

GUIDE TO WRITING AND APA



CSU-GLOBAL GUIDE TO WRITING AND APA REQUIREMENTS

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CONTENT

INTRODUCTION TO WRITING AT CSU-GLOBAL

One of the primary goals of higher education at Colorado State University-Global Campus is to prepare students to be successful employees, leaders, and managers in their organizations and communities.

- Studies show that communication and analytical abilities are two of the top skills sought by employers (Hansen & Hansen, 2012). Employers seek employees who demonstrate the ability to “listen, write and speak effectively” (para. 6). The way employees communicate reflects who they are and how they represent their organizations. Strong communication skills ensure that all employees represent their organization in ways that promote respect and credibility.
- Employers also seek employees with strong analytical and research skills. CSU-Global assignments are designed to allow students to develop and practice these skills. Critical thinking skills are essential in assessing situations, incorporating multiple perspectives, identifying best practices, and defining key issues to be addressed.

The *CSU-Global Guide to Writing and APA Requirements* provides a structure to define foundational expectations and standards that foster and develop strong written communication skills. It also provides the structure highlighting appropriate citation skills to ensure that credit is awarded to original authors and sources are identified for additional research and follow-up. The *CSU-Global Guide to Writing and APA Requirements* is based on the *Publication Manual of the American Psychological Association*, 6th ed. This APA Guide provides information regarding writing as well as citation and reference criteria. It is the primary source for the *CSU-Global Guide to Writing and APA Requirements*. It is expected that all CSU-Global students and faculty will adhere to these CSU-Global requirements unless otherwise indicated within a course syllabus.

WHAT IS APA STYLE?

The American Psychological Association (APA) style was developed to standardize writing practices for clarity in layout, punctuation, grammar, and reference citation. While APA formatting may seem complex, it will become easier once you familiarize yourself with the rules and expectations.

This guide includes the basics on how to properly cite commonly used source materials in APA style. The purpose of citing information sources such as a journal article, book, website, etc. is not only to give credit to a source so as not to plagiarize, but also so your reader can find the source if needed. Elements of your paper that are from credible sources that are not cited will be considered plagiarized (papers will be put through a plagiarism checker). If additional questions about proper APA style exist, students are encouraged to visit the Library for additional resources or contact the CSU-Global Librarian at Library@CSUGlobal.edu. The Purdue Online Writing Lab's APA Formatting and Style Guide available at <http://owl.english.purdue.edu/owl/resource/560/1/> is also a great resource for additional information.

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USING CREDIBLE MATERIAL FOR ASSIGNMENTS

During your courses at CSU-Global, you will be asked to look at a variety of materials for your assignments. In critical thinking and writing, the use of academic sources is the foundation of credible research. There is a difference between popular literature (such as popular magazines, newspapers, and informational websites) and scholarly work (such as peer-reviewed research articles).

Things to keep in mind:

- Popular literature may be biased depending on the authors, editors and the possibility that the material reported is not researched. This literature needs review in order to evaluate for authenticity and credibility.
- Scholarly or academic literature is well researched and peer-reviewed by persons in the established field of work. The purpose of scholarly work is to inform and converse with the academic world about research. This literature will often contain a literature review, method of research, the results of the research, conclusion and References.
- Inspiration for research topics can come from news or other popular sources but the majority of your research is expected to come from scholarly sources. Each research instance will require you to determine how to use these resources in tandem with one another.

Need Help?

- Visit the [Differentiating Periodicals page](#) if you need help determining what type of journal or magazine you have.
- View our [Peer Review graphic](#) to understand what your instructor refers to when talking about peer-reviewed articles.
- Read this [Anatomy of a Scholarly Article tutorial](#) to know what to look for in original scholarly publications.
- Watch this [video on popular vs. scholarly resources](#) for further clarification.

You can find scholarly or peer-reviewed journals by searching in the CSU-Global Library.

ACADEMIC INTEGRITY AND PLAGIARISM

Students should refer to the Academic Catalog for policies regarding academic integrity and plagiarism. Plagiarism is a concern beyond the boundaries of the classroom. Plagiarism in the workplace demonstrates serious breaches in ethics and integrity with consequences that may include financial penalty to the employee or company, lawsuits, and dismissal from employment. Therefore, whether you use APA style or some other format, learning to give credit to your sources and to make appropriate use of research information is a critical academic and professional skill.

CSU-Global expects each assignment to be the original work of the individual student. Approximately 70% of the content should be original thoughts, analysis, and paraphrasing written by the student. **No more than 20% of the content should be quoted material (i.e. one quote per page).** All content taken from sources, whether paraphrased or quoted directly, must be properly cited and referenced. Research should be incorporated to support your writing and analysis, not as a substitute for it.

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RE-USING AND RE-PURPOSING ONE'S OWN WORK

CSU-Global assignments are designed to build professional skills, develop critical thinking, and ensure students are able to meet the learning outcomes of each course. In order to accomplish these goals, the re-use and re-purposing policy limits the amount of prior work that can be recycled or reapplied in either a repeated or subsequent course. No more than 20% of an assignment's content should consist of quoted material (from either an external source or your own previously submitted content) unless the student has obtained permission from their current instructor. This policy allows for use of a limited amount of prior research, data, or quotes while ensuring that up-to-date analysis and application are being made to address the unique course assignment and learning outcomes. When repeating a course, students should plan to submit newly created work.

SELF-PLAGIARISM

As strange as it may seem, you are committing self-plagiarism if you reuse your work from previous classes without appropriate citation. If you have made a point or conducted research in one paper that you would like to build on in a later paper, you must cite yourself, just as you would cite the work of others. Remember, you can only use 20% of your own work in another paper.

If you cite or quote your previous work, treat yourself as the author and your own previous course work as an unpublished paper, as shown below. For example, if Jane Doe wanted to cite a paper she wrote at CSU-Global in 2012, her in-text citation might look like this:

Doe (2012) asserted that "diversity is an important part of leadership training" (p. 4).

The reference citation would look like this:

Doe, J. (2012). *Diversity and leadership*. Unpublished manuscript, Colorado State University-Global Campus, Greenwood Village, CO.

GOOD WRITING TIPS

Additional information regarding good writing can be found in Chapter 3: Writing Clearly and Concisely of the *Publication Manual of the American Psychological Association*, 6th ed. or via smarthinking in your Schoology courses.

- As you prepare to write, clearly identify the questions or topic which you will be addressing, narrow your focus, and check your final work to make sure you fully address each element of the assignment.
- Construct an outline to organize your goals. Include elements such as an introduction, thesis statement, body, and conclusion to help structure your work.
- Be clear and concise. Explain how and why something is important - how it benefits your audience, professional world, or addresses an issue. Focus on essential points that help educate and persuade your audience. Avoid wordiness, redundancy, repetition, and long complicated sentences.
- Do not begin or end a paragraph with a direct quote. Quotes should support your statements, not replace them.
- In general, use words for numbers below 10 and numerals for numbers 10 and above. Always use words instead of numerals to begin a sentence. Statistical or mathematical functions, percentages, ratios and decimal amounts are expressed in numerals.
- Vary sentence beginnings. Include 3-5 sentences per paragraph to fully develop an idea.

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- Seek to communicate with precision and clarity. Avoid contractions, minimize the use of pronouns and eliminate clichés, slang, jargon, bias, stereotypes, derogatory statements, as well as idiomatic and inflammatory language.
- Use **third person** or neutral pronouns **unless the statements being made describe your personal actions, direct experiences, or engagement**. Avoid attributing human characteristics to animals or inanimate objects. Use gender neutral language unless referring to a specific individual. Use only last names of individuals. The use of first names can introduce bias.
- Use active, rather than passive voice, and be aware of the tone and mood that is set by your words. Use appropriate verb tense. Check for subject and verb agreement. Remember that any published material should be referred to using past tense language.
- See **tips for writing an interview** in APA format.
- Read and model your writing after professionals who are known for communicating well.
- Spell check and proofread your work. You can use **Microsoft Word's settings** to help.
- Have someone proofread your work before submission. Read your own work aloud. Set the work aside and read it later to gain fresh perspective. Get feedback about what you have written. It is a good idea to check your paper for originality with a plagiarism checker such as Turnitin (You can choose "Draft for Originality Check" instead of "Final" in the area you submit your assignments).
- Use the Online Writing Lab via **smarthinking** to received writing feedback.

EXPECTATIONS FOR WRITTEN ASSIGNMENTS AT CSU-GLOBAL

DISCUSSION BOARD REQUIREMENTS:

- Approach your discussion assignments as you would a conversation. You are expected to express your own thoughts and analysis regarding the topic or in response to discussion questions. Your posting should incorporate information from credible sources to support your statements.
- When posting responses and engaging with your classmates, ask questions that expand and continue the conversation. Dig deeper into the topic and perspectives presented to gain further understanding, more information that can be applied to real life situations, and insight into the thoughts and perspectives of others.
- In-text citations as well as references must be met in all posts when required by course.
- Be sure to check the discussion posting rubric to make sure you are meeting expectations.

[Click here](#) to see an example of a discussion board post using APA.

WRITTEN ASSIGNMENT REQUIREMENTS:

[Click here](#) to view a sample Annotated Bibliography that meets all requirements for an Annotated Bibliography at CSU-Global. [Click here](#) to access the template paper formatted in APA. Save the template paper as your own and replace the informational placeholders.

- One inch margins on all sides of the document.
- Double-space entire document, including the reference page.
- Use Times New Roman, black font color, and size 12 font for the entire document, including the reference page.

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- Include a separate title page with the following information. Centered in the top half of the page: (a) paper title, (b) student name, (c) course number and name of course, (d) name of institution, (e) name of instructor, (f) date submitted. All major words are capitalized and not bold. Insert the page numbers on the title page. Start with page 1.
- Insert running heads in the header of each page. The phrase "Running head:" (without quotation marks) should appear only on the title page with the first 50 characters (this includes spaces, but should not break up a word) of the paper's title in all caps. All subsequent pages should only have the 50 characters of the paper's title in all caps. **Click here** for instructions on how to format running heads or you can use the **template paper** already formatted in APA.
- The title of the paper is repeated at the beginning of the body of paper, centered, major words capitalized, and not bold. This is not considered a header.
- Use headings within the body of the document. Please refer to the APA manual (p. 62) or **Purdue OWL website** for heading details.
- Indent all paragraphs five spaces to the right or 1/2 inch with no extra line space between paragraphs.
- Refer to referenced authors by last name only throughout the body of document as APA believes using authors first names may lead to a gender bias.
- Spell out all phrases when first used in a document with the acronym in parenthesis after it. Just the acronym can be used in subsequent uses.
Example: The Chief Executive Officer (CEO) for Motorola stated...
- In-text citations should be used throughout body of document. For more information and examples, see page 5 of this guide.
- Directly quoted material should be cited to page number or paragraph number of where the quotation was found. See page 8 of this guide for examples and more information. Keep in mind that only 15-20% of your paper can be quoted (i.e., one quote per page).
- Block formatting is required for quotes of 40 words or more. For a block quote, indent entire quote 5 space to the right or 1/2 inch, do not use quotation marks, and place the period at the end of the quote, not the citation. See examples on page 9 of this guide.
- Use a page break (common feature in word processing software) to create a new page for reference citations. The word "References" should be centered at the top, not bold, and should not have any punctuation. References are double spaced and in hanging indent format and in alphabetical order. For more information and examples, see page 10 of this guide.

POWERPOINT, WEBSITES, BUSINESS-STYLE LETTERS/MEMOS/REPORTS REQUIREMENTS:

Click here for a sample PowerPoint cited in APA format.

- Follow your assignment instructions for these types of documents.
- In-text and referenced citations should be used when source material is included.
- If you include a image from the Internet, you should include the source information below the image (Example - Source: <http://www.website.com>).

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- If the information on the entire slide is from one source, you may put the in-text citation at the bottom of the slide.
- If the information on the slide is from various sources, each bullet should have an in-text citation of the source.

IN-TEXT CITATIONS

When you use information from a source whether it is a website, book, article, etc., you need to give the author/source credit. There are two ways of giving credit to a source within the body of your document

- Paraphrasing — Restating the author’s information in your own words
- Quoting — Using the exact words from a source

Paraphrased Parenthetical Citation

When using research without referencing the author directly in the content, a parenthetical citation is used.

One Author

Note that the in-text citation is included before the period and includes only the author’s last name and the year of the published work.

In-text citation:

All ants crawl (Jones, 2009).

Reference citation:

Jones, J. (2009). Traveling ants. *Journal of Ants*, 33(2), 3-6.

Two Authors

An ampersand (&) is used to separate the authors’ last names in the parentheses, followed by the year of publication.

In-text citation:

All ants crawl (Jones & Thomas, 2009).

Reference citation:

Jones, J., & Thomas, T. (2009). *Everything you wanted to know about ants* Anchorage, AK:
Creepy Crawly Publishers.

More than Two Authors

If three to five authors are present for a source, list all of them in the first in-text citation then just the first listed author and *et al.* in subsequent citations. Include the publication year in all citations. If six or more authors are present, list first author and *et al.* for all citations.

First in-text citation:

All ants crawl (Jones, Thomas, & Dixon, 2009).

All subsequent citations:

Snakes actually slither (Jones et al., 2009).

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Reference citation:

Jones, J., Thomas, T., & Dixon, D. (2009). *The big book of ants and snakes*.

Anchorage, AK: Creepy Crawly Publisher.

No Author & Corporate Author

If no author is listed, which is more common with websites and electronic sources, list the corporate author or content owner followed by the year. However, if you cannot find who is responsible for the content of the material, then you would use the first two or three words of a title of the source with quotation marks around those words. You would also capitalize all the major words for the in-text citation. Make sure there is a comma within the quotation marks.

Corporate author in-text citation:

All ants crawl (World Wildlife Federation, 2009).

No author in-text citation:

("Why Ants," 2009).

Corporate reference citation:

World Wildlife Federation. (2009). Crawling animals of the world. Retrieved from

<http://www.worldwildlifefederation.org>

No author reference citation:

Why ants crawl. (2009). Retrieved from <http://www.creepycrawlythings.com>

Personal Communication

If the information comes from an unpublished source, such as an interview or an email communication, include the author's first initial, address it as a personal communication, and list the complete date. **NOTE:** personal communications citations are only in the text of your paper and NOT in your reference list.

All ants crawl (T. Long, personal communication, April 2, 2012).

Paraphrased Narrative Citation

It is also common to reference authors within the actual content of a paper to acknowledge specific ideas and information of their previous work and research.

One Author

Include the author's last name as a part of the sentence, followed immediately by the year of publication in parenthesis.

In-text citation:

Jones (2009) stated that all ants crawl.

Reference citation:

Jones, J. (2009). Traveling ants. *Journal of Ants*, 33(2), 3-6.

Two Authors

Citation for two authors is the same as a single author with both last names listed. **NOTE:** When used as a part of the sentence the word 'and' is used (unlike the parenthetically citation that uses an ampersand).

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In-text citation:

Jones and Thomas (2009) stated that all ants crawl.

Reference citation:

Jones, J., & Thomas, T. (2009). *Everything you wanted to know about ants*. Anchorage, AK: Creepy Crawly Publishers.

More than Two Authors

If three or more authors are present for a source, list all of them in the first citation then just the first listed author and *et al.* in subsequent citations. For six or more authors, use *et al.* for all citations. All instances include the publication year in parenthesis immediately following the author's last names.

First in-text citation:

Jones, Thomas, and Dixon (2009) stated that all ants crawl.

All subsequent citations:

Jones et al. (2009) also argued that snakes actually slither.

Reference citation:

Jones, J., Thomas, T., & Dixon, D. (2009). *The big book of ants and snakes*. Anchorage, AK: Creepy Crawly Publishers.

No Author & Corporate Author

For websites and other sources where no author is listed, include the corporate author or content owner as a part of the sentence immediately followed by the year in parenthesis. However, if there is no author found, then you would not use a narrative citation.

In-text citation:

World Wildlife Federation (2009) conclude that all ants crawl.

Reference citation:

World Wildlife Federation. (2009). *Crawling animals of the world*. Retrieved from <http://www.worldwildlifefederation.org>

Personal Communication

If the information comes from an unpublished source, such as an interview or email communication, include the author's first initial and last name as a part of the sentence. Address it as a personal communication and list the date in parenthesis after the idea. **NOTE:** personal communications citations are only in the text of your paper and NOT in your reference list.

T. Jones stated that all ants crawl and snakes slither (personal communication, February 2, 2011).

Direct Quotes

When using a direct quote from a source, the main difference in the formatting of in-text citations is the inclusion of a page or paragraph number. Anytime ideas are used verbatim, they also need to be separated by quotation marks to show exactly what was directly from the source. Author names can also be included as a part of the narrative when used with direct quotes as demonstrated in the second example of each of the scenarios below. Quotations that are 40 words or longer are formatted in a block quotation. (See example on page 9)

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One Author

Parenthetical in-text citation:

"All ants crawl" (Jones, 2009, p. 45)
(p. 45 means the quote was found on page 45)

Narrative in-text citation:

According to Jones (2009), "All ants crawl" (p. 45).
(Notice how in both examples the closing punctuation mark comes outside of the closing parentheses)

Reference citation:

Jones, J. (2009). Traveling ants. *Journal of Ants*, 33(2), 3-6.

Two Authors

Parenthetical in-text citation:

"All ants crawl" (Jones & Thomas, 2009, p. 64)
(Notice that the "&" is used between the authors last names. In a parenthetical citation, use the & before the last author listed.)

Narrative in-text citation:

According to Jones and Thomas (2009), "All ants crawl" (p. 64).
(Notice that the word "and" is used between the authors last names)

Reference citation:

Jones, J., & Thomas, T. (2009). *Everything you wanted to know about ants*. Anchorage, AK:
Creepy Crawly Publishers.

More than Two Authors

Parenthetical in-text citations:

First citation:

"All ants crawl" (Jones, Thomas, & Dixon, 2009, p. 23).
(Notice that the "&" is used before last author listed.)

All subsequent citations:

"All ants crawl" (Jones et al., 2009, p. 23).

Narrative in-text citation:

First citation:

As surmised by Jones, Thomas, and Dixon (2009), "All ants crawl" (p. 23).
(Notice that in the narrative citation that the word "and" is used before the last author listed.)

All subsequent citations:

Jones et al. (2009) surmised, "Snakes actually slither because they have no legs." (p. 23).

Reference citation:

Jones, J., Thomas, T., & Dixon, D. (2009). *The big book of ants and snakes*. Anchorage, AK:
Creepy Crawly Publishers.

No Author & Corporate Author

Parenthetical in-text citations:

Corporate author:

"All ants crawl" (World Wildlife Federation, 2009, para. 4).
(*"para."* stands for the paragraph of where the quote was found if there are no page numbers)

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CONTENT

No author found:

"All ants crawl" ("Why Ants," 2009, para. 4).

Narrative in-text citations:

Corporate author:

The World Wildlife Federation (2009) stated "All ants crawl" (para. 4).

No author:

If there is no author found, you would only use a parenthetical in-text citation.

Reference citations:

Corporate author:

World Wildlife Federation. (2009). Crawling animals of the world. Retrieved from <http://www.worldwildlifefederation.org>

No author found:

Why ants crawl. (2009). Retrieved from <http://www.creepycrawlythings.com>

Quotes Longer Than 40 Words: Block Quotations

Quotes of more than 40 words are included in a block format, indented 5 spaces to the right from the main paragraph. The quote is double-spaced and there are NO quotation marks. The parenthetical citation information is the same as that used for a quote of fewer than 40 words. Notice the period is before the in-text citation for block formatting. This is an exception to the rule.

Parenthetical in-text citation:

Fire ants are known for their lively and aggressive behavior, swarming over anyone or anything that disturbs their nest, often attacking wild animals, baby animals, pets or people, in some instances, even killing them. And it appears that the situation with fire ants will not get any better. The National Wildlife Federation (NWF) released a new report this month on fire ants. Fire ants can be deadly to wildlife and can generate unpleasant burning and blistering on human skin when attacked by these ants in large numbers. Fire ants are making their way northward as climate change provides more suitable habitat. (World Wildlife Federation, 2009, para. 4)

Narrative in-text citation:

The World Wildlife Federation (2009) detailed the habits of fire ants in the annual *Ant Anthology*:

Fire ants are known for their lively and aggressive behavior, swarming over anyone or anything that disturbs their nest, often attacking wild animals, baby animals, pets or people, in some instances, even killing them. And it appears that the situation with fire ants will not get any better. The National Wildlife Federation (NWF) released a new report this month on fire ants. Fire ants can be deadly to wildlife and can generate unpleasant burning and blistering on human skin when attacked by these ants in large numbers. Fire ants are making their way northward as climate change provides more suitable habitat. (para. 4)

Reference citation:

World Wildlife Federation. (2009). *Ant anthology*. Retrieved from http://www.worldwildlifefederation/ant_anthology.pdf

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REFERENCE LIST

All citations used in the body of the paper must appear in a more detailed format on the reference list. Keep in mind that no other references should appear in this list, only those that have been cited in the paper. The reference list starts on a new page after the last page of the body of the paper. Use the page break feature in your word processor to start this new page.

Title the page "References," centered at the top of the page but not in bold. Do not use titles such as Bibliography or Works Cited. References are always listed in alphabetical order by the author's last name and initial of first name or the title of a web page or organization, if the organization is listed as the author of a resource.

References are double-spaced with the first line of a reference flush with the left margin and each additional line indented 5 spaces to the right or 1/2 inch. This is called a hanging indent. Use the hanging indent tool in your word processor (found under paragraph formatting).

Basic formula for Reference List citations

The basic formula for reference citations is the author's last name, Author's initial of their first name and middle name. (year, month date). Title of source is lowercase except the first word, the first word after a colon, and proper nouns. Titles of books, journals, magazines, newspapers, and other sources should usually appear in italics but not in all cases (see *APA Manual* for exceptions). After the title, there is information that distinguishes the type of source you are citing such as publishing information for books, the journal's name with volume number, issue number and page numbers for journal articles, or the URL or doi number for websites. All sections are separated by one space.

Books

Thomas, M.	(2011).	<i>Online learning.</i>	Los Angeles, CA:	Sage Publishing.
1	2	3	4	5
<i>Author's last name followed by a comma and then the author's initial of their first name and middle name (if there is one). For multiple authors, use & before last author listed (i.e. Long, T., Hanks, C., & Smith, R.)</i>	<i>Year is placed in parentheses, followed by a period.</i>	<i>Next is the title of the book. Make sure it is all lower case except the first word, first word after a colon, and proper nouns. The title is also italicized. End with a period.</i>	<i>The next section is the city and state where the book was published. Make sure you put the city, comma and then the state postal abbreviation followed by a colon.</i>	<i>The last part of a basic book citation is the name of the publisher. All major words are capitalized, followed by a period.</i>

One Author:

Reference citation:

Thomas, M. (2011). *Online learning*. Los Angeles, CA: Sage Publishing.

Parenthetical in-text citation:

(Thomas, 2011).

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Two Authors

Reference citation:

Rudestam, K. E., & Schoenholtz-Read, J. (2011). *Handbook of online learning: Innovations in higher education and corporate training* (2nd ed.). London, UK: Sage Publishing.
(Notice that the edition is not a superscript.)

Parenthetical in-text citation:

(Rudestam & Schoenholtz-Read, 2011).

More than Two Authors

Reference citation:

Crawford, P., Brown, B., & Nolan, P. (1998). *Communicating care: The language of nursing*. Boston, MA: McGraw Hill, Inc.
(Notice that the ampersand (&) is placed before the last author listed.)

Parenthetical in-text citation:

(Crawford, Brown, & Nolan, 1998).

(All subsequent in-text citations would be cited as **Crawford et al., 1998**).

eBook

Basic format for all ebooks:

Author, A. A. (year). *Title of book* [E-reader version, if applicable]. Retrieved from <http://www.website.com> (if retrieved from a database - Retrieved from CSUGlobal.edu)
Shaw, M. E., & Neal, M. (2010). *Essentials of APA formatting and style: 6th edition* [Kindle DX Version]. Retrieved from CSUGlobal.edu.

If the ebook was read online from a library database, omit brackets

Parenthetical in-text citation:

(Shaw & Neal, 2010).

Dissertations

Reference citation:

Huei-Lien, C. (2006). *Projects-to-think-with and projects-to-talk with: How adult learners experience project-based learning in an online course* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (Accession Number: 3244661)

Parenthetical in-text citation:

(Huei-Lien, 2006).

Journal Articles

The title of the journal is italicized (not the title of the article). In the article title, only the first word, first word after a colon, and proper nouns are capitalized. The volume number is italicized; the issue number is not italicized but in parentheses, and then the page numbers are listed. Journal articles retrieved from a library database are based on a print journal so you will always end the citation with the page numbers or the doi number if it is available. You will not include the URL of the database. All sections are separated by one space.

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1 Author's last name followed by a comma and then the author's initial of their first name and middle name (if there is one). For multiple authors, use & before last author listed (i.e. Long, T., Hanks, C., & Smith, R.)	2 Year within parentheses. If there is a month and date, put them after the year followed by a period (1996, May 13).	3 Next is the title of the article. Make sure it is all lower case except the first word, first word after a colon, and proper nouns. For an article, the title is not italicized. End with the period.	4 The journal's title is next. All the major words are capitalized and it is italicized followed by a comma.	5 The title of the journal is then followed by the volume number, which is also italicized. Then the issue number follows the volume number. The issue number is not italicized and is in parentheses.	6 End the citation with the page numbers. (articles found in the library database are based on print, not electronic, so you would not include a URL). You only list the pages. Do not use p. or pp. Then end the citation with a period. Also include the doi number if available.
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One Author

Reference citation:

Clay, G. (2003). Assignment writing skills. *Nursing Standard*, 17(20), 47-52.

Parenthetical in-text citation:

(Clay, 2003).

Two Authors

Reference citation:

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences:

A focus on methods. *Research and Theory for Nursing Practice*, 17, 257-264.

Parenthetical in-text citation:

(Antonakos & Kazanis, 2003).

More than Two Authors

Reference citation:

Ward, M. E., Peters, G., & Shelley, K. (2010). Student and faculty perceptions of the quality of

online learning. *International Review of Research in Open and Distance Learning*, 11(3), 57-77.

Parenthetical in-text citation:

(Ward, Peters, & Shelley, 2010).

(All subsequent citations would be **Ward, et al., 2010**).

Journal from the Internet

Reference citation:

Petersen, L. A., Woodward, L. D., Urech, T., Daw, C., & Sookanan, S. (2006). Does

pay-for-performance improve the quality of health care? *Annals of Internal Medicine*,

145(4), 265-272. Retrieved from <http://www.annals.org/content/145/4/265.full>

Note: The URL (web address) should not be a hyperlink. You can remove the hyperlink by highlighting the link, then right click your mouse, and choose, "Remove hyperlink." All journal articles accessed from the Internet (not from Library databases) need to have a doi number or a web address of where they were retrieved.

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Parenthetical in-text citation:

(Peterson, Woodward, Urech, Daw, & Sookanan, 2006).

(All subsequent citations would be **Peterson, et al., 2006**).

Journal with a doi Number

Reference citation:

French, S. (2009). Critiquing the language of strategic management. *The Journal of Management Development*, 28(1), 6-17. doi: 10.1108/02621710910923836

Note: Not all articles have doi numbers. If the article is from a library database it ends with the page numbers or doi number as it based on a print version of the article. It is not considered an electronic journal.

Parenthetical in-text citation:

(French, 2009).

Websites

The author of a website is usually not a person, but a corporation. However, if there is information you are using from a news article, report, etc., then you would use the author's name (last name first, then the initial of their first name). The title of the website is NOT italicized. In the website title, only the first word, first word after a colon, and proper nouns are capitalized. The URL is NOT an active URL, meaning it is NOT blue and underlined. Scroll to the bottom of the website to find the year. If there is not a year, then put (n.d.) for "no date."

General Motors. (2011). Environment. Retrieved from <http://www.gm.com/enviro.html>

1	2	3	4	5
Usually a website's author is a corporation. If the information is by a person, then use the author's last name followed by a comma and the initial of the author's first name and middle initial. For multiple authors, use & before last author listed (i.e. Long, T., Hanks, C., & Smith, R.)	Year is placed in parentheses followed by the month and date (if provided).	Next is the title of the website. Make sure it is all lower case except the first word, first word after a colon, and proper nouns. The title of a website it not italicized unless it is a report, handbook, etc. (the URL is usually in the form of a pdf). End with the period.	You no longer need the date you retrieved a website unless it is a blog or something similar where information changes frequently. Just insert the words-Retrieved from and the URL.	The last part of a website citation is the URL or doi number. If there is not a doi number listed, then just use the URL. For the URL make sure it is not a hyperlink (highlight link, right click mouse, and click on "Remove link"). Do NOT put a period at the end of a URL or doi number. If the reader wants to copy and paste this information into a browser a period will not bring up accurate results.

With an Author

Reference citation:

McNamara, R. (2012). Election of 1800 was significant and controversial. Retrieved from <http://history1800s.about.com/a/electionof1800.htm>

Parenthetical in-text citation:

(McNamara, 2012).

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Same Source/Same Year

If you are citing information from several web pages from the same website, your in-text citation will be the same. To distinguish between these citations, you need to add a letter to the year, such as "a," "b," "c," etc.

Reference citation:

General Motors. (2014a). Design & technology: Emerging technology. Retrieved from http://www.gm.com/vision/design_technology.html

Parenthetical in-text citation:

(General Motors, 2014a).

Reference citation:

General Motors. (2014b). Company: History & heritage. Retrieved from <http://www.gm.com/company/historyandheritage.html>

Parenthetical in-text citation:

(General Motors, 2014b).

CSU-Global Course Modules/Documents

To cite information from a module within a CSU-Global course, you want to cite it as a chapter of a book. This is not considered a website. The name of the module is listed after the year and is not italicized. But notice that the name of the course is italicized. The publisher is Colorado State University-Global Campus, but instead of repeating, it is acceptable to use "Author."

Reference citation:

Colorado State University-Global Campus. (2010). Module 1 - Introduction to team building [Schoology ecourse]. In *MGT 425 - Managing and leading team dynamics* (p. 3). Greenwood Village, CO: Author.

Parenthetical in-text citation:

(CSU-Global, 2010).

CSU-Global Course Materials

Reference citation:

Raulerson, V., & Vargo, G. (2009, October 27). *Time management* [Video file]. Greenwood Village, CO: Colorado State University-Global Campus.

Colorado State University-Global. (2014). *Writing an effective essay* [Handout]. Greenwood Village, CO: Author.

If there are no authors listed, then use Colorado State University-Global Campus as the author and for the publisher list "Author" which means the publisher is the same as the author.

Parenthetical citations:

(Raulerson & Vargo, 2009)
(CSU-Global, 2014).

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Video Clips (YouTube)

List the author's last name, then initial of their first name at the beginning of the citation (if available). Then list the screen name of the author in brackets followed by a period. Post the year, month and date for videos. (This way of citing YouTube type of videos was taken from the APA Style blog - <http://blog.apastyle.org/apastyle/2011/10/how-to-create-a-reference-for-a-youtube-video.html>) The title of the video is italicized and a period is inserted after the words, [Video file] in brackets. Then end the citation with Retrieved from and the URL (not hyperlinked).

Reference citation:

Schwartz, M. [MSchwartzLHS]. (2011, December 11). *Best practices of online teaching*

[Video file]. Retrieved from <http://www.youtube.com/watch?v=M36FXa4EdIE>

Parenthetical in-text citation:

(Schwartz, 2011).

Personal Communications

Personal Communications includes interviews, emails, and other information you directly collect from an individual. Such personal communications are not included in the reference list, but must be cited within the text (For more information, see the In-Text Citations section starting on page 6 of this guide).

FIGURES AND TABLES

A table or figure should fit all on one page even if there is a gap left in your paper. It is easier for the reader to view the figure or table when presented as a whole instead of split on two pages.

Figures

When using a Figure in your paper, make sure there is no title above the figure. Underneath the figure insert the word, *Figure* italicized and the number of the figure as it appears in your paper followed by a period. Then mention where the information was adapted or general information about the figure. Follow the example below. Notice the information below the figure does not follow the reference citation format. Some examples of figures are: 1) graphs, 2) charts, 3) maps, 4) drawings, 5) photographs, etc.



Figure 1. The strategic management model was adapted from *Strategic management and business policy* (11th ed.) by T. L. Wheelen, & J. D. Hunger, 2008, Upper Saddle River, NJ: Pearson Prentice Hall.

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Tables

When using a Table in your paper, insert the word Table, which is not italicized, but is at the top of the table with the number of the table as it appears in your paper. On the right side of the Table X, insert the title of the table in italics and all major words are capitalized. Underneath the table, insert the word, *Note* italicized followed by a period. See example below. Then mention where the information was adapted or general information about the table. Notice the information does not follow the reference citation format. Information in tables should show something specific such as quantitative data (APA, 2010, p. 128).

Table 1
The Nine Principles of Sustainability Performance

1. Ethics	The company establishes, promotes, monitors and maintains ethical standards and practices in dealing with all of the company stakeholders.
2. Governance	The company manages all of its resources conscientiously and effectively, recognizing the fiduciary duty of corporate boards and managers to focus on the interests of all company stakeholders.
3. Transparency	The company provides timely disclosure of information about its products, services and activities, thus permitting stakeholders to make informed decisions.
4. Business relationships	The company engages in fair-trading practices with suppliers, distributors and partners.
5. Financial return	The company compensates providers of capital with a competitive return on investment and the protection of company assets.
6. Community involvement/economic development	The company fosters a mutually beneficial relationship between the corporation and community in which it is sensitive to the culture, context and needs of the community.
7. Value of products and services	The company respects the needs, desires and rights of its customers and strives to provide the highest levels of product and service values.
8. Employment practices	The company engages in human-resource management practices that promote personal and professional employee development, diversity and empowerment.
9. Protection of the environment	The company strives to protect and restore the environment and promote sustainable development with products, processes, services and other activities.

Note. Adapted from “Improving sustainability performance: Specifying, implementing and measuring key principles” by M. Epstein, & M. Roy, 2003, *Journal of General Management*, 29(1), pp. 15-31.

[Click Here](#) to see more examples of Figures & Tables for Math and Accounting assignments.

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ADDITIONAL RESOURCES

For additional writing and APA resources, visit the CSU-Global Library's website.

REFERENCES

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

Hansen, R. S., & Hansen, K. (2012). What do employers really want? Top skills and values employers seek from job-seekers. Retrieved from http://www.quintcareers.com/job_skills_values.html