

APA guidelines for the use of
CSULB students

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Title Page (previous page)

The title page includes the page headers, running head, title, byline and affiliation. Everything on the title page should be double-spaced and centered both top to bottom and left to right.

The title of the paper should summarize the main idea of the paper and be fully explanatory when standing alone. Avoid abbreviations. The recommended length for a title is 10-12 words (APA, 2001, p.10-11).

The byline (author's name) and affiliation (school or class) is a required part of the title page (APA, 2001, p. 11). For student papers, the instructor's name and date can be included on the title page.

The running head is used for publication purposes and only appears in a published article (APA, 2001, p. 12). A running head is rarely required for student use; instead students should use a header with 2 to 3 words from the title in the upper right hand corner followed by the page number.

Abstract

An abstract is a concise comprehensive summary of the contents of the article or essay, which allows readers to survey its contents quickly (APA, 2001, p. 12). Most APA journals require abstracts; however, not all instructors require abstracts for student assignments. When in doubt, ask your professor if an abstract is required. For the Abstract page:

- Begin the abstract on a new page.
- The manuscript page header and page number 2 should be in the upper right hand corner.
- Abstract should be typed in uppercase and lowercase letters and centered at the top of the page.
- The abstract should not be indented but typed in a single block format.
- It should not exceed 120 words
- The abstract should be double-spaced (APA, 2001, p. 298).

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The text of the paper should start on a new page with the complete essay title centered at the top of the text page and the page header and page number 3 in the upper right hand corner. The entire paper should be double-spaced. The text should follow a standard paragraph indent of five spaces. Page margins should be one inch on the left, right, top, and bottom unless otherwise stated by the professor. Generally the font size is 12 and the font type is either Courier New or Times New Roman. Do not start subsequent pages with the paper title. Use headings in subsequent text sections as appropriate. (APA, 2001, pp. 298-299).

Headings

Levels of heading establish through format the hierarchy of sections in a paper. Topics of equal importance have the same levels of heading. Headings function as an outline to reveal a manuscript's organization (APA, 2001. p.111)

Student papers rarely use more than 3 levels of headings. A 10 to 15-page paper would not use more than one or two levels of headings. APA recognizes 5 levels of documentation in-text headings. These heading levels are not used in consecutive order.

A paper with one heading should use Level 1 format. A paper with two headings should use Level 1 and Level 3 formats. A

paper with three headings should use Level 1, 3, and 4 formats. Four levels of headings are only used with very long articles and five levels of heading are rarely used (APA, 2001, pp. 113-115). Level 1, 3, and 4 heading types are demonstrated in the following example:

Centered Uppercase and Lowercase Heading ^{Level 1}

Flush left, Italicized, Uppercase and Lowercase Heading ^{Level 3}

*Indented, italicized, lowercase paragraph heading ending
with a period.* ^{Level 4}

3 levels of heading in a paper would look like this:

Method ^{Level 1}

Apparatus and Procedure ^{Level 3}

Pretraining period. ^{Level 4}

Headings should only be used when appropriate to help establish the structure of a paper. Not all instructors appreciate or desire headings. As with all aspects of student assignments, when in doubt, ask your professor.

Citations

In-Text

When introducing an idea or quote with an author's name, only the surname or last name is used. However if two or more authors have the same surname, both authors' initials are used as well.

APA uses the author-date method of citation. If the author's name is used in the text to introduce a quote or point, the year of publication is inserted in parentheses directly after the surname. [Example: Coleman (2003) states APA format should be as follows...]. Otherwise, the date is included in the parenthetical citation at the end of the sentence. [Example: APA format should be as follows...(Coleman, 2003).]

Also included in the parenthetical citation is the page number indicate with a p. for a specific page or pp. for multiple pages. [Example: (APA, 2001, p. 207) (APA, 2001, pp. 207-214)]. Whenever using a direct quotation, the page number is a requirement!

Reference Page

After completing the text of an essay, the reference citations follow on a new page. The word References should be centered at the top of the page. Double-space and alphabetize all reference entries. References should have a hanging indent; the first line of the citation is flush left and subsequent lines are indented 5 spaces (APA, 2001, p. 299).

The *Publication Manual of the American Psychological Association* 5th edition provides detailed explanations with many examples of APA format for a variety of source types. Basically there are two types of sources: hard copy -- such as journals, books, and reports, etc. -- and electronic -- online journals,

web sites, government agencies, etc. The basic information needed to properly document both kinds of sources is the same for both: Author's name, title of article, title of source, date and place of publication, and sometimes page number. Electronic sources also require the date the source was referenced and the URL (the web address of the source). Web sources are often missing information generally available in hard copy sources like authors name or publication date. The minimum requirement for a web source is a document title or description, a date (either of publication or date of retrieval), and a URL address (APA, 2001, pp. 268-291). However, keep in mind that all sources are not equal. APA requires using valid scholastic sources to support any argument or paper. An anonymous electronic source does not carry the same weight as an accredited journal or collegiate web site. Researchers beware - - just because someone on the web says it, that does not make it true!

Included here is an overview of possible kinds of sources, both hard copy and electronic. One key to properly documenting your sources is to identify as many common elements as given in the APA manual and follow the examples as closely as possible. Do not panic if your source information does not exactly match an example; it probably will not. Rather, make a decision as to which elements are useable and follow the appropriate format.

These APA formats are just a small sample of the kinds of citations that might be used in a research paper. First is listed the general format followed with an example. All citations should be double-spaced and have a five space-hanging indent if the citation wraps to a 2nd or 3rd line. The citations should also be listed in alphabetical order.

- **Basic Book**

Author. (Year). *Title-Italicized only first letter capitalized*.
City of publication: Publisher.

Example:

Cooper, J.F. (2001). *The last of the Mohicans*. New York: Modern Library.

* Note: 6 or fewer authors all are listed; after 6 authors, use et al. *

- **Book numbered edition**

Author Name- Last, Initial & Last, Initial. (Year). *Title-Italicized only first letter capitalized*. (# ed.).City of publication: Publisher.

Example:

Bolinger, D. & Sears, D.A. (1981). *Aspects of language* (3rd ed.). New York: Harcourt Brace.

- **Basic Journal, Anthology, or Article in a larger source.**

Author. (Year). Article Title: First word capitalized: First word subtitle capitalized. *Journal: Italicized & Capitalized*. Volume (Issue), pages.

Example:

Bynack, V.P. (1984). Noah Webster and the idea of a national culture: The pathologies of epistemology. *Journal of the History of Ideas*. 45(1), 99-114.

• **Edited Book, Journal, Anthology, etc.**

Author. (Year). Article title. In Initial Last Name & Initial Last Name (Eds.), *Book Title*. (pp. #-#). City: Publisher.

Example:

North, S.M. (1995). The idea of a writing center. In C. Murphy & S. Sherwood (Eds.), *The St. Martin's Source Book for Writing Tutors* (pp.22-36). New York: St. Martin's Press.

• **Book with Author, Translator, and Editor**

Author. (Year). *Book Title*. (Last Name, Initial, Trans. Last Name, Initial & Last Name, Initial, Eds.). City: Publisher. (Original work published year).

Example:

Tolstoy, L. (1994). *Anna Karenina*. (Garnett, C., Trans. Kent, L.J. & Berberova, N., Eds.). New York: Modern Library. (Original work published 1877).

• **Electronic Journal Article**

Author. (Year). Article Title: First word capitalized: First word subtitle capitalized. *Journal: Italicized & Capitalized*. Volume (Issue), Retrieved Month Day, Year, from <http://URL>.

Example:

Shermer, M. (2002, December). The Captain Kirk Principle: Intuition is the key to knowing without knowing how you know. *Scientific American*, 39, Retrieved January 8, 2003, from <http://0-www.sciamrhive.org.coast.library.csulb.edu/pdfs/1489177.pdf>

* Note: A URL can only be split after a / or a .*

Remember, Electronic source URL addresses should be in regular print, NOT underlined and NOT in a blue font.

• **Web page or Newsletter Article**

Author. (Date). Article title: Only first word of title and subtitle, if any, capitalized. *Page or Source Title With Every Major Word Capitalized and in Italics*. Retrieved Month Day, Year, from <http://URL>.

Example:

Tennant, A. (2003, January). Teaching writing skills: Thinking about writing. *Onestop English*. Retrieved January 8, 2003, from http://www.onestopenglish.com/News/Magazine/Vocab/writing_thinkingabout.htm

- **Multi-page document created by private organization, No Author, No date.**

Organization Title. (n.d). *Web page title, italicized*. Retrieved Month Day, Year, from <http://URL>

Example:

ESL Lounge. (n.d.). *Pronunciation materials*. Retrieved January 14, 2003, from <http://esl-loung.com/pronunciationindex.htm>.

* Note: If no publication date is available, use n.d. for no date.*

- **Document available on university website**

Author. (Year). *Article title*. Retrieved Month Day, Year, from Name of University Web site: <http://URL>.

Example:

Maxson, R.C. (n.d.). *Welcome to CSULB*. Retrieved January 14, 2003, from California State University, Long Beach Web site: http://www.csulb.edu/Our_Campus/Maxson/maxson.html

- **Stand-alone document, no author, no date**

Page title. (n.d.). Retrieved Month Day, Year, from <http://URL>

Example:

How to read a primary source. (n.d.). Retrieved January 14, 2003, from http://www.bowdoin.edu/~prael/writing_guides/primary.htm

Note: this is the minimum amount of information allowable for an Electronic Source citation.

- **U.S. government report available on government agency web site**

Agency Name. (Year). *Title of report*. Retrieved Month Day, Year, from <http://URL>

Example:

United States Sentencing Commission. (n.d.). *Rules of practice and procedure*. Retrieved January 14, 2003, from http://www.ussc.gov/general/RULES11_01.pdf

- **Message posted to online forum**

Author. (MUST HAVE DATE). *Message title*. Message posted to <http://URL>

Example:

Zhou, J. (2003, January 14). *Introduce Chinese culture*. Message posted to <http://www.eslcafe.com/mx>

- **Electronic daily newspaper article**

Author. (Year, Month Day). Article title. *Newspaper Title*. Retrieved Month Day, Year, from <http://URL>

Example:

MacFarquhar, N. (2003, January 14). Shiites in Southern Iraq loom as a serious threat to Hussein. *New York Times*. Retrieved January 14, 2003, from: <http://www.nytimes.com>

* Note: The URL should be the address of an actual article and not just a home page.*

- **Electronic copy of an abstract or article obtained from a secondary database**

Author. (Year). Article title. *Source Title*. Vol #. Abstract or article retrieved Month Day, Year, from Name of database.

Example:

Ochola, E.D.A. (2002). A Sociopragmatic approach to the use of meta-discourse features in effective non-native and native speaker composition writing. *Dissertation Abstracts International: The humanities and social sciences*, 62, 7. Abstract retrieved January 14, 2003, from WebSPIRS database.

Because personal communications such as E-mail, letters, memos etc. do not provide recoverable data, these types of communication are not included on the reference list. Cite personal communications only in the text. Give the initials and surname of the communicator and provide the exact date of the communication. [Example: (C.D. Coleman, email, January 14, 2003)].

Example of a Reference Page

American Psychological Association. (2001) *Publication manual of the American Psychological Association*. (5th ed.).

Washington, DC: Author.

California State University, Long Beach. *CLAD emphasis credential pathway*. Retrieved November 29, 2002, from http://csulb.edu/colleges/colled/teacher-education/Programs/Multiple-Subject_Credential__K/MSCP-CLAD_Emphasis/mscp-clad_emphasis.html

Corpus Christi Caller Times Caller.com. (1999, December). *California school systems short of qualified teachers*. Retrieved November 29, 2002, from <http://caller2.com/1999/Decemeber/04/today/national/2737.html>

Guild, P. (1994). The culture/learning style connection: Educating for diversity. *Educational Leadership*, 51(8), 53-57.

Wooldridge, B. (1995). Increasing the effectiveness of university/college instruction: Integrating the results of learning style research into course design and delivery. In R.R. Sims & S.J. Sims (Eds.), *The importance of learning styles: Understanding implications for learning, course design, and education* (pp.49-69). Connecticut: Greenwood Press.