



## *APA STYLE GUIDE*

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## APA IN-TEXT CITATIONS – Samples

### **BASIC FORMAT FOR A QUOTATION OR PARAPHRASE**

Boccia (2008) notes that “French food is fabulous” (p. 16).

French food can be considered to be fabulous (Boccia, 2008).

### **IN-TEXT CITATION FOR A WORK WITH AN UNKNOWN AUTHOR**

#### ***For a Book or a Website:***

Speakers of English often find learning French difficult (*How to teach*, 2007).

#### ***For an Article***

Rumor has it that the best bread is made from scratch (“French bread from,” 2005).

### **IN-TEXT CITATION FOR A WORK WITH NO DATE**

Morelli believes that French drinks are the best (Morelli, n.d.).

### **IN-TEXT CITATION FOR A WORK WITH AN ORGANIZATION AS AUTHOR**

*The first time you cite the organization, use the full name; use the abbreviation alone in later citations.*

It is important to join associations (American Psychological Association [APA], 2010).

Later citations would be (APA, 2010).

### **PERSONAL COMMUNICATION (interviews, emails, memos, letters, etc.)**

“Clean as you go” is one of Chef Latona’s favorite expressions (S. Latona, personal communication, October 20, 2009).

### **INDIRECT SOURCE (citing someone who was cited in the original source)**

Chef Andress is noted as saying “if it ain’t tight, it ain’t right” (as cited in Copp, 2011, p. 4).

### **IN-TEXT CITATION FOR AN IMAGES, FIGURES AND TABLES**

See: <https://guides.unitec.ac.nz/apareferencing/images-tables-figures>

**IN-TEXT CITATION FOR A VIDEO** See: <https://guides.unitec.ac.nz/apareferencing/audio-visual>

## IN-TEXT CITATIONS - REMEMBER

- USE A SIGNAL PHRASE (a phrase that signals to your reader that you are about to include a quote) WHEN USING A QUOTATION (Boccia noted that “French food is fabulous”).
- WHEN CITING A WORK WITH AN UNKNOWN AUTHOR, USE THE FIRST THREE WORDS OF THE TITLE.
- WHEN CITING A BOOK OR REPORT, PUT THE TITLE IN ITALICS; WHEN CITING AN ARTICLE OR CHAPTER, PUT THE TITLE IN QUOTATION MARKS.
- DO NOT INCLUDE THE URL FOR WEBSITES IN IN-TEXT CITATIONS.
- ONLY CITE PERSONAL COMMUNICATION IN-TEXT; DO NOT INCLUDE IT IN YOUR REFERENCE PAGE.
- USE n.d. FOR AN ITEM WITH NO DATE.
- IF THERE ARE NO PAGE NUMBERS, DO NOT INCLUDE THEM.

## REFERENCES – FORMAT EXAMPLES

(The following examples are NOT REAL)

### REMEMBER:

- Entries are double-spaced
- Put your references in alphabetical order by authors' last names (if there isn't an author, use the title)
- Pay attention to Punctuation, Capitalization, and Order of Information (last name first, place of publication, etc.)
- Indent All Lines after the first one (Indent 5 Spaces)
- If there isn't an author, begin with the title, if there isn't a date, use n.d. (for no date)
- You do not need to include "Retrieved from statement" when using a Library Database
- Use the Retrieved from date when the information is likely to change (e.g., Blogs, Wikis, etc.)

## BOOKS

### **BOOK WITH ONE AUTHOR (either a person or an organization)**

Diritto, H. (2007). *How to teach an English person French including simple tips and techniques*. New York, NY: Harper Perennial.

Association for French Speaking People. (2007). *Preparing for a long-term visit to France: A guide to French customs and their importance in European culture*. Paris, France: French Press.

### **BOOK WITH NO (UNKNOWN) AUTHOR**

*How to teach an English person French including simple tips and techniques*. (2007). New York, NY: Harper Perennial.

### **ONLINE BOOK (WEBSITES, GOOGLE BOOKS, PROJECT GUTENBURG, ETC.)**

Post, E. (2004). *Etiquette in society, in business, in politics and at home*. Retrieved from <http://www.gutenberg.org/ebooks/14314> (Original work published 1922).

### **BOOK WITH AN EDITOR**

Evans, C. (Ed.). (2009). *The food of New Orleans: It's yummy!* New Orleans, LA: Tulane University Press.

### **BOOK WITH 2-6 AUTHORS (list all authors up to six)**

Kerkstra, P., Jordan, S., & Rickerson, J. (2005). *French food: A taste of Burgundy*. Burgundy, France: University of Paris Press.

### **BOOK WITH MORE THAN 6 AUTHORS**

Boccia, L., et al. (2008). *The French way: The glories of eating well*. Aix en Provence, France: French Education Press.

### **BOOK - OTHER EDITION THAN THE FIRST**

Labensky, S. R. & Hause, A.M. (2007). *On cooking: A textbook of culinary fundamentals*. (4<sup>th</sup> ed.). Upper Saddle River, N.J.: Pearson Prentice Hall.

## **PERIODICALS (MAGAZINES, NEWSPAPERS, JOURNALS)**

### **MAGAZINE ARTICLE - ONLINE**

Gallagher, J. (2005, May 20). French bread from scratch. *Patisserie*, 132, 44. Retrieved from <http://www.patisserie.com>

### **MAGAZINE ARTICLE – ONLINE FROM A DATABASE**

Gallagher, J. (2005, May 20). French bread from scratch. *Patisserie*, 132, 44.

### **MAGAZINE ARTICLE WITHOUT AN AUTHOR - ONLINE**

French bread from scratch. (2005, May 20). *Patisserie*, 132, 44. Retrieved from <http://www.patisserie.com>

### **MAGAZINE ARTICLE - PAPER**

Andress, D. (2005, May 20). French bread perfected: How to make the yeast work for you. *Patisserie*, 132, 44.

### **NEWSPAPER ARTICLE—ONLINE FROM A WEBSITE**

Morrow, D. (2008, December 16). What's new in the French countryside? *The Paris Gazette*, p. C4.  
Retrieved from [www.parisnews.com](http://www.parisnews.com)

### **NEWSPAPER ARTICLE WITHOUT AN AUTHOR – ONLINE FROM A DATABASE**

What's new in the French countryside? (2008, December 16). *The Paris Gazette*, p. C4.

### **NEWSPAPER ARTICLE – ONLINE FROM A DATABASE**

Morrow, D. (2008, December 16). What's new in the French countryside? *The Paris Gazette*, p. C4.

### **NEWSPAPER ARTICLE—PAPER**

Morrow, D. (2008, December 16). What's new in the French countryside? *The English Paris Gazette*, p. C4.

### **JOURNAL ARTICLE—PAPER VERSION**

Copp, M. (2005). The voyage of a snail: A happy journey. *Journal of Slugs*, 110(2), 32-40.

### **JOURNAL ARTICLE—ONLINE FROM A WEBSITE**

Copp, M. (2005). A journey into the heart of the Rhone: A comedy. *France Geography*, 112(3), 32-35.  
Retrieved from <http://www.ucla.edu/gslis/copp.htm>

### **JOURNAL ARTICLE – WITHOUT AN AUTHOR ONLINE FROM A WEBSITE**

A journey into the heart of the Rhone: A comedy (2005). *France Geography*, 112(3), 32-35. Retrieved from <http://www.ucla.edu/gslis/copp.htm>



### **JOURNAL ARTICLE – ONLINE FROM A DATABASE**

Copp, M. (2005). The life truffles: A true story. *Journal for the Development of Fungi*, 102(2), 13-17.

### **WEBSITES**

#### **WEBSITE WITH A PERSONAL AUTHOR**

Morrelli, T. (2006). *French drinks made easy: My shortcuts in making classic drinks*. Retrieved from <http://www.frenchwineguide.org/morrelli>

#### **WEBSITE WITH A CORPORATE AUTHOR (BUSINESS, ASSOCIATION, ETC.)**

French Bartenders Association. (2006). *French drinks made easy: My shortcuts in making classic drinks*. Retrieved from <http://www.frenchwineguide.org/fba>

#### **WEBSITE WITHOUT AN AUTHOR (PERSON OR ORGANIZATION)**

*French drinks made easy: Shortcuts in making classic drinks*. (2006). Retrieved from <http://www.frenchwineguide.org>

#### **WEBSITE WITHOUT A PERSONAL AUTHOR OR A DATE**

*French drinks made easy: Shortcuts in making classic drinks*. (n.d.). Retrieved from <http://www.frenchwineguide.org>

#### **WEBSITE FROM A GOVERNMENT AGENCY**

U.S. Department of Health and Human Services. (2005). *Following a French diet*. Washington, D.C.: Author. Retrieved from [http://www.nhlbi.nih.gov/health/dci/frenchhealth/HBC\\_WahtIs.html](http://www.nhlbi.nih.gov/health/dci/frenchhealth/HBC_WahtIs.html)

## OTHER RESOURCES (BLOGS, APPS, IMAGES, VIDEOS, BROCHURES, PAMPHLETS, REFERENCE BOOKS, ETC.)

### ***APPS***

Rightsholder, A. A. (year). Title of Software or Program (Version number) [Description of form]. Available from <http://xxxxx>

Orderberry LLC. (2011). Orderberry Chef Tools. (Version 1.2.6) [Mobile application software].

Available from <http://itunes.apple.com/us/app/orderberry-tools/id340238590?mt=8>

### ***BLOG (WEBLOG)***

Copp, M. (n.d.). Why you should use the library! [Web log post]. Retrieved November 13, 2019, from

<http://www.mcopp.com/usethelibraryplease>

### ***BROCHURE, PAMPHLET, OR FACT SHEET***

National Restaurant Association. (2009). Answering your questions about H1N1 [Brochure]. Retrieved

November 11, 2019, from <http://www.restaurant.org/foodhealthyliving/fluinfo/toolkit/index.cfm>

### ***IMAGE***

Primal Pictures. (Producer). (2014). 3D Atlas: Head and Neck: Eye: Orbit from Above (layer 8, frame 1)

[Image]. Retrieved from <http://www.anatomy.tv/interactivehead2014/release/>

[default.aspx?app=interactivehead\\_flash&rqid=0](http://www.anatomy.tv/interactivehead2014/release/default.aspx?app=interactivehead_flash&rqid=0)

### ***VIDEO***

Primal Pictures (Producer). (2014). *Lateral view of the depression and elevation of the*

*temporomandibular joint* [Video]. Retrieved from

[http://www.anatomy.tv/interactivehead2014/release/default.aspx?app=interactivehead\\_flash&rqi](http://www.anatomy.tv/interactivehead2014/release/default.aspx?app=interactivehead_flash&rqi)

[d=0](http://www.anatomy.tv/interactivehead2014/release/default.aspx?app=interactivehead_flash&rqi)

## **MAP OR CHART**

Nova Scotia [Map]. (2006). Retrieved November 11, 2010, from Dalhousie University Library Map Collection [http://libraries.dal.ca/collections/maps\\_collection/map\\_collection\\_services.html](http://libraries.dal.ca/collections/maps_collection/map_collection_services.html)

## **REFERENCE BOOK - ENCYCLOPEDIA**

### **ONLINE VERSION**

France. (2008). In *Encyclopaedia Britannica*. Retrieved from <http://www.britannica.com>

### **REFERENCE BOOK – DICTIONARY - ONLINE**

Chocolate. (2002). In J. Ayto (Ed.), *An a-z of food and drink*. Retrieved from <http://www.oxfordreference.com/views/ENTRY.html?entry=t134.e272&srn=7&ssid=1077747114#FIRSTHIT>

## **FOR ADDITIONAL INFORMATION AND ASSISTANCE, PLEASE CONSULT**

- Your instructors, Program Director, or Academic Chief Director
- Research and Documentation Online: A guide to APA referencing (6th edition). APA stands for American Psychological Association: <https://guides.unitec.ac.nz/apareferencing>

## APPENIX ONE: SAMPLE TITLE PAGE

Running head: TITLE OF YOUR PAPER

1

Title of Paper Goes Here

Student Name

Name of Class

Date

## APPENDIX TWO: SAMPLE FORMAT OF REFERENCES PAGE

TITLE OF PAPER GOES HERE IN ALL CAPS

2

### References

(SAMPLES – this is the format for the References page)

Association for French Speaking People. (2007). *Preparing for a long-term visit to France: A guide to French customs and their importance in European culture*. Paris, France: French Press.

Boccia, L., et al. (2008). *The French way: The glories of eating well*. Aix en Provence, France: French Education Press.

Copp, M. A. (2005). A journey into the heart of the Rhone: A comedy. *French Geography*, 112(3), 32-35. Retrieved from <http://www.ucla.edu/gslis/copp.htm>

Copp, M. B. (2005). The life of a truffle: A true story. *Journal for the Development of Fungi*, 102(2), 13-17.

Copp, W. (2005). The voyage of a snail: A slow tale. *Journal of Slugs*, 110(2), 32-40.

France. (2008). In *Encyclopaedia Britannica*. Retrieved from <http://www.britannica.com>

Gallagher, J. (2005, May 20). French bread from scratch. *Patisserie*, 132, 44. Retrieved from Bread and Pastry Complete.

*How to teach an English person French*. (2007). New York, NY: Harper Perennial.

Kerkstra, P., Jordan, S., & Rickerson, J. (2005). *French food: A taste of Burgundy*. Burgundy, France: University of Paris Press.

Morrelli, T. (n.d.). *French drinks made easy: My shortcuts in making classic drinks*. Retrieved from <http://www.frenchwineguide.org/morrelli>

Morrow, D. (2008, December 16). What's new in the French countryside? *The Paris Gazette*, p. C4. Retrieved from [www.parisnews.com](http://www.parisnews.com)

Stecher, M. (2005, May 20). French bread from scratch: Revisited. *Patisserie*, 140, 20.

U.S. Department of Health and Human Services. (2005). *Following a French diet*. Washington, D.C.: Author. Retrieved from [http://www.nhlbi.nih.gov/health/dci/frenchhealth/HBC\\_WahtIs.html](http://www.nhlbi.nih.gov/health/dci/frenchhealth/HBC_WahtIs.html)

## APPENDIX THREE: CREATING A TITLE PAGE AND HEADERS USING WORD

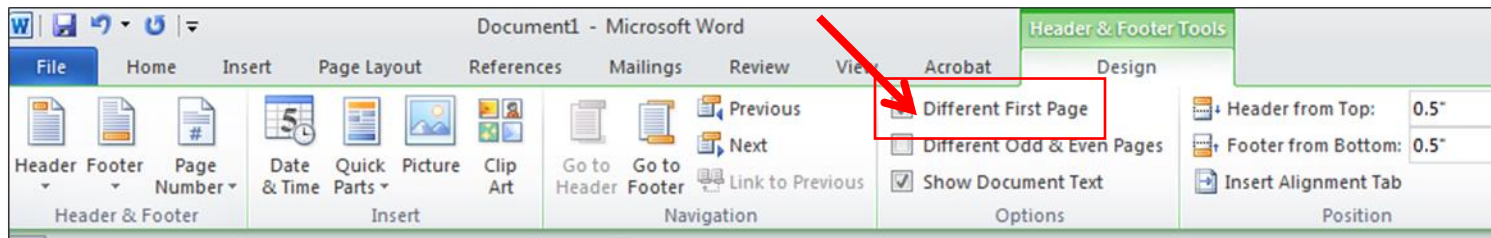
### STEP ONE

Using MICROSOFT WORD, change the font to Times New Roman, Size 12  
INSERT HEADER (double click ABOVE the cursor):



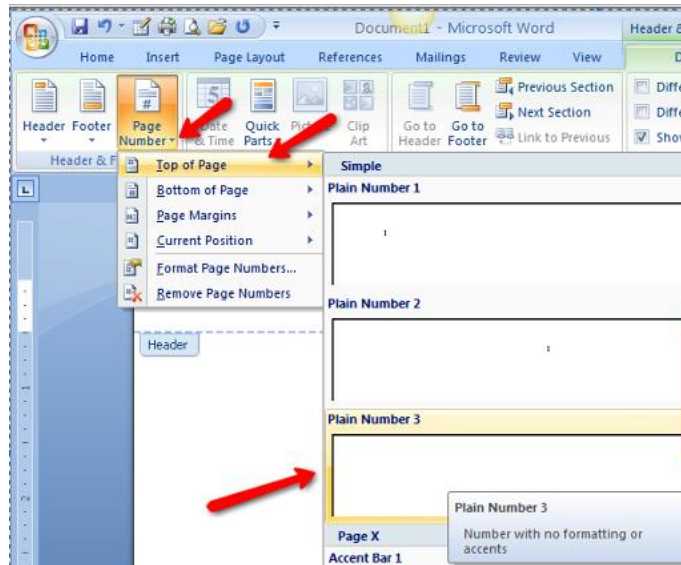
### STEP TWO

SELECT the 'Different First Page' box



### STEP THREE

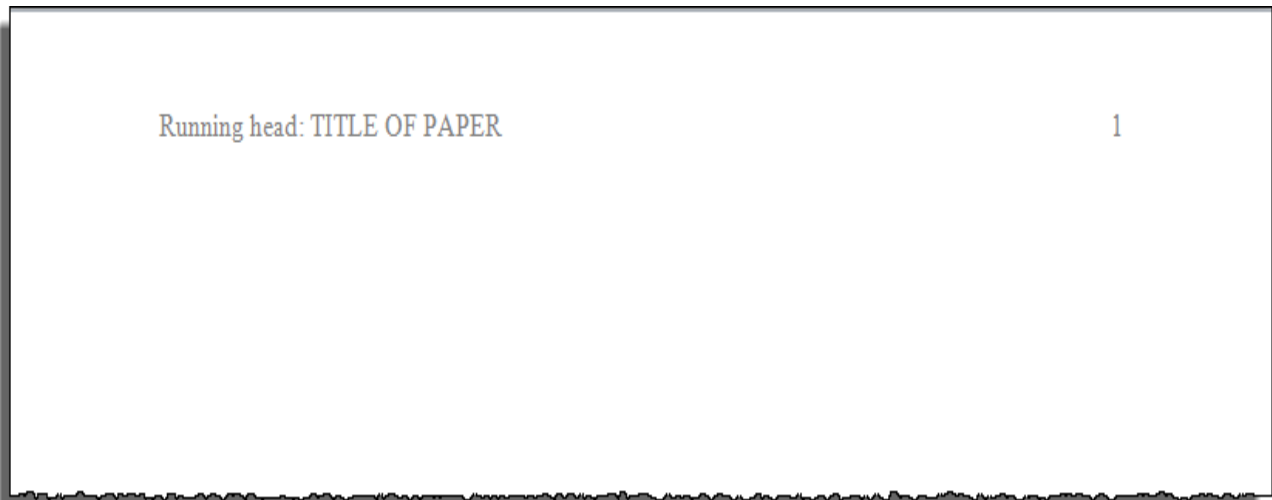
SELECT 'Page Number' (Page Number → Top of Page → Plain Number 3)



**STEP FOUR**

Type: 'Running head: TITLE OF YOUR PAPER' and push the Tab key twice.

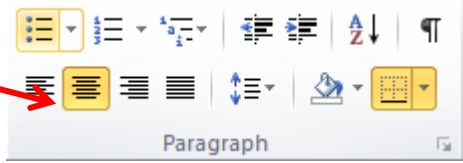
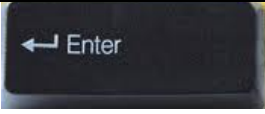
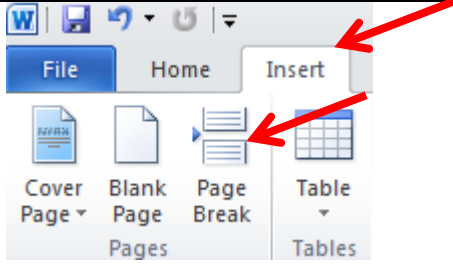
Close the header (double click below the dotted line). It should look like this:



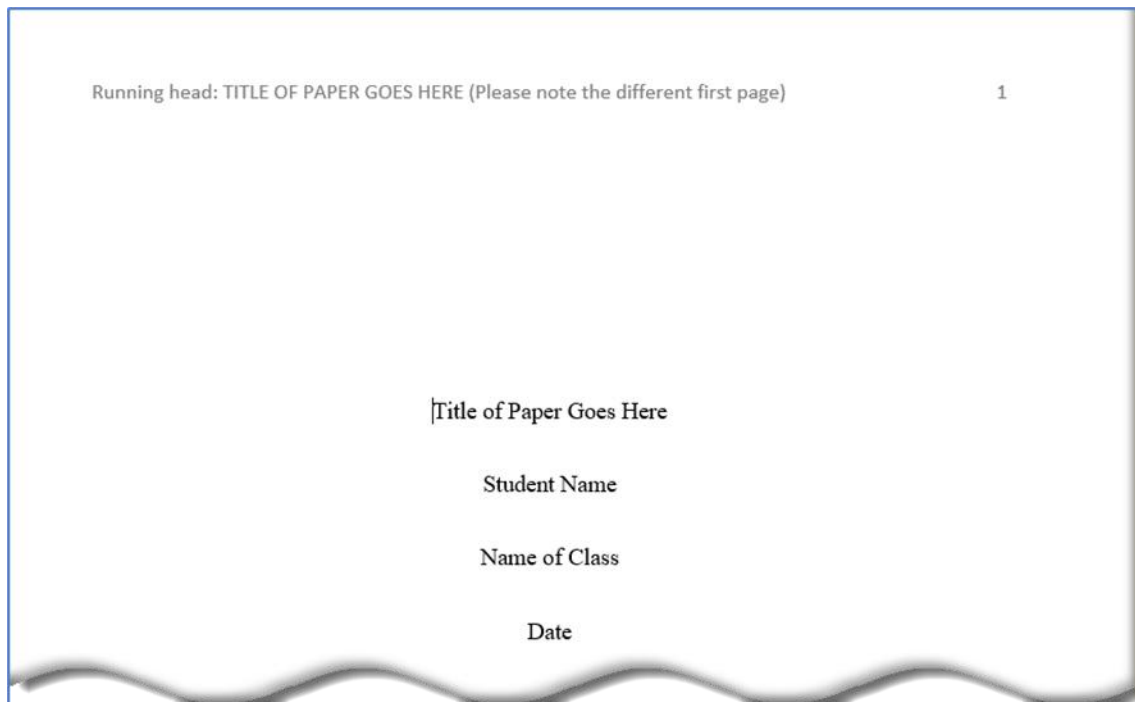
**STEP FIVE**

Create the BODY of your title page:

<p>Push the Enter key 10 times (for single spaced) or 5 times (double spaced)</p>		<p>Your title should start about 1/3 down the page</p>
---	---	--

<p>Click on the Center tab</p>	
<p>Type the title of your paper Type your name Type the class name and number Type the date</p>	<p style="text-align: center;">My Fabulous Paper Madeline Copp English 101 October 1, 2020</p>
<p>Press Enter</p>	
<p>Click Insert and Page Break</p>	

Your title page should look like this:





## CREATING A 2<sup>ND</sup> PAGE IN APA 6<sup>TH</sup> EDITION FORMAT

Double-click into the header

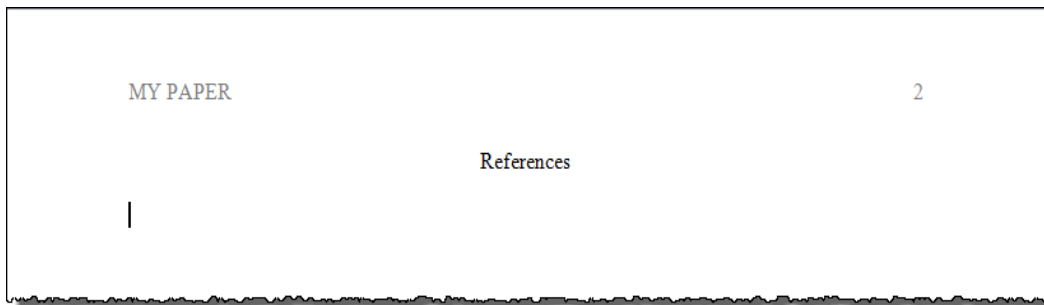
SELECT PAGE NUMBER (Page Number → Top of Page → Plain Number 3) – see above

Type the title of your paper in upper case and hit the tab twice then close the header.



Press Enter, center the text (if needed) and type 'References'.

Press enter, and then align text to the left.

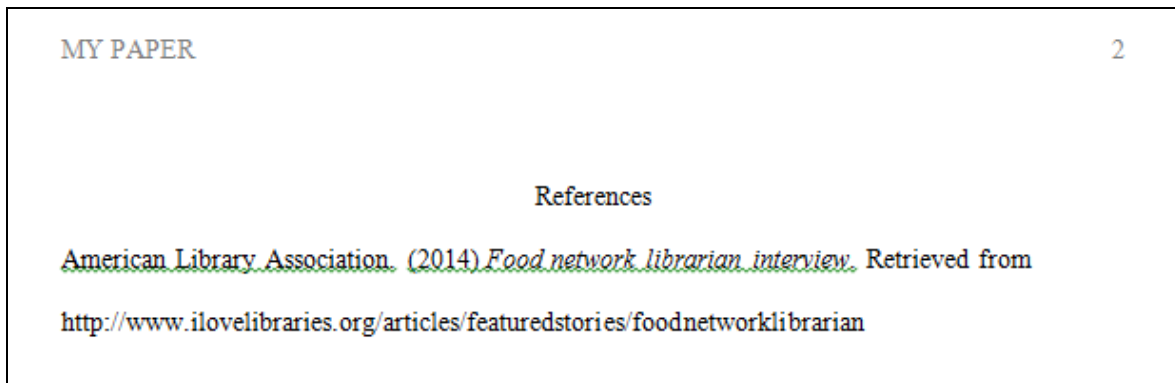


You will find a video at the following website (although the page number is done differently):

Hess, A.L. (2013, March 12). How to Create an APA Running Head in MS Word [Web log]. Retrieved from <http://gypsydaughteressays.blogspot.com/2013/03/how-to-create-apa-running-head-in-ms.html>

## APPENDIX FOUR: CREATING HANGING INDENTS FOR THE REFERENCES PAGE

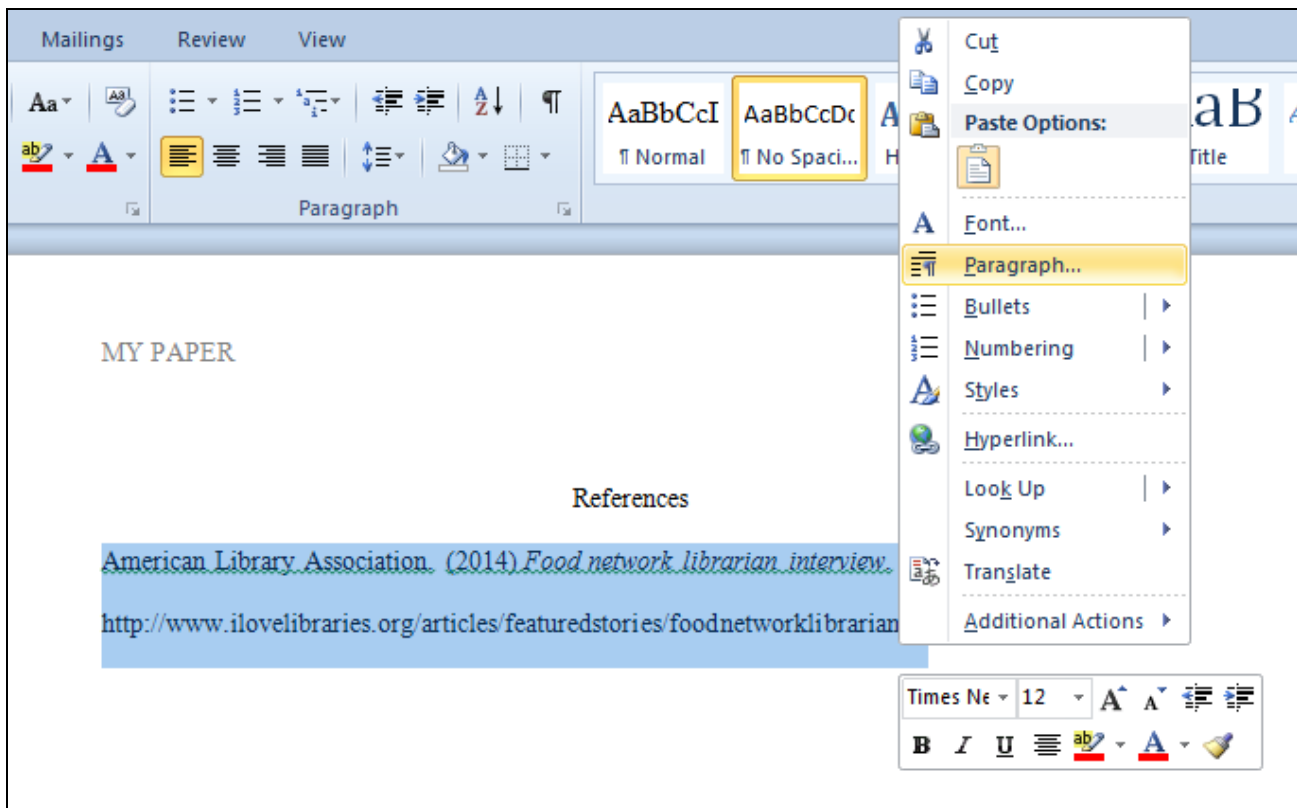
Type your first reference using the correct format for the type of resource you are citing. In this example, we are citing a non-periodical webpage (a website). Notice that both lines of text are aligned to the left side of the page.



Highlight your entire citation

RIGHT-CLICK

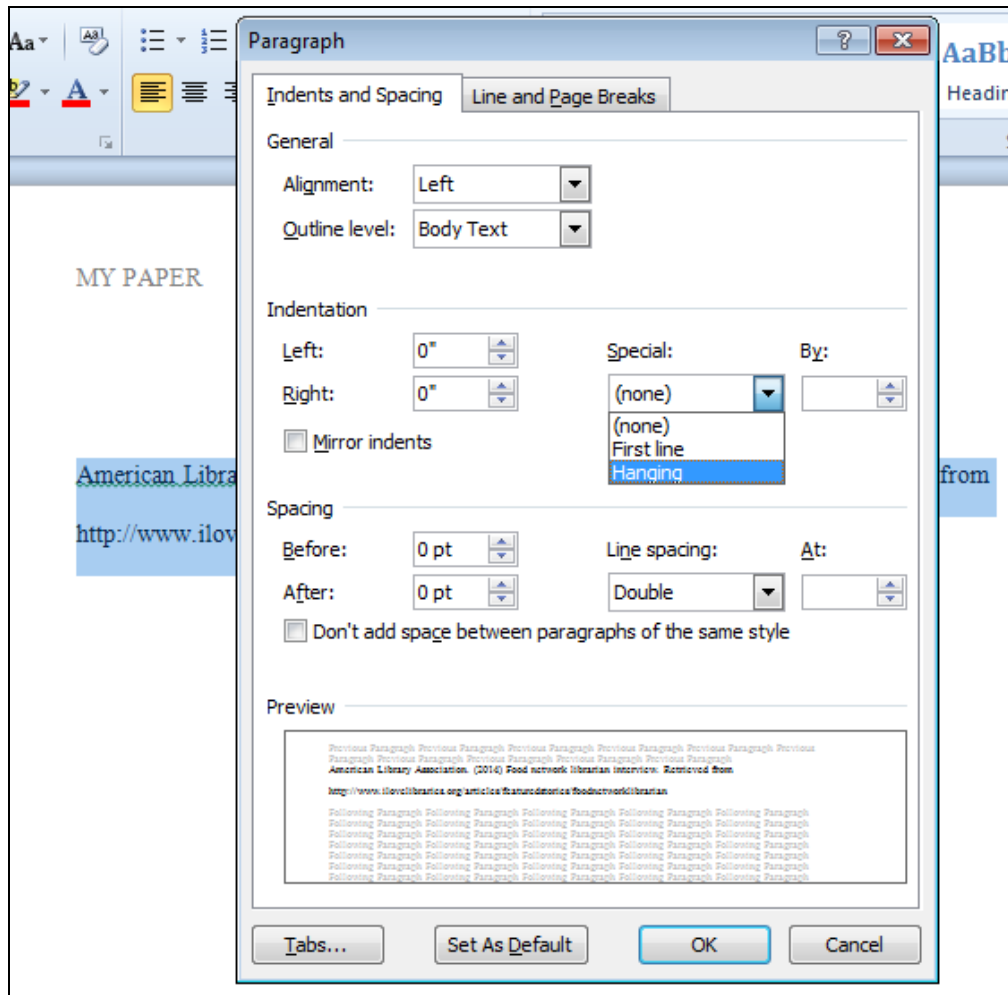
Select **PARAGRAPH** from the drop-down menu



Select **HANGING** from the Special drop-down menu

Select **DOUBLE** from the Line-spacing drop-down menu

Select OK



Your citation should now look like this:

