

APA Manuscript

Sources to use for further APA Help

American Psychological Association. (2003). Electronic references. Retrieved January 30, 2004 from <http://www.apastyle.org/eleceref.html>

Harris, M. (2003). *Prentice Hall reference guide to grammar and usage* (5th ed.). Upper Saddle River, NJ: Prentice Hall.

Formatting:

Format

- All Business & Management papers are to be written in APA writing style.
- 8 1/2 x 11 paper
- Double space (everything)
- Do not justify the right margin and do not break words at the end of a typed line.
- Font- size 12, comparable to Courier, Courier New, Times, Times Roman, Times New Roman, Helvetica, Palatino (see p.400).
- Pages numbered in sequence starting with the Title Page. Numbers upper right hand margin at 1-inch margin from the side and 1/2 inch margin from the top of the page. (see p. 400, 401)
- Use an active voice .
- Use a medium to formal tone is preferable for academic writing. (see p. 238, 240-242)
- An abstract is not needed unless the paper is being submitted for publication.

Title Page- p. 358

- Identify title page with a page header and the page # placed in the upper right hand corner at the 1-inch margin from the side; 1/2 inch margin from the top of the page.
- Page header- first 2 or 3 words of title typed five spaces to the left of the page number.
- Include you name, the instructor, the course name and number, the date of submission.

Reference Page- p. 363

- Any source listed on reference page must be cited in the body of the paper.
- Spell journal titles out in full.

- List references in alphabetical order.
- Start reference list on a new page.
- Type the word “References” in upper and lowercase letters – centered at the top of the page.
- Double-space all entries.
- Hanging indent format
- Use correct abbreviations for states.

Writing Your Paper

Getting Started

- Write from an outline or a concept map.
- The first draft should be a rough form of the paper. Return to the paper a day or two later to write the final draft.
- Consider having a friend proof your paper.

Creating a Formal Outline

- Refer to “Preparing an Outline- Format and Guidelines” at http://www.montague.k12.mi.us/library_page/eng_outline.htm

Title

Thesis Statement

I.

A.

B.

1.

2.

a.

b.

(1)

(2)

(a)

(b)

II.

References- (Complete index pp. 350-357; 61c)

- **Periodical-** p. 353, #14-#18.

Bouchikhi, H. & Kimberly, J.R. (2003). Escaping the identity trap. *MIT Sloan*

Management Review, 44(3), 20-26.

- **Nonperiodical** (book)- p. 351-353, #1-#13.

Anderson, D. (2001). *Beyond change management: Advanced strategies for today's transformational leaders*. San Francisco: Jossey-Bass/Pfeiffer.

- **Book Chapters-** p. 352, #8.

Goodman, M. (1955). Organizational inertia or corporate change momentum. In D.P.

Cushman & S. Sanderson (Eds.), *Communicating organizational change: A management perspective*. (pp. 95-112). Albany, NY: New York Press.

- **Classical Works (including the Bible)**-According to APA, no entry is required for the References list for works such as Greek, Roman and Biblical citations. The first time the version is used in text, a citation is provided showing the version used and the chapter/verse/lines as is pertinent to the source. If subsequent references are used, it is then assumed that the same version will be used throughout the paper. If this is not the case, then a new in text citation must be provided.

Book of Bible [abbreviated] chapter: verse, version of Bible used

“I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service”
(Rom. 12:1, *The Wesley Bible*).

- **Electronic Source examples:** article from subscription database that is *unchanged* from its equivalent paper version (this format can be used for any of the pdf articles retrieved from any online source, i.e. library databases, but *especially* for articles that are taken from a library database and are changed from their original paper format (hypertext) p. 356, #31.

Hopkins, S.A., Hopkins, W.E., & Thornton, B. (2002). Transforming low-tech environments into high-tech environments: Strategies and developmental barriers. *SAM Advanced Management Journal*, 67(1), 14-21. Retrieved January 19, 2004, from InfoTrac General Businessfile ASAP.

- **The following may also be correct if your article truly represents its paper equivalent with no alterations (pdf format) – p. 354, #21, 1st example.**

Hopkins, S.A., Hopkins, W.E., & Thornton, B. (2002). Transforming low-tech environments into high-tech environments: Strategies and developmental

barriers [Electronic version]. *SAM Advanced Management Journal*, 67(1), 14-21.

Note the capitalization of the first letter of the first word of the subtitle.

- **Electronic source examples:** online article that you feel has been altered in any way from its original paper equivalent (any of the html formats would fall into this category) – p. 354, #21, 2nd example

Devitsiotis, K.N. (2001). Looking at the whole picture in performance improvement programmes. *Total Quality Management*, 12, 687+. Retrieved January 19, 2004, from InfoTrac General Businessfile ASAP.

- **Electronic Source examples: electronic book**

Fogg, C.D. (1999). *Implementing your strategic plan*. New York: AMACON Books. Retrieved January 19, 2004, from NetLibrary.

- **Example from an internet only journal, not restricted by a password—** p. 354, #22.

Oger, H. (2003) ‘Residence’ as the new additional inclusive criterion for citizenship. *Web Journal of Current Legal Issues*, 5. Retrieved January 19, 2004, from <http://webjcli.ncl.ac.uk/2003/issue5/oger5.html>

Note that there is no period at the end when a url is used.

- **Chapter/section from an internet document/website**

Drucker, P. (n.d.) *Will the corporation survive?* Retrieved January 19, 2004, from <http://drucker.cgu.edu/DruckerArchives/data/index.htm>

Miscellaneous

Abbreviations

- Use sparingly
- Term is written completely, then immediately followed by its abbreviation in parentheses the first time used. Then anytime that acronym is referred to in the paper the acronym can be used. (Ex.: College of Adult and Professional Studies (CAPS))

- Latin abbreviations: e.g. (for example), etc. (and so forth), i.e. (that is), vs. (versus, against)
- Reference abbreviations: p.= page, Ed.= editor, chap.= chapter, No.= numbers, pp.= pages, ed.= edition, 2nd= second, Vol(s).= volume(s)
- Jr., Sr., III, can be used with an author, but they are never alphabetized by them.
- Do not use titles, i.e. R.N., EdD, PhD, M.D., etc.

Colon

- Use between a grammatically complete introductory clause and the next clause which extends and further illustrates the thought.

Ex: Freud (1930/1961) wrote of two urges: an urge toward union with others and an egoistic urge toward happiness.

Comma

- Use between a list of elements (three or more), before “and” “or” (He has DM, ASHD, and HTN).

Numbers

- If starting a sentence with a number, write the number out (Ten).
- Use words to express numbers below 10, i.e. one, two, three, four, etc. up to nine.

Paragraphs

- Must be longer than one sentence and shorter than one page.
- Indent the first line of every paragraph one half inch. This is usually represented by the first default tab stop.

Semicolon

- Use to separate two independent clauses not joined by a conjunction (Hiring in 2000 included 25 new people; hiring for 2001 included 14 new people.)

Spelling

- Use the spell check on your computer. (Some facilitators may require that spell check is done before submitting your paper.)
- Have your paper proof read by someone else.

Subject/Verb Agreement- p. 43-49

- A verb must agree in number (i.e., singular or plural) with its subject regardless of intervening phrases.

Example: The **percentage** of correct responses as well as the speed of the responses **increases** with practice.

Pronouns- p. 104-108

- Pronouns replace nouns. Each pronoun should refer clearly to its antecedent and should agree with the antecedent in number and gender. Use **who** for people, use **that or which** for animals and things.

Ex: Neither the **highest scorer nor the lowest scorer** in the group had any doubt about **his or her** competence.

Ex: The **rats that** completed the task successfully were rewarded.

Quotes – p. 290-291

- A short quote, **forty words or less**, should be incorporated in the text and enclosed with double quotation marks.
- A quote of **forty words or more** should be typed in a free standing block (p. 342).

Citation of Sources

- If paraphrasing or quoting, you **MUST** credit the source.
- For a direct quote in the text, give the author's last name, year, and page number in parentheses. (Ex.: According to Jones (2003, p. 23), "The tax revenue for the city in 2002 was not enough to pay for the new road construction.")
- When paraphrasing or referring to an idea contained in another work, do not include page number, just author and year. (Ex.: According to Jones (2003), the city did not have enough money for road construction from 2002.
- Typically it is best to use the original source for a quotation/paraphrase, but occasionally it is necessary to cite a secondary source, i.e. In John Smith's work, he quoted Adam Moore's perspective. The in text citation would look as follows: Adam Moore's study (as cited in Smith, 2002) has shown that companies who.... The References list would show the information for the Smith source.

Reference List Creation for WORD XP

You may want to create a style in WORD that will take care of the unique hanging indent and double spacing of the References list.

1. Go to Format/Styles and Formatting...
2. Select: New Style
3. Give it an appropriate name, i.e. APA References
4. Click on: Format, from the bottom right corner
5. Click on: Paragraph
6. Change or check 3 things on the next window:
 - a. Indentation of left margin should be 0"
 - b. Special should be: hanging indent
 - c. Line spacing should be: double

7. Click OK
8. On the next window, check mark: Add to template.
9. Now, you should see your new style as an available choice. Click on it when starting to type your references list, after typing your title, References.
10. When you open a new document, you may have to “find” your created style.
Go to:
 - a. Format/Styles and Formatting
 - b. Look at the options beside: Show:
 - c. Select: All styles
 - d. Find your newly created style and select it for your new document.

Sample Title Page and References

The next 3 pages demonstrates an example of a Title Page and References list for a fictional APA paper.

Title page per
example on p. 358.

Servant Leadership

Joe M. Bea

Mrs. F. Acilitator

ADM511

January 20, 2004

References

Autry, J. A. (2001). *The servant leader: How to build a creative team, develop great morale, and improve bottom-line performance*. Roseville, CA: Prima.

Book: PHRG
p.351, #1

Columbus State University. (n.d.). *Definition of servant leadership*. Retrieved January 29, 2004, from <http://www.colstate.edu/servant/>

Stand alone
website, no
author, no
date: PHRG
p.355. #25

Douglas, M. E. (2003, February). Servant leadership: An emerging supervisory model. *Supervision*, 64. Retrieved January 29, 2004, from Business Source Premier database.

Electronic
database:
PHRG
p.356, #31

Farling, M. L., Stone, A. G., & Winston, B. E. (1999, Winter/Spring). Servant leadership: Setting the stage for empirical research [Electronic version]. *Journal of Leadership Studies*, 6(1/2), 49-72.

Electronic
database,
unchanged
from original
(pdf) : PHRG
p.354, #21, 1st
ex .

Greenleaf Center for Servant-Leadership. (2002). *What is servant-leadership?* Retrieved January 2, 2004, from <http://www.greenleaf.org/leadership/servant-leadership/What-is-Servant-Leadership.html>

Online document:
<http://www.apastyle.org/electgeneral.html>

Kiechel, W., III. (1992, May 4). The servant leader. *Fortune*, 125, 121-122.

Article in a
magazine:
PHRG, p.
353, #16

Kouzes, J. M. (1993). *Credibility: How leaders gain and lose it, why people demand it*. San Francisco: Jossey-Bass. Retrieved January 29, 2004, from NetLibrary.

Ebook: p. 356,
#31.

Lancaster, H. (1994, November 1). Managing your career. *Wall Street Journal*.

Retrieved January 29, 2004, from Proquest Newspapers Database.

Article in a
newspaper:
PHRG, p. 355,
#23

Rosenberg, J. M. (1992). Leadership continuum. In *Dictionary of business and management*. (p.192). Chicago: Wiley.

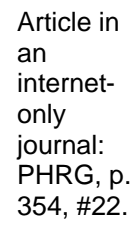
Article from a
Reference
source: PHRG,
p. 352, #9

Tsao, A. (2004, January 28). The two faces of Wal-Mart. *BusinessWeek online*.

Retrieved January 29, 2004, from

<http://www.businessweek.com/bwdaily/dnflash/jan2004/>

[nf20040128_6990_db014.htm](http://www.businessweek.com/bwdaily/dnflash/jan2004/nf20040128_6990_db014.htm)



Article in
an
internet-
only
journal:
PHRG, p.
354, #22.

Note: The margins were altered for this sample to allow room for the call out boxes.