GENERAL GUIDELINES FOR PAPERS:

» Make margins one inch on all sides. Double space throughout.
» Font should be 12 point serif such as Times New Roman or Courier.
» Indent the first line of each paragraph ½”, except for the abstract or a block quote.
» Sections: Title page; Abstract; Body; References. Each new section should start on a new page. Body may include Introduction, Method, Results, and Discussion.
» Running head and page # should appear on all pages, including the title page. Left justify title; right justify page #.
» Title page requires Running head, Title, Author’s Name, and Institutional Affiliation.
» The term "Running head” appears only on the title page. The Running head itself is on all pages. Left justify title; right justify page #.

REFERENCES

» All sources in the Reference list should be cited in the text.
» Double space with a hanging indent.
» Italicize titles of books and journals, including the volume number of journals.
» Use a DOI (digital object identifier) whenever possible. It is usually on the first page of an article.
» Capitalize only the first word for article titles, book titles, subtitles and chapter titles. Capitalize all significant words of a journal name.
» Alphabetize by the first significant word of the citation, whether an author or title.
» Authors’ or editors’ names are Surname, A. A. If the author has a suffix such as Jr., separate with a comma. Surname, A. A., Jr.
» For corporate authors (businesses and organizations), include the entire name.
» For editors, add (Ed.) or (Eds.) after the name or names.
» For articles with more than seven authors, list the first six names, followed by a comma and an ellipsis (three periods) and the last name in the list.
» Use the ampersand (&) sign rather than the word “and” before the last author’s name in a list of up to six.
» If there is no author or editor, begin with the title.
» Only one space after “periods that separate parts of a reference citation” (APA, 2010, p. 87).

ELECTRONIC RESOURCES ONLY

» Use a DOI when available. It will go in place of the URL in the reference.
» If no DOI, do a quick search to locate the home page for the journal, book or report. Copy and paste the URL address directly onto your reference list. If you are unable to locate the web site, use the home page for the article source, ie, the database.
» For open Web material, follow other source information with the statement: Retrieved from [source URL] . Do not end URLs with a period (i.e. http://lonestar.edu/library.htm).
» When the URL leads to information on how to obtain the cited material, rather than to the material itself, use: Available from [source].
» URLs are only required for web sites, not databases.
» Do not place a period after a URL or DOI.
» Do not include retrieval dates.
**REFERENCE EXAMPLES - JOURNALS [APA7.01]**

<table>
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<th>Type of Source</th>
<th>APA Style</th>
<th>Example</th>
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<td>APA 6.27 &amp; 7.01.8</td>
<td>Note: Use this when you cannot find a doi or the journal homepage online. Not all child safety seats are equal. (2004, April). Child Health Alert, 22, 5. Retrieved from <a href="http://web.ebscohost.com">http://web.ebscohost.com</a></td>
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REFERENCE EXAMPLES: BOOKS [APA 7.02]


PRINT BOOK WITH EDITORS and EDITION NUMBER [APA 7.02 & 6.27]

PRINT BOOK WITH TWO to SEVEN AUTHORS [APA 6.27.Authors]
Note: Eight or more authors, include the first six authors’ names, then use “,...” and the final author’s name

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PRINT ENCYCLOPEDIA, SIGNED ARTICLE [APA 7.02]

PRINT ENTRY IN A REFERENCE WORK WITH NO BYLINE [APA 7.02]

ELECTRONIC BOOK [APA 7.02.19]
Note: include the version when possible. Library books: provider may be found in the url.

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INTERVIEW [APA 6.20]
Because an interview is not recoverable, you do not include it in the references. You may cite in your parenthetical references as (T. Jefferson, personal interview, July 4, 2008).
REFERENCE EXAMPLES: INTERNET SOURCES


INTERNET with PERSONAL AUTHOR [APA 7.03]

VIDEO [APA 7.11.77 & 7.07.49]

ELECTRONIC GOVERNMENT REPORT [APA 7.03.31]

INTERNET with CORPORATE AUTHOR [APA 7.02.32]

WEBSITES with INFORMATION MISSING

ELECTRONIC WORK, NO AUTHOR:

ELECTRONIC WORK WITHOUT AUTHOR OR DATE [APA 7.09.61]

ELECTRONIC WORK, NO AUTHOR, DATE, or TITLE

PARENTHETICAL REFERENCES: CITING REFERENCES IN THE PAPER

<table>
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<th>Smith and Wilson (2000) agree that the moon is green cheese.</th>
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<td>The moon is made of green cheese (Smith &amp; Wilson, 2008).</td>
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<td>Direct Quotation:</td>
<td>“The moon is green cheese” (Smith &amp; Wilson, 2008, p. 100).</td>
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<td>Up to five authors</td>
<td>“...green cheese” (Smith, Wilson, Jay, Kent, &amp; Grey, 2008, p. 5).</td>
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<tr>
<td>Six or more authors</td>
<td>“...green cheese” (Smith, et al., 2008, p. 5).</td>
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<td>No author</td>
<td>“The moon is green cheese” (Moon analysis, 2008, p. 100)</td>
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<td>Secondary Citation</td>
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</tr>
</tbody>
</table>

- Use author and year. For a direct quote, include page number or paragraph number. [APA 6.11]
- Multiple authors, up to five, should all be cited. For six or more, use the first author’s surname & et al. [APA 6.12]
- If there is no author, use the first few words of the reference list entry and the year. [APA 6.15]
- All sources cited in the text should be included in the Reference List. [APA 6.22]
- Parenthetical references should immediately follow the quote, even in mid-sentence. [APA Table 6.1]
- The authors’ names may be included in the text (followed by the year and page numbers) in parentheses at the end of the quote. [APA 6.1-21]

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