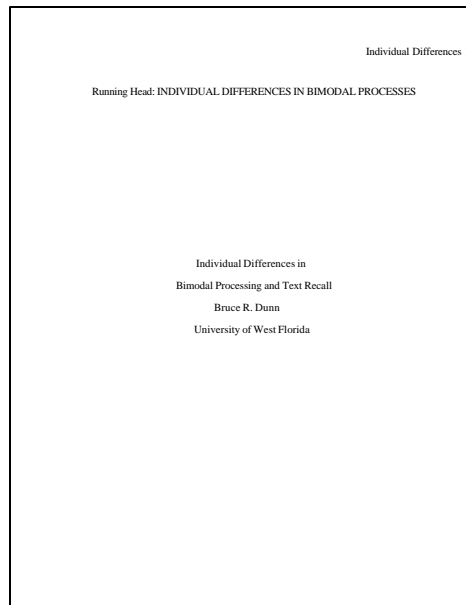


Title Page:

- Running head: an abbreviated title, flush left at the top in ALL CAPS (do not exceed 50 characters, including punctuation and spaces)
- Title: Should be a concise summary of the paper; do not state the unnecessary (EX: "An investigation of..."); double-space if more than 2 lines
- Byline: author(s) name(s)



Quotations:

- Used for material quoted directly from author's work, material duplicated from a test item, or verbatim instructions to a participant
- If <40 words, include it in text, set off by quotation marks
- If >40 words, use a free standing block of lines without quotation marks. Start it on a new line and indent 5 spaces from the left margin. Use block format.
- Give page numbers where quote can be found

example: Joans & Collins state that ". . ." (p. 65).

Or

". . ." (Joans & Collins, 1998, p.65).

Using Numbers:

- Use figures (12, 15, 23) for numbers 10 and above
- Use words for numbers less than 10 *except* for numbers that:
 - are below 10 and grouped for comparison (EX: lines 5 and 13)
 - immediately precede a unit of measurement (EX: 8 years old)
 - represent statistical or mathematical functions



APA Style

5th edition (APA, 2001)*

- Double-spaced throughout (including long quotes and reference page)
- Times Roman or Courier typeface, 12 points
- All pages numbered (including title page) in upper right-hand corner

Reference page is inclusive of all citations within the paper, and is alphabetized according to the last name of the first author

* For more detailed information or examples, the APA manual is available for purchase at the bookstore or for reference/checkout in the library.



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Department of Special Education
University of Wisconsin-Eau Claire

References on Reference Page:

- Center the word "References" on the top of the page
- Alphabetize according to first authors' last names (don't change the order they are listed in)
- Use the last name, first initial, middle initial (if given)
- Indent 2nd and 3rd lines (hanging indent)
- Use a comma and an ampersand (&) before the last author's name (even if there are only two)
- If you have more than one reference by the same author, list according to publication year, earliest first
- Capitalize all the major words in the journal title, but only the first word of the article title
- Italicize the journal or book title and volume

Citations in Text:

- Use (Authors' last names, 1998); if there are 3 or more authors, you must only list all of them the first time. After that, subsequent citations can be: (First author, et al., 1998)
- *When to cite references in text:* You *must* cite a reference every time you use information (a quote, a statistic, a finding, an opinion, or even an idea).
- **examples:**
Jones and Collins (1998) found that children of working mothers ...
Children of working mothers are often ...
(Joans & Collins, 1998)

Examples:

- ⇒ **Generic example of a journal article:**
Smith, J. A., Jones, J., & Alberts, S. M. (1998). Article title. *Title of Journal*, volume number, (issue number, only if journal is paginated by issue), page numbers.
- ⇒ **Journal article, single author**
Smith, J. A. (1998). Television viewing in latch key children. *Journal of Media*, 4, 345-358.
- ⇒ **Journal article, multiple authors, journal paginated by issue**
Smith, J.A., Johnson, S. M., & Alberts, S. M. (1998). Video watching in daycare. *Child Psychology*, 34(3), 123-129.
- ⇒ **Magazine article**
Brady, J. A. (1998, October 15). Understanding your teen. *Parents*, 145, 123-125.
- ⇒ **Daily newspaper article, no author**
Newspaper reading and social studies scores. (1998, June 19). *The New York Times*. p. B12.
*In text, use a short title for the parenthetical citation: ("Newspaper reading," 1998)
- ⇒ **An entire book, third edition, Jr. in name**
Casey, L.M., & Linus, T.A., Jr. (1989). *Exceptional children in exceptional schools*. (3rd ed.). Washington, DC: McGraw-Hill.

⇒ **Book, no author or editor**

Merriam-Webster's collegiate dictionary (10th ed.). (1995). Springfield, MA: Merriam-Webster.

⇒ **Book, revised edition**

Rosenburg, J. (1989). *Ethics in psychology* (Rev. ed.). Moorpark, CA: Sage.

⇒ **Internet sources**

list authors, if available, then date, title of article or work. Retrieved from: give internet address

example:

Smith, J. A. (1998, September). Playmates for your child. Family Studies homepage. Retrieved from: <http://www.famstudies.com>

⇒ **Internet articles based on a print source:**

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Some Don'ts for References:

- Don't number your references or use footnotes or endnotes
- Don't capitalize all the words in the title of the article, only the first word of the title and the first word of the subtitle, if there is one, and any proper nouns in the title
- Never use author's first or middle names