

APA Style Guide

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*(For student papers, here is where one includes information including the class, professor and date)*

## Abstract

This guide was written for CIBU students to assist them in producing APA style papers. It covers paper formatting, citations, quotations and references. This guide also instructs students on where to look for further assistance with APA style. This is not a complete and comprehensive manual of APA style, instead a reference tool accessible to most users.

The abstract section summarizes the contents of the paper. Notice how on the abstract page there is no indentation of the paragraph. Abstracts are typically one paragraph, brief, and do not exceed 120 words.

The abstract can be considered optional for shorter papers, but is useful for longer papers.

## APA Style Guide

This is the beginning of the text of the paper. The title has been repeated at the top of the first page of text. Paragraphs are indented, and all text is double-spaced.

### *Page Headers*

Every page should have a heading with the first two or three words of the title, as well as the page number, in the upper right hand corner. This is useful in case the pages get separated.

### *Running Head*

Many APA style guides and software include the usage of a running head. For most written work at CIBU, running heads are unnecessary. A running head appears at the top of the page in printed journals, so that the reader knows the title of the article. However, unless a student expects to publish the paper in an academic journal, a running head is not necessary.

### *Citations*

APA style citations are in-text, as opposed to using footnotes. If another's work is quoted or referred to, a citation is used in text, and a reference is placed on the reference page. For example: In the classic work *How to Win Friends and Influence People*, smiling is recommended as a simple, effective way to make a good first impression (Carnegie, 1936). Notice the author's last name, as well as the year of publication. If the author's last name is mentioned in the text of a paper, only the year is needed in the parentheses

### *Quotations*

There is nothing wrong with using other peoples' words in student papers, as long as quotations are used! This is especially important in order to avoid charges of cheating and plagiarism. Here is an

example of an in-text quotation. “Charles Schwab told me his smile was worth a million dollars” (Carnegie, 1936, p. 67).

For longer quotations of 40 or more words, use a block quote. Block quotes are indented, and are not surrounded by quotation marks. For example, Carnegie (1936) reported the following anecdote:

The chairman of the board of directors of one of the largest rubber companies in the United States told me that, according to his observations, a man rarely succeeds at anything unless he has fun doing it. This industrial leader doesn't put much faith in the old adage that hard work alone is the magic key that will unlock the doors to our desires. “I have known men,” he said, “who succeeded because they had a rip-roaring good time conducting their business. Later, I saw those men begin to work at the job. It grew dull. They lost all joy in it, and they failed.” (p. 68)

### *Resources & Tools*

There are many resources and tools to aid students in APA style. The authoritative resource on APA style is the *Publication Manual of the American Psychological Association*, and is available in the reference section of the CIBU library. Purdue University offers an in-depth guide to APA style online at <http://owl.english.purdue.edu/owl/resource/560/01/>.

Word 2007 provides many citation tools under the ‘References’ tab. CIBU provides full-time enrolled students with copies of APA PERRLA software, which works with Word 2003 on Windows to easily create APA style papers. A useful online tool for creating citations is Knight Cite, which can be found at [www.calvin.edu/library/knightcite/](http://www.calvin.edu/library/knightcite/). Also, if you have retrieved an article from an online database, most will provide a citation link to a formatted reference.

Finally, do not hesitate to contact CIBU's librarian with any APA Style questions.

## *References*

The final section of a paper is the references section. This section lists the information for all of the resources cited in a paper. The rules for creating references can be confusing, and utilizing the tools listed above is recommended.

### **Basic reference for a book:**

Author's last name, Author's First initial. (Year of publication). *Title of book*. Place of Publication:  
Publisher

### **Basic reference for a Journal article:**

Author's last name, Author's First Initial. (Year of publication). Title of article. *Title of Publication*,  
*Volume number (issue number), page numbers.*

### **Basic reference for a web site:**

Responsible party / Corporate Name. (n.d.) *Title of web page*. Retrieved Month Date, Year, from  
<http://www.website.com>

## References

Carnegie, D. (1936). *How to win friends and influence people*. New York: Simon and Schuster.

American Psychological Association. (2001). *Publication manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.

The Writing Lab at Purdue University (n.d.) *APA Formatting and Style Guide*. Retrieved on July 1, 2008 from <http://owl.english.purdue.edu/owl/resource/560/01/>