APA Style Guide

Title Page and Abstract

The title page should do the following:
Left align "Running head:" followed by the title of paper in all caps. The page number will be right-aligned (see "Working with Word" handout).
List the paper's title, your name, and the university's name, centered vertically and horizontally. This should be double-spaced.

The abstract will be page two. It should do the following:

      Begin a different header with *just* the title of paper in all caps on left, with the page number on right. **This header will be used in the rest of the paper.**

      Have a half-page, un-indented summary of your paper

General

- Double spaced
- Times New Roman, 12 pt.
- Double check the header to make sure it is also in Times New Roman and 12pt. font.

Running head: FOOD RELATED ILLNESS   1

Food Related Illness

Daniel Gray

UNC-Greensboro

FOOD RELATED ILLNESS   2

Abstract

In the restaurant business and in-home preparation, one of the biggest threats to a food handler is food related illness.

In-Text Citations

Every time you use another author's ideas (summary, paraphrase, or quotation), do the following

- Put the **author, date** of publication, and **page** of quote in parentheses after the quote.
- Put the **period outside the parenthesis**.

If there's no author, use the title of the article. If there's no page, omit it or give the paragraph number using "para." instead of "p." If there's no date, put "n.d."

You can also divide the citation: When introducing the quote, just mention the author's name and put the date directly after in parenthesis. Then put the page number at the end.

Full Citation: However, such situations cause "permanent trauma to … the brain" (Hunt, 1936, p. 42).

Divided Citation: In Moik's article (1990), he states, "Women in marriage have prescribed roles" (p. 25).

No Page/No Date: This form of manipulation is present in a 90% of marriages (Miles, Barn, & Phillips, n.d.).

No Author or Page: These stories show that one must have "resignation to fate" ("Existentialism," 2011.).

Block Quotations

If you use a quote that has **more than forty words**, make the quote its own paragraph. Indent the entire paragraph one half inch from the left margin, omit the quote marks, keep the text double spaced, and **put the citation *after* the final period**

… the need for awareness. Yanovski and Yanovski (2002) have traced the history of treatments for obesity:

> For many years, obesity was approached as if it were either a moral failing or evidence of underlying psychopathology. . . . [However,] hope arose that modification of the maladaptive eating and exercise habits would lead to sustained weight loss and . . . permanent changes in weight. (pp. 592-593)

Multiple Authors (According to *APA: The Easy Way!* pg. 11, 13)

When using a source with multiple authors, list them in the same order they appear in the source.

Two Authors: When citing two authors, list both authors' names every time. Use the & symbol when used inside parenthesis.

Three, Four, or Five Authors: When citing three, four, or five authors, cite all authors in the first reference citation; in citations following the first, use only the last name of the first author followed by the latin term *et al.*

Six or more authors: When citing a source with six or more authors, always use only the last name of the first listed author followed by *et al.*

Numbers in APA

Write out numbers as words when using numbers up to nine. Use numerals to express numbers 10 and larger. Use words to express numbers when beginning a sentence, title or heading with a number, or when dealing with a common fraction.

Use numerals to express numbers when: Numbers that represent time (spell out the numeral for approximations of time), numbers that suggest a specific place in a series, numbers that represent scores or points on a scale, numbers that precede units of measurement, numbers that represent part of a mathematical expression, numbers that represent exact sums of money, and numbers that appear in an abstract.

(According to Walden University: https://academicguides.waldenu.edu/writingcenter/apa/other/numbers#s-lg-box-2805155)

References Page

The References page should start on a new page at the end of your document. Keep it double-spaced with no extra space between entries, and create a hanging indent (see the "Working with Word" handout). Alphabetize by the first word of the reference entry.

1. ARTICLES IN A SCHOLARLY JOURNAL
In general, list the author(s), publication date, article title, journal title (italicize), volume number, issue number, and page numbers.

DOIs (According to apastyle.apa.org)

A digital object identifier (DOI) is a unique string of letters, numbers, and symbols assigned to a published work to identify content and provide a persistent link to its location on the Internet. The DOI is typically located on the first page of an electronic document near the copyright notice and on the database landing page for the document. When DOIs are available, include them in the reference information. Place the DOI at the end of the reference, and don't add a period at the end of it. Here's an example:

Author, A. (year). Title of article. Journal Title, X, xxx–xxx. doi:xxxxxx

> EXAMPLE:
> Roddy, P.K. (2004). A study of communication between a 1964 rockband and youth: the influence of the Rolling Stones on American teenagers. *Journal of Social Commentary*, 23(2), 254-287.

2. BOOK
In general, list the author(s), publication date, title (in italics), edition (if other than first), and publishing info.

> EXAMPLE:
> Calfee, R.C., Valencia, R.R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, D.C.: American Psychological Association.

3. WEBSITE
In general, list the author(s) or editor(s), publication date, article title (italicize), and retrieved from (url)

> EXAMPLE:
> Aderman, D.M. (2013). *Love is not enough for healthy marriage*. Retrieved from http://psychcentral.com/blog/archives/2013/03/17/love-is-not-enough/

4. VIDEO (According to apastyle.apa.org)
Here's the general format for creating a reference for a video found on YouTube and other platforms.
If both the real name of the person who posted the video and the screen name are known:

Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxx

> EXAMPLE:
> Murphy, C. [Colin Murphy, Ed.D.]. (2017, May 4). *APA Format in Word - in 4 Minutes V2* [Video File]. Retrieved from https://www.youtube.com/watch?v=qZVIa2sTbpM

If only the screen name of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxx The in-text citations include the author name outside of brackets (whichever that may be) and the date.

> EXAMPLE:
> ServiceScape. (2017, January 8). *How to Write in APA Style* [Video File]. Retrieved from https://www.youtube.com/watch?v=Q7TBmi8-9G0

5. IMAGES

Basic Format for Electronic Image:

Author (role of author). (Year image was created). Title of work [type of work], Retrieved Month Day, Year, from: URL

EXAMPLE:

Kulbis, M. (Photographer). (2006). Men pray [Photograph], Retrieved April 12, 2006, from:
http://accuweather.ap.org/cgi-bin/aplaunch.

Basic Format for an Electronic Image (No Author):

Title of work [type of work]. (Year image was created). Retrieved Month Day, Year, from: URL

EXAMPLE:

Geisha [Photograph]. (2006). Retrieved April 10, 2006, from: http://www.bergoiata.org/fe/divers28/10.htm

Basic Format for an Electronic Image (No Author, No Title, No Date):

[Subject and type of work]. Retrieved Month Day, Year, from: URL (address of website

EXAMPLE:

[Untitled photograph of a baby chimpanzee]. Retrieved April 12, 2006, from:
http://perso.wanadoo.fr/jdtr/struc/chimp3.htm

(According to: APA Citation Style Guide. (n.d.) Retrieved from http://www.landmark.edu/library/citation-guides/landmark-college-citation-guides/apa-citation-style-guide/#Images)

*An example References Page can be seen on the next page.

References

Aderman, D.M. (2013). *Love is not enough for healthy marriage*. Retrieved from

      http://psychcentral.com/blog/archives/2013/03/17/love-is-not-enough/

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      D.C.: American Psychological Association.

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ServiceScape. (2017, January 8). *How to Write in APA Style* [Video File]. Retrieved from

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