

**How to Write a Research Paper**  
**Using the American Psychological Association (APA)**  
**System of Writing**

2<sup>nd</sup> Edition



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# ***Table of Contents***

<b><u>Topic</u></b>	<b><u>Page</u></b>
<b><i>1. The APA Title Page</i></b>	<b><i>Page 3</i></b>
<b><i>2. Subsequent Pages</i></b>	<b><i>Page 4 - 5</i></b>
<b><i>3. APA In-Text Citations</i></b>	<b><i>Page 6</i></b>
<b><i>4. APA In-Text Citation Examples</i></b>	<b><i>Pages 7 - 8</i></b>
<b><i>5. APA Reference List</i></b>	<b><i>Page 9</i></b>
<b><i>6. APA Reference List Examples</i></b>	<b><i>Pages 10 - 13</i></b>
<b><i>* Examples for Books</i></b>	<b><i>Page 10</i></b>
<b><i>* Examples for Periodicals</i></b>	<b><i>Page 11</i></b>
<b><i>* Examples for Electronic Sources</i></b>	<b><i>Pages 12-13</i></b>

# *The APA Title Page*

## How to set up your title page:

1. Create a running head using a shortened version of your title (left aligned and capitalized) and the page number (right aligned).
2. Center align the text on the top half of the page.
3. Include the following information:
  - \*Title of paper
  - \*Your name
  - \*School name

## Sample Title Page

Running head: CENSORSHIP

1

Is Censorship on the Decline?

Jane Doe

Briarcliffe College-Patchogue Campus

## Subsequent Pages

### For all other pages:

1. Use the shortened title as the header (left aligned and capitalized) but leave off the phrase: Running head.
2. Include the page number (right aligned).
3. The first page of the actual document should have a title (center aligned) at the top of the page.
4. Lines should be double-spaced.
5. Margins should be set at 1-inch on each side.

CENSORSHIP

2

### Is Censorship on the Decline?

Young adults today are living in an openly controversial world—be it the debate over same-sex marriages, abstinence vs. sex education, cyber-bullying, or teen suicide. The world is just opening up for teens—they are starting to make their own choices and information is literally at their fingertips—be it from a text message, e-mail, instant message, e-book, blog, or web page. While the media boom has been phenomenal, many adults fear that teens will be exposed to information that is too mature or inappropriate, and that young adults may be wrongly pressured into making irresponsible decisions. Because of this, censorship, especially with regards to public schools and libraries, has become a hot-button issue. By definition, censorship is “the suppression of ideas and information that certain persons—individuals, groups, or government officials—find objectionable or dangerous” (American Library Association, 2010, p.1). Whether it is from a parent, an administrator, librarian,

## *Subsequent Pages (continued)*

CENSORSHIP

3

author, or Internet filter, censorship of young adults is on the rise.

### According to the Law

The First Amendment states that Congress shall make no laws infringing on freedom of speech or freedom of the press. More specifically, this means that the government cannot censor material for young people with the exception of excessive obscenity, pornography, and content deemed inappropriate for minors (Walters, 2010). Conversely, young people have the right to obtain information through intellectual freedom. As defined by the American Library Association (2010), intellectual freedom is “the right of every individual to both seek and receive information from all points of view without restriction” (p.1). The laws clearly state that all people, even young adults, should be allowed to keep informed.

### Parental Censorship

Parental censorship is, by far, the most publicized form of censorship. The American Library Association (ALA) has lists—posted by year, by author, by decade—of award-winning books that have been challenged or banned from public and school libraries. According to the ALA (2009), a challenged book is “an attempt to remove or restrict materials, based upon the objections of a person or group” (p.1). A banned book is “the removal of materials from a curriculum or library” (p.1).

## APA In-Text Citations

### **In-Text Citation:**

When you quote, paraphrase, or summarize someone else's ideas, you include a brief reference inside your text that explains where you found the information. This not only prevents plagiarism, but allows your readers to learn more about your research topic.

What's the difference between a quote, a summary, and a paraphrase?

#### **Quote:**

An author's exact words, surrounded by quotation marks.

#### **Summary:**

The most important points or ideas from a text put into a condensed form.

#### **Paraphrase:**

Information from a text (usually a few sentences) restated in your own words.

## APA In-Text Citation Examples

The following examples are for commonly-used reference sources. For more specific items, you may need to consult an updated APA Style Manual located in any one of our Briarcliffe Libraries.

### 1. **BASIC FORMAT FOR A QUOTATION**

Introduce the quotation with a signal phrase that includes the author's last name followed by the year of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.

Critser (2003) 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).

If the author is not named in the signal phrase, place the author's name, the year, and the page number in parentheses after the quotation: (Critser, 2003, p. 5).

### 2. **BASIC FORMAT FOR A SUMMARY OR A PARAPHRASE**

Include the author's last name and the year either in a signal phrase introducing the material or in parentheses following it. A page number or another locator is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work.

According to Carmona (2004), the cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use.

or

The cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (Carmona, 2004).

### 3. **A WORK WITH TWO OR MORE AUTHORS**

Name the authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use "&" between the authors' names; in the signal phrase, use "and."

According to Sothern and Gordon (2003), "Environmental factors may contribute as much as 80% to the causes of childhood obesity" (p. 104).

or

Obese children often engage in less physical activity (Sothern & Gordon, 2003, p. 104).

## APA In-Text Citation Examples (continued)

### 4. PERSONAL COMMUNICATION

Interviews, memos, letters, e-mail, and similar unpublished person-to-person communications should be cited as follows:

One of Atkinson's colleagues, who has studied the effect of the media on children's eating habits, has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).

**\*Do not include personal communications in your reference list.**

### 5. AN ELECTRONIC DOCUMENT

When possible, cite an electronic document as you would any other document (using the author-date style).

Atkinson (2001) found that children who spent at least four hours a day watching TV were less likely to engage in adequate physical activity during the week.

**Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). Here are APA's guidelines for handling sources without authors' names, dates, or page numbers.**

#### *Unknown Author*

If no author is named, mention the title of the document in a signal phrase or give the first word or two of the title in parentheses.

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement ("Exercise," 2003).

#### *Unknown Date*

When the date is unknown, APA recommends using the abbreviation "n.d." (for "no date").

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

\*In-Text Citation information obtained from:

Hacker, D. & Sommers, N. (2010). *The Bedford Handbook* (8<sup>th</sup> ed.). Boston, MA: Bedford/St. Martins.

## APA Reference List

In APA style, the list of sources cited appears at the end of your paper and is titled “References.” Any sources included in your in-text citations should be in your reference list.

### How to Set Up your Reference List:

1. Alphabetize the list by the author’s last name or the title (if no author is named).
2. Indent all entries using a hanging indent—the first line is flush left and each additional line is indented one-half inch or 7 spaces.
3. Use Initials for an author’s first name.
4. Italicize the titles for books and articles. DO NOT underline titles.

### Sample Reference List

CENSORSHIP

8

#### References

Bald, M. (1998). *Literature Suppressed on Religious Grounds*. New York: Facts on File, Incorporated.

Becker, B. (2002). *Hit List for Children 2: Frequently Challenged Books*. Chicago: American Library Association.

Day, N. & Winget, M. (2000). *Censorship: Or Freedom of Expression?* Minneapolis: Lerner Publications Company.

Staples, S. (1996). Why Johnny Can't Read: Censorship in American Libraries. *The Alan Review*. Retrieved from <http://scholar.lib.vt.edu/ejournals/ALAN/winter96/pubCONN.html>.

## APA Reference List Examples

The following examples are for commonly-used reference sources. For more specific items, you may need to consult an updated APA Style Manual located in any one of our Briarcliffe Libraries.

### BOOKS

#### 1. BASIC FORMAT FOR A BOOK

Begin with the author's name, followed by the date and the book's title. End with the place of publication and the name of the publisher. Take the information about the book from its title page and copyright page. If more than one place of publication is given, use only the first; if more than one date is given, use the most recent one.

Highmore, B. (2001). *Everyday Life and Cultural Theory*. New York:  
Routledge.

#### 2. BOOK WITH AN EDITOR

For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation "Ed." (or "Eds.") in parentheses.

Bronfen, E., & Kavka, M. (Eds.). (2001). *Feminist Consequences: Theory  
for a New Century*. New York: Columbia University Press.

#### 3. EDITION OTHER THAN THE FIRST

Include the number of the edition in parentheses after the title.

Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The Battered Child* (5th ed.).  
Chicago: University of Chicago Press.

## APA Reference List Examples (continued)

### PERIODICALS

#### 1. ARTICLE IN A JOURNAL PAGINATED BY VOLUME

Many professional journals continue page numbers throughout the year instead of beginning each issue with page 1; at the end of the year, the issues are collected in a volume. After the italicized title of the journal, give the volume number (also italicized), followed by the page numbers.

Morawski, J. (2000). Social Psychology a Century Ago. *American Psychologist*, *55*, 427–431.

#### 2. ARTICLE IN A JOURNAL PAGINATED BY ISSUE

When each issue of a journal begins with page 1, include the issue number in parentheses after the volume number. Italicize the volume number but not the issue number.

Smith, S. (2003). Government and Nonprofits in the Modern Age. *Society*, *40*(4), 36–45.

#### 3. ARTICLE IN A MAGAZINE

In addition to the year of publication, list the month and, for weekly magazines, the day. If there is a volume number, include it (italicized) after the title.

Raloff, J. (2001, May 12). Lead Therapy Won't Help Most Kids. *Science News*, *15*, 292.

#### 4. ARTICLE IN A NEWSPAPER

Begin with the name of the author followed by the exact date of publication. Page numbers are introduced with "p." (or "pp.").

Lohr, S. (2004, December 3). Health Care Technology is a Promise Unfinanced. *The New York Times*, p. C5.

## APA Reference List Examples (continued)

### ELECTRONIC SOURCES

#### 1. ARTICLE FROM AN ONLINE PERIODICAL

When citing online articles, include the publication information. If the article has a DOI (digital object identifier), include that number. Give the volume and issue numbers for all journals.

Whitmeyer, J. M. (2000). Power Through Appointment. *Social Science Research*, 29(4), 535-555. doi:10.1006/ssre.2000.0680

If there is no DOI, include the URL for the article or for the journal's home page (if the article is available only by subscription or the URL is very long).

Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, Loneliness, and Attitude Toward Celebrities. *Current Research in Social Psychology*, 6(9), 124-133. Retrieved July 3, 2001, from <http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm>

#### 2. ARTICLE FROM A DATABASE

To cite an article from a library's subscription database, include the publication information from the source. If the article has a DOI (digital object identifier), give that number at the end and do not include the database name. If there is no DOI, include the name of the database and the document number assigned by the database, if any.

Holliday, R. E., & Hayes, B. K. (2000). Dissociating Automatic and Intentional Processes in Children's Eyewitness Memory. *Journal of Experimental Child Psychology*, 75(1), 1-42. doi:10.1006/jecp.1999.2521

Howard, K. R. (2007). Childhood Overweight: Parental Perceptions and Readiness for Change. *The Journal of School Nursing*, 23(2), 73-79. Retrieved from PsycINFO database. (2007-05057-003)

## APA Reference List Examples (continued)

### 3. DOCUMENT FROM A WEB SITE

APA refers to non-peer-reviewed work, such as reports, brochures, fact sheets, press releases, and newsletter articles as “gray literature.” List as many of the following elements as are available.

\*Author’s name

\*Date of publication (if there is no date, use “n.d.”)

\*Title of document (in italics)

\*A URL that will take readers directly to the source

\*Give your date of access only if the source itself has no date.

Cain, A., & Burris, M. (1999, April). *Investigation of the Use of Mobile Phones While Driving*. Retrieved January 15, 2000, from

[http://www.cutr.eng.usf.edu/its/mobile\\_phone\\_text.htm](http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm)

Archer, D. (n.d.). *Exploring Nonverbal Communication*. Retrieved July 18, 2001, from <http://nonverbal.ucsc.edu>

If a source has no author, begin with the title and follow it with the date in parentheses.

**NOTE:** If you retrieved the source from a university program’s Web site, name the program in your retrieval statement.

Cosmides, L., & Tooby, J. (1997). *Evolutionary Psychology: A Primer*. Retrieved from the University of California, Santa Barbara, Center for Evolutionary Psychology Web site: <http://www.psych.ucsb.edu/research/cep/primer.html>

\*Reference List information obtained from:

Hacker, D. & Sommers, N. (2010). *The Bedford Handbook* (8<sup>th</sup> ed.). Boston, MA: Bedford/St. Martins.