

APA

APA

Style Guide



University of New York, Tirana

APA Style Guide

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I. APA STYLE FOR THE REFERENCES PAGE

General Guidelines (author and date)

Items 1–6 show how to begin an entry for a work. What comes after the first element of your citation will depend on the kind of source you are citing (see [items 7-31](#)).

Alphabetize entries in the list of references by authors' **last names**; if a work has no author, alphabetize it by its **title**. In some instances, an **organization** may take the place of an author. The first element of each entry is important because citations in the text of the paper refer to it. The date of publication (year first) appears immediately after the first element of the citation.

1. SINGLE AUTHOR

Begin the entry with the author's last name, followed by a comma and the author's initial(s). Then give the date in parentheses.

Perez, E. (2001).

2. MULTIPLE AUTHORS

List up to six authors by last names followed by initials. Use an ampersand (&) between the names of two authors or, if there are more than two authors, before the name of the last author.

Sloan, F. A., Stout, E. M., Whetten-Goldstein, K., & Liang, L. (2000).

If there are more than six authors, list the first six and "et al." (Latin for "and others") to indicate that there are others.

3. ORGANIZATION AS AUTHOR

When the author is an organization, begin with the name of the organization.

American Psychiatric Association. (2003).

4. UNKNOWN AUTHOR

Begin the entry with the work's title. Titles of books are italicized, but titles of articles are not (nor put in quotation marks).

Oxford essential world atlas. (2001).

Omega-3 fatty acids. (2004, November 23).

5. TWO OR MORE WORKS BY THE SAME AUTHOR

Use the author's name for all entries. List the entries by year, the earliest first.

Schlechty, P. C. (1997).

Schlechty, P. C. (2001).

6. TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

List the works alphabetically by title. In the parentheses, following the year, add “a,” “b,” and so on. Use these same letters when giving the year in the in-text citation.

Durgin, P. A. (2003a). At-risk behaviors in children.

Durgin, P. A. (2003b). Treating obesity with psychotherapy.

Articles in Periodicals

This section shows how to prepare an entry for an article in a periodical such as a scholarly journal, a magazine, or a newspaper. In addition to consulting in this section, you may need to refer to [items 1-6](#) (general guidelines).

For articles on consecutive pages, provide the range of pages at the end of the citation. When an article does not appear on consecutive pages, give all page numbers: A1, A17.

7. ARTICLE IN A JOURNAL PAGINATED BY VOLUME

Many professional journals continue page numbers throughout the year instead of beginning each issue with page 1; at the end of the year, the issues are collected in a volume. After the italicized title of the journal, give the volume number (also italicized), followed by the page numbers.

Morawski, J. (2000). Social psychology a century ago. *American Psychologist*, *55*, 427–431.

8. ARTICLE IN A JOURNAL PAGINATED BY ISSUE

When each issue of a journal begins with page 1, include the issue number in parentheses after the volume number. Italicize the volume number but not the issue number.

Smith, S. (2003). Government and nonprofits in the modern age. *Society*, *40*(4), 36–45.

9. ARTICLE IN A MAGAZINE

In addition to the year of publication, list the month and, for weekly magazines, the day. If there is a volume number, include it (italicized) after the title.

Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News*, *15*, 292.

10. ARTICLE IN A NEWSPAPER

Begin with the name of the author followed by the date of publication. (If the author is unknown, see [item 4](#).) Page numbers are introduced with “p.” or “pp.” (for multiple pages).

Lohr, S. (2004, December 3). Health care technology is a promise unfinanced. *The New York Times*, p. C5, C7.

11. LETTER TO THE EDITOR

Letters to the editor appear in journals, magazines, and newspapers. Insert the words “Letter to the editor” in brackets before the name of the periodical.

Carter, R. (2000, July). Shot in the dark? [Letter to the editor]. *Scientific American*, 283(1), 8.

12. REVIEW

Reviews of books and other media appear in a variety of periodicals. Follow the appropriate model for the periodical. For a review of a book, give the title of the review (if there is one), followed by the words “Review of the book” and the title of the book in brackets.

Gleick, E. (2000, December 14). The burdens of genius [Review of the book *The Last Samurai*]. *Time*, 156, 171.

For a film review, write “Review of the motion picture,” and for a TV review, write “Review of the television program.” Treat other media in a similar way.

Books

In addition to consulting this section, you may need to refer to [items 1-6](#) (general guidelines).

13. BASIC FORMAT FOR A BOOK

Begin with the author’s name, followed by the date and the book’s title. End with the place of publication and the name of the publisher. Take the information about the book from its title page and copyright page. If more than one place of publication is given, use only the first; if more than one date is given, use the most recent one.

Highmore, B. (2001). *Everyday life and cultural theory*. New York: Routledge.

14. BOOK WITH AN EDITOR

For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation “Ed.” (or “Eds.”) in parentheses.

Bronfen, E., & Kavka, M. (Eds.). (2001). *Feminist consequences: Theory for a new century*. New York: Columbia University Press.

For a book with an author and an editor, begin with the author’s name. Give the editor’s name in parentheses after the title of the book, followed by the abbreviation “Ed.” (or “Eds.”).

Plath, S. (2000). *The unabridged journals* (K. V. Kukil, Ed.). New York: Anchor.

15. TRANSLATION

After the title, name the translator, followed by the abbreviation “Trans.,” in parentheses. Add the original date of the work’s publication in parentheses at the end of the entry.

Steinberg, M. D. (2003). *Voices of revolution, 1917*. (M. Schwartz, Trans.). New Haven, CT: Yale University Press. (Original work published 2001).

16. EDITION (OTHER THAN THE FIRST)

Include the number of the edition in parentheses after the title.

Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

17. ARTICLE OR CHAPTER IN AN EDITED BOOK

Begin with the author, year of publication, and title of the article or chapter. Then write “In” and give the editor’s name, followed by “Ed.” in parentheses; the title of the book; and the page numbers of the article or chapter in parentheses. End with the book’s publication information.

Luban, D. (2000). The ethics of wrongful obedience. In D. L. Rhode (Ed.), *Ethics in practice: Lawyers’ roles, responsibilities, and regulation* (pp. 94-120). New York: Oxford University Press.

18. MULTIVOLUME WORK

Give the number of volumes after the title.

Luo, J. *Encyclopedia of contemporary Chinese civilization* (Vols. 1-2). Westport, CT: Greenwood Publishing Group.

19. ENCYCLOPEDIA ARTICLE

Treat an encyclopedia article similarly to an article in a book. Include the volume number in parenthesis.

Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

Online Sources

The publication information for some online sources now includes a DOI (digital object identifier). Use the DOI, when available, in reference list entries.

20. ARTICLE FROM AN ONLINE PERIODICAL

When citing online articles, include publication information as in [items 7-12](#). If the article has a DOI, include that number. Give the volume and issue numbers for all journals.

Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research*,

29(4), 535-555. doi:10.1006/ssre.2000.0680

If there is no DOI, include the URL for the article.

Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. *Current Research in Social Psychology*, 6(9), 124–133. Retrieved July 3, 2001, from <http://www.uiowa.edu/grpproc/crisp/crisp.6.9.htm>

Note: When you have retrieved an article from a newspaper’s searchable Web site, give the URL for the site, not for the exact source.

Cary, B. (2001, June 18). Mentors of the mind. *Los Angeles Times*. Retrieved July 5, 2001, from <http://www.latimes.com>

21. ARTICLE FROM A DATABASE

To cite an article from a library’s subscription database, include the publication information from the source (see [item 7-12](#)). If the article has a DOI (digital object identifier), give that number at the end and do not include the database name. If there is no DOI, include the name of the database and the document number assigned by the database, if any.

Holliday, R. E., & Hayes, B. K. (2000). Dissociating automatic and intentional processes in children’s eyewitness memory. *Journal of Experimental Child Psychology*, 75(1), 1-42. doi:10.1006/jecp.1999.2521

Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness for change. *The Journal of School Nursing*, 23(2), 73-79. Retrieved from PsycINFO database. (2007-05057-003)

22. DOCUMENT FROM A WEB SITE

APA refers to non-peer-reviewed work, such as reports, brochures, fact sheets, press releases, and newsletter articles as “gray literature.” For such works, list as many of the following elements as are available.

- ✓ Author’s name
- ✓ Date of publication (if there is no date, use “n.d.”)
- ✓ Title of document (in italics)
- ✓ A URL that will take readers directly to the source
- ✓ Give your date of access only if the source itself has no date and includes material that is likely to change over time (e.g. Wikipedia).

Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved January 15, 2000, from http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm

Archer, D. (n.d.). *Exploring nonverbal communication*. Retrieved July 18, 2001, from <http://nonverbal.ucsc.edu>

If a source has no author, begin with the title and follow it with the date in parentheses.

Note: If you retrieved the source from a university program’s Web site, name the program in your retrieval statement.

Cosmides, L., & Tooby, J. (1997). *Evolutionary psychology: A primer*. Retrieved from the University of California, Santa Barbara, Center for Evolutionary Psychology Web site: <http://www.psych.ucsb.edu/research/cep/primer.html>

23. CHAPTER OR SECTION IN A WEB DOCUMENT

Begin with publication information as for a chapter from a book (see [item 17](#)), but do not include the city or publisher. End with retrieval information: either the name of the database and the document number or the URL for the chapter or section.

Stephenson, R. H. (2007). Super-sized kids: Obesity, children, moral panic, and the media. In J. A. Bryant (Ed.), *The children’s television community* (pp. 277-291). Retrieved from PsycINFO database. (2006-21782-008)

24. GOVERNMENT DOCUMENT (online)

For an online government document, include the URL. See [item 33](#) for a print version.

City of Vancouver. (2003). *Graffiti management program*. Retrieved from <http://www.city.vancouver.bc.ca/engsvcs/streets/graffiti/>

British Columbia. British Columbia Centre for Disease Control. (2005). *British Columbia pandemic influenza preparedness plan: Guidelines for planning, response and recovery*. Victoria: Author. Retrieved from http://www.pep.bc.ca/hazard_plans/BC_PI_Plan_Final_PAB_REVISIED-AUG.pdf

25. WEBLOG (BLOG) POST

Give the writer’s name, the date of the post, and the title or subject of the post. Follow with the words “Message posted to” and the URL.

Kellermann, M. (2007, May 23). Disclosing clinical trials. Message posted to <http://www.iq.harvard.edu/blog/sss/archives/2007/05/>

26. PODCAST

Include as much of the following information as is available: Writer or producer of the podcast; the date it was produced or posted; the title and, in brackets, any other identifying information such as a number; and the words “Podcast retrieved from” and the URL.

National Academies (Producer). (2007 June 6). Progress in preventing childhood obesity: How do we measure up? *The Sounds of Science Podcast*. Podcast retrieved from <http://media.nap.edu/podcasts>

27. ENTRY IN A DICTIONARY, ENCYCLOPEDIA OR WIKI

Begin with the title of the entry and the date of posting (use “n.d.” if there is none). Add your retrieval date and the URL for the specific entry. If an author or an editor is identified, include that name at the beginning of the entry.

Bonsai. (1985). In *Merriam-Webster's online dictionary*. Retrieved November 15, 2008, from <http://www.merriam-webster.com/netdict.htm>

Parliament of Canada. (n.d.). In *Wikipedia: The free encyclopedia*. Retrieved July 29, 2008, from http://en.wikipedia.org/wiki/Parliament_of_Canada

28. E-MAIL AND INTERVIEW

E-mail messages and other personal communications are not included in the list of references (but can be listed as a citation).

29. ONLINE POSTING

If an online posting is not maintained in an archive, cite it as a personal communication in the text of your paper and do not include it in the list of references. If the posting can be retrieved from an archive, give as much information as is available.

McKinney, J. (2006, December 19). Adult education-healthcare partnerships [Msg 504]. Message posted to the HealthLiteracy electronic mailing list, archived at <http://www.nifl.gov/pipermail/healthliteracy/2006/000524.html>

30. COMPUTER PROGRAM

Add the words “Computer software” in brackets after the title of the program.

Kaufmann, W. J., III, & Comins, N. F. (2003). *Discovering the universe (Version 6.0)* [Computer software]. New York: Freeman.

Other Sources

31. CONFERENCE PROCEEDINGS

Conference proceedings are treated like an edited book (see item 14).

Stahl, G. (Ed.). (2002). *Proceedings of CSCL '02: Computer support for collaborative learning*. Hillsdale, NJ: Erlbaum.

32. GOVERNMENT DOCUMENT (print)

U.S. Census Bureau. (2000). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.

33. REPORT FROM A PRIVATE ORGANIZATION

If the publisher is the author, give the word “Author” as the publisher. If the report has an author, begin with the author’s name, and name the publisher at the end.

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

34. DISSERTATION ABSTRACT

Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, 62, 7741A

35. MOTION PICTURE

To cite a motion picture (film, video, or DVD), list the director and the year of the picture's release. Give the title, followed by "Motion picture" in brackets, the country where it was made, and the name of the studio. If the motion picture is difficult to find, include instead the name and address of its distributor.

Soderbergh, S. (Director). (2000). *Traffic* [Motion picture]. United States: Gramercy Pictures.

Spurlock, M. (Director). (2004). *Super size me* [Motion picture]. (Available from IDP Films, 1133 Broadway, Suite 926, New York, NY 10010)

36. TELEVISION PROGRAM

To cite a television program, list the producer and the date it was aired. Give the title, followed by "Television broadcast" in brackets, the city, and the television network or service.

Pratt, C. (Executive Producer). (2001, December 2). *Face the nation* [Television broadcast]. Washington, DC: CBS News.

For a television series, use the year in which the series was produced, and follow the title with "Television series" in brackets. For an episode in a series, list the writer and director and the year. After the episode title put "Television series episode" in brackets. Follow with information about the series.

Janows, J. (Executive Producer). (2000). *Culture shock* [Television series]. Boston: WGBH. Loeterman, B. (Writer), & Gale, B. (Director). (2000). Real justice [Television series episode]. In M. Sullivan (Executive Producer), *Frontline*. Boston: WGBH.

II. APA STYLE FOR (IN-TEXT) CITATIONS

APA in-text citations provide at least the author's last name and the date of publication. **Do not include a month, even if the source is listed by month and year.** For direct quotations and some paraphrases, a page number is given as well.

Note: APA style requires the use of the past tense or the present perfect tense in signal phrases introducing cited material: *Smith (2005) reported, Smith (2005) has argued.*

1. BASIC FORMAT FOR A QUOTATION

Ordinarily, introduce the quotation with a signal phrase that includes the author's last name followed by the year of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.

Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (p. 5).

If the author is not named in the signal phrase, place the author's name, the year, and the page number in parentheses after the quotation: (Critser, 2003, p. 5).

2. BASIC FORMAT FOR A SUMMARY OR A PARAPHRASE

Include the author's last name and the year either in a signal phrase introducing the material or in parentheses following it. A page number or another locator is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work.

According to Carmona (2004), the cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (para. 9).

The cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (Carmona, 2004, para. 9).

3. WORK WITH TWO AUTHORS

Name both authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use "&" between the authors' names (but in the signal phrase, use "and").

According to Sothorn and Gordon (2003), "Environmental factors may contribute as much as 80% to the causes of childhood obesity" (p. 104).

Obese children often engage in less physical activity (Sothorn & Gordon, 2003, p. 104).

4. WORK WITH THREE TO FIVE AUTHORS

Identify all authors in the signal phrase or parentheses the first time you cite the source.

In 2003, Berkowitz, Wadden, Terhakovec, and Cronquist concluded, "Sibutramine...must be carefully monitored in adolescents, as in adults, to control increases in [blood pressure] and pulse rate" (p. 1811).

In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.

As Berkowitz et al. (2003) advised, "Until more extensive safety and efficacy data are available...weight-loss medications should be used only on an experimental basis for adolescents"(p. 1811).

5. WORK WITH SIX OR MORE AUTHORS

Use the first author's name followed by "et al." in the signal phrase or the parentheses.

McDuffie et al. (2002) tested 20 adolescents aged 12-16 over a three-month period and found that orlistat, combined with behavioral therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).

6. UNKNOWN AUTHOR

If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles and chapters are put in quotation marks; titles of books and reports are italicized.

Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities ("Television," 2002).

Note: In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.

7. ORGANIZATION AS AUTHOR

If the author is a government agency or other organization, name the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

Obesity puts children at risk for a number of medical complications, including type 2 diabetes, hypertension, sleep apnea, and orthopedic problems (Henry J. Kaiser Family Foundation, 2004, p. 1).

If the organization has a familiar abbreviation, you may include it in brackets the first time you cite the source and use the abbreviation alone in later citations.

FIRST CITATION: (National Institute of Mental Health [NIMH])

LATER CITATIONS: (NIMH, 2001)

8. TWO OR MORE WORKS IN THE SAME PARENTHESES

When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list, separated by semicolons.

Researchers have indicated that studies of pharmacological treatments for childhood obesity are inconclusive (Berkowitz et al., 2003; McDuffie et al., 2003).

9. AUTHORS WITH THE SAME LAST NAME

To avoid confusion, use initials with the last names if your reference list includes two or

more authors with the same last name.

Research by E. Smith (1989) revealed that . . .

10. INTERVIEW AND OTHER PERSONAL COMMUNICATION

Interviews, memos, letters, e-mail, and similar unpublished person-to-person communications should be cited as follows:

One of Atkinson's colleagues, who has studied the effect of the media on children's eating habits, has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).

Note: Do **not** include personal communications in your reference list.

11. ELECTRONIC DOCUMENT

When possible, cite an electronic document as you would any other document (using the author-date style).

Atkinson (2001) found that children who spent at least four hours a day watching TV were less likely to engage in adequate physical activity during the week.

Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). Here are guidelines for handling sources without authors' names, dates, or page numbers:

Unknown author

If no author is named, mention the title of the document in a signal phrase or give the first word or two of the title in parentheses (see also [item 6](#)). (If an organization serves as the author, see [item 7](#).)

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement ("Exercise," 2003).

Unknown date

When the date is unknown, use the abbreviation "n.d."

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

Missing page numbers

APA ordinarily requires page numbers for quotations, and it recommends them for sum-

maries or paraphrases from long sources. When an electronic source lacks stable numbered pages, your citation should include — if possible — information that will help readers locate the particular passage being cited.

When an electronic document has numbered paragraphs, use the paragraph number preceded by the symbol ¶ or by the abbreviation “para.” (Hall, 2001, ¶ 5) *or* (Hall, 2001, para. 5). If neither a page nor a paragraph number is given and the document contains headings, cite the appropriate heading and indicate which paragraph under that heading you are referring to.

Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the “potential for abuse” (Weight-Loss Drugs section, para. 6).

12. INDIRECT SOURCE

If you use must use a source that was cited in another source (it is always recommended to try to find the original source), name the original source in your signal phrase. List the indirect source in your reference list and include it in your parenthetical citation, preceded by the words “as cited in.” In the following example, Critser is the indirect source.

Former surgeon general Dr. David Satcher described “a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness” (as cited in Critser, 2003, p. 4).

13. TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

When your list of references includes more than one work by the same author in the same year, use lowercase letters (“a,” “b,” and so on) with the year to order the entries in the reference list. (See [item 6](#).) Use those same letters with the year in the in-text citation.

Research by Durgin (2003b) has yielded new findings about the role of counseling in treating childhood obesity.

III. APA FORMATTING STYLE FOR PAPERS

General Guidelines

1. TITLE PAGE

The APA manual does not provide guidelines for preparing the title page of a college paper, but most instructors will want you to include one.

[*sample title page*]

**Why APA Style Seems Complicated:
A Cross-Cultural Comparison**

Adam Ehrlich

Course: Composition III

Instructor: Dr. Kostas Giakoumis

Time: Mondays, 16:00 – 19:00

Date: February 8, 2010

2. PAGE NUMBERS AND RUNNING HEAD

The title page is unnumbered; the abstract page, if there is one, is numbered as page ii. Use Arabic numerals, beginning with 1, for the rest of the paper.

3. MARGINS, LINE SPACING AND PARAGRAPH INDENTS

Use A4 size. Use margins of one inch on all sides of the page. Left align the text. Double-space throughout the paper, but single space footnotes (if used). Indent the first line of each paragraph five spaces.

4. LONG QUOTATIONS AND FOOTNOTES

When a quotation is longer than forty words, set it off from the text by indenting five spaces from the left margin. Double space the quotation. Quotation marks are **not** used when a quotation has been set off from the text.

Place each footnote, if any, at the bottom of the page on which the text reference occurs. Double space between the last line of text on the page and the footnote. Indent the first line of the footnote one-half inch (or five spaces). Begin the note with the superscript Arabic numeral that corresponds to the number in the text.

5. ABSTRACT

If your instructor requires one, include an abstract immediately after the title page. Center the word Abstract one inch from the top of the page; double space the abstract as you do the body of your paper.

An abstract is a 100-to-120-word paragraph that provides readers with a quick overview of your essay. It should express your main idea and your key points; it might also briefly suggest any implications or applications of the research you discuss in the paper.

6. HEADINGS

In APA style, major headings are centered. Capitalize the first word of the heading, along with all words except articles, short prepositions, and coordinating conjunctions.

7. VISUALS

APA classifies visuals as tables and figures (figures include graphs, charts, drawings, and photographs). Keep visuals as simple as possible. Label each table with an Arabic numeral (Table 1, Table 2, and so on) and provide a clear title. The label and title should appear on separate lines above the table, flush left and single-spaced. Below the table, give its source in a note. If any data in the table require an explanatory footnote, use a superscript lowercase letter in the body of the table and in a footnote following the source note. Single space source notes and footnotes and do not indent the first line of each note.

For each figure, place a label and a caption below the figure, flush left and single-spaced. They need not appear on separate lines. In the text of your paper, discuss the most significant features of each visual. Place the visual as close as possible to the sentences that relate to it unless your instructor prefers it in an appendix.

References Page

Begin your list of references on a new page at the end of the paper. Center the title References about one inch from the top of the page. Double space throughout.

8. INDENTING ENTRIES

APA recommends using a hanging indent: Type the first line of an entry flush left and indent any additional lines five spaces.

9. ALPHABETIZING THE LIST

Alphabetize the reference list by the last names of the authors (or editors); when a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*. If your list includes two or more works by the same author, arrange the entries by year,

the earliest first. If your list includes two or more works by the same author in the same year, arrange them alphabetically by title. Add the letters “a,” “b,” and so on within the parentheses after the year. Use only the year for articles in journals: (2002a). Use the full date for articles in magazines and newspapers in the reference list: (2001a, July 7). Use only the year in the in-text citation.

10. AUTHORS’ NAMES

Invert all authors’ names and use initials instead of first names. With two or more authors, use an ampersand (&) before the last author’s name. Separate the names with commas. Include names for the first six authors; if there are additional authors, end the list with “et al.”

11. TITLES OF BOOKS AND ARTICLES

Italicize the titles and subtitles of books; capitalize only the first word of the title and subtitle (and all proper nouns). Capitalize names of periodicals as you would capitalize them normally.

12. ABBREVIATIONS FOR PAGE NUMBERS

Abbreviations for “page” and “pages” (“p.” and “pp.”) are used before page numbers of newspaper articles and articles in edited books (see [items 10](#) and [17](#)) but not before page numbers of articles appearing in magazines and scholarly journals (see [items 7-9](#)).

13. BREAKING A URL

When a URL must be divided, break it after a double slash or before any other mark of punctuation. Do not insert a hyphen, and do not add a period after a URL or a DOI.

[sample references page]

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IV. LIST OF USEFUL RESEARCH DATABASES

1. UNYT databases (accessible at the UNYT library website):

- Emerald (business, public policy)
- JSTOR (multidisciplinary)
- World Bank e-Library (economics, development, policy studies)
- Ebrary (multidisciplinary e-books)
- Cambridge Journals Online (interdisciplinary)
- OECDiLibrary (finance, development)
- Oxford Reference Online (interdisciplinary)
- BioOne (biology)

2. Empire State College databases (accessible through the UNYT library website or at <http://subjectguides.esc.edu/all>):

- ACM Digital Library Portal (computers, technology)
- Avalon Project: Documents in Law, History and Diplomacy
- AnthroSource (anthropology)
- EBSCOHost (multidisciplinary)
- Find Academic Web Sites (multidisciplinary)
- Google Scholar (multidisciplinary)
- Gale Virtual Reference Library (multidisciplinary)
- Pew Research Center (policy studies)
- ProQuest Databases (multidisciplinary)
- Sage Journals Online (multidisciplinary, psychology)
- Westlaw Campus (law)

3. Greenwich University databases (accessible for Greenwich students only at <http://www.gre.ac.uk/offices/ils/lis/services/oscars>).

4. Other Internet sources:

- Google Scholar (<http://scholar.google.com/>)
- Scout Report (<http://scout.wisc.edu/Archives/index.php>)
- Infomine (<http://infomine.ucr.edu/>)



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