

Overview of Documentation Styles

APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) STYLE

GENERAL FORMATTING The *APA Publication Manual* details all aspects of preparation of manuscripts. The most recent information is available on the APA website (<http://www.apastyle.org>) and via links on the Carson-Newman library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

The paper is typed in either 12-point Times New Roman or 12-point Courier typeface on one side of standard paper with one-inch margins on both sides and at the top and bottom of each page. Double-spacing should be used throughout the paper. (Never use less than double-spacing; the latest APA manual should be consulted if more than double-spacing is desired.) All pages (except artwork for figures) should be numbered consecutively, beginning with the title page.

Title page. The title page contains the running head (abbreviated title), the full title, author's name, and institutional affiliation.

- *Running head:* This abbreviated title should be less than 50 characters, is typed in upper case letters, and is placed at the left margin at the top of the title page.
- *Title:* The title is double-spaced (if more than one line in length), typed in both upper and lower case letters, is centered between margins, and is on the upper half of the page.
- *Author's name:* The author's name is centered and positioned on the next double-spaced line below the title.
- *Institutional affiliation:* The institutional affiliation is centered and located on the next double-spaced line following the author's name.

Abstract. The abstract is a comprehensive summary of the paper's content presented in no more than 120 words. The abstract is numbered page 2, is typed in a single block-style paragraph, and is labeled by the word "Abstract" in the center at the top of the page with no quotation marks. (For full instructions for accurate preparation of the abstract or if a manuscript header is required by your professor, see the *APA Publication Manual*.)

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Text or body of the paper. The text should begin on page 3 with the running head or manuscript header (typed in both upper and lower case letters), followed by 5 spaces and the page number in the right upper corner of each page. On page 3 (first page of text), the title should be typed and centered on the next double-spaced line. Double-space again, and begin your text. If your paper is long and requires headings for different sections, consult the *APA Publication Manual* for appropriate use of various levels of headings.

APA IN-TEXT DOCUMENTATION

APA in-text citations include the author's last name and the year of publication for paraphrases and summaries. For direct quotations, add the specific page number (p.) after the quote as well.

1. Brief Quotations:

A brief quotation from another work should be quoted exactly as it was originally written, be enclosed in quotation marks, and be referenced with author's name, year of publication, and page number.

Example 1 (changing text; corporate author): For a brief quotation, “[i]ncorporate a short quotation (fewer than 40 words) into text, and enclose the quotation with double quotation marks” (American Psychological Association, 2001, p. 117).

•**Note:** In the above quotation, brackets around the letter at the beginning of the quotation indicate a change from upper to lower case letter as used in the sentence. Any change of the actual quotation's lettering must be so indicated. The italicized, bracketed word *sic* also should be used in verbatim quotations to indicate the original copy's incorrect spelling, grammar, or punctuation.

Example 2 (more than one author):

Sociologist Helen Lewis has recognized that “when a town or region is dependent on one industry, the people and community become powerless and dependent, isolated from important decision-making” (Hinsdale, Lewis, & Waller, 1995, p. 30), an observation with which many Appalachian activists agree.

•**Note:** For works with three to five authors, cite all authors in the first reference; thereafter, use only the last name of the first author followed by et al. (no italics; period after al.) and the year. Also, within parentheses, use the ampersand (&) instead of “and.”

2. Long Quotations:

If the quotation contains 40 or more words, use double-spaced block quotation style, begin on a new line, and indent the left margin 5 spaces (approximately one-half inch). Reference appropriately with authors' names, year of publication, and page number of the quote in the reference.

Example 3 (long quotation):

Lester and Lester (2002) clearly define plagiarism:

Fundamentally, plagiarism offers the words or ideas of another person as one's own. A major violation is the use of another student's work or the purchase of a research paper. Also flagrantly dishonest are writers who knowingly copy whole passages into their paper without documentation. Through carelessness, a student may fail to enclose quoted material within quotation marks when there is an in-text citation, or may include too much of the original text in a paraphrase. These errors can mar an otherwise fine piece of research and leave one open to the charge of plagiarism. (p.79)

3. Paraphrase:

Hinsdale, Lewis, and Waller (1995) point out that when the economic well-being of a community relies on only one central employer, the results are often detrimental to the community.

4. Email or Interview in-text format:

J. Collins (personal communication, May 6, 1998), related that he had completed the statistical analysis of student surveys of *Writing at Carson-Newman College*.

REFERENCES

1. Include only the works you actually referenced in your paper, not every work you consulted.
2. Double-space throughout the list.
3. List entries in alphabetical order, author's last name first followed by a comma, first initial, and period.
4. For more than one work by the same author, list the works in order of

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publication dates, earliest first. Repeat the author's name for each entry.

5. For more than one author, list all authors' last names first with initials separated by commas. For more than six authors or for edited books, please see the *APA Publication Manual* for specific instructions.

6. Put the year of publication in parentheses immediately after the author's name. Use the month and day for periodicals, but do not abbreviate the month.

7. Use hanging indention: the first line begins at the left margin; following lines are indented five spaces from the margin.

8. Capitalize only the first word of the title, the first word after a colon, and all proper nouns or adjectives.

9. Use italics for book titles; titles of articles receive no italics or quotation marks. Titles of magazines, journals, and newspapers are italicized; for magazines and journals, the volume number is also italicized.

10. Give page numbers for an entire article and/or sections of books. Use "p." or "pp." (for more than one page) only for newspaper articles and sections of books or sections of anthologies.

Outline Form for Most Common Types of Entries in APA Style

•Books

Author's last name, first initial., middle initial., & Second Author's last name, first initial., middle initial. (2005). *Title of the book*. City, State [state is not used for major cities] where published: Publisher.

•Parts of a Book (essay or chapter)

Author's last name, first initial., middle initial. (2004). Title of the essay or chapter. In First initial. Editor's last name (Ed.), *Title of book* (pp. xx-xx). City, State where published: Publisher.

•Periodical (Journals, magazines)

Author's last name, first initial., middle initial. (2005). Title of article. *Title of Periodical*, vv, xxx-xxx. [vv stands for volume no; xxx for pages]

•Online Periodical

Author's last name, first initial., middle initial. (2005). Title of article. *Title of Periodical*, vv, xxx-xxx. Retrieved day, month, year, from URL.

•Online Document

Author's last name, first initial., middle initial. (2001). Title of work. Retrieved month, day, year, from URL

REFERENCES***book with one author***

Blevins, W. (1993). *Your family/Yourself*. Oakland, CA: New Harbinger Publications.

book with more than one author

Coffey, K. R., & Millsaps, E. M. (2004). *A handbook to guide educational institutions through the accreditation process: The ABCs of accreditation*. Lewiston, NY: Mellen Press.

journal article with one author

Teets, S. T. (1994). From the beginning: *Foxfire* and developmentally appropriate practice. *Hands On*, 49, 1-2, 4.

journal article with more than one author

Clark, L., & Collins, J. (1993). Remembering old flames: How the past affects assessments of the present. *Personality and Social Psychology Bulletin*, 19, 399-408.

presentation

Huff, C. (1995). *The relationship between the source, recency, and degree of stressors in adolescence and suicide ideation*. National Association of School Nurses Annual Conference.

ELECTRONIC SOURCES

Journal articles may be accessed in a variety of ways and must be referenced appropriately. For the most up-to-date documentation requirements, the student should refer to the latest edition of the *APA Publication Manual* or to the APA website at <<http://www.apastyle.org>>. This section contains information and material excerpted from the APA Website and the C-N Library Website.

journal article online

Jacobson, J. W., Mulik, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved June 23, 2002, from <http://www.apa.org/journals/jacobson.html>

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JSTOR periodical article

Tuch, S. A. (1987). Urbanism, region, and tolerance revisited: The case of racial prejudice. *American Sociological Review*, 52 (8), 504-510. Retrieved April 24, 1998, from JSTOR database.

InfoTrac databases: full-text periodical article

Daniel, C. (1997, August 15). Killing with kindness. *New Statesman*, 126, 16-18. Retrieved February 8, 2001, from InfoTrac OneFile Plus database.

ERIC Digests: full-text

Cobine, G. (1997). *Studying with the Computer*. ERIC Digest. ED 409 585. Bloomington, IN: ERIC Clearinghouse on Reading, English, and Communication. Retrieved January 29, 2001, from Eric database.

Biography Resource Center

Martin Luther King, Jr. (1992). *Contemporary Black Biography* (Vol. 1). Retrieved February 8, 2001, from Biography Resource Center database.

Specific web page

Electronic Reference Formats. (1996, November 19). Washington, DC: American Psychological Association. Retrieved January 25, 1997, from <http://www.apa.org/journals/webref.html>

Newspaper article, full-text online

Ferrar, R. (2001, February 8). State senate approves lottery resolution 22-11. *The Knoxville News Sentinel*. Retrieved February 8, 2001, from <http://www.knoxnews.com/news/politics/23437.shtml>

abstract online

Wright, T. & Cropanzano, R. (1998). Emotional exhaustion as a predictor of job performance and voluntary turnover. *Journal of Applied Psychology*, 83 (3), 486-493. Abstract retrieved June 23, 1998, from <http://www.apa.org/journals/apl/698ab.html#11>

e-mail, discussion groups, bulletin boards, interviews

Since these are not recoverable, they are not included in the reference list, but are cited in the text only (see "APA IN-TEXT DOCUMENTATION").