

# Table of Contents

<b>HOW TO FORMAT AN ESSAY OR TERM PAPER</b> .....	1
<b>1. Title page</b> .....	1
<b>2. Abstract</b> .....	1
<b>3. Spacing and Margins</b> .....	1
<b>4. Printing</b> .....	2
<b>5. Page numbers</b> .....	2
<b>6. Indentation</b> .....	2
<b>7. Headings</b> .....	2
<b>8. Paragraphs</b> .....	3
<b>9. Using Numbers</b> .....	3
<b>10. Quotations</b> .....	5
<i>Short Quotations</i> .....	5
<i>Long Quotations</i> .....	5
<i>Additions to Quotations</i> .....	6
<i>Omissions from Quotations</i> .....	7
<i>Indirect Quotations (Citing a Source within a Source)</i> .....	8
<b>11. Paraphrasing</b> .....	9
<b>12. Tables</b> .....	9
<b>13. Citing Tables</b> .....	10
<b>14. Figures</b> .....	12
<b>A NOTE ON PLAGIARISM</b> .....	14
<b>1. What is Plagiarism?</b> .....	14
<b>2. Avoiding Plagiarism</b> .....	14
<b>3. Common Knowledge and Plagiarism</b> .....	14
<b>DOCUMENTING RESEARCH – APA STYLE</b> .....	15
<b>1. In-Text Citations</b> .....	16
<i>Citing a Source with One Author</i> .....	17
<i>Citing a Source with One Author</i> .....	17
<i>Citing a Source with Two Authors</i> .....	17
<i>Citing a Source with Three to Five Authors</i> .....	17
<i>Citing a Source with More than Five Authors</i> .....	18
<i>Citing a Source with a Group or an Organization as Author</i> .....	18
<i>Citing a Source with No Author</i> .....	18
<i>Citing a Source with an Anonymous Author</i> .....	19
<i>Citing a Source with No Page Numbers</i> .....	19
<i>Multiple Citations within the Same Parentheses</i> .....	19
<i>Personal Communications</i> .....	20
<b>2. Reference-List Entries</b> .....	20
<i>Journal Articles</i> .....	20
<i>Print Sources</i> .....	23
<i>Electronic Sources</i> .....	25
<i>Other Types of Sources</i> .....	26
<b>REFERENCES</b> .....	29
<b>SAMPLE PAPER</b> .....	31
<b>FURTHER GUIDES TO APA STYLE AND WRITING ASSISTANCE</b> .....	40



## **FURTHER GUIDES TO APA STYLE AND WRITING ASSISTANCE**

Information in this guide on how to cite references has been adapted from the following sources:

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

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

Purdue University Online Writing Lab (OWL). (2010, January 11). *APA formatting and style guide*. Retrieved January 20, 2010 from <http://owl.english.purdue.edu/owl/resource/560/01/>

The Writing Centre, in Room 115 of the Burke Building on Saint Mary's campus, has many writing guides and style manuals to help students. The Writing Centre offers tutoring services for writing Psychology papers and any other type of writing assignment. Online writing guides are also available.

To book an appointment or for more information about our services, please contact the Centre:

**The Writing Centre  
Burke 115**

#### 4. Printing

Papers should be printed on 8 ½ by 11 paper. Check with your professor to see if double-sided printing is acceptable.

#### 5. Page numbers

Beginning with the title page, number all pages consecutively. The number should appear at least 1 inch from the right-hand side of the page in the header.

#### 6. Indentation

Indent the first line of every paragraph using the tab key, which should be set at 5 to 7 spaces or ½ inch. Note the following exceptions:

- **Abstract:** The first line of the abstract is not indented.
- **Long (block) quotations:** Indent all lines (not just the first line) of long quotations (quotations that are 40 words or more).
- **Titles and headings:** Headings are either centred or flush left, depending on the heading level (see the section on headings). The title is centred.
- **Table titles and notes:** Table titles and notes should be flush left (not indented).
- **Figure captions:** Figure captions should be flush left to the margin (not indented).

#### 7. Headings

Including headings in a longer paper is a good way to organize information for the reader. Also, depending on the length and complexity of your paper, you may use different levels of headings. The APA manual describes five levels of headings, a9e(p)-1tyou11 pb, a9e(p)-1tyion

**Notes about the reference list:**

- **Alphabetically organize the list:** Order the references alphabetically by last name.
- **Double-spaced:** Ensure that each entry in the reference list is double-spaced.
- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a



**Practical implications and directions for future research**

The results of this study have some practical implications for organizations. If interactional justice is related to affective well-being, then organizations that do not consider how fairly they treat their employees should be persuaded to pay more attention to this treatment. It does not cost organizations anything to treat their employees with respect and courtesy, yet the payoffs are substantial for both the employee and the employer. Similarly, organizations can attempt to boost their employees' self-esteem by rewarding them for jobs well done or by ensuring that they have the appropriate training necessary to do their jobs confidently.... [section continues].

**10. Quotations**

Quotations can be effective if used sparingly. If you rely too heavily on another person's words, your writing may end up lacking flow and you will not be writing enough of your own interpretations and ideas. To avoid quoting too much, try to paraphrase (summarize) your sources' ideas as much as possible and integrate them into your own opinions/arguments about the topic.

***Short Quotations***

Quotations shorter than 40 words should be incorporated into the text and enclosed by double quotations marks (" ").

***Here is an example:***

Holmvall and Bobocel (2008) suggest that self-identity also plays a role: "the impact of procedural fairness on people's reactions to unfavourable outcomes depends both on the strength of people's self-identities as well as on their cognitive accessibility" (p. 164).

Note that with short quotations, the punctuation comes *after* the parentheses.

***Long Quotations***

For quotations of 40 words or more, all lines (not just the first line) of the quotation should be indented, and quotations marks should not be used. For long quotations, the punctuation is placed *before* the parentheses.

***Here is an example:***

Galinsky, Maddux, Gilin, and White (2008) suggest a reason for this link:

Given that understanding one's opponent is valuable for success in competitive interactions, it seems likely that individual characteristics associated with such understanding would prove advantageous. In this vein, two related but distinct social competencies—perspective taking and empathy—have been shown to motivate social understanding across a variety of contexts. (p. 378)

Note that with long quotations, the punctuation comes *before* the parentheses.

If there are no page numbers (e.g., in an electronic document), use the paragraph number (if available) preceded by the abbreviation 'para.' If paragraph numbers are not visible, cite the heading and the paragraph number following it.

***Here is an example:***

“quote quote quote” (Gilin, 1999, Conclusion section, para. 2).

***Additions to Quotations***

If letters or words need to be added for the sentence to make grammatical sense, then they should be enclosed in square brackets. Square brackets should also be used to indicate changes in punctuation.

**Results**

Prior to conducting analyses, the data were cleaned and screened for outliers. All statistical analyses were conducted using SPSS Version 15.0 for Windows. To test for common method bias, a principal components analysis with varimax rotation was conducted. Four factors emerged (two for the positive and negative emotions in the Job-Related Affective Well-Being Scale (JAWS), one for the interactional justice items, and one for the organization-based self-esteem items), indicating that high correlations among the measures were not due to the situation of only self-report measures being used...[**section continues**].

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## THE RELATIONSHIP BETWEEN INTERACTIONAL

4

were contacted with email invitations to participate. Survey Response sent out emails to 800 volunteers asking for their participation; the emails included a link to the survey, which was hosted by Survey Monkey. The emails ensured participants that all their responses would be kept anonymous and confidential.... [section continues].

### Measures

Example of a level two heading

To assess interactional justice, Moorman's (1991) 6-item measure was used, which has been found to have high ( $\alpha = .93$ ) internal consistency. An example item from this measure was "Your supervisor considered your viewpoint" (Moorman, 1991, p. 850). In order to keep the wording consistent across all measures, the wording of the items was changed from "your supervisor" to "my supervisor". The items were rated on a 5-point scale ranging from *strongly disagree* to *strongly agree*. High scores indicated high interactional justice.... [section continues].

An in-text citation for a direct quotation

### *Here is an example:*

Information added to the original source

Fisher and Voracek (2006) found that "many factors influence a woman's attractiveness, including her WHR [waist to hip ratio], BMI [body mass index], and level of curvaceousness, but how these features interact or the relative importance of each factor compared to the other is still unknown" (p. 193).

### *Omissions from Quotations*

If you omit words from a quotation, then you should include an ellipsis (three periods) to indicate where you have omitted words or sentences. If this omission occurs at the end of a sentence, use four periods. Keep in mind that the quote must still embody the original idea; the author you are quoting must be represented fairly.

### *Here is an example:*

In their first analysis, Ivanoff, Branning, and Marois (2009) "aimed at isolating...the brain regions associated with the entire flow of information processing from sensation to motor response" (p. 4171).

The ellipsis indicates that information has been removed.

### ***Indirect Quotations (Citing a Source within a Source)***

Occasionally, you may find that one of your sources cites information from another source that is useful to you. If this happens, then you should always try to find the original source to use in your paper. You cannot simply cite the source in which you found it or simply use the same citation and reference entry that your source used.

Why should you track down the original source? You should use the original source in your paper for several reasons:

- to ensure that you fully understand the idea instead of just the part that was cited in your source
- to ensure that the author who is citing the original source did not accidentally misinterpret or misquote it
- to ensure that you know the point/intent of the original source

However, if you absolutely cannot find the original source (for example, if it is not in any of SMU's databases, or if the original work is not available in English or is out of print), then you can **indirectly** cite the original source. To do so, include the original author or source in your text along with the source in which you found it, but **do not** include the original source in your reference list.

#### ***Here are two examples:***

One option is to use a heuristic to organize emotions in terms of approach-avoidance tendencies (Davidson & Fox as cited in Conrad et al., 2007, p. 989).

**OR**

Davidson and Fox are the authors whose information is being cited. This source *does not* get added to the reference list.

Conrad et al. is the source in which the original information was found. This source *does* get included in the reference list.

Davidson and Fox's heuristic (as cited in Conrad et al., 2007, p. 989) addressed this issue.

### THE RELATIONSHIP BETWEEN INTERACTIONAL

The Relationship between Interactional Justice,

Organization-based Self-esteem, and Affective Well-being

Organizational justice, the perceived fairness of an employee's

organization, has recently been linked to various individual and organizational

outcomes, including job satisfaction, organizational commitment, and job

performance (Society for Industrial & Organizational Psychology, n.d.).

Organizational justice has three components: distributive justice, procedural

justice, and interactional justice. Research on organizational justice began

Adams' (1965) equity theory. Adams defined distributive justice as the

fairness of the distribution of outcomes, or rewards, and emphasized the

concept of relativity in determining how fairly outcomes are distributed.

Employees compare the ratio of their own inputs into the organization, such as

education, training, and skills, and their own rewards, such as pay and

benefits, to the ratio of the inputs and rewards of other employees. Inequity

occurs when the ratio of an employee's inputs to outcomes and the ratio of

another employee's inputs to outcomes are unequal.... [section continues].

Example of a level one heading

**Method**

**Participants and Procedure**

Example of a level two heading

Participants were recruited via email by Study Response, a project designed to aid researchers in recruiting research participants, to complete an online survey. Individuals who were interested in being participants in various research projects signed up as volunteers on the Study Response website and

Title, double-spaced and not in bold, italics, or underlined

Do not include a heading for the introduction (but there may be headings within the introduction)

Example of an in-text citation with an organization as author and no date of publication

Citation of a whole work

Abstract

Not all professors will want an abstract, so be sure to check whether or not you need one.

Remember that the abstract should not be indented.

Organizational justice is related to various employee attitudes and behaviours (Colquitt et al., 2001). It is comprised of distributive justice, procedural justice, and interactional justice. The current study examined the effects of interactional justice and organization-based self-esteem on job-related affective well-being in a sample of employees from a wide variety of occupations. Interactional justice and organization-based self-esteem were both significant predictors of employee well-being; further, organization-based self-esteem mediated the positive relationship between interactional justice and job-related affective well-being. Implications and future research directions are discussed.

### 11. Paraphrasing

Paraphrased ideas allow you to incorporate someone else's idea or argument in your paper without using the original wording. These sections get integrated into your own writing, but they must still be cited appropriately (i.e., include the author's last name, the year, and the page number from which you got the information).

You do not have to include the page number in your reference if you are citing an author's entire work (i.e., the title as a whole) or a book or journal article.

- General notes provide information about the table and begin with the word *Note* (italicized) followed by a period. General notes include the source of the table if you did not create it.
- Specific notes refer to a particular column, row, or individual entry and are indicated by superscript lowercase letters.
- Probability notes indicate the results of tests of significance.

### **13. Citing Tables**

To cite tables from another source, you need to cite where you got the table from. Include a note just below your table to provide the reader with adequate citation information.

If you are using a table from another source exactly as it is found in that source, then include the words “Reprinted from” to indicate that the table

Galinsky, A. D., Maddux, W. W., Gilin, D., & White, J. B. (2008). Why it pays to get inside the head of your opponent: The differential effects of perspective taking and empathy in negotiations. *Psychological Science, 19*, 378-384. doi: 10.1111/j.1467-9280.2008.02096.x

Holmvall, C., & Bobocel, D. R. (2008). What fair procedures say about me: Self-construals and reactions to procedural fairness. *Organizational Behavior and Human Decision Processes, 105*, 147-168. doi: 10.1016/j.obhdp.2007.09.001

Ivanoff, J. (n.d.). *Research interests*. Retrieved from <http://husky1.stmarys.ca/~jivanoff/Research.html>

Saint Mary's University. (2009). *Academic calendar*. Retrieved from <http://www.smu.ca/registrar/documents/20092010UndergraduateCalendar.pdf>

*Here is an example of a table taken exactly as found from another source:*

Table 1.

When you are citing a table, the main words in the title should be capitalized.

*Correlation of Number of Mock-Witness Choices as a Function of Witness Race (Source of Description) and Mock Witness Race (Experiment 1 Blacks and Whites)*

Line race*	Race of mock witness/description				
	B/B	B/W	W/B	W/W	
Black and White lineups	B/B	-	0.73	0.63	0.57
	B/W	-	-	0.58	0.62
	W/W	-	-	-	0.55
Black only**	B/B	-	0.60	0.44	0.03
	B/W	-	-	0.36	0.11
	W/W	-	-	-	0.22
White only**	B/B	-	0.79	0.73	0.86
	B/W	-	-	0.70	0.90
	W/W	-	-	-	0.75

*Note.* Reprinted from "Does Race Influence Measures of Lineup Fairness?" by R. C. Lindsay, D. F. Ross, S. M. Smith, and S. Flanigan, 1999, *Applied Cognitive Psychology, 13*, p. S114.

\* $p < 0.05$  if  $r = 0.28$ .

\*\* $p < 0.05$  if  $r = 0.40$ .

If you have changed the table from its original form (i.e. you have only included part of the table or you have left out a column or row that is not relevant to your paper, etc.), then include the words "Adapted from" to indicate that you have changed the table in some way.

For more detailed information on tables in APA style, please see sections 5.01 to 5.19 in the APA manual (sixth edition).



## A NOTE ON PLAGIARISM

### 1. What is Plagiarism?

According to Saint Mary's *Academic Calendar*, r



## **Multipage document created by a private organization**

Society for Industrial and Organizational Psychology. (n.d.) *Employment testing*. Retrieved from [http://www.siop.org/workplace/employment%20testing/employment\\_testing\\_toc.aspx](http://www.siop.org/workplace/employment%20testing/employment_testing_toc.aspx)

## ***Other Types of Sources***

### **Government documents**

National Institute for Occupational Safety and Health. (2005). *Tell me a story: Why stories are essential for effective safety training* (DHHS (NIOSH) Publication No. 2005-152). Cincinnati, OH: Author.

Statistics Canada. (2007). *Households and the environment* (Catalogue no. 11-526-X). Ottawa: Author.

Statistics Canada. (2007). *Census families in private households by family structure and presence of children, by census metropolitan area (2006 Census)*

You always need to cite your sources when you are using ideas that are not your own, regardless of whether you are quoting or summarizing them. According to the APA's *Publication Manual* (2009), you always need to provide a page or paragraph number when directly quoting a source. When paraphrasing or referring to an idea in another source, "you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage" (p. 171).

### In-Text Citations

In APA style, parenthetical in-text references are used to document sources used in a paper. Sources are briefly identified within the text of the paper, using the author's last name, the date of publication, and the page number of the specific material being used in the paper.

*Here are some examples:*

Bourgeois (1999) argued... (p. 45).

When you include a reference at the end of a sentence, the punctuation goes *after* the citation.

**OR**

Paraphrase of overall argument (Cameron, 1999).

If you are summarizing the overall argument of a source, then you do not need to include a page number.

**OR**

"quote quote quote" (Hill, 2007, para. 5).

If the source has no page

**OR**

"quote quote quote" (Konopasky, 2010, Discussion section, para. 3).

**OR**

As Ivanoff (n.d.) suggests, "quote quote quote" ("Inadvertent Response", para. 1).

## Article or chapter in an edited book

Chapter authors

Chapter title (the same capitalization rules apply as for article and book titles)

Patry, M. W., Stinson, V., & Smith, S. M. (2008). The reality of the CSI

Book title (italicized)

effect. In J. Greenberg & C. Elliott (Eds.), *Communication in*

*question: Competing perspectives on controversial issues in*

*communication studies* (pp. 291-298). Toronto, ON: Thomson-

Nelson.

Book editors (Note that the first initials come *before* the last name)

Page numbers of the chapter

## Entry in an encyclopedia

Title of the entry

If the reference book does not list an editor, just include the word "In" followed by the title of the book.

Smith, S. M. (2007). Eyewitness testimony/accuracy. In R.F. Baumeister

& K.D. Vohs (Eds.), *The encyclopedia of social psychology* (Vol. 1,

pp. 337-338). Thousand Oaks, CA: Sage.

Author of the entry - if there is no author, then use the title of the entry.

Include all that apply: the edition number (i.e. 2<sup>nd</sup> ed.), volume number, and page numbers of the entry.

## Daily newspaper article

Include the specific publication date.

Todd, D. (2008, April 13). Teens' rudeness prompts study. *The*

*Telegram*, p. A12.

Page number

## Citing a Source with One Author

For a source that has one author, cite the author's name, the year of publication, and the page, paragraph, or section number (if your information is from a specific page).

**Here are two examples:**

Stinson (2009) argued....

**OR**

"quote quote quote" (Cameron, 1999, p. 56).

## Citing a Source with Two Authors

If the source has two authors, use an ampersand (&) to join them when citing them in parentheses:

**Here are two examples:**

Use "and" when citing two authors in the text.

Day and Carroll (2003) argued that ...

**OR**

Paraphrase of material (Day & Carroll, 2003).

## Citing a Source with Three to Five Authors

If the source has three to five authors, list them all the first time that you cite the source.

**Here are two examples of the first in-text citation:**

Paraphrase of material (Lindsay, Smith, & Pryke, 1999).

**OR**

Lindsay, Smith, and Pryke (1999) showed...



**Journal article with one author**

Cameron, J.E. (1999). Social identity and the pursuit of possible selves:

Implications for the psychological well-being of university

students. *Group Dynamics: Theory, Research, and Practice*, 3,

179-189. doi: 10.1037/1089-2699.3.3.179

