

APA QUICK GUIDE

Most courses at Franklin require that students use the APA format for preparing research papers. These papers are double spaced (including the reference list), use 12-point type (Arial or Times New Roman), are aligned left (rather than justified on both sides), and have one-inch margins on all sides.

Most importantly, Franklin requires that students use both in-text citations and a reference list to accurately cite the sources of the information included in their papers.

GENERAL POINTS ABOUT IN-TEXT CITATION

- Use an in-text citation every time you use facts from any source, other than what is general knowledge in your class. (This will require some judgment calls, since what is common knowledge in an MIS class might require a citation in a communication class.)
- In-text citations are not just for direct quotations; you'll also need them when you paraphrase material from another source, or even when you use an idea or concept from a source.
- Each in-text citation includes the author's last name and year of publication. If the citation accompanies a direct quotation, list the page number, as well.
- If no author is given (as in the case of a newspaper article with no byline), use two or three significant words that the reader can associate with a reference listing: ("Business Ethics," 2004).
- An organization or company can be the author. If you want to abbreviate the name, use the complete name the first time: (American Library Association [ALA], 2004) Subsequent times: (ALA, 2004).
- Personal communication is not included in the reference list, only as an in-text citation. This includes email, memos, letters, nonarchived chat room material, and interviews: (Williams, B., personal communication, May 2, 2004).

GENERAL POINTS ABOUT THE REFERENCE LIST

- The reference list can contain ONLY sources you specifically cite by name in the body of the paper. It is not a bibliography of every source consulted when preparing the paper. If you don't cite the source by name in the body of the paper, don't include it in the reference list.
- Every reference list entry has the following elements, in this order, separated by periods: Author. Year. Title. Publishing information. If the author is not listed, put the title first. If a date is not available, use (n.d.) in place of the date.
- Begin each reference listing at the left margin. Indent subsequent lines five spaces, using the Hanging Indent feature in Word (under Format/Paragraph/Indentation/Special/Hanging).
- Entries in the reference list must be in alphabetical order by authors' last names. Use first name initial only: (Gaspar, M.).
- Article and book titles: Include the full title, capitalizing only the first words of the title and subtitle as well as any proper nouns. All other words are lower case. The title of a book is italicized, as are the names of periodicals. The title of an article is not italicized.

INTERNET RESEARCH

Many Franklin students conduct research using the Internet. Careful documentation of sources is still required for information gained from the Internet. If a source has no date or information about its author, a more reliable source should be sought. The information on author and year may not be on the page accessed by "Googling." Be persistent in verifying all sources of any information used.

SAMPLE FORMATS

Johnson, M. & Thurston, P. (2004). *Relocating a family enterprise: A guide to American mobility*. Columbus, OH: Jasper Press.

German, E. (2004, January 17). Wilderness hiking in winter. *Outdoor Journal*, 5, 14–25.

Lyles, M. (2000, July). Recreational traveling in Europe. *Wayfarer Magazine*. Retrieved July 31, 2004 from www.physicianstraveltips.com

Nationwide Insurance Enterprise. (2001). Annual report.
(Remember, the author need not be an individual.)

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Thornton, L.P., Jones, A.G., & Hendren, C. (1994). Effects of choral singing on the intelligence of children: A longitudinal study. Retrieved May 29, 2004, from St. Paul's University, Institute for Choral Singing Web site: <http://www.ics.wfu.edu/publications/papers/choral01/html>

Note: If a document comes from a large Web site (such as Franklin University's), name the host organization and the pertinent department or program. Then cite the URL for the specific document. Notice that a period should not be used after the URL, since that may invalidate the link. The URL should be a valid link leading directly to the location of the material cited, not to the site's home page. Before submitting the paper, check to make sure all links work.

ADDITIONAL RESOURCES

Students should refer to other resources to determine the correct format for references not provided here.

- The APA publication manual (5th edition) is available at the Franklin bookstore. The sections that pertain to citation practice and format are the end of Chapter 3 and all of Chapter 4.
- <http://www.apastyle.org/electref.html> has the latest information on electronic reference style.
- The Student Learning Center (SLC) has prepared a short guide to citation format. Contact the SLC for a copy, 614.341.6206.
- The entire Student Learning Center APA Citation Guide may be downloaded at <http://www.franklin.edu/students/slc/>
- The SLC offers seminars on APA citation practice, reviewing when and how to cite a variety of sources. Call 614.341.6206 for seminar dates and times.

REFERENCES

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.