

APA PACKET

Creating APA Format with Word 2010

In-Text Citations • References List • Integrating Sources

IN-TEXT CITATIONS

Options for in-text citations:	
Option 1 Author's name + (year) in front; page number in back (p.)	Critser (2013) noted that despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (p. 5).
Option 2 (often used for a paraphrase or summary) Author's name + (year) + page number in back.	Sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (Yanovski, 2012, p. 594).

Special situations: ALL FORMATTED TO OPTION 1 OR OPTION 2	
No author: Use the title of the source in front - or - use a shortened version of the source's title in back.	Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities (“ Television, ” 2008).
No date: Put the abbreviation “ n.d. ” where the date would be.	Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).
No page number: Give a paragraph number with “ para. ” (even if they're not numbered). If the article has section headings, then use the section heading along with “ para. # ”	Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the “potential for abuse” (Weight-Loss Drugs section, para. 6).
Two authors: Name both authors each time; use “ and ” in front, “ & ” in back.	According to Sothorn and Gordon (2003), “Environmental factors may contribute as much as 80% to the causes of childhood obesity” (p.104).
Three to five authors: Identify all authors the first time you use them; <i>after that</i> , use first author + “ et al. ”	Berkowitz, Wadden, Tershakovec, and Cronquist (2003) concluded, “Sibutramine must be carefully monitored in adolescents, as in adults, to control increases in blood pressure and pulse rate” (p. 1811).
Six or more authors: Always use first author + “ et al. ”	McDuffie et al. (2013) found orlistat to be most effective in the study (p. 7).
Organization, corporation, or government agency as author: Name the organization in the signal phrase or in the parentheses the first time you cite the source, and an abbreviated, familiar acronym thereafter.	Obesity puts children at risk for a number of medical complications, including Type 2 diabetes, hypertension, sleep apnea, and orthopedic problems (Henry J. Kaiser Family Foundation, 2004, p.1).

REFERENCES list

In general, all Reference list entries follow the same pattern.

Author (Year) Title of article *Name of book/publication/website* Publisher/Website sponsor Pages
 “Retrieved from” Website URL

If you don’t have an author, then simply start with the Title and (Year):

Title of article (Year) *Name of book/publication/website* Publisher/Website sponsor Pages
 “Retrieved from” Website URL

Basic format for a book	Rosenberg, T. (2011). <i>Join the club: How peer pressure can transform the world</i> . New York, NY: Norton.
Author and Editor (with an Edition Number)	James, W., & Pelikan, J. (Ed.). (2009). <i>The varieties of religious experience</i> (5 th ed.). New York, NY: Library of America. (Original work published in 1902)
Article in a scholarly journal (Continuous Paging)	Sohn, K. (2012). The social class origins of U.S. teachers, 1860-1920. <i>Journal of Social History</i> , 45, 908-935.
Article in a scholarly journal (Separate Paging)	Scruton, R. (2008). The eclipse of listening. <i>The New Criterion</i> , 15(3), 5-13.
Article in a scholarly journal (online database): add DOI#, or, if no DOI, use “Retrieved from” + the journal’s home page address (as you would for an online magazine or newspaper)	Sohn, K. (2012), The social class origins of U.S. teachers, 1860-1920. <i>Journal of Social History</i> , 45, 908-935. doi:10.1093/jsh/shr121 Burns, J. (2012, December 3). The measure of all things. <i>The American Prospect</i> . Retrieved from: http://prospect.org/
Document (with three authors) from a website with no date	Wagner, D.A., Murphy, K.M., & De Korne, H. (2012, December). <i>Learning first: A research agenda for improving learning in low-income countries</i> . Retrieved from Brookings Institution website: http://www.brookings.edu/research/papers/2012/12/learning-first-wagner-murphy-de-korne

INTEGRATING SOURCES APA STYLE

WHAT YOU NEED TO DO

Introduce the material with a **signal phrase** that includes the last name of the author followed by the date, and place the page number in parentheses at the end of the sentence.

THREE WAYS TO INTRODUCE SOURCES

Quote – Record another person’s **exact** words to preserve their accuracy or to relay especially vivid, well-phrased, or dramatic statements.

SIGNAL PHRASE

As **Beal and Hochman (2011)** report, “Children of divorce have no choice. If the parent with whom they live, usually the mother, has to or wants to work, the children must pick up some of the slack. It doesn’t usually hurt them and, in fact, many adults of divorce . . . say that the arrangement worked amazingly well” (p. 23).

PAGE NUMBER

You may include the author’s last name, date, and page number in parentheses at the end of the line if, for stylistic reasons, you choose to paraphrase or summarize material without direct mention of the author and date in a signal phrase.

Paraphrase – Restate another person’s ideas **in your own words**. A paraphrase is usually a sentence or two, is used for portions of a work, and does not necessarily condense the original version the way a summary does.

Many people who, as children of divorced parents, were raised in a single-parent home acknowledge that they gained skills that helped them to mature as adults (Beal & Hochman, 2011, p. 23).

Summarize – Concisely restate the main facts or ideas of a longer work: entire books, whole articles or essays, or portions of a work. When writing a summary, be brief, be accurate, and **use your own words** and style to express the idea.

Researchers have found that children living with a divorced parent may actually benefit from some of the responsibilities they must take on (Beal & Hochman, 2011, p. 23).

Note: When summarizing an entire book, a whole article, or essay, page numbers are unnecessary. (Example: Beal & Hochman, 1999).

SETTING OFF LONG QUOTATIONS

When you quote **forty or more words** from a source, set off the quotation by indenting it **one-half inch** from the *left* margin. Use the normal right margin. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because of the indented format, and the period is placed at the end of the sentence instead of after the parenthetical reference.

In the article “Adult Children of Divorce” Edward Beal and Gloria Hochman (2011) state the following:

Children of divorce have no choice. If the parent with whom they live, usually the mother, has to or wants to work, the children must pick up some of the slack. It doesn't usually hurt them and, in fact, many adults of divorce, in retrospect, say that the arrangement worked amazingly well and propelled them on the road to competence and independence as an adult. (p. 23)

This passage reveals what the Troutkin studies have shown: children of divorce often grow up faster.

MATCH IT UP!

Make sure the **in-text citation matches** a corresponding entry on the **References page** where you give the full publication information for each source. The References will be organized *alphabetically* by the author's last name.

DIVORCE'S PSYCHOLOGICAL EFFECTS

9

References

Beal, E. W., & Hochman, G. (2011, May 3). Adult children of divorce. *Parenting*, 23(5), 23-25.

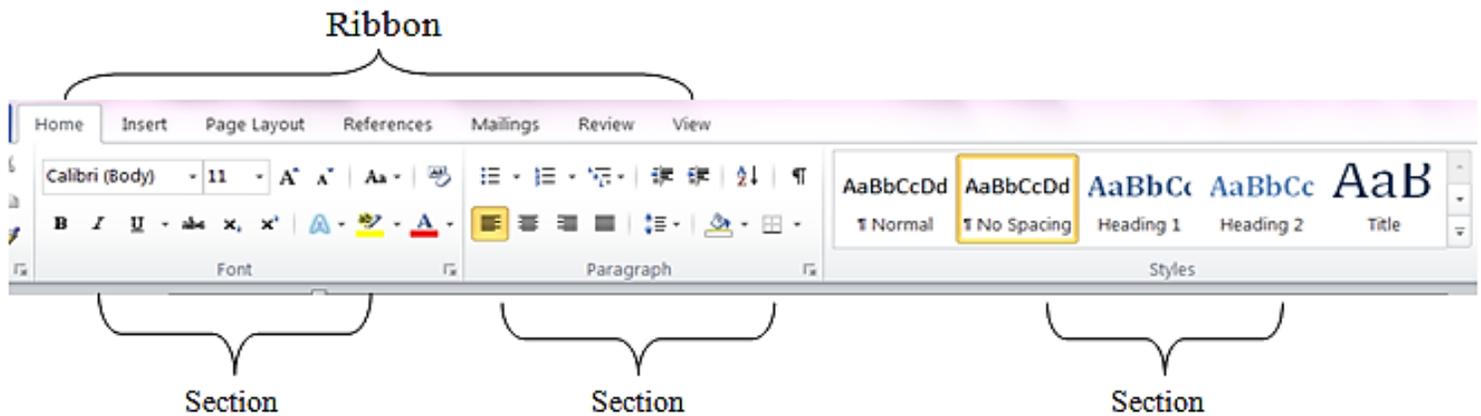


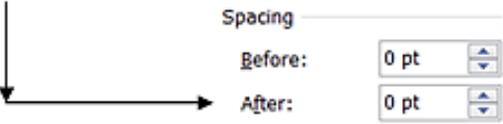
PLAGIARISM!

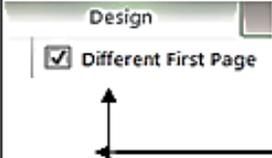
Plagiarism occurs when you intentionally or unintentionally give the impression that words or ideas from another person are your own. The best way to avoid plagiarism (a serious academic offense) is to make sure *you* have something to say about your topic first. Then follow the conventions of summarizing, paraphrasing, and quoting to give credit to the other people whose information you're sharing with readers.



Creating APA Format with Word 2010



Feature	Directions
<p>Basic set up.</p> <p>Standard font such as “Times New Roman” or “Calibri.”</p>   <p>Line spacing: Double</p>	<p>APA format requires that you use a standard, readable font like those named at the left. Avoid using decorative fonts or font sizes that are too small or too large.</p> <p>Microsoft Word 2010 opens in the Normal setting which is Calibri text, font size 11, with 1.15 spacing. If this is acceptable with your instructor move on to the next step: 1” margins.</p> <p>If your instructor wants you to use Times New Roman, 12 font, double-spaced, you will need to manually change the settings.</p> <ol style="list-style-type: none"> 1. Move the cursor over to the Font section and click on the box in the lower right hand corner. 2. Underneath Font: type in Times New Roman, or use the drop-down menu to select it. 3. Move just to the right and under Size: select 12. 4. At the bottom of the menu click on Set as Default. A pop-up menu allows you to either choose these settings for just this paper or use them as your default settings for all of your papers. 5. Move over to the Paragraph section and click the box in the lower right corner. 6. Under the area Line spacing: select Double. 7. Make sure After: is set at 0 pt under the Spacing area. 8. Click OK. 
<p>1” margins</p>	<p>The default margins in Word 2010 are set at 1”. To double-check, click Page Layout on the Ribbon. Click on Margins just to the left. Move the cursor down to Normal and click on it. Your margins are set to 1”.</p>

Feature	Directions
<p data-bbox="142 197 435 231">Title Page</p>   	<p data-bbox="440 197 1482 262">With the recent updates (2009) title pages can differ so be sure to ask your instructor for their preference.</p> <ol data-bbox="440 294 1482 1543" style="list-style-type: none"> <li data-bbox="440 294 1482 399">1. To begin your title page click Insert on the Ribbon and then move the mouse to the Header & Footer section. Click on Header, and then select the first one titled Blank. <li data-bbox="440 409 1482 514">2. A new Ribbon category is added titled Design to help you create your title page. Right underneath the word Design click the Different First Page box. <li data-bbox="440 535 1482 672">3. Type Running head: and a shortened version of your title in all capital letters. (See example on page 4). Depending on the length of your title (No more than 50 characters) either hit the tab button once or twice. The goal is to have the cursor to the far right. <li data-bbox="440 682 1482 777">4. Go back up to the Design Ribbon and on the far left you will see Header, Footer, Page Number. Select Page Number and then Current Position from the drop-down menu. Select: Plain Number. <li data-bbox="440 787 1482 850">5. Move the cursor over to the far right and click on Close Header and Footer or double-click anywhere below the Header on your paper. <li data-bbox="440 861 1482 945">6. Go to the Paragraph section on the Home Ribbon and select the Center feature. Press Enter approximately 10 times to put the following text in the middle of the paper. <li data-bbox="440 955 1482 1050">7. Type your title and subtitle in its entirety. (Do not use all caps.) If you have a long title/subtitle you may want to put the subtitle on a second line. <li data-bbox="440 1060 1482 1081">8. Press Enter. <li data-bbox="440 1092 1482 1113">9. Type your full name. Press Enter. <li data-bbox="440 1123 1482 1144">10. Type the full name of the college (not just YVCC). <li data-bbox="440 1155 1482 1176">11. Press Enter approximately seven times. <li data-bbox="440 1186 1482 1207">12. Type: Author Note <li data-bbox="440 1218 1482 1239">13. Press Enter. <li data-bbox="440 1249 1482 1281">14. Select Align Text Left in the Paragraph section. <li data-bbox="440 1291 1482 1312">15. Press the Tab key. <li data-bbox="440 1323 1482 1417">16. Type: Your course name and number as well as your instructor's name. (Example: This paper was prepared for Psychology 101, taught by Professor Kang.) <li data-bbox="440 1428 1482 1449">17. Press Enter. <li data-bbox="440 1459 1482 1543">18. Switch to Insert on the Ribbon and on the far left click on Page Break. 

<p>Second page</p> <p>[Type text]</p> 	<ol style="list-style-type: none"> 1. Double click in the Header section of your paper and type only your title in all capital letters (Running head is only needed on the title page). 2. Press the Tab key until the cursor is at the far right. 3. Go back up to the Design Ribbon and on the far left you will see Header, Footer, Page Number. Select Page Number and then Current Position from the drop-down menu. Select the first choice in the drop-down menu: Plain Number. 4. Move the cursor over to the far right and click on Close Header and Footer. 5. Center the cursor again and type the title of your essay (Do not use all capital letters). Only the first letter of each important word in the title should be capitalized. 6. Press Enter. 7. Go back to the Paragraph section and select the Align Text Left.
<p>Indent Paragraphs</p>	<p>Each paragraph needs to be indented five spaces. Hit the Tab key to do this. As you type your text will automatically “wrap” so there is no need to hit Enter until you start a new paragraph. If it doesn’t, just use the Tab key again.</p>
<p>Creating the Reference page</p>	<ol style="list-style-type: none"> 1. After you’ve completed your text press Enter until you have a new page. 2. Click on the Center alignment button just like you did for your title. 3. Type in References. 4. Press Enter. 5. Align Text Left. 6. Type in references alphabetically using a hanging indent. To create a hanging indent, after you have typed in your reference information highlight a reference. In the Paragraph section select the box in the bottom right hand corner. Under the Indentation area it says Special: Select Hanging from the drop-down menu. 7. Continue with each reference.

For additional information please feel free to ask a consultant, refer to a reference manual such as: *A Writer’s Reference* by Diana Hacker and Nancy Sommers, or visit one of these Web sites:

<http://www.dianahacker.com/resdoc/home.html>

<http://owl.english.purdue.edu/>

Information adapted from:

Hacker, D., & Sommers, N. (2015). *A writer’s reference* (8TH ed.). New York, NY: Bedford/St. Martin’s.

(Sample title page in APA format)

Running head: CANMEDICATION CURE OBESITY IN CHILDREN

1

Can Medication Cure Obesity in Children?

A Review of the Literature

Luisa Mirano

Yakima Valley Community College

Author Note

This paper was prepared for Ethnic Studies 101 taught by Doctor Strong.

Can Medication Cure Obesity in Children?

A Review of the Literature

In March, 2012, U.S. Surgeon General Richard Carmona called attention to a health problem in the United States that, until recently, has been overlooked: childhood obesity. Carmona found a rising obesity rate of 15% among current American children. Since the 1980s...

Obesity can be a devastating problem from both an individual and a societal perspective. Obesity puts children at risk for a number of medical complications, including Type 2 diabetes, hypertension, and orthopedic problems (Henry J. Kaiser Family Foundation, 2010, p. 1).

Reference

Berkowitz, R. I., Wadden, T.A., Tershakovec, A.M., & Cronquist, J.L. (2003). Behavior therapy and sibutramine for the treatment of adolescent obesity. *Journal of the American Medical Association*, 289, 180-1812.

Carmona, R.H. (2004, March 2). *The growing epidemic of childhood obesity*. Testimony before the Subcommittee on Competition, Foreign Commerce, and Infrastructure of the U.S. Senate Committee on Commerce, Science, and Transportation. Retrieved from <http://www.hhs.gov/asl/testify/t040302.html>

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www.yvcc.edu/owl



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