

Note: In the header, type “Running head” flush left, followed by a colon and the title of your running head in all caps. One or two words is appropriate; do not include your name. Page numbers are positioned in the header, flush right. Do not bold or italicize. They should be in the same font as the rest of the paper, preferably Times New Roman, 12 point. APA style positions the page header and number ½ inch from the top of paper.

Dancing Foxes: A Sample Paper in APA Style

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Note: In APA style, center the following information in the middle of the page: title, your name, course title and section, the instructor’s name, and the date. APA only requires the title, author’s name, and institutional affiliation, but most CSP instructors ask for the date and course information too. Use the enter key to move it to the middle, and the alignment tool to center the information. Do not use contractions in formal papers—either in the title (“do not” rather than “don’t”) or the body of the paper. Titles should include no more than 12 words. The title uses upper and lowercase letters. Titles and degrees should not be included with the author’s name (no need to include Dr., Professor, Ph.D., Ed.D., etc.).

Use double-spacing throughout the entire paper except with charts or tables. Do not use any extra spacing except if you use page breaks between chapters and between the paper and the reference section. Use Times Roman, 12 point font. Do not make the text bold. Margins are set for one inch on top, bottom, and sides.

# SAMPLE PAPER

**Note: This paper reflects the sixth edition of the *Publication Manual of the America Psychological Association*.**

### Dancing Foxes: A Sample Paper in APA Style

This sample paper will lay out some guidelines for papers in the American Psychological Association (APA) style. By default, most academic papers are written in third person, but for this sample I am writing in first person. Avoid writing “I” (first-person point of view) and “you” (second-person point of view) in academic papers. All of my paper is double-spaced, aligned left, and in Times New Roman, 12-point font. Margins are one inch. The title is centered, double-spaced, not bold, and there is no extra spacing between the title and the text in the first paragraph. Note that there are no extra spaces between paragraphs. Each new paragraph is indented half of an inch. I use the tab key rather than the space bar. APA assumes the paper begins with an introduction, so I do not use a heading titled “Introduction” (American Psychological Association [APA], 2010, p. 63). Spell out acronyms the first time you mention them, and subsequently you can use the acronym. If you spelled it out in the body of the paper, however, you still need to spell it out the first time you include it in an in-text citation. Note the acronym in the parenthetical citation is placed inside brackets.

#### **Headings Capitalize First Letters**

Here is my second paragraph. It is the beginning of a section with a heading. There is no extra spacing between any paragraphs except a page break before the references. This sample paper only uses one level of headings and each heading is centered and in bold. See the handout on APA heading levels (available on the Writing Center website) if employing more than one level. Do not capitalize articles (a, an, the) in headings unless they begin a title or follow a colon. Avoid contractions. Capitalize each main word in headings, including hyphenated compound words. A Fox Jack-in-the-Box, Six-Year Study on Foxes, and Self-Consciousness of a Vixen are examples of headings with compound words (FitzPatrick & Whalen, 1999, p. 101-102).

Duvall, Walker, and Jensch (1996) found that when attributing information to authors by quoting or paraphrasing them, one refers to them by their last names and joins the last author with the second-to-last author with the word “and” spelled out. Parenthetical citations and references join authors with an ampersand (&) rather than spelling out “and” (Duvall et al. 1996). Notice how the period comes *after* the closing parenthesis? Other research notes that the sixth edition of the APA manual favors including page or paragraph numbers for both paraphrases and direct quotes to help readers locate the ideas in the material (Yamauchi, 2000, pp. 1233-1234). Use “p.” for one page and “pp.” for more than one. In-text citations and references do not include commas in numbers greater than three digits (usually it would be 1,233). Include the year in all parenthetical citations, “even if it seems redundant” (Duvall et al., 1996, p. 175).

### **Et al. for Three or More Authors**

When referring to material that comes from three, four, or five authors, include all of the authors' last names in the first reference. Subsequently use just the first author's last name followed by the words “et al.” Et al. is a Latin abbreviation for et alii, meaning “and others.” When a work has six or more authors, cite only the surname of the first author, followed by “et al.” (Brynteson et al., 2006, pp. 175-177). For six or more authors *in the references*, however, write out authors' last names with initials up to the seventh, followed by “et al.” APA does not use initials for in-text citations unless two (or more) authors in a paper possess the same last name (Meadow, C., Brown, Montreville, Arapatsy, & Meadow, J., 1993, p. 176). C. Meadow et al. go on to point out that et al. is plural (substitute “they”). C. Meadow (1994) and J. Meadow (2003, p. 210) also stress that the initial of the author's first name comes before the last name when in text. See Meadows' references for multiple entries and authors sharing last names.

### In-Text Citations

According to Razi Nadeem and Ezekiel Tewes (2006a), in-text citations are formatted differently than the reference list at the end of the paper. When listing joint authors in the reference section or within the citation parentheses, the names are linked with an ampersand (&). When mentioning joint authors in a sentence, the names are linked with the word “and.” Did you notice the period went inside the end quotation mark? Research suggests that when more than one author or groups of authors are cited parenthetically for the same point, separate them with semicolons (Gehan, 2003; Nadeem & Tewes, 2006b). Notice there is only one period and that is placed after the closing parenthesis, which is always the case except with indented quotes. Dr. John Wright (2006) confirms this finding in his article “Foxes Dance Forever.” Article titles have quotation marks around them. Both articles and books capitalize the first letter of all major words (but not when listed in the reference section). *Fox Vixens: Today and Tomorrow in America* (Gehan, 2003) explains how when one references a book in the body of the paper, it is italicized and capitalized (except small words like “a”). Book titles on the reference page are italicized and are all lower-cased except the first word, the first word after a colon, and any proper nouns. If the article does not have an author, use a shortened form of the title for in-text citations (“Time to Protect the Fox,” 1989).

In-text citations list just the last names unless the authors share the same last, in which case you include the initials of the first names (Iwaszek, T., & Iwaszek, S., 2000). See Iwaszek in the reference section to see how to reference an article in a book with an editor listed. One of Tewes’s questions is, “What makes a fox dance?” (Nadeem & Tewes, 2006b, p. 66). Did you notice that there is no comma after the question mark? One report shows that on May 28, 1994, 500 foxes danced (Kenyon, Steiger, & Starks, in press). Write out numbers

one through nine, although there are exceptions (see pages 111-112 of the sixth edition of the *Publication Manual of the American Psychological Association* for details). Numbers beginning sentences are always written out. Numbers are expressed in figures when they “represent time, dates, ages...and numerals as numerals” (APA, p. 124). The ellipsis indicates words are omitted.

### **As Cited In**

If referring to something found in someone else’s material, make sure you give credit where credit is due to avoid plagiarism: “Foxes predominantly have an ENTJ personality type” (Briggs & Myers, as cited in Zostereen, 1994, p. 33). In the references you would cite Zostereen because you did not read Briggs and Myers’ quote in the *Myers-Briggs type indicator Form M*, but found the quote in Zostereen’s book. Katherine Cook Myers, coauthor of the Myers-Briggs booklet, states that “Animal preservationists are frequently INFTs” (Briggs & Myers, 1998).

When I quote Merry Celeste’s poem that I actually read about in Gustavo Edelen’s book, I indicate both who expressed the material and the source I found it in. Example: Celeste dreams of a fox “dancing on the alphabet” (as cited in Edelen, 1995, p. 178). Only the secondary source is listed in the reference section (Edelen and *not* Celeste) because that is the only location where I—the author of this paper—found the information to include.

### **Indenting Quotes Longer than 40 Words**

When a quote is longer than 40 words, I indent it one inch and do not use quotation marks since that would be redundant. According to Taylor, “I also do not change the line spacing to single” (1995, para. 6). Taylor stressed, “Some websites do not have page numbers so use the paragraph symbol or ‘para.’ to indicate where it is” (1995, ¶6). One needs to use the insert/symbol tool to add the “¶.” Another report stated:

After typing a quote of more than 40 words, highlight the quote, grab the indentation handle on the ruler at the top, and drag both top and bottom handles to one-half inch.

Note I use pp. to indicate that this quote can be found on more than one page.

Most indented quotes are just one paragraph, but if it is more than one, the second is indented. The first paragraph is not indented. If I include a quote within an indented quote, I use double quotation marks. Above when I put “para.” in quotation marks inside a quote, I used single quotation marks. (Esterling, 1990, pp. 92-93)

Note how placing the period before the opening parenthesis with indented quotes is the exception to the APA rule of placing the period only after the closing parenthesis. Since the last sentence was still part of the same paragraph it was not indented.

### **Personal Communication and Classical Work**

According to Eileen Mandel (personal communication, March 3, 2001), if one references information obtained through personal communication (such as an interview, an email, a telephone call, electronic Discussion Boards, or a letter), include it in the body of the text but not on the reference page. APA explains its exclusion from the reference page because the average reader will not be able to go to the source to confirm the legitimacy of the material. The source is cited as I did in the first sentence of this paragraph or if the source is not mentioned in the sentence, it is placed in the parenthetical citation (E. Mandel, personal communication, October 21, 1985). Note the second example uses only the first initial of the name. Use “Jr.,” “Dr.,” etc., only in the references (Yamauchi, 2000).

The other material that is cited in the paper but not included in the references is classical material, such as the Qur’an, the bible, and ancient Greek or Roman works. They have consistent identification of sections, regardless of the version. Include the date it was translated

(if applicable) and what version was used. Example: “He will yet fill your mouth with laughter/and your lips with shouts of joy” Job 8:21 (*Life Application Study Bible*, 1997).

### **PowerPoints and Handouts**

As was explained in the lecture “The Truth About Dancing Foxes” presented by the College of Business and Organizational Leadership, PowerPoint information can be found both in the paper and on the reference page (College of Business and Organizational Leadership [CBOL], 2006). The author in this case is a specific department of Concordia University, St. Paul. If Renata Rock wrote the PowerPoint, the reference section would list her last name first, her first initial, the copyright year, the name of the PowerPoint, the department the PowerPoint is for, the name of the university, the city, and the state—except since “St. Paul” is part of the university name it would not be included in the publisher’s information. When referencing a handout with no author, use the first few words of the handout (Kolb’s Model, 2006).

### **Electronic Sources**

Do not include the URL in in-text citations. Cite the author or organization, or if there is neither, the name of the website. For example, an article on blood types of foxes might be written by Alan Pitzel (the citation would be Pitzel, 2009), or it may not be attributed to an author but is on the American Red Cross website (the citation would be American Red Cross, 2009), or it may be on a website linked to no organization, in which case you would cite the first two or three words of the article or the title of the website page (the citation would be Animal Blood Types, 2009, para. 4). The Internet is a proper noun and so should be capitalized, but if you refer to an internet source, it is not referring to *the* Internet, and so is an adjective and not a proper noun. According to Dictionary.com, other acceptable forms of the word “website” are Website and Web site, but not web-site (2007, p. 205). My preference is website, but whichever

you choose to use, make sure you are consistent. Dictionary.com is actually the name of the organization, but the word “website” is cited in the references rather than Dictionary.com. Note that websites often do not have page numbers, but you can include the paragraph (para.) or paragraphs (paras.) from which the information came. The sixth edition also suggests: “When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text” (APA, 2010, p. 171).

One of my favorite passages in the sixth edition of the APA manual is “In the ephemeral world of the web, article links are not always robust” (2010, p. 187). That is why it is best to provide a DOI (Digital Object Identifier) when available. DOIs are archived articles that will not be changed due to updates or lost because website links are broken. See Wright in references for an example of DOI formatting. If there is no DOI, do include the URL (Uniform Resource Locator) for the website was retrieved from, but there is no need to include the date of retrieval, unless it is a site that changes often, such as a message board. When including a URL in the references, it should be black and not underlined (use the backspace key to remove the hyperlinking). There is no period after the URL. APA encourages breaking long URLs with soft returns (“Shift” and “Enter” keys simultaneously) at forward slashes or underscores. “It is not necessary to include database information” (APA, 2010, p. 192).

### **Unusual Situations**

Ames (2003, pp. 209-210) suggests that when referring to a brochure, chart, photograph, artwork, or map, cite it as if it were a book (author or artist, year, and page or paragraph number if applicable). If the piece has no author, cite it by the title. In the references, type the words “Brochure” (or what it is) in brackets after the italicized title, and follow it with a period.

Kudelka published a report for Concordia University, demonstrating marketing strategies using foxes. “Foxes tire of dancing,” according to a Bulletin Board message posted by Zoe Lee (2005). Song titles and episodes from radio or television series appear in quotation marks in text. List the show’s script writer and director as the author and the producer as editor in references.

### **Reference List**

Books, articles, websites, court hearings, television episodes, CDs, songs, poems, dissertations, PowerPoints, lectures, interviews, emails, and any other material quoted or paraphrased should be cited in the body of the paper and included in the references. Only sources referred to in the paper should be included in the references. According to a video by Eileen Esterling (1990), “sometimes it is best to look up each situation to copy the formatting until it becomes second nature.” Items in the reference list are alphabetized. Use the reference list in this handout for some of the most common examples.

### **Conclusion**

Conclusions often sum up the points mentioned in your paper and add a thought or two about the future. Notice that the first line is indented. The heading “Conclusion” is treated like any other heading and so the formatting of the word depends on how many heading levels you use. Insert a page break at the end of your paper to ensure that the reference section begins at the top of a new page. The word “Reference” or “References” is centered and not bold or italicized. Insert a page break between the last period of the paper and the references.

Send suggestions or questions about this handout to Charlotte Lewis at [clewis@csp.edu](mailto:clewis@csp.edu). You can drop in (Luther Hall 116) or call the Writing Center at (651) 603-6233. Visit the Writing Center website at <http://concordia.csp.edu/WritingCenter/index.html>.

## References

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