APA Style Manual for Communication Majors:

Requirements and Guidelines

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Requirements and Guidelines

You may be asking yourself why paper and citation format are so terribly important. You likely have encountered several citation styles in your education thus far, and it may be frustrating that every professor seems to want something different. It may help to know that there is a reason for asking you to format your paper and source citations in a particular style: different disciplines have different standards and format preferences, and part of learning about that field or discipline includes learning how professionals in that field acknowledge and document their sources. Professors in the humanities may ask you to use MLA (Modern Language Association) or Chicago style formatting, while professors in the social sciences may require APA style. Each style emphasizes the details that are most important in that discipline, and each discipline relies on uniformity of citation format so it is easy to identify the sources that have been used in a particular written work.

The following information will help you format your paper and your source citations according to proper APA style guidelines. This style is required of most written work in Communication courses, so it is in your best interest to master it as early as possible. Whenever you are in doubt about whether to capitalize a title, to include a page number or to do anything else related to formatting your paper and citations, you should consult this document. There is nothing magical or mysterious about APA format, and its requirements do not change without warning. Therefore, carefully following the guidelines in this document will ensure that you always correctly adhere to APA requirements. This document itself also is formatted entirely according to APA requirements, so please take note of its features as you read. For ease of reference, a table of contents is provided at the end of this document (see Appendix).

When you exit the header, your running head and a page number automatically will appear at the top of all of the pages in your document.

Margins, Font and Spacing

APA requires one-inch margins all the way around the document. You can set up your document to automatically apply one-inch margins to your entire document. Setting those margins as your default ensures that each new document has the correct margins. Justification should be left only, meaning that all of the tex4(t)D63(n)-4(g)7(i5()-3(yo)10(1 4gi)11(n)-4(s.)] TJETBT5n-3(u)5(p)-46)10(o)-2(n)-4

headings in terms of levels, with Level One being the largest or most overarching heading for your major sections. Level Two is for subheadings within your Level One sections, and so on. The following examples show the format for each of five levels of headings (as exemplified by the headings in this document):

Level One Heading is Centered, Boldface, and Significant Words Are Capitalized

Level Two Heading is Left-Justified, Boldface, and Significant Words Are Capitalized

Level three heading is indented, boldfaced, and not capitalized, followed by a period.

Level four heading is indented, boldface, and italicized, followed by a period. The following text comes right after it, as the level four heading is the first sentence of that paragraph.

Level five heading is indented, and italicized, followed by a period.

knowing what some of them are will help you be more effective and efficient in using and citing those sources.

Understanding what constitutes a credible source. The quality of your written work can only be as good as the quality of the sources upon which you rely for support and substance within your paper. Your instructor often will specify the kinds of sources s/he expects you to use for a particular assignment, but some guidelines apply to all written work in Communication courses. First, you are ethically obligated to assess the quality of any source you are considering using. This means verifying the accuracy of the contents and making sure you can ascertain whether there is any inherent bias or agenda within that source.

Second, there are certain kinds of sources that are generally not considered acceptable. Wikipedia, for example, is not considered a credible source for the vast majority of the writing assignments you will encounter in college

heading under which the quoted text can be found. Here is an example of an in-text citation for a direct quotation from a web page:

ath.

Consequently, researchers have long been examining the causes and treatments for public speaking anxiety to help individuals overcome th

Longer direct quotations require a special block formatting. APA requires that a quotation of 40 or more words appears in a freestanding block of typewritten lines without quotation marks. Start block quotations on a new line and indent all lines in the block (using the same distance from the left margin as you would for the indentation at the beginning of a new paragraph). The entire block quotation should be double-spaced. Here again we must emphasize that direct quotations, especially lengthy ones, should be used only when absolutely one(ii784 595.42 Thary eRET6IIi)] TJETBT1 0 0 1 194.6 edwImB

Note that in this case no page number is provided, the author and year still appear next to each other in exactly the same way as before, and the period still comes at the very end of the sentence. Of

e and the surrounding text should provide good flow

paraphrased, should not be left to stand alone; it should be well integrated into the text of your paper, with a dear connection to your main point, argument, or topic.

Who and how should I cite? The preceding examples are for situations in which one author is clearly named. However, there will be times when you wish to use content from a source with multiple authors, a source with no named author, or a source in which the author is citing another author. These types of situations are explained in this section.

As you may have guessed, the in-text citation format changes slightly when there is more than one author. In our examples above, Everett Rogers was the only author of the book we were citing.

However, we might also wish to include information from the book, Boxing Plato's Shadow: An

Introduction to the Study of Human Communication by Michael Dues a85@17D>2e0 0 1PE(y)] TJETBT1 0 0 1 44443

in the second example)

A new poll suggests that Americans are more concerned about national security than they are about the

This is one of the only times you will ever use quotation marks with a title in APA format.

The last situation we will discuss here is when the source you are reading (for example, that textbook by DeWine et al. that we mentioned above) mentions information from another source and refer

to part of it in your paper:

Organizational climate has been linked to satisfaction and commitment so that the more satisfied employees were with communication, decision making, leadership, motivation, and goal setting, the

without providing the full citation. Choose the wording that makes the most sense for your particular context and that will make it dear to whom you are referring.

Second, sometimes you will have a sentence that is partially your own idea and partially information from a source you have found. The most important thing in deciding where and how to include the source citation is to make sure it is clear which part is which. The following example

italics and capitalizing only the first word and proper nouns is how APA format lets you know this source is a book (and not a magazine or some other type of source).

The last part of the citation specifies the city and publisher, with a colon separating them. In this case, because most people know that New York is a city in the state of New York, only the city name is listed. In cases where the city name is not familiar to most people (e.g., Mahwah), you will

Wood, A. F., & Smith, M. J. (2005).

elements are the city and publisher. The in-text citation for this source would include the authors of the chapter, Cegala and Broz (not the editors of the book).

If the source you need to refer to appears as a chapter in an edited book that is in an edition other than the first, the citation combines the elements of these last two examples and looks like this:

posted/authored/updated, if possible. You also will need to specify the date you retrieved the information and the full URL

Here is a reference page citation for an article located on the CNN website:

Cohen, E. (2008, January 3). 2008 resolution: Keep track of your health. Retrieved from http://www.cnn.com/2008/HEALTH/01/02/ep.health.records/index.html

The author is listed first, followed by the date. Use the date information provided on the site, which

would normally appear. The next element, as always, is the title of the source. For web content, this may be difficult to discern, but there should be a title at the top of the page you are accessing. The title is not italicized, boldfaced, or put in quotation marks, and only the first word and any proper nouns are capitalized. The last element is the full URL (location) of the webpage, which is important because it enables your readers to access the original text if needed; if the content were archived somewhere (e.g., an article posted on the New York Times website would be locatable via an index),

If no author is listed, then the citation follows the same format as a periodical with no author, described above. This is frequently the case on news websites, where an unnamed staff writer may have authored the piece.

that has no named author:

Sometimes the author of the website content you wish to use is an organization rather than a person.

Here is an example of the reference page citation for some content from the World Health

Organization website:

World Health Organization. (2007). Avian influenza: Situation in Pakistan. Retrieved from

http://www.who.int/csr/don/2007_12_15/en/index.html

Because the organization is the author of this content,

The name foll@va7(rma6 [.6 5(o)-2(as)-3(ll)10(o)-2r)-3(l)9(lo)-2((o7(6 l2h -4(a)82r)-3k 5(i()-3d)-3s)-70(o)-2ll)10oc

Rare and unique citation situations. It is not possible in this short document to cover all of the possible citation needs you may have in your Communication coursework. When you have a situation that is not covered here, you should consult the latest official APA style manual (available at However, here we describe a few issues that students may encounter along the way.

First, you may notice in some scholarly journal article ditations that there is a number in parentheses after the volume number. This is the issue number, and most of the time you should not include it in your article ditation. The deciding factor has to do with how that particular journal is

that the journal starts each new volume with page one and continues throughout the entire volume.

So, the articles in the first issue might be pages 1 97, the articles in the second issue might be pages

203, and so on through the end of that particular volume. In this case, you do not

Banning, K. C. (200

Journal of the European Communication

Association, 32(2), 13-

G. R. Jones (2003) studied the effects of violent media images on young boys, while research by P. E. Jones (2005) focused on the role that pro-

APA Requirements for Style

There are many style considerations in a single composition, and APA has rules for nearly all of them. When you should write out numbers (as opposed to using the number itself), how you should format a table, and what kind of content to put in an appendix are just a few examples of the many types of style-related guidance APA provides. This section is not intended to be an exhaustive list of every style issue you will face in your written work; instead, it functions to highlight some of the issues with which students most often struggle. For full information about other kinds of style issues, please see the full APA manual.

Use of Italics

Italics should be used sparingly and with clear intention. Use of italics for emphasis should be strategic and limited to situations when the significance might otherwise be lost. If possible, it is preferable to use the surrounding text (syntax) to help draw attention to the word you might be tempted to italicize; for example, you may wish to use contrastive words or phrases, such as however or contrary to what was expected. (Note that in this explanation, italics are acceptable for highlighting the word itself as the subject of discussion.)

Italics also may be used in cases where you are intentionally introducing an important key term, concept or terminology that you will be discussing or addressing in some way, as in the following example:

First-order effects refer to the learning of facts from media sources (Gerbner, Gross, Morgan, & Signorelli, 1986, as cited in West & Turner, 2007).

The term is italicized the first time it is mentioned but not thereafter.

While you typically should not include the title of books or periodicals in the text of your paper, there may be times when you want to mention a title because the title itself or the work

or coined expression

coined expression Generation X . As with

italics, the quotation marks appear only when the expression is first used, and not thereafter.

Recall from our discussion above that it is sometimes acceptable to mention book and periodical titles in the text of your paper, and that they should be italicized. The same is true for the titles of published articles and book chapters, except that these kinds of titles, when mentioned in the text of your paper, appear inside quotation marks.

Use of Capitalization

You already have learned that APA does not always want every word of every title capitalized. As noted above, only the first word of (and proper nouns within) book and article titles get capitalized, while all major words in periodical titles are capitalized. Likewise, some headings require all major words to be capitalized, while for other headings only the first word is capitalized. It is important to note that there are rules about capitalization for other kinds of text as well.

First, proper nouns always are capitalized, regardless of where they appear. This includes names of people (e.g., Everett Rogers) and trade and brand names of drugs, equipment and food (e.g., Xerox). It also includes names of university departments when you are referring to a particular department (e.g., Wittenberg Univers department of communication).

Second, even in cases that call for capitalization of all major words, such as a Level One heading or the title of a periodical, the non-major words are not capitalized. Articles (e.g., a, an, the) and prepositions (e.g., in, of, between) are non-major words that are never capitalized except when they appear as the first word in a title. Note the differences and similarities in capitalization in the following examples:

Waggoner, C. E. (2004). Disciplining female sexuality in Survivor. Feminist Media Studies, 4, 217-220.

- Waggoner, C. E. (1997). The emancipatory potential of feminine masquerade in Mary Kay cosmetics. Text and Performance Quarterly, 17, 256-272.
- West, R, & Turner, L H. (2007). Introducing communication theory: Analysis and application (3rd ed.).

 Boston: McGraw-Hill.
- Wokchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother-child programs for children of divorce.

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[NOTE: APA-formatted documents do not call for a Table of Contents. This has been provided for you here in order to help you navigate this document and to illustrate an Appendix. It also shows the different levels of headings used throughout the document.]