

Citing a Book

The basic format for a book citation is:

Author's Last name, First initial.Middle initial. (Year of Publication). *Title of book*. City of Publication, State Abbreviation: Publisher.

Sources with More Than One Author: Separate authors with a comma and precede the last author with the & sign.

Examples:

Gleick, J. (1987). *Chaos: Making a new science*. New York, NY: Penguin.

Sheafor, B. W., Morales, A., & Scott, M. E. (2010). *Social work: A profession of many faces*. Boston, MA: Allyn & Bacon.

Citing an Article

The basic format for an article citation is:

Last name, First initial.Middle initial. (Year of Publication). Title of article. *Title of Journal*, Volume(Issue), Page numbers. doi: xx.xxxx/xxxxxxxxxxxxxxxxxxxx

Sources without a DOI: Search the Internet for the journal's website address. Then copy and paste the website address at the end of your citation, preceded by the words "Retrieved from".

Examples:

Langhamer, C. (2009). Love and courtship in mid-twentieth-century England. *Historical Journal*, 50(1), 173-96. doi: 10.1017/S0018246X06005966

Maleki, A. (2010). The economics of sleep for a college student. *Yale Economic Review*, 6(2), 16-18.
Retrieved from www.yaleeconomicreview.com/

Citing a Website

The basic format for a website citation is:

Last name, First initial.Middle initial. (Last updated date). *Title of article*. Retrieved from
<http://www.xxxxx>

Note: If there is no author, write the sponsor name. If the website is likely to change after time, include the retrieval date (e.g. Retrieved June 8, 2012 from...)

Example:

National Association of Social Workers (2012). *Depression*. Retrieved from
<http://www.helpstarthere.org/mind-and-spirit/depression>

In-Text Citations

When paraphrasing a source, write the last name of the author(s) and the date. When directly quoting a source, include the page number.

Examples of paraphrasing:

There is a divide in this country on the death penalty (Taylor, 2012).

Smith & Jones (2010) believe that the death penalty is effective in deterring crime.

Examples of direct quotes:

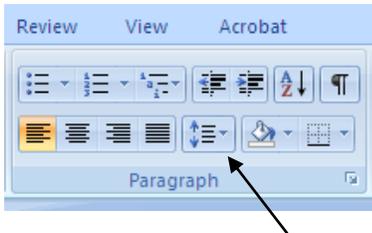
“Capital punishment is not a deterrent to crime” (Anderson, Misha, & Scran, 2011, p. 10).

Maleki (2009) asserts that the “death penalty is inhumane” (p. 50).

Setting up Your Paper in APA Format – Microsoft Word 2010

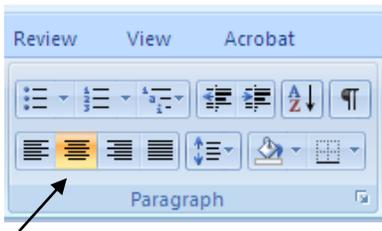
1) **Open Microsoft Word 2010.**

2) **Change line spacing to DOUBLE SPACING:** Under the Home tab, in the Paragraph group, click the Line Spacing button (see below) and choose **2.0**.



3) **Set up your TITLE PAGE:**

a) Under the Home tab, in the Paragraph group, click **Center** (see below).



b) Use the enter key to move the cursor down to approximately the center of the page. Type the following:

Title of Paper

Your Name

Name of University

Instructor's Name (optional; check with your instructor)

c) Enter to a new page (the second page) and begin writing your paper (If an abstract is required, write your abstract on the second page and begin your paper on the third page).

4) Set up your HEADER:

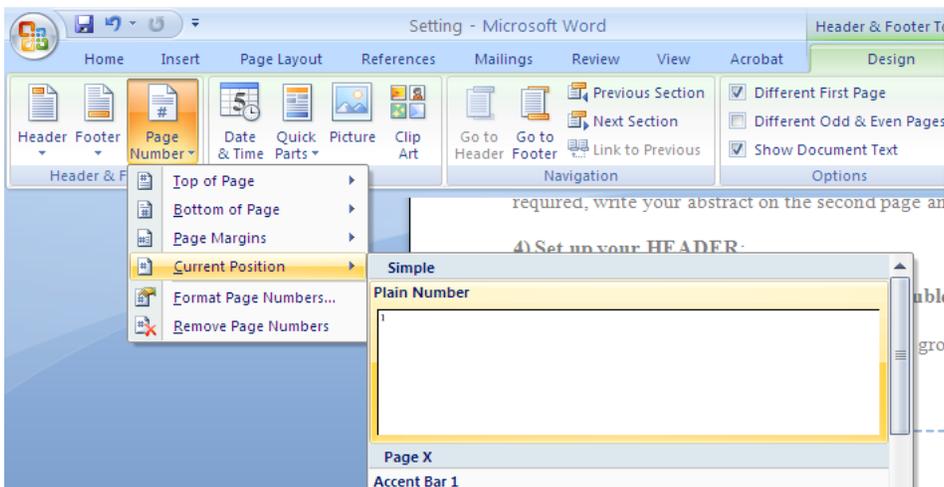
a) On the Title Page (the first page), **double click** at the top of the page to open the Header.

b) Under the Design tab, in the Options group, check **Different first page**.

c) Type the words “Running head:” and then the first word or first few words of your title in capital letters. For example, if your title is “Depression in Older Adults”, your running head would be:

Running head: DEPRESSION

d) Tab **twice** to move your cursor to the right-hand side of the header. Under the Design tab, in the Header and Footer group, click **Page Number**. Click **Current Position**, and then select **Plain Number 1** (see below).



e) Under the Design tab, in the Navigation group, click **Next Section**. This should take you to the second page header. Repeat steps 4c and 4d, except do NOT type the words “Running head” before your title. For example, on the second page, your header would look like this:

DEPRESSION

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f) To exit out of the header, click **Close Header and Footer** under the Design tab.