

APA for SAGE

A style guide for submission of written work for students in
Medaille's School of Adult and Graduate Education

This style guide for the School of Adult and Graduate Education (SAGE) of Medaille College has been developed from the publication guidelines in the American Psychological Association's *APA Publication Manual*.

The strictures described here reflect academic conventions tailored specifically for student work in the SAGE degree programs. Although APA does not strictly require consulted sources to be listed as references, for example, most SAGE courses prefer References page entries for all cited *and* consulted sources, including websites.

Each SAGE program has designated an APA reference manual that should be consulted regularly for details regarding in-text citations and the References page. Students are encouraged to think of their reference manual as a phone book; there is no need to memorize everything in it, but it should be consulted every time you format a paper.

Manuscript Format

- Use good quality white bond 8 ½” x 11” paper.
- Use a 12-point serif font for the body of your paper. Times New Roman is preferred. Sans serif type should be reserved for graphics, tables and charts, and headings.
- Use one-inch margins on all sides of the paper.
- Double-space everything, including indented quotes, the title page, and the References page.
- Left-align text in the body of your paper.
- Indent paragraphs one-half inch.
- Use italics, not underlining, for titles of longer works (books, periodicals, websites, etc.).
- Insert page numbers in the top right corner of every page.
- Begin any assignment over two pages with a title page that includes the following:
 - Running head – The first fifty characters of the paper’s title should appear in all capital letters in the top left corner of every page. Only on the title page should this title be preceded by the words “Running head:” (without quotation marks).
 - Title – The title of the paper should be centered on the page with the first letter of all major words capitalized.
 - Student Name – The student’s name should be centered beneath the title.
 - School Name – The school’s name should be centered beneath the student’s name.
 - Author Note – At the bottom of the title page, an “Author Note” should provide the course title and number, the student’s cohort number, the instructor’s name, the date, and any other information the instructor specifically requests.
 - See *Figure 1* for the layout of the title page.
- See pp. 534-595 in *Rules for Writers* by Diana Hacker and Nancy Sommers for a more detailed description of APA style.

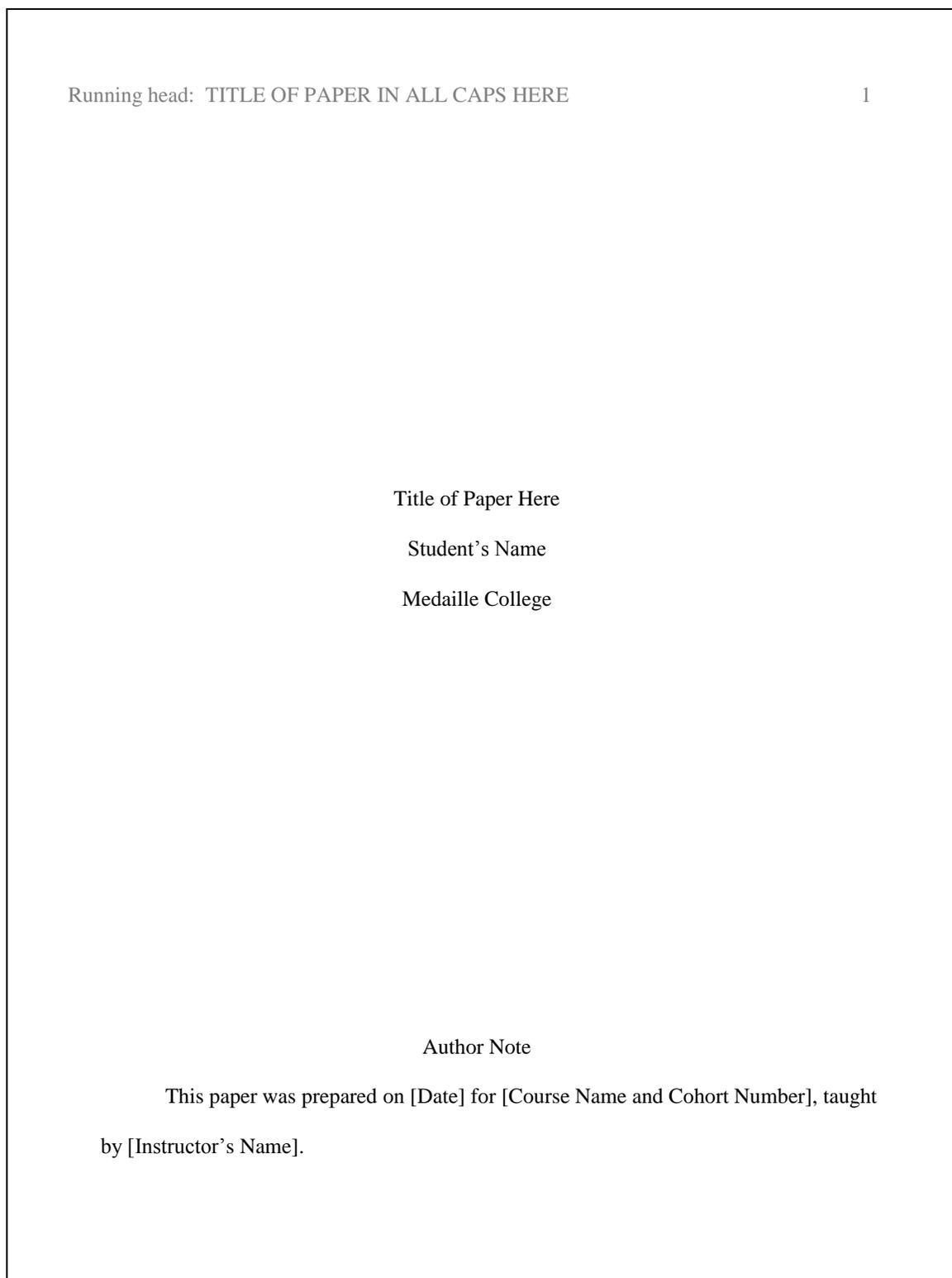


Figure 1. Title page layout. This figure illustrates the visual layout and key components of an APA title page.

In-Text Citations

The in-text citations and references should be consistent with one another. If a reference entry lists two authors for a work, for example, the in-text citation must also include both authors. Creating your list of references *before* you write the paper, then, will ultimately save you time.

- In-text citations consist of the author's last name and the date of the work. The author's last name refers the reader to the References page for more information. The date allows the reader to assess how recent or venerable the information is.
- Use signal phrases to introduce quotes or cited material. All APA reference manuals include examples of appropriate signal phrases, so study them carefully. Two examples are:
 - According to Roberts (2009), "Research methods used in the University of Pittsburgh study were flawed" (p. 597).
 - As Davis noted in his 2011 article, "The new fields of polymer analysis and characterization are attracting both research scientists and research dollars" (p. 12).
- Refer to authors by last name only in the paper itself. If you are working from two authors with the same last name, include their first initials.
- When referring to sources within your essay, place the titles of articles and other short works in quotation marks and capitalize all words with more than four letters (this is different on the References page). Italicize the titles of books, periodicals, and other long works.
- Direct quotes should be enclosed in quotation marks.
- Use an ellipsis (three periods separated by spaces) to indicate missing words from a quotation.
- Indent long quotes of more than forty words one-half inch from the left margin. Keep the normal right margin and do not single-space.
- To introduce a paraphrase, use a signal phrase that mentions the author and date.
 - According to Roberts (1998), the research performed at the University of Pittsburgh was faulty (p. 597).
 - As Davis noted in his 2003 publication, polymer analysis and characterization is a relatively new development (p. 12).
- Provide in-text citations for all facts and statistics.
- Carefully study your APA reference manual for examples of in-text citations.
- See *Figure 2* for a sample APA page with several in-text citations.

A handbook designed to educate doctors on obesity called for “major changes in some aspects of western culture” (Hoppin & Taveras, 2004, Conclusion section, para. 1). Cultural change may not be the typical realm of medical professionals, but the handbook urged doctors to be proactive and “focus [their] energy on public policies and interventions” (Conclusion section, para. 1).

The solutions proposed by a number of advocacy groups underscore this interest in political and cultural change. A report by the Henry J. Kaiser Family Foundation (2004) outlined trends that may have contributed to the childhood obesity crisis, including food advertising for children as well as

a reduction in physical education classes and after-school athletic programs, an increase in the availability of sodas and snacks in public schools, the growth in the number of fast-food outlets . . . , and the increasing number of highly processed high-calorie and high-fat grocery products. (p. 1)

Addressing each of these areas requires more than a doctor armed with a prescription pad; it requires a broad mobilization not just of doctors and concerned parents but of educators, food industry executives, advertisers, and media representatives.

The barrage of possible approaches to combating childhood obesity—from scientific research to political lobbying—indicates both the severity and the complexity of the problem. While none of the medications currently available is a miracle drug for curing the nation’s 9 million obese children, research has illuminated some of the underlying factors that affect obesity and has shown the need for a comprehensive approach to the problem that includes behavioral, medical, social, and political change.

Figure 2. Page from a sample APA paper. This figure illustrates in-text citations for direct quotations, including one long quotation. Adapted from Hacker, D., & Sommers, N. (2012). *Rules for writers*. (7th ed.). New York: Bedford/St. Martin's. See pp. 583-594 for the entire sample paper.

Sample In-Text Citations	
One to Five Authors:	(Bor, Gill and Elliott, 2009)
Six or more Authors:	(Frankland, et al., 2008)
Corporation/Agency:	(United States Marine Corps, 2004)
When citing a specific part of a source, include a page or paragraph number:	(Jefferson, 2013, p. 57) or (U.S. Census Bureau, 2009, para. 3)
When paraphrasing or introducing a quotation, follow the author's name with the year in parentheses:	A report by the Henry J. Kaiser Family Foundation (2004) described causes other than media for the childhood obesity crisis (p. 1). or According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

References Page

Every academic paper that was developed using resources must have a correctly formatted list of references. To format your References page:

- Start on a new page immediately after the last page of text.
- Continue the running head.
- In the top center of the page, type “References” (without quotation marks).
- Use hanging indents; in other words, begin each entry at the left margin and indent subsequent lines one-half inch.
- Invert authors’ names (Smith, J. D.) and alphabetize entries by last name.
- Double-space all entries.
- Use italics, not bold or underlining, to indicate the titles of long works.
- Include all resources used in your research. Every in-text citation should refer to a complete entry on the References page. List any resource that you consulted for background information, even if you do not cite it directly in your paper.
- Follow the examples in your APA reference manual carefully, observing all details of capitalization, punctuation, etc. Note the following peculiarities of APA:
 - Article titles are not placed in quotation marks on the References page.
 - In most titles, only proper nouns and the first word of title/subtitle are capitalized (e.g., The mortgage industry’s role in the current global financial meltdown: Historical perspective and recommendations).
 - All main words of periodical titles, however, should be capitalized (e.g., *Journal of Accounting, Finance & Management Strategy*).
 - The first names of authors are not written out; only authors’ initials are used.
 - The date of publication or copyright follows the author’s name in parentheses.
 - Use the ampersand (&) rather than “and” for multiple authors.
- See *Figure 3* for a sample APA References page.

References

- Berkowitz, R. I., Wadden, T. A., Tershakovec, A. M., & Cronquist, J. L. (2003). Behavior therapy and sibutramine for the treatment of adolescent obesity. *Journal of the American Medical Association, 289*, 1805-1812.
- Carmona, R. H. (2004, March 2). *The growing epidemic of childhood obesity*. Testimony before the Subcommittee on Competition, Foreign Commerce, and Infrastructure of the U.S. Senate Committee on Commerce, Science, and Transportation. Retrieved from <http://www.hhs.gov/asl/testify/t040302.html>
- Critser, G. (2003). *Fat land*. Boston, MA: Houghton Mifflin.
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- Hilts, P. J. (2002, March 20). Petition asks for removal of diet drug from market. *The New York Times*, p. A26. Retrieved from <http://nytimes.com/>
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- McDuffie, J. R., Calis, K. A., Uwaifo, G. I., Sebring, N. G., Fallon, E. M., Hubbard, V. S., & Yanovski, J. A. (2002). Three-month tolerability of orlistat in adolescents with obesity-related comorbid conditions. *Obesity Research, 10*, 642-650.
- Roche Laboratories. (2003, December). *Xenical (orlistat) capsules: Complete product information*. Retrieved from <http://www.rocheusa.com/products/xenical/pi.pdf>

Figure 3. Sample APA References page. This figure illustrates the list of citations provided at the end of an APA paper. Adapted from Hacker, D., & Sommers, N. (2012). *Rules for writers*. (7th ed.). New York: Bedford/St. Martin's. See pp. 583-594 for the entire sample paper.

Sample Citations for Print Resources

Book or Harvard Business Review Case Study

Bor, R. & Gill, S. (2009). *Counseling in health care settings: A handbook for practitioners*. New York: Palgrave MacMillan.

Hill, L. A. (2008). *Taran Swan at Nickelodeon Latin America* (Rev. ed.) [Case Study]. Boston, MA: Harvard Business Publishing.

Sample Citations for Database Articles

Academic Journal Article

With a DOI (Digital Object Identifier):

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

Without a DOI:

Godard, J. (2009). The exceptional decline of the American labor movement. *Industrial & Labor Relations Review*, 63(1), 82-108. Retrieved from <http://www.ilr.cornell.edu/ilrreview/>

Magazine or Newspaper Article

Elliott, S. (2010, October 11). News from the advertising industry. *The New York Times*, p. A7. Retrieved from <http://www.nytimes.com/>

Wilentz, A. (2010, September 6). Running in the ruins: Haiti prepares to elect a president. *The New Yorker*, 86(25), 26. Retrieved from <http://www.newyorker.com/>

Citing Internet Sources

The purpose of citing a reference is to enable the reader to find the source of the material. The official APA Style website (www.apastyle.org) suggests that authors who use Internet sources follow two guidelines:

1. Direct readers as closely as possible to the information being cited; refer to specific documents rather than home or menu pages.
2. Provide addresses that work. Check for currency and accuracy.

The reference entry for an Internet source should provide the following information:

- Author – if at all possible. Remember that anonymous work from the Internet is of questionable validity and authority.
- Title (or description) of the document or site.
- Date of publication, update, or retrieval.
- Address/URL – The most accurate way to transcribe an Internet address is to copy it directly from your browser and paste it onto your References page.

Sample Citations for Internet Resources

General Website

The U.S. Bureau of Labor Statistics. (2010). *Employment situation summary*. Retrieved from <http://www.bls.gov/news.release/empsit.nr0.htm>

Blog

Karlgaard, R. (2010, October 20). What grows an economy? [Web log post]. Retrieved from <http://blogs.forbes.com/richkarlgaard/2010/10/20/what-grows-an-economy/>

Wiki entry

Occupational Safety and Health Administration. (n.d.). In *Wikipedia*. Retrieved October 20, 2010 from http://en.wikipedia.org/wiki/Occupational_Safety_and_Health_Administration

Online video clip

National University of Singapore. (2008, September 22). Africa and Rwanda: From crisis to socioeconomic development [Video file]. Retrieved from <http://www.youtube.com/watch?v=fMnenSRvcYo>

Government Report

U.S. Census Bureau. (2009). *State median family income by family size*. Retrieved from <http://www.census.gov/hhes/www/income/statemedfaminc.html>