	Columbia Bible College Library
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	APA Style – 6ᵗʰ edition

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College students are generally expected to write research essays that conform to certain academic standards. It is important that you check with your instructor regarding the appropriate style for your work. This guide is based on the **Publication Manual of the American Psychological Association** (6ᵗʰ ed.) and provides only selected citation examples for common types of sources. For more detailed information please consult the **Publication Manual of the American Psychological Association** located in the Reference collection at *REF 808.066 P976 2010*. For sample papers see pp. 41-59 in the manual.

Sample papers: - see websites:
One-experiment paper:
http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf

Two-experiment paper:
http://www.apastyle.org/manual/related/sample-experiment-paper-2.pdf

Meta analysis paper
http://www.apastyle.org/manual/related/sample-meta-analysis.pdf

Other useful websites:
APA website: *http://www.apastyle.org/elecref.html*.
Purdue University OWL - http://owl.english.purdue.edu/owl/resource/560/01/

Format of Papers

While each instructor will evaluate Research Essays a little differently, clear organization, careful explanations, and proper format will have a significant impact on your overall mark. The following describes APA style format expectations here at Columbia.

- **Title Page** is comprised of the following elements:

Running head – shortened version of the title more then 50 characters in length; typed in upper case only; double spaced below the header, left justified, and the words "Running head:" appears before the abbreviated title.

Title- summarises the main topic of the pages; centred and typed in upper and lower case; appears in the upper half of the page. If the title is two or more lines, double space between the lines.

Author's names(s) – included on the title page; first and last name centred and double spaced below the title. If there is more than one author, type the authors' names on one line if space permits.

Affiliation – name of the institution at which the study or experiment was conducted; typed in upper and lower case; centred and double spaced below the author(s) name.

1

Sample Title page

Running head; UPPER CASE only, double spaced below header, left justified, and words "Running head:" before abbreviated title.

Individual Differences and

Developmental Changes in Adolescents' Friendships

Sandy S. Friesen

Columbia Bible College

Title is centred; typed in upper and lower case; upper half of page

Affiliation at which the study was conducted; upper and lower case; centred and double spaced below the author(s) name.

Author's first and last name centred and double spaced below the title.

(Sample paper: http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf)

- **Parts and Order of a Manuscript**

Number all pages except the artwork for figures consecutively. Arrange the pages of the manuscript as follows:

Title page with running head for publication, title, and byline and institutional affiliation (separate page, numbered page 1)

Abstract (separate page, numbered page 2) is a one-paragraph, self-contained summary of the most important elements of the paper.

- *Pagination*: The abstract begins on a new page (page 2).
- *Heading*: Abstract (centered on the first line below the manuscript page header)
- *Format*: The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.

Body or Text (start on a separate page numbered page 3)

- *Pagination:* The body of the paper begins on a new page (page 3). Subsections of the body of the paper do *not* begin on new pages.
- *Title:* The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header.

- *Introduction:* The introduction (which is not labeled) begins on the line following the paper title.
- *Headings*: Levels

Headings in boldface rather than italics.

- **Level 1** headings are used for major sections of papers. They are centered in boldface uppercase and lower case heading. There is no punctuation after a Level 1 heading.

- **Level 2** headings are used for subsections of Level 1 sections of papers. The heading is flush left, in boldface, uppercase and lower case heading.

- **Level 3** headings are subsections of Level 2 sections. Level 3 headings start indented five spaces, like a new paragraph, in boldface, lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase ending with a period. Regular text follows the heading.

(For more information Refer to Table 3.1, APA, 2010, p. 62).

References (start on a separate page)

Appendixes (start each on separate page)

- **Page Layout**

Margins: Use 1" (2.54-cm) margins at the top, bottom, left and right sides of all the pages of the paper.

Font Size and Type: Times New Roman 12 pt.

Line Spacing: Double-space all lines of text, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.

Spacing after Punctuation: May use 1 or 2 spaces after period at the end of sentences in the text of a paper. Use 2 spaces after sentences if submitting article for peer review.
Still use 1 space after commas, colons, and semicolons; after periods separating parts of a reference citation, and after periods in a personal name (I. B. Smith)

Paragraph Indentation: 5-7 spaces. Do not indent the abstract.

Pagination: The page number appears at the top, one inch from the right edge of the paper on the first line of every page (except Figures), beginning with the title page.

Manuscript Page Header*: The title used in the running head. Appears five spaces to the left of the page number on every page (except Figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.

When reporting a **numerical value**, present the numerical value as digits if the value is greater than or equal to 10. If the numerical value is less than 10, type the value as a word, unless it contains a decimal.

Staple the paper once in the upper left-hand corner. Do not use folders or duo-tangs.

Make a backup copy of your paper.

Citation of Sources in the Text

Quotation

If the quotation is short (fewer than 40 words) insert the quotation as part of the sentence. Remember to enclose the quote with quotation marks. APA uses the author-date method if citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. This identifies the sources for readers and enables them to locate the source of information in the alphabetical reference list at the end of the paper.

Quote less than 40 words

Klassen (1989) has stated that "violence is not as unpredictable as previously believed" (p. 303).

"Violence is not as unpredictable as previously believed" (Klassen, 1989, p. 303).

Quote more than 40 words

If the quote is greater than 40 words type the quote as a separate block. The blockquote is double spaced, indented 5-7 space, (1.27 cm or ½"). Do not use quotation marks to enclose block quotations. Do use double quotation marks to enclose any quoted material within a block quotation.

Surette (1994) has stated the following:

Social violence is embedded in historical, social forces and phenomena, while the media are

components of a larger information system that creates and distributes knowledge about the

world. The media and social violence must both be approached as parts of phenomena that

have numerous interconnections and paths of influence between them. (p. 370)

Quoting from an electronic source that does not provide page numbers

Use "para" to indicate location of direct quotes of online sources that do not have pagination. Example:

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual

framework in which to consider the nature and form of regulation in cyberspace"

(para. 4).

Paraphrasing

Paraphrasing involves putting the words of another author(s) into your own words with acknowledgement to the original author(s) via a citation. The citation includes the author(s) name and date of publication.

Citing References in Text

One Author:

In 1998, Klassen compared gender differences ………
Klassen (1998) compared gender differences ……….
In a recent study of gender differences (Klassen, 1998) ……

Two authors: *When there are two authors always cite both names.*

In an earlier study (Jones & Smith, 2004)…

The symbol "&" is used when in parentheses. Use the word "and" when the authors' names are part of the sentence.

An earlier study by Jones and Smith (2004)…

Works by three, four, or five authors:

First citation, cite all names the first time you reference the source:

Thiessen, Epp, and Bartel (2004) discovered that…

*Subsequent citations of the same work cite the first author's last name plus **et al**. (Latin abbreviation for "and others").*

Thiessen et al. (2004) also discovered that…

Two or more works in the same parenthetical citation:

Several studies (Smith, 2003; Reimer, 2004; Penner, 2003) suggest that…

Six or more authors

When a work has six or more authors, cite only the surname of the first author followed by et al. *and the year for the first and subsequent citations.*

Wasserstein et al. (2005) found

No author – cite the first few words of the title and the date

It states in the *Fraser Valley Social Services Directory* (1978)…
A *Maclean's* magazine article "Interpreting Dreams," (1965) stated that…….

Group that serves as Author – write out in whole every time, unless the abbreviation is well known.

First citation: The annual report (Canadian Broadcasting Corporation, 2005)….

Second citation: The CBC annual report (2005)….

Secondary Sources

To cite a work discussed in a secondary source, give the secondary source in the reference list. In the text, name the original work and give a citation for the secondary source.

For example, if Friesen's work is cited in Cresswell, cite Cresswell in the reference list.

Cresswell, J. (2014). Can religion and psychology get along? Toward a pragmatic cultural psychology of religion that includes meaning and experience. *Journal of Theoretical and Philosophical Psychology*, 34(2), 133-145. doi:10.1037/a0033042

In the text, use the following citation:

Friesen's study (as cited in Cresswell, 2014)…..

Citing a source multiple times in one paragraph

It's a challenge to properly and clearly attribute multiple ideas within a paragraph yet maintain a readable and interesting text. If you include a citation only at the end of the paragraph, the reader won't know how many of the ideas in the previous sentences you are attributing to the cited author. Citing the author at the end of each sentence may be clear and correct however it is redundant. A suggestion is to introduce the source early in the paragraph, with the author as part of the sentence rather than in brackets:

Viglione (2010) suggests that cross-pollination and fusion of musical genres……..

For the rest of the paragraph, you can refer back to the author by name or pronoun when elaborating on their ideas:

Viglione (2010) suggests that cross-pollination and fusion of musical genres over the last 2 decades has exposed children to a diversity of musical styles. He points out that technology has also made possible the distribution and sharing of music in exciting new ways. Music is shared through social media sites, analyzed and tailored for the individual listener via sites like Pandora, and simply given away by musicians on their websites. As a result, he argues, in the future, children will likely develop eclectic musical tastes early and expect a diversity of musical styles at younger and younger ages.

Once you begin a new paragraph, you must clearly identify and include a new in-text or parenthetical citation. The main goal is to differentiate to the reader your thoughts, words, and ideas versus those of someone else.

Classical Works and the Bible

To cite the Bible, state the books, chapters, verses, and lines. For the first Biblical citation, give the version you're using (for example, New International Version). In your subsequent in-text citations from the same text, you don't need to repeat the version. APA doesn't require that citations of major classical works, such as ancient Greek and Roman works or classical religious works appear in your Reference list. The in-text citations suffice. When citing from the Old Testament book of Psalms, each individual Psalm is referred to in the singular form. Thus, we have Psalm 100, not Psalms 100. (Psalm 100:1-2, New International Version). Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source.

Two examples of how to cite when you are directly quoting (first cite):

The Bible enumerates these virtues: "And now these three remain: faith, hope and love. But the greatest of these is love" (1 Cor. 13:1 New International Version).

In 1 Cor. 13:1 (New International Version), the Bible states that of the three virtues of love, faith, and hope, love is the greatest.

Qur'an

How to cite when you are directly quoting (first cite):

The Qur'an 5:3 (Oxford World's Classics edition) specifies some dietary restrictions, such as forbidding Muslims to eat "the flesh of swine."

How to cite when you are paraphrasing (first cite):

The Qur'an specifies some dietary restrictions, such as forbidding Muslims to eat pork (Qur'an 5:3, Oxford World's Classics edition).

As with all citations, you can put the source information in parentheses or work it into the text.

References List

Do not include sources in your references list that you consulted if you have not quoted from or summarized or paraphrased them in your paper.

FORMAT

- Begin References on a new page. Number the References page sequentially with the rest of the paper, immediately after the end of the text.

- Centre the work "**References**' at the top of the page, using upper and lower case letters.

- Double-space throughout.

- One space after most punctuation marks. Italicized text includes end punctuation.

ARRANGEMENT OF ENTRIES and AUTHOR'S NAMES

- Include in **References** an alphabetized list of every source you summarized, paraphrased, or quoted in your paper (with the exception of personal communications—letters, memos, telephone conversations—that do not provide published data).

- List entries in alphabetical order by author's last name. When no author is given, list the work alphabetically by title, disregarding "A", "An" or "The." Use last names, first initials, and middle initials, if any. Reverse the order of all authors' names, and use an ampersand (&) between the second-to-last and last authors: Friesen, C. K., & Steffler, D. J.

- Give names in the order in which they appear in the work (on the title page of a book, usually under the title of an article or other printed work).

- Name the first six authors of a source; substitute et al. for the rest.

DATES

- Put date information after name information, enclosing it in parentheses and using a period followed by one space after the closing parenthesis. For books, articles in journals that have volume numbers, the year of publication or production is the date to use. For articles from most magazines and newspapers, use the year followed by a comma and then the exact date appearing on the issue.

CAPITALIZATION OF TITLES

- For books, capitalize the first word, the first word after a colon between a title and subtitle, and any proper nouns.

- For names of journals and proceedings of meetings, capitalize the first word, all major words, and any word four or more letters long.

PUBLISHERS AND PLACE OF PUBLICATION FOR BOOKS

- Use the full name of the publisher, but drop *Co., Inc., Publishers,* and the like. Retain *Books* or *Press.*

- Give the city and add the state (for U.S.) or province (Canada).   Use the two-letter capitalized postal abbreviations listed in most dictionaries or check website http://englishplus.com/grammar/00000057.htm . Finish element with a period.

  New York, NY: McGraw-Hill.
  Toronto, ON: Sage.
  Pretoria, South Africa: Unisa

PUBLICATION MONTHS

- Do not abbreviate publication months.

PERIODICAL VOLUME AND ISSUE NUMBERS

- Give the volume number after the periodical title of journals, magazines, and newsletters; italicize it.   Do not use the word Vol. before the number.

- Include the journal issue number (if available) along with the volume number if the journal is paginated separately by issue. Give the issue number in parentheses immediately after the volume number; do not italicize it. Give the inclusive page numbers on which the cited material appears.

  Borman, W., Hanson, M., Oppler, S., Pulakos, E., & White, L. (1993). Role of early supervisory

  experience in supervisor performance. *Journal of Applied Psychology*, *78*(3), 443-449.

  doi:10.1037/0021-9010.78.3.443

- Finish the page number element with a period. (Do not place a period after the doi)

- Periodical publisher names and locations are generally not included in references.

PAGE NUMBERS

- Use *p.* and *pp.* before page numbers. List all discontinuous pages, with numbers separated by commas: pp. 15, 20-22, 24-26, 50.
- Use "para" to indicate location of direct quotes of online sources that do not have pagination. Example:

  Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

DOI – AS ARTICLE IDENTIFIER

- When a DOI (Digital Object Identifier) is available, include the DOI instead of the URL in the reference. Publishers may publish the DOI on the first page of an article or it may be hidden under a button labelled "Article," "Cross-Ref," "PubMed,". Because the DOI string can be long, it is safest to copy and paste whenever possible. Provide the alphanumeric string for the DOI exactly as published in the article.

RETRIEVAL DATE

- The date an electronic source was retrieved is important if the content you are citing is likely to be changed or updated. When a DOI is not available, and a URL is included, do not include retrieval dates unless the source material may change over time (e.g., wikis).

NAME AND LOCATION OF SOURCE

Direct readers as closely as possible to the source you used.
- When a DOI is available, include the DOI instead of the URL in the reference.
- If you include the database name in a reference, do not include the database URL
- Test URLs in your reference list at each stage prior to the submission of your work
- Give the home or menu page URL for works whose full text is accessible by subscription only
- Give the home or menu page URL for reference works, such as online dictionaries or encyclopedias.
- Give the home or menu page URL for online material presented in frames.

ABBREVIATIONS IN THE REFERENCE LIST

ed.	Edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
vols.	Volumes (as in 4 vols.)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement
para.	Paragraph

A. PERIODICALS AND WEBSITES - ONLINE

1. Journal article with DOI assigned

Borman, W., Hanson, M., Oppler, S., Pulakos, E., & White, L. (1993). Role of early supervisory

  experience in supervisor performance. *Journal of Applied Psychology*, *78*(3), 443-449.

  doi:10.1037/0021-9010.78.3.443

- *no need to include retrieval date, database name, or URL because the DOI functions as both a unique identifier of the content.*

- *Do not place a period after the doi*

2. Journal article without DOI (when DOI is not available)

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate

  between perceived early parental love and adult happiness. *E-Journal of Applied*

  Psychology, 2(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/

  article/view/71/100

- *Include the issue number if the journal begins on page 1*
- *If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page.*
- *No retrieval date is needed.*

3. One work by more then seven authors

Gilbert, D. G., McClernon, J.F., Rabinovich, N.E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N.

  (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days

  and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine*

  and Tobacco Research, 6, 249-267. doi:10.1080/14622200410001676305

4. Abstract

Lassen, S.R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behaviour

support to academic achievement in an urban middle school. *Psychology in the Schools*, 43, 7-

1-712. Abstract retrieved from PsycINFO database.

- *Although it is preferable to cite the full text of an article, abstracts can be used as sources and included in the reference list.*
- *Database names and abstract identifier (if applicable may be given for material of limited circulation.*
- *Always consult with your professor before citing an abstract – some professors do not allow it.*

5. Web Site - Author

Reddick, A., & Boucher, C. (2002). *Tracking the dual digital divide*. Retrieved

from http://www.hrsdc.gc.ca/Skills_Development/divide.shtml

- *(To remove the hyperlink underline….highlight link, right click mouse, and click on Remove Hyperlink. Do not hit ENTER….arrow down with key so it doesn't underline on it's own)*

6. Website (No date no author). If the author of a document is not identified, begin the reference with the title of the document.

GVU's 8th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech.

edu /gvu/usersurveys/survey1997-10/

7. Website - Report from a private organization

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the*

APA Task Force on the Sexualization of Girls. Retrieved from

http://www.apa.org/pi/wpo/sexualization.html

- *(in this case the "APA Task Force on the Sexualization of Girls" is the task force name thus a noun, & therefore title case)*

B. BOOKS – PRINT SOURCES

8. One Author – second or subsequent edition

Myers, D. G. (2003). *Psychology* (7th ed.). New York, NY: Worth.

9. Two Authors

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects.*

Washington, DC: American Psychological Association.

10. Three Authors to Six Authors

Craigie, J. C., Kelley, P. H., & Drinkard, S.F. Jr. (1991).   *The health handbook.* Scarborough, ON:

Harper Collins.

11. No Author, No Editor (Check carefully for initials or any other hint of an author)

The Chicago manual of style (14th ed.). (1993). Chicago, IL: University of Chicago Press.

12. Book by Group or Corporate Author - Cite the full name of the corporate author first. If the author is also the publisher, use the word *Author* as the name of the publisher.

American Psychological Association. (2010). *Publication manual of the American Psychological*

Association (6th ed.). Washington, DC: Author.

13. Editors as "Author"

Gibbs, J. T., & Huang, L.N. (Eds.). (2005). *Children of color: Psychological interventions with*

   minority youth. San Francisco, CA: Jossey-Bass.

14. Chapter in a volume in a series

Lamb, M.E. (1997). Nonparental child care: Context, quality, correlates, and consequences. In W.

   Damon (Series Ed.) & I. E. Sigel & K. A. Renninger (Vol. Eds.), *Handbook of child psychology:*

   Vol 4. Child psychology in practice (5th ed., pp. 73-133). New York, NY: John Wiley & Sons.

15. Encyclopedia - Signed Article

*Most articles have initials at the end linked to a contributor's list. Notice the inclusion of volume
number and pages covered by the article.*

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini, (Ed.), *Encyclopedia of psychology*

   (Vol. 1, pp. 319-327). New York, NY: Wiley.

16. Encyclopedia - Unsigned Article in an Edited Book

If an encyclopedia article is unsigned, place the title of the article in the author position

Ecclesiastes. (1973). In D. Alexander and P. Alexander (Eds.), *Eerdmans handbook to the Bible.*

   (pp.362-365). Grand Rapids, MI: Eerdmans.

17. Translation

Tournier, P. (1962). *Escape from loneliness* (J. Gilmore, Trans.). Philadelphia, PA: Westminster

Press. (Original work published 1945)

In text, cite the original publication date and the date of the translation:

For example: (Tournier, 1945/1962).

18. Diagnostic and Statistical Manual of Mental Disorders

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th

ed., text rev.). Washington, DC: Author.

C. BOOKS – ELECTRONIC SOURCES

19. Electronic version of print book

Dickens, C. (1910). *A tale of two cities*. Retrieved from http://books.google.com/
books?id=Pm0AAAAAYAAJ

D. REVIEWS

20. Review of a book - review is titled

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of*

information, by J.S. Brown & P. Duguid]. *Science, 290*, 1304. doi:

10.1126/science.290.5495.1304

21. Review of a DVD – review is untitled

Stokes, A. (2001). Review of the DVD *The secret illness: Part one: Understanding obsessive compulsive disorder. Part two: Managing obsessive compulsive behavior in schools*, produced by Dymphna Productions, 2000. *Canadian Psychology/Psychologie canadienne*, *42*(4), 337-338. doi:10.1037/h0088139

D. AUDIOVISUAL MEDIA AND OTHER NON-PRINT SOURCES:

22. DVD or Video Recording

General Learning Video (Producer) (1994). *Early childhood training: Guidance & discipline curriculum.* [DVD]. Available from Magna Systems, Suite 301, 641 W Lake St, Chicago IL 60661, http://www.magnasystems.com

23. Online Videos (Streaming videos) for example: TED Talks

Ghonim, W. (2011, March). *Inside the Egyptian revolution* [Video file]. Retrieved from http://www.ted.com/talks/wael_ghonim_inside_the_egyptian_revolution.html

In text: The author is the person(s) giving the TED talk. Include the timestamp in place of a page number when available.

For example: He said, "Everything was done by the people to the people, and that's the power of the Internet." (Ghonim, 2011, 5:48).

24. Sound (Audio) Recording

Chapman, S. C. (1993). I will be here. On *The live adventure*. [CD]. Brentwood, TN: The Sparrow

Corporation.

25. Audio Podcast

Rissian, L. C. (Producer). (2012, May 4). Twelve parsecs [Audio podcast]. Retrieved from

http://itunes.apple.com

26. Personal Communications – Lecture (Do not include in the reference list)

Like personal interviews and phone conversations, material presented in a classroom lecture is

*regarded as non-retrievable data. A lecture, therefore, should be **cited within the text but NOT be***

***included in the reference list.** For example in the text write:*

In a Modern Christian Thinkers lecture at Columbia Bible College on November 14, 2000,

Walter Unger described C.S. Lewis's life as …….(W. Unger, EN102 lecture, November 14,

2000).

If the lecturer distributed material at the lecture, you could cite that resource in the reference

list:

Unger, W. (2000, November). *C.S. Lewis*. Outline presented in a classroom lecture at Columbia

Bible College, Abbotsford, BC

27. Personal Interview – Do not include in the reference list.

A personal interview is not included in the reference list. Cite the interview in the text only.:

Gordon Neufeld (personal communication, January 20, 2003) suggests…..

APA Sample - References

- *Your Reference list is on a separate page at the end of your paper.*
- *List every source referred to or quoted in alphabetical order by author. When no author is given, list the work alphabetically by title. Do not drop "A", "An" or "The" from the titles of periodicals (such as newspapers, magazines, and journals).*
- *Do not include sources that you consulted, if you have not quoted from or referred to them in your paper.*
- *For each entry indent the second and subsequent lines 5 spaces*
- *Double space throughout*

Italicize titles of books, journals, newspapers

Use last names, first initials, and middle initials

Date after name

For books, capitalize the first word, the first word after a colon, and any proper nouns. For names of journals, capitalize the first word, all major words, and any word 4 or more letters long.

References

Book Source

Alexander, R.J. (1998*). The book of James: An overview.* Grand Rapids, MI: Zondervan.

Online Article with doi from a Database accessed at a library

Borman, W., Hanson, M., Oppler, S., Pulakos, E., & White, L. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78(3), 443-449. doi:10.1037/0021-9010.78.3.443

Authors, Article title. (Year). *Journal title. Volume* (.issue), pps. doi

(note: issue # is not italicized)

Stand-alone Internet document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/

Hayes, J. H., & Irvine, R. H. (1987*). Isaiah: The eighth-century prophet.* Nashville, TN: Abingdon Press.

Two authors

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

Several volumes in a multivolume work

Martin, R.P. (1980). Judas Iscariot. *The illustrated Bible dictionary.* (Vol. 2, pp. 830-831). Downers Grove, IL: InterVarsity Press.

Second Source From Same Author – repeat name

Martin, R.P. (1983). *An eye for an eye: The place of Old Testament ethics today.* Downers Grove, IL: InterVarsity Press.

Give city and state/province for publishers. (2 letter code)

References by same author are arranged chronological, with the earlier date of publication first.

Use full name of the publisher, but drop *Co., Inc., Publishers*. Retain *Books* or *Press*

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