Research Essays & Reports
APA Formatting

Student Handbook

Chinook Learning Services
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Research Essays and Reports
APA Formatting

Part I   How to cite within the research essay/report

3 types of citing

There are 3 methods for citing a source (information that came from another writer) that you have used as support in your essay.

- Quoting directly what someone else said using quotation marks "….." and giving their name, year, and page number.
- Paraphrasing in your own words what someone else said and giving their name and year.
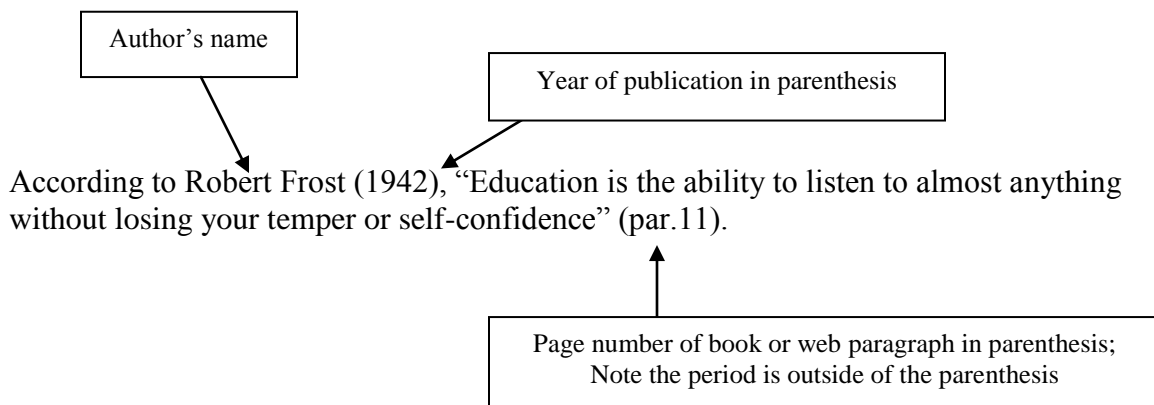- Summarizing the main ideas of someone's longer piece of writing and giving their name and year.

> **Note:** All three methods of citing must use APA in-text citing procedures, not just quoting!

Procedure for citing

Your teacher will tell you how many references to sources you should have within your essay. It is usually about 3 – 5.

The best way to cite a source is to introduce your source's name and date, at the beginning of the sentence, and then close the citation with a page/paragraph number.

You need to use APA format, which looks like this:

Author's name

Year of publication in parenthesis

According to Robert Frost (1942), "Education is the ability to listen to almost anything without losing your temper or self-confidence" (par.11).

Page number of book or web paragraph in parenthesis;
Note the period is outside of the parenthesis

In this method you help the reader identify the transition to another source. It is useful for the teacher to see where your source begins, and where it ends. Most teachers prefer this method for recognizing your sources, and for flow of ideas.

> Note that the "para" is used instead of "p." for website sources because websites have paragraphs, not pages.

Example of an academic paragraph using APA in-text citations

Students can acquire new learning strategies. In their examination of students' acquisition of learning strategies, Simpson, Stahl, and Francis (2004) stressed that students will use a strategy if they understand how, why, and when to use it (p. 3). They added that this knowledge is important "if students are expected to abandon their usual approaches such as rereading and/or highlighting" (p. 3). Once they have acquired these strategies it is important that evaluate them for their usefulness. Each person should make their own decisions about the types of strategies that work for them. In fact, Lee (2007) argued that once students have acquired a repertoire of study strategies, they should be taught critical thinking skills to evaluate and modify their use of specific strategies (pp. 82-83). We know that students can attain new strategies for improving their learning, but it seems that just learning them is not quite enough. Students must re-assess the use of those strategies on an ongoing basis.

Procedure for citing a visual

Your teacher will tell you if you need to add visuals (charts, graphs, pictures) to the body of your essay.

The visual is inserted into your essay at an appropriate place.
You will refer to the visual in the body of the essay, so you need to call it "Figure 1", the next one is "Figure 2" and so on.

At the bottom of your visual you need to insert a **text box** that contains 3 things:
- the Figure #,
- a name or brief description for the visual (you choose),
- the source, which is usually a website, in parenthesis.

Examples of visuals with citations (in text boxes)

Changes in China's Population, 1950 to 2050

Age	1950	1995	2010	2025	2050
	556.7	1,226.7	1,380.5	1,488.1	1,484.4
0 - 4	76.2	103.7	92.7	86.3	78.1
5 - 19	165.0	319.6	290.4	278.1	245.6
20 - 49	228.4	594.7	665.0	597.9	529.7
50 +	87.1	208.8	332.4	525.8	631.0

Figure 1: Changes in the number and age of the Chinese population between 1950 and 2050. (Source: http://www.iiasa.ac.at/Research)

Figure 2: Stephen Harper and Barak Obama meet in April 2009 to discuss economic issues.
(Source: http://www.stylemagazine.com/2009/04/readout-of-the-presidents-telephone-call-to-prime-minister-harper-of-canada/)

How to insert a text box

Inserting a text-box can be tricky. Here are some directions from the Learning Generation website.
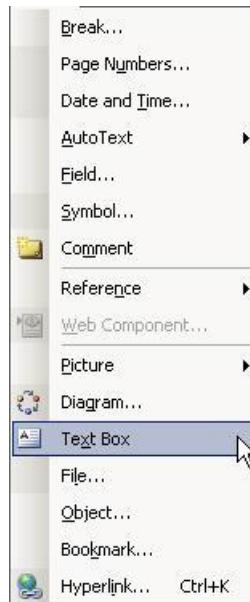
Directions

Step 1: Open the   file you want to add a text box to.

Step 2: Go to **Insert > Text Box**.
Your cursor should now look like a "+".

Step 3: Move your cursor to the location in your document where you want the text box to be inserted. **Left click** and "**drag**" your cursor in any direction. A box will appear, and its size will be determined by how far you drag the cursor.

Step 4: When you have reached the desired text box size, **release** the left mouse key. The text box will now appear in your document. You will see "**sizing handles**" around the text box. These can be used to adjust text box **size** or text box **position** in your document. If you do not wish to adjust size   or position, click on any other part of your document and the "sizing handles" will disappear.

Step 5: To allow your text box to **move around freely** so that you can place it where you want, click on the box, and the **picture toolbar** will appear on your screen. Click on the text wrapping icon. Select the layout called "tight". You can now move the box to the place you want.

Step 6: To add information to your textbox, click inside the box and start typing.

Part II   How to make a References list

What is a Reference page?
It is the page that goes at the end of your research essay. It lists the sources you used in
your essay, including the sources for your pictures.

Sample References page

References

Craufurd-Lewis, M. (1998). Nunavut. *The 2000 Canadian & World Encyclopedia* [CD-

ROM]. Toronto: McClelland & Stewart.

Davies, T. (1998, July 27). A cyber legend. *Maclean's, Vol. 111*. Retrieved from

http://www.epnet.com/ehost/login.html

Figure 1 Image of e-waste in China. (2009). Retrieved from

http://www.greenpeace.org/australia/admin/image-library2/waste-china

Lane, B. (1998). *Crime & detection.* Toronto: Stoddart.

Mofina, R. (1999, January 25). North gets new area code today. *Calgary Herald,* p. A1.

Reader's Digest illustrated great world atlas. (1997). Montreal: Reader's Digest.

Samuels, C. (2009) Federal center aids special education practices. *Education Week.*

Retrieved from

http://www.edweek.org/login.html?source=http://www.edweek.org/ew/articles/20

09/08/06/37specedcol.h28.html&destination=http://www.edweek.org/ew/articles/

2009/08/06/37specedcol.h28.html&levelId=2100

Scott, N. (1999, January 23). Higher equalization payments expected. *Leader Post*

Online. Retrieved from

http://www.leader-post.sk.ca/index2.html

Teaching strategies and best practices. (2009). *About.com*. Retrieved from

http://specialed.about.com/od/teacherstrategies/Teaching_Strategies_and_Best_Pr

actices.htm

How do I write each type of source (website, book, news article)?
See the attached list of examples on the next page.

What if I don't know the author?
Use the title of the article.
Example:

Teaching strategies and best practices. (2009). *About.com*. Retrieved from

       http://specialed.about.com/od/teacherstrategies/Teaching_Strategies_and_Best_Pr

       actices.htm

What if I don't know the date?
Use (n.d.) instead.
Example:

SunRype. (n.d.). *Home page*. Retrieved from http://www.sunrype.com

Are there some general rules for formatting this page?
Yes! Here are the most important ones:

Rules for formatting the page

Arrangement of the page

1. Centre the word **References** at the top of your page.

2. Alphabetize the list based on the first word of each entry. (Ignore the words "The" "A"

    when putting the entries in alphabetical order.)

3. If you don't have an author, start the entry with the title of the article, or book.

Example:

Scientists say music manipulates shoppers. (2000, September 14). *The Ottawa Citizen*, p. A1.

4. Use hanging indentation so that the second/third line of the entry is indented).

5. All lines on the page are 1.5 spaces apart.

Capitalization

1. Only capitalize the first word of the article title, or book title unless

    there are proper names in the title.

Example:

Heschl, A. (2001). *The intelligent genome: On the origin of the human mind by mutation and*

> *selection.* New York: Springer-Verlag.

2. Do capitalize the first letter of each word in the titles of websites, journals, newspapers, Encyclopedias, etc. (the places where your articles came from).

Example:

> Materialism (n.d.). *Oxford English Dictionary.* Retrieved from http://dictionary.oed.com

Italics

1. **Do not** italicize (*italicize*) the title of the article (from the website, or magazine, etc.).

Example:

> The intelligence of dogs. (n.d.). Retrieved from http://www.petrix.com/dogint/

2. Italicize (*italicize*) the titles of books, magazines, websites, encyclopedias, newspapers and video recordings.

Example:

> Nuefeldt, V. (1990). Cubism. *Webster's New World Dictionary*. New York: Simon & Schuster.

Punctuation

1. When a URL (website address) is at the end of an entry, **do not** use a period to complete the entry.

Example:

> Overgaard, M. (2001). The role of phenomenological reports in experiments on consciousness. *Psycoloquy, 12*(29). Retrieved from http://www.cogsci.ecs.soton.ac.uk/cgi/psyc/newpsy?12.029

2. Allow one space after periods and colons.

Underlining

1. Take off the underline that shows up when you copy and paste the URL onto your page.

Part III   Examples

	Type of Source	Reference List	Reminders	In-text Citing
1	Book in print	Heschl, A. (2001). *The intelligent genome: On the origin of the human mind by mutation and selection.* New York: Springer-Verlag.	Author first; italicize book title; no capitals in the title; end with publisher.	Heschl (2001) …. (p.#).
2	Book on the internet (2 authors)	Doh, J. P., & Stumpf, S. A. (2005). *Handbook on responsible leadership and governance in global business.* Northampton, MA: Edward Elgar. Retrieved from http://www.netlibrary.com	Done the same way as a book; add the website; no period at the end of a website address.	Doh & Stumpf (2005)…..(p.#).
3	Journal article in print	Petrusic, W. M. (1992). Semantic congruity effects and theories of the comparison process. *Journal of Experimental Psychology: Human Perception and Performance, 18*, 962-986.	Author first; article title not italicized; Journal name is italicized and the first letter of each word is capitalized.	Petrusic (1992)….. (p.#).
4	Journal article from internet	Overgaard, M. (2001). The role of phenomenological reports in experiments on consciousness. *Psycoloquy, 12*(29). Retrieved from http://www.cogsci.ecs.soton.ac.uk/ cgi/psyc/newpsy?12.029	Done the same way as the printed journal; add the website; no period at the end of a website address.	Overgaard (2001)….(par.#).
5	Magazine article in print (2 authors)	Padgett, T., & Grillo, I. (2008, August 25). Cocaine capital. *Time*. 172, 28-30.	Author first; date has a month because it's a magazine; article title not italicized and is in lower case; magazine name is italicized and the first letter of each word is capitalized; volume and page numbers included.	Padgett & Grillo (2008)…..(p.#).
6	Newspaper article in print (No author)	Scientists say music manipulates shoppers. (2000, September 14). *The Ottawa Citizen*, p. A1, A20.	When there is no author put the article title first; date has a month because it's a magazine; article title not italicized and in lower case; newspaper name is italicized and the first letter of each word is capitalized; volume and page numbers included.	The article called "Scientists say music manipulates shoppers" (2000) …… (p.#).

7	Newspaper article from internet	Fenlon, B. (2007, November 22). Nova Scotia orders taser review after death. *The Globe and Mail.* Retrieved from http://www.theglobeandmail.com	Done the same way as the newspaper article in print; add the website; no period after a website address.	Fenlon (2007)…. (par.#).
8	Encyclopedia article in print	Lindgren, H. C. (2001). Stereotyping. *The Corsin Encyclopedia of Psychology and Behavioral Science* (Vol. 4, pp. 1617-1618). N.Y.: Wiley.	Author first; the encyclopedia's article title is the heading for that section in the book; italicize the name of the encyclopedia and capitalize the first letter of each word in that name; add the volume and page numbers; end with the publisher.	Lindgren (2001)…(p.#).
9	Encyclopedia article from internet (2 authors, no date)	Shors, T. J., & Horvath, B. (n.d.). Stress, neural basis of. *International Encyclopedia of the Social and Behavioral Sciences.* Retrieved November 22, 2007, from http://www.sciencedirect.com	Done the same way as the encyclopedia in print; add the website; no period after the website address.	Shors & Horvath (n.d.)….(par.#).
10	Dictionary entry in print	Nuefeldt, V. (1990). Cubism. *Webster's New World Dictionary*. New York: Simon & Schuster.	Author first; the dictionary's entry or heading is like the title; italicize the name of the dictionary and capitalize the first letter of each word in that name; end with the publisher.	Neufeldt (1990)…(p.#).
11	Dictionary from internet (No author, no date)	Materialism (n.d.). *Oxford English Dictionary.* Retrieved from http://dictionary.oed.com	This dictionary entry did not have a date or author; start with the dictionary entry or heading; use n.d. for the date; italicize the name of the dictionary and capitalize the first letter of each word in that name; end with the website; no period at the end of a website address.	The Oxford English Dictionary entry "Materialism" (n.d.) ...(par.#).
12	Photograph	Figure 1. Apple's e-waste in China. (2003). Retrieved from http://www.greenpeace.org /australia/admin/image-library2/waste-china	Figure # is first; title of picture in lower case without italics; add the website; no period after the website address.	Figure 1: Apple's e-waste in China. (Source: www.greenpeace. org)

13	Chart	Figure 2. Changes in China's population. Retrieved from http://www.iiasa.ac.at/Research	Figure # is first; title of picture in lower case without italics; add the website; no period after the website address.	Figure 2: Changes in China's population. (Source: www.iiasa.ac.at/ Research)
14	You Tube from internet	University of Alberta. (2006). *Augustana information literacy DVD trailer*. Video posted to www.youtube.com/watch?v=riazxG6yqm0	Author first; title of video is in italics; do not capitalize the title; add website; no period after the website address.	The University of Alberta's DVD trailer (2006)….
15	DVD (producer/ director)	Crowley, P. (Producer), & Kammen, G.D. (Director). (2003). *Dirty water* [DVD]. Oakville, ON: Magic Lantern.	In this case the "authors" are the producer and director; title of DVD is in italics; do not capitalize the title; end with the company that made the DVD.	The DVD produced by Crowley & Kammen (2003) ……
16	Web article (No author, no date)	The intelligence of dogs. (n.d.). Retrieved from http://www.petrix.com/dogint/	No author; start with name of article; no italics; no capitals; in this case there is no date; end with website; no period at the end of a website address.	The article entitled "The intelligence of dogs" (n.d.) …… (par.#).
17	Web article	Armstrong, T. (2000). Multiple intelligences. Retrieved from http://www.thomasarmstrong.com/multiple _intelligences.htm	Author first; name of article is not in italics and not capitalized; add the website; no period at the end of a website address.	Armstrong (2000) …..(par.#).
18	Website Homepage (No date)	SunRype. (n.d.). *Home page*. Retrieved from http://www.sunrype.com	Start with the name of the company website; if there is no date put n.d.; Home page is written in italics; add the website address; no period at the end.	The SunRype website (n.d.) ….. (par.#).
19	Blog post	Tara. (2007, November 27). Pullman books pulled. Message posted to http://bclaifc.wordpress.com	Start with the name of the blogger; add the full date because posts are made daily; add the title of the blog without italics and without capitals; add the website; no period at the end of a website address.	Tara (2007)…(par.#).

20	Brochure	Okanagan College Continuing Studies. (2006). *Certificate and non-credit courses and programs* [Brochure]. Kelowna, BC: Author.	Start with the author which might be a company; italicize the title of the brochure; lowercase; include [Brochure]; end with the publisher's information who is likely the author.	Okanagan College Continuing Studies (2006)….(p.#).
21	E-brary Database from your school's library.	O'Brien-Pallas, L., Hiroz, J., Cook, A., & Mildon, B. (2005). Nurse-physician relationships: Solutions and recommendations for change. Retrieved from ebrary database.	Start with authors of the article; add the article's name without italics and in lowercase; indicate that it was retrieved from the ebrary database. Your teacher will know which database that is.	O'Brien-Pallas, et al. (2005) … (par. #).