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BENET ACADEMY STYLE MANUAL

Because research builds upon the earlier work of others, it is important to document the sources of previous writers to acknowledge debt to their scholarship and give credit for their work. Therefore, students of Benet Academy will reference this style manual whenever writing research papers to document the work of previous writers and researchers. However, some teachers may require variations of this document. Students should follow their instructor's directions in such instances.

MLA Handbook for Writers of Research Papers

This booklet follows the *MLA* (Modern Language Association) *Handbook for Writers of Research Papers*, seventh edition. This style is used by most colleges in the humanities. For further information not found in this booklet, please refer to the *MLA Handbook for Writers of Research Papers*, which is on reserve in the school library.

Publication Manual of the American Psychological Association

Documentation styles differ according to discipline. In the sciences, where timeliness of research is crucial, the style varies. Therefore, there are additional pages in the back of this booklet which illustrate the APA (American Psychological Association) style. *Publication Manual of the American Psychological Association*, sixth edition, is also on reserve in the library for further reference.

PLAGIARISM

One of the most important reasons to follow this manual when writing a research paper is to avoid plagiarism. Plagiarism is defined as taking ideas, writings, wording, and spelling from another and passing them off as one's own. Plagiarism is a serious offense as it is stealing someone else's intellectual property. If intentional plagiarism is suspected, a penalty will be imposed in accordance with Benet Academy's "Academic Honesty Policy" (see *Benet Academy Guidebook*).

To avoid plagiarism credit must be given to all sources in accordance with the following guides:

- **When exact words, phrases, or sentences are used, quotation marks must be used and the source must be documented.**
- **If an original idea of an author is used, though not the exact quote, the source of the idea must still be documented.**
- **Information considered common knowledge does not have to be documented as long as the original words from the source are paraphrased, not printed exactly. A guideline of common knowledge is information found undocumented in at least three sources. An example of common knowledge follows:**

Lincoln delivered the Gettysburg Address on November 19, 1863.

FORMATTING A RESEARCH PAPER

MARGINS

Leave one (1) inch margins on the top, bottom, and both sides of the text. Do not justify the right margin. To set your margins in Microsoft Word, click on File and Page Setup. Under the Margins tab, change each margin to one (1) inch. Do not justify the right margin.

INDENTS

Indent the first word of a paragraph five (5) spaces from the left margin.

HEADING

One (1) inch from the top of the first page and flush with the left margin type your name, your instructor's name, the course title, and the date on separate lines. Double space between the lines.

TITLE

Double space between the heading and the title. Center the title. Double space between the title and the first line of the text. Do not underline, put in quotes or capitalize the title.

TYPEFACE

Use a standard, easily readable typeface such as Times New Roman, 12 pt.

SPACING

Double space the paper throughout.

TITLE PAGE (if required)

Though title pages are not in the *MLA Handbook*, some teachers may prefer a title page. If a title page is required, center the title in the upper half of the page. In the lower half of the page, center and double space your name, instructor's name, course title, and date, each on a separate line.

PAGINATION

All pages are numbered consecutively in the upper right hand corner, one half inch from the top of the page or the default of the word processing program being used, and are flush with the right margin. Your last name is typed before the page number in case of misplaced pages. In Microsoft Word 2007 to automatically place your name and page numbers follow these instructions:

Go to **Insert > Header > Blank > Type your last name.**

Highlight name > CTRL R to move name flush right.

Go to Page 2 of your document

In **Header Footer Design Tools** check on **Different First Page**

Put cursor one space after name on page 2 >Go to **Page Number**

Click on **Current Position > Plain number**

1 inch
margin

1/2 inch header or the de- 5
fault of your word
processing program

Name

Teacher

Subject

Date

2 spaces

Title Centered

2 spaces

Text _____

Indent

first line

5 spaces

Text double spaced

1 inch
margin

1 inch
margin

1 inch margin

QUOTATIONS

Fewer than four typed lines

A direct quotation fewer than four typed lines is included within the paragraph. The source comes before the period but after the quotation mark and is enclosed within parentheses.

According to Thomas Buser, local color is "the colors they know the objects to be without any regard for temporary or accidental effects" (137).

Longer than four typed lines

A direct quotation longer than four typed lines is double spaced and indented ten (10) spaces from the left margin. More than one paragraph requires an additional three (3) space indentation to indicate the beginning of the paragraph. There are no quotation marks and the documentation comes after the period.

Where colors are placed in a painting in relation to other colors can influence the way the colors are perceived.

Let us first consider how simultaneous contrast induces the opposite value. Placing a dark color next to a light color will make the light color seem lighter and the dark color seem darker. A central stripe that remains the same value will appear to change when contrasted with different backgrounds.

Simultaneous contrast also induces the complementary hue in the color next to it. The opposite of red is green, and red will induce the appearance of green if the color next to the red is a neutral gray, the gray will look greenish. Simultaneous contrast will make an actual weak green look more intensely green next to some red.

(Buser 134)

PARAPHRASE

Credit must be given to any original ideas taken from a source, even if those ideas are not copied word for word.

THIS IS A DIRECT QUOTE. NOTE HOW IT IS PARAPHRASED BELOW.

Gangs are routinely portrayed as an alien presence in otherwise stable communities. For most people, gangs represent a breakdown of the moral order, an evil in which racial or ethnic ties have been perverted for criminal gain. Gangs frighten the public because they appear to use one of the most comforting aspects of life, deep-rooted personal ties, to foster campaigns of invasive and disruptive violence. (Cozic 113)

THIS IS THE PARAPHRASED PASSAGE OF THE PRECEDING DIRECT QUOTE.

Gangs frighten people in stable communities because they illustrate a deterioration of the moral order and use close personal ties, typically a reassuring facet of life, to foster violence (Cozic 113).

ELLIPSIS OR SPACED PERIODS

When omitting a word or words from within one sentence, use three spaced periods with a space before and after each period. Four periods may be used to indicate the omission of a whole sentence, paragraph, or more.

Floyd Abrams argues that "the threat of costly lawsuits leads the media to avoid investigative reporting . . . to protect themselves from expensive lawsuits" (42).

OTHER ALTERATIONS OF SOURCES

When quoting, show the quote exactly as it is in the original. If a direct quote is confusing or unclear to a reader, inserting anything within the quote for clarity must be put in brackets.

"U.S public opinion is far more negative toward the Sandinistas than it ever was toward the Shah [of Iran] or Pinochet's dictatorship" (Lloyd 94).

Add *sic* (from the Latin for "thus" or "so") to assure readers that a quote is accurate even though it contains an error.

"Ian Stewart's article about the anthropomorphic [sic] principle received a negative review by mathematician Paul Campbell" (Smith 24).

QUOTATIONS WITHIN QUOTATIONS

Use single quotation marks to enclose a quotation within a quotation.

"Read 'The Raven,'" he told me.

TITLES WITHIN TITLES

If a book title being cited contains a title normally enclosed within quotation marks, retain the quotation marks and italicize the entire title.

Poems of Coleridge including "Rime of the Ancient Mariner"

If a book title being cited is normally italicized and is part of a book title that is also italicized, then the shorter book title is neither in italics nor in quotes.

Modern Critical Interpretations: Zora Neale Hurston's Their Eyes Were Watching God

When directly quoting or using someone else's original ideas, credit the original document.
Follow these examples exactly.

CITING A PAGE FROM A SINGLE VOLUME BOOK OR ARTICLE

If the author's name is mentioned in the text, cite only the page number.

DIRECT QUOTE

"During the last three and a half decades," says William Peden,
"American short story writers have been creating more skillfully
and meaningfully, than ever before in our national history" (19).

PARAPHRASE

Peden claims that American short story writers have been writing
with more skill than they ever previously did (19).

If the author's name is not mentioned in the text, cite the author's name and page number.

During the last three and a half decades short story writers have
been creating more skillfully than ever before (Peden 19).

CITING SEVERAL PAGES FROM ONE WORK

Peden explains how American short story writers have been creating
more skillfully in the past three and a half decades than ever be-
fore in our history (19-23).

CITING A WHOLE WORK

This refers to a general theme or idea of the book or article, not necessarily from specific pages.

Peden believes that during the period from 1940-1975 better short
story fiction was written than ever before in our nation's history.

CITING TWO OR MORE WORKS BY THE SAME AUTHOR(S)

Include a shortened italicized title of every title by the same author.

Better short stories have been written during the past three and a half decades than ever before in the history of American literature (Peden, *American* 19).

The American short story reflects the society of the time, much like drama in the Elizabethan Age (Peden, *Short* 96).

CITING FROM A MULTI-VOLUME WORK

The years 187 to 179 seem to be the time when warfare in Liguria was at its height (Heitland 2: 136).

CITING A CORPORATE AUTHOR (COMMISSION, ASSOCIATION, COMMITTEE, GOVERNMENT AGENCY, ETC.)

By 1992 it was apparent that the American health care system, though impressive, needed to change (Public Agenda Foundation 4).

CITING INDIRECT SOURCES

Whenever possible take material from the original source. If the original source is not available, use the indirect source.

Tennessee Williams once wrote "To love is to lose" and in one way or another his characters are losers (qtd. in Peden 76).

CITING LITERARY WORKS

Classic prose works, such as plays or novels available in several editions, may need a chapter number, act, scene, etc. to locate a quote.

Shakespeare's King Lear begins to weaken and lose his resolve when he cries, "O Regan, Goneril! Your old kind father, whose frank heart gave all..." (3.4.19-20).

CITING A WORK LISTED BY TITLE (WITH NO AUTHOR SHOWN)

Show the first significant word of the title followed by the page number. Remember to enter the title in alphabetical order on the works cited page.

Thrasher discovered Chicago to be a great laboratory for his research on gangs (*Gangs* 12).

PREPARING THE LIST OF WORKS CITED

In the "Works Cited" section of a paper, list all of the works that were cited in the text. This includes not only books, but also films, recordings, television programs, materials accessed through a computer, and other nonprint sources.

The "Works Cited" list appears at the end of a research paper. Start the list on a new page and number each page, continuing the numbering from the previous text. Center the title "Works Cited" one (1) inch from the top of the page. Double space between the title and the first entry. Begin each entry flush with the left margin. If it runs more than one line, indent the subsequent lines five (5) spaces from the left margin. Double space the entire list, both between and within the entries. Alphabetize entries by the author's last name, or, in the case of unauthored works, by the first word of the title (omitting articles, such as a, an, and the).

NOTE: IF AN ELEMENT OF THE CITATION CANNOT BE PROVIDED, OMIT IT AND CONTINUE WITH THE REST OF THE CITATION.

Arrangement of entry information for **non-periodical print publications (books)**:

1. Author's, editor's, or compiler's name
2. Title of a part of the book (in quotation marks)
3. Title of the book (in italics)
4. Edition used
5. Number(s) of the volume(s) used
6. City of publication, name of publisher, and date of publication
7. Medium of Publication (Print)

Arrangement of information for **periodicals**:

1. Author's name
2. Title of article (in quotation marks)
3. Name of periodical (in italics)
4. Series number or name
5. Volume number
6. Issue number
7. Date of publication
8. Page numbers (for the complete article)
9. Medium of publication (Print)

Arrangement of entry information for Internet sources.

There are many different kinds of sources available on the Web, such as texts of books, periodical articles, scholarly projects, and personal sites. Entries in a works-cited list should contain as much information about the source from the following lists as is relevant and available.

Non-periodical work on the Web only

1. Name of the author, editor, or compiler of the source
2. Title of article, posting, or short work within the site (enclosed in quotation marks)
3. Title of overall website (in italics)
4. Version
5. Publisher or sponsor of site; if unavailable, use N.p.
6. Date of the site; if unavailable use n.d.
7. Medium of publication (Web)
8. Date of access

Periodical in an Online Database

Cite as you would a print periodical (See pages 14 and 15). Additionally the end of the citation will include:

1. Title of database (italicized)
2. Medium of publication (Web)
3. Date of access

<p>EXAMPLES OF ENTRIES FOR WORKS CITED PAGE</p>

1. Books

One Author

Descola, Jean. *A History of Spain*. New York: Knopf, 1963. Print.

Two Authors

Rohr, Richard, and Joseph Martos. *Why Be Catholic? Understanding Our Experience and Tradition*. Cincinnati: St. Anthony Messenger, 1989. Print.

Three Authors

Wallechinsky, David, Irving Wallace, and Amy Wallace. *The People's Almanac Presents the Book of Lists*. New York: Morrow, 1977. Print.

More Than Three Authors

Marhov, M. A., et al. *Quantum Gravity*. River Edge, NJ: World Scientific, 1991. Print.

Corporate Author

Environmental Protection Agency. *Wetlands Delineation Manual*. Rockville, MD: Government Institute, 1987. Print.

A Work in a Series

Altschiller, Donald, ed. *Affirmative Action*. The Reference Shelf 63: 3. New York: Wilson, 1991. Print.

Note: To cite a volume number AS WELL AS page numbers of a multi volume work, separate the two by a colon and a space: (White 2: 1-10). Do not use the words "volume", "page", or their abbreviations.

Edition After the First

Partington, Angela, ed. *The Oxford Dictionary of Quotations*.
4th ed. New York: Oxford UP, 1992. Print.

Editors

Baker, Russell, ed. *The Norton Book of Light Verse*. New York:
Norton, 1986. Print.

Story or Article From an Anthology

Waugh, Evelyn. "Out of Depth." *A Catholic Reader*. Ed. Charles
A. Brady. Buffalo: Desmond & Stapleton, 1947. Print.

Previously Published Scholarly Article in a Collection

Felperin, Howard. "O'erdoing Termagant." *The Yale Review* 63
(Spring, 1974) Rpt. in *William Shakespeare's Hamlet*. Ed.
Harold Bloom. New York: Chelsea, 1986. 99-115. Print.

Translation

Lucciani, Albino. *Illustrissimi: Letters from Pope John Paul I*.
Trans. William Weaver. Boston: Little, 1978. Print.

2. Magazines and Newspapers***Magazine***

Darlin, Damon. "Campers." *Forbes* 15 July 1996: 68-70. Print.

Unsigned Article

"Those Golden Shoes." *Runner's World* Nov. 1996: 13. Print.

Daily Newspaper

Daley, Tom. "Dead of Night." *New York Times* 20 Nov. 2008, late
ed., sec. 1: 24+. Print.

Weekly Magazine or Newspaper

Wiener, Leonard. "Finally, Astute Travel Programs." *U.S. News & World Report* 1 Nov. 1996: 79-80. Print.

Journal

Goebel, Bruce A. "Comic Relief: Engaging Students through Humor Writing." *English Journal* 98.6 (2009): 38-43. Print.

Editorial

"Japanese Auto Sanctions." Editorial. *The Times Picayune* [New Orleans] 20 May 1995: A12. Print.

Book Review

Fitzgerald, Francis. "Reagan's Book." Rev. of *An American Life*, by Ronald Reagan. *The New Yorker* 24 Dec. 1990: 91-99. Print.

3. Encyclopedias and Almanacs***Signed with Name or Initials***

Blackall, Eric A. "German Literature." *Encyclopedia Americana*. 1988 ed. Print.

Unsigned

"Grasshopper." *Compton's Encyclopedia and Fact Index*. 1978. Print.

4. Pamphlets and Bulletins

Pope, G. D. Jr. *Ocmulgee National Monument, Georgia*. National Park Service Historical Series No. 24. Washington: GPO, 1956. Print.

5. Nonprint Sources

Motion Picture

The Agony and the Ecstasy. Dir. Carol Reed. Perf. Charlton Heston, Rex Harrison, and Diane Cilento. Twentieth-Century Fox, 1965. Film.

DVD, Videocassette, Laser Disc, Slide Program, Filmstrip

Dead Poet's Society. Dir. Peter Weir. Perf. Robin Williams. 1989. Touchstone, 1998. DVD.

Television or Radio Program

"Painter/Sculptor/Welder, Gerald Scheck." *Creativity with Bill Moyers*. PBS. WTTW, Chicago, 14 June 1989. Television.

Sound Recording

Holbrook, Hal. *Mark Twain Tonight*. Columbia, n.d. CD.

Lecture or Presentation

Brown, Linda. "Women on the Oregon Trail." Benet Academy. 17 Dec. 2007. Lecture.

Interview

Thumb, Thomas P. Personal interview. 12 Nov. 1992.

6. CD-ROM Products

"Bolivia." *The Software Toolworks World Atlas*. The Software Toolworks. 1992. CD-ROM.

Entire Internet Site

Author's name. Title of site. Publisher. Editors. Date of Publication. Medium. Date of access.

Ancient Egypt. The British Museum. 20 Sept. 1999. Web. 5 Feb. 2009.

Email, Listserv and Newsgroup

Name of writer. "Title of the message, taken from the subject line ." Description of message that includes the recipient. Date of the message. Medium.

Buck, Frank. "Wild Pony Project Results." Message to John S. Smyth. 21 June 2009. E-mail.

Document within an information database such as an encyclopedia or a scholarly project

Author's name, if given. "Title of article." Database. Any information about the electronic publication such as the version. Medium. Date of access.

"China." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2009. Web. 7 February 1999.

Article in an online periodical

Author. "Title of item." Name of periodical. Volume number, issue number. Date of publication: Total number of pages. Medium. Date of access .

Marquis, Christopher. "White House to Relax Some Environmental Regulations." *New York Times on the Web*. 14 January 2002: n. pag. Web. 16 January 2002.

Professional or personal site

Name of the person who created it. *Title of site* (If no title, give a description such as Home page but not underlined). Name of any organization associated with site. Date of last update. Medium. Date of access .

Brown, Linda S. *AP American History*. Social Studies Department, Benet Academy. 27 January 2001. Web. 26 February 2008.

Work from an online service

Author. "Title of article." *Original Source of Article* volume (Date): pages. *Title of Database*. Medium. Date of access.

ProQuest

Kanter, Laurence B. "The Renaissance Antichrist: Luca Signorelli's Orvieto Frescoes." *Renaissance Quarterly* 50 (Winter 1997): 1260-61. *ProQuest Central*. Web. 2 Jan. 2001.

FirstSearch

Herzman, Ronald B. "Visible Parlare: Dante's Purgatorio 10 and Luca Signorelli's San Brizio Frescoes." *Studies in Iconography* 20 (1999): 155-83. *WilsonSelectPlus*. Web. 27 Jan. 2009.

CQ Researcher

Katel, Peter. "Future of the Airlines." *CQ Researcher* 18.10 (2008): 217-40. *CQ Researcher Online*. Web. 7 Mar. 2008.

Opposing Viewpoints

Lander, James F., and Patricia A. Lockridge. "The Nature and Characteristics of Tsunamis." *Tsunamis*. Ed. Nancy Harris. Great Disaster Ser. San Diego: Greenhaven, 2003. *Opposing Viewpoints Resource Center*. Web. 7 Dec. 2008.

Maps

"Title of graphic." Graphic type. Title of site providing graphic. Copyright holder. Date. Medium. Date of access.

"Afghanistan." Map. *Altapedia*. Latimer Clarke Corp., 2008. Web. 24 Sept. 2009.

Painting, Sculpture, or Photograph

Artist's name. Title of the artwork. Date of composition. Name of the institution that houses the work, city. Title of the site. Editor of site (if given). , any sponsoring institution. Medium. Date of access. (Do not include the original medium of composition when citing another medium besides print found on the Web.)

Picasso, Pablo. *Child with a Dove*. 1901. National Gallery, London. *Bridgeman Art Library*. Web. 24 May 2009.

Schuster 1

Linda M. Schuster

Dr. Schwarz

American History

October 23, 2009

Saturday Was Our Short Day

Born in Grand Rapids, Michigan in 1880, Agnes Nestor was the second daughter and third child of Thomas and Anna (McEwen) Nestor. From her father, a former machinist, a member of the Knights of Labor, and a city alderman, Agnes acquired her knowledge of labor organizations and her later devotion to the Democratic party. To her mother's stories of her girlhood spent laboring in the homes and textile mills of Tribes, New York, Agnes attributed her abhorrence for the conditions of work that women and children endured (*Century* 14-20). Agnes grew up in relative middle-class comfort. Her father operated a grocery store, the Nestor children attended Catholic grade school, and their mother engaged in local activities and charitable work. However, political and economic setbacks in 1886 sent Thomas Nestor to Chicago in search of work. The family soon followed; Chicago would be "home" for the rest of Agnes' life (DuBois 26-27).

The Nestors were never to regain the middle-class status of their Grand Rapids days, and the family learned to contend with the economic realities of working class life in Chicago. An older brother, Arthur, moved to New York to learn photoengraving from a relative; elder sister Mary obtained work in a variety of shops and factories near home; and, as did thousands of other young girls each year, sixteen year old Agnes

TITLE PAGE

Saturday Was Our Short Day

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Schuster 1

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WORKS CITED PAGE

Schuster 25

Works Cited

- An Autobiography of Agnes Nestor*. Rockford, IL: Bellevue,
1954. Print.
- Barnes, E. "Women in Industry." *New Republic* 6 July 1978:
116-24. Print.
- Boone, Gladys. *The Women's Trade Union Leagues in Great Britain
and the United States*. New York: Columbia UP, 1942. Print.
- Buhle, Mari Jo. "Socialist Women and the 'Girl Strikers' Chicago,
1910." *Signs* 1 (Summer 1976): 1039-51. Print.
- Carpenter, Elizabeth. "More Truth About Women in Industry."
North American Review 179 (1904): 215-25. Print.
- Century of Struggle: The Woman's Rights Movement in the United
States*. New York: Atheneum, 1968. Print.
- Chafe, William H. *The American Woman: Her Changing Social, Eco-
nomic, and Political Roles, 1920 - 1970*. New York: Oxford
UP, 1972. Print.
- DuBois, Ellen, Mari Jo Buhle, Temma Kaplan, Gerda Lerner and
Carroll Saith-Rosenberg. "Politics and Culture in Women's
History: A Symposium." *Feminist Studies* 6 (Spring 1980):
26-63. *Project Muse*. Web. 4 July 2007.
- Heller, Rita Rubinstein. "The Women of Summer: The Bryn Mawr
Summer School for Women Workers: 1921-1938." *American
History Quarterly* 47.2 (1986): 215-25. *ProQuest Central*.
Web. 22 May 2007.

Science papers differ from those in the humanities and social studies in their system of documentation. Documentation styles differ because they are shaped by the kind of research and scholarship undertaken. The APA (American Psychological Association) style of publication may be followed for science.

In the sciences, where timeliness of research is most important, the date of publication is given prominence. Because of this, when documenting the source within the text, the date of publication is included with the author's last name and page numbers (see examples below). In the works cited list, the date (in parentheses) immediately follows the name of the author, whose first name is written only as an initial. Just the first word of the title is capitalized and the publisher's full name is included. Below are some examples of the APA style. For more information please see the Publication Manual of the American Psychological Association on reserve in the school library.

DOCUMENTING SOURCES WITHIN THE TEXT

EXACT QUOTATION

Always indicate the page number for a quotation when citing the reference citation in text.

Angiosperms, or flowering plants, are the most diverse and geographically widespread of all plants. "About 250,000 species are known, compared with 550 gymnosperm species."

(Campbell, 1987, p. 576)

PARAPHRASE

According to Bohr, each time an electron jumps down to a lower energy level, it emits a quantum of energy called a proton. (Apfel, 1985, p. 49)

GENERAL IDEA (If the material does not refer to the content of a specific page, a page number is not used).

In his study of the symbiotic relationship of plants in the forest, Storer (1962) examines the legume-bacteria association.

For electronic sources, when there is no pagination, give the paragraph number preceded by the abbreviation "para".

(Jones, 2005, para. 4)

When there is no author, cite the first few words of the reference list entry (a short title or the first few words of a longer title) and the year. Italicize the title of a book, periodical, or report.

(*Studies on Global Warming*, 2000)

<p>EXAMPLES OF ENTRIES FOR APA REFERENCE PAGE</p>

NOTE: In APA only the first word of the title, proper nouns, and the first word after a colon are capitalized in the reference page citations.

1. Books

One Author

Bellamy, D. (1975). *World of plants*. New York, NY:
Danbury.

Two Authors

Cone, J. D., & Foster, S. L. (1993). *Dissertations
and theses from start to finish: Psychology and related
fields*. Washington, DC: American Psychological Association.

No Author

Webster's new world dictionary (3rd ed.). (1995). New York, NY:
Macmillan.

2. Journals and Newspapers

Journal

Eisley, L. (1996, April/May). How flowers changed the
world. *National Wildlife*, 34(3), 46-52.

Newspaper

Precede page numbers for newspaper articles with "p." or "pp."

New drug appears to sharply cut risk of death from heart
failure. (1993, July 15). *The Washington Post*, p. A12.

3. Nonprint Sources

Television Series

Miller, R. (Producer). (1989). *The mind*. New York, NY: WNET.

4. Technical and Research Reports

Mazzeo, J., Druesne, B., & Raffeld, P.C. (1995).

Comparability of computer and paper-and-pencil scores for two CLEP examinations (College Board Rep. No. 92-4).

Princeton, NJ: Educational Testing Service.

5. Proceedings of Meetings and Symposia

Published proceedings, published contribution to a symposium, article, or chapter in an edited book.

Decci, E. F., & Ryan, G. F. (1994). A motivational approach to self. In R. Schultz (Ed.) *Nebraska Symposium on Motivation: Vol. 40*. (pp. 124-178). Lincoln, NE: University of Nebraska Press.

6. Internet Site

NMHA News Release. (2000, June 15). Alexandria, VA: National Mental Health Association. Retrieved from <http://www.nmha.org/newsroom/system/news.cfm?do=vw&rid=212>

When citing information retrieved electronically, use the same elements in the same order as non-electronic sources. In addition include the information needed to locate the sources electronically.

DOI (Digital Object Identifier)

When citing periodicals, use the DOI if it is available. DOI is a system to provide persistent identification to articles. Include the DOI, whether citing print or electronic articles. Provide the DOI exactly as it is published.

Steinstraesser, L., Hirsch, T., Beller, J., Mittler, D., Sorokin, M., Pazdierny, G., . . . Steinau, H. U. (2007, August 31). Transient non-viral cutaneous gene delivery in burn wounds. *Journal of Gene Medicine*, 9, 949-955. doi:10.1002/jgm.1099

URL (Uniform Resource Locators)

If no DOI is assigned to an article provide the home page URL of the journal.

Sola, A. (2009). The enlightened grunt? Invincible ignorance in the just war tradition. *Journal of Military Ethics* 8(1), pp. 48-65. Retrieved from <http://www.tandf.co.uk/journals/titles/15027570.html>

ARTICLE FROM A DATABASE

Do not include database (such as a library database like ProQuest or Opposing Viewpoints) information because journal coverage changes over time in the databases. Format the article just like a print version.

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APA REFERENCE

APA calls all of the works you have cited in your text "References." Double space all entries.

Plants 24

References

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BUSINESS LET-

|
2 inches
|

—— 1 inch

Heading 1234 Mockingbird Lane
Naperville, IL 60606
December 12, 1996

|
4 spaces
|

Inside Address Mr. Thomas Callaway
Director of Freshman Admissions
Office of Undergraduate Admissions
Northwestern University
1801 Hinman Avenue
Evanston, IL 60630

Salutation Dear Mr. Callaway:

Body I am a senior at Benet Academy and have applied to Northwestern University for admission in September, 1998. In order to learn as much as possible about Northwestern, I would like to visit your campus. Would it be possible for me to attend a few classes and spend a night in one of the dormitories?

Because Benet Academy will be closed then, the best day for me to visit your campus is Friday, February 12, 1998. Please let me know at your earliest convenience if you can accommodate me on that date.

Closing Very truly yours,

|
(Write your signature here) 4 spaces
|

Signature Linda M. Schuster

STUDENT NOTES

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