APA 7e Guide:
Based on *Publication Manual of the American Psychological Association, 7th ed.*

Off Campus Library Services
Indiana Wesleyan University
# Table of Contents

Writing Your Paper .................................................................................................................. 5  
  Getting Started ...................................................................................................................... 5  
  Creating an Outline ................................................................................................................ 5  
Formatting Your Paper ............................................................................................................ 5  
  General Format for an APA 7th Edition Student Paper ...................................................... 5  
  Title Page ............................................................................................................................ 6  
  Abstract ............................................................................................................................... 6  
  Body of the Paper ............................................................................................................... 6  
  References List .................................................................................................................. 7  
  Tables, Figures, Appendices ............................................................................................. 7  
  Template for an APA Paper .............................................................................................. 7  
Citing Sources in Text ........................................................................................................... 8  
  Plagiarism .......................................................................................................................... 8  
  In Text Citations ................................................................................................................ 9  
Secondary Sources ............................................................................................................... 13  
Lists or Seriation .................................................................................................................... 14  
Headings ............................................................................................................................... 14  
Credibility in Using Sources, e.g., Wikipedia ...................................................................... 15  
  Biblical Entries or Classical Works .................................................................................... 16  
Sources Needing Only an In Text Citation ....................................................................... 17  
  Personal Communications ............................................................................................... 17  
  Numbers in APA .............................................................................................................. 17  
  Using URLs ...................................................................................................................... 18  
Creating the References ....................................................................................................... 18  
  Using the Cite Feature in the Library Databases ................................................................. 18  
  General Formatting Tips for APA References and In Text Citations .............................. 19  
Most Commonly Used References ......................................................................................... 20  
  References – Archival Documents ..................................................................................... 20  
  References – Books.......................................................................................................... 20  
  References—Book Chapter from a Collection of Works by Various Authors .................. 21  
  References – Book Review ............................................................................................... 22  
  References – E-books (Including Kindle Books without Page Numbers) ......................... 22  
  References – Courseware E-Textbook ............................................................................... 23  
  References – Reference Book Article, With an Author of the Article .............................. 24  
  References – Reference Book Article, With No Author .................................................... 24  
  References – Reference Book Article, with an Edition and Volume ............................... 25  
  References – Brochure ..................................................................................................... 25  
  References -- Theses and Dissertations .......................................................................... 26  
  References – Newspaper Article from a Subscription-Based Library Database ............... 26  
  References – Online Newspaper Article .......................................................................... 27  
  References – Magazine Articles ....................................................................................... 27  
  References – Journal/Periodical Articles .......................................................................... 28  
  References – Journal/Periodical Articles With a DOI ...................................................... 28  
  References – Journal/Periodical Articles Without a DOI, From a Non-Database Source .... 29
References – In Press Article ................................................................. 30
Reference -- Journal Article, Published as Advance Online Publication ............ 31
References -- Technical Reports, Research Reports, Non-Newspaper or Journal Articles .... 31
References -- Webpage From a Larger Website With an Individual Author .................. 32
References – Webpage From a Larger Site With a Corporate or Group Author .............. 32
Other Kinds of Reference Examples: .............................................................................. 33
References – Annual Company Report (taken from the company web site) ...................... 33
References – Blog Post and Blog Comment .................................................................... 33
References -- CINAHL Evidence-Based Care Sheets .................................................... 34
References – Course Supplemental ................................................................................. 34
References – Court Decisions ......................................................................................... 35
References – Company Profiles & Industry Profiles (found in EBSCO’s Business Source Complete) ...................................................................................................................... 35
References – Company Form 10-K .................................................................................. 35
References – ERIC Documents .......................................................................................... 35
References – First Research Industry Reports ................................................................. 36
References – Fitne Nurse Theorists Video Collection ..................................................... 36
References – Government Web Site ............................................................................... 37
References – Images/Graphics/Photographs/Clipart/Infographic ..................................... 37
References – Lecture from a Class ................................................................................... 38
References – Legislation, Statutes and Regulations ....................................................... 39
References – Market Share Reporter (online edition) ..................................................... 39
References—Mobile App .................................................................................................... 40
References – Motion Picture ............................................................................................. 40
References – Music Recording ......................................................................................... 40
References – Opposing Viewpoints in Context (Viewpoint article) .................................. 41
References – Podcast ........................................................................................................ 41
References -- PowerPoint Slides ...................................................................................... 41
References – Software .................................................................................................... 42
References – Standard & Poor’s NetAdvantage ............................................................... 42
References – Student Handbook (IWU publication) ....................................................... 42
References – Student Paper ............................................................................................. 43
References – SWOT From a Specific Database, Business Insights: Essentials ................. 43
References – Syllabus ....................................................................................................... 43
References—TED Talk ..................................................................................................... 44
References—TED Talk from YouTube ............................................................................. 44
References – Television Show, One Time Occurrence .................................................... 44
References – Translated Book (or Article) ...................................................................... 44
References – TREN document (Theological Research Exchange Network) .................. 45
References – Tweet (From Twitter) .................................................................................. 45
References – University Catalog ...................................................................................... 45
References – UpToDate™ database ................................................................................. 46
References -- UpToDate™ App ......................................................................................... 46
References – Video ........................................................................................................... 47
References – YouTube Videos and Channels ................................................................... 47
PowerPoint™ Presentations and APA ............................................................................. 48
Writing Your Paper

Getting Started

- Write from an outline or a concept map.
- The first draft should be a rough form of the paper. Return to the paper a day or two later to write the final draft.
- Use the spell check option in your word processing program.
- Use Grammarly, free to IWU N&G students (http://www.grammarly.com/edu).
- Consider having a friend proofread your paper.

Creating an Outline

APA does not provide instructions for formatting an outline, but your instructor may request that you include an outline with your paper. More information about creating an outline is available from the Purdue OWL site. Go to https://owl.purdue.edu/search.html. In the Custom Search bar, enter outlines. Several links are available that describe types of outlines, how to outline, outline components, and outline examples.

Formatting Your Paper

General Format for an APA 7th Edition Student Paper

- Students should follow instructor or university guidelines on which title page format (Professional Title Page or Student Title Page) to use when writing papers. The information below reflects the Student Paper format.
- 8 1/2 x 11 paper.
- Double space (everything).
- Margins are set at 1-inch on all four sides. (This is a default setting for Word).
  - Use only left justify.
  - Allow your computer to move automatically to the next line unless starting a new paragraph. Computers allow word wrapping.
  - APA 7th Edition allows writers to use different fonts and sizes: 12-point Times New Roman, 11-point Arial, 11-point Calibri, 11-point Georgia, 10-point Lucida Sans Unicode, or 10-point Computer Modern are accepted fonts for Professional and Student papers.
  - Number pages in sequence (1, 2, 3…) starting with the Title Page.
  - Write papers using active voice whenever possible. Choose nouns and verbs that clearly express your ideas, to better inform or persuade the person reading your paper.
  - Academic writing uses medium to formal tone. Do not use slang, jargon, or contractions (I’ll, shouldn’t, and so on) when you write your paper.
Title Page

- Center the title in the upper half of the title page, three to four (3-4) lines down from the top margin.
- Type the paper title in bold print.
- Place the page number in the upper right-hand corner at the 1-inch margin from the right edge of the paper; ½ inch from the top of the page. Paging starts with page 1 on the title page and continues throughout the paper.
- Include the full paper title in bold print. Use your Enter or Return key to create a blank line between the title and your name. On the next line, type your name. Type the university name on the next line. On the following line, type your course number and course name (GEN 111: Foundations of Lifelong Learning). Type your instructor name on the following line. Next, type the assignment due date. All of these lines are typed in Title Case (capitalize all important words, or words longer than four letters).
- Additionally, per the instructor’s direction, you may add the IWU plagiarism statement per your program and instructor requirements.
- Double space and center all of these lines side to side.
- See the sample paper at the end of this Guide.

Abstract

- An abstract generally is not required for student papers. Check with your instructor.
- If your instructor requires an Abstract, the Abstract is the second page of your paper after the title page. It is a separate page from the title page.
- Center and type the word Abstract in bold print at the top of the page.
- There is no paragraph indenting for the abstract paragraph.
- The abstract uses a block paragraph format (no indenting). The abstract should be between 150-250 words and is a short summary of the paper’s contents.

Body of the Paper

- On the first page of text (page 2 if no abstract; page 3 if there is an abstract), type the paper’s full title, centered, in bold print, on the first line available to type in the main body area of the Word page. Type the title in Title Case, a combination of upper/lower case letters. Capitalize all main (important) words, proper nouns, and any other words of four letters or more.
- Double space throughout the body of the paper.
- APA 7th Edition Style uses one (1) space following punctuation marks such as periods, question marks, exclamation marks, or any other punctuation marks at the end of the sentence.
- Type one (1) space after commas, colons, or semicolons.
- Do not include spaces after abbreviations (e.g., U.S.) or after ratios (1:4), or Bible verses (King James Bible, 1769/2017, Song of Solomon 8:6).
- Any information that is written in the body of the paper that is not an original thought or idea must include an in text citation. Put an in text citation in the body of the paper where
the information is used. (See the section **Citing Sources In Text** for examples and a fuller explanation). Except for personal communications, traditional knowledge, or oral traditions, all of these sources **must** have a matching entry in the References list at the end of the paper.

- At the end of the written portion of the paper, enter a page break (using your computer or word processor) so that the References page starts on a new page.
- See the sample paper at the end of this Guide.

**References List**

- Start the References list on a new page. Insert a page break at the end of the body of your paper to keep your References at the top of a new page.
- You **must cite** any source listed on the References page in the body of the paper.
- List references in alphabetical (ABC) order.
- Type the word **References** in bold print and in upper and lowercase letters. Center the word References at the top of the page. Type **References** (plural, with the letter s) even if your paper only has one source.
- Double-space all References list entries. Use only one space after a punctuation mark.
- Use hanging indent format. See Section **Reference List Creation for Word** instructions.
- See the last two pages of the sample paper at the end of this Guide.

**Tables, Figures, Appendices**

- Some papers necessitate additional explanatory information that fits better at the end of the paper rather than in the paper. This information follows immediately after the References page.
  - Tables – start each table on a new page; type the table number and title above the table.
  - Figures – start each figure on a new page; type the figure number and title above the figure.
  - Appendices – Start each appendix on a new page.
- Label each item sequentially, e.g. Table 1, Table 2, or Figure 1, Figure 2, or Appendix A, Appendix B, etc. If your paper has one appendix, label it Appendix.
- In a shorter paper, or per instruction from your faculty, you may want to insert figures in the body of your paper where you discussed the information rather than at the end of the paper.
- Formatting for tables and figures is discussed in the section **General Paper Formatting, Formatting Tables and Figures**.

**Template for an APA Paper**

- A template which includes the correct margins, running head, pagination, and helps for headings within the paper, References entries, etc., is available from the APA Style page (https://ocls.indwes.edu >> APA Style, under Key Links >> APA 7e Paper Template).
Citing Sources in Text

Plagiarism

- Plagiarism is defined as using someone else’s ideas, concepts, facts, illustrations, graphics, etc. as if they were your own. No credit is given to the original author of the materials used. If you are not sure if you need to cite and reference information, ask yourself these two questions: “Where did I get my words?” and “Where did I get my ideas?” If the answers to these questions are another source, cite and reference that source.
- APA is one of several scholarly writing systems or styles that give writers ways to use ideas, concepts, facts, illustrations, graphics, and other sources appropriately and correctly in their writing.
- A video explaining how to avoid plagiarism and self-plagiarism is available on the Academic Writer™ site: https://go.openathens.net/redirector/indwes.edu?url=https%3a%2f%2fAcademicwriter.apa.org%2flearn%2fbrowse%2fTUT-14
- Think of APA as your insurance policy against plagiarism. Students sometimes use these concepts, may even paraphrase them, and hope that they do not get caught. The problem with the penalties of plagiarism is not that someone else uses the content, but that proper credit is not given to the original source. Citing sources in the text and including a References list entry at the end of the paper gives the student a method to use whenever they choose to quote or paraphrase from another source.
- Quoting (word for word from the original source) or paraphrasing (restating the original source in your own words) requires an in text citation. Here are two methods that students can use for this illustrated source:


https://doi.org/10.1258/hsmr.2011.011008

- Quoting:
  - “Their professional norms focus on the quality of care that they provide and the need to continuously improve it” (Otani et al., 2011, p. 168).
  - Otani et al. (2011) emphasized “their professional norms focus on the quality of care that they provide and the need to continuously improve it” (p. 168).
- Paraphrasing:
  - Parenthetical citation: Nursing by its very nature emphasizes the care that is given to patients and the need continually to look for ways to better that care (Otani et al., 2011).
  - Narrative citation: Otani et al. (2011) stated that nursing by its very nature emphasizes the care that is given to patients and the need continually to look for ways to better that care.
- The original content of the article was used, and credit was given to Otani, Hermann, and Kurz. By looking in the student’s References list, the reader could easily determine which entry the student used if they cared to find the source.

- Proper citation leaves no doubt in a reader’s mind which source originated the concepts, phrasing, or experiences the document expressed.

- Students sometimes think that they have done their due diligence when an in text citation is attached at the end of a paraphrase containing multiple sentences. However, doing this can confuse the reader as to what information came from the student and what information came from the cited source. Students should provide a citation for each applicable sentence. Another option is to start a multi-sentence paraphrase with wording that tells the reader that what follows comes from the cited source. An example of this might be: Jones (2012) developed the theory of XYZ based on the following four concepts. The first concept is . . .

- **APA 7th Edition Style lets writers omit the publication date from citations when the writer cites the same source in a single paragraph.** Include the author’s name(s) as part of each sentence in the paragraph to indicate any sentence with information taken from the source.

- These explanations underscore the need for properly quoting or paraphrasing materials to avoid plagiarism or self-plagiarism. The next section on In Text citations explains and provides examples for the proper format of quotes and paraphrases.

**In Text Citations**

- You are quoting a source (also called a direct or word-for-word quotation) when you take the words *exactly as they appear* in the source.
  - Set off the quotation with quotation marks (less than 40 words)
  - Use an indented block quote (40 or more words) [See the sample paper at the end of this Guide].
  - An in text citation for a direct, word-for-word quotation must include the author (or title if no author), copyright date, page number(s)/paragraph number(s) or section title.
    - **Parenthetical citation example:** “Sentence of quoting from a source” (Wilson, 2010, p. 34).
    - **Narrative citation example:** Wilson (2010) emphasized “sentence of quoting from a source” (p. 34).
  - You do not need to include a page number(s), paragraph number(s), or section title(s) for a paraphrase. However, APA considers it courteous to do so.
  - The first time you use a source within a paragraph, the author, date, and location information is given. If that same source is repeated within the same paragraph with no other intervening source used, you can omit the date if the format for the in text citation is as follows: Almay and Lockerby (2007) pointed out . . . . Almay and Lockerby speculated . . . . If the parenthetical format for an in text citation is used, repeat the author and date information for all in text citations. Example: (Almay & Lockerby, 2007).
  - Examples of way to cite a direct quotation (less than 40 words):
According to Franco et al. (2017) in “this model, cognitive processes undergo a process of development” (p. 717).

In 2017, Franco et al. noted that in “this model, cognitive processes undergo a process of development” (p. 717).

In “this model, cognitive processes undergo a process of development” (Franco et al., 2017, p. 717).

Franco et al.’s (2017) study concluded that in “this model, cognitive processes undergo a process of development (p. 717).

You paraphrase a source when you take an idea, concept, etc., and restate it using your own words.

- A paraphrase is not set off with quotation marks.
- In text citations for a paraphrase should include the author (or title if no author), and copyright date.
  - Parenthetical Citation Example: Information is documented in a writing style (Wilson, 2010).
  - Narrative Citation Example: Wilson (2010) recounted that information should be documented in a writing style.

You do not need to include a page number(s), paragraph number(s), or section title(s) for a paraphrase. However, APA considers it courteous to do so.

A good method of knowing for sure you are paraphrasing is to read the material until you understand it. Place the material aside and write out your paraphrase from memory. It is not likely that you will write it down word for word. Then give the appropriate citation using the examples below.

Quoting in text citations for one and multiple authors. Always cite what is in the first position of the References entry.

- One author
  - Parenthetical Citation Example: (Jones, 2010, p. 456).
  - Narrative Citation Example: Jones (2010) noted “…” (p. 456).

- Two authors
  - Parenthetical Citation Example: (Smith & Jones, 2009, para. 7).
  - Narrative Citation Example: Smith and Jones (2009) acknowledged “…” (para. 7).

- Three to 20 authors: Use et al.
  - Parenthetical Citation Example: (Smith et al., 2009, p. 16).
  - Narrative Citation Example: Smith et al. (2009) maintained “…” (p. 16).

- When creating references, write out author last names and initials for any source having up to twenty authors in the References list.

- For sources having more than 21 authors:
  - When creating reference, write out the author last names and initials for the first nineteen (19) authors in the order they appear in the source. Then use three ellipsis points and type the last author listed. Here is an example reference for an academic journal article with more than 21 authors:

- Parenthetical Citation Example: (Kalnay et al., 1996, p. 439).
- Narrative Citation Example: Kalnay et al. (1996) noted “…” (p. 439).

- No or Unknown author
  - Use the first few words of the title, since the title has now moved to the first position in the References list entry.
  - If the title has italics in the References list entry, the in-text citation should use italics as well.
    - Book with no author: (Interpersonal Skills, 2019, p. 5).
  - If the title in the References entry does not use italics, put double quotation marks around the title. Capitalize all significant words. Shorten long titles in the in-text citation. Here is an example:
    - (“Understanding Sensory Memory,” 2018, p. 3)

- Group author
  - For the first in text citation, give the name of a group author that persons recognize easily by their abbreviation, followed by the abbreviation.
    - Parenthetical Citation Example: (United Nations [UN], n.d., Preamble, para. 1).
    - Narrative Citation Example: The United Nations (UN, n.d.) noted “…” (Preamble, para. 1).
  - In the References list entry, do not abbreviate the group author name. Here is an example:
      - If the group name is not easily recognized, or if multiple organizations or companies use the same abbreviation, write out the group name in each in text citation.
        - Parenthetical Citation Example: (Lawrence North High School, 2000, p. 5).
        - Narrative Citation Example: Lawrence North High School (2000) stated … (p. 5).
Paraphrasing in text citation for one and multiple authors.

- One author
  - **Parenthetical Citation Example**: (Jones, 2010).
  - **Narrative Citation Example**: Jones (2010) noted ….

- Two authors
  - **Parenthetical Citation Example**: (Smith & Jones, 2009).
  - **Narrative Citation Example**: Smith and Jones (2009) acknowledged ….

- Three or more authors: Use et al.
  - **Parenthetical Citation Example**: (Smith et al., 2009).
  - **Narrative Citation Example**: Smith et al. (2009) maintained ….

- No or Unknown author
  - Use the first few words of the title, since the title has now moved to the first position in the References list entry.
  - If the title has italics in the References list entry, the in-text citation should use italics as well.
    - Book with no author: *(Interpersonal Skills*, 2019, p. 5).
  - If the title in the References entry does not use italics, put double quotation marks around the title. Capitalize all significant words. Shorten long titles in the in-text citation. Here is an example:
    - (“Understanding Sensory Memory,” 2018, p. 3).

- Group author
  - For the first in text citation, give the name of a group author that persons recognize easily by their abbreviation, followed by the abbreviation.
    - **Parenthetical Citation Example**: (United Nations [UN], n.d.).
    - **Narrative Citation Example**: The United Nations (UN, n.d.) noted ….
  - In the References list entry, do not abbreviate the group author name. See the previous example.

- When no date is apparent, use n.d. in place of the date position: (Webber, n.d.).
- When you have multiple sources with the same author and the same date, the reader must be able to differentiate between the sources. Alphabetize each source in the References list by the title since it is the first difference in the citation (same author(s) and date). Then attach a small letter a, b, c, etc. to the date. The date plus the small letter are used in the References list and the in text citation.
  - For example, your References list includes two entries for books published by Robert K. Greenleaf in 1996. One title is *On Becoming a Servant-Leader*, and one is *Seeker and Servant and One*.
    - Assign the letter a, to the first title (1996a); assign the letter b to the second title (1996b). The in-text citation for a paraphrase of the first entry would be (Greenleaf, 1996a). The in-text citation for a paraphrase of the second entry would be (Greenleaf, 1996b).
- When you have multiple sources by the same author, but different dates, list them in your References by date order. For the in-text citation, the date will point to the corresponding entry in the References list.
- Sometimes there is a need to cite multiple sources because that idea/concept is repeated in several sources. The citations are included in the same parenthetical in text citation, in
alphabetical order. Separate each author name with a semicolon. Here is an example: (Brown, 2005; Lang, 2013; Smothers, 2003; Wills & Mitchell, 2004).

- What needs to be cited:
  - Using words verbatim (word-for-word) from another source.
  - Introducing facts, statistics, or illustrations that you find in another source.
  - Taking an idea, theory, or concept and building on it for your conclusions.
  - When writing code or building on someone else’s code (computer programming).
  - Any time you are not sure if by not citing you might be guilty of plagiarizing. (It is better to be safe than to plagiarize!)

- What does not need to be cited?
  - Your ideas.
  - Your personal experiences.
  - Common knowledge:
    - Information that most educated people already know.
    - Information that can very quickly be found in most dictionaries or encyclopedias.
    - Information belonging to everyone. It is impossible to attribute some common sayings to any one person, such as “It is what it is.” How do you know if a fact is common knowledge? If it is mentioned in five or more sources.

Secondary Sources

- In scholarly research and writing, a primary source gives original results. Secondary sources summarize information found in other sources. APA Style™ recommends using primary sources whenever possible.
- For example, it is preferable to use a person’s original quotation. Occasionally, you see a quote that someone else has quoted in an article or book you are reading, and you feel that using the quote will help your writing. You need to document this quote as a secondary source.
  - In text citation: The quote is from Christine Van Dae, but it was in an article by F. De Meglio.
    - Example In Text Citation for a Secondary Source:
      - Van Dae noted “we just don’t know what we’ll see with the final numbers three months after graduation” (as cited in De Meglio, 2013, para. 3).
  - The References list entry would be for the website article by De Meglio. Van Dae is not cited in the References list.


http://www.businessweek.com/articles/2013-07-31/harvard-mbas-flee-wall-street-take-pay-cut#r=most%20popular
Lists or Seriation

- APA prefers the use of the following format for lists:
  - Complete paragraphs or long sentences (such as steps in a procedure) should use numbered lists. See the sample paper at the end of this Guide.
  - Short words within a paragraph should use lowercase letters enclosed in parentheses, e.g. (a) beef, (b) chicken, and (c) fish, lamb, or pork.
  - Use bulleted lists to display short phrases or to show items in a series that do not have steps or do not have an order or hierarchy.
    - If you use complete sentences in a bulleted list, start each sentence with a capital letter and put a period or other ending punctuation at the end of the sentence.
    - If you use phrases or sentence fragments in a bulleted list, you can choose not to include a period or end punctuation. APA Style™ recommends this if you list short, simple items.
    - A second option is to put punctuation marks after each item, especially if your list has longer items or complex explanations. Use commas or semicolons after each item. Place a period at the end of the item given in the last bullet.

Headings

- Headings help break the paper into sections.
- Generally, a small paper will only need a couple of heading levels.
- For a large paper, you can use up to five (5) heading levels.
- The paper title at the beginning of the paper is a Level 1 Heading. If you include subheadings, format them as Level 2, Level 3, etc.
- Do not use Introduction as a heading right under the title on page 2. The first couple of paragraphs of the paper are the introduction.
- Note: the headings shown in this sample paper at the end of this Guide are not per APA Style™. The shading and bold type emphasize headings and make understanding the paper easier.
- See examples of headings in APA Style™ on the next page.
<table>
<thead>
<tr>
<th>Level 1</th>
<th>Centered, Boldface, Upper and Lowercase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start paragraph with normal paragraph indent, double-spaced.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Flush Left, Boldface, Uppercase and Lowercase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start paragraph with normal paragraph indent, double-spaced.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3</th>
<th>Flush Left, Bold Italic, Uppercase and Lowercase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start paragraph with a normal paragraph indent, double-spaced.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Indented, Boldface, Uppercase and Lowercase, ending with a period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start paragraph with normal double-spacing, on the same line as the Level 4 heading.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 5</th>
<th>Indented, Bold Italic, Uppercase and Lowercase, ending with a period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start paragraph with normal double-spacing, on the same line as the Level 5 heading.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Credibility in Using Sources, e.g., Wikipedia**

Many journals, by nature of their publisher, go through a peer-review process. An expert editorial board determines that any article printed in that journal is new research, trusted research, or research that adds to a field of study. These kinds of journals are peer-reviewed, refereed, or even scholarly journals. Magazines or newspapers, such as *Time, Business Week, Health, Reader’s Digest, New York Times, Wall Street Journal*, etc., are not peer-reviewed sources. See the OCLS tutorial at [https://ocls.indwes.edu/Scholarly_Journal_Tutor.html](https://ocls.indwes.edu/Scholarly_Journal_Tutor.html)

Web sites are not peer-reviewed. There are some very good web sites, while others have just plain inaccurate information. There is no peer-review process, as anyone can put up a web page if they have a server to store the web file. The researcher has to determine a web page’s authenticity. OCLS provides a tutorial on criteria to look for when evaluating a web site at the following URL, [https://ocls.indwes.edu/WebEvaluation.html](https://ocls.indwes.edu/WebEvaluation.html).

One of these web sites that is not considered appropriate for academic work is Wikipedia, [https://www.wikipedia.org](https://www.wikipedia.org). Although it provides good background information, Wikipedia’s programming lets anyone with an internet connection edit articles. Each page has an Edit tab. This tab gives information about recent page changes. Even articles on the most common topics change regularly. One way you can use Wikipedia is to scroll to the bottom of an article and look at the sources that are listed for writing that page. Your faculty probably will not accept a Wikipedia article as a source.
Biblical Entries or Classical Works

- In APA 7th edition style, references from the Bible or other classical works (Greek & Roman) now are cited in text, and a References list entry is required.
- In text citations for Bible verses include the version used in italics; the original and current publication years; and the book name, chapter, and verse.
  - **Parenthetical Citation Example for a Bible verse:** *(New International Version, 1973/2002, Romans 3:21)*.
- Use the dropdown menu at this Bible Gateway page to find the original copyright date of the Bible version you used for your in text citation: [https://www.biblegateway.com/versions/English-Standard-Version-ESV-Bible/#copy](https://www.biblegateway.com/versions/English-Standard-Version-ESV-Bible/#copy)
- **NOTE:** APA 7th edition style requires the version name, original and current publication years, book name, chapter, and verse for each in text citation.
- The parenthetical citation example above *only* applies to the actual scripture or classical work. Commentary of the scripture or classical work would be cited like any other book with an in text citation and appropriate References entry. This is an example of how one might cite and reference a study Bible with notes or commentary:


**YouVersion Bible App (This is considered a Religious Work)**

*Be certain to update the date, version of the Bible, and the app version you are using.*


*In-Text Citation for Scripture*

Parenthetical Citation Example: *(YouVersion, 2020, Psalm 136:1-3).*
Narrative Citation Example: YouVersion (2020, Psalm 136:1-3)

*In-Text Citation for Notes/Commentary*

Parenthetical Citation Example: *(YouVersion, 2020)*
Narrative Citation Example: YouVersion (2020)
Bible Gateway, New International Version (NIV): Reference – Updated website 2020


(Original work published 1973)

In-Text Citation for Scripture – Updated website 2020

Parenthetical Citation Example: (New International Version, 1973/2011, Psalm 136:1-3)
Narrative Citation Example: New International Version (1973/2011, Psalm 136:1-3)

Sources Needing Only an In Text Citation

Personal Communications

- Includes email, personal interviews between you and another person(s), or any method of communication not available in digital or print archives. Cite information found on your company intranet as personal communications.
- NOTE: Cite and reference class lectures, handouts, and other resources available to instructors or other students based on their format (image, infographic, lecture notes, photograph, PowerPoint slides, streaming video, and so on).
- Here is an explanation of Personal Communication from Academic Writer, https://go.openathens.net/redirector/indwes.edu?url=https%3a%2f%2fAcademicwriter.apa.org%2flearn%2fbrowse%2fQG-27
- The same format is used for any kind of personal communication. Either format below is acceptable.
  - Parenthetical Citation Example: “The church will continue to provide an emphasis in small groups because that is what has allowed us to grow the way we have” (B. Lytle, personal communication, January 15, 2020).
  - Narrative Citation Example: B. Lytle stated “the church will continue to provide an emphasis in small groups because that is what has allowed us to grow the way we have” (personal communication, January 15, 2020).

Numbers in APA

- Write out numbers zero through nine. For all subsequent numbers, use numerals, e.g.,
  The study used 59 subjects. Four subjects were in a post-retirement age bracket.
- Use numerals for:
  - Units of measurement, e.g., 15 cm equal 5.9 in.
  - Statistics, functions in math, factions and decimals, percentages, and ratios.
  - Representing ages, dates, exact amounts of money, and points or scores on scales.
Using URLs

APA 7th edition allows you to show a URL as an active hyperlink. You can also format the URL in regular font. The issue is consistency. All URLs should have the same format for the entire paper. APA 7th edition also allows you to shorten URLs using a program like TinyURL or Bit.ly. Some URLs can be so long that they take up several lines in the References entry. Using a URL shortener program allows your References to flow better. Make sure that the shortened URL that you use will take the reader to the correct source location.

Do not include URLs for sources you find in library databases. If you find a source on the open internet, you must include a URL in your References list entry. The URL shows the source’s location on the internet. URLs must be accurate when you submit your paper. Make sure that all URLs used in the paper are active working links. If not, either update the links or remove those sources.

Creating the References

Using the Cite Feature in the Library Databases

Many of the databases the library provides come from third-party vendors, e.g., EBSCO provides almost 40 unique databases; ProQuest provides over 20 unique databases. Some of these vendors attempt to provide an APA reference for articles in the databases; however, these references generally are not accurate. The databases use computer code to create their citations. Database citations do not always account for the variations of italics, capitalization, or including information not provided by the database citation, e.g., a web page URL that APA requires.

Students are responsible for verifying each database-provided APA References list entry. Check the information the database gives you against your APA resources, e.g., the OCLS APA 7e Guide or the Publication Manual of the American Psychological Association, 7th ed. To show what you might find, here are three graphics. The first graphic is how an article looks in the database list. The second graphic shows the database generated APA citation. The third graphic shows a corrected version according to APA 7th edition style.

Graphic 1: As the article looks in the database listing (Business Source Complete database).

Graphic 2: The database provided APA citation.
Graphic 3: Corrected APA format per APA 7th edition style:


In this example, the change that should be made is to the title (change GOOD to good).

The following pages give examples that mirror the sources IWU students use most often.

**General Formatting Tips for APA References and In Text Citations**

Here are some basic rules for citations that are characteristic of many sources.

- Use the author’s surname (last name) and initials for any first, second or third names.
- A comma separates all authors.
- An ampersand (&, *and sign*) is included between the last and next to last authors, even if only two authors, *(Jones & Brown, 2015)*.
- The date is always enclosed in parentheses.
- A period follows the date.
- Use only the year unless there is no volume and issue number given, or it is a daily publication, such as a newspaper, e.g. *(2019, August 25)*. Start with the year, then the month and day. Write out the month.
- Book titles, journal/magazine article titles and web sites are all lower case except the first word, first word after a colon, and any proper nouns. This rule supersedes what you might find in a database format for APA!
- Book titles, journal titles, and titles of a web technical report, e.g., PDF, are in italics.
- Journal titles are capitalized except for insignificant words within the title, less than four letters, e.g., *Journal of Business Ethics; Journal for the Study of the New Testament*.
- Omit words like Inc., Co., or Publishers, from the publisher name.
- Shorten or abbreviate the publisher name only if you find the shortened form on the source. For example, shortening John Wiley & Sons to Wiley is acceptable because Wiley appears on the source itself.
- Following a journal title, use a comma, followed by the volume number in italics, no space, and then put the issue number in parentheses, using regular print.
- A comma follows the issue number, followed by the page range. Write out the full or complete page range, e.g., 345-349, NOT 345-9.
- In APA 7th edition style, there is only one (1) acceptable way to display the DOI in the References list.
  - https://doi.org/10.1007/s10551-016-3061-6
As of 2019, APA 7th edition style allows you to display DOIs or URLs as hyperlinks (underlined) or as plain text that is not underlined. If you publish your work online or if someone will read it online, DOIs and URLs should be live (underlined and clickable).

When a DOI or URL ends a citation, never use punctuation. Periods and other punctuation marks can cause hyperlinks to work incorrectly.

Always copy and paste DOIs and URLs from your web browser into your paper for accuracy. Do not change any capitalization, punctuation, or other symbols in DOIs or URLs. Do not add line breaks manually to DOIs and URLs. If your Word processor adds line breaks or moves DOIs or URLs to their own lines that is fine.

Publisher locations are no longer included. However, if multiple publishers are listed on the source, they are all included separated by a semicolon.


**Most Commonly Used References**

**References – Archival Documents**


https://eric.ed.gov/?id=ED545372

Parenthetical Citation Example: (Costley et al., 2014).
Narrative Citation Example: Costley et al. (2014)

- When there are three or more authors in the References entry, the first author with et al. is all that is used for the in-text citation per the example above.


Parenthetical Citation Example: (Klein-Collins & Olson, 2014).
Narrative Citation Example: Klein-Collins and Olson (2014)

ERIC documents (not journals) are representative of sources that require the inclusion of the database name and URL when full text is available.

**References – Books**

Parenthetical Citation Example: (Anderson, 2001).  
Narrative Citation Example: Anderson (2001)

- For books, only give the publisher information. The city and state or city and country are not used.
- When a book has more than one publisher, list all of the publishers, separated by a semi-colon.
- When an imprint of a larger publishing company is given, use the imprint or smaller publisher.

Kirkman, B. L., & Harris, T. B. (2017). *3D team leadership: A new approach for complex teams*.  

- Stanford Business Books is an imprint of Stanford University Press.

Parenthetical Citation Example: (Kirkman & Harris, 2017).  
Narrative Citation Example: Kirkman and Harris (2017)


Parenthetical Citation Example: (Bass & Bass, 2008).  
Narrative Citation Example: Bass and Bass (2008)

- Sometimes a book may be a revision of the original and be a 2nd, 3rd, 4th, revised, etc., edition of the original. This information is important and you should include it in the citation per the above example. Do not use the superscript for “nd,” “rd,” or “th.” If the book was a revised edition, use (Rev. ed.).

**References—Book Chapter from a Collection of Works by Various Authors**

- This includes books where different authors write each chapter or section. Usually, the book has an editor(s). Generally, the names listed on the book title page are editors of the entire book.
- Cite the author of the chapter in text, not the editors of the entire book. Although the editors are given in the References entry, editors are never cited in text.
- Provide page numbers for the actual article, chapter, or section in the References entry, immediately following the book title.

Parenthetical Citation Example: (Goodman, 1955).
Narrative Citation Example: Goodman (1955)

**References – Book Review**


Parenthetical Citation Example: (Penny, 2010).
Narrative Citation Example: Penny (2010)

**References – E-books (Including Kindle Books without Page Numbers)**

- Include a DOI*, if available. *See Section **References – Journal/Periodical Articles** and following for a further discussion of DOIs.
- When you quote an ebook format that does not have page numbers (for example, some Kindle books), use one of the following options to help your reader find the quotation or paraphrase quickly and easily.
  - Give a heading or section name. You can abbreviate heading or section names if the name is lengthy.
  - Provide a paragraph number. Count the paragraphs manually if the ebook does not number paragraphs.
  - Combine a heading or section name with a paragraph number.
- **Do not include Kindle location numbers with in-text citations.** Instead, provide the page number (which is available in many Kindle books, especially those based on print editions) or **use the methods described above to create a page number alternative.**
  - For more information on quoting material that does not have page numbers, see this post from the APA Style Blog: [https://apastyle.apa.org/style-grammar-guidelines/citations/quotations](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations)
  - See the Rosling example below for a sample References list entry and in-text citation for a Kindle book without page numbers.
- APA 7th Edition Style has no special notation if a print book, audiobook, or ebook is used and if the content of each format is the same. If the source is an abridged work from the original print version, add in square brackets right after the title that it was an audiobook.
- If the ebook has a different copyright year from the original source, treat it as a reprint. At the end of the information, add parenthetical information that gives this wording: (Original work published xxxx).
• Provide the publisher information, but not the city or state.
• For an example of an e-textbook, see the next section: References – Courseware E-Textbook.


Parenthetical Citation Example: (Fletcher, 2015).
Narrative Citation Example: Fletcher (2015)

Johnson, M. (2011). The diversity code: Unlock the secrets to making differences work in the real world. AMACON.

Parenthetical Citation Example: (Johnson, 2011).
Narrative Citation Example: Johnson (2011)


Parenthetical Citation Example: (Rosling, 2018, Author’s Note, para. 1).
Narrative Citation Example: Rosling (2018, Author’s Note, para. 1)

References – Courseware E-Textbook

• Many classes are using e-textbooks published by a variety of companies.
• These textbooks are available electronically through a digital textbook platform. The university purchases some textbooks from textbook companies, while others are available freely through various open education sources.
• The first example shows a typical e-textbook available through VitalSource. Publisher information is from the original print version, but the URL represents the e-text publisher.


Parenthetical Citation Example: (Anderson & McFarlane, 2015).
Narrative Citation Example: Anderson and McFarlane (2015)

• The second example below is an open source textbook from the open educational resource publisher, OpenStax. OpenStax provides an example for citing their textbooks. The following example is adapted to meet APA guidelines. Look for the attribution tab at the bottom of any page of the open source textbook. Adapt the information using the example below. If the book has an author or editor, use that information in place of
OpenStax as the author.


http://cnx.org/contents/f1de5db8-afb9-4025-94b6-6044c8d6cd86@4.15

Parenthetical Citation Example: (Hyodo, OpenStax, 2019).
Narrative Citation Example: Hyodo, OpenStax (2019)


http://cnx.org/contents/914ac66e-e1ec-486d-8a9c-97b0f7a99774@5.1


References – Reference Book Article, With an Author of the Article


http://www.gale.com

Parenthetical Citation Example: (Slonimsky et al., 2001).
Narrative Citation Example: Slonimsky et al. (2001)

- This example is for an authored article in a reference book. The book also has editors. This reference book also has more than one volume. Since this reference book was an ebook, the retrieval information includes the publisher of the e-version.
- If the URL is a stable (non-changing) URL, then you do not need to include a retrieval date.

References – Reference Book Article, With No Author


Parenthetical Citation Example: (“Empowerment,” n.d.).
Narrative Citation Example: “Empowerment” (n.d.)

- When an online reference work is updated regularly, use (n.d.) for the date and include a retrieval date.
References – Reference Book Article, with an Edition and Volume


Parenthetical Citation Example: (Evans, 2003). Narrative Citation Example: Evans (2003)

• This example of a reference book article has its own author. The book does not have editors. The book is part of a multi-volume set in its second edition. The URL represents the book’s electronic version publisher.

References – Brochure

• APA Style™ uses square brackets after the title to denote any unusual format apart from books, journal articles, newspaper articles, web sites, etc. Brochures, maps, DVDs, paintings, etc. are formats that use square brackets.
• When you cite a corporate author, and the company published the source, use Author in place of the publisher name.
• When you cannot identify the author, use the title to create the in text citation. You can shorten the title, however. An example of an in text citation for the second example below might be (DiSC Classic, 2001, p. 3).
• Note: your title may vary, as the one in the DiSC citation is no longer in print. Use the title that is on the front of your booklet and be sure that you identify the date and publisher; change as needed.


Parenthetical Citation Example: (American Heart Association [AHA], n.d.).
Narrative citation Example: American Heart Association (AHA, n.d.)

References -- Theses and Dissertations


Parenthetical Citation Example: (Bates, 2018). 
Narrative Citation Example: Bates (2018)


Parenthetical citation: (Gazan, 2009). 
Narrative citation: Gazan (2009)

- Dissertations published in a print edition or uploaded to ProQuest Dissertations & Theses Global database are published works. The format follows the pattern of the first example above.
- The second example might apply to a thesis or dissertation that was never printed and bound, or uploaded to any open source online repository.

References – Newspaper Article from a Subscription-Based Library Database


Parenthetical Citation Example: (Friedman & Thrush, 2019). 
Narrative Citation Example: Friedman and Thrush (2020)

- Do not include the database name or URL (web address) for newspaper articles found in subscription-based library databases.
- Database newspaper article references do not include retrieval information or a retrieval date.
References – Online Newspaper Article


Parenthetical Citation Example: (Ingraham, 2020).
Narrative Citation Example: Ingraham (2020)


http://www.wsj.com

Parenthetical Citation Example: (“Investor Sues Uber,” 2017).
Narrative Citation Example: “Investor Sues Uber” (2017)

- For online newspaper articles, give only the newspaper’s entry point URL. This allows for unavailable or extinct links. The entry point URL usually is the publisher’s home page.
- The above examples used the home page for the *Washington Post* and *Wall Street Journal*. The examples do not a link to the specific article.
- Online newspaper article references do not include retrieval information or a retrieval date.

References – Magazine Articles


Parenthetical Citation Example: (Shulivitz, 2019; Willis, 2010).
Narrative Citation Example: Shulivitz (2019) and Willis (2010)

- Magazines are those titles that are published, daily, weekly, or monthly and have a popular appeal. Article authors generally are employees of the magazine publisher. Some examples of magazines are *Time, Business Week, Forbes, Prevention, Christianity Today*, etc.
- When your instructor asks for scholarly or academic articles, magazine articles do not qualify. When in doubt, consult OCLS!
- Currently, publishers do not assign DOIs to magazine articles, so you will need to use the publisher’s home page URL.
References – Journal/Periodical Articles

- There are three things to look for with a journal article.
  - If there is a DOI*, use the DOI to end the References list entry. There is no punctuation (period) after the DOI.
  - If there is no DOI and you found the article in one of the library databases, create a reference for the article as if you used the print version of that article.
  - If there is no DOI and you did not find the article in a library database, use the article URL at the end of the reference. If you used an open source article, use the actual URL of the article.

- Most journal/periodical articles are scholarly or academic. However, they are not necessarily peer-reviewed. Peer-reviewed articles are preferable in academic research. Many peer-reviewed journals provide DOIs, but not all of them do. It is up to the publisher to assign a DOI.

- The DOI always starts with 10. The remainder of it is alphanumeric. Database accession numbers or ISSN numbers are not the same thing as a DOI. Do not use accession numbers or ISSN numbers in APA article citations—just use the DOI.

- When DOIs were first introduced to APA the format was doi:10.0000/0000. Since then, the DOI evolved through three varying formats.
  - In APA 7th Edition Style, only the third format is acceptable. It is easy to change the DOI format, because only the preface is changed. Add https://doi.org/ in front of the 10. The key issue is consistency. The newest format shows a URL, which is a searchable link to the publisher’s page for that article.

- Some journals and CrossRef (see the next section, References – Journal/Periodical Articles With a DOI, for further explanation of CrossRef) are beginning to provide the newest DOI format. See the examples below.
  - Although you format DOIs like URLs, the link should take you to the publisher’s site, not necessarily the full article. You may have to use a library database to get the article in full text, or request it through interlibrary loan.

- The three acceptable formats, in order of how they have evolved from CrossRef:
  - doi:10.xxx/xxxxxx (~2009, not currently used)
  - http://dx.doi.org/10.xxx/xxxxxx (~2012, not currently used)
  - https://doi.org/10.xxx/xxxxxx (2017, only format currently accepted for APA 7th Edition Style)

- *DOI stands for Digital Object Identifier. It is that article’s unique address on the internet. Depending on your access, the DOI may or may not lead you to the article’s full text. However, the DOI will lead you to the citation information about the article.

References – Journal/Periodical Articles With a DOI

• Note that this one uses the IV as a designation for the author. Abbreviations, such as Sr., Jr., II, III, etc. are used in the References list, but titles such as, PhD, EdD, RN, etc., are not part of the Reference entry. Abbreviations and credentials are not part of in-text citations.


https://doi.org/10.1025/APJH.2008.151829

Parenthetical Citation Examples: (Cook & Bero, 2009; Holmes, 2010)

Narrative Citation Examples: Cook and Bero (2009) and Holmes (2010)

• You can find DOIs are found as follows. If the methods given below do not work, then you can assume that the publisher has not assigned a DOI to an article.

• Sometimes, DOIs are included with the database citation. Sometimes the DOI is available on the article’s short version. Sometimes you have to click on the article title and look at the full citation. There can be a specific field for the DOI in the database record, or the DOI may be “tacked on” to the end of the abstract field. See the graphic below:

| Abstract: | Executive orders are important presidential tools for health policymaking that are subject to less public scrutiny than are legislation and regulatory rulemaking. President Bill Clinton banned smoking in federal government buildings by executive order in 1997, after the administration of George H.W. Bush had twice considered and abandoned a similar policy. The 1991 and 1993 Bush proposals drew objections from agency heads and labor unions, many coordinated by the tobacco industry. We analyzed internal tobacco industry documents and found that the industry engaged in extensive executive branch lobbying and other political activity surrounding the Clinton smoking ban. Whereas some level of stakeholder politics might have been expected, this policy also featured jockeying among various agencies and the participation of organized labor. (Am J Public Health. 2009;99:1588–1595. 10.1025/APJH.2008.151829) [ABSTRACT FROM AUTHOR] |

• Often, the DOI is located on the article’s first page. DOIs can be at the top, or the bottom, or along the side.

• You can use CrossRef to find DOIs assigned to articles. There is a CrossRef link on the OCLS website. From the OCLS home page (https://ocls.indwes.edu/). Under Key Links, click on: APA Style. Next, click on: Locate a DOI for your articles. You can copy and paste your citation into the box. If a DOI is available, CrossRef will provide it.

• For a better understanding of where to locate the DOI or the publisher’s home web site, see https://ocls.indwes.edu/APA/ElectronicArticlesAPA.pps

References – Journal/Periodical Articles Without a DOI, From a Non-Database Source.


*Journal of Human Resources, 45*(1), 243–269. Retrieved from

http://www.ssc.wisc.edu/jhr/

Parenthetical Citation Example: (Hijzen et al., 2010).

Narrative citation: Hijzen et al. (2010)
• Note that for any in text citation with three or more authors, give the first author surname (last name) only, followed by et al. This applies just to the in text citation. In the References entry, list up to 21 authors.
• For articles that have no discernible DOI and the article is not from a recognized library database (e.g. EBSCO databases, ProQuest databases, Gale databases), use the publisher or journal’s entry page URL, just as for magazines.
• You can find publisher or journal entry page URLs by looking at the Publication page in most EBSCOHost databases. Or, you can use Google to search for the title.
• The Ulrich’s database, listed under Article Databases → General Resources, also provides publishers’ home page URLs.

References – Journal/Periodical Articles Without a DOI, From a Common Library Database or Print Journal


Parenthetical Citation Example: (Dafny & Lee, 2016).
Narrative Citation Example: Dafny and Lee (2016)

• The citation does not require a URL if the article was obtained from either the original print issue or from one of the common library databases.

References – In Press Article

• In Press articles are articles submitted and accepted for publication. List In Press articles without giving volume, issue, or page numbers until the article is published.
• If your References list has multiple entries by the same author, any In Press article entries follow published article entries.
• If there are multiple In Press articles by the same author, use (in press-a, in press-b, etc.) and list them alphabetically by the first word after the date element.
• It is preferable not to use In Press articles since they may still be in the peer-review process.
• If you are working on a long term paper, be sure to check the status of In Press articles before submitting your paper. If the article is no longer “in press” then give the full citation.


Library Review.

Parenthetical Citation Example: (Kiran, in press).
Narrative Citation Example: Kiran (in press)
Reference -- Journal Article, Published as Advance Online Publication


https://journals.sagepub.com/toc/jegb/0/0

Parenthetical Citation Example: (Tordjman et al., 2020).
Narrative Citation Example: Tordjman et al. (2020)

- As with the “in press” article, be sure to check the article’s publication status prior to submitting your paper. If a journal issue publishes the article, cite from the journal issue, not from the advance online publication.

References -- Technical Reports, Research Reports, Non-Newspaper or Journal Articles

- Websites can be difficult because you may not be able to find all the information that you need for a complete citation. The “parts” should include Author. (Date). *Title of the page* (Report No. or format). Source. The source can be a DOI, publisher information, or URL.
- If the web page, in the opinion of the paper writer, will not change, do not include the retrieval date.
- Be sure to copy and paste the URL (web address) accurately. When you submit the paper, the URL should be a live (working) link that takes the reader to the referenced web page.
- If a web page does not have an author, the title of the web page moves to the first position. Use the title to create your in text citation.
- If a web page does not have a date, substitute (n.d.). Use (n.d.) for the date in the in text citation. Do not use the copyright date found at the bottom of a web page. This copyright date is part of the web designer’s development for all of the web pages on the web site. Look for a date (not a review date) close to the content you are citing. If you do not find a clear publication date, it is best to use (n.d.).


Parenthetical Citation Example: (Baylor College of Medicine, 2013).
Narrative Citation Example: Baylor College of Medicine (2013)


To use an organization’s acronym, write the full name the first time you cite the organization in your paper’s text. Use the acronym in all following in text citations.

Parenthetical Citation Example: Indiana Wesleyan University [IWU], (2019-2020). Narrative Citation Example: Indiana Wesleyan University (2019-2020)


http://www.acf.hhs.gov/sites/default/files/opre/a_logic_model_for_coaching_in_head_start_from_the_descriptive_study_of.pdf

Parenthetical Citation Example: (Office of Planning, Research and Evaluation, 2014). Narrative Citation Example: Office of Planning, Research and Evaluation (2014)

- These examples use corporate authors.
- Use parentheses to explain the kind of report the source is. Information in parentheses might include a publication number (many government documents have publication numbers).
- Give the URL, but do not preface the URL with, Retrieved from….

**References -- Webpage From a Larger Website With an Individual Author**


https://www.thebalance.com/level-3-management-skills-2275892

Parenthetical Citation Example: (Reh, 2016). Narrative Citation Example: Reh (2016)

- You may use a retrieval date if you decide that the web page content could change over time.

**References – Webpage From a Larger Site With a Corporate or Group Author**


Parenthetical Citation Example: (“The IKEA Concept,” n.d.). Narrative Citation Example: “The IKEA Concept,” (n.d.)
The writer decided that the page could change with time, so she included a retrieval date.

**References – Webpage From a News Website**
Dmitrieva, K. (2020, January 10). Women now make up the majority of the U.S. labor force.

Bloomberg. https://tinyurl.com/sz8l6sy

Parenthetical Citation Example: (Dmitrieva, 2020).
Narrative Citation Example: Dmitrieva (2020)

- News sources generally have a full date (Year, Month day). Use the full date whenever possible.
- Include the news source, such as CNN, Fox News, Bloomberg, Reuters, etc.
- If the URL is quite long, it is appropriate to use a URL shortening service like Bit.ly or TinyURL.

**Other Kinds of Reference Examples:**

**References – Annual Company Report (taken from the company web site)**


Parenthetical Citation Example: (Yum! Brands, 2018).
Narrative Citation Example: Yum! Brands (2018)

**References – Blog Post and Blog Comment**


https://www.wesleyan.org/a-dream-not-deferred

Parenthetical Citation Example: (Fosua, 2020).
Narrative Citation Example: Fosua (2020)

- If commenting on a blog post then square brackets would be at the end of the title [Comment on “A dream not deferred”].
References -- CINAHL Evidence-Based Care Sheets


Parenthetical Citation Example: (Heering & Gunder, 2018).
Narrative Citation Example: Heering and Gunder (2018)

- The Care Sheets are distinctive to the CINAHL database and not available elsewhere.

References – Course Supplemental

Information systems foundation [Lecture on software.]. (n.d.). Indiana Wesleyan University, Brightspace, MKG-350 classroom. https://brightspace.indwes.edu

Topic 03: Research in psychology. (n.d.). In The field of psychology [Course supplement]. Indiana Wesleyan University, Brightspace, PSY-150 classroom. https://brightspace.indwes.edu

Parenthetical Citation Example: (Information Systems Foundation, n.d.; “Topic 03: Research in Psychology,” n.d.).
Narrative Citation Example: “Information Systems Foundation,” (n.d.) and “Topic 03,” (n.d.)

- Sometimes a course provides additional teaching aids that accompany the course’s assigned readings. Book publishers often provide these resources to enhance course content and provide further teaching on a topic. They may be interactive exercises. They do not include links to streaming media, such as YouTube or Films on Demand. Articles or books from library or open source locations are not course supplementals, either. Other locations in this document give examples for citing these kinds of resources, e.g., Films on Demand for streaming media.
- The first example above shows the activity included the entire supplemental media. The second example is one where the course divided the presentation into multiple topics.
- If there is an obvious author, the References list entry starts with that information. The date follows the author and then the citation continues.
- If a date is given, that information replaces n.d.
- The first part of the retrieval statement will not change. The course number will change, depending on the course.
- The URL should remain the same, https://www.brightspace.com
References – Court Decisions


Parenthetical Citation Example: (Roe et al. v Wade, 1973).
Narrative Citation Example: Roe et al. v. Wade (1973)

- Government statutes, federal code, state codes, legal cases, etc., are difficult to cite because they do not follow the pattern of any other kind of APA citation. Instead, they follow The Bluebook: The Uniform System of Citation (18th ed., 2005). The Bluebook is the writing style the legal community uses.
- The references entry is in regular font and the in text citation is in italics. This is opposite from most other entries.

References – Company Profiles & Industry Profiles (found in EBSCO’s Business Source Complete)


http://www.marketline.com

Parenthetical Citation Example: (Company profile, 2017).
Narrative Citation Example: Company profile (2017)

References – Company Form 10-K

Nike, Inc. (2014, May 31). Form 10-K. http://www.sec.gov/Archives/edgar/data/320187/000032018714000097/nke-5312014x10k.htm#s880EAD4C4C08511533B87162ABD1AE47

- 10-K reports are available for any publicly traded company. They are available from EDGAR, a public government site of the U.S. Securities Exchange Commission.
- Since the company (Nike) is both the author and the publisher, you can omit the publisher information.

References – ERIC Documents

- See References – Archival Documents, for examples of how to cite an ERIC document.
- These include the documents in the ERIC database that have an accession number starting with ED and are generally available from http://eric.ed.gov web site.
References – Videos From Library Video Databases, e.g. Alexander Street Press; Films on Demand, KANOPY, etc.


Parenthetical Citation Example: (DeLucia-Waack et al., n.d.; Griffith, n.d.; Robin, 2018).

Narrative Citation Example: DeLucia-Waack et al. (n.d.); Griffith (n.d.); and Robin (2018)

- Give as much information as can be identified on the video. You may not be able to identify the Director or date, as in two of the examples above.
- When citing several sources for one idea, arrange the sources alphabetically (in ABC order).

References – First Research Industry Reports


- Since this is proprietary information for this database, it would be appropriate to include the name of the database, too. Generally, do not use database names for articles, etc.

References – Fitne Nurse Theorists Video Collection


- Since the producer (or entity that uploaded the content) is the same as the publisher, no publisher information comes after the title.
References – Government Web Site


Parenthetical Citation Example: (Division of Cancer Prevention and Control, 2019; National Cancer Institute, 2018; U. S. Bureau of Labor Statistics, 2019).


- The retrieval date is included because someone could update information on this website.
- The government office or author acronym can be used for an in text citation. Write out the office or author name in the first in text citation. Use the acronym after. Write out the corporate author name in the References list. Do not use the acronym.
- Start with the smallest office noted as the primary author. Add the larger office to the publisher information following the title (see U. S. Bureau of Labor Statistics entry above.) If the author and largest office are the same, do not include publisher information.
- If you are using a site with statistics that could change over time, e.g., unemployment rate, include a retrieval date, e.g., Retrieved January 11, 2020, from URL
- See also: References -- Technical Reports, Research Reports, Corporate Author.

References – Images/Graphics/Photographs/Clipart/Infographic

j4p4n. (2020, January 5). Never give up text [Clip art]. Openclipart.

https://openclipart.org/detail/318785/never-give-up-text

Parenthetical Citation Example: (j4p4n, 2020; Krasnoperova, 2016).
Narrative Citation Example: j4p4n (2020) and Krasnoperova (2016)

- Even if the website is described as a “free clip art” site, you still need to provide an in text citation and References list entry for the image, using a similar format to the above example.
- Clipart is no longer a part of the Microsoft Suite. Instead, when you want to insert an image, it immediately takes you to an online search. In other words, you are going outside your software to search for an image on the internet. Each image you use needs both an in text citation and a References entry. Images are located on an external site and created by someone, so you should cite and reference them per APA.
- Graphics often are untitled. For example, in searching for the right graphic to use, a student might do an image search for a person sitting at a computer. A group of images display and you select one to use in a PowerPoint slide. There is no title or date; only the URL is given where the image originally is stored. This might be an appropriate way to reference it in the References list:


References – Lecture from a Class

- Two examples are given depending on whether the source was a public website, from the course management system, or from a face-to-face situation where the lecture was distributed. Notes from a public website or handouts downloaded from a course should have a References entry like the first example below. The latter two sources (lecture notes in a course management system or notes from an in-person interview) are personal communications. Cite personal communications in text only, not in the References list. See Personal Communication.
- If you reference your lecture notes, cite the notes as personal communication because your notes are only available to you. See Personal Communication.


(J. Barnes, personal communication, July 16, 2019) or J. Barnes (personal communication, July 16, 2019)

Parenthetical Citation Example: (Brock, 2014; Miller et al., 2019).
Narrative Citation Example: Brock (2014) and Miller et al. (2019)

- The first example, Brock, is a PowerPoint presentation available on a university website. The Miller et al. example were lecture notes provided by the professor. These notes are available to anyone in the IWU community who takes that course. The Barnes examples refer to notes taken by an individual student listening to the lecture. You would cite these notes as personal communication.

References – Legislation, Statutes and Regulations


- Government statutes, federal code, state codes, legal cases, etc., are difficult to cite because they do not follow the pattern of any other kind of APA citation. Instead, they follow The Bluebook: The Uniform System of Citation (18th ed., 2005). The Bluebook is the writing style used by the legal community. The APA Style Blog provides an explanatory entry as well as links to more blog posts on legal citations: http://blog.apastyle.org/apastyle/2013/02/introduction-to-apa-style-legal-references.html

References – Market Share Reporter (online edition)


Parenthetical Citation Example: (Burton & Lazich, 2020).
Narrative Citation Example: Burton and Lazich (2020)

- This is information taken from a book published annually by Gale Cengage. It is in the Business Insights database. Note the futuristic copyright date. Copyright dates are at the publisher’s prerogative.
• Note the treatment of the author suffix. Suffixes like Jr., Sr., I, II, III, etc., are used in the References list entry but are not part of the in text citation. APA Style™ does not use author titles such as PhD, RN, MD, etc.

References—Mobile App


Parenthetical Citation Example: (Epocrates, 2020).
Narrative Citation Example: Epocrates (2020)

• To get the URL location, send a text message to yourself from the app description in the app store. There is an option using the send to feature, by either text or email. This option gives you the URL for the app in the app store.
• If you are sure you have the latest app version downloaded on your device, you can find the app version either in the app itself or by going to the app store.

References – Motion Picture


Parenthetical Citation Example: (Bakshi, 2010).
Narrative Citation Example: Bakshi (2010)

References – Music Recording


Parenthetical Citation Example: (Mozart, 1787/2002).
Narrative Citation Example: Mozart (1787/2002)

• It is not necessary to show what the format or source of the recording was (e.g. CD, Pandora, Amazon Prime, Spotify, etc.). Sometimes, this may be helpful information.
• Provide a URL if the recording is only available online.
References – Opposing Viewpoints in Context (Viewpoint article)

Genetically modified food is unsafe. (2016). In D. Bryfonski (Ed.), Global sustainability.

Greenhaven Press. https://www.gale.com

Parenthetical Citation Example: (“Genetically Modified,” 2016).
Narrative Citation Example: “Genetically Modified” (2016)

• Many of the viewpoint articles come from a series of books called Opposing Viewpoints. This example is from one chapter in one of the Opposing Viewpoints books.

References – Podcast


http://michellemcquaid.libsyn.com/can-resilience-be-cultivated-podcast-with-george-bonanno

Parenthetical Citation Example: (McQuaid, 2019).
Narrative citation Example: McQuaid (2019)

• If an organization, institution, company, news source, etc., produces the podcast, include that information as publisher information, immediately following the title. As in the case of this example, the Host was also the producer.

• Describe if the episode was an audio or video podcast in square brackets.

References – PowerPoint Slides


https://www.csus.edu/indiv/b/brocks/Workshops/NASP/BIPOLAR%20Summer%20NASP%202007.pdf

Parenthetical Citation Example: (Brock, 2014).
Narrative Citation Example: Brock (2014)

• See also: References – Lecture From A Class for examples of how to cite and reference a PowerPoint uploaded to a Brightspace online course.
References – Software


Redmond, WA: Author.

Parenthetical Citation Example: (Microsoft Corporation, 2019).
Narrative Citation Example: Microsoft Corporation (2019)

References – Standard & Poor’s NetAdvantage

- There are several different kinds of sources available in S & P’s NetAdvantage database, so this example may not exactly match up with what you are citing. Pay close attention to the title, date, and if the source has an author. The retrieval information will be the same.


Retrieved from Standard & Poor’s NetAdvantage database.

Parenthetical Citation Example: (Freeman & Choong, 2019).
Narrative Citation Example: Freeman and Choong (2019)

- Because this information is proprietary to Standard and Poor’s, include the database name in the References list entry. NetAdvantage is the only database that gives this exact content.

References – Student Handbook (IWU publication)


Parenthetical Citation Example: (Division of Post-Licensure Nursing, 2019-2020).
Narrative Citation Example: Division of Post-Licensure Nursing (2019-2020)

- Available from Indiana Wesleyan University Portal, Academic Sites, RNBS Student Resources, is the text you should use. The IWU portal is a secure site that is only available to the IWU community. No one outside of the IWU community can access the actual URL.
References – Student Paper

Bitner, A., Freeborn, M., & Lamar, A. (2011). *Organizational culture among executives at Eli Lilly*. Unpublished manuscript, College of Adult & Professional Studies, Indiana Wesleyan University, Marion, IN.

Parenthetical Citation Example: (Bitner et al., 2011).
Narrative Citation Example: Bitner et al. (2011)

- Note: There might be occasion to cite a student paper from a previous class. Although this is not a recommended practice, you should cite the paper per above. Self-plagiarism is discouraged. The majority of the new paper should be original research and writing.

References – SWOT From a Specific Database, Business Insights: Essentials


Parenthetical Citation Example: (“3M Co-financial,” 2018).
Narrative Citation Example: “3M Co-financial” (2018)

- These are SWOT Analyses that are specific to the Business Insights: Essentials database.

References – Syllabus

Indiana Wesleyan University. (2019, June). *GEN-111: Foundations of lifelong learning*

[Syllabus]. Brightspace, Indiana Wesleyan University. https://brightspace.indwes.edu


[Syllabus]. Brightspace, Indiana Wesleyan University. https://brightspace.indwes.edu

Parenthetical Citation Examples: (Indiana Wesleyan University, 2019; Short & Oldham, 2020).
Narrative Citation Examples: Indiana Wesleyan University (2019) and Short and Oldham (2020)
References—TED Talk

Veitch, J. (2015, December). *This is what happens when you reply to spam email* [Video]. TED Conferences. https://www.ted.com/talks/james_veitch_this_is_what_happens_when_you_reply_to_spam_email

Parenthetical Citation Example: (Veitch, 2015).
Narrative Citation Example: Veitch (2015)

- Many classes use TED Talk educational videos as a part of their curricula. If the video is linking directly to the TED site, then cite and reference per the above example. Some TED Talks come from library subscription databases (e.g., Films on Demand). In this case, cite and reference per the specific library video database.

References—TED Talk from YouTube


https://www.youtube.com/watch?v=xMj_P_6H69g

Parenthetical Citation Example: (TED, 2013).
Narrative Citation Example: TED (2013)

References—Television Show, One Time Occurrence


Parenthetical Citation Example: (Moses & Rankin, 2009).
Narrative Citation Example: Moses and Rankin (2009)

References—Translated Book (or Article)


Parenthetical Citation Example: (Sénécal, 2016/29/19).
Narrative Citation Example: Sénécal (2016/29/19)

- This is an example of a book in English translated from another language.
There may be times when the book (or article) is in another language and you used the source in that language, but for clarity, you could translate the title into English. In this case, put the translated English title in square brackets right after the title, with no punctuation until after the last square bracket.

References – TREN document (Theological Research Exchange Network).


Parenthetical Citation Examples: (Anderson, 2006; Runn, 2017).
Narrative Citation Examples: Anderson (2006) and Runn (2017)

- TREN is a database of dissertations and theses prepared for graduate theological schools.
- IWU provides the full text of these documents from the library catalog.

References – Tweet (From Twitter)


Parenthetical Citation Example: (APA Style, 2019).
Narrative Citation Example: APA Style (2019)

- Social media posts often contain non-standard spelling and use of symbols. Copy these exactly as used.

References – University Catalog


Parenthetical Citation Example: (Indiana Wesleyan University [IWU], 2018-2019; IWU, 2019-2020).
Narrative Citation Example: Indiana Wesleyan University (IWU, 2018-2019) and IWU 2019-2020)

- A new catalog is published electronically each year. Students retain the catalog that they began with in their first course of their degree program. For example, if a student began a degree program in September of 2019, they would continue to use the 2019-2020 edition of the catalog, even though IWU will publish a new edition of the catalog in the fall of 2020. Displaying the date as a part of the title is important.
- You can shorten a corporate author name to its acronym if the intended audience readily understands the acronym.
- Avoid enclosing more than one in text citation in back to back parentheses. Instead, place the information inside one set of parentheses per the first example above.

References – UpToDate™ database


Parenthetical Citation Example: (King, 2020).
Narrative Citation Example: King (2020)

- Use this format for a chapter in an online book.
- UpToDate™ constantly updates information and does not archive previous versions. Use a retrieval date and the actual date of the most recent revision to create the References list entry.
- UpToDate also provides drug information that comes from Lexicomp™. A drug entry might be cited as follows:


Parenthetical Citation Example: (Pirfenidone, 2020).
Narrative Citation Example: “Pirfenidone” (2020)

- The in text citation would be: (“Pirfenidone,” 2020). If you use a direct (word-for-word) quotation, add a paragraph number or section header: (“Pirfenidone,” 2017, Section adverse reactions).

References -- UpToDate™ App

UpToDate, Inc. (2020). UpToDate (Version 3.18.0) [Mobile app]. App Store.
UpToDate, Inc. (2020). *UpToDate (Version 3.18.0)* [Mobile app]. Google Play Store.

Parenthetical Citation Example: (UpToDate, 2020).
Narrative Citation Example: UpToDate (2020)

- To get the URL location, send a text message to yourself from the app description in the app store. There is an option using the send to feature, by either text or email. This option gives you the URL for the app in the app store.
- If you are sure you have the latest app version downloaded on your device, you can find the app version either in the app itself or by going to the app store.

**References – Video**

Cameron, C. (Director. (2006). *Brushworks—the DVD* [Film; educational DVD]. Fischer.

Parenthetical Citation Example: (Cameron, 2006).
Narrative Citation Example: Cameron (2006)

- If you use a direct (word-for-word) quote from a video, show the location where the quote begins. Usually this displayed in minutes and seconds, e.g., (Veitch, 2015, 5:11).
- Whenever possible, use the Director as the author. When you cannot determine the Director, use someone in a similar position, such as the host. Label the position as such.
- Labeling the video format, e.g. DVD or streaming media, is not imperative. However, if you include the format, it should follow the word, Film with a semicolon as illustrated above.

**References – YouTube Videos and Channels**


https://www.youtube.com/watch?v=AoJ6PsoBQ04

- To quote directly (word-for-word) from an audiovisual work, provide a time stamp for the beginning of the quotation in place of a page number.
  - “The title is the most important part of your title page, and arguably your entire paper” (Killam, 2020, 1:29).
  - Killam (2020) goes on to say, “I love titles that pique my interest” (2:02).
Pulmonary Fibrosis Foundation. (n.d.). *Home* [Pulmonary Fibrosis Foundation Channel].

YouTube. Retrieved January 28, 2020, from https://www.youtube.com/channel/UCX7PIZrKrZb6CWJncJboI2g

Parenthetical Citation Example: (Killam, 2020; Pulmonary Fibrosis Foundation, n.d.). Narrative Citation Example: Killam (2020) and Pulmonary Fibrosis Foundation (n.d.)

- YouTube channels are not dated. Use n.d. for the date.
- It is very easy to update YouTube content, so APA recommends a retrieval date.
- Some users in YouTube go by a pseudonym or screen name, instead of their real name. Use the author’s real name and their pseudonym in square brackets right after the name. If only a pseudonym is used, then use the pseudonym for the author name.

**PowerPoint™ Presentations and APA**

Just as you cite and provide References for a paper, it is also important to provide in text citations and References in PowerPoint™ presentations. This includes citing and referencing images that you use in the PowerPoint™.

There are two commonly accepted practices for citing and referencing in PowerPoint™ presentations. You may want to check with your instructors to see if they have a preference.

- One way provides an in text citation on each slide just as you would do for a paper. If you cite only one source per slide, the in text citation can be positioned at the bottom of the slide. Then, put a full Reference entry at the bottom of the slide where that content is shown. Again, you can format this reference in a small font size so that it does not consume the slide.
- Use this second way if you cite more than one source per slide: Place the in text citation with the content. Then, create a References list on the last slide in the presentation, just as you would for a paper. The References list can use a smaller font, e.g., 12 or 14-point font. You will not necessarily need to read your References list when you give a presentation. The references show that you are giving credit for content not original to you.
- Of these two methods, the second approach with one slide for all of your references is the least intrusive to the flow of your actual presentation.
- Note about clipart: In pre-2013 versions of Microsoft Office, clipart came as a part of the software. In Office 2013 and subsequent versions, the Insert option gives you a way to insert saved pictures on your machine or finding pictures online via Bing Image Search. You need to cite and reference clipart or online pictures, as well as any other images that you might use.

The following page provides two PowerPoint slide examples. The first slide shows in text citations with the slide content. The second slide shows a References list that is the presentation’s last slide.
Chester Barnard (1886-1961): A Brief Biography

- First corporate position: AT&T’s Statistics Department
- President, New Jersey Bell Telephone, 1927-1948
- Author of *The Functions of the Executive*, a “primer for the scientific study of organizations” ([Williamson, 1995a, p. 3])
- Blended theory and practice of organization and management, emphasized practical experience
- “Action analysis based on a realistic human model” ([Tsuneo, 2005, p. 21])

References


Academic Writer™ is a software tool the American Psychological Association (APA) created. Off Campus Library Services (OCLS) pays for the subscription to this resource. Academic Writer™ has several areas:

- **Learn** – Quick Guides, Tutorials, References examples, paper examples, Tables and Figures examples are all available in this area.
- **References** – Use this area to access saved References and add new References.
- **Write** – Allows the user to create, save, and continue editing papers. The Write area requires an additional username/password. The user creates their user name and password. The Write area is available only to the user; it is the user’s personal space.

OCLS highly recommends students use Academic Writer. The software takes the stress out of APA format both for the paper as a whole and individual in text citations. Users still have to know when to cite their sources and need to use the software to place in-text citations in Academic Writer. Academic Writer formats references in APA 7th Edition Style, as long as users enter the information correctly.

Although there are three ways to access Academic Writer, OCLS recommends the Brightspace options below to get to Academic Writer more easily.

- **Option 1:** Go to your current Brightspace course. Scroll along the right-hand side of the page and find the **Tools for Success!** widget. Click the Academic Writer button.
- **Option 2:** Go to your current Brightspace course. Click on Content (from the top toolbar). Next, click on Course Dashboard (left side), and then click on IWU Resources. Now, click on the Academic Writer link.
  - The first time you click the Academic Writer button or use the IWU Resources link, you will need to create a personal account for Academic Writer™. Once you have created your account, use either of these options. Brightspace will connect right into the Academic Writer interface.
- **Option 2:** Go to the OCLS home page, ocls.indwes.edu; on the left side, click on Academic Writer. Now, click on the Academic Writer graphic or the Go to Academic Writer link (at the bottom). Log in via usual methods for accessing a library database. Once you get to Academic Writer, you will need to log into your personal account when you enter the WRITE area.

### Formatting Your Paper in Word

#### General Paper Formatting

Use the margins function (in Word 2010 and higher versions, this is under Page Layout). Verify that the margins are set at one inch on all four sides. This is the default setting for Word 2010 and subsequent versions.

Set your paper for double spacing. You can find this option on the Home ribbon in the Paragraph area.
Later versions of Word add a little extra white space between paragraphs by default. This extra spacing throws off a true double spaced appearance. To alleviate this default, you need to modify some settings each time you start a new paper (you can set this as the default setting for all Word documents).

First, click on the arrow for the Paragraph section on the Home ribbon.

In the Spacing area, make sure there is a checkmark next to *Don’t add space between paragraphs of the same style*. Also be sure that the number for Before: and After: are both set as 0 (zero).

These steps will take care of your paper's default spacing settings. You will have to make these changes each time you start a new paper or set this spacing as the default setting for all Word documents.

### Formatting Tables

Here are some tips for deciding when to use a table:

- Tables visually display numerical values or textual information.
- Tables are arranged neatly in columns and rows.
- Label and format any other image or graphic without rows or columns as a figure.
- Do not over use tables. Most times, readers learn information better in text rather than in a table.
- For a class assignment, fair use allows the use of a table from another source whether you present the table as is or adapt it. However, you must provide attribution for the source
that has the original table. **APA 7th Edition Style requires a References list entry for tables adapted and presented from other sources.**

- If you will publish your paper (i.e., make it available through the IWU library catalog or as part of ProQuest Dissertations & Theses), you must obtain copyright permission to reproduce the table.

**Formatting the table:**

- Use 12 pt., New Times Roman for most tables. If needed, you can go as small as 10 pt. font, but no smaller. Tables can be single-spaced but if there is more clarity with additional white space, it is preferred to use double spacing.
- Keep the table on one page as much as possible. You can format tables in the paper in either landscape or portrait orientation.
- Every row/column must have a label.
- Use a light weight line and only use horizontal lines, no vertical lines.
- Format the table number in **bold font**, flush left against the margin, and use numerals for numbering, e.g., **Table 1**.
- The table title is in italics with all significant words greater than three letters capitalized. Place the table title above the table itself. Double space the table number and title.
- A table may have three kinds of notes underneath.
  - A general note explains any information that relates to the table as a whole. Use a general note to attribute the information in the table to another source. A general note starts with the word, **Note** in italics, followed by a period.
  - A specific note explains information for just one column, row, or cell in the table. Use a superscript lower case letter, starting with the letter a.
  - A probability note helps to explain when probability markings are used in a table, e.g., asterisks or other symbols.
- Number tables sequentially as they are discussed in the text, e.g., Table 1, Table 2, etc.
- Refer to any tables you use in your paper’s text. An example of this might be: Table 3 explains the gender breakdown of the research group. Never include a table (or figure) that you do not mention in your paper’s body (text).
- Using the Insert ribbon of the word processor, you can insert tables easily into a paper. However, the formatting of the generic table the word processor generates is not per APA guidelines. You will have to edit the some of the lines and erase the vertical lines to get it to match the example below.

Here is an example of a correctly formatted table.

**Table 8**

*Gender of Leader*

<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Percent</th>
<th>VP</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid</td>
<td>Male</td>
<td>84</td>
<td>69.4</td>
<td>69.4</td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td>37</td>
<td>30.6</td>
<td>100.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>121</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

**Note.** VP stands for Valid Percentage, and CP stands for Cumulative Percentage.
Tips for deciding to include a figure:
- Include any images or information that does not display well in a table format.
- Figures should add value to the paper.
- Figures may display information more accurately and in more visually appealing ways than a table.
- Create figures in such a way that readers will understand each figure without having to read the paper's text.
- Figures should convey essential facts.
- Figures should be visually appealing in both size and readability.
- For a class assignment, fair use will allow the use of a figure from another source whether presented as is or adapted. However, you must provide attribution for the source that has the original figure. If you will publish your paper (i.e., make it available through the IWU library catalog or as part of ProQuest Dissertations & Theses), you must obtain copyright permission to reproduce the table.

Formatting the figure:
- Lines should be clear and sharp.
- Typeface is simple, readable, and consistent with the rest of the paper.
- Make sure the graphic, photograph, chart, graph, etc., is large enough to be understood.
- The figure number appears above the figure in **bold print**. Place the figure title one double-spaced line below the figure number. Format figure titles in *italics*.
- The figure number is in bold print and numerals are used sequentially, e.g., **Figure 1**, **Figure 2**, **Figure 3**.
- Refer to each figure in your paper’s body.

See the next page for two examples of correctly formatted figures. Figure 2 requires attribution due to copyright.
Figure 1

*Laissez-Faire Leadership Style*

Note. The histogram illustrates the perception of laissez-faire leadership style displayed in the two leader groups.

Figure 2

*Williams Prayer Chapel on the Campus of Indiana Wesleyan University*

Note. Copyright 2013 by J. L. Kind. Used by permission.
Removing Hyperlinks for URLs

Display web addresses or URLs consistently either as hyperlinks (live links with blue underlined font) or as plain text (black font, no underline, not hyperlinked). URLs and web addresses should have the same format throughout your paper.

You can remove hyperlinks easily using your Word processing program. Word processing programs automatically want to hyperlink URLs, turning them blue with an underline.

Remove hyperlinks as follows:
- Place the mouse over the hyperlink.
- Right click.
- Click on Remove hyperlink.

Reference List Creation for WORD 2010 and all subsequent versions

A simple way to create your References list in Word is to use the ruler. Drag the bottom part of the two arrows to the right one-half inch. This step will create the hanging indent part of the References entry. You will need to be sure that you set up double spacing. Now, when you type, the lines will "wrap," and any second or subsequent lines will go to the hanging indent marker. When you press Enter or Return to start a new entry, the cursor will return to the left hand margin. Your typing should look like the Autry example in the illustration on the right. If you already have typed your sources, simply highlight the References and move the margin arrow over. Again, make sure all lines are double-spaced.

You can set these steps up automatically by going to the Paragraph section of your Word toolbar. Click on the small arrow in the bottom right hand corner. In the window that pops up, go the Special area and use the drop down to select Hanging. Click OK. Again, if your sources are already typed in, highlight all of them first so you can apply the new settings to your entire References list.
Getting Help with APA

The OCLS APA 7e Guide contains only a few examples for common sources IWU students use in their papers. Here are some further resources and helps for understanding APA:

### Sources to use for Further APA Help


http://www.blog.apastyle.org


https://academicwriter.apa.org


### APA Research Paper Example: Sample Formatting With APA Writing Helps

Here is a link to an example paper done using APA 7th edition Style (copy and paste this link into your web browser):


- Provided by the American Psychological Association on their APA writing style site.

Still have questions? Do not see your source covered here? Call Off Campus Library Services (OCLS) at 1.800.521.1848 or use our email form: https://ocls.indwes.edu/forms/request.aspx
APA Research Paper Example

You will find a sample research paper using APA 7th Edition Style on the following pages.
APA Research Paper Example: Sample Formatting With APA Writing Helps

FirstName LastName
Department of Leadership Studies, Indiana Wesleyan University
DOL740: Organizational Theory and Design
ProfessorName
January 27, 2020

Note: The margins were altered for this sample to allow room for the call-out boxes. Margins should be 1 inch all around the page. 12-point Times New Roman, 11-point Arial, 11-point Calibri, 11-point Georgia, 10-point Lucida Sans Unicode, or 10-point Computer Modern are accepted fonts. All lines should be double-spaced. Only use left side justification. Additionally, your program may require the placement of a plagiarism statement. This is not part of APA but may be required. Consult your instructor for correct placement and wording.
APA Research Paper Example: Sample Formatting With APA Writing Helps

The first page of text will be numbered page two, and so on. The page number is on the right-hand margin. When you finish typing the text of your paper, use a page break in your word processing program so that your References list starts on a new page. The page break will keep the References from “traveling” down the page should you need to go back and insert a significant portion within the body of your paper.

Use an indentation (0.5 inches, ½”, or one TAB) for new paragraphs and space once between any end of sentence punctuation and the beginning of a new sentence. Try to include a minimum of three (3) sentences per paragraph but even five (5) to seven (7) is a better target number. APA does not require a specific number of sentences for a paragraph. Instead, APA Style™ recommends varied paragraph lengths. Contact your instructor for her/his preference as to the required number of sentences for each paragraph.

This paragraph will demonstrate both quoted citations and paraphrased citations. It does not matter whether you quote directly or reword a concept into your own words both examples require documentation in your paper’s body. Every sentence, whether quoted or paraphrased, needs a citation. This helps the reader to understand what is original to you and what is from another source. In the case of a direct (word-for-word) quote, use quotations marks around the quoted material. Parris and Peachey (2013) contended “leadership is one of the most comprehensively researched social processes in the behavioral sciences” (p. 377). Note that the punctuation for the quote is outside the parenthetical in text citation at the end of the sentence. APA Style™ considers the citation part of the sentence. By studying the leaders of an organization, one can also determine the success of the organization (Parris & Peachey, 2013). This might be an example of citing a paraphrased section from a source. Sometimes a source
may not have an author. In the example from the References, you would cite like this. “Leaders have a responsibility towards society and those who are disadvantaged” (“Servant Leadership,” n.d., para. 1).

Bass and Bass (2008) include a short overview of servant leadership. Scholars attribute the servant leadership model to Robert Greenleaf, who developed the model from his own experience as an executive in the business world. Greenleaf felt that a person’s ego could be a detriment to an organization’s success. Instead, the leader needed to model a following behavior (as cited in Bass & Bass, 2008). The greatest achievement of the leader was to consider the needs of their followers first. Although this is a known model of leadership in the business world, it emulates Christ’s teachings.

Note that in the previous paragraph the source did not change. It was apparent that all the sentences had to do with Bass and Bass. Thus, you did not need to include a citation for each sentence. However, if you introduced another source, then you would need to add full in text citations for both the new source and any sentences that referred to Bass and Bass. There is no carry over from subsequent paragraphs. You need a full citation for cases like these.

If the quote is 40 or more words long, then use an indented block quote without quotation marks. The indented block is still double-spaced it includes an author, date and page number (if available) in the reference. For the long block quotation, the punctuation at the end comes at the end of the sentence. Place the parenthetical information for the source after the ending period, without punctuation. Here is an example of a long quotation as shown by Umlas (2013):

Servant Leadership, which started in the 1960s and is still practiced by such corporate giants as Southwest Airlines, Marriott International, Starbucks and many others, made some people feel put off by the concept of having a leader serve his or her followers. But
the bottom line results and employee engagement that was created eased their discomfort.

(p. 18)

Signal words are a good introduction for text that you are quoting or paraphrasing. Table 1 provides a list of possible introductory words to use. You can probably think of even more.

**Table 1**

*Signal Words That Help Introduce Quotes or Paraphrases*

<table>
<thead>
<tr>
<th>Acknowledged</th>
<th>Believed</th>
<th>Emphasized</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added</td>
<td>Claimed</td>
<td>Explained</td>
<td>Reported</td>
</tr>
<tr>
<td>Admitted</td>
<td>Commented</td>
<td>Found</td>
<td>Revealed</td>
</tr>
<tr>
<td>Advised</td>
<td>Conceded</td>
<td>Maintained</td>
<td>Said</td>
</tr>
<tr>
<td>Agreed</td>
<td>Concluded</td>
<td>Noted</td>
<td>Showed</td>
</tr>
<tr>
<td>Argued</td>
<td>Considered</td>
<td>Observed</td>
<td>Speculated</td>
</tr>
<tr>
<td>Asked</td>
<td>Contended</td>
<td>Pointed out</td>
<td>Suggested</td>
</tr>
<tr>
<td>Asserted</td>
<td>Described</td>
<td>Predicted</td>
<td>Wrote</td>
</tr>
</tbody>
</table>

*Note.* Adapted from *Prentice Hall Reference Guide (7th ed.)*, by M. Harris, 2008, p. 400.

When incorporating lists in your writing, the preferred methods are as follows. Use the first way if the list includes short phrases. A good essay includes (a) a thesis statement, (b) an introduction, (c) at least three to four paragraphs of more than three sentences, and (d) a conclusion. If the list includes sentences, then you should write it another way. Boone and Makhani (2012/2013) noted some of the attributes of a good leader as:

1. The leader desires to see his employees succeed. [Note if there was a second line, it is flush left.]

2. The leader will set the vision for the employees.
If your paper contains a lot of numbers or statistics and using these methods could prove more confusing, then use a bulleted list. Use the standard circle or square bullets, not decorative shapes or colors for the bullets.

Please keep in mind that this sample paper does not follow the APA rule that every entry in the References list must have a matching in text citation in the paper’s body. The following References list gives you actual examples of some of the more commonly used kinds of sources. The References list also shows the hanging indent format and each reference in alphabetical (ABC) order.
References


Center for Servant Leadership at the Pastoral Institute (Director). (2000). *Servant leadership: At the best companies to work for in America* [Videotape]. Greenleaf Center for Servant-Leadership.

Columbus State University. (n.d.). *Definition of servant leadership.* http://servant.colstate.edu/


Ver. 7e.2021.3.16
Greenleaf Center for Servant-Leadership. (2002). *What is servant-leadership?*  
http://www.greenleaf.org/whatissl/  


Servant leadership. (n.d.). http://changingminds.org/disciplines/leadership/styles/servant_leadership.htm  


Note: Some of the citations above are fictitious.