performance because it detracts from the teamwork aspect that is so vital for school improvement.
INTEGRATING RESOURCES - INCORPORATING SCHOLARLY LITERATURE INTO YOUR WRITING

References are in alphabetical order by author name. (6.25)

If no author, do not use Anonymous. The title takes the place of the author and the reference is alphabetized by the first letter of the first word of the title [in text citation, use quotation marks (“The Keys,” 2005)]. If work is designated as “Anonymous”, cite in the text and reference list as so. Do not list the author as anonymous or unknown unless that is the way the author is listed on the source. (6.15)

When citing eight or more authors on a reference page, the first six authors are listed; all subsequent authors except the last are omitted and replaced with an ellipsis; and then the name of the last author is listed. (6.27) In-text citation, cite only the surname of the first author followed by et al. (6.12)

When citing periodicals, if the volume number is 22, the issue is 3, and the page range is 23 through 25. Write the information as follows: 22(3), 23-25. Do not use the words Volume or Vol., Issue or Iss., or Pages, p. or pp. (7.01)

Following the author's name, the publication date follows. The date (in parentheses) is always the second field of a reference. (6.28) List the date as follows:

- (year). For example: (2009).
- (year, month day). For example: (1998, June 16).
- (n.d.). Use n.d. (“no date”) for works which do not contain a publication date.

Capitalize only the first word of titles, proper nouns (such as names of people, places, studies, etc.), and subtitles following a colon (:). (6.29)

Italize the name of books, journals, and magazines (4.21), but do not italicize the name of an article. (7.01)

- **Book:** Learn more now: 10 simple ways to learning better, smarter & faster.
- **Journal:** Journal of Social Psychology
- **Magazine:** Newsweek

No retrieval dates needed unless the source material may change over time. (6.32) For electronic references, give the Digital Object Identifier (DOI), if assigned. Database names are not used. (6.32)

If no DOI is assigned, provide the URL of the journal or book publisher. (6.32)

For books and other non-periodical publishers, you must add the city, state abbreviation, and publisher name. For example: New York, NY: McGraw-Hill.
THE DIGITAL OBJECT IDENTIFIER (DOI)

The digital object identifier (DOI) is an alphanumeric string identifying content providing a link to location on the Internet. Give DOI for journal articles, books, or book chapters accessed online. No period at the end of the string. Do not use the phrase retrieved from. Do not give a retrieval date. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. (6.31)

If you wish to verify a DOI go to www.crossref.org and copy/paste the alphanumeric DOI string (e.g., 10.1037/a0015859) into the DOI resolver and click submit. Also, you can append the DOI string to http://dx.doi.org/ (as in http://dx.doi.org/10.1037/a0015859) and copy straight into your browser’s address bar.

To search for DOIs, use http://www.crossref.org/guestquery/ which searches for DOIs using information such as article title, authors, and publisher information. You can also cut/paste your entire reference list into the Simple Text Query form (http://www.crossref.org/SimpleTextQuery/) and you will receive all available DOIs at once.

To access a flowchart showing the process of using DOIs, go to http://blog.apastyle.org/files/doi-and-url-flowchart-8.pdf
FORMATTING

• **Title page:** Use APA format (2.01-2.03)

• **Abstract:** *(optional)* A brief, comprehensive summary of the content (2.04)
  - Abstract word limit 150 to 250 words
  - Always page two
  - Do not indent paragraph (this is the only time you will not indent a paragraph in a paper)

• **Title:** Name your paper. The title can “hook” your readers. (2.01)

• **Introductory Paragraph:** Tell the readers what you are about to tell them. Pretend the reader has no idea what you are writing about, thus, giving detailed information. The thesis statement is often the last sentence of the first paragraph. Generally, the introductory paragraph is past tense. (2.05)

• **Thesis Statement:** Essentially, a thesis statement answers the question, “What do I want my readers to know after they have read my essay?” (2.05)

• **Body:** Tell them what you want to tell them. The number of paragraphs will depend on the length and complexity of your paper. (2.08)

• **Concluding Paragraph:** This is a short summary. You should not introduce any new information. (2.08)

• **Reference Page:** You must acknowledge the work of previous scholars providing a reliable way to locate resources. (2.11)

**INVESTIGATE!**

Finding a surprising or interesting fact on your topic is a great way to start an introductory paragraph and entice your reader.
Legal Aspects of Teaching Contracts

Wesley G. Smith

American Military University
• **Ampersand:** If the citation is in parentheses, use the ampersand (‘&’) instead of the word “and” when citing on the reference page, tables and captions. (6.12) In the text of the paper you would use the word “and”.

• **Punctuation when ending a Quote:** If quotation is at the end of a sentence, close quote with quotation marks, cite the source in parentheses, and end with a period or other punctuation outside the final parenthesis. If quote is in mid-sentence, close quote with quotation marks, cite the source immediately after the quotation marks, and continue the sentence. (6.03)

• **Question Marks and Quotation Marks:** Place question marks outside the quotation mark unless the question mark is part of the quotation. (4.08)

• **Single Quotation Marks:** The only time you use single quotation marks is inside of double quotation marks. (4.08)

• **Exclamation Points:** Exclamation points should not be used unless the exclamation point is part of a quotation. (4.08)

• **Titles of Books and Magazines:** Italicize the title of books and magazines. (4.21)

• **Titles of Articles and Chapters:** Place the title of articles and chapters of books in quotation marks to set off when mentioned in text. (4.07)
Title of Paper

Begin your first paragraph of your paper here. In order to type over this information, simply highlight these words and select [Delete] after you have read these formatting and writing instructions.

The default margin setting is 1” on all sides in Word. You do not have to make further adjustments. Indent the first line of each paragraph between five and seven spaces by pressing the Tab key one time on the keyboard. How to properly double space: Do not key [Enter] at the end of each line. Continue typing your words until you come to the end of a paragraph. Then, key [Enter] to begin a new paragraph. Make sure you tab one time when you create your new paragraph. Double-space with the first line of each paragraph indented. Leave no extra space between paragraphs. Do not stop typing at the bottom of the page. Word will automatically move to the next page when necessary.

In order to change the information in the header, double-click your cursor next to the Running head to open the Header area for editing. (You can also select the information from the Insert Menu.) The information in the Running head will appear above a dotted line. Type over the existing text to change the Running head on pages 1 and 2.

Consider the following ideas as you draft your essay: Start with a strong introduction that includes a thesis statement (the focus of the paper).

Then, add at least three additional paragraphs of details that support your theme or thesis. These paragraphs should end with a transitional device in order to create a paper that reads well and “flows” from one idea or concept to the next. Here is a great resource you may consult for additional clarification on the idea of transitions: http://owl.english.purdue.edu/owl/resource/574/01/
LEGAL ASPECTS

References
WRITING TIPS

• **Multiple Formats:** Professional Writers create multiple drafts of their work. You should too!

• **Allow Time Between Drafts:** While a break of 24 hours or more is ideal, a 30 minute break will yield positive results.

• **Help from Others:** Being mindful of plagiarism and academic honesty, request proofreading help.

• **Use of Formal Voice:** Academic writing is more formal than casual conversations, emails, and instant messages.

• **Perspective:** Use third person point of view when writing research papers (avoiding pronouns such as I, we, my, our (first person) and you, yours, your, us, we (second person)). You should deal with facts and not opinions, thus providing citations within your paper and on your reference page. Focus on the subject itself and not on your feelings about the subject. The use of third person retains a formal tone in your writing. (3.09)

• **Tone:** An effective way to achieve the correct tone is write in a way to educate and persuade the reader. (3.07)
WRITING TIPS

• **Reducing Bias:** Use the word person instead of he (considered sexist) or he/she (which can be awkward). Avoid use of the terms such as opposite sex and minority. Be aware of the order of presentation of social groups. Also, take note with language concerning gender, race, disability and sexuality. (3.12-3.17)

• **Wordiness and Redundancy:** Eliminate wordy sentences; get your point across with as few words as possible eliminating empty words such as “that”. (3.08)

• **Word Choice:** Use scholarly words. (ex: kids = children; hate = dislike) (3.09)

• **Complete Sentences:** Write in complete sentences and avoid slang. Complete sentences contain both subjects and verbs. Avoid run on sentences.

• **Subject-Verb Agreement:** Be sure your subject and verb agree. For example, “we are” rather than “we is,” “they did” rather than “they done.” (3.19)

<table>
<thead>
<tr>
<th>TRANSITION TYPE</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Links</td>
<td>after, next, since, then, while</td>
</tr>
<tr>
<td>Cause-Effect Links</td>
<td>as a result, consequently, due to</td>
</tr>
<tr>
<td>Addition Links</td>
<td>furthermore, in addition, moreover, similarly</td>
</tr>
<tr>
<td>Contrast Links</td>
<td>although, but, conversely, however, nevertheless</td>
</tr>
</tbody>
</table>
WRITING TIPS

• **Verb Tense and Active Voice:** Limit shifts in verb tense, and use active voice rather than passive voice. (3.18)

• **Awkward Phrasing:** Use Standard English phrasing. For example, “try to do” rather than “try and do,” “we went” rather than “us went.”

• **Long Paragraphs Preferred:** Be sure your ideas are fully developed in each of your paragraphs. This usually results in paragraphs of five or more sentences. (3.08)

• **Full Wording Rather Than Contractions:** Convert contractions to their complete word-partner.

• **Homonyms:** Words that sound alike but are spelled differently and have different definitions. For example, new and knew, your and you’re, and know and no.

• **Acronyms:** Identify acronyms on first use. Example: American Public University (APUS). (4.23)

• **Non-words and Frequently Misspelled Words:** Ensure all your words are Standard English words. For example, “alot” is not a word but allot and a lot are words with two distinct meanings.
WRITING TIPS

• **Numbers:** 0-9 are written out while 10 and above are written as numbers (Exceptions: numbers expressing approximate lengths of time may be written as words ex: about 3 months ago) (4.31-4.34) Use numerals to express all numbers in the Abstract unless its starting a sentence. (4.31)

• **etc.:** Avoid using etc. at the end of a list unless it is part of the quotation. (4.26)

• **Parenthesis:** Parentheses are most often used in citation. Before using them in other applications, consult the APA handbook for guidance. (4.09)

• **Commas and Introductory Phrases:** Usually commas are placed between an introductory phrase and the main sentence; however, commas are rarely used to separate a concluding phrase.

• **Colon:** Colons should only be used when the introductory phrase is a complete sentence. (4.05)

• **Semicolon:** Semicolons are used to either connect two complete sentences, or to connect a list with commas. (4.04)
• Sections of an APA paper: title page, abstract (might be optional – check with instructor), text of paper and reference page.

• Running head is PERMANENT and aligned left margin on same line as page number (page number is flush right margin).
  • Reads: Running head: <space> Portion of title no longer than 12 words in length and contain no abbreviations.
    • All letters of title are capitalized. Example: Running head: LEARNING STYLES (title page only)
    • Title page is always page 1. Thereafter, the title appears on each page in the header with only page numbers changing). Example: LEARNING STYLES.

• Center on page: Title of paper typed in upper & lower letters, followed by name, professor’s name and title of course.

• Begin paper by centering title at the top of page two (unless there is an Abstract or Table of Contents – number these first). The title is uppercase and lowercase letters and located directly under the 1” margin.

• Double space entire paper/Use 1 inch margin/Text is to be left aligned.

• Use 12 point font/ New Times Roman/black ink.

• Same font throughout with the exception of italicizing: (1) key term to emphasize (2) titles of books, periodicals, films, videos, TV shows and microfilm publications (there are more in-depth examples in APA Manual section 4.21).

• Numbers: 0-9 are written out while 10 and above are written as numbers (Exceptions: numbers expressing approximate lengths of time written as words ex: 1 hr 30 min; 12:30 a.m.; about 3 months ago).
• Punctuation when ending a Quote: If quotation is at the end of a sentence, close quote with quotation marks, cite the source in parentheses, and end with a period or other punctuation outside the final parenthesis.

• Avoid using “etc.” at the end of a list or exclamation point unless it is part of the quotation.

• Ampersand: If the citation is in parentheses, use the ampersand (‘&’) instead of the word “and” in text of paper. Always use ampersand (&) in tables, captions and on reference page.

• Capitalize first letter following a colon if clause is a complete sentence.

• Use complete sentences and avoid slang. Use Spell Checker and proofread paper.

• First sentence of a paragraph must be indented (with the exception of the Abstract).

• Do not use contractions (it’s = it is; won’t = will not).

• Always spell out acronym on first use. Example: APU = American Public University.

• Direct Quotes: must give page number. If no page numbers available, cite paragraph number using abbreviation para. (para. 4). If no page or paragraph numbers, cite heading and paragraph number where information found: (Discussion section, para. 2).

• Spell out all authors’ first time reference is cited. Use et al. in further references (ex: Smith et al., 2009) (Exception: Six or more authors use et al. first time).

• Quotes over 40 words must be indented and page number cited. Do not use quotation marks.
• The reference page is the last page (unless appendix). Insert page break at end of text preventing distortion when edits are made.

• Title of page: References (centered on page directly under the 1” margin). Do not underling, italicize or make bold.

• Cite references in text of paper and include sources on reference page. PLEASE NOTE: Wikis (like Wikipedia) cannot guarantee the verifiability or expertise of entries, therefore, are not considered scholarly sources. DO NOT USE WIKIPEDIA AS A SOURCE.

• References are in alphabetical order by author(s) last name on the reference page; list last name, then first and middle initial (if applicable) only. If no author is provided, use the first character of the title.

• When citing a book on the reference page, capitalize the first word of the title only (with the exception of proper names). Also, italicize the name of the book.

• Capitalize the FIRST word, the word after a colon, and all proper names in the title of books and articles.

• Italicize the name of books, journals, and magazines, but do NOT italicize the name of the article.

• Do not use the words Volume or Vol., Issue or Iss., or Pages, p. or pp. on reference page.

• The name of the journal and volume number are italicized. Pay attention to punctuation.

• Remove hyperlink. When the web addresses turn blue and get underlined, right click them and “remove hyperlink”.

• Citing a source within a source (secondary sources) example: In-text—Bennett (as cited in Rudman, 1999) defined…

• Citing references on reference page: use the hanging indent. Highlight the citations and press Ctrl T automatically formats.

• For electronic references, give the DOI, if assigned. DOI’s always begin with the number 10. Database names are no longer needed. If no DOI assigned, provide the URL of the journal or book publisher.
  • Search for a DOI: Go to a free DOI lookup http://www.crossref.org/guestquery/ or http://www.crossref.org/SimpleTextQuery/
  • Verifying a DOI: CrossRef.org and type in DOI (e.g., 10.1037/a0015859)

• Use 3rd person point of view (unless opinion paper) avoiding pronouns such as I, we, my, our (1st person) and you, yours, your, us, we (2nd person). Deal with facts, thus, providing citations within paper and reference page. Focus on subject; not feelings about the subject. The use of 3rd person retains a formal tone: Academic writing is more formal than casual conversation.

• Cite all references in paper AND on reference page. If listed on reference page MUST have cited within paper.

• No retrieval dates or database name needed on reference page unless there is a chance there will be a change in the future
JOURNAL AND MAGAZINE PAGINATED BY VOLUME

Journals paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.


It should be noted using the words Volume or Vol., or Pages, p. or pp. are not acceptable in the citation. Also, the name of the journal and volume number are italicized.

JOURNAL AND MAGAZINE PAGINATED BY INDIVIDUAL ISSUE

Journals paginated individually start with page one in every issue


The issue number gets indicated in parentheses after the volume. Parentheses and issue number are not italicized, bolded or underlined.

JOURNAL ARTICLE REFERENCE WITH DOI EXAMPLE


It should be noted using the words Volume or Vol., Issue or Iss., or Pages, p. or pp. are not acceptable in the citation. Also, the journal title and volume number are italicized.

JOURNAL ARTICLE REFERENCE WITHOUT DOI EXAMPLE


It should be noted using the words Volume or Vol., Issue or Iss., or Pages, p. or pp. are not acceptable in the citation. Also, the journal title and volume number are italicized.

Note: Provide URL if the DOI is not available.
NEWSPAPER ARTICLE


Last name, Initial. (yyyy, month spelled out day). Article title, Newspaper, pp. Page numbers.


BOOK OR ARTICLE REVIEW

Note: Because of issues with html coding, the listings uses brackets containing spaces not to be used with listings. Use a space as normal before the brackets, but do not include a space following the bracket.


INTERNET SOURCE EXAMPLES


**SINGLE AUTHOR--BASIC FORMAT FOR PRINT BOOK**

**NOTE:** “Location,” - always list the city and the state using the two letter postal abbreviation without periods (Boston, MA).


**CORPORATE AUTHOR**

Corporation/organization. (yyyy). *Book title. City, state abbreviation: author (if there is an author).*


**SINGLE AUTHOR--BASIC FORMAT FOR ONLINE BOOK**

Use the homepage URL of the publisher after the words “Retrieved from”. Author and publisher information may be omitted from your citation if it is not available.

Last name, Initials (yyyy). In Initial. Last name (eds), *Book title. City, state abbreviation: publisher. Retrieved from URL.*


**MULTIPLE AUTHORS**

Last name, Initials. & Last name, Initials. (yyyy). *Book title. City, State abbreviation: Publisher.*

ENCyclopedia or Dictionary SET

References for encyclopedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.


ARTICLE FROM AN ONLINE ENCYCLOPEDIA

Article name. (yyyy). In Encyclopedia name. Retrieved from URL.


ENCyclopedia


WORK WITH NO AUTHOR

Article or book title. (yyyy). Retrieved from URL.

GOVERNMENT DOCUMENTS


DISSERTATIONS

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.


CONFERENCE PROCEEDINGS

Author/editor last name, First initial. (Ed.--if editor). (yyyy).
Proceedings of conference name: specific conference subtitle. City where conference is held, Abbreviation of state: Organization holding the conference.


AUDIO-VISUAL MEDIA-DVD

Last name, Initial. (Function of the primary contributors). (yyyy). Title [medium]. location or place of production: name of distributor.

**TELEVISION SHOW FROM A SERIES**

Last name, Initial. (Function of the primary contributors).  
(yyyy, Month day). Episode Title [medium]. In TV series title.  
Name of the executive producers (Executive Producers),  
location or place of production: Name of distributor.  


**MUSIC RECORDING**

Last name, Initial. (yyyy) Title. Album name [medium]. City, State  
Abbreviation of album production: Distributor.  


**TELEVISION BROADCAST**

Last name, Initial. (Function of the primary contributors).  
(yyyy, Month day). Title [medium]. Location or place of production: Name of distributor.  


**MOTION PICTURE**

Last name, Initial. (Function of the primary contributors). (yyyy). Title  
[medium]. location or place of production: Name of distributor.  

WEBSITE


ENTRY IN A WIKI

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WEBLOG

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ELECTRONIC MAIL (E-MAIL)

(First initial. Last name, personal communication, Month day, year).

(N. Okrent, personal communication, February 29, 2002).

Note: personal communications are documented only in the text; they are not included in the reference page.