APA Style Guide

Following the guidelines of the

with special adherence to the corrections made in the 2nd printing, August 2009

Contents:
Introduction: What is APA?.................................p. 2
Section 1: How to Format Your Paper...........pp. 2-6
Section 2: In-Text Citation............................pp. 6-8
Section 3: References Page.......................pp. 9-14
Additional Resources .................................p. 15
Introduction: What is APA?

The American Psychological Association (APA) is a scientific and professional organization that represents psychologists (and other social scientists) in the United States. The Publication Manual offers guidelines to writers, students, and educators in the social sciences in three major categories:
- Manuscript format
- In-text citation
- References

When professors ask students to “use APA style,” they may be referring to the format of a paper, the method of citation (telling where you found your information), or both. Please check with your instructor if you are unsure about what he or she means.

What Courses Use APA?
- Social Sciences, such as Psychology, Sociology, Economics, and Criminology
- Some Education courses
- Business
- Nursing

Why is APA Important?
- Reading papers is easier for your audience when the format is consistent.
- Your citations allow those who read your paper to:
  1. Trust that your statements are based on reliable information
  2. Locate the original source of your information, so they can read more or use it in their own work
- If you do not cite and document your sources carefully, you run the risk of plagiarism.

What is Plagiarism?

At Corning Community College, plagiarism is a serious violation of our Academic Code of Conduct. Any time you use another person’s intellectual property—their words, visual material, or ideas—in your own writing without giving proper credit, you are committing a kind of academic theft known as plagiarism. All borrowed information must be documented so that the reader knows it is not your own.

Section 1: How to Format Your Paper

Your paper should include four major sections:
- Title Page
- Abstract
- Body of Paper
- References

All of these sections should be contained in the same document in this order for consistent page numbering. The steps and images in this packet assume that you are using Microsoft Word to create your paper. If you are using Google Docs or some other word processing software, you should consult us or another resource for help.
Creating the Title Page:

**Even though it seems backwards, wait to create the running head and page numbering until you get to page 2. Adding this material to the first page is actually easier after you have created it for the subsequent pages.**

**Step 1:** Begin by setting **Times New Roman 12-point font and double (2.0) line spacing**, which will be required for **everything** in your paper. These buttons are found under the Home tab of the tool bar.

**Step 2:** Hit “Enter” four times, click the **center-justify** button, and then type the contents of your title page on separate lines: full title, your name, and our college’s name (and any other information required by your professor.) **Note:** If there is a subtitle, use a colon after the main title and put the subtitle on the second line.

Creating the Running Head and Page Numbering:

**Step 1:** Hit “Enter” repeatedly until the cursor is at the top of **page 2**.

**Step 2:** Click on the **Insert Tab** at the top of your screen in Word.

**Step 3:** Select **Page Number** (NOT Header!)

**Step 4:** Choose **Top of Page**, and select the option **Plain Number 1**. (This will temporarily place the “2” in the wrong corner, but hold on!)
**Step 5:** Just to the left of the number, type your paper’s title in ALL CAPITAL LETTERS, and then hit the “Tab” key to push the page number over to the right corner. **Note:** If the title of your paper is longer than fifty characters including spaces, use a shortened form in the header. Your page 2 header and page numbering will now look like this:

```
SHORT TITLE OF YOUR ESSAY 2
```

**Step 6:** Copy the entire header line including the page number with “Ctrl + C”

**Step 7:** Check the box for “Different first page” under the Header & Footer Tools/Design” Tab.

**Step 8:** Scroll back to the header zone of page 1, which should now be empty. Place your cursor within this space, and paste the copied text with “Ctrl + V.”

**Step 9:** Change the “2” to a “1,” and add the words “Running head:” to the left of your title, as shown in the model of the title page. Only capitalize the “R” in the words “Running head.” Your first page header and page numbering will now look like the model on the previous page.

**Step 10:** Click “Close Header and Footer” and you’re done!

**Writing an Abstract:**

**What it is:**

*The abstract is not the same as an introduction and should not take the place of an introductory paragraph.* You have probably seen abstracts if you have used library databases to research a topic. An abstract is a brief but comprehensive summary of your paper (whereas the introduction is merely a lead-in with relevant background to the issue.). The abstract should contain your topic, your research inquiries (if any), your main points, and any conclusions you reach. Since it is hard to predict and summarize all the main points of a paper not yet written, many writers wait to compose the abstract until after they have written their paper, or at least until after they have written a detailed outline. Concisely state the controlling point or topic of your paper as well as the most important supporting points or subtopics. If your paper is well organized, these points will likely be communicated at or near the beginning of each body section. You might paraphrase or even restate these same sentences in your abstract, ensuring a smooth flow of ideas and language from one sentence to the next. Aim for about 100-200 words. In addition, a list of *Keywords* at the bottom of the abstract (center-justified) indicates all the most common search terms someone might use to search for a paper like yours in a database—perhaps five or more, representing your topic, subtopics, and any other contextual terms.
Visual and Associated Affective Processing

Abstract

Perception of facial features is crucial in social life. In the past decades, extensive research showed that the ability to perceive facial emotion expression was compromised in schizophrenia patients. Given that face perception involves visual/cognitive and affective processing, the roles of these two processing domains in the compromised face perception in schizophrenia were studied and discussed, but not clearly defined. One particular issue was whether face-specific processing is implicated in this psychiatric disorder. Recent investigations have probed into the components of face perception processes such as visual detection, identity recognition, emotion expression discrimination and working memory conveyed from faces. Recent investigations have further assessed the associations between face processing and basic visual processing and between face processing and social cognitive processing such as Theory of Mind. In this selective review, we discuss the investigative findings relevant to the issues of cognitive and affective association and face-specific processing. We highlight the implications of multiple processing domains and face-specific processes as potential mechanisms underlying compromised face perception in schizophrenia. These findings suggest a need for a domain-specific therapeutic approach to the improvement of face perception in schizophrenia.

Keywords: Cognition, facial, fusiform face area, perception, theory of mind, schizoaffective, schizophrenia, visual processing.
Beginning the Body of Your Paper

Center justify your full title on the top line of page 3, following the abstract page. Hit “Enter” once, switch back to left-justification, and then you can begin typing your paper’s introduction paragraph. Make sure the first line of every paragraph is indented half an inch simply by hitting “Tab” once.

VISUAL AND ASSOCIATED AFFECTIVE PROCESSING

Visual and Associated Affective Processing of Face Information in Schizophrenia

When people communicate in person with one another, they rely heavily on nonverbal cues such as facial expressions and intonation. The misinterpretation of these cues causes great confusion, even to the point of interpersonal conflict. People who suffer from schizophrenia

Continue using the running header containing your title on the left side of your page and the page number on the right, as well as standard formatting (12-point Times New Roman font, 1” margins, double-spaced). Usually, the body of your paper should include an introduction, several main points, and a conclusion. Follow your instructor’s guidelines regarding order, headings, and writing style. 
Most importantly, remember to always give credit for any ideas you use that are not your own, whether you summarize, paraphrase, or quote them directly.

Section 2: In-Text Citation

APA uses an author-date citation system, allowing readers to find the sources cited in your text in the reference list. To paraphrase sources in your text, include the author’s last name and year of publication. The year always immediately follows the author’s name, whether you cite the author’s name in a parenthetical citation or in a signal phrase. (See below for examples.)

The bare minimum requirement for APA in-text citation is the author’s last name and the year the source was published (or uploaded online), whether it happens in a parenthetical citation or in a signal phrase attribution. However, you can always put more source information in order to establish authority or credibility, or to let the reader know the context from which this material came.

For direct quotes, also include the exact page number of the quote in the original source. It is always indicated after the direct quote, whether the author and year are cited beforehand or afterwards.

Note: Only use page numbers of electronic sources if they are actually provided on the screen. Most database articles and other PDF documents will have page numbers on screen available for your referencing. If the source is a basic webpage with no page numbers, then you do not use any page numbers when citing, even if your printer adds them. Those numbers do not count.
**Various Ways to Cite an Original Source in Your Paper:**

<table>
<thead>
<tr>
<th>Paraphrase (Signal Phrase includes Author, Date, &amp; more)</th>
<th>According to John Walker’s 2010 article from <em>Studies in Higher Education</em>, two important issues to consider when discussing plagiarism are which students are most likely to plagiarize and to what extent. (<em>This is a good way to cite a source the first time, establishing the author’s full name as well as some measure of his/her credibility. No parenthetical citation is needed.</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraphrase (simple signal phrase includes just author’s last name and date)</td>
<td>According to Walker’s 2010 article from <em>Studies in Higher Education</em>, two important issues to consider when discussing plagiarism are which students are most likely to plagiarize and to what extent. (<strong>No parenthetical citation needed</strong>)</td>
</tr>
<tr>
<td>Simple Paraphrase</td>
<td>Two important issues to think about when discussing plagiarism are which students are most likely to plagiarize and to what extent (Walker, 2010).</td>
</tr>
<tr>
<td>Direct Quote</td>
<td>One interesting study notes, “Male students are also commonly cited as generally more prone to cheating in general, and more prone to plagiarizing in particular” (Walker, 2010, p. 42).</td>
</tr>
<tr>
<td>Direct Quote (Signal Phrase includes Author and Date)</td>
<td>Walker (2010) found that, “International students, for whom English is a second language, may also be prone to plagiarizing, for academic and/or cultural reasons and/or reasons linked to the pressures of living and studying in an alien environment” (p. 42).</td>
</tr>
</tbody>
</table>
| Block Quote | If your quote contains 40 or more words, display it in a freestanding block of text and omit the quotation marks. Lead into your quote with an introductory statement ending in a full colon. Start the block quote on a new line and indent the block one-half inch from the left margin (in the same position as a new paragraph, except for all the lines of the block quote.) If there are additional paragraphs within the quote, indent the first line of each new paragraph an additional half inch. Double-space the entire quote. At the end of a block quote, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark. Then continue your paragraph afterwards to follow up with the block quote’s significance or implications by returning to the left margin. (In other words, don’t end your paragraph with a block quote.) A great amount of plagiarism might happen out of ignorance. The same study points out this problem:  

> Another issue not entirely settled is the question of which student groups are prone to plagiarizing university assignments. One suggested category involves novice first-year undergraduates who may be ignorant of academic writing conventions. Because of their inexperienced status, they are likely to be ‘unaware of the seriousness of their actions’ when they plagiarize. (Walker, 2010, p. 42)  

This idea underscores the need for conscientious education about the different forms and consequences of plagiarism by all college instructors. [After this closure piece, you can then begin a new paragraph with an indented first line.]
| Source by Two Authors                          | Cite both names every time the reference occurs in the text:  
Adolescent feelings of body dissatisfaction are correlated with depression, low self-esteem, and eating disorders (Marchesani & Richards, 2010).  
*Use the ampersand symbol, “&”, rather than the word “and” in your citations. |
| Source by Three to Five Authors              | Cite all authors the first time the reference occurs:  
The main goals of community colleges have been the subject of heated debate in recent years (Ireys, Chernoff, DeVet, & Hosea, 2012).  
In all following citations, include only the last name of the first author followed by “et al.” (not italicized and with a period after al.) and the year:  
For example, some argue that open enrollment in community colleges is unnecessary (Ireys et al., 2012). |
| Source by Six or More Authors                | Cite only the surname of the first author followed by “et al.” (meaning “and others”) and the year for all citations:  
A recent study suggests that children from non-traditional families are not necessarily at higher risk for negative outcomes than their peers from traditional family groups (Brockway et al., 2011). |
| Groups as Authors                            | The first time you cite a group author (e.g., corporation, association, government agency, university), spell out the group’s full name:  
Plagiarism is a serious offense that can result in severe penalties (Corning Community College, 2011).  
Thereafter, the group’s name may be abbreviated:  
Possible penalties for plagiarism include warnings, failing the assignment/course, or even expulsion from the course (CCC, 2011). |
| Unknown Author                               | Use the complete title in your signal statement or the first few words in a parenthetical citation. Use italics for titles of books, journals, magazines, newspapers, or other complete works. Use quotation marks around the titles of articles, chapters, or web pages.  
Standardized testing puts students from rural, often poor areas at a great disadvantage (“Opportunity for all,” 2012).  
*Do not use quotes around article, chapter, or web titles on your References page. |
| Two or More Works Within the Same Parenthesis| Order the citations alphabetically in the same order they appear on your References list. Separate each work with a semi-colon.  
Multiple studies have shown that professional wrestlers often experience fatigue, stress, and disillusionment after a match (Garner, 2011; Smith, 2010). |
| Personal Communication                       | Only cite personal communication such as memos, personal interviews, letters and email in-text. Do not include these sources on your References page. Give the initials as well as the last name of the communicator, and provide as exact a date as possible:  
(V. G. Nguyen, personal communication, September 29, 2011) |
| Citations Within Quotations                  | Do not omit citations embedded within the original source you are quoting. The works cited need not be included on your References page (unless you happen to cite them as primary sources elsewhere in your paper):  
*Note the original citation within the quoted material*  
“In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths” (Miller et al., 2009, p.209). |
Section 3: References

The reference list at the end of your paper provides the information necessary to identify and locate each original source you cited in your text. Choose your original sources carefully and be sure that your reference list is correct and complete. Typically, your references will include the following elements: author, year of publication, title, and publishing data.

**WARNING:** Many of the “easy citation machine” applications available on the web are inaccurate, out-of-date, or just plain wrong. They will confuse and switch around the components, inserting extra parts and leaving essential parts out. In addition, formatting aspects such as italicization, capitalization, and punctuation will often be incorrect. In the end, typing your citations by following the models below is usually less work than using an online application, only to have to scrutinize and correct the citations afterwards. You are ultimately responsible for ensuring the accuracy and proper format. APA citation is tricky business, but remember that the friendly Learning Commons writing tutors are available to help you!

Formatting Your References Page:

- Begin your reference list on a separate page at the end of your paper.
- **Center** the word References at the top of the page.
- **Double-space** entries in alphabetical order.
- Entries must be **left-justified**, but have a **hanging indent** (see instructions and samples below).

1. Open the Paragraph Formatting Box by clicking this arrow (see below):

2. Change the Indentation to **Special: Hanging**

3. Be sure the Line Spacing is set to **Double**.

4. Check the box: **Don’t add space between paragraphs of the same style**

5. Click **OK**
Sample References Page:

Notice the Hanging Indent of 1/2” in every line after the first in the entry.

Running Header and Page Numbers

EFFECTS OF AGE ON EMOTIONAL RESPONSIVENESS

References


Some Handy APA Abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translator (s)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>p. (pp.)</td>
<td>page (pages)</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
</tr>
<tr>
<td>et al.</td>
<td>Latin: “and others”</td>
</tr>
</tbody>
</table>
### BOOKS

  
  
  *For “Location,” you should always list the city and the state using the two letter postal abbreviation without periods (e.g. New York, NY or Washington, DC).* |
|---|---|
  
  doi:xx.xxxx/xxxxxxxxx  
  
  
  doi:10.1036/007142363  
  
  *A Digital Object Identifier (DOI) is a unique alphanumeric code associated with a work published electronically. The DOI helps your reader identify and locate your source through a persistent link to its location on the Internet. APA recommends that when DOIs are available, you should include them for both print and electronic sources. The DOI is typically located on the first page of your electronic source, near the copyright notice.* |
  
  
  *Always use the DOI number if it is available. If not, use the URL of the website homepage.* |
  
| Edited Book with an Author or Authors | Author, A. A., & Author, B. B. (date). *Title of work*. A. A. Editor (Ed.). Location: Publisher.  
  
| Book Edition (other than the first) | Author, A. A. (date). *Title of work* (Edition #). Location: Publisher.  
  
| An Encyclopedia or Dictionary | Author, A. A. (date). Title of entry. In *Title of encyclopedia* (Vol. #, p. #). Location: Publisher.  
  
### BOOKS (continued)

<table>
<thead>
<tr>
<th>Organization as Author</th>
<th>Organization. (date). <em>Title of work</em>. Location: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>If the organization is both author and publisher, write “Author” in place of the publisher’s name.</em></td>
</tr>
</tbody>
</table>

|---------------------|--------------------------------------------------------------------------------------------------|

### PERIODICALS (Print):

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>APA recommends that when DOIs are available, you should include them for both print and electronic sources.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article in a Monthly Magazine</th>
<th>Author, A. A. (Year, Month Day). <em>Title of article</em>. <em>Title of Periodical, volume #</em>(issue #), page(s).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Unlike other periodicals, p. or pp. precedes page numbers for newspaper references in APA style. Single pages take p. (e.g., p. B2). Multiple pages take pp. (e.g., pp. B2, B4 or pp. C3-C4).</em></td>
</tr>
</tbody>
</table>
**PERIODICALS (Online):**

| Article in an Online Periodical (DOI Available) | *Online articles follow the same guidelines as printed articles. Include the DOI if it is available.*  
| --- | --- |
| Article in an Online Periodical (No DOI available) | *If no DOI is available for an online source, include the home page of the journal, newspaper, or magazine in a retrieval statement.*  
| Article from a Database | *APA states that, in general, it is not necessary to include database information because databases change over time (APA, p. 192). However, some instructors may require you to include the database retrieval statement in your references. If so, follow the example below.*  
**INTERNET SOURCES**

<table>
<thead>
<tr>
<th>Work on the Web</th>
<th>List as much of the following information as possible. Works found on the web also require the retrieval date (the date you accessed the material.) See last page* for examples of references from <em>Nursing Central.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>With Author</strong></td>
<td><strong>Author, A. A. (Copyright date or date of last update). Web page. Retrieved on Date from <a href="http://Web">http://Web</a> address</strong></td>
</tr>
<tr>
<td><strong>Organization as Author</strong></td>
<td><strong>Organization (Copyright date or date of last update). Web page. Retrieved on Date from <a href="http://Web">http://Web</a> address</strong></td>
</tr>
<tr>
<td></td>
<td>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 isn't a date available for the document, use (n.d.) for no date.</td>
</tr>
<tr>
<td><strong>Blog post</strong></td>
<td>Include the title of the message and the URL. Give as much of the following information as you can. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name.</td>
</tr>
<tr>
<td></td>
<td><strong>Screen/Author Name (post date). Title of item [Descriptive label of medium]. Retrieved from <a href="http://www.blogtitle.com">http://www.blogtitle.com</a></strong></td>
</tr>
<tr>
<td></td>
<td>Psychology Video Blog #3 [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=lqM90eQi5-M">http://www.youtube.com/watch?v=lqM90eQi5-M</a></td>
</tr>
</tbody>
</table>
### YouTube Video

*For YouTube videos, provide the author only if you are sure that the person who posted the video actually created the video. Do not assume that the person posting the video is the author. *

**Has an Author**

|---|

**No Author**


### MEDIA SOURCES

#### Music Recordings

<table>
<thead>
<tr>
<th>Writer, A. A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, MP3, etc.]. Location: Label.</th>
</tr>
</thead>
</table>

#### Film (Video or DVD)

|---|

#### Radio/Television Program

<table>
<thead>
<tr>
<th>Writer, W. W. (Writer), &amp; Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), Series title. Location: Studio or distributor.</th>
</tr>
</thead>
</table>
*Sample APA-style references to sources from *Nursing Central*:

**References**


**Additional Resources**

- *Publication Manual of the American Psychological Association, Sixth Edition* (a copy of this is available for use in both Learning Commons locations.)
- **The Online Writing Lab (OWL) at Purdue**: http://owl.english.purdue.edu/
- **American Psychological Association website**: www.apastyle.org

Like us on **Facebook** at CCC Learning Commons.