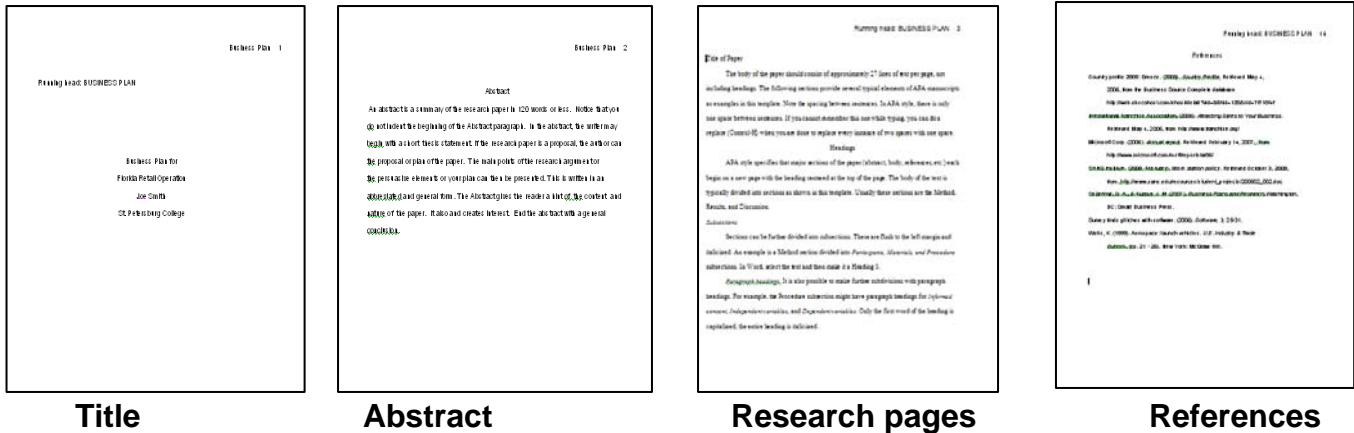


# SPC Library – Quick Guide to APA

This is an abbreviated guide on the first steps to writing your research paper.



In writing the research paper you must have these different sections of the paper:

- Title page: Title of paper, your name & name of college. (RUNNING HEADER-if required by professor)
- Abstract page: 120 word summary or as per your professor. NOT indented.
- Research pages: number of pages as per Capstone instructions or professor.
- References page: organized by APA rules for citations.

These are general guidelines for setting up your research paper:

- **Font size:** Fonts should be 12-point font.
- **Font:** Use "Times Roman" or "Courier".
- **Line spacing:** Line spacing should always be set to double – not single, not 1.5, not triple.
- **Paper Margins:** Margins should be 1" from page top & bottom; and 1" from left & right margins.
- **Spacing:** 2 spaces at the end of a sentence. (p. 88). One space after other punctuation.
- **Page Numbering:**
  - Pages should be numbered starting with "1" on the title page and ending with the last page.
  - Place page numbers at the upper right hand of the page top -1/2 inch down from margin.
  - Page numbers can be part of the Heading, if your professor requires Headings. (see below)
- **Page Headers: Use Headers as per your professor's directions. General rules:**
  - Title page. Place this a few spaces down from regular Header. Use the following format:
    - Running Head: PARTIAL TITLE IN CAPS.
  - Regular Headers - appear on all pages including title and all following pages
    - Use the first few words of the Title - followed by consecutive page numbers.
    - Capitalize only first letter of each word in this short title.
    - Use 5 spaces between first few words of title and page number.
    - Place Headers/Page Numbers at upper right hand of page top -1/2 inch down from margin.
- **Levels of Headings** – see APA manual. Level 1: Centered Uppercase & Lowercase Heading
- **Paragraph and Paragraph Structure:**
  - The first sentence of each paragraph must be indented five spaces.
  - Only one space is required between sentences.
  - Each paragraph should have three or more sentences.
  - Do not insert an extra blank line between your paragraphs.

• **Complete Sentences:** Complete sentences should be used at all times. Complete sentences have a subject and a verb and create a complete thought that makes sense to the reader.

**For complete information and final check of all the rules, see the Publication Manual of the American Psychological Association (APA) 6<sup>th</sup> ed.** Adapted from Publication Manual of APA, 6<sup>th</sup> ed.

## Research

The **Research paper** is based on research which you use to formulate your own ideas and conclusions. In your research paper, always refer to your research sources (books, journals, websites) when you give information that is not your own.

These references are called citations and there are two citation forms:

- **in text citations** or citations within the text of your paper (brief citation)
- **reference citations** at the end of the paper ( full citation)

### Research Portion of Your Paper with in text citations

and faculty fear they will be replaced by the new technologies as colleges struggle to support faculty loads and the rising cost of technological advances (McKinney, n.d.).

Distance learning is defined by Lyons, McIntosh, and Kysilka (2003) as "online courses, video-broadcasted courses or television courses" (p. 201). Lever-Duffy and Lemke (1996) state that reduction in resources in higher education are causing more and more community colleges to turn to distance delivery methods in their programs. The authors go on to say that the structure and composition of distance education has changed to "ensure the variety of distance learning experiences" (Lever-Duffy & Lemke, 2001) and that community colleges must continue to develop and refine their distance delivery methods.

Lyons, et al (2003) believe that effective use of technologies such as email, presentation software, smart boards, and web-based learning can create a "rich learning experience" for students. They recommend once a week to reinforce ideas and build on previous learning.

First reference to more than one author

Consequent reference to more than one author

Citations refer the reader to the original source of information

- Brief citation **in the text of your paper**
- Full citation on your **References** page
- **Notice the brief citation must match the full citation in author/title name & date**

### References

Lever-Duffy, J. & Lemke, R.A. (1996). Distance education in the community college.

Retrieved ( ) from

<http://www.league.org/publication/abstracts/leadership/labs1196.htm>

Lyons, R.E., McIntosh, M., & Kysilka, M.L. (2003). Teaching college in an age of accountability. Boston: Allyn and Bacon.

McKinney, Kristen. (n.d.) Technology in community colleges. Retrieved ( ) from

ERIC Clearinghouse for Community Colleges:

<http://www.gseis.ucla.edu/ccs/digests/DIG9610.HTML>

Outcult, C.L. (2003). The uses of technology in community colleges. (EDO-JC- 03-09).

Retrieved ( ) from

ERIC Clearinghouse for Community Colleges:

<http://www.gseis.ucla.edu/ccs/digests/digest0309.htm>

References portion of your paper with full citations

In Text Citing in Research Paper

## APA Rules require 2 pieces of information listed for all your in-text citations

- **Author's last name** (if there is no author, use first word of the title. Organizations are sometimes considered authors)
- **Date of publication** of the article, book or resource (if no date appears, use n.d.)

In the text of your research paper you can either place your brief **in text citation** to a reference within parenthesis ( ) or refer to the author and/or date as part of a sentence.

### Examples of **INDIRECT information from source, but NOT A QUOTE** from author):

- A recent report discusses the changes in technology and affects on aerospace (Wells, 1999).
- Wells (1999) discusses the changes in technology and consequent affects on aerospace.
- In 1999 Wells discussed the changes in technology and consequent affects on aerospace.
- Paraphrase (research rephrased in your own thoughts/words – not direct quote):  
Wells feels that technology will have lasting major affects on all industry including aerospace. Consumer products frequently use lead solder which disintegrates quickly. Electronics used in aerospace must be of more stable materials (1999).
- **No author listed**; cite in text the first few words of title. Example:
  - A recent survey indicates ... ("Survey Finds Glitches," 2006).(NOTE: In-text citation: use quotation marks around title of article or chapter and capitalize first few words of title. **However, in References list DO NOT use quotation marks or capitalize first few words of title.** Use italics for first few words of title of periodical, book, brochure or reports.)
- **No date is indicated**, use n.d. Example:
  - In a recent report ... (*Brazil*, n.d.)

Punctuation after citation when paraphrasing

## APA requires a 3rd piece of information if you are using a **direct quote**

- **Page number/s for direct quote**
- **Examples of quoted information below.** General Rules: short quotations (under 40 words) - period goes after citation; block quotation (over 40 words) - period goes before citation.
  - He believed that technology innovations would "affect aerospace irreversibly" (Wells, 1999, p. 21).
  - Wells believed technology innovations would "affect aerospace irreversibly" (1999, p. 21), but there are implications for other industries as well.
  - In 1999, Wells stated technology innovations would "affect aerospace irreversibly" (p. 21).
  - Wells recent report (1999) states:  
  
Changes in technology will affect aerospace irreversibly. Electronic equipment used by consumers such as toys, computers and cell phones frequently use lead solder. The expected short lifespan of these items can mean massive fodder for landfills. However aerospace electronics must be of more durable materials. (p. 21)
- **No pages indicated: use section and/or paragraph number:**
  - A recent report indicates ... (Microsoft Corp., 2006, Introduction section, para. 3 )
- **Combination direct quote and paraphrase**  
Wells states technology innovations will "affect aerospace irreversibly" (1999 p.21). He further predicts that the current trend of consumer purchases cell phones, toys and other devices that use lead solder are impractical for industry because of short lived performance (Wells).

Use block quotation for quotes over 40 words. Indent ½ inch on either side. **NO** quotation marks. Punctuation before citation.

No date needed for 2<sup>nd</sup> reference in paragraph

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## References Page Citing

The **References** page is the last portion of your Research paper. Your in text citation (brief citation) is based on how it is listed in the References page (full citation). APA rules:

- **Alphabetize** reference citations by
  - last name of author
  - or if there is no author:
    - first word of title of publication
    - first word in title of organization website hosting the article - if a well known organization
- **Double-space** references
- Use **hanging indentation** (start the first line of the reference citation at margin, but indent the second and following lines (5 – 7 spaces) under the first sentence)
- **One space follows each punctuation mark** within reference
- When **page numbers** are not available, use chapter or section information. Use:
  - p. for 1 page
  - pp. for 2 or more pages
  - 21(3) for databases or pages that are not consecutive paging
- Article & book titles – **capitalize first word of Title & Subtitle**; but use small case letters for other words other than proper nouns. Use this format for first title in Reference, whether italicized or not.
- **Italics are used for titles of journals, books, reports or brochures.** Short web entries (that are not articles) such as blogs, posts, ads, etc. are not italicized.

### References Page Example

Bureau of Labor Statistics, U.S. Department of Labor. (2008). Graphic artists. *Occupational outlook*

*handbook*. Retrieved from <http://www.bls.gov/oco/ocos056.htm>

Greece. (2005). *Country profile*. Retrieved from Business Source

Complete database

<http://web.ebscohost.com/ehost/detail?vid=8&hid=120&sid=7f710f4f>

International Franchise Association. (2006). *Attracting sales to your business*.

Retrieved from <http://www.franchise.org/>

Microsoft Corp. (2006). *Annual report*. Retrieved from

<http://www.microsoft.com/msft/reports/ar06/>

SANS Institute. (2008, February). *Work station policy*. Retrieved

from [http://www.sans.edu/resources/student\\_projects/200802\\_002.doc](http://www.sans.edu/resources/student_projects/200802_002.doc)

Survey finds glitches with software. (2006). *Software*, 3, 25-31.

*Taking products to market*. (n.d.) Retrieved from <http://www.yellowpages.com/products>

Wells, K. (1999). Aerospace: launch vehicles. *U.S. industry & trade outlook*. (pp. 21 - 26).

New York:McGraw Hill.

Web hosting costs. (2008). Retrieved from <http://www.business.yahoo.com>

No author – use title in place of author. In article title - **only** capitalize first word of title, subtitle & proper names. Italicize title of reports, books, and journals.

Company website.

Organization that put out the document is considered author

Web article – title italicized. Capitalize

Short non article entry – title not italicized.

## St. Petersburg College – College of Technology & Management - APA - Business References/Citations

Updates – APA 6 <sup>th</sup> ed. recommends for web pages and electronic resources:		
<ul style="list-style-type: none"> <li>• Retrieval dates (<b>Retrieved (month, day, year):</b> not generally required.               <ul style="list-style-type: none"> <li>○ * <u>OWL</u> (Purdue) &amp; APA only require retrieval dates if web source material may change ie. wikis. Blogs, etc.</li> </ul> </li> <li>• Webpage URL – if citing online news articles from a newspaper, or searchable news archive – cite only <b>main homepage URL</b></li> <li>• Journal &amp; magazine articles ( other than/not database journal articles) require URLs</li> </ul>		
Examples:	References Page Examples:	Citation in text of paper:
<b>Company/ Corporate website</b>	Microsoft Corp. (2006). <i>Annual report</i> . Retrieved  from <a href="http://www.microsoft.com/msft/reports/ar06/">http://www.microsoft.com/msft/reports/ar06/</a>	<b>Direct Quote:</b> (Microsoft Corp., 2006, Financial section, para. 3 ) <b>Paraphrase:</b> (Microsoft Corp., 2006)
<b>Organization or Institute web site (well known)</b>	International Franchise Association. (2006). <i>Attracting sales to your business</i> . Retrieved from <a href="http://www.franchise.org/">http://www.franchise.org/</a>	<b>Direct Quote:</b> (International Franchise Association, 2006, Advertising section, para. 3) <b>Paraphrase:</b> (International Franchise Association, 2006)
<b>Government Publication web sites</b>	U.S. Central Intelligence Agency. (2009) China. <i>CIA World Factbook</i> 2009.  Retrieved from <a href="https://www.cia.gov/library/publications/the-world-factbook/index.html">https://www.cia.gov/library/publications/the-world-factbook/index.html</a>	<b>Direct quote:</b> (U.S. Central Intelligence Agency, 2009, GDP - per capita section, para. 1) <b>Paraphrase:</b> (U.S. Central Intelligence Agency, 2009)
<b>Complete website</b>	Note: when referring to a complete website, it is acceptable to just list URL in text of paper.	( <a href="http://www.kidsspsych.org">http://www.kidsspsych.org</a> )
<b>Multiple articles from same organization or author</b> 1. Alphabetize by name 2. next - by date – the earliest date listed first. 3. if more than 1 per year - indicate an a, b, or c - after date	SANS Institute. (2008a, February). <i>Work station policy</i> . Retrieved from  <a href="http://www.sans.edu/resources/student_projects/200802_002.doc">http://www.sans.edu/resources/student_projects/200802_002.doc</a>  SANS Institute. (2008b, March). <i>Mobile device encryption policy</i> . Retrieved  from <a href="http://www.sans.edu/resources/student_projects/200803_002.doc">http://www.sans.edu/resources/student_projects/200803_002.doc</a>  SANS Institute. (2008c, August). <i>Clean desk policy</i> . Retrieved from  <a href="http://www.sans.edu/resources/student_projects/200808_01.doc">http://www.sans.edu/resources/student_projects/200808_01.doc</a>	<b>Direct quote:</b>  (SANS Institute, 2008a, p. 2) (SANS Institute, 2008b, p. 3) (SANS Institute, 2008c, p.1)  <b>Paraphrase:</b>  (SANS Institute, 2008a) (SANS Institute, 2008b) (SANS Institute, 2008c)

## Library Research Database Articles

### Database Articles with DOIs

- If online database article has a DOI (<http://www.apastyle.org/learn/faqs/when-include-retrieval-date.aspx> & APA, p199, #3):
  - List the DOI instead of the URL
  - Do not include Retrieval date

Aras, G., & Crowther, D. (2009). Corporate sustainability reporting: A study in disingenuity ? *Journal of Business Ethics*, 87, 279-288. doi:10.1007/s10551-008-9806-0

### Database ARTICLE WITHOUT DOIs

- If online database article does not have a DOI:
  - Database name is listed after citation, but URL is not required. ( APA Manual, p. 202, # 17)
  - Retrieval date is not required (unless source material may change.) ( APA Manual, p. 192 ; OWL shows no retrieval date)

Duran, A., & Lopez, P. (2009). Increasing chances for Hispanic selection and participation in the C-Suite. *Business Journal of Hispanic Research*, 3(1), 54-76. Retrieved from Business Source Complete database.

Examples:	References Page Examples:	Citation in text of paper:
<b>Library Database Articles</b>	<b>DOI in citation</b>	<b>Direct quote:</b>
	Svedberg, L. (2004). Rhetorical resources for management.  <i>Educational Management Administration &amp; Leadership</i> , 32(4), 423-438.  doi:10.1177/1741143204046496	(Svedberg, 2004 , p. 424)  <b>Paraphrase:</b> (Svedberg, 2004 )
<b>Library Database Articles</b>	<b>No DOI in citation</b>	<b>Direct quote:</b>
	Adjustment for historical series. (2008). <i>Retail Trade</i> . Retrieved  from Business Source Complete database.	("Adjustment", 2009, p. 18)  <b>Paraphrase:</b> ("Adjustment", 2009)
<b>Library Database EBSCO –</b>	Spanbauer, S. (2006). Bolster your defenses against new net threats. <i>PC World</i> , 24(5), 140-140. Retrieved from Business Source Complete database.	<b>Direct quote:</b> (Spanbauer, 2008, p. 140)  <b>Paraphrase:</b> (Spanbauer, 2008)

<b>Business Source Complete, Academic Search &amp; Communications &amp; Media,</b>	Country profile 2008: Greece. (2008). <i>Country Profile: Greece</i> . Retrieved from Business Source Complete database.	<b>Direct quote:</b> ("Country Profile 2008," 2008, p. 3) <b>Paraphrase:</b> ("Country Profile 2008)
	Raytheon Company. (2009). Retrieved from Datamonitor Company Profiles in Business Source Complete database.	<b>Direct Quote:</b> ("Raytheon Company," 2009, pp.24-25) <b>Paraphrase:</b> ("Raytheon Company," 2009)
<b>Virtual Reference Collection – Gale Business Plans</b>	Business Consulting. (2005). In Kristin Kahrs (Ed.), <i>Business Plans Handbook, Vol. 1</i> (pp. 71-84). Detroit: Gale. Retrieved from Gale Virtual Reference Library via Thomson Gale.	<b>Direct Quote:</b> ("Business Consulting," 2005, p. 72) <b>Paraphrase:</b> ("Business Consulting," 2005)
<b>Hoovers</b>	Hoover's. (2006). <i>Wendy's International, Inc.</i> Retrieved from <a href="http://www.hoovers.com/wendy's/--ID__11621--/free-co-factsheet.xhtml">http://www.hoovers.com/wendy's/--ID__11621--/free-co-factsheet.xhtml</a>	<b>Direct quote:</b> (Hoovers, 2006, p. 72) <b>Paraphrase:</b> (Hoovers, 2006)
<b>Business &amp; Company Res. (Gale)</b>	Microsoft Corp. (MSFT). (2009). Retrieved from Business & Company Research Center database.	<b>Direct quote:</b> ("Microsoft," 2009, para. 2) <b>Paraphrase:</b> ("Microsoft," 20069)
<b>Lexis Nexis Company Info</b>	Raytheon. (2008). Company Profiles. Retrieved from Lexis Nexis Academic database.	
<b>More Website Citations</b>		
<b>Website without author or date</b> [APA p. 205, #30]	Management. (n.d.) In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from <a href="http://www.merriam-webster.com/dictionary/management">http://www.merriam-webster.com/dictionary/management</a>	<b>Direct quote:</b> ("Management," n.d. para. 1). <b>Paraphrase:</b> ("Management," n.d.)
<b>Newspaper online</b> APA, Ex. 89] 5th <a href="http://www.apastyle.org/learn/faqs/cite-newspaper.aspx">http://www.apastyle.org/learn/faqs/cite-newspaper.aspx</a> - 6th- no retrieval date	Leonhardt, D. (2009, June 30). A forecast with hope built in. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>  Cite newspaper <b>home page URL</b> if online version has article archive or is searchable.	<b>Direct quote:</b> (Leonhardt, 2009, para.2) <b>Paraphrase:</b> (Leonhardt, 2009)
<b>Website – section of a website</b>	Small Business Association. (n.d). Get ready. In <i>Small Business Planner</i> . Retrieved from <a href="http://www.sba.gov/smallbusinessplanner/plan/getready/index.html">http://www.sba.gov/smallbusinessplanner/plan/getready/index.html</a>	<b>Direct quote:</b> (Small Business Association, n.d., para. .2) <b>Paraphrase:</b> (Small Business Association, n.d.)

<b>Website – chapter</b>	Balanced Scorecard Institute. (1996). Step 2: Organize the right team in <i>Handbook for Basic Process Improvement</i> (Chapter 2). Retrieved from <a href="http://www.balancedscorecard.org/Portals/0/PDF/bpihndbk.pdf">http://www.balancedscorecard.org/Portals/0/PDF/bpihndbk.pdf</a>	<b>Direct quote:</b> (Balanced Scorecard Institute, 1996, p. 11) <b>Paraphrase:</b> (Balanced Scorecard Institute, 1996)
<b>Book with editors</b>	Smith, J. D., & Jones, C.O. (Eds.). (2008). <i>Leadership for organizations</i> . New York: Random House.	<b>Direct quote:</b> (Smith, 2008, p. 26) <b>Paraphrase:</b> (Smith, 2008)
<b>Book – chapter or article in book.</b> <b>2 authors</b>	Talmouth, K. S. & Bok, T. U. (2008). When good leaders go bad. In T. M. Franklin, & S. W. Stone (Eds.), <i>Management for the future: Excellence in leadership</i> (pp. 221-254) Poughkeepsie, NY: Blackwell.	<b>Direct quote:</b> (Talmouth & Bok, 2008, p. 221) <b>Paraphrase:</b> (Talmouth & Bok, 2008)
<b>Book - on CD</b>	Smith, H. (2007). <i>Management</i> [CD]. New York: Random House.	<b>Quote or Paraphrase:</b> (Smith, 2006)
<b>Brochure</b>	Computers America. (2009). <i>Products you can count on</i> . [Brochure]. Los Angeles, CA: Computers America.	<b>Direct quote:</b> (Computers, 2009, p. 3) <b>Paraphrase:</b> (Computers, 2009)
<b>Interview/Email</b>	Cite in text only – not on References page	(S. Gates, personal communication, May 28, 2008)
<b>Computer Software</b> (APA, p. 211 #56)	Intelligent Software. (2008). Finance manager (Version 2.0) [Computer software]. San Francisco, CA: Intelligent Software.	<b>Direct quote/Paraphrase:</b> (Intelligent Software, 2008)
<b>Chart</b>	Carlton, D. P. (2007). Salaries of managers. [Chart] In H. Smith, <i>Management</i> . New York: Random House.	<b>Direct quote:</b> (Carlton, 2007, p. 56) <b>Paraphrase:</b> Carlton, 2007)
<b>Podcast – Video</b>	Bell, T. & Phillips, T. (2008, May 6). Management in crisis. <i>Nova Podcast Series</i> . Podcast retrieved from <a href="http://nova.org/podcasts/138">http://nova.org/podcasts/138</a>	<b>Direct quote:</b> (Bell, 2008) <b>Paraphrase:</b> (Bell, 2008)
<b>Podcast – Audio</b> (APA, p. 210 #50)	Harvard Business (Producer). (2009, June 26) Harvard Business ideacast 151: How to write clearly at work. Podcast retrieved from <a href="http://hbsp2.libsyn.com/rss">http://hbsp2.libsyn.com/rss</a>	<b>Direct quote:</b> (Harvard Business, 2009) <b>Paraphrase:</b> (Harvard Business, 2009)
<b>Video via website</b> OWL does not require retrieval date (APA, p. 209 #49)	Frontline. (2008, January 21). Growing up online. Retrieved from <a href="http://www.pbs.org/video/video/1082076027/subject/957383701/topic/957390686">http://www.pbs.org/video/video/1082076027/subject/957383701/topic/957390686</a>	<b>Direct quote:</b> (Frontline, 2008) <b>Paraphrase:</b> (Frontline, 2008)