

# **Example Essay Title**

Your Name

Date

Your essay should begin here with the introduction. Indent the first line of the paragraph.

Use Times New Roman, 12 point font with double spacing. The margins should match this document (1"). Include a header with your name, the essay title and the date.

**A good essay contains:**

1. An introductory paragraph
2. A clear thesis statement
3. A body consisting of supporting paragraphs
4. A concluding paragraph

\*\*\*\*\*Refer to the document Essay Writing for details on how to write a good essay\*\*\*\*\*

**In Text Citations:**

- Use APA style for in text citations (this is the style most commonly used in science and social sciences). APA Style gives prominence to the date of a publication. In-text citations use the author's last name and the date, separated by a comma, as a brief reference in the text of the article to refer the reader to complete information in the reference list.
- Cite any data or ideas you use that are not your own. Example: the advent of vascular plants occurred about .38 GA (Bloom , 2010).
- Cite any direct quotes (note placement of quotation marks, parentheses and period). Example: "Every major catastrophe seems to provide opportunities for new biological life forms" (Bloom, 2010, p. 13).

**Single Author**

(Austin, 1998)

**If the author's name is mentioned in the narrative**, then only the date need be given:

Austin (1998) compared institutional support

**If the reference is to an exact quotation**, the author, year and page number must be included. The page number can be given in parentheses at the end of the exact quotation or incorporated into the in-text citation.

Newman (1994) concluded "sibling conflict is so common that its occurrence is taken for granted" (p. 123).

Such findings have prompted one researcher to conclude, "Sibling conflict is so common that its occurrence is taken for granted" (Newman, 1994, p. 123).

**For exact quotations from sources without page numbers**, use paragraph numbers, if available. If the paragraphs are not numbered, but there are headings, use the heading name and count the number of paragraphs after the heading to the paragraph containing the quotation. (Publication Manual, Chapter 6.05, p. 171)

(Smith, 2003, para. 1)

(Greene, 2003, Discussion, para. 4)

**Two authors.** Always use both names every time they are referred to in the text. Use the ampersand (&) to connect the names in the parentheses, but spell out "and" in the running text.

(Parker & Mokhesi-Parker, 1998)

Parker and Mokhesi-Parker (1998) in examining institutional design and function ...

**Three to five authors.** Cite all the authors in text the first time a reference occurs; in subsequent citations, include only the surname of the first author followed by et al.

First reference:

(Parker, Mokhesi-Parker, AuthorC, AuthorD & AuthorE, 1998)

Subsequent references:

(Parker et al.)

**Six or more authors.** Cite in text only the surname of the first author followed by et al. and the year for the first and subsequent citations.

(Parker et al., 1998)

**Group or corporate authors.** Use the name of the body in the citation:

(World Bank, 1998)

**Unknown author.** Use the first few words of the title as the reference in the text (capitalize all words in title):

("Structuring Lawmaking", 2002)

**Websites.** Use Author, year if they are given.

Your Name

Essay Title

Date

If no author can be found, use the first few words of the title as the reference (“Climate Change”, 2009).

If no year is given, use the date you accessed the website (“Climate Change”, 10/14/11)

**References:**

- Begin your reference page on a separate page. This does not count toward your page limit.
- Wikipedia may be a good first stop, but it is NOT a primary reference. All finished articles do refer to primary references, and you should turn to them for definitive information.

## Format for the Reference List: APA Style

The first line of each reference should be along the margin (1”) and the following lines should be indented to .5 (see the examples below from the APA Publication Manual, <http://library.williams.edu/citing/styles/apa.php> ).

**Books**

<b>Single author</b>	Austin, J. H. (1998). <i>Zen and the brain: Toward an understanding of meditation and consciousness</i> . Cambridge, MA: MIT Press.
<b>Multiple authors</b>	Calarco, M., & Atterton, P. (2009). <i>Animal philosophy: Essential readings in continental thought</i> . New York, NY: Continuum.
<b>Edited Book</b>	Ickes, W. (Ed.). (1998). <i>Empathic accuracy</i> . New York, NY: Guilford Press.
<b>Group or corporate author</b>	World Bank. (2004). <i>Gender and development in the Middle East and North Africa: women in the public sphere</i> . Washington, DC: Author.
<b>Chapter or essay in book</b>	Herrmann, R. K. (2002). Linking theory to evidence in international relations. In W. Carlsnaes, T. Risse, & B. A. Simmons (Eds.), <i>Handbook of international relations</i> (pp. 119-136). London, England: Sage.
<b>Article from a reference book</b>	Chen, J. Q. (2003). Intelligence: Multiple intelligences. In J. Guthrie (Ed.), <i>Encyclopedia of</i>

*education* (pp. 1198-1201). New York, NY: Macmillan.

If there are no page numbers, the entry title is sufficient. For an entry in a reference work with no author, place the entry title in the author position. (Publication Manual, Chapter 7.02)

### Articles

<b>Article in a journal (one author)</b>	Oware, M. (2009). A "Man's Woman"? Contradictory messages in the songs of female rappers, 1992-2000. <i>Journal of Black Studies</i> , 39(5), 786-802. doi:10.1177/0021934707302454
<b>Article in a journal (up to seven authors)</b>	Ko, C. H., Yen, J. Y., Liua, S. C., Huang, C. F., & Yen, C. F. (2009). The associations between aggressive behaviors and internet addiction and online activities in adolescents. <i>Journal of Adolescent Health</i> , 6, 598-605. doi:10.1016/j.jadohealth.2008.11.011
<b>Article in a journal (more than seven authors)</b>	Burger, J., Gochfeld, M., Jeitner, C., Burke, S., Stamm, T., Snigaroff, R., ... Weston, J. (2007). Mercury levels and potential risk from subsistence foods from the Aleutians. <i>Science of The Total Environment</i> , 384, 93-105. doi:10.1016/j.scitotenv.2007.05.004  When authors number eight or more, include the first six names, then three ellipses, and then the last author's name.

### Media

<b>Video Recording</b>	LaVoo, G., & Brown, E. T. (Producers), & Cardozo, P. (Director). (2003). <i>Real women have curves</i> [DVD]. United States: HBO Video.
<b>Television</b>	Daniels, G. (Writer) & Kwapis, K. (Director). (2006). Gay witch hunt [Television series episode]. In G. Daniels (Executive producer), <i>The office</i> . Los Angeles, CA: National Broadcasting Company.

### Web/Online

Your Name

Essay Title

Date

<b>Web page</b>	Centers for Disease Control and Prevention. (2009). 2009 H1N1 Flu ("Swine Flu") and You. Retrieved from <a href="http://www.cdc.gov/h1n1flu/qa.htm">http://www.cdc.gov/h1n1flu/qa.htm</a>
<b>Blog Post</b>	McAdoo, T. (2009, September 10). Use of First Person in APA Style [Web log message]. Retrieved from <a href="http://blog.apastyle.org/">http://blog.apastyle.org/</a> .  In blog posts, authors may adopt a screen name. Use that screen name as the author if that is the name under which that person posts messages.
<b>Online Video</b>	BirdTricks. (2008, April 27). Tips for training a parrot to talk [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=89dZNPPYODk">http://www.youtube.com/watch?v=89dZNPPYODk</a>  A screen name is used for the author name in this example.