



CTU APA Handbook:
APA Style Guidelines

Author Note

This APA style handbook was prepared on October 28, 2009 for the Writing Center at Colorado Technical University to assist students as they learn and use APA in their coursework.

The APA style guidelines in this paper are based on the APA style guidelines presented in the *Publication Manual of the American Psychological Association, 6th Edition*. It is not meant to replace the manual. Some programs may require different writing styles other than APA.

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CTU Student APA Handbook:

APA Style Guidelines

APA, American Psychological Association, style provides guidelines for paper formatting, editing choices, and documenting and acknowledging research. This handout answers some of the more common questions CTU students have about APA style.

However, if you have questions that aren't answered in the handout, please consult the following resources: *The Publication Manual of the American Psychological Association*, 6th ed., the CTU Library, and the CTU Writing Center (if available).

Why do I Need to Use APA?

Following APA style provides a student with a uniform paper and/or document that is acceptable for both academic and professional purposes and audiences. Using APA style helps a writer correctly give credit to existing research through the use of in-text citations and a reference list/page that is placed at the end of the paper. It also enables students to tell their readers where they obtained the information included in the paper so the readers can find it and read it for themselves and, thus, contributes to the scholarship in the students' classes and fields. In addition, using APA style and correct documentation establishes the credibility of students' work and helps to avoid plagiarism.

What is APA Style for Formatting a Paper?

(8.03 *Preparing the manuscript for submission*, pp. 228-231)

The guidelines for formatting a paper for APA style are easy to follow and are included in this paragraph. An APA style paper has 1 inch margins at the top, bottom, left and right and is double-spaced throughout. The font size should be 12 point, and the recommend font style is Times New Roman. Page numbers are included in a header and

are right justified. Paragraphs are indented 5-7 spaces (one tab). In-text citations are included in the body of the paper to briefly acknowledge and document information included from outside sources. The reference list is included on the last page(s) of the paper.

What is the Format for an APA Style Research Paper?

(8.03 *Order of manuscript pages*, pp. 229-230)

An APA Style research paper consists of the following four parts in the following order: a title page, an abstract, the body or text of the paper, and a Reference list. The text of this handbook provides an example of the features of the text of an APA style research paper. A sample title page, abstract, body and reference page with annotations are included at the end of this handbook. Click here to access the sample [body page](#) and [reference page](#).

APA style title page. (*Title page*, p. 229) The title page is the first page of the document and includes a header containing a shortened version of the title in all caps and the page number, the complete title (2.01 *Title*, p. 23) of the paper, the writer's name, and the university's or organization's name (2.02 *Author's name and institutional affiliation*, p. 23). Some instructors may require additional information on the title page. Note: *The Publication Manual of the American Psychological Association, 6th ed.* indicates that articles intended for publication should have the running head and page number in the header on the title page, and the shortened version of the title and the page number in the header for the following pages of the paper. However, since most papers written by students at CTU are not being submitted to journals for publication, CTU requires the shortened version of the title and the page number in the header for all the pages of the

document. However, if a student is publishing or presenting professionally, the student should follow the guidelines in the APA manual. Click here to see a sample [title page](#).

APA style abstract. (2.04 *Abstract*, p. 25-27) The abstract is a summary of the paper; it includes the main idea/thesis of the paper and the main supporting points and briefly tells the reader what the paper is about. The abstract is included on the second page following the title page; “Abstract” is the title and will be centered on the top of the page. According to the *Publication Manual of the American Psychological Association, 6th Edition*, the abstract allows the reader to quickly scan the contents of a longer paper. A good abstract will be accurate, readable, and concise. An abstract should be one paragraph long and should not exceed the required length, which is somewhere between 150-250 words. An abstract is not necessary for discussion board posts or short papers since they can be easily scanned for content due to their length. Click here to see a sample [abstract](#) page.

What is APA Documentation?

APA documentation involves using in-text citations and a reference list to properly acknowledge and document information included from outside sources in a student’s writing.

APA in-text citations. (*Citing references in text*, p. 174) APA in-text citations are placed in the body of the paper, usually immediately following information included from outside sources. The APA in-text citation usually includes the author of the source’s last name, followed by a comma, and the date the work was published/copyrighted; it is enclosed in parentheses. A sample APA in-text citation would look like the following example: in-text citations are used to acknowledge information from sources (Danley, 2008).

APA references. (*Reference list*, p. 180) The reference list comes at the end of the paper and includes the complete reference/bibliographic information for each source cited in the paper or presentation. The reference list or page is double spaced and each entry is formatted as a “hanging indent,” which means that the first line of each entry is justified to the left margin and the second and following lines are indented 5-7 spaces (one tab). The entries are arranged in alphabetical order according to the author’s last name or the first important word of the title. A sample APA reference would follow the basic format included below:

Author’s last name, First initial. (Date of publication). *Title*. Publication and/or
retrieval information for Internet sources

The specific format for an APA reference will vary, depending on the type of source included in the paper.

What do I Need to Cite In-text? (*When to cite*, p. 169)

Any information, ideas, concepts, facts, etc. included from outside sources need to be cited in a student’s paper. This information, etc. from the source may be included in the form of direct quotations (included word-for-word from the source and enclosed in quotation marks), paraphrases (restated in a student’s own words, tone, and style), and summaries (condensed to the main idea and supporting points).

APA In-text Citation Guidelines

(6.11-6.2, pp. 174-179)

APA in-text citations are included in the body or text of papers and presentations to briefly identify and acknowledge material and information from outside sources. In-text citations usually follow information cited from a source and include the author’s last

name and the date and are enclosed in parentheses as shown in the following example: (Danley, 2008). When including material quoted from a print source, the in-text citation includes the author's last name, the date and the page number for the quoted material, for example, (Danley, 2008, p. 18). Information from a source, especially quoted material, may be introduced with a "signal phrase" that identifies the author followed by the date in parenthesis and introduces the material from the source as shown in the following example: C. Aberton and D. Nalbone (2007) suggest "limiting the use of direct quotes because too many quotes tends [sic] to indicate a lack of synthesis of the quoted materials."

If a source does not have an author listed, the in-text citation will include the name of the article or document and the date of publication, for example, ("Basic APA rules," 2008). If a source does not have a publication date available, the in-text citation will include the abbreviation "n.d." in place of the date, for example, (Danley, n.d.).

Personal communications such as interviews are cited in-text but are not included in the reference list. The in-text citation for an interview would include the name of the person who was interviewed, "personal communication," and the date of the interview, as shown in the following example: in our conversation, E. Newberg (personal communication, March 5, 2008) observed . . .

APA Reference Guidelines

(Chapter 7, *Reference examples*, pp. 193-224)

Electronic/Internet Sources.***Non periodical Web document, Web page, or report.***

Author's Last Name, First and Second Initial or Name Corporate Author. (Date of Publication). <i>Title of document</i> . Retrieved from http://Web address

Capital Community College. (2007, February). *A guide for writing research papers based on the styles recommended by the American Psychological Association*. Retrieved from <http://www.ccc.commnet.edu/apa/>

Note: When creating references for Web documents and pages, writers frequently need to hunt around for the required information. It is important to include as much of the required information as possible in the reference.

Article from an online magazine.

Author's Last Name, First and Second Initial. (Year, Month Day). Title of article. <i>Title of Magazine, Volume(issue) if known</i> . Retrieved from http://Web address
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Crumley, B. (2009, October 12). Should students be paid to do well in school? *Time*. Retrieved from <http://www.time.com/time/world/article/0,8599,1929454,00.html>

Article from an online newspaper.

Author's Last Name, First and Second Initial., & Author's Last Name, First and Second initial. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://Web address>

Jackson, D., & Marx, G. (2009, October 12). State Senate hearing to examine nursing home safety: Elder advocates, state officials to go before joint Senate panel. *Chicago Tribune*. Retrieved from <http://www.chicagotribune.com>

Note: If the article is available through search, give the URL of the home page. If it is not available by search, give the URL to the article.

Journal Article from an online source or library database.

Author's Last Name, First and Second Initial. (Date of publication). Title of article. *Title of Newspaper, Magazine, or Journal*, Volume (Issue number if known), page numbers. DOI number or if no doi is available use the following:

Retrieved from the URL for the Journal's home page

With doi number.

Brewer, P. D. & Brewer, K. L. (2010, July/August). Knowledge management, human resource management, and higher education: A theoretical model. *Journal of Education for Business*, 84(6), 330-336. doi: 10.1080/08832321003604938

Without doi number.

Tomkiewicz, J., Bass, K., & Gribble, A. (2011, June). Potential pitfalls of ethnocentrism in a globalizing world. *College Student Journal*, 45(2), 369-375. Retrieved from http://www.projectinnovation.biz/college_student_journal

Corporate author, government report or document.

<p>Name of Government Department or Agency. (Date of publication). <i>Title of document</i> (Report or document number if given). Retrieved from http://Web address</p>

United States Department of Education (2008, January 16). *Secretary Spellings awards over \$38 million to 20 states in school improvement grants*. Retrieved from <http://www.ed.gov/news/pressreleases/2008/01/01162008a.html>

Electronic book.

<p>Author's Last Name, First and Second Initial. (Year of Publication). <i>Title of Book</i> [Electronic version, for example, DX Reader version]. doi number or Retrieved from http://Web address</p>

Urquhart, V., & McIver, M. (2005). *Teaching writing in the content areas* [Ebrary Reader version]. Retrieved from <http://site.ebrary.com/lib/cecybrary/docDetail.action?docID=10083781&p00=urquhart>

Entry in an online reference work, no author or editor.

<p>Title of entry. (Year of Publication). In <i>Title of reference work</i> (edition number if given). Retrieved from http://Web address</p>
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Paraphrase. (2009). In *Merriam-Webster online*. Retrieved from <http://www.merriam-webster.com/dictionary/paraphrase>

Live chat session.

Instructor/author last name, first initial. (Date). *Title* [type of posting (chat)]. Retrieved from online location, course number and section, course title: <http://Web address>

Danley, L. (January 9, 2009). *APA chat 1: Introduction to APA style* [Chat]. Retrieved from Colorado Technical University, Virtual Campus, APA Style Lab:
<https://campus.ctuonline.edu>

Course materials.

Author's Last name. First Initial. (Date). *Name of presentation or document* [type of source (Multimedia presentation)]. Retrieved from Colorado Technical University Virtual Campus, Course Code-Quarter session: <http://Web Address>

Colorado Technical University. (2009). *LTR215 Phase 1 activity: Getting accustomed to literature* [Multimedia presentation]. Retrieved from Colorado Technical University Virtual Campus, LTR215-0802B-01: <https://campus.ctuonline.edu>

Blog post.

Author's Last name. First Initial. (Date of blog post). *Title of blog post* [Web log message]. Retrieved from <http://Web address>

Catspaw. (2009, September 10). So what have you been up to at Google? [Weblog

message]. Retrieved from <http://www.insanecats.com/>

Note: Use the log in/user name if the author's name is not listed.

Message posted to an online forum, discussion group, or newsgroup.

Author's Last name. First Initial. (Date of message/post). Title of message/post [Type of post, for example, Discussion board post]. Retrieved from <http://Web address>

Anderson, L. (2009, October 19). Re: Writing is an important skill [Discussion board post]. Retrieved from Colorado Technical University, Virtual Campus, The Writing Center: <https://campus.ctuonline.edu>

Software.

Title of software (Version and number) [Computer software]. (Date if given). City, State: Company.

VH Dissector Lite (Version 4.5.2) [Computer software]. (2008). Aurora, CO: Touch of Life Technologies.

Print Sources

Article from a scholarly/peer reviewed journal.

Author's Last Name, First and Second Initial. (Year of Publication). Title of the article. *Title of the Journal*, Volume (issue number if known), page numbers. doi number if one is assigned

White, E. M. (2005). The scoring of writing portfolios: Phase 2. *College Composition and Communication*, 56(4), 581-600.

Article from a newspaper (no author).

Title of the article. (Year, month day of publication). *Title of the Newspaper*, page numbers.

Officials defend trooper who used Taser on driver. (2007, December 2). *Chicago Tribune*, p. A3.

Book with two authors.

Author's Last Name, First and Second Initial, & Author's Last Name, First and Second Initial. (Year of Publication). *Title of Book* (Volume/Edition number). Place of Publication: Publisher.

Greenfield, S. B., & Calder, D. G. (1986). *A new critical history of Old English literature*. New York: New York University Press.

Chapter from a print book.

Author's Last Name, First and Second Initial. (Year of Publication). *Title of Book* (Volume/Edition number, page numbers). Place of Publication: Publisher.

Hacker, D. (2008). *A pocket style manual* (5th ed., pp. 70-90). Boston, MA: Bedford/St. Martins.

Header contains a shortened version of the title, not exceeding 50 words, in all caps and justified to the left margin.

Header contains the page number, which is justified to the right margin.

CTU APA Handbook:

APA Style Guidelines

Student Name

Writing Center, Colorado Technical University

Title page information should be double-spaced and centered and should consist of the title, writer's name and the institution/university.

Abstract

Abstract is the title and it is placed at the top of the page and is centered.

APA style provides guidelines for paper formatting, editing choices, and documenting and acknowledging research. This handout answers some of the more common questions CTU students have about APA style. Some of the topics covered are the guidelines for formatting APA style papers and research papers, guidelines for formatting and using in-text citations, and guidelines for creating APA style references.

The abstract provides an accurate and concise summary of the paper. It consists of one paragraph, and the first line of the abstract is not indented. The abstract should be roughly no more than about 150 words.

Complete title is centered on the top of the first page of the body/text of the paper.

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Why do I Need to Use APA?

Use headings to separate and organize sections in the document. This is a level 2 heading.

Following APA style provides a student with a uniform paper and/or document that is acceptable for both academic and professional purposes and audiences. Using APA style helps a writer correctly give credit to existing research through the use of in-text citations and a Reference list/page that is placed at the end of the paper. It also enables students to tell their readers where they got the information included in the paper so the reader can find it and read it for themselves and, thus, contributes to the scholarship in the students' class and field. In addition, using APA style and correct documentation establishes the credibility of students' work and helps to avoid plagiarism.

Level 1 heading.

APA In-text Citation Guidelines

APA in-text citations are included in the body or text of papers and presentations to briefly identify and acknowledge material and information from outside sources. In-text citations usually follow information cited from a source and include the author's last name and the date and are enclosed in parenthesis, for example, (Danley, 2008). When including material quoted from a print source, the in-text citation includes the author's

References

The title References is located at the top of the page and is centered.

Anderson, L. (2009, October 19). Re: Writing is an important skill [Discussion board post]. Retrieved from Colorado Technical University, Virtual Campus, The Writing Center: <https://campus.ctuonline.edu>

Capital Community College. (2007, February). *A guide for writing research papers based on the styles recommended by the American Psychological Association*. Retrieved from <http://www.ccc.commnet.edu/apa>

The second and following lines are indented 5 spaces.

Crumley, B. (2009, October 12). Should students be paid to do well in school? *Time*. Retrieved from <http://www.time.com/time/world/article/0,8599,1929454,00.html>

Danley, L. (January 9, 2009). *APA chat 1: Introduction to APA style* [Chat]. Retrieved January 15, 2008, from Colorado Technical University, Virtual Campus, APA Style Lab: <https://campus.ctuonline.edu>

Entries are in alphabetical order.

Greenfield, S. B., & Calder, D. G. (1986). *A new critical history of Old English literature*. New York: New York University Press.

Officials defend trooper who used Taser on driver. (2007, December 2). *Chicago Tribune*, p. A3.

Urquhart, V., & McIver, M. (2005). *Teaching writing in the content areas* [Ebrary Reader version]. Retrieved from <http://site.ebrary.com/lib/cecybrary/docDetail.action?docID=10083781&p00=urquhart>

VH Dissector Lite (Version 4.5.2) [Computer software]. (2008). Aurora, CO: Touch of Life Technologies.

White, E. M. (2005). The scoring of writing portfolios: Phase 2. *College Composition and Communication* 56(4), 581-600.