Direct quotes:
- Reproduce word for word
- Always provide the author(s), year and page number(s) or paragraph number(s) in the in text citation and reference list.
- If less than 40 words, incorporate within the text
- If 40 or more words, put in a block quote.

Paraphrasing:
- Also cite where you found the information, even if you are not quoting from the paper directly.
- You are also encouraged to put the page number(s) or paragraph number(s), unless you are giving a summary of the entire article.
- WHEN IN DOUBT, PUT DOWN THE PAGE NUMBER(S) OR PARAGRAPH NUMBER(S)

Running Header:
- The words “Running head:” should be on the first page only!

Reference List:
- Double space the entire page, make each reference a hanging indent, and alphabetize.

HEYE SEMESTER 5!

When you are referencing multiple webpages from one website, like Memorial Hermann, put the name of the page in your in text citation.
Example: (Memorial Hermann, About Us, 2015)

For your reference list, your webpages citation should look like this:

Still need help?
Both the John B Coleman Library and TMC Library have the software program, RefWorks that can help you with your reference list.

If you are confused with anything, please do not hesitate to come by my office or email me questions. If you send me your paper in enough time, I am more than happy to look over your paper and highlight any citation mistakes. I only check for APA and you must send it to me with plenty of time to check it. If you send it to me the night before or the hour before it is due, I will not check your paper. Also, I only check for mistakes, I DO NOT grade on the paper.

All examples were taken from the 6th edition of the APA manual.
In-Text Citations and Reference List Examples:

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>

For an entire book, use the following reference formats:
Editor, A. A. (Ed.). (1967). *Title of work*. Location: Publisher.

For an entry in a reference work with no byline, use the following formats:

Journal article with DOI:

Journal article with DOI, more than seven authors:

**When a reference has up to seven authors, spell out all authors’ names in the reference list.

Journal article without DOI (when DOI is not available):


**Include the issue number if the journal is paginated by issue.
**If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page.
**No retrieval date is needed.
**You need to italicize the journal name and its volume number but NOT the issue number.