

JCCC APA DOCUMENTATION HANDOUT

APA (American Psychological Association): The APA Council of Editors first recommended a form for preparing manuscripts and a style of documentation in 1928. This format has been updated several times. The form in the following examples is the most recent revision (2009). Students should check with their instructors about the correct documentation style for the appropriate course. The *Concise Rules of APA Style* is available for student use in the Writing Center (LIB 308).

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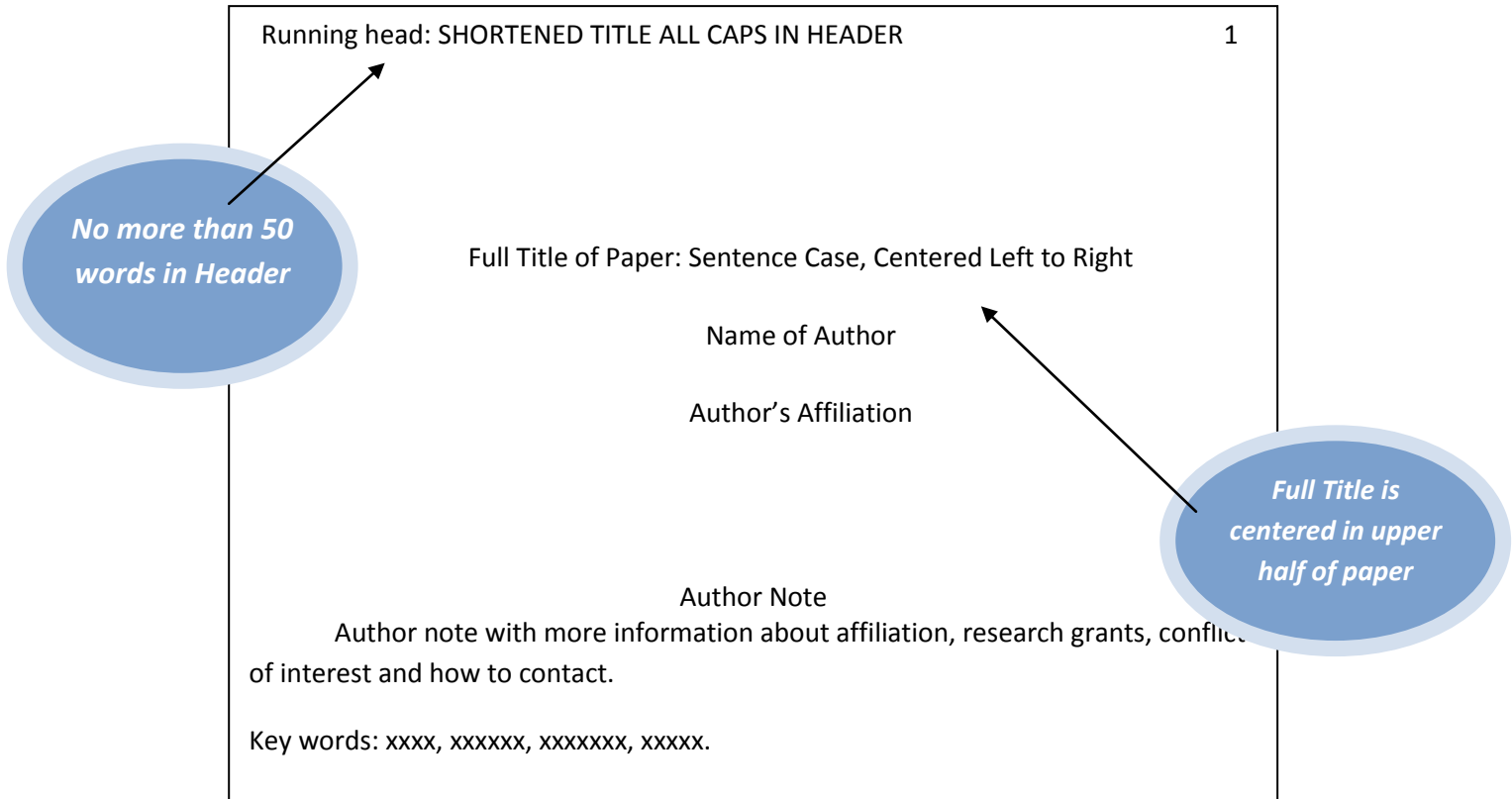
GENERAL GUIDELINES FOR PREPARING YOUR DOCUMENT

- Type all pages with a one-inch margin.
- Evenly Double-space the entire document.
- Do not justify the right margin, and do not break words at the end of a typed line.
- Italicize whole works, books, and websites.
- Indent each paragraph with 5-7 spaces or use the tab function.
- Place the running head flush left at the top of the title page in all uppercase letters. The running head should not exceed 50 characters, including punctuation and spaces.
- Place institutional affiliations (course information for students) in the byline, and departmental affiliations in the author's note.
- Use a hanging indent for each reference in the references list.
- Indicating positioning instructions for figures and tables is no longer necessary.
- Type horizontal rules in tables instead of drawing them in pencil.

Please NOTE: The information in this handout is meant to be helpful but not a substitution for the APA Handbook. For more detailed information and how to reference specific information

not represented here, please refer to the *Publication Manual of the American Psychological Association*, sixth edition or their website, <http://www.apastyle.org/>, or see the list of helpful sites at the end of this handout.

COVER PAGE



IN-TEXT CITATION

Whether quoting or paraphrasing (preferred, example below) the source, you must use in-text parenthetical documentation to note the author and date. You must include page numbers when directly quoting printed sources.

Jones (1990) noted that all "victims of violent crimes suffer long term problems" (p. 54).

One psychologist believes that violent crimes inflicted extended suffering and problems for the victims (Jones, 1991).

Remember that following any information cited (paraphrased, quoted, or summarized), the author and date of the source are given in parentheses with commas separating them. Occasionally, instructors require page numbers too (first example and below). If the author's name appears as part of the narrative, cite only the year of publication (and page numbers when appropriate) in parentheses immediately following the name.

Jones (1991, p. 54) notes that "all victims of violent crimes suffer long term problems." In a recent study of violent crimes ... (Jones, 1990, p. 54).

If a source has two authors, acknowledge both.

Street violence hurts more than the immediate victims (Jones & Smith, 1991, p. 54)

OR you may chose to refer to the researchers in text rather than parenthetically--

Jones and Smith (1991) suggest that street violence injures more people than the immediate victims (p. 54).

If your source has more than two authors, and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations use the author's name listed first followed by "et al." When your source has six or more authors, always cite only the first author's name followed by et al.

Jones, Smith, Williams, and Thompson (1990, p. 54) note ... [first citation]

Jones et al. (1990, p. 54) note ... [subsequent citations or six or more authors]

If you are citing several authors who have the same last name, use first initials to distinguish one from the other.

T. Jones (1991, p. 54) notes that ...

S.M. Jones (1985, p. 54) also demonstrated that ...

If your source has no pagination, such as electronic sources (only PDF reproductions of articles have page numbers), use paragraph numbers preceded by the term para.

Example of quotation: Sadeh et al. (2000, para 4) noted that "[s]leepiness and alertness are considered direct correlates of the sleep-wake system."

TABLES AND HEADINGS

If you are writing a science paper, your instructor will most likely want you to use headers. The following heading, settings and fonts of an IMRD (introduction, method, results, discussion) paper. See the end of this handout for more information or for further help, please consult the *Concise Rules of APA Style* in the Writing Center, LIB 308.

Level of Heading	Formatting of Heading
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, sentence case paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, sentence paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

USING ELLIPSES

When writers document using the American Psychology Association (APA) style, they do not include brackets. So, if the ellipsis occurs at the end of a sentence, another period is used. An ellipsis should never consist of more than four spaced periods.

According TO APA GUIDELINES, the writer should "use three spaced ellipsis points (. . .) within a sentence to indicate the omission of material from the original source (see section 3.34, Quotation **1**). Use four points to indicate any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence. (p. 119)

USE OF ELLIPSIS BETWEEN TWO SENTENCES

ORIGINAL PASSAGE:

The main story line gets a similar treatment. It becomes clear that Melvin has been destined by the filmmakers to become a better man: First he accepts dogs, then children, then women, and finally even his gay neighbor. But Brooks and Andrus, having blocked out this conventional progression, then write against it, using rich irony so that individual scenes seem fresh even while the overall progress follows ancient custom. When Melvin goes back for a belated visit to his onetime therapist, for example, they give him a perfect line: "How can you diagnose someone as having obsessive-compulsive disorder and yet criticize him for not making an appointment?"

EXAMPLE OF ELLIPSIS BETWEEN TWO SENTENCES (ALSO AN EXAMPLE OF A BLOCK QUOTATION):

Ebert's review of *As Good As It Gets* points out Melvin Udall's constant struggle to overcome his illness:

The main story line gets a similar treatment. It becomes clear that Melvin has been destined by the filmmakers to become a better man: First he accepts dogs, then children, then women, and finally even his gay neighbor. But Brooks and Andrus, having blocked out this conventional progression, then write against it. . . . When Melvin goes back for a belated visit to his onetime therapist, for example, they give him a perfect line: 'How can you diagnose someone as having obsessive-compulsive disorder and yet criticize him for not making an appointment?' (2002, p. 20)

USE OF ELLIPSIS WITHIN A SENTENCE

ORIGINAL PASSAGE:

In the movie *As Good As It Gets*, the character played by Jack Nicholson suffers from obsessive-compulsive behavior as seen in the way he avoids cracks in the pavement and locks and relocks his apartment door five times.

EXAMPLE OF ELLIPSIS IN THE MIDDLE OF THE QUOTE:

Sometimes movies promote stereotypical attitudes about mental disorders such as the obsessive-compulsive behavior in *As Good As It Gets* when " Jack Nicholson . . . avoids cracks in the pavement and locks and relocks his apartment door five times" (Mohr, 2001, p. 119).

BASIC REFERENCE FORMATS (HARD COPIES)

APA, as a discipline, favors current or burgeoning research; therefore, most citation comes from journal articles, not books. The following supplies information on both but focuses mainly on scholarly journals and like materials.

GUIDELINES FOR REFERENCE PAGE

- Start the reference list on a new page. Type the word References (or Reference for a single reference) in sentence case, centered, at the top of the page. Pagination should be continuous with research paper/manuscript/essay.
- Alphabetize by author's last name or the first key/main word (e.g. author's last name, name of article or book, etc.).
- Evenly double space all entries.
- Introduce each reference with a hanging indent, with the first line flush left and the subsequent lines indented. (It is permissible to use the paragraph indent if the hanging indent is difficult to accomplish with the author's word-processing software.)
- Use the italics function on the word-processing software instead of underlining whenever possible.

For further information regarding the APA reference list, consult the *Publication Manual of the American Psychological Association, Sixth Edition*.

ELEMENTS OF A REFERENCE TO A BOOK

- Capitalize only the first word of the chapter or article title and of the subtitle, if any, and any proper names: italicize the title of the book or journal. Enclose additional information necessary for identification and retrieval (e.g., 3rd ed. or Vol. 2 or DOI) in reference information. In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.
- Finish the citation with a period.

BOOKS

Author's last name, Author's initials. (Publication date). *Book title in italics and sentence case*. Publication City, State: Publisher's Name.

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.

In-text citation: (Bernstein, 1965, p. 104)

BOOK WITH NO AUTHOR OR EDITOR

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

In-text citation: (Merriam-Webster's, 1993, p. 1134)

- Alphabetize books with by the first significant word in the title (example above).
- For in-text citation, use the following reference citation: (*Merriam-Webster's Collegiate Dictionary*, 1993).
- If the city is not well known for publishing or could be confused with another location, give the state as well as the city (or country) where the publisher is located. Use U.S. Postal Service abbreviations for states. Use a colon after the location.
- Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit superfluous terms such as Publishers, Co., or Inc., that are not required for easy identification of the publisher.
- If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.

ARTICLE OR CHAPTER IN AN EDITED BOOK, TWO EDITORS

Gurman, A. S., & Kniskern, D.P. (1981). Family therapy outcome research: Knowns and unknowns. In A. S. Gurman & D.P. Kniskern (Eds.), *Handbook of family therapy* (pp. 742-775). New York: Brunner/Mazel.

In-text citation: (Gurman & Kniskern, 1981, p. 743)

- In a reference to an edited book, place the editors' names in the author position and enclose the abbreviation "Ed." or "Eds." in parentheses after the last editor.
- Finish the element with a period. In a reference to an edited book, the period follows the Reference abbreviation "(Eds.)." (When an author's initial with a period ends the element, do not add an extra period.)

REVIEW OF A BOOK IN A JOURNAL

Carmody, T. P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary Psychology*, 27, 208-209.

In-text citation: (Carmody, 1982, pp. 208-209)

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.

PERIODICAL OR SCHOLARLY JOURNAL

Author's last name, Author's initials. (Publication date). Title of article in sentence case.

Title of Periodical Italicized with All Major Words Capitalized, volume number (issue number), page numbers. DOI if provided

- The following examples are taken from the *Publication Manual of the American Psychological Association, Sixth Edition*. For help with any kind of source not listed in this handout, go to the Writing Center (LIB 308).
- Volume numbers should follow the publication title, but do not use the term or the abbreviation-- Vol. --before the number. If an issue number of the journal is given, include it in the parentheses following the volume number ONLY if the issue begins on page 1. If the issue has continuous pagination, no issue number is given.
- Page numbers are shown in the in-text citation as they would if the print material is quoted. On-line sources will not have page numbers unless they are PDF files. In the case of online sources, use the abbreviated term para and then the page number. Do not include page numbers for paraphrases or summaries in in-text citations unless directed to do so by your instructor.

JOURNAL ARTICLE, ONE AUTHOR

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647.

In-text citation: (Paivio, 1975, p. 635)

JOURNAL ARTICLE, TWO AUTHORS, PAGINATED BY ISSUE

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37 (2), 1-7.

In-text citation: (Becker & Seligman, 1981, p. 1)

Note: For two or more authors in a parenthetical citation in the essay and on the reference page, use an ampersand (&) instead of the word/term and before the final surname (example above). When multiple authors are cited in the sentence of the essay, use the word *and*, not the ampersand.

Example:

The energy crisis raises the public's conscience but also raises their emotions. As Becker and Seligman (1981) suggest this rise in emotion.....

JOURNAL ARTICLE, THREE, FOUR, OR FIVE AUTHORS

Horowitz, L. M., Post, D. L., Frency, R. S., Willis, K. D., & Siegelman, E. Y. (1981). The prototype as a construct in abnormal psychology: 2. Clarifying disagreement in abnormal psychiatric judgments. *Journal of Abnormal Psychology, 90*, 575-585.

*First reference citation: (Horowitz, Post, Frency, Willis, & Siegelman, 1981, p. 575)

*Subsequent citations: (Horowitz, et al., 1981, p. 575)

*Note: When a work has multiple authors, two, up to five, cite all authors the first time the reference occurs in text or parenthetically; in subsequent citations include only the LAST name of the first author followed by et al. Please note the proper use of et al.-all lower case, four letters, one space between the first two letters and the last two letters followed by a period. If your sentence does not stop after et al. be sure to continue in lower case as this sentence does.

MAGAZINES, ABSTRACTS, AND NEWSPAPERS

MAGAZINE ARTICLE

Posner, M. I. (1993, October 29). Seeing the mind. *Science, 262*, 673-674.

In-text citation: (Posner, 1993, p. 673)

NEWSLETTER ARTICLE, NO AUTHOR

The new health-care lexicon. (1993, August/September). *Copy Editor, 4*, 1-2.

In-text citation: ("The New Health-Care Lexicon," 1993, p. 1)

Note: give the date as it appears on the Newsletter and use double quote marks around the reference in parentheses.

DAILY NEWSPAPER ARTICLE, NO AUTHOR

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

In-text citation: ("New Drug," 1993, A12).

- Alphabetize works with no author by the first significant word in the title.
- In your text, use a short title for the parenthetical reference citation with double quote marks: ("Study Finds," 1982).
- If a periodical includes a volume number, italicize it and then change to regular type and give the page range without "pp." If the periodical does not use volume numbers, include "pp." before the page numbers so the reader will understand that the numbers refer to pagination. Use "p." if the source is a page or less long.

CITING AN ABSTRACT ONLY (Secondary Source)

Nakazato, K., Shimonaka, Y., & Homma, A. (1992). Cognitive functions of centenarians: The Tokyo Metropolitan Centenarian Study. *Japanese Journal of Developmental Psychology*, 3, 9-16. (From *PsycSCAN: Neuropsychology*, 1993,2, Abstract No. 604)

In-text citation: (Nakazato, et al., 1992, p. 9)

- If only the abstract, not the entire article, is used as the source, cite the collection of abstracts in parentheses at the end of the entry.
- If the date of the secondary source is different from the date of the original publication, cite in text both dates (separated by a slash) with the original date first.

CITATION OF A WORK DISCUSSED IN A SECONDARY SOURCE

Beatty, J. (1982). Task-evoked pupillary responses, processing load, and the structure of processing resources. *Psychological Bulletin*, 91,276-292.

In-text citation: (Beatty, 1982, p. 276)

- Provide only the secondary source on the reference page, but you may cite the original work with the secondary source in text. For example, if Johnson's unpublished manuscript is cited in Beatty, cite Beatty in the reference list, but in text, you may use the following citation style:
Johnson's study (as cited in Beatty, 1982) covers various forms of the word *tactile*.

FILM, LIMITED CIRCULATION

Give the name and in parentheses, the function of the originator or primary contributors (in this example, Harrison and Schmiechen, who are, respectively, the producer and the director).

Specify the medium in brackets immediately after the title (in this example, the medium is film: other non-print media include videotapes, audiotapes, slides, charts, and art work).

- Give the location and name of the distributor (in this example, because Changing Our Minds is a small establishment, a complete address is provided).

Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Film]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023).

In-text citation: (Harrison & Schmiechen, 1992)

COMPUTER PROGRAM, SOFTWARE, OR PROGRAMMING LANGUAGE

Bender report [Computer software]. (1993). Melbourne, FL: Psychometric Software. Miller, M. E. (1993). The Interactive Tester (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.

In-text citation: (Bender, 1993)

AN INFORMATION SERVICE

Weaver, D. (1988). Software for substance abuse education: A critical review of products. Portland, OR: Northwest Regional Educational Lab. (ERIC Document Reproduction Service No. ED 303702).

In-text citation: (Weaver, 1998)

Reece, J. S. (1978). Measuring investment center performance. *Harvard Business Review* 56 (3), 28-40. (Dialog file 107, item 673280 047658).

In-text citation: (Reece, 1978, p. 29)

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082).

In-text citation: (Mead, 1992)

Note: Give ERIC number in parentheses at end of reference entry.

PUBLISHED INTERVIEW

Newman, P. (1982, January). [Interview with William Epstein, editor of *JEP: Human Perception and Performance*]. *APA Monitor*, pp. 7, 39.

In-text citation: (Newman, 1982, p. 39)

PERSONAL COMMUNICATIONS

Because personal communications (letters, memos, personal interviews, telephone conversations, and so on) do not provide recoverable data, they are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

In text:

According to M. J. Morrow (personal communication, April 18, 1999), social cohesion is critical for societies to prosper economically. . . .

Reference citation: NONE

REVIEW OF A VIDEO

Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the video program *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

In-text citation: (Kraus, 1992, p. 1146)

TELEVISION SERIES

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

In-text citation: (Miller, 1989)

ELECTRONIC MEDIA

Journals or Periodicals

New: Add the "Digital Object Identifier" (DOI)

- A number assigned to everything once it is made available online
- Typically located on first page of electronic journal article, near copyright notice; also on the database landing page for article
- If there is a DOI, do not use URL
- Use DOI for BOTH electronic and print if available

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of*

Periodical, volume number (issue number). doi: xx.xxxx/xxxx-xxxx.xx.x.xxx

Sadeh, A., Raviv, A., & Gruber, R. (2000). Sleep patterns and sleep disruptions in school-age children. *Developmental Psychology*, 36, (3), 291-301. doi:10.1037/0278-6133.24.2.225

If the document does not have a DOI, use the standard format of retrieval date and URL:

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, volume number (issue number). Retrieved month day, year, from URL of the website.

Sadeh, A., Raviv, A., & Gruber, R. (2000). Sleep patterns and sleep disruptions in school-age children. *Developmental Psychology*, 36, (3), 291-301. Retrieved August 21, 2001, from <http://www.apa.org/journals/dev/dev363291.html>

In-text citation: (Sadeh, et al., 2000)

NOTE: When you have retrieved an article from a searchable Web site, give the URL for the site, not the exact source.

Example:

Kibbey, A. (2003) Editorial: gender and the American ideology of war. *Genders*, 37. [Online Journal] retrieved March 3, 2003, from <http://www.genders.org/>

In-text citation: (Kibbey, 2003)

ARTICLE IN A MONTHLY MAGAZINE

Wang, P. (1992, March) Fund Watch. *Money*, pp. 49-54.

In-text: (Wang, 1992)

ARTICLE IN A WEEKLY/BIWEEKLY MAGAZINE

Santos, R. (1998, July 12). Tax break? *The New Republic*, pp. 24-25, 38-40.

In-text: (Santos, 1998)

ARTICLE IN A NEWSPAPER

Fetter, Jane. "Critical People Cause Office Fireworks." (1996, July 4). *The Providence Journal*,
p. A1.

In-text: (Fetter, 1992)

In-text quotation:

Kibbey's (2003, para 6) research reveals that "a crucial part of debates about gender must be about exposing the relevance of gender . . . regarding many of the issues we face as human beings."

ONLINE DOCUMENT CREATED BY AN ORGANIZATION

Author, A. A. (Publication date). *Title of work*. Retrieved month day, year, from source or doi.

World Bank Group. (1999, August 24). *PovertyNet: What is social capital?* Retrieved August 24, 2001, from <http://www.worldbank.org/poverty/scapital/whatsc.htm>

In-text citation: (World Bank Group, 1999)

American Academy of Child & Adolescent Psychiatry (n.d.). *Glossary of symptoms and mental illness affecting teenagers*. Retrieved February 27, 2002, from http://www.aacap.org/about/glossary/AACAP_Glossary.pdf

In-text citation: (American Academy, n.d.)

ONLINE BOOK

Orlov, D. and Roumell, M. T. (1999). *What every manager needs to know about sexual*

harassment. An online eBook retrieved March 3, 2003, from <https://www.linccweb.org/ersourdes.asp>

In-text citation: (Orlov & Roumell, 1999)

EMAIL, LISTSERV, OR NEWSGROUP

APA states that electronic communication (email, listserv, blogs, facebook, or electronic bulletin board messages) should be cited as personal communication. Personal communications are not cited in the reference list—cite them in text only. The format is as follows:

Rachel Fustini (personal communication, December 12, 2003) claimed

or

Representatives of the Corporation claimed ... (Fustini, Rachel, personal communication, December 12, 2003)

ELECTRONIC MAILING LIST (LISTSERV)

Fustini, R. (2003, December 3). Final Examinations. Message posted to Comp I mailing list, archived at <http://www.jccc.net/mail-archive/msg12345html>

ELECTRONIC DATABASE

(If the article retrieved is an abstract only, indicate "Abstract retrieved from....")

Clancy, S. A., McNally, R. J., Schacter, D. L., Lenzenweger, M. F., and Pitman, R. K. (2002, August). Memory distortion in people reporting abduction by aliens. *Journal of Abnormal Psychology*, 111 (3). Abstract retrieved November 18, 2002, from Expanded Academic ASAP database.

First in-text citation: (Clancy, McNally, Schacter, Lenzenweger, & Pitman, 2002)

Subsequent in-text citations: (Clancy, et al., 2002)

Rose, N. & Blackmore, S. (2001, June). Are false memories psi-conductive? *The Journal of Parapsychology*, 65 (2). Retrieved November 18, 2002, from Expanded Academic ASAP database.

In-text citation: (Rose & Blackmore, 2001)

National Health Interview Survey--Current health topics: 1991--Longitudinal study of aging (Version 4) [Electronic data tape]. (1992). Hyattsville, MD: National Center for Health Statistics [Producer and Distributor].

GOVERNMENT AGENCY WEBSITE

United States Sentencing Commission. (n.d.). *2001 sourcebook of federal sentencing statistics*. Retrieved December 3, 2002, from <http://www.ussc.gov/ANNRPT/2001/SBtoc01.htm>

In-text citation: (United States Sentencing, n.d.)

U.S. Department of Health and Human Services: Administration for Children and Families. (1998, August 20). *HHS announces welfare caseload continues unprecedented decline and releases employment retention and advancement grants*. Retrieved August 11, 2004, from <http://www.acf.dhhs.gov/news/press/1998/13grants.htm>

First in-text citation: (U.S. Department of Health and Human Services [DHHS], 1998)

Subsequent in-text citations: (DHHS, 1998)

INTERNET WEBSITE

Carrol, R. T. (1999) ESP (extrasensory perception). *The Skeptics Dictionary*. Retrieved February 22, 2003, from <http://www.skeptdic.com/esp.html>

In-text citation: (Carrol, 1999)

THE PARTS OF AN APA PAPER

The title page as illustrated later in this handout.

The abstract is a brief, comprehensive summary of the article. Most papers using APA style, intended for publication, must include an abstract. If your instructor requires you to include an abstract, note the following characteristics found in one:

- Accurately reflects the meaning and purpose of the article.
- Self-contained paragraph explaining unique terms, including key words, paraphrasing rather than quoting.
- Concise and specific, no more than 290 words.
- Reports rather than evaluates.
- Coherent and readable.

An APA paper has the following parts:

- Literature review/Introduction of the problem background, purpose, and rationale.
- Method explaining the procedure
- Results tables and figures, statistical presentations, significant findings, etc.
- Discussion/evaluate: interpret the results and state implications of the study.
- References list of cited sources
- Appendix if any
- Author's note if warranted

Running Head: *how to do*

In Microsoft Word:

1. Choose View menu, click on *Header and Footer*.
2. In the toolbar that appears, choose the *Page setup* image and then the tab *Layout*.
3. In the menu, under *Headers and footers*, click the box that says *Different first page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.
6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

EXAMPLE OF A STUDENT PAPER FOLLOWS

Running head: ADULT VICTIMS OF CHILDHOOD

1

Adult Victims of Childhood Sexual Abuse:

Can They Be Healed?

Anna Smith

Introduction to Psychology, Sec. 04

Johnson County Community College

ADULT VICTIMS OF CHILDHOOD

2

More than one out of three women has experienced forms of sexual abuse as a child, ranging from sexual fondling to intercourse (Mosedale, 1991). The perpetrator may have been anyone, although in most cases, the abuser was known to the victim (Kohn, 1987). According to the National Center for Post-Traumatic Stress Disorder (Whealin, n.d.), "Researchers estimate that, in our country, about 10% of boys and 25% of girls are sexually abused" (Whealin, n.p.).

As adults, victims of sexual abuse may suffer the effects of abuse including low self-esteem, depression, isolation (Goldsmith, 1987), borderline personality disorder (Kohn, 1987), and post-traumatic stress syndrome (Kohn, 1987; Mosedale, 1989). Fortunately, at least one-half of sexual abuse victims survive without serious problems (Kohn, 1987). The other fifty percent, however, do not recover as completely.

In a case study of 68 abused children, researchers found that five years after their ordeal these children exhibited more behavior problems and lower self-esteem than their peers who had suffered no abuse (Swanston, Tebbutt, O'Toole, & Oates, 1997).

While part of the reason for more complete recovery may depend on the severity and frequency of the abuse and who the perpetrator was, talking about the abuse is a key issue in recovery. Famous people including Oprah Winfrey, U.S. Senator Paula Hawkins, and author Gail Sheehy have reported feeling "liberated by sharing the stories of their abuse" in an effort to help other victims (Goldsmith, 1987, p. 88). Some sexual abuse victims who wrote to *Glamour* magazine in response to a request stated that just writing the letter made them feel better. Other respondents who reported being in therapy found opening up to a therapist invaluable to recovery. For this reason, survivors should seek professional help (Mosedale, 1989).

ADULT VICTIMS OF CHILDHOOD

3

Therapists have learned that if adult victims of child abuse share their experiences, they can begin to heal and become healthier adults. By doing this, they will pave the way for other victims to share similar revelations and let the abusers know that child abuse is not going to be the family secret and that victims need not suffer in silence any longer.

ADULT VICTIMS OF CHILDHOOD

4

References

- Goldsmith, B. (1987). We are survivors. . . . *MS*, pp. 88-89.
- Kohn, A. (1987, February). Shattered innocence, uprooted lives. *Psychology Today*, pp. 54-58.
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FALL AND SPRING HOURS

Monday- Thurs: 8:00-8:00

Friday: 8:00- 2:00

Saturday: 9:00 – 3:00

Sunday: 12:00 – 4:00

SUMMER HOURS

**Monday- Thursday:
8:00 – 8:00
ONLY**

THE WRITING CENTER IS CLOSED BETWEEN SEMESTERS AND DURING BREAKS

If you have any questions, please call or email the Writing Center: **913.469.3439**

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- **JCCC Grammar Hotline: 913-469-4413**
- **Email: wcenter@jccc.edu**
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Additional Helpful websites:

<http://www.apastyle.org/learn/faqs/index.aspx> APA's main site for quick answers

<http://www.dianahacker.com/resdoc>

<http://psychology.about.com/od/apastyle/a/apageneral.htm> good resource for clear answers

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://flashlr.apa.org/apastyle/basics/index.htm> --for a tutorial about APA Style

<http://www.cite.auckland.ac.nz/index.php?p=quickcite> --easy to use and understand