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# Author Note

An author's note lists the specific information about the course or department and can provide acknowledgments and contact information. Example: This paper was prepared for Class Name 101, Section A, taught by Jane Doe.

### Abstract

The abstract is in block format, without indentation. The abstract has its own page and should be between 150 and 250 words. The Abstract is a concise summary of the key points of your research. Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph doublespaced. This is an example of 150 words. This is an example of 150 words.

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The introduction of the paper begins here. Double-space throughout the paper, including the title page, abstract, body of the document, and references. The body of the paper begins on a new page (page 3). Subsections of the body of the paper do not begin on a new page. The title of the paper (in uppercase and lowercase letters) is centered on the first line below the running head. The introduction (which is not labeled) begins on the line following the paper title and should address your thesis statement. You can organize your paper using headings, which should reflect this thesis statement.

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Text citations - Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. This is to give proper credit to the ideas and words of others. The reader can obtain the full source citation from the list of references that follows the body of the paper. When the names of the authors of a source are part of the formal structure of the sentence, the year of the publication appears in parenthesis following the identification of the authors, e.g., Eby (2001) states that... When the authors of a source are not part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons, e.g. (Doe and Jane, 2005; Max, Peter, & Brook, 2008). When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first authors' surname and "et al." are used.

When a source that has two authors is cited, both authors are cited every time. If there are six or more authors to be cited, use the first authors' surname and "et al." the first and each subsequent time it is cited. When a direct quotation is used, always include the author, year, and page number as part of the citation. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. A longer quote of 40 or more words should appear (without quotes) in block format with each line indented five spaces from the left margin.

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The references section begins on a new page. The heading is centered on the first line below the manuscript page header. The references (with hanging indent) begin on the line following the references heading. Entries are organized alphabetically by surnames of first authors.

#### **Reference List**

Start the reference list on a new page (example on next page). Type the word *References* in uppercase and lowercase letters, centered, at the top of the page. Double-space all references entries. References cited in text must appear in the reference list; conversely, each entry in the reference list must be sited in the text. Arrange entries in alphabetical order by the surname of the first author or the first letter in the title. The first line of an enty should be at the left of the page, while subsequent lines should have a hanging indent of  $\frac{1}{2}$  inch.

If you need further assistance, please come to SFCC's Writing Lab.

### References

(These are several examples of references you might use. If you have the *Wadsworth Handbook* it can help you as well.)

### Single Author

Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. Current Directions in

Psychological Science, 11, 7-10.

# **Two Authors**

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The

hedonic contingency hypothesis. Journal of Personality & Social Psychology, 66,

1034-1048.

### **Article From a Database**

**Please note:** APA states that including database information in citations is not necessary because databases change over time (p. 192). However, the OWL still includes information about databases for those users who need database information.

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of

peas. Journal of Abnormal Eating, 8(3), 120-125.

### **Online Encyclopedias and Dictionaries**

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In Encyclopedia Britannica online. Retrieved from

http://www.britannica.com/EBchecked/topic/724633/feminism

# Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

# **Government Document**

National Institute of Mental Health. (1990). Clinical training in serious mental

illness (DHHS Publication No. ADM 90-1679). Washington, DC: U.S.

Government Printing Office.

### Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. Time, 135, 28-31.

### **Online magazine article**

Author's last name, Initials. (year, month day). Title of article. Title of Periodical,

volume(issue number), pages. Retrieved from home page URL of magazine

Meacham, J. (2009, August 10). Let loose the (blue) dogs of war. Newsweek, 154, 5.

Retrieved from http://www.Newsweek.com

## Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. The

Country Today, pp. 1A, 2A.

### **Online newspaper article**

- Author's last name, Initials. (year, month day). Title of article. *Title of Newspaper*. Retrieved from URL of the home page where online version of the article is available by search.
- Mackey, R. (2009, October 8). NASA prepares to bombard Moon. *The New York Times*. Retrieved from http://www.nytimes.com

# Electronic version of print book with a DOI

Author's last name, Initials. (year of publication). Title of book [Electronic version].

doi: xx.xxxx/xxxxxxxxx

Schiraldi, G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. doi: 10.1036/0071393722

1011020,0071272722

# **Electronic version of print book without a DOI**

Author's last name, Initials. (year of publication). Title of book [Electronic version].

Retrieved from URL

Miller, G. (2005). *Learning the language of addiction counseling* [Electronic version]. Retrieved from <u>http://www.netlibrary.com/Reader/</u>

### Journal article with a DOI

- Author's last name, Initials. (year). Title of article. *Title of Periodical, volume*(issue number if available), pages. doi: xx.xxxx/xxxx-xxxx.xx.xxx
- Marrs, J., & Zubal, B. A. (2009). Oncology nursing in a new era: Optimizing treatment
- with Bevacieumab. *Clinical Journal of Oncology Nursing*, 24, 564-572.doi: 10.1188/09.CJON.564-572

### Journal article without a DOI

Author's last name, Initials. (year). Title of article. Title of Periodical, volume(issue

number if available), pages. Retrieved from home page URL of the journal

Sanchez, F. J., & Vilain, E. (2009). Collective self-esteem as a coping resource for male-

to-female transsexuals. Journal of Counseling Psychology, 56, 202-209.

Retrieved from <u>http://www.apa.org/journals/cou/</u>

### Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn't have the information you're looking for, move up the URL to http://www.somesite.com/):

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from

http://Web address

#### References

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee,

A. (2010, May 5). General format. Retrieved from

http://owl.english.purdue.edu/owl/resource/560/01/

Payne, Randall M. (2011). Citation of Online Sources Using APA Format. South Florida

Community College Library.

This handout compiled by: Amanda Farmer South Florida Community College Writing Lab. 2012