

# APA Stylesheet

- Alfred C. O'Connell Library -

*This handout covers **APA 7<sup>th</sup> edition** style basics, samples, formatting, and many examples for sources used in-text throughout your paper and in the **References** list at the end of your paper.*

**Always consult your professor to learn if they have any special requirements for citations.**

## APA Style 101

1. Cover page? Yes!
2. Margins = 1 inch
3. Spacing = Double

## **Citing sources:**

- **In-text** (in parentheses and/or in the text of your sentence)

**&**

- **References** (list of all sources used in your paper)

## Guide Contents:

References page examples

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## **The Four Elements of an APA Reference**

Each element answers a question:

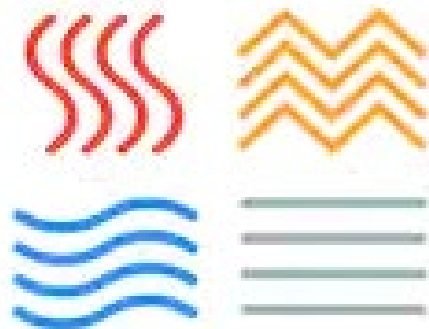
**Author:** Who is responsible for this work?

**Date:** When was this work published?

**Title:** What is this work called?

**Source:** Where can I retrieve this work?

(APA, 2020, p. 283)



- Genesee Community College -

# Books

1. One Author
2. Multiple Items from Same Author
3. Two to Twenty Authors
4. Edited Book
5. Chapter or Part of a Book (Opposing Viewpoints example)
6. Group/Agency as Author
7. Section in a General Encyclopedia/Reference work
8. Section in a Specialized Encyclopedia/Reference work
9. eBook

## 1. One Author

**Note:** Religious and classical works are treated like books. Include a web address at end of the citation if it is an online source.

**The basic format for a book References page entry is:**

Author Last name, Author First Initial. (Year of Publication). *Title of book*. Publisher Name.

Kaku, M. (1994). *Hyperspace: A scientific odyssey through parallel universes, time warps, and the tenth dimension*. Oxford University Press.

## 2. Multiple Items from Same Author

**Note:** Oldest comes first, one-author entries come before group entries.

King, S. (2019). *The institute: A novel*. Scribner.

King, S., & Straub, P. (2001). *Black house*. Ballantine.

## 3. Two to Twenty Authors

Kerrigan, P., & Smith, G. (1989). *The idea of the Renaissance*. Knopf.

McQuade, S. C., III, Colt, J. P., & Meyer, N. B. B. (2009). *Cyber bullying: Protecting kids and adults from online bullies*. Praeger.

**Note:** The first author is S.C. McQuade III. If your author is a Jr./Sr./IV/etc., enter them as Last Name, First Initial. Middle Initial., Suffix. See also the newspaper article example on p. 7 (Lyll & Van Natta).

## 4. Edited Book

Colman, A. M. (Ed.). (1994). *Companion encyclopedia of psychology*. Routledge.

Youngblood Coleman, D. (Ed.). (2020). *Political conditions: Burundi*. CountryWatch.

**Note:** For 2 or more editors, use (Eds.), for 1 editor, use (Ed.). The Youngblood Coleman entry is from a library database but it has no DOI so the citation ends after the name of the publisher.

## 5. Chapter or Part of a Book

\*A chapter or part may be an essay, short story, poem, article or other item that appears within a book that has an editor. Begin the citation with the author, date, and title, and then give the editor(s) of the book, title, edition, volume, pages, and publisher name.

Durant, J. (2017). What to do when you don't know what you're doing: Or, my first twenty-five years in science communication. In D. Bennett & R. Jennings (Eds.), *Successful careers beyond the lab* (pp. 267-280). Cambridge University Press.

Somanader, T. (2020). We are a nation of immigrants who were all strangers once. In B. Krasner (Ed.), *Human migration: Opposing viewpoints* (pp. 137-141). Greenhaven Press.

## 6. Group/Agency as Author

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.).

**Note:** When the author and the publisher are identical, leave out the Publisher Name.

## 7. Section in a General Encyclopedia/Reference work

**The basic format for a general encyclopedia/dictionary References page entry is:**

Author Last Name, Author First Initial/Group Author. (Year of Publication **OR** n.d. for works that are continuously updated). Title of chapter or entry. In *Title of book* (edition, volume, page number(s) if available). Publisher Name. DOI (if online & available) **OR** Retrieved Month Day, Year, (only include **Retrieved Date, from** if item is likely to update frequently) from <http://www.webaddressofentry.com> (if non-library database & no DOI is available)

Britannica Academic. (n.d.) Pathology. In *Encyclopaedia Britannica*. Retrieved July 28, 2020, from <https://academic.eb.com/levels/collegiate/article/pathology/58719>

Merriam-Webster. (n.d.). Pandemic. In *Merriam-Webster.com dictionary*. Retrieved August 21, 2021, from <https://www.merriam-webster.com/dictionary/pandemic>

**Note:** These resources may change or update frequently. When you use a resource like that, make the publication date (n.d.) and include the **Retrieved Month Day, Year, from** in front of the web address of the item.

## 8. Section in a Specialized Encyclopedia/Reference work

For a specialized encyclopedia: list editor(s); list the volume number only if more than one volume.

American Psychiatric Association. (2013). Bipolar and related disorders. In *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596.dsm03>

**Note:** Publisher name is the same as the author in this case so it is omitted.

Heller, H. (2007). Prohibition. In R. Gorman (Ed.), *Great events from history: The twentieth century, 1901-1940*. Salem.

**Note:** This entry and the next two are from library databases and have no DOIs so the citations end after the name of the publisher.

Rago, J. (2017). Death row exonerations and conviction integrity. In J. A. Melusky & K. A. Pesto (Eds.), *The death penalty: A reference handbook* (pp. 165-169). ABC-CLIO.

Social entrepreneurship. (2017). In V. L. Burton, III (Ed.), *Encyclopedia of small business* (5th ed., Vol. 2, pp. 1014-1018). Gale.

## 9. eBook

Follow these examples for (non-encyclopedia) books.

**The basic format for an electronic book References page entry is:**

Author Last Name, Author First Initial. (Year of Publication). Title of book chapter (if applicable). *Title of book*. Publisher Name. DOI (if available) / web address/Permalink (if non-library database & no DOI is available)

Coe, S., & Coe, M. (2013). *The true history of chocolate*. Thames & Hudson.

<https://books.google.com/books?id=9v86CwAAQBAJ>

**Note:** Cut long web addresses down to the shortest amount possible.

Niedermeier, S. (2019). *The color of the third degree: Racism, police torture, and civil rights in the American South, 1930–1955*. The University of North Carolina Press.

**Note:** This entry is from a library database and has no DOI so the citation ends after the name of the publisher.

# Newspaper, Magazine & Journal Articles

**First**, cite the article, following this general format:

## Newspaper article:

Author Last Name, Author First Initial. (Year, Month Day of Publication). Title of the article. *Title of the Source*, complete page range (see **NOTE**).

If there is **no author** begin citation with the **Title** of the article, follow that with the **Publication Date** information and then proceed with the rest of the citation as it is laid out.

## Magazine article:

Author Last Name, Author First Initial. (Year, Month Day of Publication). Title of the article. *Title of the Source, Volume number*(Issue Number), complete page range (see **NOTE**).

If your magazine is published monthly/seasonally, just provide (Year, Month/Season(s) of Publication).

## Journal article:

Author Last Name, Author First Initial. (Year of Publication). Title of the article. *Title of the Source, Volume number*(Issue Number), Article XXXX (if provided), complete page range (see **NOTE**).

**NOTE:** Whenever available, view the **PDF Full Text or Download** version of an article to look for missing citation information (full page numbers, DOI, etc.). Do **NOT** include incomplete page number information – in that case, leave it out entirely.

**Second, when available**, add the DOI or Permalink/Stable URL for that specific item:

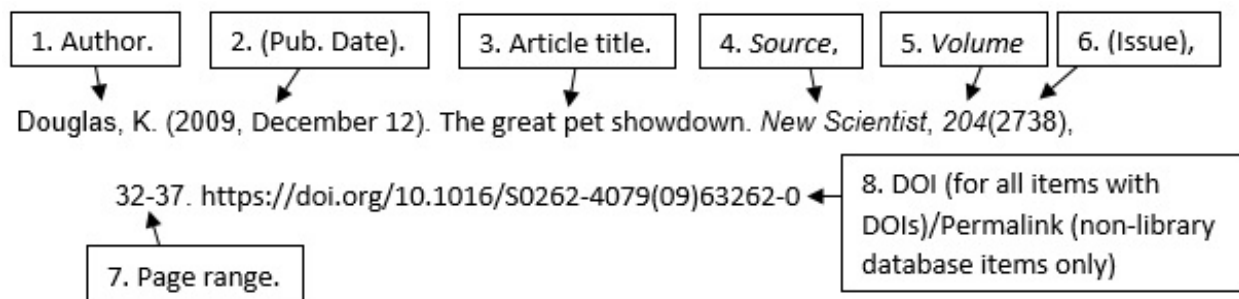
<https://doi.org/xxxx>

OR

<https://www.specificarticle.webaddress.com> (\*non-library database items only\*)  
(**IF** your instructor requires a link/URL for library database items, be sure to include one)

## Complete library database magazine article References page entry:

See General Rules on p. 16 for explanations of each format type (i.e., Author, Publication Date, etc.).



## 1. Magazine Article

Coates, T. (2018, February 18). Why I'm writing Captain America: And why it scares the hell out of me. *The Atlantic*, [https://www.theatlantic.com/entertainment/archive/2018/02/we-who-love-america/553991/?utm\\_source=share&utm\\_campaign](https://www.theatlantic.com/entertainment/archive/2018/02/we-who-love-america/553991/?utm_source=share&utm_campaign)

**Note:** This magazine has no volume or issue number.

Eco-friendly pet products. (2011, July-August). *Saturday Evening Post*, 283(4), 13.

**Note:** This article has no author, so it begins with the title and it is from a library database and has no DOI so the citation ends after the page number.

Thacher, C. (2007, July). Canine hip dysplasia: Treatment hinges on phase of disease and age. *DVM: The Newsmagazine of Veterinary Medicine*, 38(7), 2S–5S.

**Note:** This article is from a library database and has no DOI so the citation ends after the page number.

## 2. Journal Article

**Note:** Include all authors for articles with one – twenty authors. For more than twenty authors – See Authors section General Rules p. 16.

Carlson, G. A., Potegal, M., Margulies, D., Gutkovich, Z., & Basile, J. (2009). Rages-What are they and who has them? *Journal of Child and Adolescent Psychopharmacology*, 19(3), 281-288. <https://doi.org/10.1089/cap.2008.0108>

Hanks, A. S., Just, D. R., & Wansink, B. (2014). Chocolate milk consequences: A pilot study evaluating the consequences of banning chocolate milk in school cafeterias. *PLoS ONE*, 9(4), Article e91022. <https://doi.org/10.1371/journal.pone.0091022>

Reed, T. (2019). Cybercrime and technology losses: Claims and potential insurance coverage for modern cyber risks. *Tort Trial & Insurance Practice Law Journal*, 54(1).

**Note:** This article is from a library database, has no DOI, and is missing complete page number information. After **double-checking the PDF/Download version** of the article and finding no more information, the citation ends after the issue number.

Suggs, J. A., Beam, E. W., Biggs, D. E., Collins, W., Jr., Dusenbury, M. R., MacLeish, P. P., Nottingham, K. E., & Smith, D. J. (2002). Guidelines and resources for conducting an environmental crime investigation in the United States. *Environmental Forensics*, 3(2), 91-113. <https://doi.org/10.1006/enfo.2002.0084>

### 3. Newspaper Article/News Website Article

Bracho-Sanchez, E. (2020, August 19). *The time has come for all schools to require the flu shot*. CNN. <https://www.cnn.com/2020/08/19/health/vaccine-flu-shot-sanchez-opinion-coronavirus/index.html>

**Note:** Use this format (similar to websites) for news articles from sources that are **ONLY** online.

Lyall, S., & Van Natta, D., Jr. (2011, July 18). Tabloid scandal topples leader at Scotland Yard. *The New York Times*, A1.

**Note:** Use this format for news articles from sources that exist in print, or print & online.

## Websites & Social Media

1. Websites
2. Online Graphic Data (maps/charts/graphs)
3. Social Media

### The basic format for a website References page entry is:

Author. (Publication date **OR** n.d.). *Title of web page*. Site Name (unless same as author). Web address **OR** (for pages that may change/update frequently) Retrieved Month Day, Year, from web address

### 1. Websites

*Red fox*. (n.d.). NYS Department of Environmental Conservation.

<http://www.dec.ny.gov/animals/9354.html>

Zimmerman, E. (2019, August 15). *Too much of a good thing can be dangerous, finds researchers investigating hypoglycemia*. Mayo Clinic.

<https://newsnetwork.mayoclinic.org/discussion/too-much-of-a-good-thing-can-be-dangerous-finds-researchers-investigating-hypoglycemia/>

**Wikipedia entry:**

**Note:** Click on the View History tab to find out the date/time of the page version you viewed, click on that date and use that web address.

Buffy the vampire slayer. (2020, August 17). In *Wikipedia*. [https://en.wikipedia.org/w/index.php?title=Buffy\\_the\\_Vampire\\_Slayer&oldid=973398337](https://en.wikipedia.org/w/index.php?title=Buffy_the_Vampire_Slayer&oldid=973398337)

**Group/Agency as author:**

Bureau of Justice Assistance. (2001). *Emerging issues on privatized prisons*. National Criminal Justice Reference Service. <https://www.ncjrs.gov/pdffiles1/bja/181249.pdf>

**2. Online Graphic Data** (maps/charts/graphs)

NOAA. (2020, August). *Selected significant climate anomalies and events: July 2020* [Map]. <https://www.ncdc.noaa.gov/sotc/global/202007>

**Note:** Site name is same as author and so is omitted/left out.

**3. Social Media**

Monica Lewinsky [@MonicaLewinsky]. (2020, August 20). *there really should be a special name for the laugh one has when your alarm goes off 3 hours after* [Tweet]. Twitter. <https://twitter.com/MonicaLewinsky/status/1296447449595289601>

**Note:** Only include the first 20 words of the tweet, do not alter spelling or capitalization of the original post. Include hastags, links, and emojis [describe emojis if you can't create them].

UNHCR, the UN Refugee Agency [@refugees]. (n.d.). *LGBTI* [Highlight]. Instagram.

Retrieved August 16, 2020, from [https://www.instagram.com/stories/highlights/](https://www.instagram.com/stories/highlights/17843413006475565/?hl=en)

[17843413006475565/?hl=en](https://www.instagram.com/stories/highlights/17843413006475565/?hl=en)

**Note:** Include Retrieved date information for content or pages that can change frequently such as Instagram highlights or Twitter profiles, leave it out for static items like Facebook posts or specific tweets.

# Multimedia

1. Film
2. Online Video
3. Television Show Episode
4. Music
5. Artwork/Photograph
6. Podcast
7. Computer Software/Apps

Multimedia guidelines (APA, 2020, p. 341):

Media type	Include as the author
Film	Director
TV series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video
Photograph	Photographer

**Note:** End the entry with the name of the production company (separate multiple names with a semi-colon), record label, or museum name, museum location.

## 1. Film (Movie theatre, Netflix, Amazon, iTunes, physical copy, etc.)

Bruckner, D. (Director). (2017). *The ritual* [Film]. Imaginarium Productions;  
Entertainment One.

Schroder, B. (Director). (1992). *Single white female* [DVD]. Columbia Pictures.

## 2. Online Video (YouTube, GoogleVideos, etc.)

Sarahnursing3. (2008, November 12). *Pediatric respiratory assessment* [Video].

<https://www.youtube.com/watch?v=AS1vhEXZF7Y>

## 3. Television Show Episode

Maxcy, L. R. (Writer), Miller, B. (Writer/Creator), & Skogland, K. (Director). (2018, May 30). After (Season 2, Episode 7) [TV series episode]. In B. Miller & E. Moss (Executive producers), *The handmaid's tale*. MGM Television; MGM/UA Television.

#### **4. Music**

Queen. (1992). Bohemian rhapsody [Song]. On *Classic Queen*. Hollywood Records.

#### **5. Artwork/Photograph**

Manuel, H. (n.d.). [Photograph of Claude Monet in his studio at Giverny]. Monovisions.

<https://monovisions.com/vintage-claude-monet-in-his-studio-at-giverny/>

Monet, C. (1919). *Water lilies* [Painting]. The Met Fifth Avenue, New York, NY,

United States. <https://www.metmuseum.org/collection/the-collection-online/search/438008>

#### **6. Podcast**

Haskins, J. (Host). (2018, February). Health in the economy, breaking down silos, with

Surgeon General Jerome Adams [Audio podcast episode]. In *The Nation's*

*Health Podcast*. American Public Health Association. [http://hwcdn.libsyn.com/p/5/a/2/5a2605bab7d9ef8d/JeromeAdamsPodcast.mp3?c\\_id=19116010&cs\\_id=](http://hwcdn.libsyn.com/p/5/a/2/5a2605bab7d9ef8d/JeromeAdamsPodcast.mp3?c_id=19116010&cs_id=19116010&expiration=1565965457&hwt=c9a6d0958225ad46b084298eb1cc687b)

[19116010&expiration=1565965457&hwt=](http://hwcdn.libsyn.com/p/5/a/2/5a2605bab7d9ef8d/JeromeAdamsPodcast.mp3?c_id=19116010&cs_id=19116010&expiration=1565965457&hwt=c9a6d0958225ad46b084298eb1cc687b)

[c9a6d0958225ad46b084298eb1cc687b](http://hwcdn.libsyn.com/p/5/a/2/5a2605bab7d9ef8d/JeromeAdamsPodcast.mp3?c_id=19116010&cs_id=19116010&expiration=1565965457&hwt=c9a6d0958225ad46b084298eb1cc687b)

#### **7. Computer Software/Apps**

**Note:** Click on the Front Matter/Title page to find necessary citation information such as dates, editors, complete titles, and software version information.

Vallerand, A. H., Sanoski, C. A., & Quiring, C. (2021). Alclometasone (topical). In

*Davis's drug guide for nurses* (17th ed.) [Mobile app]. F. A. Davis.

<https://play.google.com/store/apps/details?id=tds.statref>

Weiten, W. (2008). *PsykJTrek 3.1: A multimedia introduction to psychology*

[Computer software]. Wadsworth.

# Other Sources

1. Legal Materials
2. Class/Course Notes/PPTs
3. Interviews & Other Personal Communications

## 1. Legal Materials

### Supreme Court Decision:

Roe v. Wade, 410 U.S. 113 (1973). <https://www.oyez.org/cases/1971/70-18>

### U.S. Constitution:

U.S. Const. amend. VIII.

U.S. Const. art. I § 8.

**Note:** All citations of the U.S. Constitution begin with U.S. Const., followed by an abbreviation of the part you are citing; amendment (amend.), article (art.), clause (cl.), preamble (pmb.), or section (§). List article and amendment numbers in Roman numerals (I, II, III) and section and clause numbers in Arabic numerals (1, 2, 3). If you are referring to a part of the Constitution that has been repealed or amended, include the year that the part in question was repealed or amended in parentheses.

## 2. Class/Course Notes/PPTs

Follow this example for citing class Power Point slides, Word documents, etc., from your professor.

Vacin, C. (2018). *Title of notes* [Class notes].

## 3. Interviews & Other Personal Communications

See Parenthetical (In-Text) Citation, section 12. **Interviews & Other Personal Communications**, p. 15.

## Parenthetical (In-Text) Citation

The APA style of parenthetical citation includes the **author's last name** and the **year of publication**. A **page number or section name/heading** is only required when you are quoting the exact words from a source.

### Paraphrasing

Paraphrasing (i.e., stating ideas in your own words instead of copying them word for word) is **always preferred** over direct quotations, which should be limited to what is strictly necessary (definitions, memorable phrases, when exact wording is important to your point/argument). You are **encouraged** to include a page number(s) when paraphrasing information, but they are not required.

### Direct quotations

A page number is **required** when material is copied word for word from a source. Some online sources (web sites) do not provide page numbers. See section 7. **Work without Page Numbers** (on p. 14) for examples.

Many online articles (those found in Academic OneFile and other library databases) will include a PDF version of the text. If so, **you are required to use the page numbers from the PDF** version of the document. Use pp. for multi-page citations.

### Format of in-text citations in your paper

There are **two** ways to cite another's work. One way, called **parenthetical citation**, puts the author's last name and the year of publication (and page number, for direct quotes) in parentheses at the end of the sentence. In this format, **the final punctuation for the sentence always comes after the parentheses, not before it.**

The second way, called **narrative citation**, includes the author's last name as part of your sentence and puts the year of publication in parentheses right after the (last) author's last name (and the page number at the end of the sentence in parentheses, for direct quotes).

**Either format is correct and acceptable.  
You may mix and match throughout your paper.**

See top of next page for examples of narrative and parenthetical citation with paraphrases and direct quotes.

1. Work with One Author
2. Work with Two Authors
3. Work with Three or More Authors
4. Authors with the Same Last Name
5. Work with No Author
6. Multiple Works by Same Author
7. Work without Page Numbers
8. Work with No Date
9. Citing a Secondary Source
10. Long Quotations
11. Classical or Religious Works
12. Citing Music Recordings
13. Interviews & Other Personal Communications

## 1. Work with One Author

**Paraphrase** example with **parenthetical** citation:

Dust plays a larger role in our lives than we realize (Holmes, 2001, p. 5).

**Paraphrase** example with **narrative** citation:

Holmes (2001) noted that dust plays a larger role in our lives than we realize (p. 5).

**Direct quotation** example with **parenthetical** citation:

“The Milky Way is home to about four thousand giant dust clouds, and many more smaller clots” (Holmes, 2001, pp. 18-19).

**Direct quotation** example with **narrative** citation:

Holmes (2001) points out that, “the Milky Way is home to about four thousand giant dust clouds, and many more smaller clots” (pp. 18-19).

**Notes:** If you cite the same source again **in the same paragraph** you don't need to include the year as long as it can't be confused with another work. [e.g., The role of dust in asthma is being reevaluated (Holmes, 2001). Holmes also mentions...]

## 2. Work with Two Authors

Cite both names every time. In narrative format use the word “and” but use the symbol “&” for parenthetical.

Drugs have been found to help with depression (Larkin & Smith, 1998, p. 23).

**OR**

Larkin and Smith (1998) discussed the use of drugs to help depression (p. 23).

## 3. Work with Three or More Authors

Cite the last name of the first author followed by et al. and the year, unless more than one of your sources would be shortened to the same last name. If more than one of your sources would be shortened to the same last name then include as many names as necessary to distinguish them.

Bartl, Scheuerman, Hickey, and Schuff (2020) studied patron behavior...

Cite like this:

Bartl et al. (2020) studied...

## 4. Authors with Same Last Name

Add the first initial to differentiate between authors with the same last name, even if the years are different.

(L. Moma, 2018)

(R. Moma, 2016)

## 5. Work with No Author

Cite the first two or three words of the title and capitalize each word of your shortened version. If the title is italicized in your References list citation for that item, then it should also be italicized in your in-text citation. If the title is not italicized in your References list citation then put it in quotation marks.

“Experts say bad dreams are a normal part of childhood” (“How To Deal,” 1999, p. 40).

**Note:** Full title of the article was “How to deal with your child’s bumps in the night.”

## 6. Multiple works by Same Author

Add alphabet letters to distinguish between sources published in the same year.

Smith (2019a) explored the differences between varieties of dogs and also did a study (Smith, 2019b) where she measured dogs by breed for trainability.

## 7. Work without Page Numbers

When a website or article **does not include page numbers and no PDF is available**, include the heading of the section from which you are citing and/or count to find the number of the paragraph in order to best help your instructor find your source information. If the section heading is too long, use a short title, capitalizing every word, enclosed in quotation marks.

“For individuals with sleep-related eating behaviors, unknowingly preparing or eating food during the sleep period may create problems” (American Psychiatric Association, 2013, “Functional Consequences” section, para. 1).

**Note:** Full title of the heading was “Functional consequences of non-REM sleep arousal disorders.”)

## 8. Work with No Date

When a web page/site does not include a publication year use the abbreviation (n.d.) for no date.

It’s very important to mimic the natural diet of opossums and you should not feed them pet food made for cats or dogs (“Opossum Nutrition,” n.d., para. 4).

## 9. Citing a Secondary Source

Wegner is the author of the book/article you read and Hagelberger is the author of the theory you are citing. Hagelberger gets credit for creating the theory, but Wegner gets credit because it was in their book/article that you found information about Hagelberger’s theory. Include the date of the primary source, if it is known.

### In-text citation:

Hagelberger’s theory of feline behavior (1998, as cited in Wegner, 2011, p. 216) was revolutionary in its time.

### References page:

Wegner, K. (2011). *The practical cat: A guide to feline antics and behavior*. O’Connell Press.

## 10. Long Quotations

If you are quoting 40 or more words, use a block quote style. Notice that the block of text is indented half an inch and double-spaced, the quote is given without quotation marks and the page number is given after the period.

Holmes (2001) informs us that:

Every time you inhale, thousands upon thousands of motes swirl into your body. Some lodge in the maze of your nose. Some stick to your throat. Others find sanctuary deep in your lungs. By the time you have read this far, you may have inhaled 150,000 of these worldly specks—if you live in one of the cleanest corners of the planet. (p. 5)

## 11. Citing Music Recordings

Include side and band or track numbers. Include time stamps for direct quotes.

“Bohemian Rhapsody” (Queen, 1992, track 2, 3:13).

## 12. Interviews & Other Personal Communications

Items that don't exist physically and can't be retrieved by your reader including but not limited to: email & text messages, online chats, telephone conversations, personal interviews, unrecorded classroom lectures, etc., are **NOT** included in the References list. Instead, they are cited **in the text only** using this format:

(Author First Initial. Author Last Name, personal communication, Month Day, Year)

**OR**

Author First Initial. Author Last Name (personal communication, Month Day, Year)

Parenthetical:

(N. Penner, personal communication, February 16, 2020)

Narrative:

N. Penner (personal communication, February 16, 2020)

# General Rules

## Preferred paper fonts:

- 10 point – Lucida sans unicode, Computer modern; 11 point – Calibri, Arial, Georgia;
- 12 point – Times new roman

## Gender neutral language:

- Instead of she/he, use **they/their(s)**, and/or use phrases such as “an individual,” or “that person.”

## Authors:

- Do not include the full first and middle names of authors – use initials instead. For Jr., III, etc., see second Book example in section **3. Two to Twenty Authors** on p. 2 and second **Newspaper example** on p. 7.
- When the author and publisher are identical omit (leave out) the name of the publisher.
- In the References section for items with **no author** begin the citation with the title of the item. For specific help citing **articles without authors**, see note under second Magazine article example on p. 6. For a specific example of a citation of a **web page without an author**, see first example in section **1. Websites** on p.7.
- In the **References** section for books and articles with **up to twenty-one** authors, list all the authors' names (in the order they appear) with a comma and an ampersand (&) before the last author.
- In the **References** section for books and articles with **more than twenty** authors, list the first **nineteen** (in the order they appear) followed by three dots ( . . . ) and then the last name and first initial(s) of the **last** author listed. (Westfall, A., Lerczak, N. J., Francis, C. A., Hagelberger, C., Wegner, K., Smith, S., . . . Bartl, R.)
- When there are **two or more** authors, a comma is placed before the ampersand (&) before the last author (Smith, S., & Jones, P).

## Titles:

- Only capitalize the first word of the title, the first word of the subtitle and any proper nouns, for example (United States, Alzheimer's, etc.), otherwise known as sentence case.
- Items that are part of a larger whole (journal articles, edited book chapters) get no special formatting besides sentence case
- Works that stand alone (books, webpages/websites) are *italicized* and formatted in sentence case.

## Dates:

- Do not abbreviate dates.
- Journals and books generally use just the year of publication (2007).
- Monthly magazines generally use the year and the month/season of publication (2007, August).
- Weekly/daily publications (magazines and newspapers) use the entire date (2007, August 21).
- For webpages, do not use the copyright date at the bottom of the page/footer or any “last updated” dates unless they apply to the information you are citing. If it is at all unclear, use **n.d.** (no date).

## Publishers:

- Leave out business structures (e.g., Ltd., LLC., Inc.) from the names of publishers.
- Don't worry about standardizing publisher names (SAGE, Sage Publications, etc.), cite the name as listed on the work you're using.

## Page numbers

- Include the full page range whenever possible, omit (leave out) the page numbers if you only have partial page range information. **You will often need to view the PDF/Download version of a library database article in order to find complete page range info for some articles.**

## DOIs (Digital Object Identifiers) and Permalinks/Stable URLs/Web addresses

- If you are citing something that includes a DOI (<https://doi.org/10.1023/0513-85645.25.3.445>) then include that information at the end of the article or book information (do not put a period after a DOI number). For **general library database resources without a DOI, do NOT** include a Permalink/Stable URL/Web address to the item. See a librarian for help with this, or look at the examples for books and articles found online in this guide.

# Sample Paper Pages

Your professor may prefer specific variations to the way your in-text citations and Reference page entries look, which may differ from the way they are presented in this guide.

**Always consult your professor to learn if they have any special requirements.**

**Word:** To insert your header, go to the **Insert** tab, click on **Page Number**, choose **Top of the Page**, and then **Plain Number 3**.

**Google Docs:** Go to the **Insert** tab, click on **Headers & footers**, click on **Header**, then click on **Options**, click on **Page numbers**, and make sure that the **Numbering** is set to start at 1. Use **Right align** to move it over.

**Plea Bargaining: Unpopular but Necessary to Our Criminal Justice System**

Student Name  
Genesee Community College  
CRJ 101: Intro to Criminal Justice  
Prof. Barry Garigen  
October 31, 2020

Center and bold the title (capitalizing all important words). The title page also includes your name, the name of the college, the number and description of your class, your professor's name, and the due date of the assignment.

If your instructor requires one, include an Abstract after the title page and before the paper proper.

**Abstract**

This paper explores the importance of the concept of plea bargaining to the criminal justice system. For some plea bargaining is an important and useful tool used to keep the wheels of justice moving in a timely

Repeat the title (centered, bolded, and capitalizing all important words), at the top of the first page of the text of the paper.

endorsed  
are used

**Plea Bargaining: Unpopular but Necessary to Our Criminal Justice System**

A Livingston County teen was recently charged with criminally negligent homicide in the heroin overdose death of a female friend. The young man was accused of administering the dose. In order to receive a lighter sentence, he forfeited a trial and pled guilty to the charges; as a result he will spend six months in a New York State "shock camp" rather than serve extensive prison time.

An editorial in the *Livingston County News*, "A Doubly Meaningless Death," (2001) raised objections to the plea bargain. The writer saw the plea bargain and subsequent sentence as a "double whammy" (p. A4). The writer believed that such a decision sent the wrong kind of message to the community. Furthermore, said the writer, "To free [the young man] with no more than a light sentence makes her death doubly meaningless and should not happen" (p. A4).

This instance of plea bargaining points out the significance of this process in the criminal justice system. On the one hand plea bargaining reduces the time and thus the money spent on a trial, however, the accused usually receives a lighter sentence.

Use a variety of signal phrases and narrative citation to introduce articles in the text of your sentence ("An article in," "According to," "As explained in,") instead of always using parentheses for citation information at the end of your sentences.

# Sample References page

The **References** list includes **all the sources used** in the research and writing of your paper and should be **double-spaced** and **in alphabetical order** by the authors' last names (or by title when no author is given).

**Always consult your professor to learn if they have any special requirements.**

When you have no author, you alphabetize by the first major title word ignoring "A," "An," and "The."	Note that the word <b>References</b> is bolded and centered on the page.	6
<p style="text-align: center;"><b>References</b></p> <p>Di Natali, C. (2001, December 27). New charges delay Dalton's plea deal in drug death. <i>Livingston County News</i>, A1. <a href="https://thelcn.com/2001/12/27/new-charges/">https://thelcn.com/2001/12/27/new-charges/</a></p> <p>A doubly meaningless death. [Editorial]. (2001, December 27). <i>Livingston County News</i>, A4. <a href="https://thelcn.com/2001/12/27/doubly-meaningless-death/">https://thelcn.com/2001/12/27/doubly-meaningless-death/</a></p> <p>Garner, B. A. (Ed.). (2009). <i>Black's law dictionary</i> (9th ed.). West Group.</p> <p>Mirsky, C. L., &amp; Kahn, G. (1997, May-June). No bargain. <i>The American Prospect</i>, 32, 56-57.</p> <p>Nardulli, P. F. (1986). "Insider" justice: Defense attorneys and the handling of felony cases. <i>The Journal of Criminal Law &amp; Criminology</i> (1973-), 77(2), 379-417. <a href="https://doi.org/10.2307/1143338">https://doi.org/10.2307/1143338</a></p> <p>Schmallegger, F. (2007). <i>Criminal justice today: An introductory text for the twenty-first century</i> (9th ed.). Pearson.</p>		

## For More Information

This Stylesheet provides examples for some common information sources, but you may need to consult the full Publication Manual to see how to cite other kinds of documents and resources.

A copy of the **Publication Manual of the American Psychological Association** (7th ed., 2020) REF BF 76.7 .P83 2020 is available at the Alfred C. O'Connell Library.

For help in deciding the difference between responsible writing and plagiarism, see the following websites: **Google: avoiding plagiarism site:purdue.edu** or <https://guides.genesee.edu/copyright/plagiarism>

Visit the APA (American Psychological Association) website at <http://www.apastyle.org/apa-style-help.aspx> or contact a GCC Librarian.

### Questions? Contact a Librarian:

**In Person:** ..... Library Information Desk  
**Phone:** ..... 585-343-0055 Ext. 6419  
**Email:** ..... Click on Email from the library's web page  
**Chat:** ..... Click on Chat online from the library's web