

Guide to APA Research Paper Format

College of the Redwoods Library, Fall 2017

There are hundreds of different citation format styles, however, at College of the Redwoods, most instructors will ask you to use either the APA or the MLA style. Check your syllabus, assignment handout, or ask your instructor which format will be used in your class. APA style is usually recommended for psychology, business, health occupations, and the social and physical sciences. The APA citation format rules are set by the American Psychological Association. This handout provides guidelines for the layout of student research papers, for the format of in-text citations and the reference list, based on the *Publication Manual of the American Psychological Association*, 6th edition, which is the final authority. Copies of this manual are available in the library.

APA Research Paper Layout

Basic Layout Rules

- ✓ Use Times Roman, 12 point font
- ✓ Double space the entire document; do not add extra line spacing manually at any point
- ✓ Use one inch margins on all sides
- ✓ Use left justification
- ✓ Indent the first line of each paragraph five spaces (one tab)

The Title Page

- ✓ The title, of not more than 12 words, centered on the page vertically and horizontally
- ✓ Under the title, your full name
- ✓ Under your name, the name of your college (College of the Redwoods)
- ✓ Under the college name, list any other information required by your instructor (date, semester, class)

The Running Head

- ✓ Use the Header feature in Word to place in the upper left hand corner of every page, including the title page, the words 'Running head' following by a colon, and a shorter version of the title of your paper in ALL CAPS
- ✓ Running Head version of you paper's title should be 50 characters or less
- ✓ Use the tab key, and the 'insert page number' command, to place the page number in the upper right hand corner of the Header, to appear on every page, including your title page

The Abstract

- ✓ Include an abstract only if your instructor requires it
- ✓ An abstract is a short, one paragraph summary of your paper
- ✓ Place your abstract on a separate page following the title page

The Text of your paper

- ✓ Start the text of your paper on a new page
- ✓ Cite all of your sources within the text of your paper, wherever you are using someone else's idea
- ✓ Enclose direct quotes in quotation marks
- ✓ Quotes longer than 40 words, indent both left and right margins one inch from text margins

The Reference list

- ✓ Start your reference list on a new page
- ✓ Center the page title, References, at the top of the page
- ✓ List all cited sources alphabetically by author
- ✓ More than one source from the same author, list by most recent first
- ✓ If no author, alphabetize by the first word of the title, ignoring initial articles such as A, AN, or THE
- ✓ Use hanging indent for all listed citations

Tables, Figures, and Appendices, if used, should be on separate pages following the Reference List. Number each and use the number in the text of your paper to refer the reader to the table, figure, or appendix.

The Reference List: rules for capitalization, italics, and punctuation

- ✓ Any elements not found in the source can be simply left out of the citation.
- ✓ List authors in the order given in the source, which may or may not be in alphabetical order.
- ✓ When listing multiple authors, use the ampersand symbol, (&) not the word “and” between the second to last and last names listed.
- ✓ Capitalize every main word of a magazine, journal, or newspaper title.
- ✓ Capitalize only the first word of the book or article title and the first word of the subtitle after the colon, and all proper nouns (specific person, place, or thing).
- ✓ Place a period after the title of the work cited, but no period after the title of the anthology, journal, site, or complete work from which the cited section was taken.
- ✓ Article or chapter titles from books are NOT italicized, but the book or periodical title IS.
- ✓ Italicize the periodical volume number, but not the issue number or the page numbers.
- ✓ If periodical articles are continued on later pages, list all page number ranges, for example: 227-237, 287-288.
- ✓ When using dates in magazine citations, the date is written Year, Month Day, for example: (2004, March 5).
- ✓ A retrieval date is no longer required for APA citations to online or electronic sources.

Use of the doi vs. URL vs. Database Name vs. Database document number

APA style relies heavily on the doi, or “digital object identifier,” and it is recommended that you include the doi, when available, as shown in the examples. The doi is unique to the cited source, and allows locating that source even after web pages or sites have been removed or changed. However, the doi will point to the publisher website, which may ask for payment to access the article. Therefore, for articles retrieved from online databases, it’s better to use the database name. In addition, there are many reliable, useful, and credible sources that do not assign a doi. Follow the steps below to determine when to use the doi, when to use the URL, and when to use “Database name” and / or database document ID number.

- ✓ **FIRST**, look for the doi. If you have the doi, you don’t need the URL, Database name, or Document ID number. You can check what the doi points to by pasting it into an Internet search engine.
- ✓ **SECOND**, If you can’t find a doi for the article or e-book you wish to cite, look for a persistent URL. It will be labeled with the word “persistent” which means that it will never change, and will always provide a direct link to the source. Include the words, “Retrieved from” followed by the persistent URL as given from the source web page, at the end of your citation. Do not copy and paste the URL from the browser bar location, since it may be different from the persistent URL provided.
- ✓ **THIRD**, if you can’t find a persistent URL, use the words, “Retrieved from” followed by the Database name. If there is one provided, place the document ID number in parentheses at the end.

Please contact the librarian or library or tutoring staff if you need any additional assistance. You can also use the online utility, **NoodleTools**, linked off the library home page, citation tools page, at:

<http://www.redwoods.edu/eureka/library/CitationTools.asp>

NoodleTools allows you to save your APA or MLA citations in a permanent, online folder.

APA format for in-text references

When paraphrasing, quoting, describing, or using another's ideas within the text of your paper, you must provide a reference to the source. The source must then be included in your Reference List. Below are some models for correct in-text references. APA style requires that in-text citations include the author, the year, and the page number of the cited material, if available.

Author's name used in text	Dundes (1980) has abundantly demonstrated how male bias is actively transmitted to each new generation through folklore. (pp. 160-175)
Author's name not used in text	Common speech patterns reflect the assumed primacy of the male in male-female noun pairings, such as 'men and women,' 'boys and girls,' 'king and queen,' or 'his and hers.' (Dundes, 1980, p. 161)
No author	Traditional fairy rings' similarities with crop circles include bent and discolored grasses, tainted or poisoned dew, and avoidance by livestock. (Fairy rings, 1961, p. 157)
Two authors: cite both last names every time you reference their work	Shermer and Gould (2002, p. 99) have shown how people will ignore or discount evidence contrary to what they have already decided to be true.
Three, four, or five authors: cite all names on the first use of the source, then use only the first name followed by et al.	<p><i>First use:</i> Superstitions are more strongly held, and are more frequent and diverse, among persons with certain types of psychological conditions, according to García-Montes, Pérez Álvarez, Sass, and Cangas (2008, p. 287-288).</p> <p><i>Second and following uses:</i> As García-Montes et al (2008, p.232) have demonstrated, strongly held beliefs, even if poorly supported or unsupported by facts, are very reluctantly relinquished.</p>
Six or more authors: cite the first name followed by et al.	Goldstein, et al. (2007) describe how Japanese schoolgirls hang good luck charms on their cell phones, believing they prevent dropped calls and poor reception. (p. 146)
NOTE: When citing multiple authors in-text, use the word 'and' between the second to last and the last name. However, in your Reference List, the ampersand (&) symbol is used.	
No page numbering in source	After extensive investigations, no evidence of astronauts drinking before or during flight was ever uncovered. (Merzer, 2007).
Personal communications	Mellon (April 14, 2010) has confirmed that her current research shows how superstitions can be easily imprinted using standard conditioning methods. (personal communication)

Print Sources: APA reference list citation formats

Book, Single Author

Author, A. A. (Year) *Title of book*. Place: Publisher. Dundes, A. (1980) *Interpreting folklore*. Bloomington, IN: Indiana University.

Book, Two to Seven Authors

Author, A. A., Author, B. B., & Author, C. C. (Year) *Title of book: Including subtitle*. Place: Publisher. Shermer, M., & Gould, S J. (2002) *Why people believe weird things: Pseudoscience, superstition, and other confusions of our time*. New York, NY: A.W.H. Freeman/Owl Book.

Book, More than Seven Authors (note author layout)

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... Author, R. R. (Year) *Title of book*. Place: Publisher. Goldstein, D. E., Grider, S. A., Thomas, J. B., Blustein, E. V., Morris, K. D., Stein, G., Toklass, A. B., ... Hoyt, M. A. (2007). *Haunting experiences: Ghosts in contemporary folklore*. Logan, UT: Utah State.

With one to seven authors, list all names. Use the ampersand symbol (&) between the second to last and the last name. For eight or more authors, list the first seven, then insert a space, three periods, and another space, then list the last author.

Book with Editor(s), No Author

Editor(s), A. A. (Ed.). (Year) *Series Title: Title of book*. Edition. Place: Publisher. Woodward, J. D. (Ed.). (2005) *Opposing Viewpoints: Popular culture*. Detroit, MI: Thomson/Gale.
Note: Capitalize initial letter for main words of Series.

Book, No Author or Editor

Title of book. (Year) Edition. Place: Publisher. *Merriam-Webster's collegiate dictionary*. (1993). (10th ed.). Springfield, MA: Merriam-Webster.

Article with an Author from an Encyclopedia or Reference Book

Author, A. A. (Year) Title of selection. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (#ed., Vol. #, pp. #s). Place: Publisher. Rao, K. R. (2001). Parapsychology. In W. E. Craighead & C. B. Nemeroff (Eds.), *Corsini encyclopedia of psychology and behavioral science* (Third ed., Vol. 3, pp. 1136-1142). New York, NY: John Wiley.

Article with no Author from an Encyclopedia or Reference Book

Article title. (Year). In A. Editor(Ed.), *Title of reference book* (# ed., p. #). Place: Publisher. Fairy rings. (1961). In C. Hole (Ed.), *Encyclopedia of superstition* (2nd ed., p. 157). Chester Springs, PA: Radford Dufour Editions.

Selection from Book, Reprinted in a Multi-Volume Series

Note: Anthologies that provide collected excerpts from other sources will provide citation information from the original source, which may be located in a separate section of the book or near the excerpt.

Title of selection in series. (Year). In *Title of multivolume series*. (pp. #s). Place: Publisher. (Reprinted from *Title of original anthology*, pp. #s, by A. A. Author of article, Year, Place: Publisher) Brothers Grimm: Criticism: James M. McGlathery. (2006). In *Short story criticism* (pp. 110-123). Detroit, MI: Thomson/Gale. (Reprinted from *Fairy tale romance: The Grimms, Basile, and Perrault*, pp. 87-112, by J. M. McGlathery, 1991, Urbana, IL: University of Illinois)

Article from a Journal, Reprinted in an Anthology	
Author, A. (Year). Article title. In A. Editor (Ed.), Series Title: <i>Book title</i> (# ed., pp. in book) Place: Publisher (Reprinted from Journal Title Date,vol,[issue],p.# in journal)	Farha, B. (1997). Belief in paranormal phenomena is unscientific. In B. Leone (Ed.), <i>Opposing Viewpoints: Paranormal phenomena</i> (2nd ed., pp. 17-20). San Diego, CA: Greenhaven Press. (Reprinted from <i>Skeptical Inquirer</i> , 1996, January/February, 20, [1],p.25)
Article from a Magazine	
Author, A. A. (Year, Month day). Article title. Magazine Title, vol#(issue#), page#(s).	Weatherford, M. (2002, February 14). Rose Red. <i>Rolling Stone</i> , (889), 72.
Article from a Journal	
Author, A. A. (Year). Article title: Include subtitle. <i>Journal Title</i> , vol#(issue#), page#-#.	Bosworth, D. (1999). The Science of self-deception. <i>Salmagundi</i> , (124/125), 95-151.
Newspaper Article	
Author, A. A. (Year, Month day). Article title: Subtitle. <i>Newspaper Title</i> . Section letter pp:(#(s)).	Merzer, M. (2007, August 29). NASA: Drunk astronauts an 'urban legend'. <i>Miami Herald</i> . (pp: A1-2, 6).
Government Publication	
Agency Name. (Year). <i>Title of publication</i> . (Government document number). Place: Publisher.	General Accounting Office. National Security and International Affairs Division. (1995). <i>Report to the honorable Steven H. Schiff, House of Representatives, government records: Results of a search for records concerning the 1947 crash near Roswell, New Mexico</i> . (B-262046). Washington, DC: USGPO. Retrieved from http://www.nsa.gov/public_info/_files/ufo/general_accounting_office_s_schiff.pdf
Document with Group, Corporate, or Agency as Author	
Group Name. (Year). Title of item. (#th ed.). Place: Publisher.	Parapsychological Association. (1980). <i>Research in parapsychology</i> . (6th ed.). Metuchen, N.J.: Author.
Note: if the organization is both the author and the publisher, use the word Author as the publisher.	
Video, DVD, VHS, Broadcast	
Producer, A. A. (Producer) & Director, B. B. (Director) (Year). Title of motion picture [Medium]. Country of Origin: Studio.	Heineman, J., & Savage, A. (Producers). (2007). <i>Mythbusters: Collection 1</i> [DVD]. United States: Beyond Productions Ltd.
Online Sources: APA reference list citation formats	
E-Book, Single Author	
Author, A.A. (Year) Title of book: Include subtitle. Retrieved from database or database URL. doi: xxxxxxxx	Austin, J. (2008) ESP, psychokinesis, and psychics: <i>Mysteries, legends, and unexplained phenomena</i> . Retrieved from NetLibrary database.
Book Article or Chapter from a Book	

Author, A.A. (Year) Article or chapter title. <i>Title of book</i> . (pp. #s) Retrieved from database or database URL. doi: xxxxxxxx	Austin, J. (2009) Becoming a psychic. In <i>ESP, psychokinesis, and psychics: Mysteries, legends, and unexplained phenomena</i> . (pp. 93-98). Retrieved from NetLibrary database.
Article from a Journal with a DOI	
Author, A. A. (Date) Article title. <i>Journal title</i> . Volume (Issue), Page #(s). doi: xxxxxxxx	Mellon, R. (2009). Superstitious perception: Response-independent reinforcement and punishment as determinants of recurring eccentric interpretations. <i>Behaviour and Research Therapy</i> , 47(10), 868-875. doi:10.1016/j.brat.2009.06.016
Article from a Journal Without a Volume Number	
Author, A. A. (Year). "Article Title." <i>Journal Title</i> . (Issue#), Page #(s). Retrieved from database or URL. doi: xxxxxxxx	Harvey, M. (2009). Exterminating urban bug myths. <i>Times Higher Education</i> , (1918), 52. Retrieved from EBSCO MasterFILE Premier database.
Magazine Article with Database Document ID	
Author, A. (Year Month Day). Article title. <i>Magazine Title</i> , Vol#(Issue#), Page #(s). Retrieved from Database Name database. (Document ID: xxxxxxxx)	Weatherford, M. (2002, February 14). Rose Red. <i>Rolling Stone</i> , (889), 72. Retrieved from ProQuest Researcher database. (Document ID: 103872369)
Newspaper Article with Database Document ID	
Author, A. A. (Year, Month day). Article title: Subtitle. <i>Newspaper Title</i> . Section letter pp:(#(s)). Retrieved from Database Name. (Document ID: xxxxxxxx)	Merzer, M. (2007, August 29). NASA: Drunk astronauts an 'urban legend'. <i>Miami Herald</i> . (pp:A1, 6). Retrieved from Academic OneFile database. (Document ID: CJ168149434)
Article from a Journal with Persistent URL	
Author, A. A. (Date) Article title. <i>Journal title</i> . Volume(Issue), Page #(s). Retrieved from URL. (NOTE: URL is shown in smaller font in this guide only so that it will fit. Use the same size font for URLs, if included, on your Reference List.)	García-Montes, J., Pérez Álvarez, M., Sass, L., & Cangas, A. (2008). The role of superstition in psychopathology. <i>Philosophy, Psychiatry & Psychology: PPP</i> , 15(3), 227-237, 287-288. Retrieved from http://proquest.umi.com/pqdweb?RQT=301&UserId=IPAuto&Passwd=IPAuto&AUID=271612?did=1700823161&sid=1&Fmt=3&clientId=14510&RQT=309&VName=PQD
CQ Researcher Report	
Author, A. A. (Date). Report title: with subtitle or section. <i>Journal Title</i> . Vol#(issue#). Retrieved from database name or persistent URL. (Document ID: xxxxxxxx)	Triplett, W. (2004, March 5). The search for extra-terrestrials: Does new evidence suggest we aren't alone? <i>CQ Researcher</i> , 14(9). Retrieved from CQ Researcher database. (Document ID: cqresrre2004030500)
Web Sites or Pages	
Author, A. A. (Date). Article title or page title from browser title bar. <i>Web site title</i> . (edition, revision, series, page numbers if available). Retrieved from URL.	Vigilant. (2009 Oct 20). The hidden hand that shaped history. <i>The vigilant citizen</i> . Retrieved from http://vigilantcitizen.com/?p=2536