

When there is a difference between Chinese and English, Chinese is the main language.

National Kaohsiung University of Hospitality and Tourism

The International Master's Program of Tourism and Hospitality APA Format Guidelines

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©Order

There are three parts of the thesis/ technical report:

Preliminary Pages	1. Cover : Hardcover: Tooled in gold, Times New Roman, Cover color: Black. Softcover: Tooled in gold. Times New Roman, Cover color: Black. 2. Blank page 3. Title page (Paper type same as contents, layout same as Cover page, refer to appendix 1) 4. Verification Letter from the Oral Examination Committee 5. Abstract (1) Chinese (2) English 6. Acknowledgement (Optional) 7. Table of Contents 8. List of Tables 9. List of Figures 10. Explanation of symbol & definitions (Optional)
Content	Content (Times New Roman)
Reference	Reference Appendix
Other	Back cover

◎General formatting

1. Cover: Institute name, degree, thesis/ technical report name (Chinese & English), name, advisor, date. Refer to appendix 1.
2. Title page: refer to appendix 1
3. Verification Letter from the Oral Examination Committee: refer to appendix 2.
4. Abstract: The abstract should address the research, methodology, result and conclusion. Around 800 words (fit in 1 page). Chinese and English version. Refer to appendix 3 & 4.
5. Size * Paper: 210mm * 297mm (A4). Cover and back cover should choose black card paper (over 200 pounds).
6. Margin: Top 2.5cm, left 3cm, right 2cm, bottom 2.5cm
7. Words: From left to right, horizontal.
8. Page number (right bottom, Times New Roman, size 12)
 - (1) Preliminary pages use symbol i, ii, iii...
 - (2) From the content, use number 1,2,3...
9. Acknowledgement: refer to appendix 5.
10. Printing : Follow NKUHT order. Tell the printing service that you are going to print out “master’s thesis”. They know the format.
11. Upload abstract and establish thesis/technical report file :

Please refer to library website <http://cloud.ncl.edu.tw/nkuht/> (appendix 7)
12. Prints: You should at least print out 4 copies
 - (1) NKUHT library: 2 copies (will be used to submit to National Library)
 - (2) IMTH: 2 copies (one for supervisor; one stored at the H401 office)
 - (3) Committee members: optional

⊙ Content

1. List of tables & figures: There should be separate pages for table and figures. (see Figure 2)

List of Tables (13 font size)	
Table 1 ××××××	(size 12) 30
Table 2 ××××××	31
Table 3 ××××××	32

List of Figures (13font size)	
Figure 1 ××××××	(size 12) 10
Figure 2 ××××××	12
Figure 3 ××××××	15

Figure 2 Example of Content of Tables & Figures

2. Text :

Except for cover, contents and abstract, 28 lines for each page (including reference).

Edit Select all Layout Line numbers 28 lines each page

Line spacing at least 25pt. The first line of all paragraphs should be indented by 0.5 line with other paragraphs. One-line space of every title of chapter.

P.S: For layout concern, table does not need to follow the above rules.

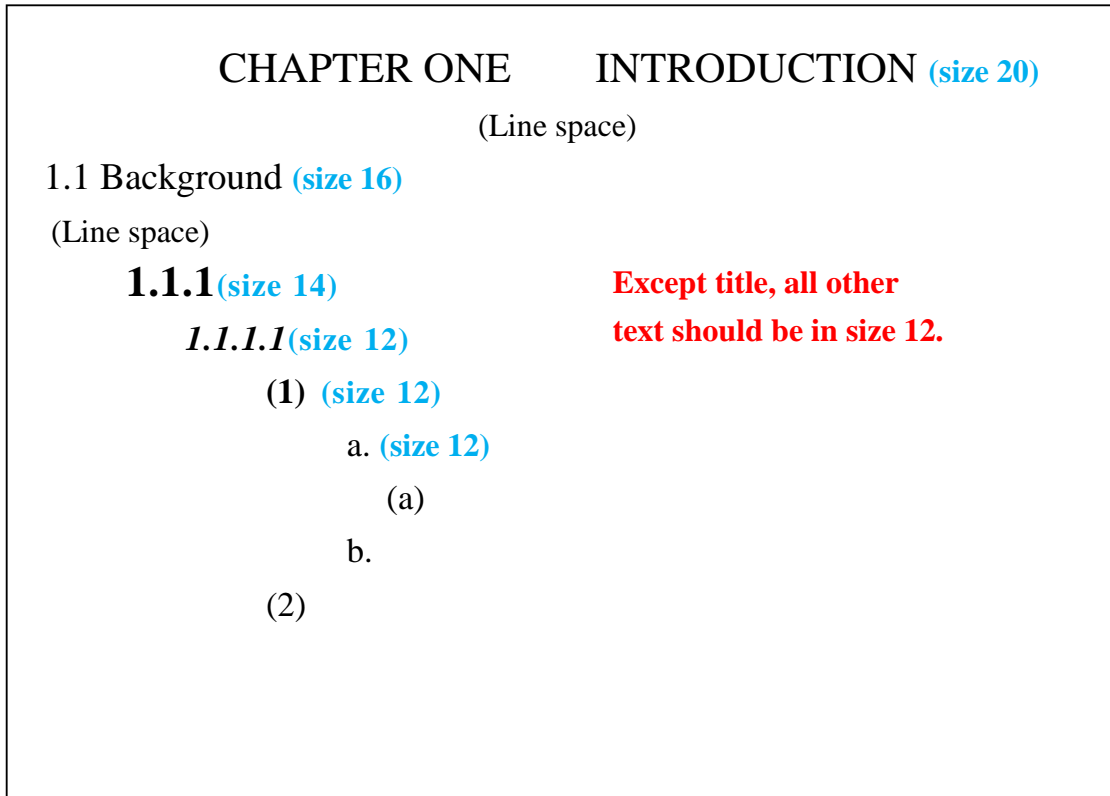


Figure 1 Title order

Level of Heading	Format
1	Centered, Boldface, Uppercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading
4	Indented, boldface, intalicized, lowercase paragraph heading

Figure 3 Heading

3. Any original resource that is inconvenient to publish in the text and has great academic reference value can be included in the appendix. For example, access records, questionnaires, etc. Appendices should be categorized. For example, Appendix I, Appendix II, etc., and the name and page number should be listed under the appendix in the table of contents.
4. Footnote: All footnotes should be numbered consecutively with Arabic numerals in the order they appear in the text. A superscript reference number can be placed anywhere other than in a heading and can follow any punctuation mark, except a dash.

◎ **In-text citation**

✧ **APA citation basics**

- When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.
- If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

✧ **In-text citation capitalization, quotes, and italics/underlining**

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: Permanence and Change. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: Writing New Media, There Is Nothing Left to Lose. (Note: in your References list, only the first word of a title will be capitalized: Writing new media.)
- When capitalizing titles, capitalize both words in a hyphenated compound word: Natural-Born Cyborgs.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's Vertigo."
- Italicize the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds;" "The One Where Chandler Can't Cry."

✧ **Short quotations**

- If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.
- According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

- If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

✧ **Long quotations**

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

✧ **Summary or paraphrase**

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

✧ **Author or Authors**

- A Work by Two Authors:

Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

- A Work by Three to Five Authors:

List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In et al., et should not be followed by a period.

- Six or More Authors:

Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

- Unknown Author:

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. APA style calls for capitalizing important words in titles when they are written in the text (but not when they are written in reference lists).

A similar study was done of students learning to format research papers ("Using Citations," 2001).

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

- Organization as an Author:

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

- Two or More Works in the Same Parentheses:

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

- Authors with the Same Last Name:

To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

- Two or More Works by the Same Author in the Same Year:

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

- Citing Indirect Sources:

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith, 2003, p. 102).

©Tables and Figures

✧ Table

Like the title of the paper itself, each table must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically. For the table number, type **Table 1. Table title.** or **Table 2. Table title.**

Example:

(above the table, centralized and bold font)

Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)

- Notes in Tables:

There are three types of notes for tables: general, specific, and probability notes. All of them must be placed below the table in that order.

(1) General notes: explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc. here.

Example:

Note. The racial categories used by the US Census (African-American, Asian American, Latinos/-as, Native-American, and Pacific Islander) have been collapsed into the category “non-White.” E = excludes respondents who self-identified as “White” and at least one other “non-White” race.

(2) Specific notes: explain, qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use superscript lowercase letters (e.g. ^a, ^b, ^c), and order the superscripts from left to right, top to bottom. Each table’s first footnote must be the superscript ^a.

Example:

^a n = 823. ^b One participant in this group was diagnosed with schizophrenia during the survey.

(3) Probability notes: provide the reader with the results of the tests for statistical significance. Asterisks indicate the values for which the null hypothesis is rejected, with the probability (p value) specified in the probability note. Such notes are required only when relevant to the data in the table. Consistently use the same number of asterisks for a given alpha level throughout your paper.

Example: * $p < .05$. ** $p < .01$. *** $p < .001$

✧ Figures

For figures, make sure to include the figure number and a title with a legend and caption. These elements appear below the visual display. For the figure number, type **Figure 1. Figure title.** or **Figure 2. Figure title.** Then type the title of the figure in sentence case. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure. There should be one space line between the figure and text.

Example:

(under the figure, centralized and bold font)

Figure 1 The body of Handsome Ryan

✧ Resource for table and figure (Time New Roman, centralized)

1. Journal/ periodical

Note. From “Title of Article,” by A. A. Author and B. B. Author, 1995, *Title of Journal*, xx(xx), p. xx. Copyright Year by the Name of Copyright Holder.

Example:

Note. From “Relationship of Personal –Social Variables to Belief in Paternalism in Parent Caregiving Situations,” by V. G. Cicirelli, 1990, *Psychology and Aging*, 5, 436. Copyright 1990 by the American Psychological Association.

2. Books

Note. From *Title of Book* (p. xxx), by A. A. Author, Year, Place: Publisher. Copyright Year by the Name of Copyright Holder.

Example:

Note. From *The functions of the executive* (p. 26), by C. I. Barnard, 1971, Cambridge, MA: Harvard University Press. Copyright 1971 by the Harvard University.

✧ In case the table (figure) cannot fit in one page, note under the table on the bottom right side of the page with “**(continued)**”

✧ If there is no suitable information in the table (figure), blank the corresponded column. If the reason why the table (figure) cannot be filled is because "data cannot be obtained" or "not reported", draw "-" in the box and need to describe in "General Symbols".

©Reference List

The references section of an APA thesis must start on a new page with the word References in uppercase and lowercase letters, centered. Every reference entry should then be double-spaced and use hanging indent format, so that the first line of each reference is flush left and subsequent lines are indented.

(1) Journals

- Single Author

Last name first, followed by author initials.

Example:

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

- Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Example:

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology, 66*, 1034-1048.

- Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Example:

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

- More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should

be no more than seven names.

Example:

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

- Organization as Author

Also known as a "corporate author." Here, you simply treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as normal.

Example:

American Psychological Association. (2009). Blog guidelines. *APA Style Blog*. Retrieved from <https://blog.apastyle.org/apastyle/blog-guidelines.html>

- Unknown Author Example:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).

- Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

Example:

Berndt, T. J. (1981).

Berndt, T. J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Example:

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34*, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Example:

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law, 6*, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 25-43.

- Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Example:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17*, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*, 636-643.

- Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Example:

Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

(2) Articles in Periodicals

- Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

Example:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. <https://doi.org/xx.xxx/yyyy>

- Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Example:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

- Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Example:

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

- Article in a Magazine Example:

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

- Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Example:

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

- Letter to the Editor

Example:

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

- Review

Example:

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

(3) Books

- Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Example:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

- Edited Book, No Author

Example:

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

- Edited Book with an Author or Authors

Example:

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

- A Translation

Example:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

- Edition Other Than the First Example:

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

- Article or Chapter in an Edited Book

Example:

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72).

Example:

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

- Multivolume Work

Example:

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

(4) Other Print Sources

- An Entry in an Encyclopedia

Example:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

- Work Discussed in a Secondary Source

Example:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

- Dissertation Abstract

Example:

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International*, 62, 7741A.

- Dissertation, Published

Example:

Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

- Dissertation, Unpublished

Example:

Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

- Government Document

Example:

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

- Report from a Private Organization

Example:

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

- Conference Proceedings

Example:

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

(5) Electronic Sources (Web Publications)

- Webpage or Piece of Online Content

Individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry. The URL may, at the author's discretion, be left as an active link. Include additional information (like translators, editors, first edition publication date, and so on) as you would for print sources.

Example:

Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from <https://www.someaddress.com/full/url/>

If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.).

Example:

Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html

You only need to include a date of access when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited).

Example:

Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from <https://www.facebook.com/PurdueUniversityWritingLab/>

- Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number (issue number if available). Retrieved from <https://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <https://www.alistapart.com/articles/writeliving>

- Article from an Online Periodical with DOI Assigned

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available), page range. doi:0000000/000000000000 or <https://doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

- Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available). Retrieved from <https://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <https://www.cac.psu.edu/jbe/twocont.html>

- Article from a Database

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available), page range. Retrieved from <https://www.someaddress.com/full/url/>

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125. Retrieved from <https://www.fakeexamplehomepage.com/full/url/>

- Newspaper Article

Note that the APA recommends using the homepage address for the online newspaper, rather than the full URL for the article itself.

Example:

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <https://www.homeaddress.com/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <https://well.blogs.nytimes.com/>

- Electronic Books

Example:

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <https://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <https://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

- Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Example:

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved from <https://www.britannica.com/EBchecked/topic/724633/feminism>

- Online Bibliographies and Annotated Bibliographies

Example:

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from https://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

- Wikis

Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop.org/go/OLPC_Peru/Arahuay

(6) Other Non-Print Sources

Interviews, Email, and Other Personal Communication

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the

communication in your main text only.

Example:

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

- Motion Picture

Example:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

- A Motion Picture or Video Tape with International or National Availability

Example:

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

- A Motion Picture or Video Tape with Limited Availability

Example:

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

- Television Broadcast or Series Episode

Example:

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. In P. Producer (Producer). City,

state of origin: Studio or distributor.

- Single Episode of a Television Series

Example:

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City, state of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles, CA: Belarus Studios.

- Television Broadcast

Example:

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

- A Television Series

Example:

Bellisario, D. L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood, CA: American Broadcasting Company.

© Statistics in APA

- Do not give formulas for common statistics (i.e. mean, t test)
- Do not repeat descriptive statistics in the text if they're represented in a table or figure
- Use terms like respectively and in order when enumerating a series of statistics; this illustrates the relationship between the numbers in the series.
- Use standard typeface (no bolding or italicization) when writing Greek letters, subscripts that function as identifiers, and abbreviations that are not variables.
- Use parentheses to enclose statistical values:

Example:

...proved to be statistically significant ($p = .42$) with all variables.

- Use parentheses to enclose degrees of freedom:

Example:

$$t(45) = 4.35$$

$$F(3, 87) = 2.11$$

- Use brackets to enclose limits of confidence intervals:

Example:

89% CIs [3.45, 2.7], [-6.0, 3.89], and [-7.23, 1.89]

- Use **boldface** for vectors and matrices:

Example:

V, **Σ**

- Use italics for statistical symbols (other than vectors and matrices):

Example:

t, *F*, *N*

- Use an italicized, uppercase N to refer to a total population.

Example:

$$N = 328$$

- Use an italicized, lowercase n to refer to a sample of the population.

Example:

$$n = 42$$

