

Running head: APA WRITING STYLE AND MECHANICS

APA requires a Running Head for publication. See APA, p. 296, section 5.15.

Pagination and Page Header. See APA p. 288. Use the "header and footer feature" in Microsoft Word. See Appendix A for directions.

The title is in upper and lowercase letters, centered between the left and right margins and positioned in the upper half of the page (See APA, p. 296) An example is available on p. 306.

APA Writing Style and Mechanics

Student Name

University of Phoenix

UOP REQUIRED TITLE PAGE

Centered on the page (*as shown above*), include in this order:

- Title of Paper (*Mixed upper and lower case letters; centered, see APA p. 296*)
- Your Name (*first and last, **do not** include academic or license information, i.e., BSN, RN*)
- University of Phoenix

****All lines are double-spaced** (no single or triple-spacing) ***throughout the entire document.***

The APA Sample Paper provided by the Center for Writing Excellence represents the consensus of several deans and other key academic officials at the University. The sample paper attempts to match APA style to the University's curriculum and academic services. Nevertheless, in advanced matters of style and formatting, there are sometimes differing interpretations of APA guidelines. While this sample paper is offered as a tool to help students with APA style, it is not a definitive or binding representation of format accepted by individual faculty members. As a result, for all unresolved style and format issues, it is essential that you consult with your faculty member before submitting your paper for a grade. You instructor is the final authority regarding acceptable format and style for all papers associated with his or her course, and the instructor's recommendations will prevail over this sample paper in the event that there is a difference between the two.

Revised: November, 2005

Abstract

According to section 1.07 of the *American Psychological Association (APA) Publication Manual* (2001), “An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly, and like a title, it enables abstracting and information services to index and retrieve articles” (p. 12). Note that the abstract paragraph is not indented. An abstract should be no longer than 120 words and should be concise and specific (American Psychological Association [APA], 2001, p. 13). Because an abstract is not always required for student papers, please adhere to your instructor’s requirements.

An abstract is not always required for student papers. When in doubt, contact your instructor. For additional information regarding the use of abstracts refer to the APA Publication Manual, p. 12-15.

APA does not permit use of the word "Introduction" as a level heading. Instead, begin the text of the paper by including the **same** title as the title on the title page (centered, upper, and lower case). See APA, p. 298, 5.17

APA Writing Style and Mechanics

Indent the first line of each paragraph. Use the tab key, which should be set at five to seven spaces, or 1/2 inch. See APA, p. 289.

The *Publication Manual of the American Psychological Association (Publication Manual)* began as an article published in *Psychological Bulletin* in 1929. That article reported results of a 1928 meeting of scholars "to discuss the form of journal manuscripts and to write instructions for their preparation" (American Psychological Association [APA], 2001, p. xix).

Quotations: All short quotes require a page number or paragraph symbol if no page number is available. See APA p. 292.

Today the manual is in its fifth edition, and the APA format described in it is a widely recognized standard for scientific writing (i.e., scholarly or professional writing) in the social sciences. Although the manual is designed to prepare manuscripts for publication, many school and health care journals have adopted its use as a guide to achieve uniformity and consistency (Cuddy, 2002). Writing in the style prescribed by the *Publication Manual* can be a daunting experience for students; however, as with all new skills, "practice makes perfect" (P.

Personal communication is explained on p. 214 (APA) and is not included on the reference page.

Proofreader, personal communication, June 28, 2004). In this paper, a review of APA information and writing tips most often used by the University of Phoenix undergraduate and graduate students is presented. However, this document is no substitute for the *Publication Manual* itself. While APA formatting software is available from a number of vendors, students are discouraged from purchasing it due to the inconsistency of formatting specific to University of Phoenix papers.

TIP: Conclude your introduction by including a sentence that provides a brief summary of the salient points to be addressed in the paper.

Format Considerations

Level One Heading (See APA, p. 113)

Some of the more commonly used rules and formats from the *Publication Manual* are presented and discussed in this section. Please note, however, that some assignments may require unique formatting, and students should consult with faculty for clarification.

Correct Margins

Level Three Heading (See APA, p. 113)

Margins are required to be one inch on all sides or set at the word processor default. The rule is broken to avoid placing a lone heading on the last line of the page or a single line of text on the top of the next page.

Page Header

The header contains the first two or three words of the title and appears in the header/footer feature of Microsoft Word (See Appendix A for format directions for the header/footer feature). The page number is set at five spaces to the right of the text. The automatic function of a word-processing program should be used to print the headers and page numbers consecutively in the paper. Arabic numerals (1, 2, 3) are used to number each page, beginning on the title page.

Reference Page

The hanging indentation (See Appendix B for format directions for hanging indents) is used for the reference page; that is, the first line of the reference, usually the author's name, rests against the left margin, and the lines that follow are indented 5 or 7 spaces or ½ inch. The *Publication Manual* (2001) recommends setting the tab key to ½ inch (word processor default). The reference page is alphabetized by author and contains the date of publication in parentheses, directly after the author's name. Next, the title, the place of publication, and the name of the publisher are listed. The proliferation of electronic materials has prompted the APA to create formats designed specifically for Internet and Web-based written material. Students should bookmark and frequently visit the APA Web site at www.apastyle.org for current formatting of electronic references.

Only those references that have been cited in the paper are listed on the reference page.

Personal communications are cited in the text, but not on the reference page. Additional reference examples are available in Appendix C.

In Text Citations

Level Four Heading.
(See APA, p. 113)

Direct quotations. Direct quotations need to mirror exactly the original source, even if errors are contained in the original. To alert the reader that any errors are part of the original material, the word *sic*, enclosed in brackets and italicized, should follow the erroneous material.

The source of information must be cited. The format of direct quotations may vary with the placement of the quoted material in the sentence. The following is an example of how one might use a direct quote from a Web site with an author: “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2003, *Erroneous Assumptions*, ¶1). The author’s last name, the year of publication, the Web site title, and the paragraph number are included in the in-text citation when no page number is available. In addition, the following is an example of how one might use a direct quote from a book with one author: Venes (2001) stated, “The types of influenza doctors must

for fall into three categories” (p. 106). If the author’s name is given prior to the quote, include the date of publication (in parentheses) after the author’s name, and follow the quote with the page or paragraph number. See page 121 in the *Publication Manual* for more information.

Appendix C has additional examples of in-text citations when using direct quotes.

Quotations of less than 40 words are enclosed in double quotation marks. “Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (APA, 2001, p. 119). Quotations of 40 words or more are

Erroneous Assumptions is the heading of a section within the Web-based article, *Managing the Multicultural Workforce*. Use of headings within the citation is explained on p. 120 (APA).

set in a block format without quotation marks. The block quote is started on a new line, indented five spaces or 1/2 inch. A sample block quote is contained in this paper.

Paraphrased material. Paraphrasing allows the writer to use the ideas of another, to represent another’s argument, and to give proper credit to the original author or authors (Lawton, Cousineau, & Hillard, 2001). Each time an author is paraphrased, the source must be cited in the text. Page or paragraph numbers are not required for paraphrased material, but the *Publication Manual* encourages writers to do so (APA, 2001, p. 121). For example, if one were to paraphrase information from an article located in an online database, one would format it in this way:

Daniels (2004) included Garden Restaurants on his list of the 50 best companies for minorities.

If the author’s name is not provided with the paraphrased text, it must be included in the in-text citation. *A list of companies has been singled out as best for minority employees (Daniels, 2004).*

Both examples include the author's last name and the date of publication. An additional illustration for paraphrasing information comes from the University of Phoenix rEsource page: *Values and ethics are closely related but different (University of Phoenix, 2004).* Appendix C has additional examples of in-text citations when paraphrasing.

Plagiarism. Plagiarism constitutes a serious academic concern. According to Lawton, Cousineau, and Hillard (2001), “academic communities demand that writers credit others for their work and that the source of their material clearly be acknowledged” (§ 6). Internet access has resulted in an increase in plagiarism. As noted by McCabe (as cited in Sterngold, 2004), of students said they engaged in “cut-and-paste” plagiarism from online sources. The sentences and phrases we use must be original, or cited and referenced accordingly. While it may be easy to use someone else’s words, doing so only discredits the writer. When in doubt, cite.

Electronic source, direct quote citation: If the electronic source does not have page numbers; use the paragraph symbol.

Secondary Sources: See P. 247 in the APA manual for citation of secondary sources. Use of primary sources is preferred.

Other Format Issues

Although the *Publication Manual* (2001) suggests that an abstract of an article precede the text, an abstract is not used in most papers submitted by University of Phoenix students. Faculty members may require an abstract if students are submitting very lengthy papers or project proposals. In those cases, the direction to submit an abstract will be in the assignment guidelines.

Preferred typefaces in APA style are 12-pt Times New Roman or 12-pt Courier New. Students should avoid using any software settings that reduce spacing between words or letters.

Writing Mechanics

Besides formatting, correct grammar, punctuation, spelling, and sentence structure are essential components of scholarly writing. Strunk (1999) emphasized the importance of being succinct:

Block quote - see pages 117 and 118 in the APA manual for an example and discussion.

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell. (¶1)

Grammar

Besides the provision of a standardized format for scientific writing, the *Publication Manual* emphasizes the importance of proper grammar. In addition to the *Publication Manual*, students will have another resource with the *The Gregg Reference Manual*. For a thorough

review, Chapter 2 in the *Publication Manual* is particularly helpful for learning good writing mechanics. A few of the rules of grammar will be addressed here.

Subject and verb agreement. A singular noun requires a singular verb, and a plural noun requires a plural verb (APA, 2001). Words that intervene between the noun and verb do not change that basic rule.

Noun and pronoun agreement. When writers use a subject which is singular, they need to use pronouns which are singular. To avoid having to use he/she and him/her, writers may reword the sentence and use a plural subject, thereby eliminating the problem. For example, the sentence “A student applying for a job must carefully proofread his or her application” can be reworded to read, “Students applying for jobs must carefully proofread their applications.” Use of plurals also can help writers reduce sexist bias and avoid stereotypes, as well as keep them from using both singular and plural in the same sentence or paragraph.

Punctuation. Correct punctuation establishes the rhythm and readability of sentences. In APA style, only one space is used after periods, commas, colons, and semicolons. When a hyphen is used, no space appears before or after the hyphen (APA, 2001).

Correct use of commas and semicolons can be challenging for students. Writers are encouraged to proofread their papers to ensure proper use of commas (*Proofreading for commas*, n.d.).

Web Address in Text. Do not cite Web addresses in text- please see the explanation on the references page of this document.

Capitalization. Capitalization is used to designate a proper noun or trade name, as well as major words in titles and headings. Instances where capitalization is not used include laws, theories, models, or hypotheses, such as ethical decision-making models; names of conditions or groups in an experiment, such as experimental or control groups; or nouns that designate parts of a book, such as chapter 8 (APA, 2001). A common error in capitalization is its use with the name

of a job title or department. An example is human resources versus the ACME Human Resources Department.

Seriation. Items contained in a list can help to clarify the point being made or components of a subject. APA does not permit the use of bullets. To show seriation of separate paragraphs, number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parentheses. To show seriation within a paragraph or sentence, use lowercase letters (not italicized) in parentheses. An example of these formats is shown in Appendix D.

Numbers. Spell numbers one through nine in the body of the text. Use Arabic numerals to express numbers 10 and above. However, there are many exceptions to this rule and these can be found on pages 123-128 in the *Publication Manual*.

Third person versus first person. Writing, “The writer instructed the patients” when “the writer” refers to yourself is ambiguous and may give the impression that you did not participate. Instead, use a personal pronoun: “I instructed the patients.” However, for the most part, reference to self (first person) is limited to reflection or opinion papers.

Conclusion

TIP: Always include a conclusion that summarizes the main points of the paper.

Understanding the mechanics, usage requirements, and referencing materials of APA formatting will help you improve and communicate clearly the content of your work. The intent of this paper is to help you begin to understand the different components necessary for development of scholarly papers. However, not all of the content of the *Publication Manual* is reviewed, and you are encouraged to refer to this excellent resource as well.

Reference Page Notes: Use a separate references page and double space. Note that throughout the paper and reference list, titles of non-periodicals and the names of journals, book titles, and volume are set in italics rather than being underlined. See *APA Manual*, pages 239-281 for examples of various references. In addition, please read pages 215-232 for basic reference guidelines.

References

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

Association (5th ed.). Washington, DC: Author.

Book, revised edition – see APA page 249, #27.

Book – Corporate Author – see page 251, #33.

Copeland, L. (2006, December). Managing a multicultural workforce. *California Job Journal*.

Retrieved March 21, 2007, from <http://www.jobjournal.com>

Cuddy, C.M. (2002). Demystifying APA style. *Orthopaedic Nursing*, 21(5), 35-42. Retrieved

June 28, 2004, from EBSCOhost database.

Daniels, C. (2004, July 28). 50 Best companies for minorities. *Fortune*, 149(13), 136-

141. Retrieved October 19, 2004, from ProQuest database.

Lawton, K. A., Cousineau, L., & Hillard, V.E. (2001). *Plagiarism: Its nature and consequences*.

Retrieved June 28, 2004, from Duke University Guide to Library Research Web site:

<http://www.lib.duke.edu/libguide/plagiarism.htm>

Purdue University. (n.d.). *Proofreading for commas*. Retrieved June 28, 2004, from Purdue

University Online Writing Lab Web site: <http://owl.english.purdue.edu>

Information gathered from a Web site is cited in the text of the paper with the Web page title in the author's space and the year. The Web site is then referenced on the references page as shown here. See APA p. 269, 274.

Sterngold, A. (2004). Confronting plagiarism: How conventional teaching invites cyber-

cheating. *Change*, 36(3), 16. Retrieved June 28, 2004, from ProQuest database.

Document available on a university program or department Web site – APA p. 274, #78.

Strunk, W., Jr. (1999). Omit needless words. In *The elements of style* (chap. 3). Retrieved June

28, 2004, from <http://www.bartleby.com/141/strunk5.html#13>

University of Phoenix. (2004). Week two overview. Retrieved November 4, 2004,

from University of Phoenix, Week Two, Resource. GEN480—Interdisciplinary

Capstone Course Web site.

Information retrieved from the University of Phoenix rEsource page. See Appendix C for further examples.

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia: F.A. Davis

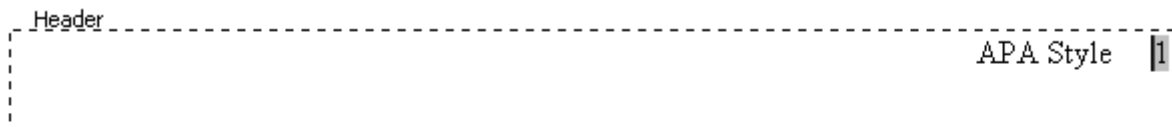
Company.

See Appendix C for additional sample references, including University of Phoenix simulations, and other electronic sources.

Appendix A: Header/Footer Feature in MS Word

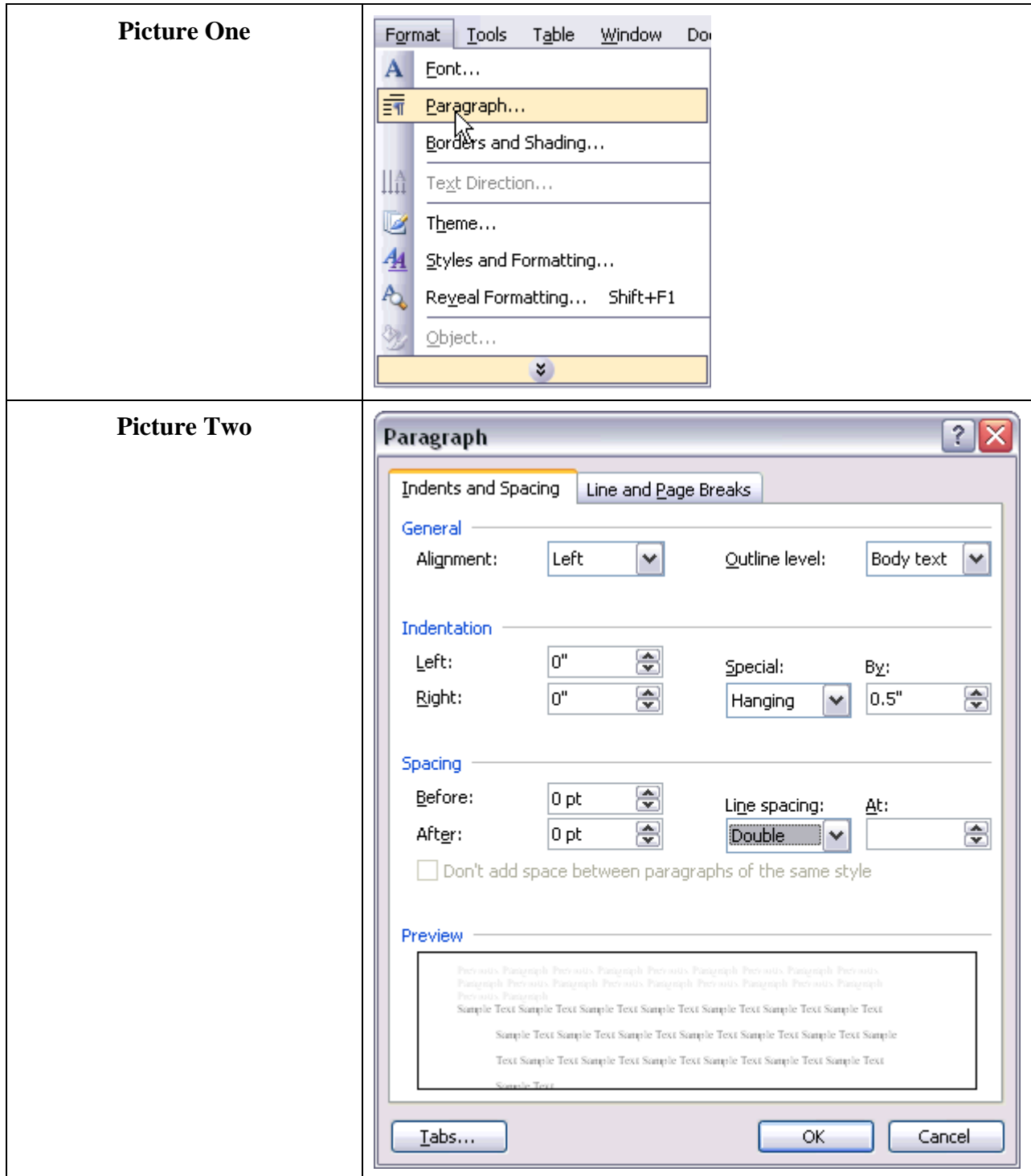
Page Headers

Page Headers (p. 288, 5.06): Identify each page with the first two or three words from the title in the upper right hand corner above or five spaces to the left of the page number. Do not use your name to identify each page. Again, use the automatic function of the word-processor as illustrated in this picture. Be sure the font type and size is the same as that used in the document.



Appendix B: Directions for a Hanging Indent

Select the text that requires a hanging indent. As shown in Picture One, use the **Indents and Spacing** tab (**Format** menu, **Paragraph** command). In the **Special** list under **Indentation**, select **Hanging**. In the **By** box, set the amount of space for the hanging indent (Picture Two)



Appendix C: Additional Reference and In-Text Citation Examples

The first words of the in-text citation should mirror the first words of the source on the References page.

Remember the following

1. Never use the URL in the citation.
2. Never use the first or middle initials of the author(s) in the citation.
3. Always include the year in the citation.
4. Always use p. or pp. for page numbers or para. or ¶ for paragraph numbers with direct quotations.
5. Include the author's name or title of the work when no author is listed, year, and page or paragraph number (for a direct quotation) within the parentheses.
6. Place the punctuation after the final parenthesis of the citation unless it is a block quote.
7. Follow the rule of punctuation for capitalization of the first title mentioned within the reference. Titles of books and articles: capitalize the first word, the first word following a colon, and proper nouns.

The following examples provide information about how to format in-text citations and the corresponding source on the reference page.

A book with one author

A book with one author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Venes (2001), three types of influenza are spreading throughout the country.

Sample 2 Three types of influenza are spreading throughout the country (Venes, 2001).

Sample 3 Venes (2001) stated, "The types of influenza doctors must prepare for fall into three categories" (p. 106).

[Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.]

Reference Page Citation

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia: F.A. Davis Company.

In-Text Citation

Sample 4 Cleckley (1997) noted that diversity in the classroom prepared young Americans for work in a global society.

Sample 5 The idea that diversity in the classroom prepared young Americans for work in a global society was presented by well-known scholar Bernard Cleckley (1997).

Sample 6 “Because youth have had experience working and playing with children of other races and cultures while growing up, they will be better able to interact with those of other cultures when working within intercultural corporations” (Cleckley, 1997, p. 37).

Reference Page Citation

Cleckley, B. (1997). *Strategies for promoting pluralism in education and the workplace*. Westport, CT: Praeger Publishers.

A book with two or more authors

A book with two or more authors could be formatted in any of the following ways:

In-Text Citation

Sample 1 Often, people compare Caldwell and Thomason’s book (2004) to *The DaVinci Code* because of their brilliant writing and historical context.

Sample 2 *The Rule of Four* (Caldwell & Thomason, 2004) has been compared to Dan Brown’s *The DaVinci Code*.

Sample 3 “An encyclopedia masquerading as a novel, *The Rule of Four* is a dissertation on everything from architecture to zoology” (Caldwell & Thomason, 2004, p. 136).

Reference Page Citation

Caldwell, I., & Thomason, D. (2004). *The rule of four*. New York: Dell.

In-Text Citation

- Sample 4** Mandelbrot and Hudson (2004) have combined Mandelbrot's mathematical framework with Hudson's knowledge of Wall Street to produce a must-read for any serious investor.
- Sample 5** For the individual who manages money for a living, one of the best books on the market is *The Misbehavior of Markets* by Mandelbrot and Hudson (2004).
- Sample 6** "This equilibrium market clearing price is automatically interpreted as being the mean of a normal probability distribution" (Mandelbrot & Hudson, 2004, p. 46).

Reference Page Citation

Mandelbrot, B., & Hudson, R. L. (2004). *The misbehavior of markets*. New York: Basic Books.

A book with a group author

A book with a group author could be formatted in any of the following ways:

In-Text Citation

- Sample 1** *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.
- Sample 2** A very clear mandate was expressed by The National Commission on Terrorist Attacks (2004).
- Sample 3** "Investigate the facts and circumstance relating to the terrorist attacks of 9/11, including all agencies, intelligence, law enforcement, diplomacy, immigration issues, the flow of access to terrorist groups, flow of commercial aviation, the role of congressional oversight and resource allocation, and other areas as determined by the Commission" (National Commission on Terrorist Attacks, 2004, p. 14).

Reference Page Citation

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of the National Commission on Terrorist Attacks upon the United States*. New York: W.W. Norton.

A journal article

A journal article could be formatted in any of the following ways:

In-Text Citation

- Sample 1* Walker and Schutte (2004) believed that wraparound teamwork is an effective method for supporting families and children with special needs.
- Sample 2* Not everyone is in agreement regarding the guidelines for wraparound teamwork (Walker & Schutte, 2004).
- Sample 3* “These theories provide an important foundation for a discussion of how wraparound promotes positive outcomes for children and families” (Walker & Schutte, 2004, p. 183).

Reference Page Citation

Walker, J., & Schutte, K. (2004). Practice and process in wraparound teamwork. Journal of Emotional and Behavioral Disorder, 12(3), 182-192.

A journal article from an online database

A journal article from an online database could be formatted in any of the following ways:

In-Text Citation

- Sample 1* Daniels (2004) included Garden Restaurants on his list of the 50 best companies for minorities.
- Sample 2* A list of companies has been singled out as best for minority employees (Daniels, 2004).
- Sample 3* “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’ (Daniels, 2004, para. 9).

[Note: No page number was listed in this particular article because of the way the article is written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate that within the citation: (Daniels, 2004, Methods section, para. 3).]

Reference Page Citation

Daniels, C. (2004, July 28). 50 Best companies for minorities. *Fortune*, 149(13), 136-141. Retrieved October 19, 2004, from ProQuest database.

A journal article from an online database—anonymous author

An anonymous journal article from an online database could be formatted in any of the following ways:

In-Text Citation

- Sample 1** In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud.
- Sample 2** *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).
- Sample 3** *Fortune* magazine indicated “The CEO of Rite-Aid is currently in prison for fraud” (“Corrections,” 2004, p. 36).

Reference Page Citation

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved November 3, 2004, from ProQuest database.

A newspaper article

A newspaper article could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.
- Sample 2** Efforts have been made regarding racial parity (Herron & Miles, 1987).
- Sample 3** The Supreme Court declared “a company may decide to promote an employee on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

Reference Page Citation

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *New York Times*, p. e4.

A Website with no author

A Website with no author could be formatted in any of the following ways:

In-Text Citation

Sample 1 The Website for the National Osteoporosis Foundation (2004) has many interesting facts about this debilitating disease.

Sample 2 Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2004).

Sample 3 The National Osteoporosis Foundation (2004) stated, “Eighty percent of those affected by osteoporosis are women” (para.1).

Reference Page Citation

National Osteoporosis Foundation. (2004). *Fast facts*. Retrieved October 15, 2004, from <http://www.nof.org>

In-Text Citation

Sample 4 Subaru (2004) makes it easy to compare its Outback with another similar car.

Sample 5 Subaru currently has five models in its lineup (Subaru, 2004).

Sample 6 “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (Subaru, 2004, ¶1).

Reference Page Citation

Subaru. (2004). Subaru previews all-new. Retrieved November 4, 2004, from <http://www.subaru.com>

A Website with an author

A Website with an author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Copeland (2006), diversity is a positive element in the workforce.

Sample 2 Diversity is a positive thing in the workforce (Copeland, 2006).

Sample 3 “Diversity is amongst the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2006, Erroneous Assumptions, ¶2).

[In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section (see above).]

Reference Page Citation

Copeland, L. (2006, December). Managing a multicultural workforce. *California Job Journal*.

Retrieved March 21, 2007, from <http://www.jobjournal.com>

In-Text Citation

Sample 4 According to Nix (2004), no definitive national Christmas tree exists.

Sample 5 Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).

Sample 6 “The National Park Service, U.S. Forest Service, National Christmas Tree Association, Capital and White House all have holiday trees that are promoted as our nation's holiday tree” (Nix, 2004, para. 1).

Reference Page Citation

Nix, S. (2004). National Christmas trees—Some holiday confusion. Retrieved November 6, 2004,

from <http://forestry.about.com>

Microsoft® PowerPoint Presentations

References to Microsoft® PowerPoint presentations can take two forms:

- PowerPoint as a presentation
- PowerPoint as a document in rEsource

PowerPoint as a presentation

Sometimes it is necessary to reference a PowerPoint presentation you have seen, either by itself or as part of a longer presentation. If the presentation cannot be retrieved by the general reader, cite the PowerPoint as a personal communication only within the text.

In-Text Citation

Sample 1 According to a PowerPoint presentation in the GEN 380 class, (2006), the streets in Toronto are cleaner than the streets in New York.

Sample 2 The streets in Toronto are cleaner than the streets in New York (GEN 380, personal communication, September 3, 2006.)

[Note: If the name of the presenter is known, use the first initial and last name of the presenter instead of the name of the class, as follows:
(G. Smith, personal communication, September 3, 2006).

Sample 3 According to a PowerPoint presentation in the GEN 380 class, “Compared to New York City, Toronto’s streets are free of litter, graffiti, and garbage” (personal communication, September 3, 2006).

[Note: In a personal communication that is not written, do not use page or paragraph numbers with a direct quotation.]

Reference Page Citation

A personal communication is not listed in the reference page because the reader cannot access the source of the information.

Personal communication

Sources that the general reader cannot access should be cited as a personal communication. This can include information from interviews, emails, newsgroups, letters, memos, lectures, or Microsoft® PowerPoint presentations.

A personal communication is cited only within the text because items in the reference list at the end of the essay are reserved for sources that can be retrieved by the reader.

In-Text Citation

Sample 1 According to Smith (personal communication, September 3, 2006), pit bulls are no more dangerous than German shepherds.

Sample 2 Pit bulls are no more dangerous than German shepherds (G. R. Smith, personal communication, September 3, 2006.)

Sample 3 Smith states, “Pit bulls are no more dangerous than German shepherds” (personal communication, September 3, 2006).

[Note: In a personal communication that is not written, such as an interview, do not use page or paragraph numbers with a direct quotation.]

Reference Page Citation

A personal communication is not listed in the reference page because the reader cannot access the source of the information.

University of Phoenix e-text authored by individuals

A University of Phoenix e-text authored by individuals could be formatted in any of the following ways:

In-Text Citation

Sample 1 If we create our experience (Paul & Elder, 2002), then we are responsible for our lives.

Sample 2 We can control our experience (Paul & Elder, 2002).

Sample 3 Paul and Elder (2002) stated, “For most people, experience is understood as something that ‘happens to them,’ not something they create for themselves” (Chap. 8, p. 131).

[Note: In the e-text, you may need to include the chapter or week to clarify the source.]

Reference Page Citation

Paul, R., & Elder, L. (2002). *Critical thinking: Tools for taking charge of your professional and personal life*. [University of Phoenix Custom Edition e-text]. Upper Saddle River, NJ: Prentice Hall. Retrieved November 24, 2004, from University of Phoenix, rEsource, GEN480—Interdisciplinary Capstone Course Web site.

University of Phoenix e-text that is a compilation of pieces of other works edited by University of Phoenix as a completely new book.

A University of Phoenix e-text that is a compilation of other works could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to the University of Phoenix text (2002), educators need to pay attention to the environment in which learning takes place.

Sample 2 Environment can be an important factor in the learning process (University of Phoenix, 2002).

Sample 3 “As you can see, social learning theorists stress the role of environmental factors in learning, but they acknowledge the importance of cognitive factors as well” (University of Phoenix, 2002, Section 3, p. 358).

Reference Page Citation

University of Phoenix (Ed.). (2002). *Lifespan development and learning*. [University of Phoenix Custom Edition e-text]. Boston: Pearson Custom Publishing. Retrieved November 26, 2003, from University of Phoenix, rEsource, PSYCH/538—Lifespan Development and Learning Web site.

[Note: If University of Phoenix is listed as an author more than once in the reference page and the year of publication is the same, differentiate the references by adding a lowercase letter right after the year as shown below.]

University of Phoenix. (2004a). *Learning qualities...*

University of Phoenix. (2004b). *Lifespan development...*

University of Phoenix rEsource Material

Documents listed in rEsource could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to the University of Phoenix Week Two Overview (2004), we cannot judge other people; we can only judge ourselves.

Sample 2 Values and ethics are closely related but different (University of Phoenix, 2004).

Sample 3 “Values or morals can only be judged from within. That is, we cannot look at someone and judge that person’s morals” (University of Phoenix, 2004, Values and Ethics, ¶ 2).

Reference Page Citation

University of Phoenix. (2004). Week two overview. Retrieved November 4, 2004, from University of Phoenix, Week Two, rEsource. GEN480—Interdisciplinary Capstone Course Web site.

University of Phoenix simulation

A University of Phoenix simulation could be formatted in any of the following ways:

In-Text Citation

Sample 1 In the University of Phoenix simulation (2004), students are allowed to apply theory to practice.

Sample 2 A situation providing a dilemma regarding confidentiality allows us to apply theory to practice (University of Phoenix, 2004).

Sample 3 “The three possible candidates all have strengths and weaknesses for this position” (University of Phoenix, 2004, para. 10).

Reference Page Citation

University of Phoenix. (2004). Keeping information confidential [Computer Software]. Retrieved September 26, 2004, from University of Phoenix, rEsource, Simulation, COM525—Advanced Communications Management Web site.

Software

[Note: Reference entries are not needed for off-the-shelf software and programming languages. In text, give the proper name of the software and the version number.]

Do provide reference entries for specialized software or computer programs with limited distribution.

Software could be formatted in any of the following ways:

In-Text Citation

Sample 1 The strength of ACI (2002) as a real estate appraising software program is its ease of use.

Sample 2 Because it is user friendly, many more real estate appraisers are using ACI (2002).

Reference Page Citation

ACI—The appraiser’s choice. (2002). (Version 0.0) [Computer software]. Retrieved November 3, 2004, from http://www.aciweb.com/p_aci.asp

Television Series

A television series could be formatted in any of the following ways:

In-Text Citation

Sample 1 The Seinfeld series (Ackerman, 1989) presented a major, creative break-through in evening sitcoms.

Sample 2 The four main characters in Seinfeld represent people whom we all know (Ackerman, 1989).

Sample 3 One of George’s famous sayings to Jerry is, “On some level, I have always been handicapped” (Ackerman, 1989).

Reference Page Citation

Ackerman, A. (Producer). (1989). *Seinfeld*. [Television series]. New York: NBC.

Appendix D: Seriation

Seriation (lists) (p. 292, 5.12):

To show seriation (lists) within a paragraph or sentence, use lowercase letters (not italicized) in parentheses:

Job satisfaction is increased when nurses are provided with (a) therapeutic massage, (b) relaxation therapy, and (c) music therapy.

To show seriation of separate paragraphs, number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parentheses. APA does not allow the use of bullet points.

Berk (2001) suggests that parents determine suitability of books for children by using the following criteria:

1. Books are made from durable material...(paragraph continues)
2. Books are action-oriented....(paragraph continues)