APA Style and the Library’s APA Resources

The three small letters, APA, have been known to cause great fear and panic. If you are unfamiliar with this formal, scientific writing style developed by the American Psychological Association (APA), have no fear. There are many resources available to help you learn and conquer it!

Some of the reasons APA style and formatting is used when writing a paper include these:

• It provides a consistent manner in which to research, develop, and deliver your written work.
• It improves the general quality, clarity, and accuracy of your final paper.
• It provides a foundation for citing and referencing your work to reduce plagiarism and thus increase ethical behavior.

It’s important to learn at least the basics of APA style and formatting since not following these standards will result in lost points on assignments and may lead to incidences of plagiarism. There can be serious consequences for plagiarism; the student catalog lists and explains them.

Although APA can be confusing at times, there are many sources of help when it comes to formatting, citing your sources, and plagiarism. The Online Library in CAMS has many resources to help you with APA and writing too. After clicking on the link to the library in CAMS, click on the APA tab at the top of the library page, and you’ll see the page below. It’s here that you’ll find many APA resources.

Don’t be shy about asking for help. It doesn’t mean you’re weak, it only means you’re wise. —Anonymous

He who is afraid of asking is ashamed of learning. —Danish Proverb
One resource to help you with APA formatting is the Hondros College of Nursing APA Style Guide which includes the most frequently used APA formatting information and examples. If you don’t have the resources used to create it, the Publication Manual of the American Psychological Association (6th edition) and the APA Style Guide to Electronic References (6th edition), this document should be your APA guidebook/source. This resources and 2 others can be found below.

**Hondros College of Nursing APA Style Manual** - contains basic and often-used information taken from the Publication Manual of the American Psychological Association, 6th ed.

An APA Paper Formatting Template - you can save and use for every paper you write, replacing the written text in it with your own writing.

An interactive APA Checklist - can be completed with every paper to make sure you haven’t missed any basic APA formatting.

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**Using In Text Citation & Referencing Avoids Plagiarism**

How can APA be used to help you avoid plagiarism? By correctly (1) **citing** and (2) **referencing** the sources you use to write your paper or forum post, you won’t be plagiarizing. Thus, it’s very important to remember that **you must cite twice**! This means that for every piece of information or idea you use from a source other than your own brain you need a(n):

1. **In Text Citation**—an appropriately formatted **in text citation** when quoting (don’t forget your quotation marks!), paraphrasing, and summarizing thoughts and ideas found in a document or on a website. You need to include an in text citation either at the beginning or at the end of sentences that contain information from outside sources.

   **AND**

2. **Reference**—an appropriately formatted **Reference** needs to be included on the last page of your APA formatted paper. It’s here that you list the sources you’ve quoted, paraphrased, and summarized, those which are marked with in text citations in your paper. They must be complete references and include the information below.

Here’s the basic format for an in **text citation** and a **reference** with an example of each:

<table>
<thead>
<tr>
<th>In text Citation</th>
<th>References Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Author(s), year)</td>
<td>Author(s). (Date). Title. Where it’s published.</td>
</tr>
</tbody>
</table>

(Stenhouse, 2012).


**Notes:** If you’re quoting directly from a source, add the page or paragraph number after the year to the **in text citation** (Stenhouse, 2012, p. 36) or (Stenhouse, 2012, para. 3). The paragraph number is used if you are quoting from a website which has no pages.

If there is no date on the material, use **(n.d.)** to indicate **no date**.

So, your reference **MUST** contain these 4 pieces of information to be complete and in correct APA format:

- **WHO** – author(s) (can be individuals or an organization)
- **WHEN** – date of publication (include month and day if provided)
- **WHAT** – title of the document (most commonly a journal article title, book title, or title of a web page) (italicize the title of a book or a journal article)
- **WHERE** – place the information was published (most commonly a journal title, volume, issue, and pages; city, state, and name of a book publisher; or the web address (URL) of a website preceded by the words “Retrieved from”) (Italicize only the journal title and volume.)

Please see the examples that follow on the next page.
Print Journal Article (even when found on the internet if it’s also in print)

Reference:

In text citation: (Kit, Simon, Brody, & Akinbami, 2013)

Website

Reference:

In text citation: (American Cancer Society, 2014)

Website with no author or date

Reference:

In text citation: (“Popular issues”, n.d.)

Book

Reference:

In text citation: (Brown, 2003)

If you have a copy of the book, *Publication Manual of the American Psychological Association, 6th edition,* it can be used to find answers to your APA questions. If you don’t have a copy, please use the *Hondros College of Nursing APA Style Guide.* The Purdue OWL (online writing lab) may be used as an APA resource as well. Your instructors and librarian are available to answer APA questions.

Lastly, here are a few important APA style requirements which you need to know:

**ALL WRITTEN ASSIGNMENTS MUST:**
- be double-spaced unless noted otherwise.
- have a 1-inch margin on all sides
- use a standard font of Times New Roman, 12 pt.
- have paragraphs indented ½-inch

**GRAMMAR AND USAGE**
- Use the past tense
- Avoid pronouns - 1st person (I), 2nd person (you) & 3rd person (he/she); use “the author” or “this writer” instead.
- Do not use contractions in formal writing
- Do not use jargon, slang, or casual expressions

**ABBREVIATIONS**
- Introduce your abbreviation first, and then later you can use by itself.

**ITALICS**
- Italicize titles for books, magazines, journals, and media sources when they are in a sentence but not in an in-text citation.

**NUMBERS**
- Spell out numbers zero through nine.
- If you start a sentence with a number, no matter what the number is, spell it out!
- Do not put extensions on dates. (January 1st, 2013)

**ABBREVIATIONS**
- Introduce your abbreviation first, and then later you can use by itself.

**CITATIONS AND REFERENCES**
- Every in-text citation must be referenced on the reference page AND every reference must have an in-text citation.

Please take some time to check out the resources discussed here to learn more about APA, and use the APA specialists when you have questions. Your next APA paper will be much easier to write if you use the APA paper template along with the other resources at your fingertips. All of these resources are just a click away — on the APA tab.