

# Poornaprajna Institute of Management Writing & APA Style Guidelines



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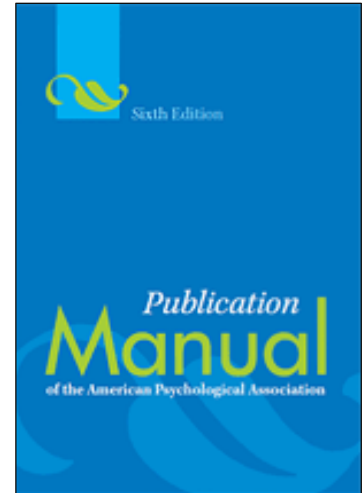
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## Formatting a Research Paper in APA Style

The Poornaprajna Institute of Management uses the most recent version of **APA writing and citation style**, the most widely-used scholarly writing format in the social sciences for coursework and research.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

We **highly recommend** that you obtain a copy of this manual; visit [www.apastyle.org](http://www.apastyle.org) for details and purchase information. It is available in both print and Kindle versions.



- 
- **Font:** Times New Roman, 12 point.
  - **Page margins:** One inch from top, bottom, left and right side of each page.
  - **Body text line spacing:** Double-spaced/ Due to change in technology, 1.5 space used.
  - **Paragraph indentation:** Indent the first line of each paragraph by **one-half inch** from the left margin. (Use your word processor's Help feature for instructions on formatting paragraph indentation.) Without indent, you can start the para.
  - Use **two spaces after the period** at the end of a sentence of 12 points after para.
  - All text is **left-justified**, with an unjustified (ragged) right margin.
  - Do not hyphenate words at the ends of lines.
  - Use a **running head** throughout the paper (**see examples on pages 5 and 6**). (If possible, use your word processor's Header function to place it automatically on every page.) The header should appear one-half inch below the top of the page, flush left, in all capital letters; it is a shortened version of the paper's title (up to 50 characters, including spaces). The page number appears in the upper right corner.

- On the **cover sheet (first page)**, the words "Running head:" (in caps/lower case) precede the running head title (in upper case). On **subsequent pages**, the words "Running head:" are not used; only the actual running head title appears (in upper case). (Consult your word processor's Help feature for instructions on setting up different headers on the first and subsequent pages of your document.)
- The **title** of your paper is typed in caps/lowercase letters (also known as title case), centered on the page. If the title requires more than one line, double-space between lines.
- **Cover sheet:** Other than the running head, only three things should appear:

Title of the paper

Your name

Institution name

## Sample title page

Running head: EDUCATION VERSUS LEARNING

1

Education Versus Learning: Restorative Practices in Higher Education

John Smith

International Institute for Restorative Practices

## Sample abstract page

**(Note:** Only include an abstract for research-based papers, or if your instructor requests it. Place it on its own page between the title page and the first page of the paper.)

EDUCATION VERSUS LEARNING

2

### Abstract

Increasing numbers of adults are returning to a diverse array of higher education settings. Institutions that serve this population must consider the meaning of education to these students, their needs, and the modes of instruction most likely to meet those needs. Approaches to education have historically tended toward mechanistic and routine-oriented learning. However, adult learning is best accomplished through more flexible, collaborative, and transformative processes. Adult learning literature over the last several decades has offered challenges and insights into these two approaches. This literature has been rich in its exploration of diverse ideological and conceptual concerns related to the desire to create a more empowering and transformative experience of learning. This article provides a brief historical overview of education and learning as concepts with a focus on the insights of recent adult learning scholarship. The authors will also discuss how the emerging field of restorative practices offers new perspectives on these approaches. As a field that has developed independently of adult learning scholarship, but shares many of its commitments, restorative practices offer a fresh view on learning scholarship.

## Sample title page

EDUCATION VERSUS LEARNING

3

### Education Versus Learning: Restorative Practices in Higher Education

Increasing numbers of adults are returning to a diverse array of higher education settings and even constitute an increasing percentage of students in undergraduate programs (Kasworm, 2003). In 1971, adults older than 24 constituted approximately a quarter of undergraduate enrollment but now constitute nearly half of the total number (Kasworm, 2003). Other adults are returning to graduate studies in increasing numbers in response to career changes, desire remaining competitive in their field, and other reasons related to economic disruption and restructuring (Pusser et al., 2007). Institutions that serve this population must consider the meaning of education to these students, their needs, and the modes of instruction most likely to meet those needs.

The relatively new field of adult learning has attempted to explore how adults learn and create meaning. Approaches to education have historically tended toward mechanistic and routine-oriented learning. However, adult learning is best accomplished through more flexible, collaborative, and transformative processes (McEhinney, 1994). Adult learning literature over the last several decades has offered challenges and insights into these two approaches. Small and interactive group

## Sample reference page

EDUCATION VERSUS LEARNING

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### References

- Adamson, C. W. (2012). Restorative practices: Graduate students' perspectives seen through a transformative lens (Doctoral dissertation). Retrieved from Lesley University Library Repository.
- Anderson, G. L. (2007). Media's impact on educational policies and practices: Political spectacle and social control. *Peabody Journal of Education*, 82(1), 103–120.
- Brookfield, S. D. (2005). *The power of critical theory: Liberating adult learning and teaching*. San Francisco, CA: Jossey-Bass.
- Brookfield, S. D. (2009). Engaging critical reflection in corporate America. In J. Mezirow & E. W. Taylor (Eds.), *Transformative learning in practice: Insights from community, workplace, and higher education* (pp. 125–135). San Francisco, CA: Jossey-Bass.
- Cameron, K. A. (2002). A model of dialogue and conscientization: A pedagogical paradigm for justice. *Journal of Criminal Justice Education*, 13(1), 96–119.
- Christie, N. (1977). Conflict as property. *British Journal of Criminology*, 17(1), 1–14.



## Formatting a Reference Page

The reference page is an alphabetical list of works cited. Here are some general tips:

- The reference list begins on a separate page.
- Center the word "References" at the top of the page. Do not use underlining, boldface or italics.
- Double-space all reference entries with one double space separating each entry.
- The first line of each entry is typed flush with the left-hand margin. Any subsequent lines are indented one-half inch. Use the "hanging indent" formatting tool in your word processor to ensure proper formatting .

### **Listing works on a References page (see *References on pp. 12-24 for examples*)**

- Begin with the author's last name and first initial(s), if the author is identified. In the case of multiple authors, list them in the order indicated in the source document.
- Alphabetize the reference list by the last name of the author or editor. If there is no author or editor, alphabetize by the first significant word of the title (omitting the initial articles *A*, *An* and *The*).
- Place date of publication in parentheses immediately after the author's name, followed by a period.
- Italicize titles and subtitles of books, and periodical titles. Do not italicize titles of articles.
- Capitalize only the first word of the title (as well as all proper nouns), plus the first word of a subtitle.
- Do not place titles of articles in quotation marks.
- Use the abbreviations "p." or "pp." before page numbers of newspaper articles and works in anthologies; do not use them before page numbers of articles appearing in magazines and scholarly journals.

## References and in-text citations: General guidelines

### ***For details and additional examples, please consult:***

American Psychological Association. (2012). *APA style guide to electronic references* (6<sup>th</sup> ed.) [Kindle version]. Washington, DC: American Psychological Association. Retrieved from Amazon.com.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

American Psychological Association. (n.d.). APA Style Blog. Retrieved from <http://blog.apastyle.org/apastyle/>

American Psychological Association. (n.d.). Learning APA Style. Retrieved from <http://www.apastyle.org/learn/index.aspx>

Houghton, P. M., & Houghton, T. J. (2009). *APA: The easy way!* (2<sup>nd</sup> ed.). Flint, MI: Baker College.

### **Notes:**

- All references must be formatted with a **hanging indent** of one-half inch from the left for the second and all subsequent lines of the reference.
- For **author names**, separate initials with a single space: Smith, A. B. *not* Smith A.B. For multiple authors, separate each name with a comma: Worthing, E. J., & Moncrieff, A.
- For **books with subtitles**, capitalized only the first word of the title, the first word of the subtitle following the colon, and proper nouns. *Real justice: How we can revolutionize our response to wrongdoing.*
- For **publisher locations**, include city and state/province (abbreviated if in United States of America or Canada); otherwise, include city and country (spelled out). New York, NY; Toronto, ON ; Johannesburg, South Africa. For items published in England, do not abbreviate the country (London, England or London, United Kingdom; *not* London, UK).

- If **publication elements** are **omitted from the original document** (publisher location, etc.), include missing information (as much as possible) in brackets: Piper’s Press [Pipersville, PA]. In some cases, other publication elements (author name, date, etc.) may be missing altogether. See “How to write an APA style reference when information is missing” on page 26, or contact the IIRP Library for assistance.
- The **EBSCOhost research databases** (available via the IIRP Student and Faculty Portals) provide a tool for formatting bibliographic references in APA style. If you choose to use this feature, be sure to examine your references for stylistic accuracy prior to submitting your writing assignment to your instructor, since errors can occur occasionally. ***It is your responsibility to ensure that your work is formatted correctly.***

## Reference Examples

In this section, numbers following each heading refer to corresponding sections in the *APA Publication Manual*, 6<sup>th</sup> edition. Please see these sections for additional guidance.

### Books

#### *APA Publication Manual section 7.02*

<p><b>Book by a single author</b></p>	<p><b>Author's last name, initial(s). (Year). Title of publication. City and state or country of publication: Publisher.</b></p> <p>Nathanson, D. L. (1992). <i>Shame and pride: Affect, sex and the birth of the self</i>. New York, NY: W.W. Norton.</p> <p><b>In-text citation:</b> (Nathanson, 1992).</p> <p>Olweus, D. (1993). <i>Bullying at school</i>. Oxford, England: Blackwell.</p> <p><b>In-text citation:</b> (Olweus, 1993).</p>
<p><b>Book by 2 to 7 authors</b></p>	<p><b>Authors' names in order of appearance. (Year). Title of publication. City and state or country of publication: Publisher.</b> (Note: Separate authors' names with commas; preface final author's name with an ampersand (&amp;).)</p> <p>Safran, J. D., &amp; Muran, J. C. (2000). <i>Negotiating the therapeutic alliance: A relational treatment guide</i>. New York, NY: Guilford Press.</p> <p><b>In text citation:</b> (Safran &amp; Muran, 2000).</p> <p>Costello, B., Wachtel, J., &amp; Wachtel, T. (2010). <i>Restorative circles in schools: Building community and enhancing learning</i>. Bethlehem, PA: International Institute for Restorative Practices.</p> <p><b>In-text citation – first:</b> (Costello, Wachtel, &amp; Wachtel, 2010). <b>In-text citation – subsequent:</b> (Costello et al., 2010).</p>

	<p>(Note: For works with three to five authors; for six or more, use only the first author's name with "et al." for all citations.)</p>
<p><b>Book by 8 or more authors</b></p>	<p><b>List first six authors, then three ellipsis points, then the final author's name.</b></p> <p>Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., . . . Stewart, S. (2009). <i>Navigating the complexity of higher education in preparation program administration</i>. San Francisco, CA: Jossey-Bass.</p> <p><b>In-text citation:</b> (Engberg et al., 2009). (Note: Give only the first author's name, followed by "et al." in in-text citation.)</p>
<p><b>Book with editor(s)</b></p>	<p><b>Author's last name, initial(s). (Ed.) (Year). Title of publication. City and state or country of publication: Publisher.</b></p> <p>Sori, C. F. (Ed.). (2006). <i>Engaging children in family therapy: Creative approaches to integrating theory and research in clinical practice</i>. New York, NY: Routledge.</p> <p><b>In-text citation:</b> (Sori, 2006).</p> <p>Clarijs, R., &amp; Malmberg, T. (Eds.). (2012). <i>The quiet revolution: Aggrandising people power by family group conferences</i>. Amsterdam, Netherlands: SWP Publishers.</p> <p><b>In-text citation:</b> (Clarijs &amp; Malberg, 2012).</p>
<p><b>Book with chapter written by one person but edited by another</b></p>	<p><b>Author's last name, initial(s). (Year). Chapter title. In Editor's initial(s) &amp; last name(s) (Eds.), Title of publication (pp. page range). City and state or country of publication: Publisher.</b></p> <p>Andersen, P. (2013). Development of restorative justice practices in Norway. In D. J. Cornwell, J. Blad, &amp; M. Wright (Eds.), <i>Civilising criminal justice: An international restorative agenda for penal reform</i> (pp. 479-500). Sherfield-on-Loddon, United Kingdom: Waterside Press.</p> <p><b>In-text citation:</b> (Andersen, 2013).</p>

<p><b>Book – specific edition</b></p>	<p><b>Author’s last name, initial(s). (Year). Title (Number of ed.). City and state or country of publication: Publisher.</b></p> <p>Nelson, J., Lott, L., &amp; Glenn, H. S. (2000). <i>Positive discipline in the classroom: Developing mutual respect, cooperation and responsibility in your classroom</i> (2<sup>nd</sup> ed.). New York, NY: Three Rivers Press.</p> <p><b>In-text citation:</b> (Nelson, Lott, &amp; Glenn, 2000).</p> <p>Brendtro, L. K., Brokenleg, M., &amp; Van Bockern, S. (2002). <i>Reclaiming youth at risk: Our hope for the future</i> (Rev. ed.). Bloomington, IN: Solution Tree.</p> <p><b>In-text citation:</b> (Brendtro, Brokenleg, &amp; Van Bockern, 2002).</p>
<p><b>Non-English book - translated</b></p>	<p><b>Author’s last name, initial(s). (Year). Translated title [Last name with initial, Trans.]. City and state or country of publication Publisher.</b></p> <p>Piaget, J. (1954). <i>The construction of reality in the child</i> [M. Cook, Trans.]. New York, NY: Basic Books.</p> <p><b>In-text citation:</b> (Piaget, 1954).</p>
<p><b>Non-English book – not translated</b></p>	<p><b>Author’s last name, initial(s). (Year). Original title [English translation of title]. City and state or country of publication: Publisher.</b></p> <p>Oostrik, H. (2010). <i>Een basis van respect: Herstelrecht in het primair onderwijs</i> [A basis of respect: Restorative justice in primary education]. ‘s-Hertogenbosch, Netherlands: KCP Groep.</p> <p><b>In-text citation:</b> (Oostrik, 2010).</p>
<p><b>Book with group, institutional or corporate author</b></p>	<p><b>Alphabetize group authors by the first significant word of the name (ignore the initial articles A, An and The). (Year). Title. City and state or country of publication: Publisher.</b></p> <p>Chicago Community Policing Evaluation Consortium. (2000). <i>Community policing in Chicago, year seven: An interim report</i>. Chicago, IL: Illinois Criminal Justice Information Authority.</p>

	<p><b>In-text citation:</b> (Chicago Community Policing Evaluation Consortium, 2000).</p> <p><b>When the author and publisher are the same, use the word "Author" as the publisher's name.</b></p> <p>Springhouse Corporation. (2002). <i>Assessment made incredibly easy</i>. Springhouse, PA: Author.</p> <p><b>In-text citation:</b> (Springhouse Corporation, 2002).</p>
<p><b>E-books</b></p>	<p><b>Author(s). (Year). Title. [E-reader version, if applicable]. City and state or country of publication: Publisher. Retrieved from <a href="http://xxxxxx">http://xxxxxx</a> or doi:xx.xxxxxxxx</b></p> <p>Braithwaite, J. (1989). <i>Crime, shame and reintegration</i> [Kindle version]. Cambridge, England: Cambridge University Press. Retrieved from Amazon.com</p> <p><b>In-text citation:</b> (Braithwaite, 1989).</p> <p>Ireland. Department of Education and Skills. (2013). Action plan on bullying: Report of the Anti-Bullying Working Group to the Minister for Education and Skills. [EPUB version]. Retrieved from <a href="https://archive.org/details/563016-action-plan-on-bullying-2013">https://archive.org/details/563016-action-plan-on-bullying-2013</a></p> <p><b>In-text citation:</b> (Ireland. Department of Education and Skills, 2013).</p> <p><b>Note:</b> Some e-books have location, section and/or paragraph numbers rather than traditional pagination. In such cases, include as much information as needed for the reader to locate the material. Some older e-books may lack publication dates; use (n.d.)</p> <p>Nathanson, D. L. (n.d.). <i>Shame and pride: Affect, sex and the birth of self</i> [Kindle version]. New York, NY: W. W. Norton. Retrieved from Amazon.com</p> <p><b>In-text citation:</b> (Nathanson, n.d., Chapter 2, location 5532).</p>

<p><b>Conference papers &amp; presentations</b></p>	<p><b>Presenter's last name(s) and initial(s). (Year, Month). Title of paper. In Editor's name, (Ed.), Title of Meeting, (pp-pp). City and state or country of publication: Publisher.</b></p> <p><b>(Note:</b> Use information provided as much as possible. If no proceedings editor is given, use the meeting name. If no location is given but is known nonetheless, include it in brackets.)</p> <p><b>Paper from published proceedings; no editor(s):</b></p> <p>Macdonald, E. (2010, October). My restorative journey and the story of Hull, UK. In <i>Restorative Practices Across Disciplines featuring Hull, UK, The World's First Restorative City. 13<sup>th</sup> World Conference of International Institute for Restorative Practices, Hull, England, United Kingdom</i> (pp. 125-132). [Bethlehem, PA]: International Institute for Restorative Practices.</p> <p><b>In-text citation:</b> (Macdonald, 2010).</p> <p><b>Paper from published proceedings; with editor(s):</b></p> <p>Maxwell, G. (1992, September). Family decision-making in youth justice: The New Zealand model. In L. Atkinson, &amp; S-A. Gerull, (Eds.), <i>National Conference on Juvenile Justice</i> (pp. 113-126). Canberra, Australia: Australian Institute of Criminology.</p> <p><b>In-text citation:</b> (Maxwell, 1992).</p> <p><b>Conference paper, unpublished:</b></p> <p>Nguyen, C. A. (2012, August). <i>Humor and deception in advertising: When laughter may not be the best medicine</i>. Paper presented at the meeting of the American Psychological Association, Orlando, FL.</p> <p><b>In-text citation:</b> (Nguyen, 2012).</p> <p><b>Conference poster session:</b></p> <p>Adams-Labonte, S. K. (2012, August). <i>Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea</i>. Poster session presented at the meeting of the American Psychological Association, Orlando, FL.</p>
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	<p><b>In-text citation:</b> (Adams-Labonte, 2012).</p>
<p><b>Report/white paper – print</b></p>	<p><b>Author(s). (Year). Title of report. City and state or country of publication: Publisher.</b></p> <p>Molnar-Main, S., Bisbing, K., Blackburn, S., Gaikowski, L., Garrity, R. Morris, C., . . . Singer, J. (2014). <i>Integrative bullying prevention and restorative practices in schools: Considerations for practitioners and policymakers</i>. [Camp Hill, PA]: Center for Safe Schools.</p> <p><b>In-text citation:</b> (Molnar-Main, et al., 2014).</p>
<p><b>Report/white paper – online</b></p>	<p><b>Author(s). (Year). Title of report. City and state or country of publication: Publisher. Retrieved from <a href="http://xxxxxxxxx">http://xxxxxxxxx</a></b></p> <p>Zinsser, K. M., Weissbert, R. P., &amp; Dusenbury, L. (2013). <i>Aligning preschool through high school social and emotional learning standards: A critical and doable next step</i>. Chicago, IL: Collaborative for Academic, Social and Emotion Learning. Retrieved from <a href="https://static1.squarespace.com/static/Zinsser+et+al++brief+on+state+standards--20131214.pdf">https://static1.squarespace.com/static/Zinsser+et+al++brief+on+state+standards--20131214.pdf</a></p> <p><b>In-text citation:</b> (Zinser, Weissbert, &amp; Dusenbury, 2013).</p>

## Journal articles

### APA Publication Manual section 7.01

<p><b>Journal article – print</b></p>	<p><b>Author’s last name, initial(s). (Year). Title of article. Title of Periodical, volume(issue), pp.-pp.</b></p> <p>Grant, C. A. (2012). Cultivating flourishing lives: A robust social justice vision of education. <i>American Educational Research Journal</i>, 49(5), 910-934.</p> <p><b>In-text citation:</b> (Grant, 2012).</p>
<p><b>Journal article – online  DOI &amp; URL</b></p>	<p><b>Author’s last name, initial(s). (Year). Title of article. Title of Periodical, volume(issue), pp.-pp. <a href="http://dx.doi.org/xx.xxxxxxxx">http://dx.doi.org/xx.xxxxxxxx</a></b></p> <p><b>Note:</b> Whenever available, include the article’s DOI (Digital Object Identifier). APA prefers <a href="http://dx.doi.org/xx.xxxxxxxx">http://dx.doi.org/xx.xxxxxxxx</a>; use this format whenever possible. Otherwise, <a href="https://doi.org/xx.xxxxxxxx">doi:xx.xxxxxxxx</a> is permissible.</p> <p>Rosenblatt, F. F. (2014). Community involvement in restorative justice: lessons from an English and Welsh case study on youth offender panels. <i>Restorative Justice: An International Journal</i> 2(3), 280-301. <a href="http://dx.doi.org/10.5235/20504721.2.3.280">http://dx.doi.org/10.5235/20504721.2.3.280</a> <b>(Preferred format)</b></p> <p>Rosenblatt, F. F. (2014). Community involvement in restorative justice: lessons from an English and Welsh case study on youth offender panels. <i>Restorative Justice: An International Journal</i> 2(3), 280-301. <a href="https://doi.org/10.5235/20504721.2.3.280">doi/10.5235/20504721.2.3.280</a> <b>(Also acceptable)</b></p> <p><b>In-text citation:</b> (Rosenblatt, 2014).</p> <p><b>If no DOI is available for an article published online, include its URL preceded by Retrieved from</b></p> <p>Sepper, C. (2015.) Engendering corporate conscience. <i>Harvard Journal of Law &amp; Gender</i>, 38, 193-233. Retrieved from <a href="http://harvardjlg.com/wp-content/uploads/2015/01/Gendering-Corporate-Conscience-.pdf">http://harvardjlg.com/wp-content/uploads/2015/01/Gendering-Corporate-Conscience-.pdf</a></p> <p><b>In-text citation:</b> (Sepper, 2015)</p>

## Theses & dissertations

### APA Publication Manual section 7.05

<p><b>Doctoral dissertation or master's thesis from a database service</b></p>	<p><b>Author's last name, initial(s). (Year). Title (Doctoral dissertation or Master's thesis). Retrieved from Name of database. (Accession or Order No.)</b></p> <p>Del Principio, A. (2012). <i>The effects of bullying on student academic performance</i> (Doctoral dissertation). Retrieved from Proquest Dissertations &amp; Theses Database (Accession No. 937166286)</p> <p><b>In-text citation:</b> (Del Principio, 2012).</p>
<p><b>Unpublished dissertation or thesis</b></p>	<p><b>Author's last name, initial(s). (Year). Title (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.</b></p> <p>Hinton, A. L. (2008). <i>Integrating victims' voices into circles of support and accountability</i> (Unpublished master's thesis). Fresno Pacific University, Fresno, CA.</p> <p><b>In-text citation:</b> (Hinton, 2008).</p>
<p><b>Dissertation or thesis retrieved online</b></p>	<p><b>Author's last name, initial(s). (Year). Title (Doctoral dissertation or Master's thesis). Retrieved from http://xxxxxxx</b></p> <p>Lobb, P. (2010). <i>The art of caring: Woman and restorative justice</i> (Doctoral dissertation). Retrieved from <a href="https://etd.ohiolink.edu/!etd.send_file?accession=antioch1281016936">https://etd.ohiolink.edu/!etd.send_file?accession=antioch1281016936</a></p> <p><b>In-text citation:</b> (Lobb, 2010).</p>

## Digital media & online content

### APA Publication Manual section 7.11

<p><b>DVD video</b></p>	<p><b>Producer name(s) (Producer(s)). (Year). Title [DVD]. Available from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>International Institute for Restorative Practices, &amp; Real Justice® (Producers). (2007). <i>Burning bridges</i> [DVD]. Available from <a href="http://store.iirp.edu/burning-bridges">http://store.iirp.edu/burning-bridges</a></p> <p><b>In-text citation:</b> (International Institute for Restorative Practices &amp; Real Justice, 2007).</p> <p>Douglas, C., &amp; Moore, M. (Producers). (2004). <i>A healing river: An invitation to explore restorative justice values &amp; principles</i> [DVD]. Available from <a href="http://heartspeakproductions.ca/a-healingriver/">http://heartspeakproductions.ca/a-healingriver/</a></p> <p><b>In-text citation:</b> (Douglas &amp; Moore, 2004).</p>
<p><b>Online video</b></p>	<p><b>Author/Producer/Screen name. (Year, Month day). Title [Video file]. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>PBS Newshour. (2014, February 20). <i>Colorado high school replaces punishment with 'talking circles'</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=g8_94O4ExSA">https://www.youtube.com/watch?v=g8_94O4ExSA</a></p> <p><b>In-text citation:</b> (PBS Newshour, 2014).</p> <p><b>Note: Use (n.d.) if no date is available:</b></p> <p>Wethepeacemakers. (n.d.) <i>Conflict resolution at Parkview</i> [Video file]. Retrieved from <a href="https://vimeo.com/27583835">https://vimeo.com/27583835</a></p> <p><b>In-text citation:</b> (Wethepeacemakers, n.d.).</p>
<p><b>Podcast – audio</b></p>	<p><b>Producer/Writer/Speaker (Position). (Year, Month day). Title [Audio podcast]. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p>

	<p>Mann, S. (Speaker). (2014, August 27). <i>Restorative justice with Melanie G. Snyder</i> [Audio podcast]. Retrieved from <a href="http://www.thepermaculturepodcast.com/2014/melanie/">http://www.thepermaculturepodcast.com/2014/melanie/</a></p> <p><b>In-text citation:</b> (Mann, 2014).</p>
<p><b>Podcast – video</b></p>	<p><b>Producer/Writer/Speaker (Position). (Year, Month day). Title [Video podcast]. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>TED Talks (Producer). (2014, March 18). <i>Daniel Riesel: The neuroscience of restorative justice</i> [Video podcast]. Retrieved from <a href="https://www.youtube.com/watch?v=tzJYY2p0QIc">https://www.youtube.com/watch?v=tzJYY2p0QIc</a></p> <p><b>In-text citation:</b> (TED Talks, 2014).</p>
<p><b>Website</b></p>	<p><b>Author(s). (Year, Month day). Title. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>Stevens, J. E. (2014, January 23). The Restorative Justice League of Le Grand High School saves the day. Retrieved from <a href="http://www.huffingtonpost.com/jane-ellen-stevens/the-restorative-justice-1_b_4160993.html">http://www.huffingtonpost.com/jane-ellen-stevens/the-restorative-justice-1_b_4160993.html</a></p> <p><b>In-text citation:</b> (Stevens, 2014).</p>
<p><b>Blog post</b></p>	<p><b>Author (or screen name). (Year, Month day). Title. [Web log post]. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>Davis, F. E. (2014, September 26). 8 tips for schools interested in restorative justice. [Web log post]. Retrieved from <a href="http://www.edutopia.org/blog/restorative-justice-tips-for-schools-fania-davis">http://www.edutopia.org/blog/restorative-justice-tips-for-schools-fania-davis</a></p> <p><b>In-text citation:</b> (Davis, 2014).</p> <p>Teacher Tom. (2013, January 26). Arguing from friendship and integrity [Web log post]. Retrieved from <a href="http://teachertombsblog.blogspot.com/2013/01/arguing-from-friendship-and-integrity.html">http://teachertombsblog.blogspot.com/2013/01/arguing-from-friendship-and-integrity.html</a></p> <p><b>In-text citation:</b> (Teacher Tom, 2013).</p>

<p><b>Webinar</b></p>	<p><b>Author(s). (Year, Month day). Title [Webinar]. Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a></b></p> <p>Weissberg, R., Randall, P., Yoder, N., Cross, R., &amp; Kidd, S. (2013, December 13). <i>Integrating social-emotional learning into state and district policies</i> [Webinar]. Retrieved from <a href="https://air-org.adobeconnect.com/_a1109407675/p2495wcb36z">https://air-org.adobeconnect.com/_a1109407675/p2495wcb36z</a></p> <p><b>In-text citation:</b> (Weissberg, Randall, Yoder, Cross, &amp; Kidd, 2013).</p>
<p><b>Research database record</b></p>	<p><b>Author(s). (Year). Title of report (Accession No. XX). Retrieved from <a href="http://xxxxxxx">http://xxxxxxx</a> (or <a href="http://dx.doi.org/xx.xxxxxxxx">http://dx.doi.org/xx.xxxxxxxx</a>)</b></p> <p>U.S. Department of Education. (2014). <i>Guiding principles: A resource guide for improving school climate and discipline</i>. (Accession No. ED544743). Retrieved from <a href="http://eric.ed.gov">http://eric.ed.gov</a></p> <p><b>In-text citation:</b> (U.S. Department of Education, 2014).</p> <p>Walker, L., &amp; Hiyashi, L. A. (2007). <i>Pono kaulike: A Hawaiian criminal court provides restorative justice practices for healing relationships</i>. (Accession No. RCJ 221436). Retrieved from <a href="https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=243308">https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=243308</a></p> <p><b>In-text citation:</b> (Walker &amp; Hiyashi, 2007).</p>

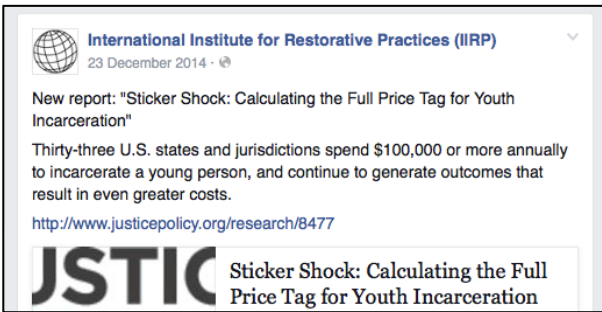
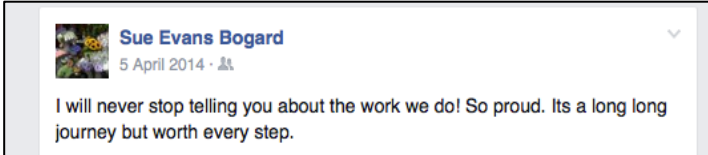
## Social media

### APA Publication Manual section 7.11

For more information on citing various forms of social media, please see:

American Psychological Association. (2012). APA style guide to electronic references (6th ed.) [PDF version]. Washington, DC: American Psychological Association. Retrieved from Amazon.com

APA Style Blog: <http://blog.apastyle.org/apastyle/>

<b>FaceBook</b>	<p><b>Status update, group author</b></p>  <p>International Institute for Restorative Practices (IIRP). (2014, 23 December). New report: "Sticker Shock: Calculating the Full Price Tag for Youth Incarceration" Thirty-three U.S. states and jurisdictions spend \$100,000 or more annually to incarcerate a young person, and continue to generate outcomes that result in even greater costs [FaceBook status update]. Retrieved from <a href="https://www.facebook.com/RestorativePractices/posts/10152983323848707">https://www.facebook.com/RestorativePractices/posts/10152983323848707</a></p>
	<p><b>In-text citation:</b> (International Institute for Restorative Practices (IIRP), 2014).</p> <p><b>Status update, individual author</b></p> 

	<p>Bogard S. E. [Sue Evans]. (2014, April 5). I will never stop telling you about the work we do! So proud. It's a long long journey but worth every step [FaceBook status update]. Retrieved from <a href="https://www.facebook.com/sue.e.bogard/posts/10152299214508774">https://www.facebook.com/sue.e.bogard/posts/10152299214508774</a></p> <p><b><i>In-text citation:</i></b> (Bogard, 2014).</p> <p><b>Note:</b> When posts are not "public," e.g. visibility is limited because of restrictions to friends, subscribers, etc., treat them as personal communications (see page 25).</p>
<p><b>Twitter</b></p>	<p><b>Tweet, group author</b></p> <div data-bbox="548 842 1354 1014" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>IIRP [iirpgradschool]. (2015, January 22). Connecticut's prison population lowest since 1999; greatest reductions for juvenile offenders 16 to 17 years old. <a href="http://yaledailynews.com/blog/2015/01/2">http://yaledailynews.com/blog/2015/01/2</a> [Tweet]. Retrieved from <a href="https://twitter.com/iirpgradschool/status/558309485782265857">https://twitter.com/iirpgradschool/status/558309485782265857</a></p> <p><b><i>In-text citation:</i></b> (IIRP, 2015).</p> <p><b>Tweet, individual author</b></p> <div data-bbox="558 1415 1357 1608" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Mark Modig [markmodig]. (2014, January 9). Creating an engaging path for in-store employees   ICC/DS: <a href="http://iccds.com/treat-each-inb...">http://iccds.com/treat-each-inb...</a> [Tweet]. Retrieved from <a href="https://twitter.com/markmodig/status/402910109761687552">https://twitter.com/markmodig/status/402910109761687552</a></p> <p><b><i>In-text citation:</i></b> (Modig, 2014).</p>



## Moodle discussion forums

Because Moodle discussion threads are password-protected and not accessible to non-participants of the group, they are treated as personal communications (see *below*). Use the last name of the contributor, unit number of the course schedule, and title of the discussion thread:

(Smith, Unit 1, Shaming)

Moodle discussions can only be listed as in-text citations; they are not included in Reference pages.

## Personal communications

### **APA Publication Manual section 7.11**

Personal communications can consist of printed, verbal or digital communications between individuals (private letters, email messages, personal interviews, conversations, private social media exchanges, etc.).

Since they are inaccessible to readers outside the parties involved, they are not considered “recoverable” or “retrievable.” Therefore, **do not** include them in reference lists. Instead, cite them in text only, with as much information to identify the source and date as possible:

(C. W. Adamson, personal communication, August 10, 2016)

See *APA Publication Manual*, section 6.20, for additional discussion.

## When information is missing ...

Occasionally, you may need to cite a source in which one or more publication elements are absent. In such cases, use the guidelines and formats provided in the table on the following page.

### How to Write an APA Style Reference When Information Is Missing

What's missing?	Solution	Reference template			
		Position A	Position B	Position C	Position D
Nothing—all pieces are present	List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source	Author, A. A.	(date).	<i>Title of document</i> [Format]. or Title of document [Format].	
Author is missing	Substitute title for author; then provide date and source	<i>Title of document</i> [Format]. or Title of document [Format].	(date).	n/a	
Date is missing	Provide author, substitute <i>n.d.</i> for <i>no date</i> , and then give title and source	Author, A. A.	(n.d.).	<i>Title of document</i> [Format]. or Title of document [Format].	Retrieved from http://xxxxx
Title is missing	Provide author and date, describe document inside square brackets, and then give source	Author, A. A.	(date).	[Description of document].	Retrieved Month Day, Year, from http://xxxxx
Author and date are both missing	Substitute title for author and <i>n.d.</i> for <i>no date</i> ; then give source	<i>Title of document</i> [Format]. or Title of document [Format].	(n.d.).	n/a	or Location: Publisher.
Author and title are both missing	Substitute description of document inside square brackets for author; then give date and source	[Description of document].	(date).	n/a	or doi:xxxxx
Date and title are both missing	Provide author, substitute <i>n.d.</i> for <i>no date</i> , describe document inside square brackets, and then give source	Author, A. A.	(n.d.).	[Description of document].	
Author, date, and title are all missing	Substitute description of document inside square brackets for author, substitute <i>n.d.</i> for <i>no date</i> , and then give source	[Description of document].	(n.d.).	n/a	
Source is missing	Cite as personal communication (see §6.20) or find a substitute	n/a	n/a	n/a	n/a

*Note.* Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document*, date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).

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Source: [blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf](http://blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf)

# Citing Quotations within A Paper

## In-text citations – Exact quotations

When quoting an author's exact words, include an in-text citation with the author's last name, publication year, and page number(s) from which the quotation is taken in the appropriate point in the text. In most cases, citations point the reader to more detailed source publication information in the References page.

- **Short quotations** (under 40 words) are incorporated into the text and enclosed by double quotation marks.

In considering the matter of campus security, it is important to remember that “safe learning environments ultimately require more than violence prevention programs; mechanisms for conflict resolution must also be available” (Anderson, 2004, p. 76).

- **Long quotations** (40 words or longer) are typed in a double-spaced block, indented one half inch from the left margin. Omit quotation marks.

My suspicion is that criminology to some extent has amplified a process conflicts have been taken away from the parties directly involved and thereby have either disappeared or become other people's property. In both cases a deplorable outcome. Conflicts ought to be used, not only left in erosion. And they ought to be used, and become useful, for those originally involved in the conflict. Conflicts *might* hurt individuals as well as social systems. That is what we learn in school. That is why we have officials. Without them, private vengeance and vendettas will blossom. We have learned this so solidly that we have lost track of the other side of the coin: our industrialised large-scale society is not one with too many internal conflicts. It is one with too little. Conflicts might kill, but too little of them might paralyse. (Christie, 1977, p. 1)

- If you have a **quote within a short** (*under 40 words*) **quote**, enclose it in single quotation marks.

Nathanson (1992) reminds us of the influence of cultural context on affects. “Each role or cultural stereotype involves a different pattern of affects damped or magnified – what Tomkins calls ‘the differential magnification of innate affect’” (p. 83).

- If you have a **quote within a block quotation**, enclose it in double quotation marks.

Some few juvenile court judges are rejecting referrals of emotionally disturbed children who behave precisely as they are expected to behave. One juvenile court judge in central Pennsylvania chastised a school district for referring a fourteen-year-old girl with serious emotional problems to juvenile court for making threats to a teacher. The court dismissed the case, which should have been handled through the student’s IEP. The court wrote, “While this decision is not intended to effectively cut off all access to the criminal court system by school authorities, the instances where it is appropriate should be rare indeed.” (Schwartz & Reiser, 2001, pp. 112-113)

- **Ellipsis points** ( . . . ) are used to indicate **material omitted from a quotation**. A mid-sentence ellipsis consists of three consecutive spaced periods. Use four points to indicate any omission between sentences.

I do not approve of anything that tampers with natural ignorance. Ignorance is like a delicate exotic fruit; touch it and the bloom is gone. The whole theory of modern education is radically unsound. Fortunately . . . education produces no effect whatsoever. If it did, it would prove a serious danger to the upper classes, and probably lead to acts of violence in Grosvenor Square. (Wilde, p. 80)

## In-text quotations – Paraphrasing concepts

### Works by a single author

If the author is mentioned in the course of a sentence when paraphrasing their idea, give the publication year in parentheses just after the name:

Morrison (2007) reviewed the statistical evidence of the efficacy of restorative justice programs in middle and high schools.

If the author is not mentioned in this way, place the author's last name and publication year at the end of the quotation or paraphrase:

A review of middle- and high school restorative justice programs showed a significant decline in student-initiated offenses (Morrison, 2007).

For exact quotations, include the specific page number(s) after the publication year:

Purely reactive, short-term responses are woefully inadequate for addressing the problem of bullying. "The problem of bullying has hidden costs, across a lifetime, for individuals and society" (Morrison, 2007, p. 4).

(Note the position of the sentence-ending period in relation to other punctuation.)

### Works by multiple authors

When a work has **two authors**, cite both names every time the reference occurs in the text.

Worthing and Moncrieff (2011) discuss shifting perceptions of adoption versus biological birth in the context of children's sense personal identity.

If a work has **three or more authors**, cite all names in the first reference; in subsequent citations, give only the first author's name with et al. (followed by a period):

*First mention:*

Bracknell, Moncrieff and Worthing (2008) advance the controversial view that most present-day models of public education are fundamentally unsound.

*Subsequent mentions:*

Bracknell et al. (2008) assert that over-education of youth may lead to acts of violence.

## Citing Moodle discussion forums

Use the last name of the contributor (poster), the unit number of the course schedule and the title of the discussion thread.

(Smith, Unit 1, Shaming)

Note: Because Moodle discussion threads are only accessible to participants of a particular forum, they are not "retrievable" by other researchers, and are thus considered as personal communications. Therefore, include Moodle discussion citations only as in-text citations; do not include them in your References page.

## Using Headings Within a Paper

APA style uses five levels of heading to indicate hierarchies or top-down progression of information.

Use the formats illustrated below to label sections of text in your paper; do not label headings with numbers or letters.

Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending in a period.</b>
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending in a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>