**Rule of Three**
- **In-text** - If there are three authors OR FEWER, cite all three authors. If there are four authors OR MORE, cite the first author only and use ‘et al.’
  - (Simon, Smith, & Wilson, 2004, p. 14)
  - (Simon, et al., 2004, p. 14)

**Place of Publication for References**
- If it is a well known city (Boston, Chicago, London) use the name of the city only. If it a small, possible unknown city (Marietta, OH) use the city and state. Does it matter which city you pick? No, not in the least.

**Dictionary/Encyclopedia**
- Some resources - like the Gale Encyclopedias - will tell you who is responsible for the article. Always use their name over the name of the editor.

**No Date?**
Martin (n.d.) discussed how…

**No Page Number?**
Web sites will likely not have page numbers. It’s helpful to include a paragraph number. Keep in mind, counting the pages you print out will not give accurate page numbers.
Jones looked at… (para. 4).

**In-text Page Abbreviation**
Use pp. for many pages. (pp. 16-17)
Use p. for one page. (p. 44)

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**APA Style Guide**

**What is APA?**
- The American Psychological Association (APA) created a style guide to avoid plagiarism.

**Why do we use it?**
- to give due credit to a person’s ideas and to provide credibility to our own work.

**Helpful Links**

- **Owl of Purdue**: A great, online APA/MLA tool. [owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)
- **OhioLINK**: [www.ohiolink.edu](http://www.ohiolink.edu)
- **Medical Research**: [www.medlineplus.gov](http://www.medlineplus.gov)
- **Government Statistics**: Use the advanced search option in [www.google.com](http://www.google.com) and change the domain name to .gov.

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**NOTES**

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**At Your Service**

Georgene Johnson ................. gjohnson@wsc.edu
Lindsay McVey .......................... lmcv@wsc.edu
Linda Tilton .............................. ltilton@wsc.edu
Judy Verdi .............................. jthompsonverdi@wsc.edu

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Title: this is the title of the essay, centered and descriptive. Avoid letting the title run across the page.

Author: appears under the title along with the home institution. Don't use “By” or other labels.

Running header: top right hand of paper in the header function. The running header is the first two or three words of the title and the page number. The title page is page one.

Contains all references cited within the paper.

Items should be alphabetized by author’s last name or title.

All items should have hanging indents; the second line and all subsequent lines are indented five spaces. Use a hard return to indent the lines

Double-space with 12-point font (as is the whole paper) and a continuation of paging in the header. Do not start new paging for the Reference page.

Book

Journal Article

Magazine

Newspaper
Cor, F. (2004, June 9). Killer bees. The Times, pp. 1A, 4A.

Web Page

Dictionary or Encyclopedia

Citing an Author or Authors
- Research by Smith and Simon (2004) discussed how...
- Research discussed how… (Smith & Simon, 2004).

Unknown Author
- use the first two relevant words of the title to substitute for the author
- Similar research showed… (Using Drugs, 2005).

Indirect Source
- Anderson argued that... (as cited in Brown, 2003, p. 14).

Electronic Resource
- treat them the same, if possible, as a normal source
- Jones (2005) looked at...

Personal Communication
- cite in-text only. Extra citation on the Reference page is not necessary.
- The interview showed...at an end (R. Wilson, personal communication, March 6, 2005)