
### Title Page Layout (Publication Manual, 2009, p. 42-48 41)

Unless you receive other instruction, the first page of your paper is a title page. The following are included on the title page:

- Running head with page number
- Title
- Author’s name
  - First name, middle initial, last name
  - Multiple authors
    - Each name should appear on a separate line
- Institutional affiliation
- Course title and number followed by date the paper is submitted

The APA Manual does not give explicit instruction for the title page of a class paper. The contents and placement of items on the sample title page are adapted from APA instructions for the title page of a paper submitted for publication (Publication Manual, 2009, p. 41).
Clinical Decision-Making: Determining Severity of Child Language Impairment

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Course Title 362
April 1, 2010

Note: The preferred typeface is a serif typeface: Times New Roman, 12 pt. However, a sans serif typeface, such as Arial or Helvetica should be used for text in figures. The clean and simple lines enhance the visual presentation.
Clinical Decision-Making: Determining Severity of Child Language Impairment

A diagnosis of language impairment in a child is frequently followed by another integral component of the assessment process, the determination of severity. Severity designations are often based on the magnitude of the linguistic deficit present. In addition, clinicians’ severity determinations are typically categorical in nature, with children classified as exhibiting mild, moderate or severe language impairment.
References


Knowing when to italicize a title within your reference page can be confusing, especially when two titles are present within the same citation, for instance, an article title and a journal title. A simple technique for remembering which element to italicize is to think of the titles as being in a “parent – child” relationship, one title (the parent) is over the other title (the child). The “parent” title is italicized; the “child” title is not. For example, an article (child) appears within a journal (parent); the article is a part of a larger entity. Therefore, the journal title is italicized, but the article title is not.

<table>
<thead>
<tr>
<th>CHILD (No Italics)</th>
<th>PARENT (Italics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No child present</td>
<td>Work title</td>
</tr>
<tr>
<td>Book chapter title</td>
<td>Book title</td>
</tr>
<tr>
<td>Article title</td>
<td>Journal title</td>
</tr>
<tr>
<td>Journal issue number</td>
<td>Journal volume number</td>
</tr>
<tr>
<td>Web page title</td>
<td>Web site title</td>
</tr>
</tbody>
</table>

The same method applies if a work is a part of a series or compilation, with the work (child) being secondary to the series (parent). If a work is not a part of a series or compilation, italicize the work title.
Depending on the format of the reference source, there are variations in how the reference is listed. It is often best to model your citation after an example. This guide is organized by format (e.g., “Books”) and then medium of the format (e.g., Electronic). Identify the kind of source that you have used (book, periodical, chapter, web site, etc.) and find a similar example below. Mirror the example with your specific information.

Additional examples can be found on these sites:

APA Style Blog: http://blog.apastyle.org/apastyle/
UW-Madison’s Writing Center: http://writing.wisc.edu/Handbook/DocAPARefReferences.html
Purdue OWL: http://owl.english.purdue.edu/owl/resource/560/01/

### Book Citation - General Format

Author(s). (Date of Publication). *Title of book*. Location of Publisher: Publisher.

#### Location of the Publisher

Give the city and state or, if the location is outside of the United States, the city and name of the country. Do not abbreviate the name of the country.

With U.S. cities, use the two letter postal abbreviation for the state should be used.

### Book - Single Author


Three different elementary classrooms were targeted as part of the initial study on vocabulary instruction (Marzano & Marzano, 1988).
Book - Multiple Authors

List authors’ names in the order listed on the title page of the book.


Three to five authors, first time the source is cited:

Very explicit instructions with accompanying photos help the inexperienced technician begin the building process (Gagliano, Zielke, Wagner, & Kerr, 2009).

For three to five authors, in subsequent citations, use only the first author’s name followed by “et al.” in the phrase or in parentheses.

As advised by Gagliano et al. (2009), special attention should be taken to do all steps in the process, including testing hardware for durability.

For six or more authors, for first and subsequent citations, use the first author’s name followed by “et al.”:

The research process begins with a very broad overview of material that relates in various ways to the chosen topic (Sander et al., 2004).
**Book, Corporate Author**


**Book, No Author or Editor**

When there is no author or editor listed for the publication, the title of the book or article moves into the author position. Do not use Anonymous as the author, unless Anonymous is specifically listed as the author.


In a parenthetical reference, the full title (if brief) or a shortened version precedes the year and page number. When abbreviating the title, begin with the word by which it is alphabetized on the reference page.

The development of nativist sentiment and the restrictive immigration laws that followed in the 19th century tell a complex story steeped in the fear of the unknown (*Basic history*, 2009).
Edited books are usually collections of essays or chapters written by a variety of authors. The editor is responsible for collecting and arranging the contents of the book and might also contribute to the book’s content.


**Book Translation**

(Original work published 1943).

**Introduction, Preface, Foreword, Afterword**


**Multivolume Work, Single Volume**


**Multivolume Work, All Volumes**

**Encyclopedia Article, signed**


**Encyclopedia Article, unsigned**

### Secondary Sources

A secondary source is a book chapter, article or other document that refers to or relates to information that was previously presented in another document. For example, author Phelps refers to research done by Hambleton and Slatter and uses their findings to support his research. The book authored by Phelps is considered a secondary source. The secondary source, not the primary source, is included on the Reference page because that is the source that was viewed.

**EXAMPLE**


In text, the original work is named and citation given is for the secondary source.

**EXAMPLE**

Research completed by Hambleton and Slatter (as cited in Phelps, 2005) found that educators made fundamental mistakes when interpreting test results.

### Major Classical Works (APA 179)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works.

The first time a citation is used in text, identify the version of the work that you are using. For subsequent citations, the version is not required. Classical works are usually divided or sectioned similarly in all editions; rather than page numbers, use these numbers to identify specific parts of your source. (APA p. 179, #6.18)

**EXAMPLE**

Psalm 23 (New Revised Standard Edition) portrays God as a shepherd caring for his flocks.

Specific guidelines are outlined for physical preparation for prayer (Qur’an 5:5).
**Book from the World Wide Web**


**E-book or Electronic Version of a Printed Book**


**“Retrieved from” Statement**

The “Retrieved from” statement refers to the source of the electronic version of the book. In this case, the e-version is provided by a company called ebrary; use the homepage URL for the company in the statement.
Article Citation - General Format


Article with DOI (Digital Object Identifier), print or online


Article without DOI (Digital Object Identifier), print


Article, multiple authors, three to seven

Toyota employees are seen as knowledge workers; workers who accumulate experience, can view a problem from different points and offer creative solutions (Takeuchi, Osono, & Shimizu, 2008).

For three to five authors, **in subsequent citations**, use only the first author’s name followed by “et al.” in the phrase or in parentheses.

As advised by Takeuchi et al. (2008), special attention should be taken to review all steps in the process, including the design phase.

In-text citation for six or more authors -- for first and subsequent citations use the first author’s name followed by “et al.”

“Using natural materials in the weaving process, such as grape vine or braided straw, gives the finished product a more rustic look and is relatively easy to do” (Booth et al., 2010, p. 45).

**Article, more than seven authors**

Article from a Database with DOI (Digital Object Identifier)


Article from a Database without DOI (Digital Object Identifier)

If there is no DOI, include the words “Retrieved from” and the URL for the home page of the journal. Do not give the URL for the database. You may have to search the web to find the publisher’s home page.


Newspaper Article from a Database

Provide the homepage URL of the newspaper.


Doctoral Dissertation, from a Commercial Database


Master’s Thesis, from an Institutional Database


Master’s Thesis, from a Commercial Database

When using group names as authors, for example, corporations, government agencies, etc., they are usually spelled out each time they appear in a text citation. If the name is long and the abbreviation is familiar and understandable, you may abbreviate the name in the second and subsequent citations. Additional information is available in the APA Manual, p. 176-177.

### Annual report


Vermont Teddy Bear Company (2004) reported a substantial increase in sales revenue for the year.

The increase in sales was attributed to the new marketing campaign (Vermont Teddy Bear Co., 2004).

### Unpublished Paper Presented at a Meeting

Buchmann, R. (2008, April). *Informal information seeking as done by college students*. Poster session presented at the meeting of Wisconsin Association of Academic Librarians, Manitowoc, WI.
**Annual Report - Online**


**Company Profiles**


**SWOT Analysis or other section of a Datamonitor Report**

**Film / Motion Picture**


The authenticity of fear that the residents of the hotel experienced during the siege was well portrayed by the actors (Ho & George, 2004).

**Music Recording**


In “Here Comes the Sun” (Meyer, 2000, track 4), the cello and guitar mesh together well to provide a fresh interpretation of George Harrison’s original work.

Availability and access of the vaccine affects the success in curbing the spread of disease (Palfreman, 2010).
Unpublished interviews do not need a reference page entry because APA considers them “personal communications”. They do not contain “recoverable data.” Other forms of personal communication include private letters, phone conversations, memos, e-mail or messages from non-archived discussion groups, etc. Because the content cannot be recovered, there is no need to include them in the reference list. Give the initials and surname of the individual and provide a date when the interchange took place.

J. R. Smith (personal communication, September 20, 2010) listed the advantages of having a process for completing projects on a timeline.

The first draft of the budget was based on information supplied by all boards within the company (P. M. Nuellen, personal communication, April 8, 2009).


“Its syntheses of results across studies have shown that the effects of welfare and work policies on children differ substantially depending upon the age of the child and whether total household income rises as mothers enter the workforce” (Work, Welfare, 2010, para.1).

Give the title or the first few words of a long title in place of an author’s name in the in-text citation.


Buys (2010) briefly touches on what can happen when technologies are banned.
Online Encyclopedia


Online Newsletter


Software

Flesch Readability Scale (Microsoft Office 2003) [Computer software]. Redmond, WA: Microsoft Corporation.
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