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INTRODUCTION

APA Style refers to the standards of written communication described in the *Publication Manual of the American Psychological Association*. First published by a group of psychologists, anthropologists, and business managers in 1929 as a seven-page journal article, the *Publication Manual* has evolved from a brief set of style rules for scientific writing to a comprehensive source that provides guidance on all aspects of written scholarly communication, from avoiding bias to citing sources. Today, the *Publication Manual* is the preferred style guide used by scholars, editors, and students in the social and behavioral sciences. If you are taking a psychology, sociology, economics, criminology, or business course, you may be asked to use APA Style. Always consult your professors regarding the citation style used in their courses.

The sixth edition of the *Publication Manual of the American Psychological Association* (2009), which has simplified and condensed material while retaining and strengthening basic APA style rules, contains significant differences from former versions. Many of these differences are the result of attempts to respond to the emergence of new technologies that have changed the way scholarly texts are produced, disseminated, and accessed by the academic community.

*Note: Numbers will appear in parentheses throughout this guide. These numbers correlate directly to the sections in the sixth edition of the *Publication Manual of the American Psychological Association*. 
THESIS CONSTRUCTION

A thesis statement is the result of the research you have done on your topic. You must develop an argument on your topic after you have collected and organized evidence looking for possible relationships between known facts.

A thesis statement: (2.05)

- Essentially answers the question: "What do I want my readers to know after they have read my essay?"
- Should propose an arguable point provoking the reader to possibly disagree with your justification of the topic.
- Is a road map summarizing the argument you will make in the essay.
- Informs the reader how you will interpret the researched information of your subject matter.
- Usually appears as a sentence or two at the end of the first paragraph presenting your argument to the readers.

There are several ways to formulate a thesis statement: compare and contrast, analyze, demonstrate cause and effect, interpret, or take a stand on a topic.

Formulate a question about your topic and compose an answer, making the answer the thesis statement for your essay.

Consult Thesis Construction Examples below for specific direction on the different ways to craft a thesis.
THESIS CONSTRUCTION EXAMPLES

Compare and Contrast: Distance Learning Versus Brick-and-Mortar Institutions

- **Topic Question:** What are the potential benefits of distance learning versus brick-and-mortar institutions?
- **Answer and Thesis Statement:** Distance learning provides greater flexibility than brick-and-mortar institutions by allowing students to attend classes from any location with an internet connection, at any time that fits their busy schedules, and at the pace that suits their learning.

Analyze: Adult Learning Styles

- **Topic Question:** What are the different adult learning styles and how do they differ?
- **Answer and Thesis Statement:** The different adult learning styles are visual, audio, and kinesthetic/tactile. and they differ in the dynamics of how adults learn and retain information.

Demonstrate Cause and Effect: Effects of Technology on the Distance Learner

- **Topic Question:** How has technology evolved to assist distance learners in their journey for a college degree?
- **Answer and Thesis Statement:** The technology required for distance learning encourages students to become highly skilled and information conscious by teaching them to operate many computer programs and functions in order to learn material online.

Interpret: Interpreting Dreams

- **Topic Question:** Do the rules of reality apply when interpreting the mysterious and fascinating world of dreams?
- **Answer and Thesis Statement:** When interpreting the bizarre worlds of dreams, psychologists find individuals’ distorted real-world experiences in these fantastic imaginary landscapes.
Take a Stand: Global Warming: Natural or Man-Made?

- **Topic Question:** Is global warming a natural or man-made occurrence?
- **Answer and Thesis Statement:** Although some temperature variation can be attributed to natural climate variations, human burning of fossil fuels produces greenhouse gases such as carbon dioxide which remain trapped in the atmosphere and cause the increase in temperature known as global warming.
**RESEARCHING**

Before beginning to write, take time to jot your ideas down. Mind mapping, also referred to as brainstorming, is a useful tool when writing a paper. Mind mapping helps formulate ideas, organize thoughts, and generate direction for a topic. When writing a paper, information and flow are important in expressing thoughts effectively. Writing down ideas and organizing logically ensures all aspects of the topic are covered and flow fluently. This process may be as simple as making a chronological list of discussion points or as elaborate as a formal outline.

Consult the [APUS Online Library](#) to access more than 30,000 scholarly journals 24 hours a day.

The mind map below illustrates how you might begin the process of brainstorming and organizing a paper on the importance of exercise.

![Mind Map Image]

- **Main Idea:** The Importance of Exercise
  - Exercise makes the body healthier
    - Detail – Positive effect on heart
    - Detail – Positive effect on lungs
    - Detail – Positive effect on bones and joints
  - Different types of exercise offer various benefits
    - Detail – Aerobic
    - Detail – Anaerobic
    - Detail – Stretching
  - Exercise affects emotional health
    - Detail – Endorphins
    - Detail – Body image
    - Detail – Feelings of accomplishment
  - Exercise has benefits for people of all ages
    - Detail – Children develop healthy habits
    - Detail – Adults are more likely to prevent diseases

**Conclusion:** Exercise benefits are far-reaching
- Recap major points
- Strong conclusion regarding topic
You might prefer to construct a formal outline in order to organize your thoughts, rather than mind mapping. The example below also shows how to develop a paper on the importance of exercise. When researching, try various methods for organizing your thoughts and see which works best for you.

**OUTLINE**

A. Introduction – Main Idea – The Importance of Exercise

i. First Subtopic – Exercise makes the physical body healthier
   a. Detail – Positive effect on heart
   b. Detail – Positive effect on lungs
   c. Detail – Positive effect on bones and joints

ii. Second Subtopic – Exercise affects emotional health
   a. Detail – Feelings of accomplishment
   b. Detail – Body image
   c. Detail – Endorphins

iii. Third Subtopic – Different types of exercises and their benefits
   a. Detail – Stretching
   b. Detail – Anaerobic
   c. Detail – Aerobic

B. Conclusion – Recap main ideas and make a strong conclusion about the topic
INTEGRATING RESOURCES

References are listed in alphabetical order by author name. (6.25)

If there is no author listed, do not cite the author as anonymous. The title takes the place of the author, and the reference is alphabetized by the first letter of the first word of the title. For in-text citations, use quotation marks (e.g., "The Keys," 2005). If a work is designated as anonymous, cite in the text and reference list as so. Do not list the author as anonymous or unknown unless that is the way the author is listed in the source. (6.15)

When citing a work with eight or more authors, the first six authors are listed. All subsequent authors except the last are omitted and replaced with an ellipsis, followed by the name of the last author. For in-text citations, cite only the surname of the first author followed by "et al." (e.g., Jensen et al., 2001). (6.27)

After the author's name, list the publication date. The date, in parentheses, is always the second field of a reference. List the date as follows:

- (year). For example, (2009).
- (year, month). For example, (2007, January). **Note:** Do not use abbreviate month.
- (year, month day). For example, (1998, June 16).
- (n.d.). Use n.d. (no date) for works that do not contain a publication date. (6.28)

Capitalize only the first word of titles, proper nouns, and subtitles following a colon. (6.29)

Italicize the names of books, journals, and magazines (4.21), but do not italicize the name of an article. (7.01)

Format titles as follows:

- Book: *Learn more now: 10 simple ways to learning better, smarter, and faster.*
- Journal: *Journal of Social Psychology*
- Magazine: *Newsweek*
• Article: The top 10 trends in enterprise cloud for 2013

When citing periodicals, consider the following example: the volume number is 22, the issue is 3, and the page range is 23 through 25. This information would be written as 22(3), 23-25. (6.30)

No retrieval dates are needed unless the source material may change over time. (6.32)

For electronic sources, give the Digital Object Identifier (DOI), if assigned. Database names are not used. (6.32)

If no DOI is assigned, provide the URL of the journal or book. (6.32)

For books and other non-periodical publishers, you must add the city, state abbreviation, and publisher name (for example, New York, NY: McGraw-Hill).
GATHER YOUR EVIDENCE

When gathering evidence, you want to locate the most reliable and informative material on the topic for your paper. A reliable source will be:

- **Current**: The best information is usually the most up-to-date information. Journal articles take less time to research and write than books; recent articles and books contain more relevant information than older materials. Check the publication dates of your sources, and rely on sources that are no more than two years old whenever possible. Check with your professor before you use sources published more than five years ago.
  
  - Consider the importance of utilizing current sources when writing a paper on astronomy. An astronomy article written in 2005 assumes that the solar system contains nine planets; however, current astronomy only includes eight planets. In 2006, the International Astronomical Union determined that Pluto does not fit the category as a planet. If you were to use outdated material in your research, your entire thesis could be flawed.

- **Accurate**: As the previous example illustrates, sources must contain correct information. Citing a source that considers Pluto a planet shows that you do not know the fundamentals of planetary astronomy. Arguments based on inaccurate information will reach inaccurate conclusions. You may be able to spot inaccuracies based on your own knowledge; however, many sources have already been screened by people who know more on the topic than you do.
  
  - Many publications included in library databases have gone through the peer review process. In other words, before the information was released by a journal or publisher, one or more experts in that field read the article and certified that it was accurate and well informed on its topic. Note that peer reviewed materials can still be controversial—the process merely insures that
the article is accurate in its discussion of the topic, not that its arguments are correct. Use the instructions in the APUS Online Library to limit your searches to peer reviewed sources.

- **Evidence-based:** Reliable sources tell where they have found their information. While several musicians have written songs about Pluto’s demotion from planet to planetoid, they do not provide detailed information about their own sources.
  - A more reliable source on the topic will provide the same information about its research that you must provide in your own, such as scientific data, explanations and interpretation, and a list of references. Thus, a more reliable source on Pluto’s situation would be “A planet by any other name...” (Ferzan 2010) which not only appeared in a peer-reviewed journal (*Michigan Law Review*) but also provides in-text citations and footnotes of all of its sources.

- **Objective:** Reliable sources strive to present unbiased information—the authors do not allow their personal preferences to skew their presentation. When authors are biased, they may have difficulty presenting alternative viewpoints fairly.
  - While the Facebook page for Make Pluto a Planet Again contains an argument, the preference evident in its name indicates that the organization may not have given proper consideration to the arguments that changed Pluto’s status.
  - By contrast, the NASA education site reports that Pluto was once considered a planet and is now a dwarf plane. NASA does not care if Pluto is a planet or not, just that they provide accurate information about it. An objective source will present not only its own arguments, but opposing arguments as well, using neutral language for both rather than strongly emotional rhetoric. Thus, NASA objectively states Pluto’s status; Make Pluto a Planet Again draws an emotional comparison between Pluto to Israel.

The library provides more information on evaluating the reliability of sources in its Research Help Guide.

The World Wide Web contains much information of questionable reliability. While the open nature of the internet can provide a forum for alternative viewpoints, that forum is
unregulated and has no quality control. Posting online is the modern equivalent of standing on a street corner wearing a sandwich board and passing out pamphlets—while anyone expressing his or her opinion in this way could present logical arguments based on solid research, that person could just as easily be recounting personal theories based on unfounded speculation, running for political office, or selling you today’s lunch special at the diner around the corner.

These easily accessed online sources you find through search engines such as Google, Bing, and Yahoo, are known as the Open Web. This name refers to the open access to these materials, which can be viewed for free by anyone. While Open Web sources can be useful, you must be particularly cautious when evaluating their reliability before you include them in your research. This process can be tricky and may take a long time—time that you could better use reading solid sources and integrating them into your research paper. Sources of which you should be particularly wary are:

- Wikipedia
- Commercial websites (.com)
- Social media (Facebook, Twitter)
- Blogs

A more efficient source of online research is the Deep Web. Unlike the Open Web, most Deep Web sources do not appear in searches performed on Google and similar sites; if they do appear, you will find that you must log in or pay a fee to access the content. More often, these search engines will not locate these sources at all. If Open Web sources are street corner proselytizers, Deep Web sources are scientists on the cutting edge of research, scholars who have devoted years of study to understanding their field, and other experts whose reliability has already been vetted by authorities in their areas of specialization. While you must still consider the suitability of Deep Web sources for your research, you can
reasonably assume that the information they contain has met a minimum threshold for academic use.

How do you access the Deep Web if search engines cannot find these sources or charge you money to reach them? Do not despair! You can access Deep Web content by using the APUS Online Library. The library has already paid the subscriptions and fees for many of these sites, and your access is included in your APUS tuition. The library provides databases that connect you to articles and books related to almost any research topic you can imagine. Detailed instructions for using the Online Library to access resources can be found in the Library Research Help Guide.

While gathering resources, keep track of the bibliographical information, including the author, title, place of publication, date of publication, page numbers, URL, and the date you accessed the information, for the reference page. This information is very important when citing within the paper and on the reference page. If the bibliographic information for the reference page is not saved, the resource becomes useless since it will not be a viable source without pertinent information.
FORMATTING

Title Page: Use APA format. (2.01-2.03)

Abstract (optional): Give a brief, comprehensive summary of the content. (2.04)

- Limit abstract to 150-250 words.
- Make the abstract the second page of the paper.
- Do not indent the paragraph for the abstract. This is the only time you will not indent a paragraph in a paper.

Title: Name your paper. The title can hook your readers. (2.01)

Introductory Paragraph: Tell the reader what you are about to tell them. Pretend the reader has no idea what you are writing about. Generally, the introductory paragraph is written in the past tense. (2.05)

Thesis Statement: Answer the question, "What do I want my readers to know after they have read my essay?" The thesis statement is often the last sentence of the first paragraph. (2.05)

Body: Make this the bulk of your paper. This section supports your thesis with evidence and research. The number of paragraphs will depend on the length and complexity of your paper. (2.08)

Concluding Paragraph: Make this a short summary. You should not introduce any new information. (2.08)

Reference Page: You must acknowledge the work of previous scholars and provide a reliable way to locate resources the resources you used. (2.11)
APA uses standard rules for grammar and punctuation. While you may refer in most cases to the recommendations in the Grammar and Punctuation section of the APUS Style Guides, APA Style varies from other styles in the following ways:

- **Ampersand:** If the citation is in parentheses, use the ampersand (&) instead of the word *and* as well as on the reference page, tables, and captions. (6.12) In the text of the paper use the word *and*.

- **Numbers:** Spell out numbers zero to nine and use numerals for numbers 10 and greater. An exception to this is when numbers express approximate lengths of time. For example, you would write, "The banquet was held 3 months ago." (4.31-4.34) Use numerals to express all numbers in an abstract, unless the numerals begin a sentence. (4.31)

- **Perspective:** Use third person point of view when writing research papers. Avoid pronouns such as I or we (first person) and you (second person). Deal with facts and not opinions. Focus on the subject and not on your feelings about the subject. The use of third person point of view gives a formal tone to your writing. (3.09)
Levels of Headings

In APA Style, concise headings help readers track the development of the argument. Headings organize a paper and act as indicators of newly introduced information. APA uses five heading levels as illustrated in the table below. Each heading level corresponds to a level of your outline; be sure to format the headings properly so you do not confuse readers. The APA Style Blog offers a sample paper that uses levels correctly.

The introduction of the paper does not carry a heading since the first part of the essay is assumed to be the introduction. However, the title of the paper should be the first line directly below the 1-inch margin on the third page of your essay (or on the second page if an abstract is not required). Do not label headings with letters or numbers. (3.03)

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Centered, UPPERCASE and lowercase headings</td>
</tr>
<tr>
<td>1</td>
<td>Centered, bold, UPPERCASE and lowercase headings</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, bold, UPPERCASE and lowercase headings</td>
</tr>
<tr>
<td>3</td>
<td>Indented, bold, lowercase paragraph heading with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, bold, Italicized, lowercase paragraph heading with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading with a period.</td>
</tr>
</tbody>
</table>
TITLE PAGE

The title page should contain three main elements:

1. Running head
2. Page number
3. Descriptive information unique to the paper: title, author's name, and institutional affiliation

To format the running head, type a shortened title in all capital letters following the words "Running head" and a colon. The running head should be aligned to the left. The page number should be aligned to the right on the same line as the running head.

The full title, author's name, and the institutional affiliation is centered on the upper half of the page.
Running head: WRITING YOUR FIRST RESEARCH PAPER

Writing Your First Research Paper: Tips and Tricks to Know

Joe Jones

American Public University System
PAGE FORMAT EXAMPLE

When starting to write a paper, remember to always insert the header and page number at the top right of the page.

Note that the example below starts the paper on the third page. Some classes may require you to write a short abstract which would begin on the second page, thus pushing the beginning of the paper back a page.

WRITING YOUR FIRST RESEARCH PAPER

Writing Your First Research Paper: Tips and Tricks to Know

Begin the first paragraph of your paper here. To type over this information, simply highlight these words and select “Delete” after you have read these formatting and writing instructions.

The default margin setting is 1 inch on all sides in Microsoft Word. You do not have to make further adjustments. Indent the first line of each paragraph between five and seven spaces by pressing the Tab key one time on the keyboard. To properly double space, do not key “Enter” at the end of each line. Continue typing your words until you come to the end of a paragraph. Then, key “Enter” to begin a new paragraph. Make sure you tab one time when you create your new paragraph. Indent the first line of each paragraph. Leave no extra space between paragraphs. Do not stop typing at the bottom of the page. Microsoft Word will automatically move to the next page when necessary.

In order to change the information in the header, double click your cursor next to the Running Head to open the header area for editing (You can also select the information from the Insert Menu.) The information in the Running Head will appear above a dotted line. Type over the existing text to change the Running Head on pages 1 and 2. Remember to start with a strong introduction that includes a thesis statement (the focus of the paper).

Add at least three additional paragraphs of details that support your theme or thesis. These paragraphs should read well and flow from one idea to the next in order to best present your stance. Supporting paragraphs also show that you have conducted research.
REFERENCE PAGE EXAMPLE

WRITING YOUR FIRST RESEARCH PAPER

References


DIRECT QUOTES VERSUS PARAPHRASING

A direct quotation repeats the exact words of an author or source. Use quotation marks to mark the start and end point of the direct quotation (6.03)

Example:

- According to Conner (2004), "Many of us understand all sorts of things but never have the opportunity or take the time to try them out" (p. 161).

Paraphrasing is your own rendition of someone else’s information or idea. (6.04)

Example:

- Many people possess knowledge on a multitude of topics but infrequently have the chance to take advantage of such knowledge (Conner, 2004, p.161).

Generally, paraphrase is preferred to direct quotation except when the wording of the original is especially relevant to your discussion. Paraphrase shows that you understand the concepts of the original work and have incorporated them into your own thinking.

Whether you quote or paraphrase, always cite the source of your information. Remember, patchwork plagiarism and word-for-word plagiarism can both result in receiving an “F” in a course. Educate yourself on plagiarism prevention.
**BLOCK QUOTATIONS**

When using a quotation with 40 or more words, it should appear in your paper as a block quotation. Try to avoid using long quotations in short papers.

To format a block quotation, indent (as if starting a new paragraph) and continue to make each line of the quote begin in the same place, creating a straight line on the left side of the quotation while the right side is jagged. If more than one paragraph is used for the block quote, indent the first line of each paragraph an additional half an inch. Double space the entire quote. (6.03)

Do *not* use quotation marks unless there are quotations within the block quote. In that case, use normal quotation marks, not single ones. You must still give credit for the source. (4.08)

Note that periods or commas are placed within quotation marks when they are part of the quoted material. At the end of quote, place the period followed by the page number.

The page number must be given for direct quotes. If no page number is available, cite the paragraph number using the abbreviation "para." If no page or paragraph numbers are available, cite the heading and paragraph number in which the information is found: (Discussion section, para. 2). (6.05)
BLOCK QUOTATION EXAMPLE

Administrative Leadership

Leadership, as defined by *The American Heritage Dictionary of the English Language*, is “the position or function of a leader, the ability to lead, and an act or instance of leading; guidance, direction” (Leadership, n.d.). The definition, as stated, does not shed much light on what it means to lead, guide, or direct. Many times excellent leadership has been related to success, while poor leadership is associated with failure. Mitchell and Tucker (1992) explained:

> Like most Americans, educators think of leadership as a matter of taking action and getting results. They see real leadership as a rare and wonderful capacity to take charge and get things done in the face of complex and trying circumstances. (p. 284)

Mitchell and Tucker also related that a take charge attitude of leadership can be very damaging to school performance because it detracts from the teamwork aspect that is so vital for school improvement. Additionally, since an autocratic leader insists on wielding the power, communication within groups is hindered.

According to The OECD Teaching and Learning International Survey (2009), “an instructional leadership style is associated with schools that make more frequent use of an appraisal process aimed at student learning outcomes.” This study suggests that those who emphasized supportive appraisals and feedback resulted in more effective teacher management. Results also indicated some countries used a combination of instructional leadership and administrative leadership to achieve effective management.
THE DIGITAL OBJECT IDENTIFIER (DOI)

The Digital Object Identifier (DOI) is an alphanumeric string identifying content that provides a link to a location on the Internet. List a DOI for journal articles, books, or book chapters accessed online. Do not use a period at the end of a string or the phrase "retrieved from." Do not give a retrieval date. The DOI is typically located on the first page near the copyright notice of an electronic journal article. (6.31)

If you wish to verify a DOI, go to www.crossref.org, and enter the alphanumeric DOI string (e.g., 10.1037/a0015859) into the DOI Resolver. Also, you can append the DOI string to http://dx.doi.org/ (as in http://dx.doi.org/10.1037/a0015859) and paste it into your browser’s address bar.

To search for DOIs, use http://www.crossref.org/guestquery/, which searches for DOIs using information such as article title, author, and publisher information. You can also enter your entire reference list into the Simple Text Query Form (http://www.crossref.org/SimpleTextQuery/), and you will receive all available DOIs at once.

To review a flowchart showing the process of using DOIs, visit http://blog.apastyle.org/files/doi-and-url-flowchart-8.pdf.
CITATIONS

When citing sources in APA Style, remember the following general considerations:

- When providing page numbers for the Reference page, include the full page range of the source, not just the pages used in the paper. The in-text citations provide the exact locations for specific material.
- Capitalize the first word of titles, proper nouns, and the first word after a colon (the first word of the subtitle).
- When entering an author's name, make sure to enter a space between their first and middle initials (e.g., A. J. Douglas).
- Some sources, such as emails, require citation only in the text, and are not included in the Reference list. They are noted in the examples.

ARTICLES

JOURNAL ARTICLE WITHOUT DOI

Format:
Author last name, initials. (Year published). Title. Journal, volume number (issue number), pages.

Example:

JOURNAL ARTICLE WITH DOI

Format:
Author last name, initials. (Year published). Title. Journal, volume number, pages. doi: xxxxx

Example:

NEWSPAPER ARTICLE

Format:
Author last name, initials. (Year, month and day published). Title. Newspaper, pages.
Example:

ONLINE ENCYCLOPEDIA ENTRY

Format:
Title. (Year published). In Encyclopedia name. Retrieved from URL

Example:

BOOKS

PRINT BOOK

Format:
Author last name, initials. (Year published). Title. Location: Publisher.

Example:

EBOOK

Format:
Author last name, initials. (Year published). Title. Retrieved from URL

Example:

MULTIPLE AUTHORS

Format:
Author last name, initials & last name, initials. (Year published). Title. Location: Publisher.

Example:
EDITED BOOK

Format:
Editor last name, initials. (Ed.). Title. Location: Publisher.

Example:

CHAPTER FROM A BOOK

Format:
Author last name, initials. (Year published). Title of chapter. In editor first initial and last name & editor first initial and last name (Eds.), Title of book (pp.). Location: publisher.

Example:

BOOK REVIEW

Format:
Reviewer last name, initials. (Year published). Title of review [Review of the book Title of book, by author first and middle initials and last name]. Title of complete work, pages, doi: xxxxx (if applicable)

Example:

WEB-BASED

WEB ARTICLE (WITH AUTHOR)

Format:
Author last name, initials. (Year published). Title. Retrieved from URL

Example:
WEB ARTICLE (NO AUTHOR)

Format:
Title. (Year published). In web page title. Retrieved from URL

Example:

WEBSITE FOR ORGANIZATION

Format:

Example:

EMAIL OR INTERVIEW

Personal communications are not included in the references but you do need to cite emails with in-text citations.

Format:
(First initial, last name, personal communication, month day, year).

Example:
(N. Okrent, personal communication, February 29, 2002).

OTHER

MUSIC RECORDING

Format:
Artist last name, initials. (Copyright year). Song title. On album name [medium]. Location: Distributor.

Example:

TELEVISION BROADCAST
Format:
Producer last name, initials. (Producer), & Director last name, initials. (Director).
(Year produced). Show title [medium]. Location of production: distributor.

Example:

MOTION PICTURE

Format:
Producer last name, initials. (Producer), & director last name, initials. (Director).
(Year produced). Title [Motion picture]. Location of production: studio.

Example:

DISSERTATION OR MASTER’S THESSES

Format:
Author last name, initials. (Year published). Title. (Doctoral dissertation or Master’s theses). Retrieved from database name. (Accession or Order No.).

Example:

CORPORATE AUTHOR/GOVERNMENT REPORT

Format:
Corporation/organization. (Year published). Title (Report No. xx-xxxx). Retrieved from URL

Example:

SECONDARY SOURCE

When drawing information from a source cited by another (secondary) source, rather than directly from the original, name the original in text and provide a parenthetical citation and Reference List entry for the secondary source. Whenever possible, obtain the original source to cite the information directly.
Format:
Last name of original author (as cited in Secondary Name, year).

Example:
Craig describes “the all the disclosed arcane of nature” (as cited in Jenkins, 2007).