

April 5, 2006

Dear faculty and students:

Please remember that all research papers at NHTI are required to be in the APA format.

This packet is a condensed handout of information that will be useful to give students as they do research papers. It gives guidelines for doing in-text citations and References pages. Also included is an updated sample References page and a checklist that students or faculty could use to evaluate the References page.

We hope this is helpful.

Please come and make an appointment at the Writing Center if the Writing Coaches can help you understand the APA format.

Please encourage your students to make use of the Writing Center for papers at any stage and to make use of the new Reading Center, which provides support in Reading and Study Skill Strategies.

Cathy Eaton and Kris Lucas
English Department

Writing and Reading Center at the Learning Center next to the library
271-7725

RESEARCH PAPER APA DOCUMENTATION

- ✓ APA in-text citation format
- ✓ APA References format
- ✓ APA References sample pages
- ✓ APA References checklist

For additional explanations and examples of in-text citations and References see the APA Handbook online at the NHTI library website:

<http://www.nhti.edu/research/apahandbook.pdf>

Sign up at the Learning Center in the Library or call 271-7725 to make an appointment.

<p>Writing Center</p> <ul style="list-style-type: none">○ Choosing a topic○ Drafting○ Revising○ Mechanics○ APA documentation	<p>Reading Center</p> <ul style="list-style-type: none">○ Comprehension○ Remembering○ Organization○ Time management○ Stress management
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APA In-Text Citation Format

Exact Words Use quotation marks.
Cite source: (Author's last name, year, page numbers).
If no author: (Title, year, page numbers).

Paraphrase Do not use quotation marks.
Or Summary Cite source: (Author's last name, year).

- Note the period goes outside and after the parentheses.
- Note the use of commas and spaces between the author's last name, year, & page number.
- Note the use of p. before the page number and pp. if more than one page number.

For quotations

Include last name author, date, and page number: (Chopin, 1894, p. 328). Put punctuation outside parentheses.

For paraphrased or summarized information

Include last name author and date: (Mason, 2003).

For in-text citation without author

Follow the same guidelines as you would for paraphrasing or quoting sources, but substitute title for author.
Put quotation marks around the capitalized titles of articles or chapters or short stories.
Italicize title and capitalize major words of the titles of books, magazines, journals, or brochures.
Only use the first three to four words of the title. For the *Beginner's Guide to Martial Arts*, you would use ("The Beginner's Guide," 2006, pp. 2-4).

For long quotation (40 or more words)

Indent, do not use quotation marks, and insert period before parentheses.

It was an old spring wagon, with a round canvas top on it like the cover of a prairie schooner. It was drawn by an old gray horse and a little gray and white burro. A big stubble bearded man sat between the cover flaps and drove the crawling team. Words were painted on the canvas in clumsy, crooked letters. "Pots, pans, knives, sisors, lawn mores, Fixed." The black paint had run down beneath each letter. (Steinbeck, 1938, p. 340)

REFERENCES: SAMPLE PAGES

Do not underline or put in quotations
References

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Double space within entries
Double space between entries

Book w/ 1 author

Article in newspaper

Book w/ 2 or more authors
Book with title & subtitle

Internet site: Scholarly article w/ volume and issue
Include date retrieved
Include Internet address

Work in an anthology, edited book or poetry collection

Unsigned article in reference work

Journal article from EBSCOhost

Group author: Business, Organization, Corporation, or Health or Government Agency

Deffe, R. (Director). (1995). *The scarlet letter* [Video].

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Video, DVD, or CD

Article in magazine
Spell out month for magazine articles

Article in an online magazine

Online with no author or date

Generic website: Give the author; date of publication; title of work within site (if there is one), followed by the title of site; page numbers; date of retrieval; exact electronic address (keep capitalization and punctuation exactly the same as found in the address), with no final period.

