

APA Style and Formatting Module

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CAPELLA UNIVERSITY

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Introduction

One of the most important purposes of the APA style guidelines is to help you write papers that clearly communicate your ideas. By following the style guidelines, your papers (and those of other learners) will have a consistent appearance and organization. This allows your readers to focus on the ideas presented in a paper.

This presentation of the APA style guidelines offers highlights that are designed to help you quickly understand the fundamentals you need to write a course paper that meets the APA guidelines.

Elements of an APA Module

This module is designed for two groups of writers: those needing a quick refresher on the basic elements of APA style for journal submissions, and those seeking quick help for appropriately citing and referencing sources.

APA style guidelines are not intended to limit the range or scope of your ideas, or in any way pre-determine the content of your paper. Rather, APA style guidelines are meant to help you organize and format the presentation of your ideas.

APA style guidelines are designed for journal submissions, not for course papers, exams, or dissertations. For this reason, Capella University does not require learners to format every course paper according to strict APA guidelines.

On the other hand, Capella University does require all learners to follow APA style guidelines for all citations and references. If you have questions about whether to follow APA guidelines for other aspects of formatting or style, please ask your instructor for guidance.

Title Page: Guidelines for Submission to an APA Journal

If you submit a paper for publication, APA requires three basic elements for your title page: a running head not to exceed 50 characters, the paper's title, and the author's or authors' name(s) with their appropriate institutional affiliation(s).

Numbering: The title page is always page 1.

Running Head: Align on the left margin on the same line as the page number. Begin with "Running head:", a space, and a portion of the title not to exceed 50 characters (including spaces). All letters from the title must be capitalized.

Title: The title should be above the middle of the page. The title is centered; important words in the title are capitalized.

Title page: Suggestions for a Capella University Course Paper

Depending on your instructor's preferences, you may be asked to make slight adjustments to the APA title page format. For example, an instructor may ask learners to include the date submitted, the instructor's name and the name of the course as part of the title page.

The example below shows how the elements of a title page might be arranged for a Capella course paper. Please ask your instructor if you have questions about the information needed for, or layout of, your title page.

Page header: Place the first two or three words of the title above or five spaces to the left of the page number on each page.

Running Head: Align on the left margin on the same line as the page number. Begin with "Running head:", a space, and a portion of the title not to exceed 50 characters (including spaces). All letters from the title must be capitalized.

Title: The title should be above the middle of the page. The title is centered; important words in the title are capitalized.

Byline: Place your name and the course name and number below the title.

Information: Place your address, phone number, email address, and instructor's name here (lower left corner); this must be aligned with the left-hand margin.

Abstract**Guidelines for submission to an APA journal**

An abstract begins on page two, is a single paragraph, and has the word *Abstract* centered above it. This is one of the few times a paragraph is not indented. Remember, the abstract is a summary or synopsis of your paper; it is not an introduction.

Numbering: The abstract is always page 2.

Title: The title of this page is centered. Note that the first letter in the word *abstract* is capitalized.

Length: The abstract cannot be more than one paragraph and should not exceed 120 words.

Suggestions for a Capella University course paper

Some instructors may not require that learners include an abstract as part of a formal writing assignment. If you are unsure about a particular writing assignment, ask your instructor for specific recommendations.

Text Page

The manuscript pages (body of paper): This format applies to all pages of text in the body of your paper, excluding the abstract, appendices, and reference lists.

Margins: All equal to one inch.

Numbering: Page numbers are one inch from the right-hand side of the paper and about one half inch above the first line of text.

Spacing: All text is double spaced.

Indentation: New paragraphs are indented one half inch. For consistency, use the tab key.

Justification: The left margin is justified. The right margin remains unjustified.

Suggestions for a Capella University course paper

As far as the manuscript pages go, APA guidelines are commonly followed. Ask your instructor if you have specific questions about formatting the pages of your course paper.

Headings and Subheadings

Headings help organize sections of a manuscript, and in doing so they also help your reader understand how you layered and prioritized your information. The way your structure your headings depends on several factors:

- Your audience
- The kind or genre of paper you are writing
- The length and level of detail of your paper
- The way you want your information presented or structured
- Your instructor's expectations

One of the intentions behind the APA guidelines for headings is to give topics of equal importance that same "level." This information needs to be placed consistently on all pages: it shouldn't be in text boxes on some pages, and at the top of the page on other pages.

Level 1 Centered, Boldface, Uppercase and Lowercase Heading

Level 2 Flush Left, Boldface, Uppercase and Lowercase Heading

- Level 3 Indented, boldface, lowercase paragraph heading ending with a period.
- Level 4 Indented, boldface, lowercase paragraph heading ending with a period.
- Level 5 Indented, italicized, lowercase paragraph heading ending with a period.

Most ordinary people can only imagine the level of depth a paper using five levels of headings reaches. However, the example below shows one way a writing would format headings according to APA guidelines. A paper using five levels of heading would need to have at least two major sections, at least two minor sections, at least two subsections, and at least two sections below subsections to justify the separation.

Treatment Strategies for Attention Deficit Disorder (L1)
Diagnosing Attention Deficit Disorder (L2)
Case Study Analysis (L3)
Participants (L4)
Medical background of the participants. (L5)

For a short paper or a paper that has at least two major sections and no minor sections, one level of heading may be sufficient. In such cases, use only centered uppercase and lowercase headings to separate the sections (Level 1).

The Top 10 Reasons Why Attention Deficit Disorder Is Misdiagnosed (L1)

Level 2: Two levels

Many articles in APA journals use two levels of headings, Level 1 and Level 3. A paper using two levels of headings has at least two major sections with at least two minor sections within both major sections to justify the separation.

Diagnosing Attention Deficit Disorder (L1)

Identifying Symptoms (L3)

Level 3: Three levels

Diagnosing Attention Deficit Disorder (L1)
Participants (L2)
Medical background of the participants. (L3)

Level 4: Four levels

Some multi-experiment studies, monographs, case analyses, lengthy literature reviews, and other highly detailed research papers may require four levels of headings to separate sections and the subsections they may contain.

Diagnosing Attention Deficit Disorder (L1)

Case Study Analysis (L2)

Participants (L3)

Medical background of the participants. (L4)

Tables

Each table placed in a manuscript must be given careful consideration. If there is only a small amount of data, keep the data in the text. Do not place a large number of tables in the paper when there is only a small amount of text in the paper describing each table. Do not present details in tables that are not needed to understand the paper.

Number all tables consecutively with Arabic numerals in the in the order in which they appear in the text. Do not use suffix letters to label tables (Table 4a, Table 4b). Example:

Table 4

At-risk Youth Served by the Center for Tomorrow from 2000-2003

Category	2000	2001	2002	2003
African American	28	23	37	19
Latino	12	18	15	24
Native American	17	9	20	22
Caucasian	23	27	35	31

Figures

In the APA manual any type of illustration that is not a table is called a figure. “Figures” include graphs, charts, diagrams, drawings, maps, and photographs.

In some cases tables are referred to as figures (for example, a line graph) because the reader can find the exact value of a number in the table. Make sure that each figure provides the reader with an alternative view of the data that could not be achieved with a table. For example, a line graph is much better at illustrating trends than a table; refer to pages in the manual for more detailed information.

Figure 4. Combining your own narrative paraphrase with key quotations and visual elements creates a more interesting presentation of the information.

Number all figures consecutively with Arabic numerals in the order in which they are mentioned in the text. Refer to all figures in the text by using the number as in, “see Figure 2.”

The legend explains all of the parts of the figure to the reader. For example, if a line graph has three lines, label the three lines and each axis of the graph. Refer to the manual for more detailed information.

Appendices

Appendices are used to present detailed information that would be distracting in the body of the paper. Material for an appendix may include a computer program or a sample questionnaire. A course paper may have one or more appendices.

If a course paper has only one appendix, it should be labeled “Appendix.” If the paper has more than one appendix, label each with a capital letter (for example, Appendix A, Appendix B, etc.). More information on appendices may be found in the APA manual.

Referencing APA Sources

The Big Picture

References give credit to sources, and by doing so they provide shortcuts to the information used to support a paper's argument, thesis, or ideas.

As you compose your paper, you will use information from outside sources. All APA asks is that you acknowledge material that originated from someone else.

There are two general ways to acknowledge sources: In-text Citations and the Reference List.

In-text Citations

In-text citations give credit to sources used within the body of your paper. You are expected to cite an author in the text when you paraphrase a source and when you quote a source directly.

In-text citations also help direct readers to the complete source information included in your Reference List.

APA allows for some flexibility when it comes to how you arrange citations. Often you can arrange elements of paraphrases and quotations in several ways. The examples in this module demonstrate this flexibility.

Paraphrase

According to a recent study, the quality and effectiveness of communication between an employer and her employee is more important than efficiency (Jackson, 2006).

Quotation

Delaney (2003) defended his administration's social policy spending by announcing, "Any government can take money, but a great government uses it to improve the quality of life of its constituents" (p. 84).

Citing a Paraphrase

Properly cited paraphrases include two elements: 1) author's last name (or names if more than one author) and 2) the year of publication.

The year of publication can immediately follow the author's last name.

Fulton (2003) wrote that declining companies can repair themselves more effectively when they understand their errors before correcting them.

The author and the year of publication can be listed together after the sentence.

Unable to think critically about information she received, Martha was categorized as a perception machine (Copeland, 2003).

For sources with two authors, the last names are combined with an ampersand (&) followed by the year of publication.

The concept that management is itself a form of labor has not been fully acknowledged (Siegel & Benz, 2003).

Citing Quotations

Properly cited quotations include three elements: author's last name (or names if more than one author) and 2) the year of publication, and 3) the page number where the quotation can be found in the original source. Quotations containing fewer than 40 words should be worked into the body of your paper; long quotations should be set apart from text as block quotations.

Author and year of publication can be placed at the beginning of the sentence, and the page number can follow immediately after the quotation ends. The period is placed at the end of the sentence after the page number.

Delaney (2003) defended his administration's social policy spending by announcing "any government can take money, but a great government uses it to improve the quality of life of its constituents" (p. 84).

All three elements, author's last name, year of publication, and page number can be sandwiched in parentheses all at once. The period is placed after the sentence and parentheses.

In an article in *Science*, Cortez describes "excessive demand for new technology" in the area of software development, echoing the complaint among users that software typically remains current for no more than five years before becoming obsolete (Cortez, 2003, p.84).

The first time you cite sources that have three to five authors, the initial citation includes all of the authors' names. The second time you need only list the first author followed by "et al" which means "and others."

According to Hong, Romero, Hawke, and Keller (2003), "the primary mission of management is to create an environment where a robust productivity can thrive without interference" (p. 84).

Long quotations of 40 or more words should be separated from the main body of the text by indenting each line an additional five spaces from the left margin. Note that the period is placed at the end of the quote but before the page number.

Rachel Carson (1962) was one of the first to describe the problem of identifying "classic" symptoms of pesticide poisoning:

Why does not everyone handling and using insecticides develop the same symptoms? Here the matter of individual sensitivity enters in. Evidence exists that women are more susceptible than men, the very young more than adults, those who lead sedentary lives more than those who lead a rugged life of work. (p. 194)

Your Reference List provides the basic information readers need in order to access the sources you cite within your paper. It also demonstrates depth and breadth of your research. Note: a

The Reference List

Reference List includes all, and only, the sources you cite in your paper. A Bibliography lists all the sources you read that inform your work, even if you don't cite them. APA calls for a Reference List, not a Bibliography.

General guidelines for your Reference List:

- The Reference List begins on the first page after the body of the paper.
- The first letter of the word *References* is capitalized, and the word is centered at the top of the page.
- The margins, spacing, page numbers, and manuscript heading remain the same as in the body of the paper.
- All references are listed in alphabetical order by the author's surname.
- If there are two or more references by the same author, use the year of publication to order the references.
- If an author has written documents with different co-authors, alphabetize by the surname of the first author, then the second or third author.

Use the year of the publication to order the references:

Smith, G. L. (1999).
Smith, G. L. (2001).

If a primary author has written documents with different co-authors, alphabetize by the surname of the second or third author.

Smith, G. L. (1999).
Smith, G. L. (2001).
Smith, G. L., & Arban, W. Z. (2003).
Smith, G. L., & Smithers, R. R. (1999).

Reference an Article: Scholarly Journal

Ives, C. V. (2003). The evolution of Americans' attitudes toward gambling: The impact of technology and legal decisions on social cognition. *The Journal of Applied Social Psychology*, *10*, 503-509.

- Author's last name followed by a comma and initials.
- Year of publication inside parentheses followed by a period.
- The title of the article is written like a sentence. The first word of the title and the first word after the colon are capitalized. The title is not italicized and ends with a period.
- The journal title is italicized. Important words in the title are capitalized. The title ends with a comma.
- The volume number of the journal is in italics and followed by a comma.
- The page numbers are separated by a hyphen. They are not italicized. A period completes the reference.

Reference an Article: Newspaper

Schroeder, J. B. (2003, December 17). The real cause of worker dissatisfaction. *City Pages*, pp. 25-30.

- Author's last name and initials followed by the date of publication written out in full.
- Title of article with only first word capitalized.
- Title of publication in italics followed by page(s) on which the article appears.

Reference a Book

Book references are different depending on the number and type of authors and editors.

Reference a Book: Single Author

Feldman, M. L. (2003). *Online gambling: The impact on society and the self*. Sheffield, CT: Webster.

- Author's last name followed by a comma and initials.
- Year of publication inside parentheses followed by a period.
- The book title is written like a sentence. The first word of the title and first word after the colon are capitalized. The title is italicized and ends with a period.
- If the place of publication is not well known, it is followed by a comma and the state's postal abbreviation. Well-known places such as New York and Chicago do not require the state listed. A colon separates the place of publication and the publisher.
- The name of the publisher followed by a period completes the reference.

Reference a Book: Two Authors

Fadamaro, D. K., & Zukerman, J. O. (2003). *Modern psychology: Putting the pieces together*. Scottsdale, AZ: Plateau Press.

- Authors' last names and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.
- The book title is written like a sentence. The first word of the title and first word after the colon are capitalized. The title is italicized and ends with a period.
- The place of publication is followed by a comma and the state's postal abbreviation. A colon separates the place of publication and the publisher.
- The name of the publisher followed by a period completes the reference.

Reference a Book: Three to Five Authors

Schwartz, A., Donahue, P. K., & Zambala, X. U. (2003). *The rules of*

making sense: Foundations of information architecture (5th ed.). Washington, D. C.: Omnibus Press.

- Authors' last names and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.
- The book title is written like a sentence. The first word of the title and first word after the colon are capitalized. The title is italicized and ends with a period.
- If the place of publication is not well known, it is followed by a comma and the state's postal abbreviation. Well-known places such as New York and Chicago do not require the state listed. A colon separates the place of publication and the publisher.
- The name of the publisher followed by a period completes the reference.

Reference a Book: Six or More Authors

Dunbar, R., Waverly, H., Walton, K., Strauss, V., Jackson, R.,
Hendricks, F., et al. (2003). *Modern management for a new America*. Chicago: Harding Press.

- Authors' names and initials separated by commas. If the number of authors exceeds seven, list the first six and use ellipses before the seventh.
- Year of publication inside parentheses followed by a period.
- The book title is written like a sentence. The first word of the title and first word after the colon are capitalized. The title is italicized and ends with a period.
- The place of publication is followed by a comma and the state's postal abbreviation. A colon separates the place of publication and the publisher.

Reference a Book: Chapter of a Book

Hegel, R. K. (2003). Early methods of stress prevention. In R. K.
Hegel, *The history of stress prevention* (pp. 23-31). Chicago: Purdue University Press.

- Author's last name and initials followed by the year of publication in parentheses.
- The first word of the title of the chapter is capitalized and not italicized.
- The title of the book is listed after the chapter in italics and followed by the chapter's page numbers inside parentheses.
- The place of publication is followed by a comma and the state's postal abbreviation. A colon separates the place of publication and the publisher.
- The name of the publisher followed by a period completes the reference.

Reference a Book: Chapter within an Edited Book

Hegel, R. K. (2003). Early methods of stress prevention. In S. Stone

(Ed.), *Stress prevention across the disciplines* (pp. 154-164). Olympia, WA: Opal Press.

- Author's last name and initials followed by the year of publication in parentheses.
- The first word of the book chapter is capitalized.
- The editor is acknowledged and the title of the book is listed in italics after the chapter followed by the chapter's page numbers inside parentheses.
- If the place of publication is not well known, it is followed by a comma and the state's postal abbreviation. Well-known places such as New York and Chicago do not require the state listed. A colon separates the place of publication and the publisher.
- The name of the publisher followed by a period completes the reference.

Reference a Brochure

This reference may include other printed materials such as booklets, pamphlets, handouts, or flyers.

Midwestern Mental Health Institute. (2003). *Symptoms and causes of schizophrenia*. [Brochure]. Des Moines, IA: Author.

- Title of person(s) or organization responsible for the publication followed by the year of publication in parentheses.
- Title of publication in italics followed by the type of publication listed in brackets.
- The place of publication (city and state) followed by the publisher. If publisher is the same as the organization, simply write "Author."

Reference a Government Publication

The example below can also be used for a source from an organization with no specific author or editor listed.

Department of Health and Human Services. (2003). *National report on attention deficit disorder*. Washington, DC: Author.

- Name of the organization that authored the publication.
- Place of publication followed by the organization who jointly authored it. If the organization is the publisher, then simply write "Author."

Reference a Personal Communication

Personal communications include letters, interviews, telephone conversations, memos, emails or messages from non-archived group message forums, and the like. Data collected this way can be parenthetically cited in the text of the paper; however, since personal communications (which might also be called private communications) are non-recoverable, APA guidelines say they are not included in the Reference List.

G. S. Orich (personal communication, April 21, 2004)

(G. O. Tchia, personal communication, April 22, 2004)

- Interviewee's first initial and last name.
- Date or dates the conversation or exchange took place.

Electronic Resources

If you are unsure how to reference an electronic source, you are not alone! Electronic sources are relatively new developments in the area of academic writing, and new kinds of electronic sources are always being developed. Because types of electronic resources are constantly changing, rules and guidelines for referencing them are also developing.

Luckily, the principle for referencing sources is the same whether the source is online or paper: references provide the reader with the information needed to find recoverable publications or data referred to within a paper. In general, references for all types of sources follow the same basic pattern: author's last name and initial(s), date of publication, title of document, and publication information. When you reference electronic sources, it is especially important that you are vigilant about the URLs you use. If an electronic link that you once accessed is no longer live, the material may be no longer recoverable; if it isn't recoverable, you may not be able to include it in your research. (Email may be the one exception to this; please see the section "Other Electronic Sources.")

The following section of Capella's APA Module gives you the most recent information about referencing electronic information. We strive to keep it up to date, but if you learn something that we haven't listed here, please let us know.

Citing Electronic Content

If possible, always give the exact page number for quotations of electronic content and abbreviate the words *page* and *chapter*.

(Witherspoon & Roth, 1986, p. 54)

(Shebouza, 2003, chap. 4)

If exact page number is not possible, you can direct your reader to the section cited by using the paragraph symbol, the names of headings, or the general section where the material can be found.

(Witherspoon & Roth, 1986, para. 16)

(Shebouza, 2003, Introduction section, para. 3)

Reference an Internet Article: Based on a Print Source

The most current APA guidelines state that Internet articles that are duplicates of their print versions can be referenced the same way. However, if you have only used or accessed the

electronic version, it is recommended you indicate this by writing “Electronic version” in brackets after the title.

Underwood, M. L., Knapp, T. D., & Coleman, G. (2004). Tomorrow was yesterday: How the future of human services is already happening [Electronic version]. *Human Services Research*, 5, 124-129.

- Authors’ last names and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.

Internet article references are different depending on the type of organization publishing the article and how you access the article.

Reference an Internet Article: Internet-based Journal

Underwood, M. L. (2004, April 4). The correlation between increased productivity and the development of critical listening skills. *Journal of Aural Intelligence*, 9, Article 003a. Retrieved from <http://auralIQ.org/productivity/volume9/art003a.html>

- Authors’ last names and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.

Reference an Internet Article: Retrieved Via FTP

Underwood, M. L., & Winter, E. (2004). Achieving increased productivity and job satisfaction through the development of critical listening skills. *Journal of Aural Intelligence*, 9. Retrieved from <ftp://ftp.capella.edu/complex/auralIQ/productivity/volume9/art003a.html>

- Authors’ last names and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.

Reference an Internet Article: Internet Newsletter

Underwood, M. L., Wacker, S. W., Englewood, D. L., Szyman, C. K., Chaudpur, K., Barberra, T. (2000, May). Managing the top from the middle. *Gauss Corporation Update*, 3. Retrieved from http://www.gausscorp.com/news_3-4.html

- Authors' last names and initials separated by commas. If the number of authors exceeds seven, list the first six and use ellipses before the seventh.
- Year and month of publication inside parentheses followed by a period.

Reference a Static Web Document: Corporate Document

Parents of Minneapolis Public School Kids, Committee on Housing Mobility. (n.d.). *Building sustainable communities begins with housing*. Retrieved from <http://www.pmpsk.org>

- As with print sources, use n.d. (no date) when the publication date of a document is not provided.
- When an Internet document contains a number of pages, APA asks only that you include the URL which provides the home or entry page for the document.

Reference a Static Web Document: Chapter

Association of Experiential Learning. (2001, February 28). You can get your hands on this. In *Developing Tools for Tactile Learners* (sect. 3). Retrieved from <http://www.ael.org/archive/handson/three.html>

- If applicable, use section or chapter numbers in place of page numbers.
- Provide the URL that brings the reader directly to the section or chapter.

Reference a Web Document: Without Author or Date

Handbook for Micromanagers. (n.d.). Retrieved November 11, 2000, from <http://www.bullybosstech.org/handbook/micro.pdf>

- Although APA allows for the use of unauthored texts, the diligent scholar typically relies on sources created by a person, persons, or an organization that accepts credit for the document.

Reference a Web Document: From a University

Ciborowski, H. & Tzang, P. H., (1985). *The psychology of being unmanageable*. Retrieved from Metropolitan State University, Department of Business Web site: <http://www.metrostate.edu/business/handouts/psych.pdf>

- Authors' last name(s) and initials followed by the year of publication in parentheses.

Reference an Online Technical Report: Report created by an organization, posted on the organization's web site

People Movers. (2003, June 12). *Destroying low self esteem through*

self realization. Retrieved from
<http://www.peoplemove.org/publications/pdf/selfesteem/realize.doc>

- Year of publication inside parentheses followed by a period.

Reference an Online Technical Report: Report created and posted by a government agency, no publication date.

Missouri Health and Human Services. (n.d.). *1998 report on evidence of chronic malnourishment among elementary school-aged children of low-income families*. Retrieved from
http://www.mhhs.gov/1998/report/k_6/malnourish.html

- The report title is written like a sentence. The first word of the title and first word after the colon are capitalized. The title is italicized and ends with a period.

Reference an Online Technical Report: Report created by a university, posted on another organization's web site

University of Idaho, Boise, Organization for Intercultural Communication. (2001, September). *The none basic principles of effective body language*. Retrieved from The National Coalition of Interpersonal Communicators Web site: <http://www.ncoic.org/pub/archive/bodlang.html>

- Year and month of publication inside parentheses followed by a period.

Reference an Online Technical Report: Abstract of a technical report retrieved from a Web site

Sarayan, B. R. & Goya, F. D. (1999). *A gentle argument against the use of force in classrooms* (University of Florida Institute of Intellectual Nonviolence). Abstract retrieved from
http://www.uof.edu/~sarayan/useforce_abstract.html

- Author's last name and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.

Reference Database Information or Raw Data: Journal article from a database

Gorman, R. & Kurosawa, A. (1992). Overcoming the need to be the boss. *Neopsychology*, 5, 112-119. Retrieved from the BusinessTech database.

- Author's last name followed by a comma and initials.
- Year of publication inside parentheses followed by a period.

Reference Database Information or Raw Data: Abstract found on a database

Taoshing, Y. K., Archer, K. L., & Zambooki, W. H. (2003). Adapting to change: How resistance to change affects change in the workplace. *The New Workplace*, 17, 49-58. Abstract retrieved from DataONE database.

- Author's last name and initials separated by commas; the names of the last two authors are separated by an ampersand (&).
- Year of publication inside parentheses followed by a period.

Reference Database Information or Raw Data: Government report from a GPO access database

U.S. Department of the Interior (1998, May). *The rise of microbusiness in a big business environment* (Publication No. DI/BUS/R148-98-23). Retrieved from U.S. Department of the Interior Online via GPO Access: http://www.access.gpo.gov/di_archive/business/micro/r1489823.index.html

- Year and month of publication inside parentheses followed by a period.
- The URL from a public database should be included in full.

Reference Database Information or Raw Data: File available from a government agency

Managerial Ethics Survey—Questions on Ethics 2002 (Second version) [Data File]. Baltimore, MD: Maryland Department of Administration.

Reference Database Information or Raw Data: File available from web site

Missouri Department of Tourism. (2002). *Visitor Survey* [Data File]. Available from the Missouri Department of Tourism web site. Retrieved November 25, 2005, from http://www.mdt.state.mo.us/data/survey/tourism_2002.dat

Reference Other Electronic Sources: Bulletin board, newsgroup or online forum

Chatters, F. (2004, April 23). Organizations that isolate [Msg1]. Message posted to writespeak://humanities.forum.public

- Author's last name followed by a comma and initials.
- Year and date of publication inside parentheses followed by a period.

Reference Other Electronic Sources: Computer software

Techy, R. U. (1997). *Power PC User* (Version 7.5) [Computer software]. Bismarck, ND: Digital Compression, Inc.

- Author's last name and initials separated by a comma.
- Year of publication inside parentheses followed by a period.

Reference Other Electronic Sources: Personal communications, email

K. Miller (personal communication, April 23, 2004) says...

or

(K. Miller, personal communication, April 23, 2004)

- Because personal communication does not usually provide accessible data, APA guidelines say emails from nonarchived discussion groups or forms of communication should be included as in-text citations only.