

Running head: DANCING CLOCKS

Note: 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 header, five spaces to the right of the page header, and are not bold or italicized; they should be in the same font as the rest of the paper. APA style positions the page header and number ½ inch from the top of paper. Most instructors do not insist on a running head but one is required for papers submitted for publication. Some instructors require a page header but do not care if you include a running head.

Dancing Clocks: A Rhythm That Does Not Stop

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April 29, 2009

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 author’s name, title, 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 (“Does Not Stop” rather than “Doesn’t Stop,”) or the body of the paper.

Use double-spacing. Use Times Roman, 12 pt.

Do not make the text bold. Margins are set for one inch on top, bottom, and sides.

SAMPLE PAPER

Dancing Clocks: A Rhythm That Does Not Stop

This sample paper will lay out some guidelines for papers in 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” and “you” in academic papers. Note that I only use one space after a period.

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—including new chapters. 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], 2007, p. 113).

Headings Use Capitalized First Letters

Here is my second paragraph. It is the beginning of a section with a heading. It is my first heading. There is no extra spacing when I begin a new section? This sample paper will only employ one level of headings and each heading will be centered. See the handout on APA heading levels (available on the Writing Center website) if you use more than two levels of headings. Do not capitalize articles (a, an, the) in headings unless they begin a title or come after a colon. Avoid using contractions.

Duvall, Walker, and Jensch (1996) found that when referring to authors in the paper, you refer to them by their last name and connect them with the word “and” spelled out. They further point out that “When including a direct quotation, use quotation marks and include the page number. If I had not already informed you that the material I am quoting was published in 1996, I would include it right before the page number” (p. 1233). Notice how the period comes after the closing parenthesis? In-text citations and references do not include commas in numbers

greater than three digits (usually it would be 1,233). These researchers concluded that you “do not need to include page numbers if you are paraphrasing but should include them if it is a direct quote” (pp. 12-13). I do not need to include the year of publication more than once in the *same paragraph*. Use “p.” for one page and “pp.” for more than one.

Abstracts Have Their Own Page

Abstracts are brief summaries of the contents of long papers, usually only required for dissertations and final projects. If I were including an abstract in my paper, that would have a page all to itself. It would come after the title page. It would include the running head and the page number, which should be “2.” The page would contain only the abstract—even if it is just one short paragraph. Center the word “Abstract” one inch from the top of the paper. Capitalize the first letter, but do not put it in bold or italics or quotation marks. Unlike most paragraphs in your paper, do not indent the first line. Only include an abstract if your instructor requires one.

In-Text Citations

According to Charlotte Lewis and Debbie Tewes (2006), in-text citations can be tricky. 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 quote mark? You would not need to include the author names and year twice in the same sentence but I did here just for examples of both situations. Dr. Jane Gehan suggests, “Only include the page number in in-text citations when you are quoting an author or authors directly” (2003, pp. 1266-1267). Notice there is no period inside the quote mark! Did you notice how the period goes *after* the end parenthesis? John Wright (2006) confirms this finding in his article “Clocks Dance Forever,”

and since it is not a direct quote, I do not add the page number. Article titles have quote marks around them (just with in-text articles; in the reference section they are just upper- and lower-cased), but book titles are italicized. Both articles and books capitalize the first letter of all major words (but not when listed in the reference section). *Vintage Clocks* (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 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 Dance,” 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 Lewis’s questions is, “What makes a clock dance?” (Lewis & Tewes, 2006, p. 66). Did you notice that there is no comma after the question mark? One report shows that on May 28, 1994, 500 clocks danced (Kenyon, Steiger, & Starks, in press). Write out numbers one through nine, although there are exceptions (see pages 122-130 of the fifth edition of the *Publication Manual of the American Psychological Association* for details). Spell out acronyms the first time they are mentioned in a paper, putting the acronym in parentheses after it, including in citations (American Psychological Association [APA], 2005). 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). Note I did not include the year in the last citation because the same source already mentioned the year in *this paragraph*. Note the acronym used after spelling out the organization name the first time.

When I quote Merry Celeste’s poem that I actually read about in somebody else’s book, I

“format it this way” (as cited in Edelen, 1995, p. 14). The title of papers, journal articles, and books mentioned in the body of a paper have a different capitalization rule than the reference section. In general, the main words are capitalized in the paper but for the reference section, only the first word, proper nouns, and the first word following a colon are capitalized.

Indenting Quotes Longer than 40 Words

When a quote is longer than 40 words, I indent it one inch and do not use quote 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 “¶”. The report stated:

After typing your 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. 72-78)

Do not forget to return the handles back to their original resting spots. Did you notice how APA put the period at the end of the sentence and then there was no period after the parenthesis? This is an exception to their usual period after the citation information rule.

Personal Communication

According to Eileen Mandel (personal communication, March 3, 2001), if you reference information you obtained through personal communication (such as an interview, an email, a

telephone call, electronic Discussion Boards, or a letter), you 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. You would cite it as I did in the previous sentence unless the name is in the citation and not the body of the text (C. Lein, personal communication, October 21, 1985). Note the second example uses only the first initial of the name. Use “Jr.,” etc., only in the references (Boo, 2000).

PowerPoints and Handouts

As was explained in the presentation “The Truth About Dancing Clocks” during a lecture at the College of Business and Organizational Leadership, PowerPoint information can be found both in the paper and on the reference page (CBOL, 2006). If you have an author, that would take the place of the university name in the citation. If you retrieved the information from a website, include the site in the reference section but not in the in-text citation. If you reference a handout with no author, use the first few words of the handout (Kolb’s Model, 2006).

Using et al. in In-Text Citations

When you refer to material that comes from three or more authors, use all of the authors’ last names in the first reference. APA does not use initials for in-text citations unless two (or more) authors in a paper possess the same last name! Initials are used, however, in the reference list (Meadow, C., Brown, Montreville, Arapatsy, & Meadow, J., 1893). When you refer to that exact group of authors again, you only need to include the last name of the first author and include the words “et al.” Meadow et al. go on to point out that et al. is plural (substitute “they”) and the period goes after “al.” and not “et,” as you probably already know. Et al. is an abbreviation for et alii, meaning “and others.” C. Meadow (1959) and J. Meadow (2007) also point out that in the text, the initial of the author’s first name comes before the last name. When a

work has six or more authors, cite only the surname of the first author, followed by et al (APA, 2006, p. 209). For six or more authors in the reference section, however, provide initials and surnames of the first six authors and replace remaining authors with et al.

I use my Simon and Schuster book constantly (since I did not write out the entire book I did not need to italicize the title) but sometimes prefer my cheat sheet. When two groups of authors are referenced in the body of the paper, the groups are separated by a semicolon (Harrower & Whalen, 1999; Meadow et al., 1893).

Capitalization Tip

Did you notice how I capitalized the heading *Using et al. in In-Text Citations*? Capitalize each main word in a hyphenated compound word (two or more words used together to express one idea). Do not capitalize the small words. Father-in-Law, Jack-in-the-Box, and Self-Consciousness are examples. The Writing Center has a handout devoted to headings and heading levels. Since this handout only uses one level of headings, they are italicized, flush left, and capitalize each main word.

Reference List

Books, journal articles, websites, court hearings, and more can be included in the reference section; each entry has specific formatting. According to Eileen Esterling (1990), “how to format the reference list is not easy to memorize” (p. 67). It may be easiest just 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.

Electronic sources

For in-text citations, do not include the URL. Cite the author of the article or book, or if it is just a website, the author of the website. Do not write Web or WWW. 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 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). My preference is website, but whichever you choose to use, make sure you are consistent. Dictionary.com is actually the name of the organization and I am citing the source and not the site. If I were citing Webster’s New Riverside Dictionary, I would not tack on the .com, even though it is part of the website name. Another example is a quote: “Dancing clocks support blood donation” (American Red Cross, 2006, para. 4). Even though I found this quote from a website, I only cite the author (American Red Cross) and not the URL or webpage name. The URL will be listed in the reference section. Note that websites often do not have page numbers, but you can note the paragraph (para.) or paragraphs (paras.) from which the quote came.

Electronic source citations in the reference section vary in format, depending on circumstances. If you are citing a book or journal article that you found on the Internet but is identical to the print copy (and you only viewed the *electronic* copy), technically you are supposed to format the citation just as you would the hard copy, with the addition of the words “Electronic version” in brackets after the article name (Taylor, 1995). If you reference material from a website or electronic source that is periodically updated and may change, you should include the retrieval information (see Whalen example in the reference section). Note that if you need to include a URL, 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.

Unusual Situations (Myers-Briggs, Brochures, Bulletin Boards, and Maps)

If you refer to something you found in someone else’s material, make sure you give

credit where credit is due: “Clocks that dance probably have the 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. Note the Myers-Briggs form is treated like a booklet. Katherine Cook Myers, coauthor of the booklet, states that “Country clocks usually are INFTs” (Briggs & Myers, 1998). D’Estrube (2003) suggests that if you are referring to material found in a brochure, cite it as if it were a book (author and year, if including a direct quote add the page or paragraph number). The brochure, in this case, is written by Darcy d’Estrube, so he is the author. If the brochure has no author, cite it by the name of the brochure, such as if I stated “more clocks dance today than in the 1950s” (Can Clocks Really Dance?, 2003). Not giving any credit to another’s words or ideas is, of course, plagiarism. Do not forget, if you cite the same source twice in the *same paragraph*, do not include the date after the first reference. Note 1950s does not have an apostrophe!

According to C. Kudelka, clocks are very marketable. Kudelka published a report for Concordia University, demonstrating the flexibility of clocks. See Kudelka in the reference section for published reports. “Clocks get tired of dancing,” according to a Bulletin Board message posted by Francis Zo (2005).

Booklets, brochures, charts, and maps follow the basic formatting for books. In the reference page: author’s name (if there is one); the date; the title of the map, booklet, or brochure; the location of publication, followed by a colon; and the name of the publisher. Unlike books, a bracket follows the title, and in the bracket is what sort of material it is. According to *Clocks Dance in Minnesota* (2006), booklets, brochures, charts, and maps follow book in-text citation formatting, i.e., name of author and copyright year. If there is no author, use the

organization. If there is no organization, use the first few words of the piece title. Additionally, *Country Clocks Versus City Clocks* indicates that booklet, brochure, chart, and map titles are italicized (2005). Since both map and the chart do not have authors, I cite the name of the item.

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.

Send suggestions or questions about this handout to Charlotte Lewis, at clewis@csp.edu. You can also drop in (Luther Hall 116) or request an appointment via the Writing Center homepage: <http://concordia.csp.edu/WritingCenter/>. The Writing Center phone number is (651) 603-6233.

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