



Writing Style Handbook

August 2009

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Revised August 2009

Table of Contents

Introduction	5
Chapter 1: Form and Appearance.....	6
Font Styles	6
Margins	6
Spacing	6
Page Numbers and Headers.....	6
Title Page	7
Headings	7
Numbers.....	8
Abbreviations	8
Lists.....	9
Tables and Figures.....	9
Chapter 2: Documenting the Paper.....	10
In-Text Citations	10
Paraphrasing	10
Using Direct Quotations	12
Quoting Electronic Sources	12
Block Quotations.....	14
Reference Citations: Books	15
Book With One Author	15
Book With Two or More Authors	15
Book With a Group Author	16
Electronic Book or E-text From an Electronic Database	17
Reference Citations: Periodicals	18
Journal Article—Print	18
Journal Article From an Online Database—No Assigned DOI®	18
Journal Article From an Online Database—No Author.....	19
Journal Article From an Online Database—With Assigned DOI®	20
Newspaper Article.....	21
Online Newspaper Article	21
Reference Citations: Websites and Online Media	22
Website With No Individual Author.....	22
Website With Author	23
Podcast.....	24
Online Video	24
Reference Citations: Course Materials.....	25

Online Course Material	25
Online Forum Message.....	25
Learning Team Toolkit	26
Virtual Organization	26
Simulation	27
Reference Citations: Miscellaneous	28
Online Dictionary Entry	28
Microsoft® PowerPoint® Presentation	28
Personal Communication.....	30
Software.....	31
Television Series	31
Reference Citations: Figures—Graphs and Images	32
References Page.....	33
Example References Page	34
Chapter 3: Additional Resources	36

Introduction

Axia College's *Writing Style Handbook* contains formatting guidelines required in Axia's degree programs. The handbook is intended to provide basic examples of APA style, modeled on the sixth edition of the *Publication Manual of the American Psychological Association*. It is *not* intended to provide detailed instructions about every situation that may arise. For further information on APA style, refer to <http://www.apastyle.org> or to the additional resources listed at the end of this handbook.

Chapter 1: Form and Appearance

Font Styles

- All text must be written in the same font.
 - Use Times New Roman font. Arial and Courier font are acceptable as well.
 - Use 12-point size.
- Use italics sparingly for emphasis; do not use bold (acceptable for paragraph headings), underlining, or all capital letters.

Margins

- Use 1-inch margins on all sides of every page.
- Justify the left side of the page, but leave the right side ragged.

Spacing

- Indent the first line of each paragraph five spaces.
- Use double line spacing throughout the text.
- Leave one space between words.
- Use either *one space* or *two spaces* consistently after sentence-ending punctuation throughout your work.

Page Numbers and Headers

- Place page numbers in the upper right-hand corner inside the margin of the paper (see Example 1).
 - Do not use the abbreviation *P.* or *p.* or the word *page* when numbering the page.
 - Number every page in sequence, starting with the title page (page 1) and ending with the references page.
- Place a shortened version of the title in the page header at the left margin. Include the page number at the right margin (see Example 1).

Example 1. Page Header

Economic Balance of Eastern Europe	3
------------------------------------	---

Table 1

Level 1	Centered, Bolded, Uppercase and Lowercase Heading
Level 2	Flush Left, Bolded, Uppercase and Lowercase Words
Level 3	Indented, bolded, first letter of the first word in caps, and ending with a period.
Level 4	<i>Indented, bolded, italicized, first letter of the first word in caps, and ending with a period.</i>
Level 5	<i>Indented, italicized, first letter of the first word in caps, and ending with a period.</i>

Numbers

- Use words to express all numbers below 10, such as *three, five, or eight*.
- Use figures to express all numbers 10 and above, such as *12, 44, or 99*.
- Write out fractions (such as *one half of a pie*) and universally accepted usage (such as *the Fourth of July*).
- Spell out numbers that begin sentences, such as *Thirty students attended the performance*.
- Use figures when they refer to exact measurements, such as the following:
 - Mathematical functions, such as *multiplied by 3*
 - Time, such as *2:00 p.m.*
 - Dates, such as *October 5, 1991*
 - Ages, such as *a 4-year-old girl*
 - Units of measurement, such as *an 8-foot snake*

Abbreviations

- Use standard abbreviations for titles immediately before and after proper names, such as the following:
 - Joe Smith, M.D.
 - Rev. May Lane
- Use the abbreviations *a.m.* and *p.m.* for time.
- First, spell out a word; then, follow the word with its acronym in parentheses:
 - Thereafter, you may use only the acronym or initials.
 - For example, “. . . the Department of Housing and Urban Development (HUD). For HUD rules and regulations, contact”

Lists

- Use numbered lists to describe long, step-by-step processes.
- New to the sixth edition of the APA manual, bulleted lists are now also acceptable in academic papers.
- Use lists only for the following:
 - Information you want to highlight
 - Information that is easier to read as a list than as part of the text

Tables and Figures

- You must explain **tables** (lists or charts displaying information) and **figures** (illustrations, pie charts, bar or line graphs) in your text before they appear.
 - Insert the table or figure into the text as soon after the reference as possible.
 - Be sure the information is clear, readable, and complete.
- Tables and figures are numbered consecutively with Arabic numerals (1, 2, 3, and so on) and are numbered separately within your paper (Table 1 and Table 2, for example, are numbered separately from Figure 1 and Figure 2).
- See Example 3 (Table) and Example 4 (Figure) below for formatting.

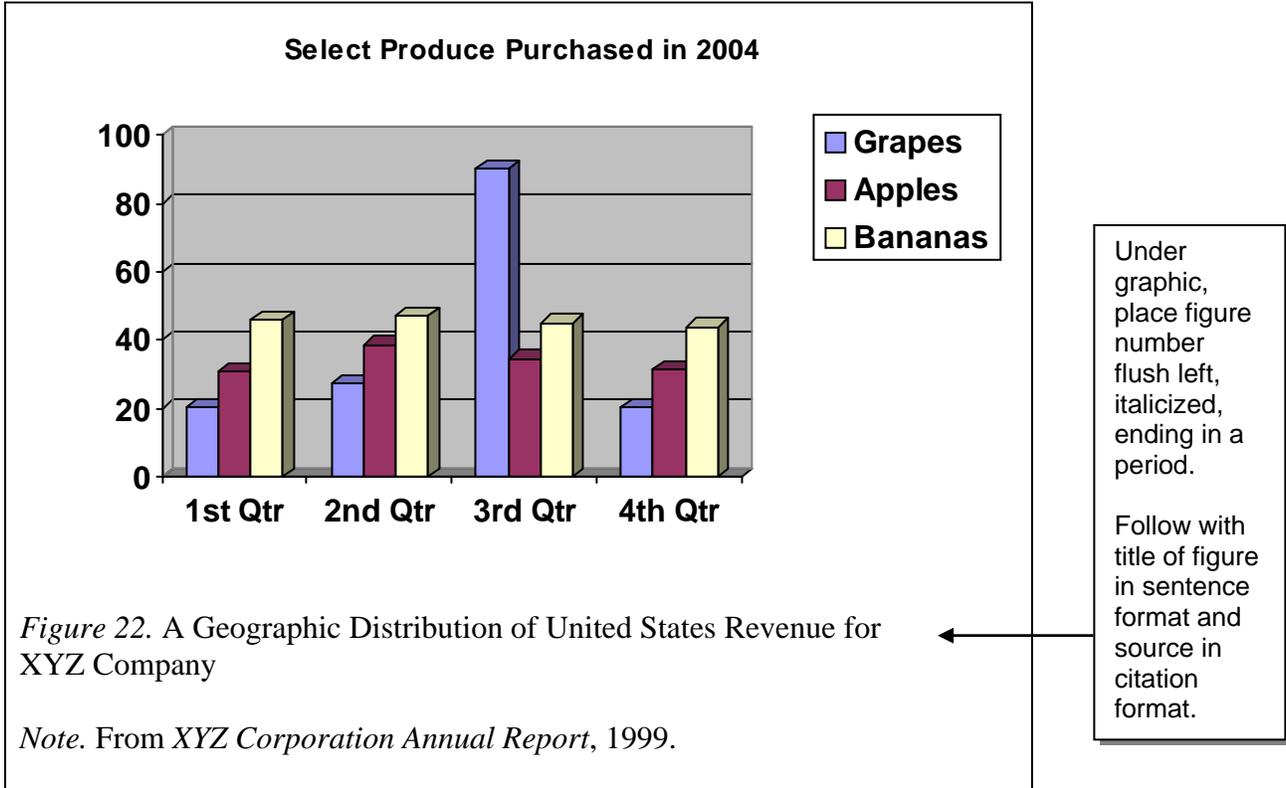
Example 3. Table

Table 15		
<i>A Ranked Comparison of the Marketing Practices of Three Automotive Companies in Germany, Japan, and the United States</i>		
Germany	Japan	United States
Television	Newspapers	Television
Newspapers	Magazines	Magazines
Magazines	Television	Newspapers
Direct Mail	Direct Mail	Direct Mail
<i>Note.</i> From the <i>7th Annual Automotive Marketing Almanac</i> , by J. J. Smith, p. 3. Copyright 1999 by General Motors Corporation.		

Place table number flush left.

Add copyright information below table, flush left.

Example 4. Figure



Chapter 2: Citing Your Sources

In-Text Citations

- Credit sources directly quoted or paraphrased in your paper by providing in-text citations in the body of your paper and a references page at the end.
- The examples in this chapter included are *not* exhaustive; refer to the APA website for additional information.

Paraphrasing

- When you paraphrase another person's materials or information, you must always cite your source (see Examples 5–9).
 - Absorb the information, then rephrase it in your own words.
 - Using more than two words from the original without quotation marks is plagiarism, as is paraphrasing too closely to the original wording.

Example 5. Citation Example When Author's Name Mentioned in the Text

Castex (1994) states that in the 20th century many social workers underwent cultural diversity training in order to work with growing Latino populations.

Include author's name, with date in parentheses.

Example 6. Citation Example When No Author's Name Mentioned in the Text

In the 20th century, many social workers underwent cultural diversity training in order to work with growing Latino populations (Castex, 1994).

Follow text with author's name, date in parentheses, and period.

Example 7. Citation Example for Two Authors

Rubin and Beddingfield (1996) reported that HMOs receiving the highest ratings also had the greatest number of board-certified doctors.

OR

One report of ratings for HMOs (Rubin & Beddingfield, 1996) identified a correlation between high ratings and the number of board-certified doctors.

Authors named in text, followed by date in parentheses.

Authors not named in text; include in parentheses, separated by ampersand, with date.

Example 8. Citation Example for Multiple Authors

The research shows that most people are willing to force the mentally ill into treatment (Pescosolido, Monahan, Link, Stueve, & Kiluzawa, 1999).

According to the study, more Americans show concern for substance abusers than for the mentally ill (Pescosolido et al., 1999).

Use up to five names for in-text citation the first time.

Thereafter, name the first author and use *et al.* for subsequent authors.

Example 9. Citation Example for Work With No Author

In *The Learning Portfolio* (2006), it was found that...

- Use the first few words of the title or source. Italicize only if the source is a book or website title; if the source is an article, use quotation marks. Follow with the year.
- For information from an electronic source, use the same format, but do *not* include the URL.

Using Direct Quotations

- **Direct quotations** are information taken directly from the source.
- Enclose direct quotations in double quotation marks.
- Include page numbers in parentheses.
- End the citation with a period.
- When you use direct quotations, use the following formats (see Examples 10–15):

Example 10. Citation Example of Direct Quotations From Print Sources

Breeze (1998) stated that “the justification of paternalism in health care . . .” (p. 264).	Format for a single author
OR	
Ganong and Coleman (1987) stated, “. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (p. 6).	Formats for more than one author
OR	
“. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (Ganong & Coleman, 1987, p. 6).	

Quoting Electronic Sources

- Include the paragraph number.

- For longer articles, include the closest heading to the citation; then count the paragraphs from the heading.

Example 11. Citation Examples of Direct Quotations From Electronic Sources

<p>Chou (1993) stated, “Children are grouped by age and each group has a specific space called a classroom” (para. 1).</p>	<p>Format for a single author</p>
OR	
<p>Kossek and Nichol (1992) stated, “Prior studies usually have had poor control groups . . .” (para. 2).</p>	<p>Formats for more than one author</p>
OR	
<p>“The study was designed to enhance the current literature . . .” (Kossek & Nichol, 1992, Research Focus and Model, para. 1).</p>	

Example 12. Citation Example for a Quotation Within a Quotation

<p>“Respondents were asked ‘Which parent do you like best as a parent?’” (Ganong & Coleman, p. 9).</p>	<p>Use single quotation marks for a quotation within a quotation.</p>
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Example 13. Citation Example That Includes an Error

<p>“The construction companies, they [sic] don’t care” (Graham & Dempsey, p. D1, 2007).</p>	<p>Use brackets and <i>sic</i> (Latin for “thus it stands”) to indicate original error.</p>
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Example 14 Citation Example for Document Listed in an Axia Course

<p>According to the Axia College Week Five reading <i>Persuasive Messages</i> (2007), “An effective persuasive message provides answers before the questions have been asked” (para. 9).</p>	<p>Include <i>Axia College</i>, the week, type and title of document. Add date in parentheses.</p>
--	--

Block Quotations

- **Block quotations** are quotations of more than 40 words.
- End the quotation with a period—before the citation. This is an exception to the general rule.
- Block quotations must appear in a freestanding block without quotation marks (see Example 15).

Example 15. Citation Example for Block Quotation

<p>One worker’s compensation insurance carrier in the Southwest provides the following information:</p> <p style="padding-left: 40px;">SFC Arizona has seen injury claims for all workers in all industries jump from 56,000 in 2005 to 65,000 in 2006 largely because of the population increase and jump in the number of jobs where injuries are common, said spokesman Rick DeGraw. (Graham & Dempsey, 2007, p. D3)</p>	<p>Double-spaced, indented five spaces from left margin, without quotation marks</p>	<p>Following the period to end quotation, add author’s name, year, and page in parentheses.</p>
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Reference Citations: Books

Book With One Author

In-Text Citation

- Sample 1 According to Lunsford (2009), new writing spaces created by technology require the writer to focus on the audience and on the writing purpose more than ever before.
- Sample 2 Writers today have many writing spaces created from new technologies that influence how writers approach a rhetorical situation (Lunsford, 2009).
- Sample 3 Lunsford (2009) stated, “Today, perhaps more than ever before, *everyone* can be a writer—every day” (p. vi).

Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.

Reference Page Citation

Lunsford, A. A. (2009). *The everyday writer* (4th ed.). Boston, MA: Bedford/St. Martin’s.

Book With Two or More Authors

In-Text Citation

- Sample 1 Often, people compare Caldwell and Thomason’s book (2004) to *The Da Vinci Code* because of the brilliant writing and historical context.
- Sample 2 *The Rule of Four* (Caldwell & Thomason, 2004) has been compared to Dan Brown’s *The Da Vinci Code*.
- Sample 3 The novel is described as “an encyclopedia masquerading as a novel” and as “a dissertation on everything from architecture to zoology” (Caldwell & Thomason, 2004, p. 136).

Reference Page Citation

Caldwell, I., & Thomason, D. (2004). *The rule of four*. New York, NY: Dial.

Book With a Group Author

Group authors include organizations, corporations, and government agencies.

In-Text Citation

Sample 1 *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.

Sample 2 A clear mandate was expressed by the National Commission on Terrorist Attacks (2004).

Sample 3 The National Commission on Terrorist Attacks report stated, “Investigate the facts and circumstance relating to the terrorist attacks of 9/11 . . . and other areas as determined by the Commission” (2004, p. 14).

Reference Page Citation

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of the*

National Commission on Terrorist Attacks Upon the United States. New York, NY: W.W.

Norton.

Electronic Book or E-text From an Electronic Database

E-texts include electronic course textbooks.

In-Text Citation

- Sample 1 According to Hlebowitsch (2005), macrocurriculum and microcurriculum are two levels of curriculum design.
- Sample 2 Curriculum design has two levels, macrocurriculum and microcurriculum (Hlebowitsch, 2005).
- Sample 3 Macrocurriculum embraces “the design of the all-school experience and concerns itself with building-level design factors, including the organization of courses across and within grade levels, school-wide mission features, and school-wide (extra-classroom) experiences” (Hlebowitsch, 2005, p. 9).

Reference Page Citation

Hlebowitsch, P. S. (2005). *Designing the school curriculum*. Retrieved from the University of Phoenix eBook Collection database.

Note: For e-texts available from a public website, provide the URL to the e-text. The URL is the website address.

Reference Citations: Periodicals

Journal Article—Print

In-Text Citation

- Sample 1 Walker and Schutte (2002) believed that the five areas of team building were not inclusive of all the areas needing attention.
- Sample 2 Not everyone agrees with the five areas of team building (Walker & Schutte, 2002).
- Sample 3 According to Walker and Schutte (2002), “Over time, perceptions of effectiveness and actual effectiveness can build on each other, because teams that are confident of success tend to experience success, which in turn sustains or increases perceptions of efficacy while also building general cohesiveness” (p. 188).

Reference Page Citation

Walker, J. S., & Schutte, K. M. (2004, Fall). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorders*, 12(3), 182–192.

Journal Article From an Online Database—No Assigned DOI®

In-Text Citation

- Sample 1 Daniels (2004) included Darden Restaurants on her list of the 50 best companies for minorities.
- Sample 2 A list of companies has been singled out as best for minority employees (Daniels, 2004).
- Sample 3 According to Daniels (2004), “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’” (para. 5).

Note: No page number is listed for this example because of the way the article was published. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you may count the paragraphs of a particular section and indicate the name of the section within the citation:

(Daniels, 2004, Methods section, para. 3).

Reference Page Citation

Daniels, C. (2004, June 28). 50 best companies for minorities. *Fortune*, 149(13), 136–141. Retrieved from <http://money.cnn.com/magazines/fortune/>

Note. When no DOI is given, provide the URL address for the journal itself.

Journal Article From an Online Database—No Author

In-Text Citation

Sample 1 In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud.

Sample 2 *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).

Reference Page Citation

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved from <http://money.cnn.com/magazines/fortune/>

Journal Article From an Online Database—With Assigned DOI®

DOI stands for *digital object identifier* and is an identification record provided by the publisher. If the journal article has a DOI, use the DOI instead of providing the URL address to the journal's home page.

In-Text Citation

- Sample 1 Tzschenteke, Kirk, and Lynch (2004) studied the motivations behind why lodging owners in Scotland made the move to *green* their properties.
- Sample 2 Operational cost reduction was one reason some hotel owners opted to *green* their properties (Tzschenteke, Kirk, & Lynch, 2004).
- Sample 3 This paper “discusses the preliminary findings of a wider study on environmental decision making in the context of owner-managed lodging operations” (Tzschenteke, Kirk, & Lynch, 2004, p. 116).

Reference Page Citation

Tzschentke, N., Kirk, D., & Lynch, P. A. (2004). Reasons for going green in serviced accommodation establishments. *International Journal of Contemporary Hospitality Management*, 16(2), 116–124. doi:10.1108/09596110410520007

Newspaper Article

In-Text Citation

- Sample 1 Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.
- Sample 2 Efforts have been made regarding racial parity (Herron & Miles, 1987).
- Sample 3 The Supreme Court declared, “A company may decide to promote an employee on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

Reference Page Citation

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *The New York Times*, p. e4.

Online Newspaper Article

In-Text Citation

- Sample 1 McGrath (2007) interviewed some *Oxford English Dictionary* employees about the deletion of hyphens from 16,000 dictionary entries.
- Sample 2 The recent article about the deletion of 16,000 hyphens from the *Oxford English Dictionary* explored how hyphens have become unnecessary with many words in modern usage (McGrath, 2007).
- Sample 3 McGrath (2007) stated, “The greatest hyphenator ever was Shakespeare (or Shakespeare in some contemporary spellings) because he was so busy adding new words, many of them compounds, to English: ‘sea-change,’ ‘leap-frog,’ ‘bare-faced,’ ‘fancy-free’” (para. 8).

Reference Page Citation

McGrath, C. (2007, October 7). Death-knell. Or death knell. *The New York Times*. Retrieved from <http://www.nytimes.com>

Reference Citations: Websites and Online Media

Website With No Individual Author

When the content on a website has no identifiable author, use the name for the organization, corporation, or government agency as the group author and begin the entry with the group author. Place the title of the web page in italics if the web page is a report or brochure; otherwise, leave the title without italics. Include the URL address.

If the website has no identifiable author, including no identifiable group author, use caution in selecting the source for your paper. It may not be a reliable reference.

In-Text Citation

- Sample 1 The website for the National Osteoporosis Foundation (2008) has many interesting facts about this debilitating disease.
- Sample 2 Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2008).
- Sample 3 The National Osteoporosis Foundation (2008) stated, “Eighty percent of those affected by osteoporosis are women” (Osteoporosis Prevalence: Gender, para. 2).

Reference Page Citation

National Osteoporosis Foundation. (2008). *Fast facts*. Retrieved from <http://www.nof.org>

In-Text Citation

- Sample 1 Subaru of America (2004) makes it easy to compare its Outback with similar cars.
- Sample 2 Subaru currently has five models in its lineup (Subaru of America, 2004).
- Sample 3 According to Subaru of America (2004), “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (para. 1).

Reference Page Citation

Subaru of America, Inc. (2004). Subaru previews all-new. Retrieved from <http://www.subaru.com>

Website With Author

In-Text Citation

- Sample 1 According to Copeland (2003), the adaptation required when minorities enter the workplace is a two-way street.
- Sample 2 Diversity is a positive thing in the workforce (Copeland, 2003).
- Sample 3 Copeland (2003) stated, “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Managing a Multicultural Workforce, para. 1).

In a long online document with no page numbers, you may list the title of the section and the paragraph number within that section, as in Sample 3 above.

Reference Page Citation

Copeland, L. (2003). Managing a multicultural workforce. *California Job Journal*. Retrieved from <http://www.jobjournal.com>

In-Text Citation

- Sample 1 According to Nix (2004), no definitive national Christmas tree exists.
- Sample 2 Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).
- Sample 3 Nix (2004) mentioned that “four trees touted to be the nation’s Christmas tree” (para. 1).

Reference Page Citation

Nix, S. (2004). The Amazon and neotropical rainforest. Retrieved from <http://forestry.about.com>

Podcast

In-Text Citation

Sample 1 In Fogarty’s (2007) podcast about the differences between *who* versus *whom*, she provided tips to determine which one should be used in a question.

Sample 2 This podcast explores the confusion of *who* versus *whom*, and the speaker reminds the listeners to use *who* when a person is the subject of the sentence (Fogarty, 2007).

Reference Page Citation

Fogarty, M. (Writer/Speaker). (2007, March 9). Who versus whom [Audio podcast]. *Grammar Girl’s Quick and Dirty Tips for Better Writing*. Retrieved from <http://grammar.quickanddirtytips.com/who-versus-whom.aspx>

Online Video

In-Text Citation

Sample 1 In an Internet video, Gore (2008) stated that 68% of the American population believes that human activity is a contributing factor in global warming.

Sample 2 This Internet video about global warming explores the urgency to “organize our response appropriately” (Gore, 2008) to the climate crisis.

Reference Page Citation

Gore, A. (2008, April). Al Gore: New thinking on the climate crisis [Video file]. In *TED Talks*. Retrieved from <http://www.ted.com/talks/view/id/243>

Reference Citations: Course Materials

Online Course Material

Different documents listed in online course materials—lecture notes, syllabi, appendixes, supplemental documents—may be cited using the following model:

In-Text Citation

Sample 1 According to Axia College Week Three Supplement (2006), three major steps for analyzing sources exist.

Sample 2 A key question to ask is “Which source is strongest?” (Axia College, 2006, Week Three Supplement).

Reference Page Citation

Axia College. (2006). Week Three supplement: Appendix B. Retrieved from CRT/205—Critical Thinking course website.

Online Forum Message

Use caution when citing these sources in your academic work. These items are not available to everyone, are not usually archived, and are not always academic. If a message is accessible only for a limited time, then you should not consider it a reliable source.

In-Text Citation

Sample 1 In Boardman’s (2008) Week Two forum message, he asked the students to answer, “Why do good people do bad things?” (para. 3).

Sample 2 As a follow-up question in the Week Two forum message, students were asked to explore the difference between effective and efficient communication for a scenario involving two scientists and their nontechnical audience (Boardman, 2008).

Reference Page Citation

Boardman, B. (2008, April 15). Week Two class notes [Msg. 3]. Message posted to MGT/344—Organizational Behavior and Ethical Responsibility course website.

Learning Team Toolkit

Refer to the Learning Team Toolkit for information about formatting specific toolkit documents. Access Toolkit Citations from the home page in the Learning Team Toolkit for sample reference entries.

Reference Page Citation

University of Phoenix. (2004). Learning team toolkit. Available on the University of Phoenix student/faculty website: <http://ecampus.phoenix.edu> (Retrieved May 10, 2008).

Virtual Organization

Use the following format to reference information found within the Virtual Organizations:

Apollo Group, Inc. (Latest copyright date). Virtual Organization Name. Title of web page. Retrieval Date. Course Number and Name. URL

Reference Page Citation Example

Apollo Group, Inc. (2006). Riordan Manufacturing. Finance & accounting – overview. Retrieved March 28, 2007. CIS/319 – Computers and Information Processing.
<https://ecampus.phoenix.edu/secure/aapd/CIST/VOP/Business/Riordan/Finance/RioFandA001.htm>

Simulation

In-Text Citation

- Sample 1 In the University of Phoenix simulation (2004), students are allowed to apply theory to practice.
- Sample 2 A situation providing a dilemma regarding confidentiality allows us to apply theory to practice (University of Phoenix, 2004).
- Sample 3 This simulation states, “The three possible candidates all have strengths and weaknesses for this position” (University of Phoenix, 2004, para. 10).

Reference Page Citation

University of Phoenix. (2004). Keeping information confidential [Computer software]. Retrieved from COM525—Advanced Communications Management course website.

Reference Citations: Miscellaneous

Online Dictionary Entry

In-Text Citation

Sample 1 According to the *Oxford English Dictionary* (n.d.), a *caucus* is a political party meeting that occurs prior to an election and is used to further the party's interests.

Sample 2 A *caucus* is usually a "private meeting of the leaders or representatives of a political party" (*Oxford English Dictionary*, n.d.).

Reference Page Citation

Caucus. (n.d.). In *Oxford English dictionary online*. Retrieved from <http://www.oed.com/>

Microsoft® PowerPoint® Presentation

References to Microsoft® PowerPoint® presentations can take two forms:

- PowerPoint® as a presentation
- PowerPoint® as an online presentation

PowerPoint® as a presentation: Sometimes it is necessary to reference a PowerPoint® presentation you have seen in person. If the presentation cannot be retrieved by the general reader, cite the PowerPoint® as a personal communication only within the text.

In-Text Citation

Sample 1 According to a PowerPoint presentation in the GEN/380 class (2006), the streets in Toronto are cleaner than the streets in New York.

Sample 2 The streets in Toronto are cleaner than the streets in New York (GEN/380, personal communication, September 3, 2006.)

If the name of the presenter is known, use the first initial and last name of the presenter instead of the name of the class, as follows:

(G. Smith, personal communication, September 3, 2006).

Sample 3 According to a PowerPoint presentation in the GEN/380 class, “Compared to New York City, Toronto’s streets are free of litter, graffiti, and garbage” (personal communication, September 3, 2006).

In a personal communication that is not written, do not use page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

PowerPoint® as an online presentation: An online presentation may be formatted in any of the following ways:

In-Text Citation

- Sample 1 According to a PowerPoint presentation from the National Security Council (2007), the United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein.
- Sample 2 The United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein (National Security Council, 2007).
- Sample 3 According to a PowerPoint presentation from the National Security Council (2007), “Winning in Iraq will not end the War on Terror, but it will make success in the War on Terror much easier” (slide 3).

Reference Page Citation

National Security Council. (2007, January). *Highlights of the Iraq strategy review* [PowerPoint slides]. Retrieved from <http://www.whitehouse.gov/nsc/iraq/2007/iraq-strategy011007.pdf>

Note. If the presentation is accessible from your course website, complete the reference entry following the format for online course materials.

Personal Communication

Sources that the general reader cannot access should be cited as personal communications. These include information from interviews, e-mails, newsgroups, letters, memos, lectures, and Microsoft® PowerPoint® presentations.

A personal communication is cited only within the text because items in the reference list at the end of the essay are reserved for sources that can be retrieved by the reader.

In-Text Citation

Sample 1 According to Smith (personal communication, September 3, 2006), pit bulls are no more dangerous than German shepherds.

Sample 2 Pit bulls are no more dangerous than German shepherds (G. R. Smith, personal communication, September 3, 2006.)

Sample 3 Smith stated, "Pit bulls are no more dangerous than German shepherds" (personal communication, September 3, 2006).

For a personal communication that is not written, such as an interview, do not include page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

Software

Reference entries are not required for off-the-shelf software and programming languages. In the text, provide the proper name of the software and the version number.

For more specialized software applications, use the following format:

In-Text Citation

Sample 1 The strength of ACI (2002) as a real estate appraising software program is its ease of use.

Sample 2 Because it is user friendly, many more real estate appraisers are using ACI (2002).

Reference Page Citation

ACI—The appraiser’s choice. (Version 0.0) [Computer software]. Retrieved from
http://www.aciweb.com/p_aci.asp

Television Series

In-Text Citation

Sample 1 The *Seinfeld* series (Ackerman, 1989) presented a major creative breakthrough in evening sitcoms.

Sample 2 The four main characters in *Seinfeld* represent people whom we all know (Ackerman, 1989).

Sample 3 One of George’s famous lines to Jerry is, “On some level, I have always been handicapped” (Ackerman, 1989).

Reference Page Citation

Ackerman, A. (Producer). (1989). *Seinfeld*. [Television series]. New York: NBC.

Reference Citations: Figures—Graphs and Images

In APA style, the following types of illustrations are considered *figures*: pictures, photographs, graphs, art, drawings, and anything else that is not a table.

Here are some general principles for images retrieved from the Internet:

- Include the photographer's or image creator's name as the author, if available, or use the name of the organization or corporation.
- If no author information is available, begin the citation with the title instead.
- If no publication date is included, include the last date of update for the website.
- Place the image title in brackets; if no title is provided, create a short description in place of the title and include the figure type.

Reference Page Citation Example

Cable News Network. (2009). [Photograph of President Barack Obama and Vice President Joe

Biden watching the inaugural parade outside the White House] *The 44th President*

Inauguration. Retrieved from

<http://www.cnn.com/2009/POLITICS/01/20/obama.inauguration/index.html>

References Page

- Sources cited in the body of your paper must appear at the end of your paper on a separate page with the title **References** centered at the top of the page.
 - References include *only* those sources cited in the text.
 - Do *not* include any references that were not cited in your text.
 - Exception: You may include personal communications in your papers (such as interviews, memos, bulletins, or phone calls) sparingly. These sources are cited in the paper but are *not* included in the references page.
- Format each entry according to the type of source: periodical, book, website, and so forth.
 - Add a period and a single space after each element in an entry (author, date, title, and so on) and at the end of the entry, except for entries that end with the web address.
 - Add a single space between elements in an entry.

Example 31. Example References Page

References

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References
are
alphabetized
by last name
of authors,
with no titles
except for
Jr.

Identify all
authors by
name. Do
not use *et
al.* in
references
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Use a hanging indent for all entries: First line is flush left; next lines are indented five spaces.

If no author is provided, alphabetize reference under the title. Capitalize first word of article title or book title but all important words of periodical title.

Chapter 3: Additional Resources

This handbook contains only common examples of in-text citations and references. For more information, review the following resources:

- APA information at the Center for Writing Excellence on the Axia College student website at <https://ecampus.phoenix.edu/secure/aapd/grammar/apa.asp>
- The Web site of the style guide for the American Psychological Association (APA) at <http://www.apastyle.org/elecref.html>