

# GUIDELINES

## TO WRITING YOUR PAPER

For face-to-face AND online classes with Vukov

**Note:** if you are taking an **online** class, then the entire text below applies to you. If you are taking a face-to-face class, then skip the sections titled **For Online Classes Only**.

**Plagiarism (or stealing).** I put this category as the first one, since I want to make sure that you read it. Once you start to copy and paste the text from other sources than the material coming from your own mind, you are plagiarizing someone else's work. You can copy and paste, yes, but make sure you **REPHRASE** every single sentence after you copy and paste it. I can spot a plagiarism very easily (students often don't realize that the language of their plagiarized papers is at a graduate level—from some Ph.D. authors who wrote the text), and I will punish it by failing your paper, so that you remember that plagiarism is a big mistake, since in the real world you will be sued and/or lose your job for plagiarism.

If you want to quote (copy and paste the same wording from a source), I will allow you only to quote **TWO LINES or ROWS** per your entire paper, but make sure you include the **PAGE NUMBER** where the quotation came from, like this (Jones, 2013, p.12). Each additional line/row of quoting, means – 5 pts. Why this limitation? I want you to put some effort into this paper and use **YOUR OWN** words, instead of copying and pasting other people's works. If you quote, don't forget to use the quotation marks.

**How many points can you make on your papers?** You can make 100 pts on your mandatory research paper, and 20 pts on your extra credit paper.

**Group work: allowed or not?** Both papers **CAN** (it's optional) be done as a group paper, not more than 4 members per group. This means that each member contributes a section, and that particular group comes up with a single paper. Each member receives the identical grade for the entire paper. However, you cannot do any of these papers with students from other classes, since it totally slows me down at the end of the semester when I am pressed for time.

**For Online Classes Only:** to find your group members simply contact (email) students from your **DISCUSSION** area on the site, first see who are the people who contribute regularly to discussions, that is a good indication that they will be serious with the paper too.

**The goal of your paper:** read only **ONE** journal article and use the following structure (title page, abstract, introduction, method, discussion, future directions and references) to tell me what was the journal article about. In addition to this journal article, you can (optional) use any other source of your information (additional journal articles, books, textbooks, documentaries, etc.). In

addition to considering a mandatory journal article, you can (it is optional) write about your own psychological research study that you have conducted.

**Make sure you select a journal article.** Journal article is not someone's diary, it is not a magazine article that you read in *Time* magazine, or in *Cosmopolitan*, *Psychology Today*, etc. A journal article is a scientific research paper published in a book called a journal. For a research paper to become a journal article it must pass through a rigorous scientific evaluation by editors and several revisions of the authors of the paper. I put on my website a sample of a journal article, so you can see it in order to recognize its format in the future . Advice: send me a journal article you want to use for your paper, so I can confirm if it really is a journal article.

**How recent shall be your journal article?** Your journal article must be **current**, meaning not more than **ONE** year old from the current year! For example, if you are taking this course in 2014, then your article must be at least from 2013. Why? Answer: since it is important to be up to date with the current advances in science—an information that was considered to be a standard view 2 years ago, may be an abandoned or improved view now!

It is ok, however, if the authors of your **current** journal article reference (in their article) the information that is older than 1 year.

I will **NOT** consider papers that are based on an article older than 1 year.

**For students taking my Psych 6/Biological Psych:** The journal article **must** address the biology of some mental process(es) and/or behaviors. Your paper should focus on that—the biology of some mental process(es) and/or behaviors addressed in the journal article. This means that there must be a **SUBSTANTIAL COVERAGE** of the biology of mental processes and behaviors in your paper. Send me your draft before the deadline or on the day of the deadline (see the calendar), so I can give you a feedback on your paper. If you do not send me your paper for feedback, you may make a mistake and write a paper that is not a biological psychology paper. If the paper does not have a substantial coverage of biological psychology, your paper will not make more than 50/100 points.

**Typically, there are two types of journal articles:** 1) those that describe a study (or studies) that an author or authors did, and 2) a meta-analysis which is an article that compares and/or contrasts many studies in terms of what did they discover and/or how did they conduct their studies.

**How to find a journal article?** Just keep reading... That info is coming below...

**Missing a journal article in your mandatory paper = -35 points.**

**Not attaching the journal article to your final mandatory paper = -35 points**

**Shall your paper and journal article be related to psychology? Absolutely!**

**For students taking my Psych 6/Biological Psych:** If you are in psych 6, then your paper and your article must be related to biological psychology, meaning they have to incorporate a lot of information about the biological stuff, like the brain and/or the rest of the nervous system, and/or hormones, and/or glands, and/or muscles, and/or genes and/or any other biological system (cardiovascular, digestive, urinary, etc.). How biology influences the mind and behavior—that's what biological psychology is. I failed papers in the past that discussed only biology (papers without psych) and I also failed papers that talked about psychology without substantially covering the biology of mental processes and behaviors.

**My goal with your paper:** to see that you can distinguish different sections of your paper (see below sections) and that you can reference (in the body of the paper and in the "references" section) properly the sources of your information. I am not concerned with your grammar as long as I can understand your sentences (visit the writing center so that the tutors can help you construct your sentences).

I am not looking for a 30 pages paper with some brilliant, revolutionary ideas. You will have an opportunity to do that kind of a paper in a graduate school. This is a basic psychology class, so keep your paper simple, short and follow the format I require. More pages you give me, more opportunities you give me to find mistakes. You can take a paper from another psychology class, fine, but if you don't convert it into the format I am requiring, your paper will most likely fail. This is a basic level psychology course, and I would like to see a simple, clear, well-referenced paper showing me your knowledge of these fundamentals about how to write a scientific paper in the field of psychology.

If you are taking a psychology course other than introductory psychology, then your paper must be related to that particular field. So, if you are taking a biological psych course, then your paper must be related to the bio psych. If taking human sexuality class, the paper must be about that, and so on, you are getting the idea.

**For Online Classes Only:** SUBMIT your FINAL MANDATORY PAPER to the **DROP BOX** option on the website where the course is located. SUBMIT your FINAL EXTRA CREDIT PAPER to the **DROP BOX** option on the website where the course is located. **DROP BOX** is an option towards the bottom of the page. When submitting your DRAFT, submit it to the **DROP BOX** too, BUT email me that you submitted your draft, so I can go and look for it. Any document you submit to the drop box must be PDF or DOC files.

**A journal article reference:** This is an example of a reference (the way you represent a source of information in a written form) for a journal article:

Garcia-Palacios, A., Hoffman, H.G., Carlin, A., Furness, T.A., & Botella, C. (2002). Virtual reality in the treatment of spider phobia: A controlled study. *Behavior Research and Therapy*, 40, 983-993.

Let's examine the above reference:

- Garcia-Palacios, A., Hoffman, H.G., Carlin, A., Furness, T.A., & Botella, C.--These are the **authors** of the article
- (2002) --This is the **year of publication** of the journal article
- Virtual reality in the treatment of spider phobia: A controlled study.— this is the **title** of the article
- *Behavior Research and Therapy*,--- this is the **name** of the journal
- 40,--this is the **volume** of the journal
- 983-993—this means that in the journal (Behavior Research and Therapy) you will find the **article starting on page 983 and ending on page 993**. This is an article that is 10 pages long. So, if you want a shorter article, find a shorter article. If you want a longer article, find the longer article.

### **So, how to find a journal article?**

Read through your textbook to locate a TOPIC of your interest. After you find your topic, you can look for a journal article online (google) that matches that particular topic. But, when you are online, avoid articles that are not free.

The best way, however, is to take your topic to the LBCC librarians, reference desk (in the library) is a good starting point. Tell them that you need to find a journal article addressing that particular topic. A librarian will explain to you how to use the database that LBCC subscribes for (such as PROQUEST), so that you can obtain the actual printout of the article. If there are no journal articles matching that topic, then select a different topic.

If LBCC librarians cannot help you, there is always Cal State Long Beach Library 5 min away from LBCC campus.

**Referencing your paper.** Referencing means writing about who came up with the info you are referring to. Referencing also means giving credit to people who wrote a source of your information. Plus, by indicating the reference, you are making life easier for the readers of your paper, the readers who want to check out in more details the source you are referring to, meaning some readers will want to go and get the source you mention, so allow them to find it easily (by properly referencing the source).

You will have to reference every single sentence in the body of the paper, and also to include references at the end of your paper in the references section (see sample paper). When you want to indicate that the entire paragraph is coming from a source (say an article), then you put reference (Jones, 2004) at the end of the paragraph (see sample paper).

If some sentences from the paragraph come from different sources (two different articles), then you have to reference them both, like this:

Bla, bla, bla, bla (Jones, 2004).Bla, bla, bla, bla (Rogers, 1997).Bla, bla, bla, bla, bla (Jones, 2004).

**Help with referencing:** Scroll to the PAGE 8 of this document and you will see an important website that offers help in referencing, if what I told you here wasn't enough.

**Referencing your own thoughts.** Just say: In my opinion... (at the beginning of the paragraph in which you present your opinion).

**Referencing... Is it boring to do, and time-consuming?** Of course it is. Nobody likes doing it, but since it is very important to do it, we do it anyway. Do your references properly immediately, since later you will be burned out, and will not do them (and you will lose a lot of points for not doing them properly).

**The length of your article.** Keep it short and simple, make your life easier, obtain the article that has a few pages, since sometimes I see articles that are 100 pages long, and then the students complain about an ordeal they went through to digest the article. It is completely optional how long shall your article be, and I suggest you find a short one (it is cheaper too, to zerox a short article.)

**What if you picked a difficult article to read?** Here is a simple solution: throw it into your trash, and obtain a different article. Keep repeating this practice until you find a "digestible" article.

**A section called "Results":** When you start reading your journal article, you will encounter an intimidating section called "Results". The infamous section "Results" is very difficult for you to understand, thus skip it and rely on DISCUSSION section instead, since the Discussion section is Results in plain English. Only when you have more knowledge of statistics, in grad school, you can understand Results section, so skip it for now.

**Avoid online search on your own.** I know that you will be tempted to look for your topics online and for related journal articles online. You can try it, but it can be a huge mistake, since many sites will ask you to pay for the article, or you might think that there is nothing out there regarding your topic of interest. You need to see a librarian since they have a variety of databases (such as Proquest), and these databases don't usually rely on Google (which has limited free options when it comes to finding a journal article). Tell to the librarian what interests you (your topic) and he/she will help you.

**Attaching the journal article to your final submission? Why?** Since I like to check to which extent your paper matches the content of the article. If you are copying and pasting, make sure that you reference that properly with the author's name, year when the article was published and of course THE PAGE from which you copied and pasted. Oh, and put what you copied and pasted under question marks.

**For Online Classes Only:** if you are taking an online class with me, then just photograph/scan the first page of your journal ARTICLE, and submit it to the drop box with the rest of your paper, either as a separate file or as a continuation of your paper . If your entire article is already a digital file, then just submit it to the drop box as a separate file. In other words, your paper can be one file, and your article can be a separate file.

**Going to the writing center.** This is a very important step, especially since the tutors will help you reference your paper properly, and as you will see most mistakes belong to the category of not referencing the paper properly. Also, while I do not take points for poor grammar (since I don't teach grammar), if your sentences are such that I don't understand them, I will take some points off. So, the writing center is an important step to fix your grammar so that I can understand what you are saying.

**Attaching your most recent draft to the final submission.** Don't forget to do this, since if you do attach the previous draft, I will look at whether you made improvements based on my feedback on your most recent draft, without reading the entire final submission paper (since I already read your most recent draft). However, it is possible that I will find more mistakes in the final submission in case you forget to attach the most recent draft with that submission.

**The deadline for your final paper submission.** The deadline is the day of the final exam. **For Online Classes Only:** see calendar, scroll down to the end of the calendar document.

All submissions after the deadline will be rejected, unless there are some verifiable, well-documented extraordinary circumstances that prevented you to make the submission in a timely manner.

**The deadline for you paper DRAFT SUBMISSION and JOURNAL ARTICLE VERIFICATION:** see the calendar.

**For online classes:** the deadline for submitting your paper DRAFT and journal article: see the calendar.

**Submitting your drafts and the final paper.** When you submit your first draft, don't forget to attach the journal article. When you submit your second draft, attach your first draft with it and the article. When you submit your final paper, attach your most recent draft and the article. In case I don't see your most recent draft, I may find more mistakes on the final version of your paper.

**How recent shall be your journal article?** Your journal article must be **current**, meaning not more than **ONE** year old from the current year! For example, if you are taking this course in 2014, then your article must be at least from 2013. Why? Answer: since it is important to be up to date with the current advances in science—an information that was considered to be a standard view 2 years ago, may be an abandoned or improved view now!

It is ok, however, if the authors of your **current** journal article reference (in their article) the information that is older than 1 year.

I will **NOT** consider papers that are based on an article older than 1 year, and those papers will receive ZERO points.

**Formatting:**

**Margins:** 1 inch on all sides (top, bottom, right, left)

**Font type:** Times New Roman

**Font size:** 12 points

**Space:** Double

**Sections of your paper:** Your paper shall have the following sections and headings (see sample paper for illustration):

1. Title page
2. Abstract (missing heading = -3 points)
3. Introduction (missing heading = -3 points)
4. Method (missing heading = -3 points)
5. Discussion (missing heading = -3 points)
6. Future Directions (missing heading = -3 points)
7. References (missing heading = -3 points)

**Content of these sections:**

**Title page (5pts)**

-this is a no-brainer. Include your title, name, affiliation (what college you attend) and what semester. See sample paper.

**Abstract (10 pts)**

- this is an overview of your entire paper, meaning that the most important info from your entire paper must appear in the abstract. (A reader is not going to read further your paper if this overview does not satisfy the needs of a reader, so the abstract must be representative of the entire paper). Construct your abstract by selecting the crucial sentences from Introduction, Method, Discussion and Future Directions (this means that the abstract should include the hypothesis [if the hypothesis exists in the article] and the statement of purpose from the intro must be present in the abstract)

- statement of purpose (the purpose of this paper is to...) should be visible in the abstract (missing the statement of purpose = -3 pts)
- missing a sentence (or two) reflecting your Method = -2pts; missing a sentence (or two) reflecting your Discussion = -2pts; missing a sentence (or two) reflecting your Future Directions = -2pt; missing a sentence (or two) reflecting your Discussion = -2pts.

### **Introduction (20 pts)**

- write AGAIN the statement of purpose: the purpose of this paper is to.... (missing the statement of purpose will result in -3 points)
- include a "literature review"--this means that in order to address the topic of their interest the authors of your article referred to certain literature by other authors. Say in your introduction how is the literature of those other authors important for the authors of your article (missing this = -5 pts).
- your tone should be as general as possible, do not go into details here (leave the details for Discussion section)
- mention the hypothesis (hypothesis is an educated, testable guess or prediction) that the authors of the journal article stated in their article (missing this = - 5 pts). If there is no hypothesis, simply say that you didn't find a hypothesis.

### **Method (20 pts)**

- write about HOW did the AUTHORS of your journal article conduct their study to test the hypothesis (method section should not be about WHAT did they discover) (missing this = -10 pts)
- write about HOW did YOU write your paper (why did you select your topic, did you go to library, where did you obtain information, etc.) (missing this = -10 pts)

### **Discussion (20 pts)**

- remind the reader of the hypothesis from the journal article you read (missing this = - 3 pts)
- tell me in details what did the authors of the journal article discover(write about the findings of their journal article, in other words) (missing this = -10 pts)
- be detail-oriented here (not in introduction section)
- if you've conducted your own study, provide a detailed account of WHAT did you find/discover (don't write about HOW did you do the study. That's for your method section).
- provide explanations about the mechanism of how things happen. For example, how did virtual reality therapy work in the treatment of spider phobia? Why it didn't? (missing this = -10 pts)

### **Future Directions (20 pts)**

- tell me how can the authors of the article improve their journal article that you read (for example, what are the deficiencies with the article's method section? How to improve those flaws in the future studies?) Missing this = -5 pts
- tell me what kind of a study would you design in the future and why would you launch that particular study (missing this = -5 pts)

- tell me how would you improve the process of writing your research paper and how would you improve your paper, if given a second chance (missing this = -5pts)

### **References (5 pts)**

- you will use American Psychological Association or APA style. It is a format for referencing the sources. See sample paper for instruction. Arrange a meeting with me to see how to reference websites in the body of the paper and on the references page. Visit the writing center, and the tutors will help you with references. You can also read the referencing instructions below.
- make sure that you reference sources of your info **IN THE BODY OF THE PAPER TOO** (see sample paper).
- for missing references in the body of the paper you cannot lose more than 5 points per section (-5 max per introduction, -5 max per method, and so on)

### **Length of the sections.:**

- 150 words max for the abstract; you can lose maximum 3 points on abstract being too long.
- 1 page minimum for each of the following sections: Introduction, Method, Discussion and Future Directions.
- if you are 1 sentence short, that's -1 point, and so on (for 10 sentences being short, -10 pts). If you are more than 1 word short toward the end of the page, that's -1 pt too.
- if you are more than 1 word short to the end of the line, then you will lose 1 pt (the entire line will be considered missing).
- I suggest go a bit over one page, to make sure you satisfied the minimum requirement for the sections that require 1 page minimum.

**Why do I want you to read a journal article?** Since it is the most sophisticated type of a scientific paper, and it is the foundation of all science. Textbooks usually translate journal articles into a most simple form for readers, but by doing so many important aspects of the research discoveries and scientific process are lost. A journal article, however, is usually the most profound scientific writing you can find in the known universe. Reading a journal article is much more challenging than a textbook, so I want to introduce you to that kind of a challenge. Those of you who decide to pursue seriously any scientific field (not only psychology), you will be dealing with journal articles very frequently, either writing them or reading them.

**Why do I want you to write this kind of a paper?** Since this paper is very similar to the format and content of the actual published journal article. Writing this paper you are writing a very advanced research paper. Basically, I want you to do a very purposeful and complex scientific activity, so that you can get the taste of what psychology really is—a scientific activity. Also, later when you are required to write this kind of a paper at the University level, you will not be surprised and you will say “I’ve already done this in the past.”

**Your steps for writing paper.** Once you are done reading this document, then look at the sample paper--you will see that they match. Once you are done reading the sample paper, then you can go (optional but recommended) to the library to read other sample papers from students (the reserve desk has these papers under my name). Once you are done looking at those sample papers, find your journal article, read it and write about it using the sections I mentioned here

(title pg, abstract, introduction, etc.). Crucial: submit drafts and attach journal article to your submissions. Read my feedback and incorporate it into your next draft and final version of the paper.

**Your extra credit paper.** It has to follow the identical format that your mandatory paper has. You can do your extra credit paper on the same topic, but the journal article has to be different from the one you used for your mandatory paper. You can make 20 pts on your extra credit paper (which will increase your grade on the final exam for two grades. Say you get 70 on the final, I will add these 20 pts to your final exam grade, and you will make 90 on the final). Not attaching the journal article to your final extra credit paper = -15 points. My criterion for grading the extra credit paper is going to be more relaxed than for the mandatory paper. In other words, for the same mistakes on both papers, you will be losing less points on the extra credit paper.

**How recent shall be your journal article?** Your journal article must be **current**, meaning not more than **ONE** year old from the current year! For example, if you are taking this course in 2014, then your article must be at least from 2013. Why? Answer: since it is important to be up to date with the current advances in science—an information that was considered to be a standard view 2 years ago, may be an abandoned or improved view now!

It is ok, however, if the authors of your **current** journal article reference (in their article) the information that is older than 1 year.

I will **NOT** consider papers that are based on an article older than 1 year.

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| <p><b>For Online Classes Only:</b> <b>SUBMIT</b> your FINAL MANDATORY PAPER to the <b>DROP BOX</b> option on the website where the course is located. <b>SUBMIT</b> your FINAL EXTRA CREDIT PAPER to the <b>DROP BOX</b> option on the website where the course is located. <b>DROP BOX</b> is an option towards the bottom of the page. When submitting your DRAFT, submit it to the <b>DROP BOX</b> too, <b>BUT</b> email me that you submitted your draft, so I can go and look for it. Any document you submit to the drop box must be <b>PDF or DOC or RTF files.</b></p> |
|--|

## **REFERENCING HELP from this site:**

<http://owl.english.purdue.edu/owl/resource/560/10/>

This is a good website, check out categories to your left, you will find everything you need. Here are some pages that you may need (but there are more on the same website).

### **Short Quotations**

If you are directly quoting from a work, you will need to include the author, year of publication, and the 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 longer than 40 words 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).

### **In-Text Citations: Author/Authors**

**Summary:** APA (American Psychological Association) is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text

citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, 6th edition, second printing.

**Contributors:** Elizabeth Angeli, Jodi Wagner, Elena Lawrick, Kristen Moore, Michael Anderson, Lars Soderlund, Allen Brizee, Russell Keck

**Last Edited:** 2011-05-03 04:37:45

APA style has a series of important rules on using author names as part of the author-date system. There are additional rules for citing indirect sources, electronic sources, and sources without page numbers.

## Citing an Author or Authors

**A Work by Two Authors:** Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the 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.

(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 or underlined; titles of articles, chapters, and web pages are in quotation marks.

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

**Introductions, Prefaces, Forewords, and Afterwords:** When citing an Introduction, Preface, Foreword, or Afterwords in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

**Personal Communication:** For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(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).

### 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).

**Note:** When citing material in parentheses, set off the citation with a comma, as above. Also, try to locate the original material and cite the original source.

## Electronic Sources

If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

**Unknown Author and Unknown Date:** If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

## Sources Without Page Numbers

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para. 6).

**Note:** Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.