

The following is a summary of APA Style standards relevant to RooWriter submissions. For other projects, please consult the APA Style Manual and the Writing Studio’s website for more comprehensive guidelines.

## Citing Sources

“To document” means to tell the reader the source of any material a writer uses in his or her essay. Material needing documentation includes facts, statistical data, and ideas as well as the words used to express such information. Writers need to document, or cite, sources whether or not they are using the exact words of the original. If using any of the exact words (even just a phrase), writers need to put quotation marks around those words in addition to citing the source. Failure to use quotation marks appropriately constitutes plagiarism.

APA style requires writers to place the author’s last name, year of publication, and page number in parentheses immediately after a quotation or the author’s last name and year of publication before the quotation and the page number afterwards (see examples below).

## In-Text Citation Guidelines and Examples

### When referring to a study

- As Kessler (2003) found in his study...
- Early onset of the disease is worse (Kessler, 2003).

### When referring to two or more studies

List in parentheses alphabetically by author’s last name

- Training materials are available (Gogel, 1990; Smith, 2001).

### When paraphrasing & quoting specific info

- Harrison (1990) argues that...to advance in the military (p. 114).
- However, “this book does not replace the *Publication Manual*” (Szuchman, 1999, p. 4), and writers who are serious about their writing should own both.

### When there are two authors for one source

Use both authors’ last names *every* time you quote

- As Kurtines and Szapocznick (2003) demonstrate...
- (Kurtines & Szapocznick, 2003)

### When there are three to five authors for one source

Cite all authors the first time, first author and et al. afterwards

- Kisangau, Lyaruu, Hosea, and Joseph (2007) argue...Kisangau et al. (2007) argue...

### When there are six or more authors

Cite only first author and et al.

### When using a group author

First time, write out name; afterwards abbreviate if possible

- According to the American Psychological Association (2009)...(APA, 2009)

### When there isn’t an author

Use quote marks around the titles of articles, chapters, or webpages and italicize titles of periodicals, books, reports, or brochures

- ...on free care (“Study Finds,” 2007)...In *College Bound Seniors* (2008)...

### When citing a website without page numbers

If paragraph numbers are available, include them instead of page numbers

- (Smith, 1999, para. 3)

If paragraph numbers are not available, use the heading title and the number of paragraphs following it

- In their study, Verbunt, Pernot, and Smeets (2008) found that “cockroaches are gross” (Findings, para. 2).

## Constructing and Organizing Your References

List sources alphabetically by the last name of the first author of each source. When there is no author, alphabetize by title. Indent the second line one-half inch for references that run over one line.

## Template

## Example

### Scholarly Journal

Author's Name. (publication date). Title of article.  
*Title of the Journal, volume number* (issue number), page numbers.

Volcott, W. (1987). Establishing writing center workshops. *Writing Center Journal*, 7(2), 45-50.

### Work on a Website

If available, add the "Digital Object Identifier" (DOI). It's a number assigned to every website once it's made available online and is usually located on first page of electronic journal article, near copyright notice; also on the database landing page for article.

Author's name. (publication date). Title of the article.  
*Title of the Journal, volume number* (issue number), page numbers. doi:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24(2), 225-229. doi:10.1037/0278-6133.24.2.225

Author's name. (publication date). Title of the site.  
Retrieved from URL

Shotton, M. A. (1998). Computer addiction? A study of computer dependency. Retrieved from <http://www.ebookstore.tandf.co.uk.asp>

### Book with One Author

Author's name. (publication year). *Title* (edition).  
Publishing City: Publishing Company.

Fields, R. (1991). *The code of the warrior*. New York: Harper.

### Article from a Newspaper

Author's name. (publication date). Title of article.  
*Periodical title*, page numbers.

O'Harra, D. (2003, May 11). Stranded whale struggles to survive. *Anchorage Daily News*, pp. B4, B8-B10.

## Heading Levels

APA formatted projects generally include section headings. APA provides guidelines for five levels.

Level of Heading	Formatting of Heading
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending with a period.</b> Begin body text after period (i.e., don't push "ENTER").
4	<b><i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i></b> Begin body text after period (i.e., don't push "ENTER").
5	<b><i>Indented, italicized, lowercase paragraph heading ending with a period.</i></b> Begin body text after period (i.e., don't push "ENTER").

## Additional Resources

<http://apastyle.org/>

<http://owl.english.purdue.edu/owl/resource/560/01/>