Effects of Flying Pigs on Consumer Confidence

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This sample paper presents some guidelines for papers following the 2010 Publication Manual, 6th edition, of the American Psychological Association (APA). It is printed in 12-point Times New Roman font, and the lines are double-spaced and left-aligned. The title on this page is not bolded but it is centered and double-spaced. Top, bottom, and side margins are at 1 inch throughout the paper. There are no extra spaces between the title and the text in any paragraph and there are no extra spaces between paragraphs. Each new paragraph is indented half an inch, which can be done by using the tab key. APA assumes the paper begins with an introduction, so there is no heading titled “Introduction” (p. 63). Two spaces follow a period at the end of each sentence (p. 88), which is a change from APA’s 5th edition.

Title Page

The header on a title page differs from the header on other pages, an effect that can be achieved by using “Different First Page” or “Insert Section Break” in MS Word®. Like other pages, the title page shows the page number standing alone in the top right corner and the paper’s running head in the top left. The running head consists of a few words from the title and is at most 50 characters, including letters, punctuation, and spaces (APA, 2010, p. 229). Every letter is capitalized. On the title page, however, the paper’s running head is preceded by the words “Running head” and a colon. The running head and page number are ½” from the top of paper.

Title pages following formal APA style include only the title and subtitle, the author’s name, and the university’s name. APA (2010) has no guidelines for student papers, so the title page of this sample paper follows the guidelines in Maimon’s A Writer’s Resource. The following elements are centered on the page but not bolded or italicized: (a) title, (b) subtitle, if any, (c) author’s name, (d) course number and name, (e) instructor’s name, and (f) date. This (a), (b), (c) format is what an ordered series looks like in APA style (APA, 2010, p. 64).
Section Headings

This paragraph begins a new section of this paper with a heading. This sample paper uses two levels of heading. Each major heading is centered and bolded, and each of the next subheadings is flush left and bolded. All major words of each are capitalized, as shown beginning on p. 3. If there are any subheadings at all in a section, there must be at least two; no part of a paper can contain a single subsection by itself. See p. 62 of the APA manual or the ISU Writing Center’s handout on headings for a paper with more than two levels of headings.

Style Choices

Academic papers avoid contractions and are normally written in the third person, avoiding “I” and “you.” Instead of writing “my paper isn’t finished yet” or “your paper isn’t finished yet,” therefore, it is appropriate to write “this paper is not finished yet.” APA also uses the active voice whenever possible, to make it clear who performed the action in a sentence. Thus it prefers “researchers found porcine aviation to have several significant repercussions” or “Smith (2011) found porcine aviation to have several significant repercussions” to “porcine aviation was found to have several significant repercussions.” More information on active and passive voice is available in the handouts on the ISU Writing Center’s website.

APA (2010) has many specific rules for using numbers and abbreviations. In general, writers are expected to spell out the numbers one through nine but to use figures for larger numbers. Numbers beginning a sentence are spelled out (APA, 2010, p. 112), so writers may want to avoid starting sentences with them. When an organization like the American Psychological Association (APA) is first named in a paper’s text, the full name is written out and is followed by the organization’s initials in parentheses. After that first introduction, it is referred to by its initials only: “the APA also has a website” (Purdue OWL, n.d., para. 3).
In-Text Citations

Academic writing requires a paper to show the source of every idea, word, or fact that comes from somewhere else. APA style also expects every section to have an introduction.

Direct Quotations

As Ray (2016) explained, “the original source of a direct quotation can be identified by giving the author’s last name and the year the source was published in the sentence introducing the quotation, and by putting the page after the closing quotation mark” (p. 56). If the quotation was found on a single page, a “p.” goes before the page number, but, Ray noted, “if it was on two pages, a “pp.” is used instead” (pp. 56-57). In the previous sentence, the name Ray is not followed by a date because after the date of a source has been identified in the text of a paragraph once, it is not repeated in that paragraph’s text (APA, 2010, 174).

Sometimes, however, “a source is identified only in parentheses after a quotation” (Ray, 2016, p. 57). If a writer chooses to cite a source this way instead of naming it in a sentence, the year must be repeated “in all parenthetical citations” (APA, 2010, p. 174). APA does not technically require that writers connect each quotation to some words of their own, but many teachers do require it and it’s a good habit to get into.

Indenting Long Quotations

Quotations of more than 40 words are indented one inch (APA, 2010, p. 171). They are double-spaced like the rest of the paper but, Ray (2016) insisted, they are not enclosed in quotation marks because the indentation already shows that this material is quoted. The parenthetical citation at the end also differs from the usual format: instead of the period coming after the parentheses, it comes before them. (p. 148)
Indirect Quotations

If the writer is not using the actual words of the source, the author and year are given but not usually a page number (Ray, 2016). Ray (2016) observed, however, that the rest of the rules for direct quotations still apply to these paraphrases. Those rules include using the past tense to describe a previous researcher’s work (“Numeroff noted,” “Numeroff found”) and putting a period only AFTER any parenthetical citation, which in turn comes AFTER “any closing quotation mark” (Ray, 2016, p. 26). Neither the authors’ first names nor their initials appear in in-text citations unless initials are absolutely necessary to distinguish between two sources whose authors have the same last name.

Multiauthor Citations

Many sources have been created by more than one author, and the best resource for citing multiauthor sources is the chart found on p. 177 of the APA Manual. Ingalls, Brown, and Powers (2010) have explained that when one to five authors are named in a sentence, the last two names are connected with the word “and.” When they are named inside citation parentheses, however, the last two names are linked with an ampersand (Ingalls, Brown, & Powers, 2010). Either way, all later references to a source written by three to five authors replace the later names with “et al.” (Ingalls et al., 2010). Sources by more than six authors use the “et al.” format from the start. “Et al.” means “and others,” so authors described as “Ingalls et al.” should always take plural verbs and pronouns: Ingalls et al. (2010) were the first researchers to… they argued...

Complicated Authorship

Many sources are authored by organizations rather than individuals. For citation purposes, the name of the organization is treated as the name of the author (Federal Aviation Administration [FAA], 2003). A work published by the FAA is alphabetized under “Federal” on the reference list. After the abbreviation “FAA” has been introduced, it should be used
consistently; do not go back and forth between the full name and the acronym (APA, 2010, p. 107).

Some sources do not show the names of their authors. A writer who does not know the name of a source’s author alphabetizes its entry on the References page by its title, instead. The in-text citation then uses the first words of the title instead of the author’s name (“Porcine Aerodynamics,” 1998). If the source is a web page, an article, or a book chapter, the words from the title go inside quotation marks; if it is a book, report, or brochure, they are italicized (Frequent Flyers, 2002). All major words of titles are capitalized when they appear in the body of the paper, even though different rules apply to the reference list (APA, 2010, p.101).

A writer quoting a 2005 explanation by Cho that he or she actually read about in a different article by Ray should use the phrase “as cited in.” As Cho made clear in the 1999 article “Snowball Rising,” the information about the quotation itself goes in the sentence that introduces it, while the information in parentheses directs the reader to the correct listing on the reference list (as cited in Ray, 2016, p. 92).

**Personal Communications**

If a source is something like an interview, an email or a telephone conversation—that is, not something that a reader could normally refer back to—it is not included on the reference list. Instead, explained S. B. Barry (personal communication, May 31, 2011), it is cited in-text only as a dated “personal communication.” As always, the citation can either precede or follow the information cited (S. B. Barry, personal communication, May 31, 2011).

**Electronic sources**

URLs are not included in in-text citations. Online sources are treated like any others: if the author and date are known, they are included in parentheses (APA, 2010). If the author is unknown, the first words of the title are used instead (“Porcine Aerodynamics, 1998”). If the date is unavailable, the abbreviation “n.d.” is used (“Shoes and Ships,” n.d.). The APA blog
argues that “Last Updated” dates should not be used as publication dates (Hume-Pratuch, 2010, “Online Documents,” para. 2).

When an online source has paragraph numbers rather than page numbers, “the citation for a direct quotation uses the abbreviation “para.” instead of ‘p.’” (APA, 2010, p. 172). When the source has no page or paragraph numbers but does have headings, the citation can count down from the closest heading (Hormel, 2007, Results section, para 2). Subheadings with long titles can be shortened (Numeroff, 2002, “Pancakes Complicate”).

The Reference List

A page break is inserted at the end of the paper so the reference section begins at the top of a new page. The word “Reference” or “References” is centered but not bolded or italicized. Reference entries are listed alphabetically by the last name of their first author in “Hanging Indent” style (Ctrl-T on a PC) and they are double-spaced. Authors’ names include their initials only, and all authors are presented last-name-first.

Electronic source citations in the reference list usually include a URL preceded by the words “Retrieved from.” APA (2010) does not require the citation to include a retrieval date unless the source is something like a wiki which is likely to change (p. 192). The sample papers in the manual show URLs printed in black, not blue. They are not underlined and are not followed by a period. Long URLs are broken with soft returns at forward slashes or underscores.

The reference list on the next page offers examples of only a few kinds of references. For more information, consider consulting the APA blog, the Purdue OWL, the APA Publication Manual, Maimon’s A Writer’s Resource, or the ISU Writing Center’s APA handout. All are cited on the reference list below.
References


Purdue Online Writing Lab. (n.d.) APA style workshop. Retrieved from https://owl.english.purdue.edu/owl/resource/664/01/