Author Note

The Moorpark College Writing Center is located in the Library Learning Resources building, and it provides support for the writing and reading needs of students in all disciplines.

This document is based on the most recent version of the American Psychological Association’s citation standards (2010) as published in the Publication Manual of the American Psychological Association (6th ed.), Washington, DC: American Psychological Association. The samples in this document were created by the Moorpark College Writing Center, and, in most cases, the example sources are of actual published texts. If you have questions, contact the Writing Center staff via our website http://www.moorparkcollege.edu/writingcenter.

Last update: January 2013.
APA Document Settings and Design

**Settings**

- Typed and **double-spaced**.
- Usual **font** is Times New Roman, unless otherwise directed. Size is **12 point**.
- Set **margins** to 1 inch on all sides.
- Include a **title page** (your Title Page counts as page 1).

- Include a **running head** (a short version of the title, maximum 50 characters) in the upper left hand header of each page. On the cover page and in the header, type the phrase “Running head:” and then type the abbreviated title in ALL CAPS. On subsequent pages, only type the abbreviated title (in ALL CAPS).

- **Number pages consecutively**, beginning with the title page, as part of the header in the upper right corner of each page.

- **Double-space** between lines

- After a **sentence**, **use two spaces after the period**. However, in the “**References**” section citations, **use one space** after a period that separates each category of item. Ex: Author. (Date). Title. Publisher.

**Contents for a Report of Experimental Work**

1. **Title Page**

2. **Abstract** (if requested by faculty)

3. **Note**: Table of Contents is no longer advised by APA; only include if requested by your professor.

4. Introductory section to include the following: statement of the problem, hypothesis, relevant scholarship (literature review, which might be a separate section), and relationship of the hypothesis to the research design.

5. **Methods**: participants, sampling procedures, sample size, measures, research design, experimental manipulations or interventions, ethics

6. **Results**: recruitment, statistics, and data analysis; ancillary analyses; participant flow; intervention or manipulation; baseline data; further statistics and analysis of manipulations; adverse events

7. **Discussion**: Evaluate and interpret the results; provide theoretical, clinical, or practical significance; discuss problems remaining, avenues for future study, & recommendations

8. **References**

9. **Tables and/or Figures** (if necessary)
### Level of Heading

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One level</td>
<td><strong>Centered Uppercase and Lowercase Boldface Heading</strong></td>
</tr>
<tr>
<td>Two levels</td>
<td>Same as above</td>
</tr>
<tr>
<td>Three Levels</td>
<td><strong>Flush Left, Uppercase and Lowercase Boldface Heading</strong></td>
</tr>
<tr>
<td>Four levels</td>
<td><strong>Indented, lowercase paragraph heading,</strong> still in bold, ending with a period, with the text that follows starting on the same line.</td>
</tr>
<tr>
<td>Five levels</td>
<td>Same as above</td>
</tr>
</tbody>
</table>

### Example

Here is an example of **3 levels of heading**—the levels typically used in undergrad work.

**AGING AS QUEST**

Aging as Quest: An Elder Interview

**Introduction**

J. Smith (a pseudonym), is an eighty-five-year-old female, living in Southern California…

**Current Health**

**Physical Health**

Although she is no marathon runner, J. Smith shows excellent mobility.

**Mental Health**

**Emotional wellbeing.** The love and friendship surrounding J. Smith shows in her bright affect. When she speaks of her current life, her eyes sparkle…

**Cognition and memory.** J. Smith tells stories of the distant past as if they occurred …
Citing a Webpage in a Website
To find what you need for citing a webpage, look at the Web-Page (the specific screen that contains what you are citing) as if you are looking at a page (an article) in a magazine. Example:

**Browser shows:** http://www.nursingworld.org/MainMenuCategories/CertificationandAccreditation/AboutNursing.aspx

**Tab shows:** American Nurses Association – About Nursing

**Screen shows:**

![American Nurses Association](http://www.nursingworld.org/MainMenuCategories/CertificationandAccreditation/AboutNursing.aspx)

About Nursing

**ANA’S Definition of Nursing**

**The Profession Today**
In the first half of 2006, over 65,000 persons were newly licensed as registered nurses, joining 2.9 million other RNs in the nation’s largest health care profession. Each followed a distinct path of education to become a registered nurse and, after obtaining the RN license, increased his or her expertise... [In the actual webpage, more writing follows]

© 2008 The American Nurses Association, Inc. All Rights Reserved
American Nurses Association - 8515 Georgia Avenue - Suite 400 - Silver Spring, MD 20910
1-800-274-4ANA | Copyright Policy | Privacy Statement Link

1. Look for an author’s name or a clear authorship from an organization or agency. If no author is named and it is not clear that the information is written by an organization, begin with just the title (see 2). In the example, the author is The American Nurses Association (ANA).

2. Use the heading within the webpage as the title. In the example, it is “About Nursing”

3. The name of the whole website is no longer cited unless the webpage comes from a large website with numerous web-pages (i.e. major organizations such as the United Nations, or a University) use the name of the website the way you would use the name of a magazine or journal. The website in this sample may be considered a “large” website; thus, *American Nurses Association* is included in the citation.

4. Find the copyright date or the “last updated” date (if you have both, then use last updated). In the example, it is 2008. Notice that they actually are citing themselves from 2 separate items in this definition and that they include dates within the text, but you would be citing this webpage, not the original text, which they have summarized.

5. Note any additional subheadings. For citing in text, you use the subheading and paragraph number after that subheading instead of a page number.

6. Copy the url.

Here is what the citation of this webpage would look like in the References page:


Here is the same source cited within text (if I am citing the first definition portion):

Sample Cover Page (Explanations shown in boxes. Size is reduced)

Running head: MANAGING DIABETES

Managing Diabetes:
Patient Care Plan for Jane Smith
Jean B. Jones
Moorpark College

The title serves to concisely summarize the main idea of the paper. A general title is often followed by a colon and then a more specific sub-title. Place title centered in upper half of page (usually 2 spaces down from top). Use upper and lowercase (title case). Use a normal font (not bold or italics) and 12 point.

The author’s name, i.e. your name, is placed below the title and should include the full first name, middle initial and last name. Place name of affiliated institution under your name. Some instructors also like you to add the course. Ask your faculty.

Place page numbers aligned right, starting with the cover page.

Italics vs. “Quotation Marks” and Capitalization Rules for Titles within Text and in the References

<table>
<thead>
<tr>
<th>Type of material</th>
<th>Use within text (in the paper)</th>
<th>Use in a Reference (end of paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td><strong>Title of a Book: Subtitle if Present</strong></td>
<td><strong>Title of a book: Subtitle if present</strong></td>
</tr>
<tr>
<td>Academic/Peer Review Journal</td>
<td><em>Name of the Journal</em></td>
<td><em>Name of the Journal</em></td>
</tr>
<tr>
<td>Newspaper/ Magazine</td>
<td><em>Name of the Newspaper or Magazine</em></td>
<td><em>Name of the Newspaper or Magazine</em></td>
</tr>
<tr>
<td>Website (whole site)</td>
<td><em>Name for Website</em></td>
<td><em>Name for Website</em></td>
</tr>
<tr>
<td>Play</td>
<td><strong>Title of a Play</strong></td>
<td><strong>Title of a play</strong></td>
</tr>
<tr>
<td>Music (whole album)</td>
<td><strong>The Album Title</strong></td>
<td><strong>The album title</strong></td>
</tr>
<tr>
<td>Film</td>
<td><strong>The Movie Title</strong></td>
<td><strong>The movie title</strong></td>
</tr>
<tr>
<td>TV Series</td>
<td><em>Name of the Series</em></td>
<td><em>Name of the series</em></td>
</tr>
<tr>
<td>Chapter title, short story, poem or essay in a book or collection/anthology</td>
<td>“Title of the Article, Story, Poem, or Essay”</td>
<td>Title of the article, story, poem or essay</td>
</tr>
<tr>
<td>Single webpage/web-based article</td>
<td>“Title of the Webpage/Web-Article: Subtitle if Present”</td>
<td>Title of the webpage/web-article: Subtitle if present</td>
</tr>
<tr>
<td>Episode in a TV series</td>
<td>“Title of the Episode”</td>
<td>Title of the episode</td>
</tr>
<tr>
<td>Name of a song</td>
<td>“Name of the Song”</td>
<td>Name of the song</td>
</tr>
</tbody>
</table>
MANAGING DIABETES

Managing Diabetes: Patient Care Plan for Jane Smith

Jane Smith (a pseudonym) is an eight-year-old female who was diagnosed with Type 1 diabetes on February 1, 2008. Up until that time, the disease had gone unnoticed. In fact, Jane’s mother stated, “Jane was always the child I didn’t need to worry about” (P. Smith, personal communication, February 2, 2008). The situation that led to the diagnoses and the days that followed that diagnoses provide a context for what will need to follow in the long term control and management of the Jane’s disease.

A Management Team

Diabetes may be the patient’s disease, but the management of that disease is the duty of a collective that includes professionals and family members. Medical scholarship (Lewis, Heitkemper, Dirksen, O’Brien & Bucher, 2007) suggests that the care of the patient would benefit from an all systems approach, that is, having a cross functional team of medical professionals and family members working together to form a treatment plan. This idea is supported by research conducted at Harvard Medical School (as cited in Jones, 2008), and expressed by the Nursing’s Agenda for the Future, Steering Committee when they write, “Collaboration is a professional imperative” (2002, p. 15).

Family

The family too must join in this collaborative effort, but the role of the family may differ based on the age or stage of life of the patient. Erik Erikson (1950/1993) proposed a theory of psychological stages of development that can help to inform decisions about how to involve family. For example, if Erikson’s model is applied to a diabetic child who is school-age, he/she may need education in the skill of giving his/her own injections in order to support feelings of “self-worth” (p. 52). This is typified in the story of “Charlize Z”:

Charlize is 7 years old. She is a very fun loving energetic girl.... She can do her own finger pokes, and Charlize would love to meet a friend who also has diabetes. She is on a blue animas 1250 pump. [sic.] which she likes better than shots. Those were traumatic for her. She currently [is] in second grade. (Zimbelman, 2005, “Charlize,” para 2)

Medical Personnel

A patient needs medical team in order to receive the care required for long-term management of a disease, something especially true with diabetes. This group must include someone from the health insurance industry (“Health Insurance Information,” 2008, paras 2 – 3), nurses, a nutritionist, a social worker, and a doctor.

Primary care physician. The key to Jane’s treatment is to identify a primary care physician who will serve to provide a consistent central point of the tracking of Jane’s disease.
Adding Tables to Your Document

When including a table of data, follow these APA guidelines:

I. Ensure that the table can be understood on its own
   A. Provide a title (in *italics*) for the table that is brief but clear
   B. Make data headings understandable
   C. Try to match heading to the width of the data entries

II. Number each table you provide (even if you only have one) with Arabic numbers (1. 2. 3. etc)

III. APA prefers the use of horizontal rules (lines) and elimination of vertical rules whenever possible. Use generous and consistent spacing between entries.

IV. Double space the entire table

Citing Information Used in a Table

If information in a column comes from a source, then that information needs to be cited. If only occasional entries are from a source, you might cite a reference at the end of each source related entry. If all items in the column are from a source, it would be cited much as you would cite a paragraph, with a parenthetical citation after the column head or column spanner, and then provide a “Note” with full citation. If all items in the table come from a source, you must cite the source entirely at the foot of the table or after the title of the table with a “Note.”

Example

Table 1.

2002 Findings of Body-Mass Index by Age and Gender

<table>
<thead>
<tr>
<th>Age of Population</th>
<th>Obesity Rate (Daltron, 2004)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
</tr>
<tr>
<td>6 – 11 yrs</td>
<td>33%</td>
</tr>
<tr>
<td>12 – 18 yrs</td>
<td>24%</td>
</tr>
<tr>
<td>19 yrs +</td>
<td>59%</td>
</tr>
</tbody>
</table>


Explanation of this example

“Age of Population” is a **column heading**.

“6 – 11 years” is an example of a **stub**.

“Obesity Rate” is a **column spanner**.

The column headers “Males” & “Females” placed under “Obesity” exemplifies **decked heads**.
**Sample APA Reference Page**

Each entry is explained in the box beside the sample. 

*Note that the margins look smaller than 1” due to the reduction of the size of this sample.*

<table>
<thead>
<tr>
<th>MANAGING DIABETES</th>
<th>References</th>
</tr>
</thead>
</table>
Concerns to Keep in Mind and Other Examples

Using a database to download your citation
What *InfoTrac* gives you:

What APA wants:

Other Sample References
Book authored by publisher

Source with more than 6 authors for a text cite seven authors, then use ellipses and cite the final author. This sample also shows an electronic book—note that the electronic version information replaces other publisher information:


Single episode from a TV series:
Barnes, M. (Director/Producer). (2009, April 7). *Doctors’ diaries* [Television series episode]. In WGBH (Producers), *NOVA*. Boston, MA: PBS.

Film (state format as Motion Picture, Video, or DVD):

Film viewed online (state as Video file):
Lecture viewed online. Elements in their order of appearance: professor’s last name, date of posting, title of lecture, in brackets state format of presentation, state “retrieved from” and url.


*Within text*, if quoting from the PowerPoint slide, cite the slide number or heading on that slide if slide number is not visible. Example: (Higashida, 2009, slide 10) or (Higashida, 2009, “Reactions to Anesthesia”).

*Within text*, if quoting from something stated by the presenter, cite as (Higashida, 2009, lecture). If quoting more than one 2009 lecture by the professor, add a. b. etc after date to each lecture and show in order of date in references page. Then within text, use a. b. to identify different lectures. Example (Higashida, 2009a, lecture).

Handbook published for a course—this is considered an “informally published manuscript” and is cited under the rules for citing an unpublished work (APA, 2009, section 7.09). Elements to include: author, date published, title, the phrase “unpublished manuscript”, department, college/university, city, state.


Cite within text for quoted material from this source as (Sankaran, 2009, p. 22)

Cite within text for summarized material as (Sankaran, 2009)

Cite within text for material contained in handbook but quoted from another source, for instance a quote from Erikson, as (as cited in Sankaran, 2009, p.22)