APA Title Page

APA title page format requirements:

- A header appears on every page. The words "Running head" only appear on the first page.
- To insert the header into your paper, go to the second page of your document. Select *insert* then *page number, top of page* and select the first option: *plain number 1*. Type your title in ALL CAPITAL LETTERS. Then, hit the tab button two times to get the page number right aligned.
- Go to page one. Click "Different First Page" under Header & Footer Tools. Type "Running head:" then your title in all capital letters. Tab 2 times and type the number 1
- Be sure that all information in the header is in a 12-point font to match the text in the body of your paper.
- The title of your paper, your name, and the name of the college belong centered in the middle of page 1.

Running head: TITLE   1

> The Running head includes the words "Running head" with a colon (:). The title of the document, in all capital letters, belongs after the colon. If the title is long, only use 50 characters of your title, including spaces and punctuation.

Title of Paper

Your Name

Name of College

> Note: Some instructors may want additional information on your title page like:
>
> Title of Paper
>
> Your Name
>
> Course Name/Number
>
> Instructor
>
> Date

> Basic Formatting for APA Papers:
>
> - 1-inch margins
> - Double spaced
> - Times New Roman or Arial Font

Abstract

The abstract is created on a blank page and follows the title page. The page header will still contain the title of the paper in all capital letters, but "Running head:" is no longer needed.

Start the page with the word "Abstract" in the center of the first line. There is no other formatting required, i.e. bold, italics, or underlining. The body of the abstract will be one double-spaced paragraph, and it does not need a paragraph indention at the beginning of the paragraph.

The abstract should be a clearly written, 150-250 word summary of the main points in the research paper. Try to focus on the topic, research, questions encountered, method, results, conclusion, and, if needed, future research in the paper.

*Not all papers require an abstract. Ask your instructor if this section is needed.

TITLE   2

Abstract

Erik Erikson was a psychologist specializing in neo Freudian studies. Many of his thoughts came from the Freud way of thinking. A neo Freudian is someone who is influenced by and still practices elements of Sigmund Freud's psychoanalysis. Erik Erikson's development theory expanded on Freud's five stages of development, and he later developed an eight stage model of development known as The Life Cycle Completed. The ego and sexual development are a large focus for Erik Erikson's stages. In each of his stages there are two main terms for the individual to learn and they are always opposites of each other, i.e. trust v. mistrust, and autonomy v. shame. Current psychologists and researchers still use Erikson's stages of development for individual assessments and research is still conducted to prove the validity of Erikson's design. Erikson's work is important to various areas of psychology especially those dealing with development and personality.

Body of Paper

The main body of the APA research paper should begin on a new page following the abstract.

The words "Running head" no longer appear on each page, but the page number remains in the

upper right corner of the paper. Center the title of your paper on the first line of this page.

Titles

- When referring to the title of a work <u>within your paper</u>, capitalize the first word and all words four letters or more long. (These rules differ on the Reference page.)

- Capitalize words under four letters if they are nouns, verbs, pronouns, adjectives, and adverbs.

- Capitalize both words if separated by a hyphen.

- Do Not Capitalize:

    - articles (e.g. a, an, the)

    - prepositions (e.g. against, between, in, of, to)

    - coordinating conjunctions (e.g. and, but, for, nor, so, yet)

    - the *to* infinitive (i.e. How to Write a Paper)

Italicize titles of books, edited collections, movies, television series, albums, etc.
Ex: *The Sound of Music.*

In-Text Citation Basics

- In-text citations consist of author's last name and year of publication. Include the appropriate page number(s) when directly quoting.

- In-text citations are used throughout your paper when you are directly quoting, paraphrasing, or summarizing an author's work.

- If there is no author, use the first few words of the title in quotation marks in the in-text citation.

One Author
(Johnson, 2009, p. 17).

Two Authors
(Twedel & McDonough, 2009, p. 17).

Three-Five Authors
First citation:
(Yudkin, Brown, & Smith, 2009, p. 17).
All other citations:
(Yudkin et al., 2009, p. 17).

Six or More Authors
(Calhoun et al., 2009, p. 17).

No Author
("Quitting Smoking," 2011, p. 5).

___

Short Quotations

When directly quoting from a work, be sure to include the author, year of publication, and page

number in the citation. Begin the quotation with an introductory, or signal, phrase. An

introductory phrase includes the author's name, and/or title of the source. If the author's name is

used within the introductory phrase, follow this phrase with the publication date in parentheses.

If the author's name is not used, the author's last name, the year of publication, and the page

numbers will be placed in parentheses after the quotation.

With author's name in signal phrase:

According to Johnson (2009), "eye injuries often occur at work, during recreational activities
and while performing routine household chores" (p. 17).
Without author's name in signal phrase:

He says, "It's important to wear protective eye-wear," but does not state where to purchase
said eye-wear (Johnson, 2009, p. 17).

Long Quotations

Quotations longer than 40 words will be set up in a block quotation, omitting quotation marks.

To begin, type a signal phrase followed by a colon. The quotation begins on a new line and is

indented one tab button (like a paragraph indention). Block quotes will continue to be double

spaced. (**Note:** The period will come before the citation in the block form of quotations only).

When speaking of eye protection, Johnson (2009) states the following:

> According to the National Institute for Occupational Safety and Health, about 2,000 U.S.
> workers suffer job-related eye injuries that require medical treatment each day.
> Wearing protective eye gear—such as goggles, face shields and safety glasses— can
> reduce the severity of these injuries or even prevent up to 90 percent of them. (p. 17)

Summary or Paraphrase

If you are not directly quoting the work but paraphrasing an idea from the work, you are still

required to cite the source.

- o According to Johnson (2009), the eye's exposure to sun can cause the development of
  many diseases of the eye.
- o The eye's exposure to sun can cause the development of many diseases of the eye
  (Johnson, 2009).

Secondary Sources

When using information quoted from another source, the original source must get credit and the citation must be provided for the secondary source. For example, you are reading Johnson's article and in the article, Johnson cites Starnes' work. If you want to use Starnes' ideas for your paper, you need to give credit to the original author (Starnes) and where you found the information (Johnson's article). On the reference page, list Johnson's article in the correct format. Within the paper, use an introductory phrase, as shown in the example below, to credit Starnes' work; in the citation, use **as cited in** and the usual citation information. This lets the reader know the information was from Johnson but originated with Starnes.

Starnes' research (as cited in Johnson, 2009, p. 17) shows the benefits of using eye protection.

Works with More than One Author

When a work has two authors, cite both names every time the reference occurs within the text.

> Twedel and McDonough (2009) find that the lake is clean (p. 17).
> (Twedel & McDonough, 2009, p. 17).

When a work has three, four, and five authors, cite all authors in the first citation and cite only the first author's name followed by et al. in subsequent citations.

> Use as first citation in text
>
> Yudkin, Brown and Smith (2009) say it will be cold (p. 17).
> (Yudkin, Brown, & Smith, 2009, p. 17).
> Use in subsequent citations
>
> Yudkin et al. (2009) say the ball is round (p. 17).
> (Yudkin et al., 2009, p. 17).

When a work has six or more authors, cite only the first author's name followed by et al. in the first and subsequent citations.

> According to Calhoun et al., (2009) flowers irritate allergies (p. 17).
>
> or
>
> (Calhoun et al., 2009, p. 17).

APA Reference Format Basics

- The Reference page belongs in the same document with the rest of the paper. The page header should be at the top of the page. Center the word References at the top of the page.

- Alphabetize entries by the first item, such as the author's last name. If there is no author, the title will appear first.

- The first line of each entry should <u>not</u> be indented; the second, third, fourth, etc. line(s) should be indented five spaces (or ½ inch). This is called a hanging indentation. See the examples on the pages which follow.

- Only the first word of the title and subtitle, if applicable, is capitalized. This applies to book and article titles.
  Example 1 (book title): *How to write a paper*
  Example 2 (article title): Health education-The case for rehabilitation

- The Writing Center has a copy of the 6ᵗʰ edition APA manual for student use. If you have a source that isn't listed on this guide or have any questions about APA format, please come by and ask a writing consultant.

Table of Contents – Reference Samples

Sample APA References: BOOKS	In-Text Citation
Book – One Author	
(**Note:** Only the first word in the title should be capitalized, and title of book goes in italics)	
LastName, FirstInitial. MiddleInitial. (Date of Publication). *Title of book* (edition [if applicable].). City of Publication, State: Publisher.	
Yudkin, J. M. (2008). *Understanding music* (5ᵗʰ ed.). Upper Saddle River, NJ: Pearson/Prentice Hall.	(Yudkin, 2008, p. 17).
Book—Two or More Authors	
(**Note:** Include all authors' names up to and including seven authors [see example one below]. When there are eight or more authors, include the first six author's names, then insert an ellipsis […], and add the last author's name [see example two below]).	
Example One- work with up to seven authors (list all names):	List all names up to six authors
Yudkin, J. M., Brown, M. L., & Smith, L. K. (2009). *Defending the truth*. Upper Saddle River, NJ: Pearson/Prentice Hall.	(Yudkin, Brown & Smith, 2009).
Example Two- work with more eight or more authors:	Use et al. for seven or more authors
Weiss, J., Baker, H., Tripp, C., Deal, E.W., Carruthers, E., Thompson, F., …* Harvey, P. (2011). *The long, long road from psychodrama.* Middltown, OH: Interesting Books, Inc.	(Weiss et al., 2011). *Implies more authors' names.

Chapter from a Textbook

(**Note:** Only the first word of the title of the chapter and the title of the textbook are capitalized. Always put the word "In" before the title of the textbook).

LastName, FirstIntital. MiddleIntital. (Date of Publication). Title of

       chapter. In *Title of textbook* (edition number if applicable and

       page numbers). City of Publication, State: Publisher.

Yudkin, J. H. (2008). The nineteenth century: Early romantic music. In

       Understanding music (5th ed., pp. 22-55). Upper Saddle River,

       NJ: Pearson/Prentice Hall.

(Yudkin, 2008, p. 52).

Government Document

National Institute of Food Safety. (1999). *Clinical training in serious*

       food borne illness (FDA Publication No. ADM 92-1862).

       Washington, DC: U.S. Government Printing Office.

Agency is named in first citation with abbreviation in square brackets. Abbreviation is used in all subsequent citations.

(National Institute of Food Safety [NIFS], 1999).

(NIFS, 1999).

Encyclopedia Entry

Weinberger, P. G. (2003). Research. In *The new encyclopedia*

       Britannica (Vol. 22, p.101). Chicago, IL: Encyclopedia

       Britannica.

(Weinberger, 2003).

	In-Text Citation
Selection from an Anthology	
O'Connor, F. (2011). A good man is hard to find. In M. Meyer (Ed.),	(O'Connor, 2011, p. 451)

O'Connor, F. (2011). A good man is hard to find. In M. Meyer (Ed.),

    The Bedford introduction to literature (pp. 449-459). Boston,

    MA: Bedford/St. Martin's.

Citing Sacred or Classical Texts

When citing a sacred text or a classical work, a reference entry is not

required. In classical works, cite the year of translation by using *trans.*

before the year:

(Aristotle, trans. 131)

Many sacred works are segmented by chapters, books, lines, etc., so

use this information as opposed to page numbers when citing sections

of the text. Cite the version in the first citation:

John 3:16 (New International Version)

             Sample APA References: ONLINE

(**Note:** Only the first word of the title of the website needs to be

capitalized. The words "Retrieved from" go before the URL. There is

no need to write out the entire URL in the citation. Do not include a

period at the end of the entry. Dates of retrieval are only necessary

when citing webpages that are likely to change (e.g. wikis).

Website Article	In-Text Citation
Lastname, FirstInitial. MiddleInitial. (Date of Publication). Title of webpage. Retrieved from http://www.website.com	
Priedt, R. (2015, June 8). Poor sleep? Eating less at night may help. Retrieved from http://www.webmd.com	("Priedt," 2015).
Website Article – No Author	
Title of web page. (Date of Publication). Retrieved from http://www.website.com	
AAMI standards philosophy and strategy: Key elements. (2007, June). Retrieved from http://www.aami.org/standards/ philosophy.html	("AAMI Standards," 2007).
Government / University Online Document (**Note:** Organizations and government agencies can be authors as shown in the sample below.) Author. (Date of Publication, Creation, or Revision). Title of document. Retrieved from http://www.website.com	When used in the in-text citation, article titles are enclosed in quotation marks. If the title is long, you may shorten it in the in-text citation.
U.S. Department of Health and Human Services, U.S. Food and Drug Administration. (2009, October 9). FDA awards $17.5 million in grants to further study food and feed safety. Retrieved from http://www.fda.gov/NewsEvents/Newsroom/ PressAnnouncements/ucm186150.htm	(U.S. Food and Drug Administration [FDA], 2009). (FDA, 2009).

Online Journal Article from Subscription Database (i.e. NCLive)	**In-Text Citation**
with Volume and Issue	
(**Note:** The title of the journal includes capital letters where appropriate. This title and the Volume Number are in italics).	
LastName, FirstIntital. MiddleIntital. (Date of Publication). Article title. *Journal Name, Volume*(Issue Number), Inclusive Page-Numbers. Retrieved from http://www.website.com	
Twedel, D., & McDonough, M. (2009, August) Treating ventricular tachycardia. *Journal of Continuing Education in Nursing, 40*(8), 342-343. Retrieved from http://www.ebscohost.com	(Twedel & McDonough, 2009, p. 342).
Journal Article with DOI	
LastName, FirstIntital. MiddleIntital. (Date of Publication). Article title. *Journal Name, Volume*(Issue Number), Inclusive Page-Numbers. doi: 10.10xx/xxxxxxxxxxxxxxxxx	
Green, J. (2008, December) Health education-The case for rehabilitation. *Critical Public Health, 18*(4), 447-456. doi: 10.1080/09581590802443596	(Green, 2008, p. 448).
Author(s) with more than one work	
(**Note:** Prioritize works by year of publication, oldest first; if published in the same year, assign alphabetic designations (*a, b, c*) to works in alphabetic order.).	
Example One- Same author, different years of publication:	
Hamon, T. (2001). The role of calcium in the diet. *Vitamins from A-Z. 12*(9), 12-13. Retrieved from http://website.com	(Hamon, 2001, p. 12).

Hamon, T. (2003). Healthy bones linked to vitamin D. *Vitamins from*

A-Z. 14(18), 240 - 245. Retrieved from http://website.com

(Hamon, 2003, p. 241).

Example Two- Same author, same year of publication:

Hamon, T. (2003a). Can't get enough vitamin C. *Vitamins from A-Z.*

14 (17), 22-25. Retrieved from http://website.com

(Hamon, 2003a, p. 23).

Hamon, T. (2003b). Healthy bones linked to vitamin D. *Vitamins from*

A-Z. 14 (18), 12-13. Retrieved from http://website.com

(Hamon, 2003b, p. 12).

Online Book (from NCLive)

LastName, FirstIntital. MiddleIntital. (Date of Publication). *Title of*

book. Retrieved from http://www.website.com

(Calhoun & Bradley, 1997).

Calhoun, S., & Bradley, J. (1997). *Nutrition, cancer and you: What*

you need to know, and where to start. Retrieved from

http://www.netlibrary.com

Electronic Books

Ellsberg, M. (2010). *The power of eye contact: Your secret success in*

business, love, and life. Retrieved from

http://books.google.com/ebooks?id=XOp86Mf0jY0C&as_brr=

5&source=webstore_bookcard

(Ellsberg, 2010, p. 232).

Online Newspaper Article

Chernow, R. (2009, October 23). Everyman's financial meltdown. *The*

New York Times. Retrieved from http://www.ebscohost.com

(Chernow, 2009)

Online Magazine Article

Klein, J. (2011, August 29). What a win. Time Magazine, 178(8).

Retrieved from http://www.time.com/time/magazines

(Klein, 2011)

Online Encyclopedia or Dictionary	In-text Citation
(**Note:** If there is an author available, begin with the author's LastName, FirstInitial, MiddleInitial. If not, begin with the article title.)	
Society. (1993). In *Encyclopædia Britannica online*. Retrieved from http://www.britannica.com/society	("Society," 1993).
Other Types of Sources	
Interview - Personal Communication	
(**Note:** Personal interviews are not included on the Reference page. They are noted in the text only. Include interviewee's name, type and date of interview.)	(Matt Williams, personal communication, August 25, 2011).
Instructor Lecture	
LastName, FirstInitial. MiddleInitial. (Year, Month). Title of lecture. In class lecture, Location.	
Benton, L. (2010, November).The Romantic period. In class lecture, Caldwell Community College and Technical Institute.	(Benton, 2010).
Instructor Handout	
LastName, FirstInitial. MiddleInitial. (Year, Month). Title of handout. Source of handout, Location.	
Benton, L. (2010, November). Attributes of the Romantic period. Course Moodle page, Caldwell Community College and Technical Institute.	(Benton, 2010).

Blog Posting	In-Text Citation
(**Note:** Use the author's full name if available; if not, use the screen name. Use the exact date of the posting.)	
LastName, FirstIntital. MiddleIntital. (Year, Month Day). Subject of the message. [Web log post]. Retrieved from http://www.website.com	
The Jolly Reader. (2011, June 30). A pirate learns to read. [Web log post]. Retrieved from http://thejollyreader.wordpress.com/ 2011/06/30/a-pirate-learns-to-read/	(The Jolly Reader, 2011).
YouTube videos	
Author, A. A. [Screen name]. (year, month day). Title of video [Video file]. Retrieved from http://www.youtube.com	
Bio. (2012, September 21). Mini bio – Edgar Allan Poe [Video file]. Retrieved from https://www.youtube.com/watch?v=x-387NMCR6w	(Bio, 2012).

Images – such as photographs, charts and graphs –are inserted into the body of the paper as near the text which discusses the image as possible. Each image will be labeled as a "Figure" and citation information is noted in the figure legend or caption. Using text boxes will simplify the labeling process.

Figure 1 Cover of APA Publication Manual, 6th Edition
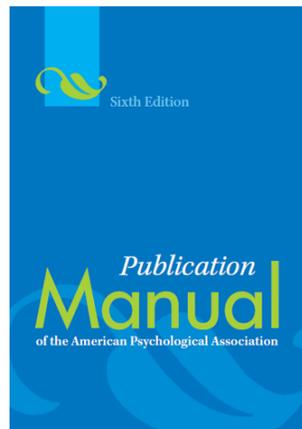
APA publication manual, 6th ed. [Image]. Retrieved from
http://www.bakeru.edu/images/stories/1_Academics/2_Library/citation/apa_6th_ed.gif