

## CMU WRITING CENTER

### QUICK TIPS GUIDE: WRITING IN APA STYLE

#### I. GENERAL GUIDELINES & BASIC FORMATTING in APA (source: *Publication Manual*, American Psychological Association, Sixth Ed., 2009).

- ✓ **Always check with your instructor to see if he or she has any different requirements or specifications for your paper.**
- ✓ Pages should be in 12-point font, **Times New Roman**, with 1-inch margins, all text lines are double-spaced, including lines on title page.
- ✓ Title Page includes: running head and page number, title, author, institution.
  - Title page header: type Running head: followed by an abbreviated version of the title (50 characters or less), all caps, flush left; and page number, flush right on the same line as running head.
  - Next, in the upper half of paper and below the Running head, center the full title (upper and lower case); next line: center Your Name; next line: center Your Institution.
- ✓ Page Headers (shortened title **without** words “Running head”) and page numbers appear in the header of each consecutive page of the manuscript following title page (see title page format above).
- ✓ The abstract is the second page of your document. Center Abstract at top of document. (Ask instructor whether abstract is expected/required.)
- ✓ Title of paper (centered) appears on first page of the paper with the first letter of each major word capitalized.
- ✓ Center major (level 1) headings.
- ✓ Paragraphs are indented 5 spaces (one typical tab).
- ✓ The paper’s left margin is justified; the right margin is uneven (do not right- or full-justify the text).
- ✓ Use past tense (e.g., asserted) or present perfect (e.g., has asserted) when discussing the results of others’ research.
- ✓ Use non-gendered language (e.g., use “he or she” not “he”).

#### II. INTEGRATING SOURCES IN APA (In Text Citations)

As do all styles, APA provides a standardized system for giving credit to others for their contribution to your work. APA style is used by the social sciences as well as many other disciplines.

- ✓ Citations are used to cite original sources and should be placed in sentences so that it is clear where the information is from.
- ✓ Citations in APA style include: author’s last name and year of publication. A page number is needed for a direct quotation.
- ✓ Information from studies already completed should be in past tense (e.g., in lit review or any other reference to), e.g., Jones (1999) found that....
- ✓ Studies are presented by name of author with year in parentheses, e.g., “Taylor (2001) stated....” (Note: This indicates a study rather than the author Taylor as a person, per se; thus, titles of articles do not appear in APA as they may in other styles.)
- ✓ Source information (citation) needs to be included for all direct quotations, paraphrases, and outside ideas. However, only direct quotations need to have a page number in APA style.
- ✓ Direct quotations should be “framed” using your own words.

**Signal/Lead-in Phrase = introducing the quotation you intend to use with a phrase that tells the author's name.**

**Direct Quotation = quoting a portion of the author's exact words.**

Ex:\* Hirsch (2000) *stated* that "Certain aromas increase alpha waves in the back of the head associated with the more relaxed state" (p. 60). Here is a list of signal phrases you may want to use.

- |               |             |           |
|---------------|-------------|-----------|
| • accept      | • declare   | • note    |
| • acknowledge | • deny      | • observe |
| • add         | • describe  | • outline |
| • affirm      | • disagree  | • propose |
| • agree       | • discuss   | • refute  |
| • argue       | • dispute   | • reject  |
| • assert      | • emphasize | • report  |
| • believe     | • endorse   | • respond |
| • caution     | • explain   | • show    |
| • challenge   | • grant     | • suggest |
| • claim       | • highlight | • think   |
| • comment     | • imply     | • urge    |
| • contend     | • insist    | • verify  |
| • contradict  | • maintain  | • write   |
| • concede     | • negate    |           |

**End Parenthetical = identifying the source of ideas or words.**

Ex:\* Other studies found that massage therapy and acupuncture can also induce relaxation and relieve tension associated with disorders such as migraine headaches (Hirsch & Bloom, 2001; Stevenson, 2004).

**Blended Quotation = taking the most important phrase from a source and blending it into your own sentence.**

Ex:\* Treatments such as aromatherapy have been shown to "increase alpha waves in the back of the head associated with the more relaxed state" (Hirsch, 2000, p. 60).

**Paraphrase = using your own words to summarize an author's idea.** (Note: 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.)

- ✓ Rearrange the order of the information from the original
- ✓ Use a dictionary or thesaurus to find synonyms for keywords
- ✓ Rephrase complex material into easy-to-understand sentences
- ✓ Enclose in quotation marks any "unusual terminology" from the original
- ✓ Double-check to make sure that you are presenting ideas in YOUR words and forms

**Original Source**

Ex:\* "Certain aromas increase alpha waves in the back of the head associated with the more relaxed state" (Hirsch, 2000, p. 60).

**Paraphrase**

Ex:\* Relaxation can be brought about in some patients through exposure to specific odors (Hirsch, 2000, p. 60).

**A paraphrase can also have a signal phrase, showing a source for one or more ideas.**

Ex:\* According to Hirsch (2000), exposing some patients to certain odors helped them to relax.

\*Hirsch (2000) examples adapted from Clines, R. and Cobb, E., (2006). *Research writing simplified*. Pearson, p. 43.

### **Block indent quotations if 40 words or longer:**

- ✓ No quotation marks
- ✓ Text is indented one tab (0.5") from the left margin (flush with right margin)
- ✓ Introduced by signal phrase followed by a colon
- ✓ Citation at the end is outside the final punctuation

### **III. REFERENCES PAGE IN APA**

Lists of works cited are titled "References" and listed alphabetically by author, with a "hanging indent" (lines after the first are indented 5 spaces).

#### **Basic Order of Information:**

1. Alphabetize entries by author's last name, followed by first and middle initial; if a work has no author, alphabetize it by its article or section title.  
If there are multiple authors, list them alphabetically by their last names, followed by initials.
  - a. Ex: Crawford, M., Dinan, J.S., Montgomery, C., Peterson, L., Rogers, L.S., Taber, C., & Tracey, H. (2008). *Language, identity, and writing*. Acton, MA: Copley Custom Publishing Group.
2. Next is the date in parentheses.
3. Then, the title of the reference cited.
  - a. For titles of articles, book chapters, and websites capitalize only the first letter of the first word.
  - b. *Book titles* are italicized.
  - c. *Titles of Periodicals* (e.g., journals, magazines, scholarly newsletters) and *volume number* are italicized, and ALL key words are capitalized.
4. End with:
  - a. place of publication and publisher for books and non-periodicals, including city, followed by postal
  - b. page number range for periodicals
  - c. URL/retrieval information for online/electronic sources.

#### **Examples of APA References**

##### **Basic Book Form**

Author Last Name, First Initial. Middle Initial. Year of Publication. *Title of the work*. Location: Publisher.

##### **Print Version of Entire Book**

Lewin, R. (1992). *Complexity: Life at the edge of chaos*. New York, NY: Macmillan.

##### **Electronic Version of Print Book**

Foster, J. & Hölzl, W. (Eds.) (1996). *Applied evolutionary economics and complex systems*. [NetLibrary version]. Retrieved from <http://0-www.netlibrary.com.catalog.lib.cmich.edu/Reader/>

##### **Article or Chapter in an Edited Book**

Author Last Name, First Initial. Middle Initial. (Date of Publication). Title of the chapter/article. In First Editor's First name initial. Last Name & Second Editor's First name initial. Last name (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Owens, Derek. (2001). Sustainable composition. In C. Weisser & S. Dobrin (Eds.), *Ecocomposition* (pp. 27-37). Albany, NY: State University of New York.

### Article in a Periodical

Author Last name, First Initial. Middle Initial & Second Author Last Name, First Initial. Middle Initial. (Date of Publication).

Title of article. *Title of Periodical, Volume Number, xxx-xxx.*

Fife, J. M. (2010). Using Facebook to teach rhetorical analysis. *Pedagogy, 10*, 555-562.

Note: Include the issue number, if available, in parentheses and not italicized, after the volume for those journals paginated by issue.

Sandor, M. (October/November 2010). Eudora Welty & the hidden music of gossip. *The Writer's Chronicle, 43*(2), 52-61.

### Periodical Retrieved from a Database

Note: Due to the changing nature of databases, including database information and retrieval dates are not required. Provide database information if the article is difficult to locate with print citation information only. **Only include retrieval dates if source material may change over time (e.g., Wikis).**

Author Last Name, First Initial. Middle Initial., & Second Author Last Name, First Initial. Middle Initial. (Publication date).

Article title. *Periodical Title, volume number, (issue number), pages.* Retrieved Month, date, year. Source name.

Phan, D., Schmidt, M., & Chen, J. (2010). Organizational ecology success factors in the business: A case study at

Fingerhut Inc. *Information Systems Management, 27*(1), 82-92. Retrieved November, 8, 2010. ArticleFirst.

### Online Document

Note: Retrieval dates are unnecessary unless the material cited is subject to frequent change over time.

Author Last Name, First Initial. Middle Initial. (Publication date). *Document title.* Retrieved Date from

<http://www.webaddress.net/all/address/>

Note: If no author is listed, use the group author, agency, association, or institution name.

Michigan Committee for Severe Weather Awareness. (April 2010). *2010 Michigan severe weather awareness.* Retrieved

November 8, 2010 from [http://www.michigan.gov/documents/mdch/Severe\\_Weather\\_Packet\\_2010\\_317286\\_7.pdf](http://www.michigan.gov/documents/mdch/Severe_Weather_Packet_2010_317286_7.pdf)

### Online Periodicals

Author Last Name, First Initial. Middle Initial. (Publication date). Article title. *Online Periodical Title, volume number (issue*

number). Retrieved from <http://www.webaddress.net/all/address/>

Burke, M. Y. (2010). Up in the air: The case against happy endings. *Harlot: A Revealing Look at the Arts of Persuasion, 5.*

Retrieved from <http://harlotofthearts.org/index.php/harlot/article/view/61/47/>

### Online Periodicals with a DOI (Digital Object Identifier)

Author Last Name, First Initial. Middle Initial., & Second Author Last Name, First Initial. Middle Initial. (Publication date).

Article title. *Online Journal Title*, volume number (issue number), page numbers. Doi:xx.xxxxxxxxxx.

Belady, L. A. (1996). A study of replacement algorithms for a virtual-storage computer. *IBM Systems*, 5, (2), pp. 78-101. doi:  
10-1147/sj.52.0078

### Sources for Additional Information

- ✓ CMU Virtual Reference Collection :  
<<http://www.lib.cmich.edu/departments/reference/>>
- ✓ University of Wisconsin Writing Center:  
<<http://www.wisc.edu/writing/Handbook/DocAPAPrinciples.html>>
- ✓ Purdue University's Online Writing Lab (OWL):  
<<http://owl.english.purdue.edu/owl/resource/560/01/>>
- ✓ CMU Writing Center: Park Library 400 (x2986); Anspach 003 (x1228); Wheeler Hall basement (x1002)  
<<http://writingcenter.cmich.edu>>