

HONDROS

C O L L E G E

APA Style Manual

Based on the 6th edition of the
Publication Manual of the American Psychological Association

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Table of Contents

Introduction.....	3
1. APA Style	3
2. Formal Writing Using APA Style	3
2.1. Tone (see section 3.07, p. 66, of the <i>APA Manual</i>)	3
2.2. Precision and Clarity (see section 3.09, p. 68, of the <i>APA Manual</i>).....	3
2.3. Verbs	4
2.4. Numbers	4
2.5. Abbreviations	5
2.6. Italics	5
2.7. Using Quotations	5
2.8. Tables and Figures (see Chapter 5, pp. 125-167, of the <i>APA Manual</i>)	5
3. Formatting Papers and Essays.....	6
3.1. Sample APA Formatted Paper Template.....	6
3.2. APA Formatting Tutorial Videos.....	6
3.2.1. Setting the Font, Margins, and Spacing	6
3.2.2. Setting up the Title Page	6
3.2.3. Setting up the Document Header	6
3.2.4. Setting up the Main Section of the Document	6
3.2.5. Setting up the References Page	6
4. Avoiding Plagiarism	6
4.1. Plagiarism.....	6
4.2. An Overview of Citations and References	7
4.3. Summarizing.....	7
4.3. Paraphrasing	8
4.4. Quoting	8
4.4.1. Integrating Quotations	8
4.4.2. Block Quotations	9
4.4.3. Accuracy, Punctuation, and Modifying Quotes	10
5. References	10
5.1. Sample Reference Page.....	10
5.2. APA References Videos	12
5.3. Journal Article References (in Print)	12
5.4. Journal Article References (in an Online Database).....	12
5.5. Journal Article References (from the Web).....	13
5.6. Newspaper/Magazine Article References (from the Web).....	14
5.7. Newspaper/Magazine Article References (in Print)	14
5.8. Book References	15
5.9. eBook (electronic book) References.....	15
5.10. Web Document References.....	16
5.11. A Note on Tools that Generate References.....	16
6. In-text Citations.....	17
6.1. Punctuating In-text Citations.....	17
6.2. In-text Citations with Multiple Authors.....	18
6.3. In-text Citations with No Author	18
6.4. In-text Citations with No Page Numbers	19
6.5. Citing Personal Interviews	19
6.6. Other Notes on In-text Citations.....	19
7. Final Thoughts on APA Style.....	20

Introduction

The purpose of this style manual is to standardize the use of APA Style at Hondros College. All essays, papers, and other written assignments assigned at Hondros College are expected to follow the standards defined in this document, in addition to any specific requirements of the instructor and/or the assignment. Therefore, all written work should be written, edited, formatted, and documented according to the APA framework outlined in this manual, unless other requirements are specified.

Additionally, all students must be aware of the policies related to plagiarism and academic integrity, as described in the Hondros College Student Catalog. Be certain to read and understand the policy, as it will be enforced, and the consequences are severe (including dismissal from the program).

Note: This document is not exhaustive. Any topics or details not covered by this document should be treated according to the specifications of the 6th edition of the *Publication Manual of the American Psychological Association*.

1. APA Style

APA is the abbreviation for the American Psychological Association. APA Style refers to a publication standard agreed upon by the American Psychological Association; however, these standards have been adopted by many other scientific and medical fields, as well. APA Style is defined in the *Publication Manual of the American Psychological Association*, which is currently in its 6th edition; writers in fields that use APA Style refer to the standards in this manual when formatting, citing, referencing, and writing research for coursework or publication. Because the method of presenting the research is standardized, readers can easily navigate the document, as they know where to expect certain kinds of information.

The standards of APA Style can be broken down into three main categories: writing style, formatting, and citations and references.

2. Formal Writing Using APA Style

When writing formal papers in APA Style, follow these standards highlighted below. *Note: Due to the brevity of the discussion of these items, the writer should consult the corresponding section of the 6th edition of the American Psychological Association Publication Manual. Further, the writer may find it useful to read Chapter 3 (Writing Clearly and Concisely) and Chapter 4 (The Mechanics of Style).*

2.1. Tone (see section 3.07, p. 66, of the *APA Manual*)

- Present information in a straightforward manner. To achieve the right tone, write the paper in a way that educates and/or persuades the reader. Help the reader to understand and appreciate the importance of your work.

2.2. Precision and Clarity (see section 3.09, p. 68, of the *APA Manual*)

- Generally, avoid pronouns, whether the first, second, or third person. For example:

- Instead of “They conducted a study...” write “The researchers conducted a study...”
- Instead of “He responded well to the treatment.” write “The patient responded well to the treatment”

If you are using pronouns to replace a noun, do so carefully. Make sure it is clear which group or item it replaces (see section 3.20, p. 79, of the *APA Manual*).

- The use of “I” and “we” should be avoided wherever possible, unless your opinion is being expressly requested. For example:
 - Instead of “I believe that sugar in soda may lead to weight gain.” write “The quarter-cup of sugar in the average 12-ounce soda leads to weight gain if consumption of this ‘liquid candy’ is high.”
- The use of “you” in writing is considered presumptive and colloquial, and is almost entirely non-existent in formal, academic writing. Because it is not clear who will be reading a text, the writer cannot accurately account for each and every reader. While it’s common to use “you” while speaking, it’s imprecise, so a common strategy is to replace “you” with “one.” For example:
 - Instead of “You may conclude...” write “One may conclude...”
- Do not use jargon, slang, or colloquial expressions. When in doubt, use the more formal, bigger word. For example:
 - Instead of “The kids participated in the study.” write “The children participated in the study.”
- Science never proves anything; instead, science falsifies hypotheses. In your writing, avoid statements like “The research proves...”; instead, write “The research concludes...” or “The research adds evidence for...”

2.3. Verbs

- Use an active voice, not a passive voice. In grammatical terms, active voice means that the subject of the sentence is directly completing the action verb. For example:
 - Instead of “The child was observed to be looking.” write “The child looked.”
 - Instead of “The subjects were studied by the researchers.” write “The researchers studied the subjects.”
- Use the past tense. The research or tasks you are discussing in your writing have already taken place, so you should write about them using the past-tense form of verbs. For example:
 - Instead of “The researchers are examining.” write “The researchers examined.”
- Do not use contractions in formal writing. For example:
 - Instead of “Scores weren’t significantly different.” write “Scores were not significantly different.”

2.4. Numbers (see sections 4.31-4.38, pp. 111-114, of the *APA Manual*)

- Spell out numbers zero through nine; that is, instead of “Participants averaged 9 points.” write “Participants averaged nine points.”

- If you start a sentence with a number, no matter what the number is, spell it out. That is, instead of “39 children participated.” write “Thirty-nine children participated.”
- Do not add extensions (-st, -nd, -rd, -th) to dates. That is, instead of “September 3rd, 2009...” write “September 3, 2009...”

2.5. Abbreviations (see section 4.22, p. 106, of the *APA Manual*)

- Before using an abbreviation, introduce it by writing out the full phrase and putting the abbreviation in parentheses. From that point on, you can use the abbreviation instead of the phrase. For example:
 - On the first instance, write “Intelligence Quotient (IQ) tests are...”
 - Then, later, write, “Therefore, IQ tests...”

2.6. Italics (see section 4.21, pp. 104-106, of the *APA Manual*)

- Italicize titles for books, magazines, journals, and media sources. Titles of articles and chapters in a book, however, should be placed in quotation marks. For example:
 - The article “Techniques for Effective Simulation” is published in *The American Journal of Nursing*.

2.7. Using Quotations (see section 6.03, pp. 170-173, of the *APA Manual*)

- If three or more words within a sentence are the same as the original, it must be quoted and cited, with the author, year, and specific page(s) in the in-text citation. A complete entry must also be included on the References page. For example:
 - The text states, “Intelligence is the capacity to acquire knowledge” (Wade & Tavris, 2008, p. 241). (Notice that in the original text, the period comes at the end of the sentence. Here, it comes after the in text citation.)
- If the quotation includes fewer than 40 words, incorporate it in text and enclose it with double quotation marks. If the quotation includes more than 40 words, treat it as a block quotation, such that it is displayed in a freestanding block of text without quotation marks. See section 4.4.2 of this manual for more information on block quotes.
- If material is paraphrased (i.e., restated in original language), always provide the author and date in the in-text citation. It is not necessary to include the page number(s) in the citation for a paraphrase, but it may be helpful, especially if the source is very long (e.g., a short passage from a whole book).

2.8. Tables and Figures (see Chapter 5, pp. 125-167, of the *APA Manual*)

- Tables usually display numerical values or text information arranged in columns or rows. A figure may be a chart, graph, photograph, drawing, or any other illustration.
- Every visual should have a label, title, and reference, even if you created it.
- Be sure to reference the visual in your paper. For example:
 - “As noted in Figure 1, there is an increase in download time when...”

- Number all tables and figures with Arabic numerals in the order in which they are first mentioned in the written work, that is “Table 1,” “Table 2,” “Figure 1,” “Figure 2.”

3. Formatting Papers and Essays

APA Style specifies a specific standard format for papers and essays. Use the resources linked below for guides on how to properly format your work.

3.1. Sample APA Formatted Paper Template

This document is a template that you can adjust and adapt for your own written assignments. This document also includes descriptions of various aspects of APA formatting, so consult this document for information if you have questions about formatting your paper.

You can get this document from your instructor.

3.2. APA Formatting Tutorial Videos

It is sometimes difficult to use Microsoft Word to format papers and essays. To aid in this process, we have prepared a series of instructional videos to assist with the APA formatting process in Microsoft Word 2010.

3.2.1. [Setting the Font, Margins, and Spacing](#)

3.2.2. [Setting up the Title Page](#)

3.2.3. [Setting up the Document Header](#)

3.2.4. [Setting up the Main Section of the Document](#) *NOTE: Unless otherwise specified by your instructor, you do not need an abstract page, and the main text of your document will begin on page 2, not page 3.*

3.2.5. [Setting up the References Page](#)

4. Avoiding Plagiarism

As you prepare written work for your courses, you will inevitably reference the research, ideas, and words of other authors. This is important: referencing the works of other authors helps to indicate that you are an informed writer, and it makes your writing more sophisticated. However, **whenever you use either the ideas or words of someone else in your essay, you must properly cite and reference that information according to APA Style standards. If you do not cite or reference your sources properly, you are guilty of plagiarism. Plagiarism is cheating, and the punishment is severe.**

4.1. Plagiarism

Plagiarism is, essentially, the use of the ideas or words of another author, organization, or source and passing those words or ideas off as your own. The consequences of plagiarism are severe. In the professional world, those found guilty of plagiarism lose their jobs, pay heavy fines, and/or tarnish their reputations. At Hondros College, the consequences of plagiarism are severe, including dismissal from the program.

Please refer to the policies in the Hondros College Student Catalog for details on policies related to plagiarism, cheating, and academic integrity. There, you will find detailed information on plagiarism and its consequences.

4.2. An Overview of Citations and References

To avoid plagiarism, you must properly give credit to the sources you use; to do so, you must use references and citations according to APA Style. References and citations work in tandem:

- **The reference (located on the References page)** includes all of the source's publication information, including the title of the work, the title of the publication it was published in, the date of publication, the author's name, page numbers, and other relevant information (the kind of information required and its order varies depending on the type of source).
- **The in-text citation (located in your text, throughout your essay)** mentions the author's last name, the year of publication, and sometimes a page number, in parentheses, after you use a source in your writing: (Smith, 2010, p.3).

The reader of your paper immediately knows (from the in-text citation) the author of the information you're working with, and the year that information was published. Then, the reader can quickly turn to the References page, scan for the author's name, and easily find the rest of the publication information necessary for locating the source in a library or online database.

It is important to cite and reference research carefully, because your reader might be interested in looking at your sources to check your research (to make sure that you're interpreting the sources correctly), or to find further information on the topic for his or her own knowledge.

Before discussing how to format citations and references in APA Style, you should first consider the three methods for integrating sources within your writing: summarizing, paraphrasing, and quoting.

4.3. Summarizing

In a summary, you restate the information from a source in your own words, in a condensed form. Summaries are useful for recording the main idea of a source, without providing an abundance of background detail and non-essential supporting evidence.

For example, you may wish to very briefly summarize the discussion of lap-band surgery in a *New York Times* article found here:

http://www.nytimes.com/2010/12/02/business/02obese.html?pagewanted=all&_r=0. As lap-band surgery is not the main focus of your paper, you only want to provide a brief overview of the entire article.

In "Obesity Surgery May Become Option for Many More," Andrew Pollack writes that surgeries to insert Lap-Band devices in patients with weight problems may soon become available to patients with a BMI of 35, or 30 if the patient has one serious health problem. Currently, the surgery is only available to patients with a BMI of 40, or 35 if the patient has one serious health problem. The proposed change is being driven by Allergan, the company who manufactures lap bands (Pollack, 2010).

Writing a summary requires you to express the main ideas of the piece, as well as some select details; the details you select will vary based the purpose of your writing. Notice, as well, that the title and author of the article are introduced in the opening line. Additionally, be sure to include an in-text citation at the end of the summary, in parentheses. The citation includes the author's last name and the year of publication.

4.3. Paraphrasing

Paraphrasing is defined as carefully describing a specific portion of an author's discussion in an outside source, but doing so in your own words. Paraphrases are similar to summaries, but they are more detailed, specific, and focused.

When paraphrasing, you should generally shorten the author's discussion, removing examples and other details. However, while you are rewriting the author's point in your own words, you must be careful to not distort the original meaning of the source.

The following quote comes directly from the text of the article linked previously:

“If the agency approves the change, the number of Americans eligible for the Lap-Band operation could easily double, ensuring more sales for Allergan and probably more insurance coverage for such operations. But the proposed change, sought at a time when the obesity epidemic in the United States seems intractable, still leaves some people uneasy, in part because of side effects and failure rates. In addition, long-term weight reduction is hard to maintain.”

Now, read a paraphrase of that quote:

Approving the change would result in more people becoming eligible for a Lap-Band, more sales, and more insurance coverage for Lap-Band surgeries. However, critics of the change point to the Lap-Band's problems: side effects, failure rates, and issues with patients maintaining their weight loss (Pollack, 2010).

In the above paraphrase, the quote was shortened and written in original language, but still expressed the same meaning without distorting the writer's point. Note, as well, that an in-text citation is included; you must always include an in-text citation after a paraphrase, which includes the author's last name and the year of publication.

4.4. Quoting

Sometimes an author writes something so coherently that you feel you cannot possibly paraphrase his or her words without losing some of the original meaning. **In these situations, you may use a direct quotation: using the exact words of another writer within your own writing.** When using a direct quote, you must inform readers that the material they are reading was not written by you; otherwise, you have plagiarized. To properly denote that the writing comes directly from an outside source, you must:

- Enclose all borrowed words within quotation marks (or, if the quote is longer than 40 words, format it as a block quotation).
- Write an in-text citation that includes the author's last name, the year of publication, and the page number (or paragraph number) where the quote may be found.

4.4.1. Integrating Quotations

It's also important to integrate the quote into your paragraph using signal phrases. The signal phrase indicates to the reader that a quote will follow, making the transition into

another source's words more fluid. For example, the following quote comes directly from the text of the article linked previously:

“If the agency approves the change, the number of Americans eligible for the Lap-Band operation could easily double, ensuring more sales for Allergan and probably more insurance coverage for such operations. But the proposed change, sought at a time when the obesity epidemic in the United States seems intractable, still leaves some people uneasy, in part because of side effects and failure rates. In addition, long-term weight reduction is hard to maintain.”

This example integrates parts of quoted passage above into a new paragraph:

Obese Americans might be tempted to undergo Lap-Band surgery to reduce their weight. This surgery installs a device in the patient's stomach that makes him or her feel full faster, and limits the amount of food he or she can eat. However, the Lap-Band surgery carries the risk of side effects and failures, and as Andrew Pollack (2010) of *The New York Times* writes, “long term weight reduction is hard to maintain” (para. 4).

Here, Pollack's words only add evidence to the point being made in the paper; the quote does not make the point for the writer, but is connected to the writer's language and ideas.

4.4.2. Block Quotations

Papers written in APA Style should very rarely include quotes longer than 40 words. If a quote is over 40 words in length, it must be included as a block quote. Block quotations begin on a new line, indented half of an inch from the margin. Do not indent the first line of a block quotation, but if your quote spans multiple paragraphs, indent any subsequent new paragraphs in the quotation. The block quote should also be double-spaced. For example,

As Pollack (2010) of *The New York Times* wrote,

If the agency approves the change, the number of Americans eligible for the Lap-Band operation could easily double, ensuring more sales for Allergan and probably more insurance coverage for such operations. But the proposed change, sought at a time when the obesity epidemic in the United States seems intractable, still leaves some people uneasy, in part because of side effects and failure rates. In addition, long-term weight reduction is hard to maintain. (para. 4)

Lap-band operations, therefore, are lucrative...

Notice that a signal phrase is still used to introduce this quote, and that an in-text citation comes after the block quotation (in this case, after the period). Also, note that the writer's paragraph did not end at the conclusion of the quote; before moving on to the next

paragraph, you should always address, summarize, and analyze the quotation used in your paper.

4.4.3. Accuracy, Punctuation, and Modifying Quotes

Punctuation and accuracy are very important when transcribing a quote. Make sure that you copy the source material extremely carefully, without altering any spelling or punctuation. Proofread the quotation with a close eye, to be certain that there are no errors.

In some instances, you may need to modify the quote slightly to improve the focus of the quotation within the context of your paper, or to clarify some idea in the quotation. This must be done carefully, so that you do not change the meaning of the quotation. To do so,

- Insert ellipses (...) where you omit words from the original. This practice can be useful to cut down the size of long quotations, from which you may only need the beginning and the end, or key pieces in the middle.
- Use square brackets ([...]) to enclose words you insert for clarification or readability that may be useful to explain the meaning of the phrases in the quoted material. You may also use square brackets to change the form of a word in a quotation, such that it fits the grammatical structure of your paper.

5. References

Whether you are summarizing, paraphrasing, or quoting, you must always use citations and references to properly indicate the source of the words and information being used in your paper. The References page presents, in an organized fashion, all of the publication information of all of the sources used throughout the paper. *Note: every entry on the References page must have a corresponding in-text citation in your paper, and vice-versa.* The references section should:

- Begin on a new page
- Have all entries arranged in alphabetical order
- Include the usual page number and running header
- Begin with the word “References” centered at the top of the page (with no underlines, italics, or quotes).
- Be double-spaced, like the rest of the document, without extra spacing between the sources.
- Be written in Times New Roman 12 point font
- Include hanging indent for each reference, meaning that the first line is not indented, but the second, third, and other subsequent lines are indented half an inch.

5.1. Sample Reference Page

Here’s an example of a sample References page (also, see an annotated version of this references page [here](#)):

References

Caulkins, H. Q. (1999). Communicating in the clinical setting. *Health Sciences Discourse*, 7(1), 33-46.

Dauids, L. P., Williams, G., & Parsons, G. H. (1999). Talking with the friends and family of patients. *Issues in Nursing*, 61(3). Retrieved from <http://www.issuesinnursing.com/61/3/talking-with-the-friends-and-family-of-patients.html>

Fredricks, F. P., & Sessions, W. (2009). Professional courtesy in the hospital. *Vermont Journal of Nursing*, 4(2), 33-44. doi:10.1006/vjnu.2009.0238

Medical students getting more training in bedside manner. (2007, March 4). *The New York Times*. Retrieved from <http://www.nytimes.com/>

Stuben, L. P. (2006). *Communicating nursing: A guide for Ohio nurses*. New York, NY: McGraw-Hill.

Thompson, K., Smith, B., Lybarger, J. M., Rockland, A. B., Stamos, J., Richards, M. K., ... James, K. P. (2012). An overview of health care communication theory. *Health Care Issues*, 44(4), 323-335.

Consider the sample references on the previous page (all of which are entirely made up,. You may have noticed a pattern; generally, a reference includes (in order from left to right):

1. The author or authors' names (written with the last name first, followed by a comma, followed by the first and middle initials)
2. The date of publication (sometimes just the year, in parentheses)
3. The title of the piece, followed by the title of the publication (the title of an article is not italicized or quoted in a reference, but the title of a journal or newspaper is)
4. Any other publication information (like the volume/issue number, page numbers, location of publication, publishing company, etc.)

5.2. APA References Videos

For easy reference, below you'll find a series of videos on how to complete various APA references. You can also click on the title of each of the following sections in this module to link to the video for that source type. Each video also covers specialized formatting issues; these issues are mentioned after the / in the links below.

- [Journal Articles in Print or in a Database / General Reference Entry Formatting](#)
- [Journal Articles on the Web / Multiple Author Names, Web Addresses, and DOI Numbers](#)
- [Newspaper or Magazine Articles on the Web / No Author Name, and Web Addresses](#)
- [Newspaper or Magazine Articles in Print / Page Numbers](#)
- [Books / Capitalization of Document Titles](#)
- [Web Documents / Capitalization, Alphabetical Listing, Organization Names as Authors, Web Addresses](#)
- [The Basics of In-Text Citations](#)

Now, we'll consider each of these reference types in detail.

5.3. [Journal Article References \(in Print\)](#)

Caulkins, H. Q. (1999). Communicating in the clinical setting. *Health Sciences Discourse*, 7(1), 33-46.

This is a reference for an article in a print journal. If you went to a brick-and-mortar library, found this journal, flipped through it, and located this article, this is how it would be referenced. Note these important details about the formatting of this entry:

- The title of the article is written such that only the first word of the title, the first word after a colon, and proper nouns are capitalized. *Note: In the main text of your essay, you should capitalize all of the key words in the title.*
- There are periods or commas between each element in the reference – make sure you follow this pattern as you write your own references!
- The title of the journal is italicized, and all of the key words in the journal title are capitalized.
- The number following the journal title is the volume number. The volume number is also italicized. The number after the volume number (in parentheses) is the issue number. The issue number and the parentheses are not italicized (even though there is no space between the volume and issue numbers).
- The page numbers follow the volume and issue number, and the reference ends with a period.

5.4. [Journal Article References \(in an Online Database\)](#)

Articles found in an online database should be referenced in exactly the same way as a print article. (This is different, however, from an article on a website, which requires URL or DOI information. These will be covered later.) You do not need to indicate the

database that you retrieved the article from, nor do you need to indicate when you found the article.

All of the information required to reference journal articles that were found in an online database should be provided by the database, including volume, issue, and page numbers. This information may be on the first page of the PDF version of the document, or it might be on an abstract/citation page in the database entry for your article.

5.5. Journal Article References (from the Web)

Take a look at the next two entries in our references page:

Davids, L. P., Williams, G., & Parsons, G. H. (1999). Talking with the friends and family of

patients. *Issues in Nursing*, 61(3). Retrieved from

<http://www.issuesinnursing.com/61/3/talking-with-the-friends-and-family-of-patients.html>

Fredricks, F. P., & Sessions, W. (2009). Professional courtesy in the hospital. *Vermont Journal of*

Nursing, 4(2), 33-44. doi:10.1006/vjnu.2009.0238

These entries look very similar to the previous one; in fact, the only differences are that (a) these articles have multiple authors, and (b) each has new publication information at the end. Notice the specifics regarding the formatting:

- Sometimes you'll work with texts from more than one author – probably fairly often, in fact. Multiple authors are handled just as they are above: if you have two authors, separate them with a comma and an ampersand (& symbol); and if you have three to seven authors, separate each name with commas, until the last name, which takes a comma and ampersand.
- At the end of each of the references above, extra information is provided to help readers locate those sources, and to indicate that they came from the web.
 - In the first example, the citation includes a URL (or web address) that, when copy and pasted or typed into a web browser, leads the user directly to that article. Usually, you don't need to include the full URL; normally, you only include the full URL if the article would be difficult to find. For example, you may only need to write "http://www.issuesinnursing.com" if, once you go to that site, you can easily find the article in question. If not, you should include the entire URL.
 - The second example includes a DOI number. Because information on the Internet isn't static – that is, websites change, articles and journals could get moved to different web addresses, etc. – the DOI was developed to give legitimate publications a consistent electronic identifier. This means that you should include that DOI number, if possible, in place of a URL.
 - Note how the URL is formatted: you should preface the URL with the words "Retrieved from" and you shouldn't include any extra punctuation (like a colon) with it, nor should you include the date you found the article.

- Be careful to follow the punctuation for indicating a DOI exactly, as well. “doi:” needs to be in lowercase letters.

5.6. Newspaper/Magazine Article References (from the Web)

Consider this reference, for a newspaper article retrieved from a newspaper’s website:

Medical students getting more training in bedside manner. (2007, March 4). *The New York Times*.

Retrieved from <http://www.nytimes.com/>

Newspaper and magazine articles found online are referenced very similarly to journal articles found on websites, except that some of the publication information is different. Notice some of the specifics here:

- Instead of a volume and issue number, you should include a full date of publication.
- This reference also serves as an example of what to do when you have no author name listed, as is often the case with newspaper articles.
 - The author’s information is omitted entirely (do not enter in “Anonymous” in its place), and instead of beginning with the date (which is normally the next bit of information in the reference), we instead move the title of the piece to the first position of the reference; this is followed by the date, and then the title of the newspaper or magazine.
 - If an author’s name for the newspaper or magazine article is provided, just reference it as you would normally – with the author name, the date of publication, the title of the article, and the rest of the publication information.
- Finally, note that the date should have the year first, followed by a comma, followed by the month and the date (with no punctuation between the last two elements).

5.7. Newspaper/Magazine Article References (in Print)

Here’s an example of a print article from a magazine:

Benes, E. M. (1992, May 3). Working for J. Peterman. *Time*, 160, 13-17.

Notice the “160”; this refers to the issue number. Notice the addition of page numbers, as well.

Here’s an example of a print article from a newspaper:

Kramer, C. (1993, November 16). In search of a powerful shower head. *The Wall Street Journal*, pp. 2B, 4B.

Notice that page numbers are listed a little differently in a newspaper article. They are indicated by “pp.” (If an article is contained to one page, just use “p.”). Also, the letter after the page number indicates the newspaper section in which the article can be found. Notice also that the pages are separated by a comma in this reference, because there is a gap between the pages in which the article is printed. If the article spans multiple pages without any gap, write the page numbers like this: 2B-4B.

5.8. Book References

Now, consider how to cite a book:

Stuben, L. P. (2006). *Communicating nursing: A guide for Ohio nurses*. New York, NY: McGraw-Hill.

The first few elements in this reference are very similar to the ones discussed earlier in this document; however, the ending of the reference is different. After the title of the book, write the city in which the book was published (note that you need both the city name and the two letter state abbreviation) and the company that published the book. Usually this information can be found on the inside title page of the book. (There may be multiple city names listed; if this is the case, use the first one.)

5.9 eBook (electronic book) References

The 6th edition of the *APA Publication Manual* does not actually specify how to cite eBooks. However, APA blogger Chelsea Lee fills the gap (see "[How Do You Cite an E-Book \(e.g., Kindle Book\)?](#)") section at the [APA Style Blog](#)). You should use this standard, as well.

Lee writes that eBooks come in a variety of formats (e.g., VitalSource, Kindle, Adobe Digital Editions, EPub, HTML, and more) and can be read on a variety of devices (e.g., e-readers like the Kindle, Nook, and Sony Reader, as well as on personal computers and mobile devices through online portals such as NetLibrary, ebrary, and Google Books).

The reference list entry for a whole e-Book should include elements of author, date, title (with e-reader book type in square brackets if applicable; italicize the title but not the bracketed material), and source ([URL](#) or [DOI](#)):

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. Retrieved from <http://xxxxx>

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx

If the book was read or acquired through an online library (e.g., Google Books, ebrary, NetLibrary) and not on an e-reader device, omit the bracketed information from the reference.

The reference list entry for a chapter in an edited e-Book should be written as follows:

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). Retrieved from <http://xxxxx>

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). doi:xxxxx

If the e-book chapter does not have page numbers, omit that part of the reference.

Here is an example of a reference for an eBook on the VitalSource platform, which is the one used for courses in the RN-BSN program:

Blais, K., & Hayes, J. S. (2011). *Professional nursing practice* [VitalSource version]. Retrieved from <http://online.vitalsource.com/books/9781256519355>

Note: to find the URL, click on right-click on the book name in the VitalSource library, and then click “Show Book Information.” In the pop-up that opens, click “Copy URL,” and paste it into your reference.

5.10. Web Document References

APA does not specify how to cite web pages found on non-periodical websites, either. However, the Purdue Online Writing Lab fills in this gap (see the “Nonperiodical Web Document, Web Page, or Report” section at <http://owl.english.purdue.edu/owl/resource/560/10/>), and you should adopt their standard, as well. Here’s an example:

Stutz, E. (2011, February 2). *Let truth guide you*. Retrieved from <http://www.personalbrandingblog.com/let-truth-guide-you/>

Note that this follows the same general format as the references earlier in this document. The author name is followed by the date of publication, which is followed by the title of the document in italics. After the title of the document, include the words “Retrieved from” (the date of retrieval is not necessary), and then the web address. Further, note that the hyperlink should not be active – it should have a black font color and have no underlining, like normal text.

Here’s another example:

Pancreatic Cancer Action Network. (n.d.). *What is the pancreas?* Retrieved from

http://www.pancan.org/section_facing_pancreatic_cancer/learn_about_pan_cancer/what_is_the_pancreas.php

Notice that an organization name (“Pancreatic Cancer Action Network”) stands in for the author. The names of U.S. Government departments, like the National Institute of Mental Health, can also stand in for an author’s name. If you can determine the name of the organization producing the material, you should use it in place of the author, if no specific author’s name is given.

Note also that no date of publication could be found for this web document; therefore, the writer used n.d. in place of a date. Use n.d. in situations where no date is available for the document in question. You should search the website to see if you can find a date for your document, even if it isn’t on the specific page you got the material from. Web sources without listed publication dates are likely not very credible and should generally be avoided.

5.11. A Note on Tools that Generate References

There are websites that create References pages for you. After typing in the publication information (or, in some cases, after the website gathers the information for you), the website formats the information in APA style for you. **We do not recommend the use of**

these tools. They are not always accurate, and they often cause formatting problems in your document.

6. In-text Citations

In-text citations identify the author and the year (and page or paragraph number, if necessary) of the sources used in a written work. In-text citations should be used every time information from an outside source is integrated into the text of your written work, regardless of whether you summarize, paraphrase, or quote. They have two basic forms:

1. The citation is entirely at the end of the sentence in which the outside material is used.
 - o The demand for physical therapists is expected to rise exponentially, due to the baby boomers getting older (Kessel, 2004).

Because the author's name is not indicated in the paper itself, the writer placed both the author's name and the year of publication in parentheses at the end of the sentence, separated by a comma.

2. The author's name is integrated organically within your own writing, and the year follows the name in parentheses. *Note: In a direct quotation using this format, the page or paragraph number is still inserted at the end of the sentence, in parentheses.*
 - o According to Kessel (2004), the demand for physical therapists is expected to rise exponentially, due to the baby boomers getting older.

Because the author's name is mentioned within the text of the paper, the writer placed the year of publication directly after the name, in parentheses.

Note that you should NOT combine the forms. According to (Kessel, 2004), "...” is incorrect.

6.1. Punctuating In-text Citations

Except in the case of block quotations (see section 4.4.2 above), in-text citations are always placed inside punctuation marks. For example:

- Baby boomers are contributing to the rapid increase in physical therapy positions (Kessel, 2004).

Note that the citation goes *inside* the period, not outside. The same goes for commas, in instances where the citation comes in the middle of a sentence. For example:

- According to Kessel (2004), baby boomers are contributing to the rapid increase in physical therapy positions.

If you're actually quoting a source, the citation comes after the quotation marks, but before the period:

- But "the number of physical therapists is also on the rise due to new medical techniques that save the lives younger people with severe physical disabilities" (Kessel, 2004, p. 4).

Notice the order of punctuation marks: the quote ends with a quotation mark, the citation comes after the quotation mark, and the period ends the sentence. The citation is actually considered part of the sentence, so it is always placed before period (again, except in the case of block quotations).

Note also that citations for direct quotations should include a page number, if one is available. Therefore, **quotes from books, magazine articles, newspaper articles, journals, or any other source in print should include a page number, in addition to the author and year.** For example:

- According to Kessel (2004), “The aging of baby boomers accounts for the exponential rise in physical therapy jobs” (p. 33).
- Also, “the rise in physical therapy jobs means more opportunities for physical therapy assistants” (Kessel, 2004, p. 33)

For in-text citations of direct quotes from sources that do not have page numbers, a paragraph number should be used instead. See section 6.4 below for more information.

6.2. In-text Citations with Multiple Authors

In the case of two authors, both of the authors’ last names should be given, with an ampersand (&) between them: (Watkins & Dodgson, 2010).

Or, when using the names of the authors within the written work, form the citation like this: Watkins and Dodgson (2010) demonstrate...

In the case of three to five authors, list all of the authors’ last names the first time you cite them, and for any subsequent citations, use only the first author’s last name and “et al.” For works with six or more authors, always cite them with the first author’s last name, followed by “et al.”

Here are examples of the first instance of citing a work with three to five authors:

- Stevens, Barlow, and Smith (2010) write...
- But “the motives for the study are hypocritical” (Stevens, Barlow & Smith, 2010).

Throughout the rest of the paper, this source would be cited like these examples:

- Stevens et al. (2010) write...
- But “the motives for the study are hypocritical” (Stevens et al., 2010).

If the source uses six or more authors, always cite the work by using the first author’s name followed by “et al.” For example:

- Jordan et al. (2011) found that...
- The study concluded that “to adequately determine the potency of this medication, further study is required” (Jordan et al., 2011, p. 56).

6.3. In-text Citations with No Author

In situations where your source does not have a published author name, replace the author name in the citation with the first element in the source’s Reference page entry. That is, use either the organization’s name (if you have one), or the title of the source.

If you have an organization as an author, you must write out the full name of the organization in your first citation, but in subsequent citations, you can abbreviate the name (note, as well, the use of “n.d” in place of a year):

- First citation: (Pancreatic Cancer Action Network [PCAN], n.d.).
- All subsequent citations: (PCAN, n.d.).

Pancreatic Cancer Action Network is abbreviated in brackets in the first citation. PCAN can be used in place of Pancreatic Cancer Action Network throughout the rest of the document.

If you do not have any kind of author name, use the title of the piece in place of the author name. If the title is more than two or three words, however, abbreviate the title by shortening it to its first couple of words. For example, cite the “Medical students getting more training in bedside manner” article referenced earlier like this: (“Medical Students,” 2007).

Note that you should use quotation marks around the title of the article in the in-text citation (because titles of articles are always put in quotes when mentioned in the text of an essay). Similarly, if you are citing the title of a book with no author, put the title of the book in italics.

6.4. In-text Citations with No Page Numbers

When writing a citation for a quotation, you should typically include page numbers; however, many electronic sources (like web documents) do not have page numbers. In this case, you should include the paragraph number, instead.

This manifests itself in a couple of different forms:

- If the paragraphs are numbered, write: (Smith, 2011, para. 5).
- If the paragraphs are not numbered, indicate the heading title for the specific information being cited, follow the heading title with the word “section,” and then write the number of the paragraph within the context of that section: (Smith, 2011, Discussion section, para. 3).
- If the heading section is too long, you can shorten it. However, if you do so, you must put the shortened heading inside quotation marks: (Smith, 2011, “Making Decisions,” para. 3).

In this example, “Making Decisions” refers to a longer section called “Making Decisions about Senior Healthcare.” Note that in this case the word “section” is removed.

Note: Don't print out the document and use the page number of the printout.

6.5. Citing Personal Interviews

Personal interviews with experts are an excellent way to gather information. These sources are cited differently from other sources, however, because they do not appear on the References page. Instead, you only cite them with an in-text citation, like this:

- Experts say that “you should always wash your hands before handling food” (J. Smith, personal communication, March 19, 2001).

The words “personal communication” indicate that this information is derived from a discussion with the source. No Reference page entry is required. However, you should provide the full date of your interview, and carefully follow the format indicated in the above example.

6.6. Other Notes on In-text Citations

- Never use a URL in your in-text citation. Always include either the author of the document or the title of the document, along with the year of publication.

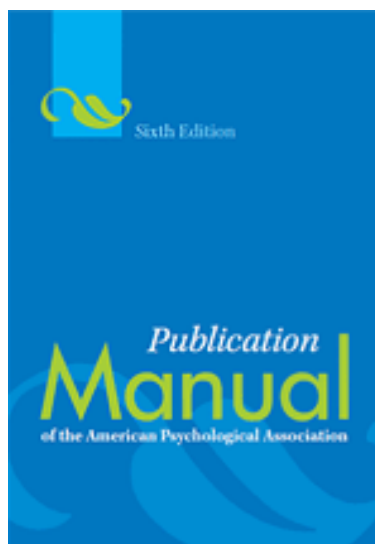
- If you don't have a publication date, use n.d. inside the citation.
- Your citation should only include the authors' last names and the year of publication; you should not include first initials or any date information aside from the year.
- Citations should be used throughout your written work, not only after quotes. Even if you cite a quote within a paragraph, include a citation at the end of that paragraph to account for the rest of the information there.
- It should *always* be clear where the information or words that you include in your paper, essay, or other written work comes from.

7. Final Thoughts on APA Style

To briefly review, you are expected to adhere to the standards of APA Style formatting, citations, references, and writing style when producing written work at Hondros College. In addition,

- Write papers in a professional manner, according to APA Style guidelines.
- Always format your papers according to APA Style, as described in this document.
- Plagiarism is a serious academic offense. The information and/or words of another source must be quoted, cited, and referenced properly. The consequences of plagiarism are severe, including dismissal from the program.
- To avoid plagiarism, use proper APA Style references and citations. Remember that whenever you use someone else's words or ideas in your paper, it must be both cited and referenced. For every in-text citation, there must be a reference.
- APA Style helps your reader to understand your document. Citing and referencing properly allows him or her to see in your paper that you have used someone else's words or ideas, and allows him or her to find where the information was originally located.

If you have a question about APA Style that was not covered in this document, refer to the 6th edition of the *American Psychological Association Publication Manual*.



Finally, if you have any questions or concerns about plagiarism or APA writing, referencing, citing, formatting, always consult your instructor.