

You should use the header feature to type in a shortened version of your title (no more than 50 characters) and include the page numbers rather than typing it onto the top of each page; otherwise, as you add material to your paper or subtract it during the editing process, your header can end up anywhere.

To insert the header in Word 2007, go to Insert on the top menu bar and find the Header and Footer box. Click on the page number icon and choose Top of Page, simple Number 3. This gives you the page numbers in the upper right corner. Put the cursor right behind the page number and type your shortened title. Then press the space bar a few times. Your header should appear on every page. Do not type the page numbers; they will automatically change.

Title (e.g. APA Paper Template and Citation Guide)

Your name

Course

Professor

Note: Your title should be in the same font as the rest of your paper, not enlarged or bolded, italicized, or underlined.

Date

Spell out the date rather than using all digits and dashes.

Abstract

Check with your instructor to see if you need an abstract page. If you don't, proceed directly to the first page of text. If you do, an abstract is a short (120 words or less) summary of your paper written in the third person—that means no references to yourself as the writer, no “I” language. Include the question the paper examines, your main point, and any significant findings or conclusions.

Body of Paper

Center your title at the top of your text above the introductory paragraph.

Tips for Academic Style:

1. Paragraphs: Indent the first line of each paragraph. Do not skip an extra space between paragraphs.
2. Spacing: Double space
3. Font size: 12 (Font style preferred: Times New Roman or Courier)
4. Margins: 1 inch (or Word default settings)
5. In-Text Citations (see below)

Tips for Business Style:

1. Paragraphs: Don't indent the first line of each paragraph, but skip an extra space between paragraphs.
2. Spacing: Single space
3. If you use subheadings, format consistently throughout.
4. Everything else is the same as Academic Style

Tips on making your point clearly:

1. Use the beginning of your paper to lead into your point. Write a clear, original, and arguable thesis statement within the first two paragraphs. *Traditionally in the USA, the thesis comes at the end of the introduction.*
2. Have a distinct concluding paragraph in which you reinforce the idea of the thesis.
3. Use the paragraphs in between to provide details, examples, support, data, and argument. To emphasize your own voice, begin and end paragraphs with your own words and analysis, sandwiching reference to sources in between.
4. When you quote from or summarize someone else's work, spend at least as much time talking about the idea yourself as you do in repeating it.
5. To distinguish your ideas from someone else's, cite all borrowed ideas correctly.

In-Text Citations (Using References in Your Document)

Here are six handy guidelines for referring to research material in your paper:

1. First, if you wonder whether you should include a citation or not, include it! It's better to be safe than sorry. Anything that did not originate in your own brain needs to have a citation showing where you got the information.
2. When you are paraphrasing or summarizing the ideas of a source without using the exact wording, you need to include the last name of the writer and the year.
Example: (Votaw, 2006).

3. If you are using the exact words of a source in your paper, you must put the exact wording in quotation marks [“ ”] and include the last name of the writer, the year, and the page number. *Example: (Votaw, 2006, p. 18).*
4. If your source does not have an author, use the first few words of the title instead of the last name. Your in-text citation needs to link up with the end reference, so whatever that starts with is what you use when you refer to it in your paper. *Example: For the encyclopedia article entitled “Competency to stand trial,” you would use (Competency, 2002, p. 219).*
5. If you have a web source with no page numbers, you can use the paragraph number instead. *Example: Whole Foods Market has a health information disclaimer on their web site that contains the following wording: “Consult your own physician regarding any opinions or recommendations with respect to your symptoms or medical condition” (Health info, 2006, para. 1).*
6. If your source has no date, use (n.d.), which stands for “no date.” *Example: According to the North Texas Food Bank’s “Hunger fact sheet” (n.d.), the number of people using food banks has more than doubled since 2001.*

Three ways to cite sources properly:

Step One: Create your bibliographic entry for the References page. Then you can choose between these three ways to cite that source within your paper. Say the end reference looked like this:

Bennett, N. & Miles, S.A. (2006). Second in command: The misunderstood role of the chief operating officer. *Harvard Business Review*, 84(5), 70-78.

You could then choose any of these three ways to refer to the material and give all the necessary information in your paper:

1. *Making the author and date part of the sentence:*

As Bennett and Miles (2006) show in their article “Second in command,” the COO of a company is often overlooked.

2. *Saving everything for the end of the summary:*

The COO of a company is often overlooked (Bennett & Miles, 2006).

3. *Using a direct quotation: (Choose the option that works best for your sentence. They all contain the three necessary items.)*

Bennett and Miles point out that “When you start to examine COOs as a class, one thing immediately becomes clear” (2006, p. 72).

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There are many ways to refer to a source in your paper. As long as you have all the required information, choose the one that works best in your paragraph.

References

Include your title page and references page as part of the same file as your text so that the header and page numbers sequence continuously. Uniformly double-space your references in alphabetical order using whatever starts each entry—the author’s name, or the title if there is no author. Indent every line after the first to distinguish one source from another.

Tips:

1. Uniformly double space your references. Indent each line after the first in each entry to distinguish one source from another.
2. Arrange your sources alphabetically by author’s last name, or by title in the case of sources with no authors.
3. See examples below of how to cite print and electronic resources

PRINT RESOURCES

Book with one author:

Schneider, G. P. (2004). *Electronic commerce: The second wave* (5th ed.). United States: Thomson.

Book with more than one author:

Kerin, R.A., Hartley, S.W., Berkowitz, E.N., & Rudelius, W. (2006). *Marketing* (8th ed.). New York: McGraw-Hill.

(Note: If a book has more than 6 authors, list only the first one on the title page, followed by et al. (Latin for “and others”). If the Marketing book had 7 authors, you’d list it as Kerin, R.A., et al. (2006). *Marketing* (8th ed.). New York: McGraw-Hill.

Book with an editor:

Rosu, A. (Ed.). (2005). *New affinities* (3rd ed.). Boston: Pearson Custom.

Something taken from an anthology (a collection of pieces):

Campbell, J. (2004). The information of dreams. In P. Winters & J. Schneider (Eds.), *Frame and focus* (4th ed., pp. 203-208). Boston: Pearson Custom.

(Note: Even if the article, poem, or story was written in a different year, use the year the whole book was published).

Encyclopedia article with an author:

Moore, M.S. (2002). Actus reus. In J. Dressler (Ed.), *Encyclopedia of crime and justice* (2nd ed., Vol. 1, pp. 15-24). New York: Macmillan Reference.

Encyclopedia article with no author: (Start with the title.)

Competency to stand trial. (2002). In J. Dressler (Ed.), *Encyclopedia of crime and justice* (2nd ed., Vol. 1, pp. 218-221). New York: Macmillan Reference.

Newspaper article: (Start with the title if there is no author.)

Shields, J. (2006, May 4). Lawsuit alleging profiling is settled. *The Philadelphia Inquirer*, pp. B1, B8.

Magazine article: (Start with the article's title if there is no author.)

Vista's coming: Are you ready? (2006, June). *Maximum PC*, 11, 24-35.

Journal article:

Bennett, N. & Miles, S.A. (2006). Second in command: The misunderstood role of the chief operating officer. *Harvard Business Review*, 84(5), 70-78.

ELECTRONIC RESOURCES

Article from an electronic database: (Write the reference as you would a hard-copy source, and then add on "Retrieved date from database")

Votaw, C.L. (2006, May 9). Speechless in Japan, or sketching my way through a year's visit. *Christian Science Monitor*, p. 18. Retrieved June 7, 2006 from the Proquest database.

Information from a web site: (If there is no author, start with the title of the page from which your information is taken. If no date of last update, use (n.d.)—no date.)

Health info disclaimer. (2006). Wholefoodsmarket.com. Retrieved June 7, 2006 from <http://www.wholefoodsmarket.com/healthinfo/disclaimer.html>

Interesting Exceptions:

1. Interviews and surveys that you have done yourself cannot be documented on your References page because they exist for the first time in your own paper. Someone could quote from your paper and cite your work, but you can't cite yourself. Just be sure to include all of the necessary information about the survey or the interview in the text of your paper, including date, place, method, and names of the people you talked to (only if they have given you permission to use their names).

Example: In a July 3, 2007 conference with Nana Owusu, Director of Library Services for DeVry University in Fort Washington, PA, I learned how to record an interview in my paper.

2. If you use part of one of your previous papers in your current paper, you will need to cite yourself. On your References page, your entry will look like this:

Hostutler, B. (2006). Vision and revision. Unpublished essay, DeVry University, Fort Washington, PA. Available upon request from author.

3. If you want to refer to something quoted or summarized in a source you have, but you don't have the original work by the person whose words or ideas you want to use, follow these guidelines:

Refer to both sources in your text like this: (Freedmeyer, 1999, as cited in Nelson, 2007, p. 34). On your references list, provide the full bibliographic information for Nelson (2007), the source you have. Don't include Freedmeyer (1999) on your end reference list since you didn't have access to that source yourself.