

Title (no more than 12 words)

Student Name

Clovis Community College

Abstract

Some teachers will require you to write an abstract for your paper. If so, your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words.

You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

When formatting your APA Abstract page, first place this page directly after your title page, on a brand new page. The abstract always falls on Page two. Use the same format of heading as your title page: one inch margins, a shortened title -- in ALL CAPS -- aligned on the left side of the page, with the page number itself aligned on the right. For the title of your abstract, write the word "Abstract" (without the quotes) below the heading and align the word at the center of the page. Keep in mind that your abstract should summarize your paper's most important points, it should reflect accurately the purpose and content of your paper, and should be coherent and easy to read. The abstract should also remain objective in its point of view.

Title

Your essay should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use 10-12 pt. Times New Roman font or a similar font. Include a page header at the top of every page. To create a page header, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left. Your essay should include three major sections: the Title Page, Main Body, and References.

The title page should contain the title of the paper, the author's name, and the institutional affiliation. Include the page header (described above) flush left with the page number flush right at the top of the page. Type your title in upper and lowercase letters centered in the upper half of the page. Type your title in the upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout the paper, should be double-spaced. Beneath the title, type the author's name: first name, middle initial(s), and last name. Beneath the author's name, please type Clovis Community College.

If you are not required to write an Abstract for your paper, please begin the body of your paper on page 2. Remember that most computers are designed to automatically add an extra space between paragraphs. If your computer does this, please go to the paragraph tab, and then find the spacing tab. Next change "auto" to "0 pt" on the before and after tab, this will dismiss the extra space between paragraphs.

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 2010), and a complete reference should appear in the reference list at the

end of the paper. If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference.

All sources that are cited in the text must appear in the reference list at the end of the paper.

Please remember to always capitalize proper nouns, including author names and initials: D.

Jones. If you refer to the title of a source within your paper, capitalize all words that are four

letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to

short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media, There*

Is Nothing Left to Lose. (**Note:** in your References list, only the first word of a title will be

capitalized: Writing new media.) When capitalizing titles, capitalize both words in a hyphenated

compound word: *Natural-Born Cyborgs*. Capitalize the first word after a dash or a colon:

“Defining Film Rhetoric: The Case of Hitchcock’s *Vertigo*.” Italicize the titles of longer works

such as books, edited collections, movies, television series, documentaries, or albums: *The*

Closing of the American Mind; The Wizard of Oz; Friends. Put quotation marks around the titles

of shorter works such as journal articles, articles from edited collections, television series

episodes, and song titles: “Multimedia Narration: Constructing Possible Worlds”; “The One

Where Chandler Can’t Cry.”

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by “p.”). Introduce the quotation with a signal phrase that includes the author’s last name followed by the date of publication in parentheses. For example:

According to Jones (2010), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 2010, p. 199), but she did not offer an explanation as to why.

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented ½ inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation ½ inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (2010) study found the following: Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.) For example: According to Jones (2010), APA style is a difficult citation format for first-time learners. You may also write: APA style is a difficult citation format for first-time learners (Jones, 2010, p. 199).

For interviews, letters, emails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. **Do not include communication in the reference list.**

(E. Robbins, personal communication, January 4, 2011). A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2011).

References

- Calfee, R. C. (2011). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- Johnson, B. T., & Eagly, A. H. (2009). Effects of involvement in persuasion: A meta-analysis. *Psychological Bulletin, 106*, 290-314. doi: 10.1037/0033-2909.106.2.290
- Johnson, H. H., Torcivia, J. M., & Poprick, M. A. (2009). Effects of source credibility on the relationship between authoritarianism and attitude change. *Journal of Personality and Social Psychology, 9*, 179-183. doi:10.1037/h0021250
- Johnson, H. H., & Watkins, T.A. (2010). The effects of message repetitions on immediate and delayed attitude change. *Psychonomic Science, 22*. 101-103.
- Jonas, K., Diehl, M., & Bromer, P. (2011). Effects of attitudinal ambivalence on information processing and attitude-intention consistency. *Journal of Experimental Social Psychology, 33*. 190-210. doi:10.1006/jesp.2011.1317

How to Write a Reference List: Basic Rules

Your reference list should appear at the END OF YOUR PAPER. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page “References” centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses (...) after the sixth author’s name. After the ellipses, list the last author’s name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order, they are listed in order of year of publication, starting with the earliest.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

Basic Format for Books

Author, A. A. (year of publication). *Title of work: Capital letter also for subtitle*. Location: publisher.

Note: For “location,” you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Calfee, R. C. (2010). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Edited Book, No Author, One Editor

Brooks-Gunn, J. (Ed.). (2011). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Edited Book, No Author, Multiple Editors

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (2011). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

NOTE: When you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

O'Neil, J. M., & Egan, J. (2010). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Multivolume Work/Dictionary/Reference

Wiener, P. (Ed.). (2011). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

Basic Format for Articles in Periodicals

Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word, proper nouns, and the first word after a colon in the title are capitalized. The periodical title is run in the title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, issue number*, pages.

Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (2010). The eclipse of listening. *The New Criterion*, 15(30), 28-31.

Basic Format for Electronic Sources (Web Publications)

Online Scholarly Journal Article: Citing DOIs

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their

documents and consist of a long alphanumeric code. Many – but not all publishers will provide an article’s DOI on the first page of the document.

Note that some online bibliographies provide an article’s DOI but may “hide” the code under a button which may read “article” or may be an abbreviation of a vendors name like “CrossRef” or “PubMed.” This button will usually lead the user to the full article which will include the DOI.

Find DOIs from print publications or ones that go to dead links with CrossRed.org’s “DOI Resolver,” which is displayed in a central location on their home page.

Article From an Online Periodical with DOI Assigned

Author, A. A., & Author B.B. (Date of publication). Title of article. *Title of Journal*, volume, number, page range. doi:0000000/0000000000000

Brownlie, D. (2009). Toward effective poster presentations: An annotated bibliography.

European Journal of Marketing, 41(11/12), 1245-1283. doi:

10.1108/03090560710821161

Article From an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Author, A.A., Author B.B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from <http://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2011). A Buddhist response to the nature of human rights. *Journal of Buddhist*

Ethics, 8. Retrieved from <http://www.cac.psu.edu/jbe.twocent.html>

Article From a Database

Smyth, A. M., Parker, A.L., & Pease, D.L. (2010). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125.

Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding “[Abstract]” after the article or source name.

Paterson, P. (2010). How well do young offenders with Asperger Syndrome cope in custody:/ Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.

Online Newspaper Article

Author, A.A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2010, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

Electronic Books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is *only* provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use “Available from,” rather than retrieved from,” and point readers to where they can find it. For books available in print form and electronic form, include the publish date in parentheses after the author’s name.

De Huff, E.W. (n.d.) *Taytay’s tales: Traditional Pueblo Indian tales*. Retrieved from

<http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.) *Familiar birdsongs of the Northwest*. Available from

<http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

Chapter/Section of a Web Document or Online Book Chapter

Author, A.A., & Author B.B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://www.someaddress.com/full>

Clinton, S.J. (1999). What can be done to prevent childhood obesity? In *Understanding childhood obesity* (pp. 81-98). Retrieved from <http://www.questia.com/>

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not just the home page of the website.

Online Book Reviews

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal). In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Zacharek, S. (2010, April 27). Natural women [Review of the motion picture *Girls like us*]. *The New York Times*. Retrieved from <http://www.nytimes.com/2008/04/27/books/review/Zacharek-t.html?pagewanted=2>

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce's critics: Transitions in reading and culture, and Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site: http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html

Dissertation /Thesis from a Database

Biswas, S. (2011). Dopamine D3 receptor: *A neuroprotective treatment target in Parkinson's disease*. (Doctoral dissertation). Available from ProQuest Digital Dissertations. (AAT3295214)

Online Encyclopedias and Dictionaries

Feminism. (n.d.) In *Encyclopedia Britannica online*. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

Swain, C.M. (2004). Sociology of affirmative action. In N.J. Smelser & P.B. Baltes (Eds.). *International encyclopedia of the social and behavioral sciences*. Retrieved from <http://www.sciencedirect.com/science/referenceworks/9780080430768>

Data Sets

Point readers to raw data by providing a Web address (use “Retrieved from”) or a general place that houses data sets on the site (use “Available from”).

United States Department of Housing and Urban Development. (2010). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2010.pdf

Qualitative Data, Personal Interviews and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in text (not in the reference list) and provide the month, day and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):

Murphy, C. (2007, June 22). As the Romans did [Interview by G. Hahn]. Retrieved from <http://www.theatlantic.com/>

Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; do not be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) does not have the information you are looking for, move up the URL to <http://somesite.com/>):

Author, A.A., & Author B.B. (Date of publication). *Title of document*. Retrieved from
<http://Webaddress>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from
<http://owl.english.purdue.edu/owl/resource/560/01/>

NOTE: When an internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there is not a date available for the document use (n.d.) for no date.

Online Brochure, Pamphlet, or Fact Sheet

National Council of State Boards of Nursing. (n.d.). *Professional boundaries* [Brochure]. Retrieved from https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf

World Health Organization. (2007, October). *Health of indigenous peoples* (No. 326) [Fact sheet]. Retrieved from <http://www.who.int/mediacentre/factsheets/fs326/en/index.html>

Computer Software/Download Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2010). *Psychinquiry* [computer software]. New York: Worth.

Software that is downloaded from a Web site should provide the software's version and year when available.

Hayes, B., Tesar, B., & Zuraw, K. (2010). *OTSoft: Optimality Theory of Software* (Version 2.1) [Software]. Available from <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2011).

Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsrooms, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Frook, B. D. (2010, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from <http://www.spring.org.uk/the1sttransport>. (2010, September 26).

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

Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T. & Phillips, T. (2010, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved from <http://science.nasa.gov/podcast.htm>

Video Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2010, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast retrieved from <http://www.adveeducation.com>

Personal Communication

Do not include personal communication in the reference list.

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Hacker, D., & Sommers, N. (2011). *A Writer's Reference: With Strategies for Online Learners* (7th ed.). Boston, MA: Bedford/St. Martin's.