

SAMPLE APA PAPER (6th ed.)

Per the *Publication Manual of the American Psychological Association* (APA) (6th edition), double-space the entire paper, except with charts or tables. Do not add any extra spacing, except with page breaks between chapters (for very long papers), between the cover and first page, and between the last page and the reference section. Use Times Roman, 12-point font. Do not use bold except for headings. Margins are set for one inch on top, bottom, and sides. The header on the cover page is different from the headers on the rest of the paper. Only the cover page header includes the words *Running head*. The header is flush left but the page numbers are flush right. Make sure the header font is the same as the rest of the paper. Handouts on how to format the cover page (as well as other handouts) are available on the Writing Center's Resources for Writers web page: <http://info.csp.edu/en/Academic-Resources/WritingCenter/Resources-for-Writers/>, and a video demonstration is available on the Writing Center's Informational Videos web page: <http://info.csp.edu/en/Academic-Resources/WritingCenter/Instructional-Videos/>. **Note:** comments inside boxes are not part of the formatting of the paper.

The Dancing Fox: A Sample Paper in APA Style

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Note: Center the following information in the middle of the page: title, your name, school name, course title and section, the instructor's name, and the date. **APA only requires the title, author's name, and institutional affiliation**, but most CSP instructors ask for the date and course information too—check with the instructor or syllabus. Do not use contractions in formal papers—either in the title or the body of the paper (“do not” rather than “don’t”). Titles should include no more than 12 words. Titles use upper and lowercase letters.

Note: This paper reflects the sixth edition of the *Publication Manual of the American Psychological Association*. Last updated August 9, 2013.

The Dancing Fox: A Sample Paper in APA Style

This sample paper will lay out some guidelines for papers written in the American Psychological Association (APA) style. Most academic papers are written in third person (“One can see...research shows...the author suggests...”); avoid first-person point of view (I, we, our, etc.) and second-person point of view (you) in academic papers. All of the paper is double-spaced, aligned left, and in Times New Roman, 12-point font. Margins are one inch. Two spaces after punctuation marks at the end of a sentence is (only) recommended (APA, 2010, p. 88). The title on the first page is centered, double-spaced, and not bold. Each new paragraph is indented half an inch. Unless requested by the instructor, do not use a heading titled “Introduction” (APA, 2010, pp. 63-64). Write out acronyms the first time mentioned, such as American Psychological Association for APA. If acronyms first appear inside parentheses, use brackets (American Word Play [AWP], 2009). Write out acronyms again in the references.

Headings Capitalize First Letters

Here is the second paragraph. It is the beginning of a section with a heading. This sample paper only uses one level of headings, so each heading is centered and in boldface. See the handout on APA heading levels (available on the Writing Center website) if employing more than one level. Do not capitalize articles (a, an, the) in headings unless they begin a title or follow a colon. Avoid contractions. Capitalize each main word in headings, including hyphenated compound words. Six-Year Study on Foxes, and Self-Consciousness of a Vixen are examples of headings with compound words (FitzPat & Whaler, 1999, A4, A6). Use *p.* for one page and *pp.* for more than one. Use *para.* for one paragraph and *paras.* for two or more. Separate non-consecutive page numbers with commas; separate different sets of authors with semicolons (Ames, 2003; Bugga & Miner, 1998; Duvall, Walker, & Jensch, 1996).

Paraphrasing is stating an idea of another's in one's own words. Quoting is stating another's exact words—both need to be cited. Include the author(s) and year for paraphrases and the author(s), year, and page or paragraph number for direct quotes. “When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text” (APA, 2010, p. 171). Duvall, Walker, and Jensch (1996) explain that when quoting or paraphrasing authors outside of parenthetical citations, one refers to them by their last names and joins the last author with the second-to-last author with the word *and* spelled out. Words written as words should be italicized. Parenthetical citations and references join authors with an ampersand (&) rather than spelling out *and* (Duvall, Walker, & Jensch, 1996). Include the year in all parenthetical citations, even if it seems redundant (Duvall et al., 1996, para. 1; APA, 2010, pp. 174, 170, 174).

In-Text Citations

According to Razi Nadeem and Ezekiel Tewes (2006a), the names or titles of journals, books, CDs, television and radio programs, plays, films, and operas are italicized. Names or titles of articles, episodes of television programs, shows of radio programs, poems, chapters, website articles, and songs are surrounded by quotation marks. Dr. John Wright confirms in his article “Foxes Forever” that each word in a title in the text begins with a capital letter, except for a, *the*, *in*, etc., but in the references, article and book titles are lowercased—except for the first word, the first word after a colon, and proper nouns (2006). If an article does not have an author, use a shortened form of the title for in-text citations (“Time to Protect,” 1989). Periods are placed *after* the closing parenthesis, except with indented (blocked) quotes.

Research suggests that when more than one author or group of authors are cited parenthetically for the same point, separate them with semicolons (Gehan, 2003; Nadeem &

Tewes, 2006b). Authors with more than one work published in the same year are distinguished by lower-cased letters after the years, beginning with *a*. *Fox Vixens: Ha!* (Gehan) explains how year, author, and page number “do not have a set placement” (2003, p. 1). The year can be after the author’s name, or at the end of the sentence, for example (Gehan, 2003).

In-text citations list just the last names unless the authors share the same last name, in which case the initials of the first names are included (Iwaszek, T., & Iwaszek, S., 2000). C. Meadow, Brown, Montreville, Arapatsy, and J. Meadow, (1993, pp. 176, 198) report that on May 28, 1994, 500 foxes danced. Write out numbers one through nine, although there are exceptions (see pages 111-112 of the sixth edition of the APA manual for details). Numbers beginning sentences are always written out (Kenya, Steiger, & Star, in press). Numbers are expressed in figures when they “represent time, dates, ages...and numerals as numerals” (APA, 2010, p. 124). The ellipsis indicates words are omitted.

Et al. for Three or More Authors

When referring to material that comes from three, four, or five authors, include all of the authors’ last names in the first reference. Subsequently, use just the first author’s last name followed by the words *et al.* *Et al.* is a Latin abbreviation for *et alii*, meaning “and others.” APA italicizes words written as words. When a work has six or more authors, in the paper body, cite only the last name of the first author, followed by *et al.* (Bryn et al., 2009, pp. 6-7). For seven or fewer authors *in the references*, write out authors’ last names with first- and middle-name initials, up to the seventh. For eight or more, write out authors’ last names with initials up to the first six, insert an ellipsis (...), and finish it with the last name and initial of the last author. C. Meadow et al. state *et al.* is plural (substitute *they*). C. Meadow (1996) and J. Meadow (2003, p. 1116) also stress that initials of the author’s first name precedes the last name when outside of parenthetical citations, but are placed after the last name when inside parentheses. See

Meadows' references for multiple entries and authors sharing last names.

As Cited In

When referring to someone's ideas or words found in someone else's material, both the original (who said it) and secondary (where the quote or idea was mentioned) sources should be included in the in-text citation information. Only the secondary source is listed in the references though. Use *as cited in* to indicate the secondary source. Merry Celeste suggests "Dreaming of a fox dancing on clouds indicates an unstable situation," (as cited in Edelen, 1995, p. 178). Celeste is the primary source (she said it) and Gustavo Edelen is the secondary source (he said she said it). Only the secondary source is listed in the reference section (Edelen and *not* Celeste) because if readers want to confirm the quote, they know to go to Edelen's book on page 178. The arctic fox dances differently than the red fox (Johnson, as cited in Zilcher, 2006).

Indenting Quotes Longer than 40 Words

When a quote is 40 words or longer, block it by indenting all of the quote one inch; do not use quotation marks. According to Taylor, "Do not change the line spacing to single" (1995, para. 6). One way to indent quotes of 40 words or more:

Highlight the quote, grab the indentation handle on the ruler at the top, and drag both top and bottom handles to one-half inch. The first paragraph is not indented more.

Indent a second paragraph "of the same blocked quote" an additional half inch.

Usually quotes within quotes use single quotation marks, but use double quotation marks for quotes within blocked quotes. (Esterling, 1990, pp. 92-93, 171)

Placing the period *before* the opening parenthesis with blocked quotes is the exception to the APA rule of placing the period only after the closing parenthesis. Since the last sentence was still part of the *same paragraph*, it was not indented. Avoid beginning or ending paragraphs with quotes. It is good to "sandwich quotes," which means writing one's own words, illustrating or

backing up the point with a quote, and remarking on or following up on the quote with one's own words again. "Use quotes sparingly, especially long ones" (Kudzelka, 2006, Slide 2).

Personal Communication and Classical Work

According to Eileen Mandel (personal communication, March 3, 2001), if one references information obtained through personal communication (such as an interview, an email, a telephone call, a postcard, a text message, a letter, or a valentine), include it in the body of the text but not on the reference page. APA explains its exclusion from the reference page is because the average reader will not be able to go to the source to confirm the legitimacy of the material. The source can be mentioned either inside or outside of the parenthetical citation (E. Mandel, personal communication, October 21, 2000). Note the parenthetical citation uses only the first initial of the name (before the last name). Yamauchi (2000, pp. 1233-1234) contends that in-text citations and references do not include commas in numbers greater than three digits.

Classical material, such as the Qur'an, the Bible, and ancient Greek or Roman works, are also cited in the paper but not included in the references. They have consistent identification of sections, regardless of the version. Include the date it was translated (if applicable) and what version was used. Example: "He will yet fill your mouth with laughter/and your lips with shouts of joy" Job 8:21 (*Life Application Study Bible*, 1997).

Citation and Reference Formatting

Italicize book, journal, television and radio program, film, lecture, conference, and presentation titles, but put article, song, chapter, handout, single webpage, and episode titles in quotation marks. Page 186 of the APA manual (as cited in Ames, 2003, para. 1) suggests that when "referring to a brochure, chart, photograph, video webcast, lecture, artwork, or map," cite it as if it were a book, but follow the title in the references with a bracket clarifying what the material is to help with identification and retrieval. If the piece has no author or artist, list the

citation first by the title or the first three or so words of the title if it is lengthy.

Handouts, lecture notes, and PowerPoint presentations are treated like personal communications unless they are published in material that can be retrieved, like on a website or in a hard copy that is available to all readers (Zilcher, 2006). When citing a PowerPoint presentation, list the author, the copyright year (or n.d. if there is no date), and the slide number if it is a direct quote. “Vixens can leap higher than male fox” (Stinchfield, 2006, Slide 2).

Koobel’s Model of Experiential Learning (M. Teacher, personal communication, September 6, 2007) is a handout from class, so it is treated as a personal communication. See *Kudzelka* in the references for an example of a published lecture available on the Internet. “Foxes tire of dancing,” according to a Bulletin Board message posted by Zoel Ming (2005). List a television show’s script writer and director as the author(s) and the producer as editor (See *Siegfried* in the references).

Words from dictionaries have an interesting format: the word is first in the references, not italicized. Next comes the date; if there is no date, put *n.d.* in parentheses (not italicized). This is followed by the word *In* and the name of the book or website. After that comes the publisher location, a colon, and the publisher. If it is an online source, the URL (Uniform Resource Locator) is listed after the words *Retrieved from*. See *Wiley* in the references for an example. Word.com defines *wily* as “clever or cunning” (2010, para. 1). For a chart of a variety of sources and how each is formatted—both in text and in the references, look on the Writing Center website: <http://info.csp.edu/en/Academic-Resources/WritingCenter/Resources-for-Writers/>.

Electronic Sources

The Internet is a proper noun and so should be capitalized, but when it is an adjective (internet source, internet connection, etc.), the word *internet* is not capitalized. Do not include website addresses (URL [Uniform Resource Locator]) in in-text citations. Cite the author or

organization, or if there is neither, the name of the website. For example, an article on dance steps, “Dance of the Fox,” might be written by Charles Pritz and appear on the website *Animal Lovers Online*. The citation would look like this: (Pritz, 2009, para. 6). Article titles move to the author position when there is no author. In text, the first two or three words of the article would appear in quotation marks (“Animals Can Dance,” n.d., paras. 4-5).

It is best to provide a DOI (Digital Object Identifier) in the references when available. “DOIs are archived articles that will not be changed due to updates or lost because website links are broken” (Taylor, 1995, para. 2). See Wright in references for an example of DOI formatting. If there is no DOI, write *Retrieved from* (the URL) (not italicized). “It is not necessary to include database information” and one need not “include retrieval dates unless the source material may change over time (e.g., Wikis)” (APA, 2010, p. 192). URLs should be black and not underlined (highlight, right click, and select *Remove hyperlink*). There is no period after the URL. APA encourages breaking long URLs with soft returns (*Shift* and *Enter* keys simultaneously) at forward slashes, periods, or underscores to avoid unsightly gaps.

Conclusion

Insert a page break at the end of the paper so the reference section begins at the top of a new page. The word *Reference* or *References* is centered and not bold or italicized. Items in the reference list are alphabetized and are formatted with hanging indents. Visit the Writing Center website links to videos demonstrating how to format references with hanging indents, how to remove hyperlinks, and other snazzy tips (these videos are also on YouTube under Concordia Writing Center): <http://info.csp.edu/en/Academic-Resources/WritingCenter/Instructional-Videos/>

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