

APA Style Guidelines for Student Papers
Mercy College of Ohio

Introduction to Guidelines

All papers at this institution and throughout the academic world require documentation of source material. As a rule of thumb, any information you did not know before you began the paper requires documentation or *citing*. More specifically, every source except the Bible, major classical works, and the *US Constitution* gets a full citation. To neglect to do so is considered **plagiarism**, whether intentional or not, and is grounds for dismissal from this or any college. Therefore, documentation of source material is of vital importance. Sources get cites or citations even if they are **rewritten in your own words**.

In the academic world, two major documentation styles are used frequently: Modern Language Association style (MLA) is most often used in the liberal arts while American Psychological Association (APA) is most frequently used in the sciences. Both styles also publish guidelines dictating the format of the paper itself. Academic journals will often stipulate their own documentation style, usually some variant of MLA or APA. If you understand how to utilize one style correctly, it becomes easy to learn or to adjust to a different style; the differences are minor but important. **Because of this consistency and leniency, students are expected to be exacting in their APA usage and standards.**

The following pages provide the simple basics for using APA style. *These sheets are not a substitute* for the APA style guide (*Publication Manual of the American Psychological Association*, 6th Edition).

General Rules

All papers must be typed on single-sided, white, 8 ½ by 11 in. paper. Font may be Arial or Times New Roman but should be used consistently throughout the paper. The font size is 12 point. The paper is double-spaced throughout including the title and reference page. The margins are 1" all the way around. Text is flushed left and ragged right. The running head is flush left, while the page number is flush right. These rules do not vary anywhere in the paper.

Parts of the Manuscript

Title Page

The title page contains a page header, a running head, the paper title, a byline with email address, an institutional affiliation, the class, and the date. The class and date are our additions to the professional publication style. They have been added to the title page for clarification in your senior portfolio. The page header is added using the "headers and footers" function on a computer. The title page is page 1. Include a few key words from the title, a tab space, but allow your computer to number for you (# key); otherwise, the number will stay the same on all pages.

The running head is left justified and on the same line as the page number throughout the document. The words “Running head:” are typed first with as many as 50 characters of the title following in all uppercase letters and appears on every page in the header.

The rest of the title page is centered and double-spaced. This includes your full paper title and subtitle, your byline or name with email address in brackets, your affiliation (Mercy College of Northwest Ohio), your course, and the submission date of the paper.

Abstract

Page 2 of your paper is an abstract. The word “Abstract” is centered and bold faced at the top of the page. There is no indent of the paragraph summary that follows. This condensed description of your paper should be written in third person and be accurate, self-contained, concise, specific, non-evaluative, and readable. It may be the most important paragraph in your paper. The abstract should definitely contain your paper’s point or thesis. Although abstracts may be up to 300 words, generally, a student abstract will range from 50 – 150 words.

Text or Body

The first page of text or body is page 3. On the first page of text, center, bold and type the title and subtitle as found on the title page. On the next line, indent the first line and begin typing.

References

The reference list is started on a new page. The word “References” is centered below the header (in the case of one reference, you type “Reference”). The entries are also double-spaced. Since students are submitting a final copy, a hanging indent is used. A hanging indent means that the first line is flush left while the rest of the entry is indented. Each entry contains at a minimum the author, the copyright date, the title, the city of publication, and the publisher, in that order.

Concise Rules of APA Style, 6th ed. Offers a broad overview of APA standards. An even more comprehensive list may be found in the *Publication Manual of the American Psychological Association*.

The following is a list of common source types written first as found on a reference list and second as a parenthetical note. These notes are also called *in-text citations* and must be used with quotes, paraphrases, and summaries in the body of your paper.

Book: One Author

Elkins, J. (2002). *Stories of art*. New York: Routledge.

Elkins (2002) found ... [ellipses mean the sentence continues]

(Elkins, 2002) [used with paraphrase and summary]

(Elkins, 2002, p.48) used with direct quote

Book: Two Authors

McQuain, J. & Malless, S. (1998). *Coined by Shakespeare: Words and meanings first penned by the Bard*. Springfield, MA: Merriam-Webster

McQuain and Malless, (1998) found that...

(McQuain, & Malless, 1998, pp. 210-213)

Book: Three or More Authors

Rosenberg, B., Gerver, I., & Howton, F. W. (1971). *Mass society in crisis: Social problems and social pathology* (2nd ed.). New York: MacMillan.

First note: Rosenberg, Gerver, and Howton (1971) found...

Subsequent notes: Rosenberg et.al. (1971) found...

First note: (Rosenberg, Gerver, & Howton, 1971)

Subsequent notes: (Rosenberg et al., 1971)

Book: Edited

Moffatt, M. J., & Painter, C. (Eds.). (1974). *Revelations: Diaries of women*. New York: Random House.

Moffatt & Painter (1974) summarized...

(Moffatt & Painter, 1974)

Book: No Author

Illustrated atlas of the world. (1998). Chicago: Rand McNally.

In the *Illustrated Atlas* (1998)...

(*Illustrated Atlas*, 1998, pp. 88-89).

Article or Chapter in an Edited Book

Hightower, J. (2004). Rebellion is what built America. In Loeb, P. R. (Ed.), *The impossible will take a little while: A citizen's guide to hope in a time of fear* (pp. 198-202). New York: Perseus Books.

Hightower (2004) found...

(Hightower, 2004)

E-book

Ochs, S. (2004). *A history of nerve functions: From animal spirits to molecular mechanisms* [ebruary Reader version]. Retrieved from <http://www.cambridge.org/>.

Article in a Scholarly Journal

Tebeaux, E. (1991). Ramus, visual rhetoric, and the emergence of page design in medical writing of the English Renaissance. *Written Communication*, 8, 411-445.

Tabeaux (1991) showed...

(Tabeaux, 1991, p. 411)

Magazine Article

Stolzenberg, W. (1999, July/August). Pathways of invasion. *Nature Conservancy*, 49, 8-9.

Periodical Article: No Author

Aladdin releases desktop tools. (1993, October). *Macworld*. 10, 35-37.

In the article, “Aladdin Releases...” (1993)...

(“Aladdin Releases”, 1993)

Newspaper Article

Bragg, R. (1994, October 15). Weather gurus going high-tech. *San Antonio Express-News*, pp. 1A, 7A.

Bragg (1994) reports...

(Bragg, 1994, 7A)

WWW Site: Generic

Johnson, C. W., Jr. (1997, February 13). How our laws are made. Retrieved from <http://www.thomas.loc.gov/home/lawsmade.toc.html>

WWW Site: Online Scholarly Article from a Database

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychology*, 48, 1141-1147. doi:10.1037/0003-066X.48.11.1141

WWW Site: Online Newspaper Article

Cohen, E. (1997, January 17). Shrinks aplenty online, but are they credible? *New York Times*. Retrieved from <http://search.nytimes.com>

Online publication with no copyright or revision date

15 reasons to be angry. (n.d.) Retrieved from

<http://www.urban75.com/Action/angreten.html>

Webpage

University site, no date

Johnson, K. A., & Becker, J. A. (n.d.). *The whole brain atlas*. Retrieved from

[http://www.brittanica.com/eb/article?eu=72497&tocid=0&query=psychosomatic
&ct=](http://www.brittanica.com/eb/article?eu=72497&tocid=0&query=psychosomatic&ct=)

Government Document

Enviroment Canada. Canadian Wildlife Service. (2004). *The 1995 peregrine falcon*

Survey in Canada. U. Banasch & G. Holroyd (Eds). (Occasional Paper no. 110).

Retrieved from [http://www.cws-scf.ec.gc.ca/publications/AbstractTemplate.cfm?](http://www.cws-scf.ec.gc.ca/publications/AbstractTemplate.cfm?Lang-e&id=1067)

[Lang-e&id=1067](http://www.cws-scf.ec.gc.ca/publications/AbstractTemplate.cfm?Lang-e&id=1067)

Lecture Notes

Mokry, J. (2007). *Lecture 3: The wonders of APA* [PowerPoint slides].

Movie, DVD, Videotape

Coppola, F. (Producer), & Ballard, C. (Director). (1980). *The black stallion*. [Motion picture].United States: MGM/UA.

Musical Recording

Dylan, B. (1989). What was it you wanted? [Recorded by Willie Nelson]. On *Acrossthe
borderline* [CD]. New York: Columbia

In the song “What Was It You Wanted?” (Dylan, 1989, track 10)...

Please pay particular attention to capitalization here. On the reference page, only proper nouns and the first letter of a title or subtitle are capitalized. When used in-text, regular title case is used. Also pay close attention to places where the symbol “p.” for page number or “pp.” for plural page numbers is used. APA uses this abbreviation in most, but not all, situations. Also notice that for journals, the volume number is included and italicized along with the journal title.

Quotes

Direct quotes use all of the author's own words exactly as they are printed. Quotes may be trimmed at the middle or end in which case ellipses (...) are used to indicate missing words. Use direct quotes like spice, in other words, carefully and sparingly. When quoting always use quotation marks and cite page numbers.

Paraphrases

A paraphrase is entirely in your own words, reflects the structure of the original material, and reflects the author's ideas and not your opinions or reflections on them. Direct quotes may be interspersed with paraphrase.

You may also use short paraphrases and/or summaries mixed with your own critical commentaries on the material. You still must cite even these short passages before launching into your own reflections.