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Formatting a Research Paper in APA Style

The International Institute for Restorative Practices Graduate School uses the most recent version of APA Style, the most widely-used scholarly writing and referencing format in the social sciences for coursework and research.

https://doi.org/10.1037/0000165-000

We highly recommend that you obtain a copy of this manual; visit www.apastyle.org for details and purchase information. It is available in both print and ebook versions.

All students at IIRP are expected to use APA Style for coursework writing assignments. Learning to use it correctly not only prepares you for graduate-level writing and publishing professionally in the future, but also aligns with IIRP Institutional Learning Goal number 5 (Information literacy).

Notes: This writing guide is intended to illustrate the most commonly-used elements of APA Style; it is not comprehensive, and is not intended to replaced the APA Publication Manual. For style or format questions not covered here, consult the IIRP Graduate School Library's APA help tools page.

For formatting purposes, APA distinguishes between “student papers” and “professional papers;” required elements vary between each type. Unless otherwise indicated by your instructor, use student paper formatting; see guidelines and examples from APA. For details about formatting a professional paper, consult the APA Publication Manual, Chapter 2.

General guidelines

- **Fonts**: 12 point Times New Roman, 11 point Calibri or 11 point Arial
- **Page margins**: One inch from top, bottom, left and right side of each page.
- **Body text line spacing**: Double-spaced.
• **Paragraph indentation**: Indent the first line of each paragraph by *one-half inch* from the left margin. (Use your word processor’s Help feature for instructions on formatting paragraph indentation.)

• Use **one space after the period** at the end of a sentence.

• All text is **left-justified**, with an unjustified (ragged) right margin.

• Do not hyphenate words at the ends of lines.

• Arrange the pages of your paper in the following order. (*Note*: Not every paper will contain all of these elements).
  
  - Title page
  - Abstract (*if required by instructor*)
  - Text
  - References
  - Footnotes/endnotes
  - Tables
  - Figures
  - Appendices

• The **title** of your paper is typed in caps/lowercase letters (also known as title case), centered on the page. If the title requires more than one line, double-space between lines.

• **Cover sheet**: Include the following information:

  **Title of the Paper in Boldface**

  Your name

  Institution name

  Course number: Course title

  Instructor name

  Assignment due date
Sample Title Page – Student Paper

Education Versus Learning: Restorative Practices in Higher Education

Jane Smith
International Institute for Restorative Practices
RP 506: Restorative Practices: The Promise and the Challenge
Dr. Gina Baral Abrams
March 15, 2020
Sample Abstract Page

(Note: Only include an abstract for research-based papers, or if your instructor requests it. Place it on its own page between the title page and the first page of the paper.)

Abstract

Increasing numbers of adults are returning to a diverse array of higher education settings. Institutions that serve this population must consider the meaning of education to these students, their needs, and the modes of instruction most likely to meet these needs. Approaches to education have historically tended toward mechanistic and routine-oriented learning. However, adult learning is best accomplished through more flexible, collaborative, and transformative processes. Adult learning literature over the past several decades has offered challenges and insights into these two approaches. This literature has been rich in its exploration of diverse ideological and conceptual concerns related to the desire to create a more empowering and transformative experience of learning. This paper provides a brief historical overview of education and learning as concepts with a focus on the insights of recent adult learning scholarship. It will also discuss how the emerging field of restorative practices offers new perspectives on these approaches. As a field that has developed independently of adult learning scholarship, but shares many of its commitments, restorative practices offer a fresh view on learning scholarship.
Education Versus Learning: Restorative Practices in Higher Education

Increasing numbers of adults are returning to a diverse array of higher education settings and even constitute an increasing percentage of students in undergraduate programs (Kasworm, 2003). In 1971, adults older than 24 constituted approximately a quarter of undergraduate enrollment, but now constitute nearly half the total number (Kasworm, 2003). Other adults are returning to graduate studies in increasing numbers in response to career changes, desire remaining competitive in their field, and other reasons related to economic disruption and restructuring (Pusser et al., 2007). Institutions that serve this population must consider the meaning of education to those students, their needs, and the modes of instruction most likely to meet these needs.

The relative new field of adult learning has attempted to explore how adults learn and create meaning. Approaches to education have historically tended toward mechanistic and routine-oriented learning. However, adult learning is best accomplished through more flexible, collaborative, and transformative processes (McElhinney, 1994). Adult learning literature over the last several decades has offered challenges and insights into these two approaches. Small and interactive group processes in the classroom are more appropriate to most adult learning experiences where they are likely to be multiple right answers to a given problem or challenge. This confirms Mezirow’s (1997) theories of transformative learning in that groups ideally should allow for affect, critically reflect, limit the influence of disruptive members, and have equal opportunity to challenge and generalize learning (McElhinney, 1994). Far from a mere semantic difference, the concepts of education and learning in formation educational institutions bring contradictory assumptions about learners and the purpose of formal educational programming. Adult learning scholarship offers a new lens through which to view these tensions and has the potential to provide a road map for institutional transformation. Additionally, the emerging field of restorative practices, as a discipline that has developed independently of adult learning scholarship but shares many of its commitments, adds a new voice to adult learning scholarship.
References

https://digitalcommons.lesley.edu/cgi/viewcontent.cgi?article=1044&context=education_dissertations

https://doi.org/10.1080/01619560701338538


https://doi.org/10.1080/10511250200085301

https://doi.org/10.1093/oxfordjournals.bjc.a045783


Formatting References

The reference page is an alphabetical list of works cited. See the example on the previous page. Here are some general tips:

Formatting the Page

- The reference list begins on a separate page.
- Center the word “References” in boldface type, at the top of the page. Do not use underlining or italics.
- Double-space all reference entries, with one double space separating each entry.

Formatting Reference Entries

- All references must be formatted with a **hanging indent** of one-half inch from the left for the second and all subsequent lines of the reference. (Follow your word processor’s instructions for this function.)
- **Alphabetize** the reference list by the last name of the author or editor. If there is no author or editor, alphabetize by the first significant word of the title (omitting the initial articles A, An and The).
- For **author names**, begin with the author’s last name and first initial(s), if the author is identified. In the case of multiple authors, list them in the order indicated in the source document. Separate initials with a single space: Smith, A. B. not Smith A.B. For multiple authors, separate each name with a comma: Worthing, E. J., & Moncrieff, A.
- Place **date of publication** in parentheses immediately after the final author’s name, followed by a period.
- Italicize **titles and subtitles** of books, periodical titles, and standalone works. Do not italicize titles of articles. Do not place quotation marks around titles of articles.
- For **items with subtitles**, capitalize only the first word of the title, the first word of the subtitle following the colon, and proper nouns. *Real justice: How we can revolutionize our response to wrongdoing.*
• Use the abbreviations “p.” or “pp.” before page numbers only in works in anthologies; do not use them before page numbers of articles appearing in magazines and scholarly journals.

• If publication elements (author name, date, etc.) are omitted from the original document, see “When information is missing” on page 31, or contact the IIRP Library for assistance.

• For references that end in URLs or DOIs, do not place a period at the end of the reference; this may cause the link to malfunction.

• The EBSCOhost scholarly literature databases and other research tools available via the IIRP Library provide citation generators for formatting bibliographic references in APA style. If you choose to use these tools, be sure to examine your references for stylistic accuracy prior to submitting your writing assignment to your instructor, since errors can often occur. It is your responsibility to ensure that your work is formatted correctly. Using citation generators responsibly.

For details and additional examples, please consult:


Reference Examples

In this section, numbers following each heading refer to corresponding sections in the APA Publication Manual, 7th edition. Please see these sections for additional guidance.

Books, e-books, conferences, reports

APA Publication Manual section 10.2

<table>
<thead>
<tr>
<th>Book by a single author</th>
<th>Author’s last name, initial(s). (Year). Title of publication. Publisher.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Book by 2 to 20 authors</th>
<th>Authors’ names in order of appearance. (Year). Title of publication. Publisher. (Note: Separate authors’ names with commas; preface final author’s name with an ampersand (&amp;).)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Note: For works with three or more authors, use et al. after the first author’s name in in-text citations.)</td>
</tr>
</tbody>
</table>
| **Work with 21 or more authors** | Restorative Practices.  

*Parenthetical citation:* (Costello et al., 2019).  
*Narrative citation:* Costello et al. (2019). |
|-----------------------------|----------------------------------------------------------|

*Parenthetical citation:* (Able et al., 2014).  
*Narrative citation:* Able et al. (2014). |
| **Book with editor(s)** | Author’s last name, initial(s). (Ed.). (Year). *Title of publication.* Publisher.  


*Parenthetical citation:* (Sori, 2006).  
*Narrative citation:* Sori (2006).  


*Parenthetical citation:* (Clarijs & Malberg, 2012).  
*Narrative citation:* Clarijs and Malberg, (2012). |
| **Book with chapter written by one person but edited by another** | Author’s last name, initial(s). (Year). Chapter title. In Editor’s initial(s) & last name(s) (Eds.), *Title of publication* (pp. xx-xx). Publisher.  

<table>
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<tr>
<th><strong>Type</strong></th>
<th><strong>Citation Format</strong></th>
</tr>
</thead>
<tbody>
<tr>
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<td>(Andersen, 2013).</td>
</tr>
<tr>
<td><strong>Narrative citation</strong></td>
<td>Andersen (2013).</td>
</tr>
</tbody>
</table>

**Book – specific edition**

Author’s last name, initial(s). (Year). *Title* (Number of ed.). Publisher.


**Parenthetical citation**: (Nelson et al., 2000).  
**Narrative citation**: Nelson et al. (2000).


**Parenthetical citation**: (Brendtro et al., 2002).  
**Narrative citation**: Brendtro et al. (2002).

**Non-English book – translated**

Author’s last name, initial(s). (Year). *Translated title [Last name with initial, Trans.]*. Publisher.


**Parenthetical citation**: (Piaget, 1954).  
**Narrative citation**: Piaget, (1954).

**Non-English book – not translated**

Author’s last name, initial(s). (Year). *Original title [English translation of title]*. Publisher.


**Parenthetical citation**: (Oostrik, 2010).  
**Narrative citation**: Oostrik, (2010).

Alphabetize group authors by the first significant word of the name (ignore the initial articles A, An and The). (Year). *Title*. Publisher.
### Book with group, institutional or corporate author


**Parenthetical citation:** (Chicago Community Policing Evaluation Consortium, 2000).

**Narrative citation:** Chicago Community Policing Evaluation Consortium, (2000).

When the author and publisher are the same, omit the publisher from the source.


**Parenthetical citation:** (Springhouse Corporation, 2002).

**Narrative citation:** Springhouse Corporation (2002)

### E-book

Author(s). (Year). *Title*. Publisher. URL or DOI


**Parenthetical citation:** (Braithwaite & D’Costa, 2018).

**Narrative citation:** Braithwaite and D’Costa (2018)


**Parenthetical citation:** (Department of Education and Skills, 2013).

**Narrative citation:** Department of Education and Skills (2013)

**Note:** Some e-books have location or paragraph numbers and/or section headings rather than traditional pagination. In such cases, include as much information as needed in the citation for the reader to locate the quotation. Some older e-books may lack publication dates; use (n.d.)

### Conference papers & presentations - print

**Parenthetical citation:** (Nathanson, n.d., Chapter 2, location 5532).

**Narrative citation:** Nathanson (n.d., Chapter 2, location 5532)

**Presenter’s last name(s) and initial(s).** (Year, Month Days). *Title of contribution [Type of contribution].* In Editor’s name, (Ed.), *Title of Meeting, (pp-pp).* Publisher.

**Note:** Use information provided as much as possible. Use the dates of the meeting rather than the specific presentation date. If no proceedings editor is given, use the meeting name. Reference conference material from printed sources in the same format as book chapters or journal articles. See the *APA Publication Manual,* section 10.5 for additional details.

**Paper from published proceedings; no editor(s):**


**Parenthetical citation:** (Macdonald, 2010).

**Narrative citation:** Macdonald (2010)

**Paper from published proceedings; with editor(s):**


**Parenthetical citation:** (Maxwell, 1992).

**Narrative citation:** Maxwell (1992)

**Conference paper, unpublished:**

### Parenthetical citation:
(Nguyen, 2012).

**Narrative citation:** Nguyen (2012)

### Conference poster presentation:

Adams-Labonte, S. K. (2012, August 2-5). *Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea* [Poster presentation]. American Psychological Association 120th Annual Convention, Orlando, FL.

**Parenthetical citation:** (Adams-Labonte, 2012).

**Narrative citation:** Adams-Labonte (2012)
<table>
<thead>
<tr>
<th>Report/white paper or government publication – print</th>
<th>Report/white paper or government publication – online</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Parenthetical citation:</em> (Molnar-Main et al., 2014). <em>Narrative citation:</em> Molnar-Main et al. (2014)</td>
<td><em>Parenthetical citation:</em> (Zinsser et al., 2013). <em>Narrative citation:</em> Zinsser et al. (2013)</td>
</tr>
</tbody>
</table>
**Parenthetical citation:** (Augustine et al., 2013).
**Narrative citation:** Augustine et al. (2013)


**Parenthetical citation:** (Government Accountability Office, 2018).
**Narrative citation:** Government Accountability Office (2018)
## Journal articles

### APA Publication Manual section 10.1

| Journal article – print | Author’s last name, initial(s). (Year). Title of article. *Title of Periodical, volume(issue), pp.-pp.*  
**Parenthetical citation:** (Grant., 2012).  
**Narrative citation:** Grant (2012) |
| --- | --- |
| Journal article – online | **Note:** Whenever available, include the article’s DOI (Digital Object Identifier). For further information on DOIs, [click here](#).  
https://doi.org/10.5235/20504721.2.3.280  
**Parenthetical citation:** (Rosenblatt, 2014).  
**Narrative citation:** Rosenblatt (2014)  
*If no DOI is available for an article published online, include its URL. Do not place a period after the URL or DOI at the end of a reference, as this may cause the link to malfunction.*  
**Parenthetical citation:** (Sepper, 2015).  
**Narrative citation:** Sepper (2015) |
| URL or DOI | --- |
## Theses & dissertations

*APA Publication Manual section 10.6*

<table>
<thead>
<tr>
<th>Theses &amp; dissertations</th>
<th>APA Publication Manual section 10.6</th>
</tr>
</thead>
</table>
| **Doctoral dissertation or master’s thesis from a database service** | Author’s last name, initial(s). (Year). *Title* (Publication or order number) [Doctoral dissertation or Master’s thesis, Name of Institution]. Name of Database.  
**Parenthetical citation:** (Del Principio, 2012).  
**Narrative citation:** Del Principio (2012) |
| **Unpublished dissertation or thesis** | Author’s last name, initial(s). (Year). *Title* [Unpublished doctoral dissertation or master’s thesis]. Name of Institution.  
**Parenthetical citation:** (Hinton, 2008).  
**Narrative citation:** Hinton (2008) |
| **Dissertation or thesis retrieved online (non-database source)** | Author’s last name, initial(s). (Year). *Title* [Doctoral dissertation or Master’s thesis, Name of Institution]. Repository/Archive Name. URL  
**Parenthetical citation:** (Adamson, 2012).  
**Narrative citation:** Adamson (2012) |
Digital media & online content

APA Publication Manual sections 10.12 – 10.16

Use these guidelines for constructing references for digital and online sources.

<table>
<thead>
<tr>
<th>Media type</th>
<th>Include as author</th>
</tr>
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<tbody>
<tr>
<td>Film</td>
<td>Director</td>
</tr>
<tr>
<td>TV series</td>
<td>Executive producer(s)</td>
</tr>
<tr>
<td>TV series - episode</td>
<td>Writer and director of episode</td>
</tr>
<tr>
<td>Podcast</td>
<td>Host or executive producer</td>
</tr>
<tr>
<td>Podcast episode</td>
<td>Host of episode</td>
</tr>
<tr>
<td>Webinar</td>
<td>Instructor</td>
</tr>
<tr>
<td>Online streaming video</td>
<td>Person / group who uploaded video</td>
</tr>
<tr>
<td>Music album or song – classical</td>
<td>Composer</td>
</tr>
<tr>
<td>Music album or song - modern</td>
<td>Recording artist</td>
</tr>
<tr>
<td>Photograph</td>
<td>Photographer</td>
</tr>
</tbody>
</table>

Reference template – Standalone audiovisual media

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producer, B. B. (Executive Producer)</td>
<td>(2019, October 29).</td>
<td></td>
<td>Department Name, University Name.</td>
</tr>
<tr>
<td>Uploader, E. E.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Reference template – Audiovisual media that are part of a greater whole

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, C. C. (Director).</td>
<td>(2019, October 29).</td>
<td>Title of song [Description].</td>
<td>In Podcast title, Production Company.</td>
</tr>
<tr>
<td>Producer, E. E. (Producer).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composer, F. F. (Composer).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist, G. G.</td>
<td></td>
<td></td>
<td><a href="https://xxxxx">URL</a></td>
</tr>
<tr>
<td><strong>Online / streaming video</strong></td>
<td><strong>Author/Producer/Screen name. (Year, Month day). Title [Video file]. URL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PBS Newshour. (2014, February 20). <em>Colorado high school replaces punishment with ’talking circles’</em> [Video file]. YouTube. <a href="https://www.youtube.com/watch?v=g8_94O4ExSA">https://www.youtube.com/watch?v=g8_94O4ExSA</a></td>
<td></td>
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</tr>
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**Narrative citation:** PBS Newshour (2014) |
| Note: Use (n.d.) if no date is available: |
| Wethepeacemakers. (n.d.) *Conflict resolution at Parkview* [Video file]. [https://vimeo.com/27583835](https://vimeo.com/27583835) |
| **Parenthetical citation:** (Wethepeacemakers, n.d.).  
**Narrative citation:** Wethepeacemakers (n.d.) |

<table>
<thead>
<tr>
<th><strong>TED Talk</strong></th>
<th><strong>For TED Talks, the reference format depends on the source of the content. For a video from the TED website, list the speaker as the author; when referencing a video from YouTube, list TED as the author and include the speaker’s name in the title. The video dates may differ between the two sources; include the upload date, rather than the lecture date, in your reference. When citing an exact quotation from the video, include the timestamp.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED website:</td>
<td></td>
</tr>
<tr>
<td>Kohn, S. (2017, November). <em>What we can do about the culture of hate</em> [Video]. TED Conferences. <a href="https://www.ted.com/talks/sally_kohn_what_we_can_do_about_the_culture_of_hate">https://www.ted.com/talks/sally_kohn_what_we_can_do_about_the_culture_of_hate</a></td>
<td></td>
</tr>
</tbody>
</table>
| **Parenthetical citation:** (Kohn, 2017, 11:53).  
**Narrative citation:** Kohn (2017) |
<p>| YouTube: |
| TED. (2018, April 10). <em>Sally Kohn: What we can do about the culture of hate</em> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=BzeTjn0R2VY">https://www.youtube.com/watch?v=BzeTjn0R2VY</a> |
| <strong>Parenthetical citation:</strong> (TED, 2018, 5:53). |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Format Details</th>
<th>Citation Example</th>
</tr>
</thead>
</table>
| DVD video           | **Producer / Director / Artist name(s) (Role). (Year). Title [DVD]. Publisher / Production Company / University Name. URL**<br><br>Native Counselling Services of Alberta (Producer). (2010). *A sacred circle: Family group conferencing* [DVD]. Bearpaw Media Productions.<br><br>**Parenthetical citation:** (Native Counselling Services of Alberta, 2010).<br><br>**Narrative citation:** Native Counselling Services of Alberta (2010)<br><br>Douglas, C., & Moore, M. (Producers). (2004). *A healing river: An invitation to explore restorative justice values & principles* [DVD]. Heartspeak Productions.
**Parenthetical citation:** (Douglas & Moore, 2004).

**Narrative citation:** Douglas and Moore (2004)

**Author(s). (Date). Title of work. Source. URL**

Article from news website, with author byline


https://www.huffpost.com/entry/restorative-justice-california-schools_b_5afdb96de4b0c1cf3c0c3efb

**Parenthetical citation:** (Washburn, 2018).

**Narrative citation:** Washburn (2018)

Web page with individual author


**Parenthetical citation:** (Sparks, 2017).

**Narrative citation:** Sparks (2017)

Web page with group or corporate author


**Note:** When the author and the site name are the same, omit the site name from the source element.

**Parenthetical citation:** (Microsoft, 2019).

**Narrative citation:** Microsoft (2019)

Web page with no author, no date

*The four witness positions.* (n.d.). The Witnessing Project.
### Blog post

**Author / Screen name. (Year, Month day). Title. Source. URL**


**Parenthetical citation:** (Bailie, 2019).

**Narrative citation:** Bailie (2019)


**Parenthetical citation:** (Teacher Tom, 2019).

**Narrative citation:** Teacher Tom (2019)

### Webinar (recorded)

**Instructor(s). (Year, Month day). Title [Webinar]. Publisher. URL**


**Parenthetical citation:** (Weissberg et al., 2013).

**Narrative citation:** Weissberg et al. (2013)

**Note:** When citing unrecorded webinars, treat them as personal communications and do not include them in reference lists.

### Research database record

Only used for informally-published documents available exclusively from databases (e.g., ERIC documents with ED report numbers); otherwise, cite and reference the original publication source.

**Author(s). (Year, Month). Title (Report/document number). Database/Repository. URL**

---

**http://www.witnessingproject.org/archives/the-four-witness-positions**

**Parenthetical citation:** (*The four witness positions*, n.d.).

**Narrative citation:** *The four witness positions* (n.d.)

**Parenthetical citation:** (Dusenbury and Weissberg, 2017).

**Narrative citation:** Dusenbury and Weissberg (2017)
Social media

APA Publication Manual section 10.15

Additional details about citing various types of social media can be found in the APA Publication Manual and the APA Style Blog.

**FaceBook**

Status update, group author

International Institute for Restorative Practices (IIRP). (2014, 23 December). New report: "Sticker Shock: Calculating the Full Price Tag for Youth Incarceration" Thirty-three U.S. states and jurisdictions spend $100,000 or more annually to incarcerate a young person, and continue to generate outcomes that result in even greater costs [Status update]. FaceBook.  
https://www.facebook.com/RestorativePractices/posts/10152983323848707

**Parenthetical citation:** (International Institute for Restorative Practices, 2013).  
**Narrative citation:** International Institute for Restorative Practices (2013)

Status update, individual author

Bogard, S. E. [Sue Evans]. (2014, April 5). *I will never stop telling you about the work we do! So proud. It's a long long journey but worth every step* [Status update]. Facebook.  
https://www.facebook.com/sue.e.bogard/posts/10152299214508774

**Parenthetical citation:** (Bogard, 2014).  
**Narrative citation:** Bogard (2014)
Note: When posts are not “public,” e.g. visibility is limited because of restrictions to friends, subscribers, etc., treat them as personal communications (see page 31).

**Tweet, group author**


*Parenthetical citation:* (IIRP, 2015).

*Narrative citation:* IIRP (2015)

**Tweet, individual author**


*Parenthetical citation:* (Modig, 2014).

*Narrative citation:* Modig (2014)

Note: This format is also used for Instagram posts.
AdvocateAndEmpower (2018, December 17). *I’m here for restorative practices until your son punches my daughter at school* [Online forum post]. Reddit. [https://www.reddit.com/r/education/comments/a7pyru/im_here_for_restorative_justice_practices_until/](https://www.reddit.com/r/education/comments/a7pyru/im_here_for_restorative_justice_practices_until/)

**Parenthetical citation:** (AdvocateAndEmpower, 2018).

**Narrative citation:** AdvocateAndEmpower (2018)
Moodle discussion forums

Because Moodle discussion threads are password-protected and not accessible to non-participants of the group, they are treated as personal communications (see below). Use the last name of the contributor, unit number of the course schedule, and title of the discussion thread:

(Smith, Unit 1, Shaming)

Moodle discussions can only be listed as in-text citations; they are not included in References pages.

Personal communications

APA Publication Manual section 8.9

Personal communications can consist of printed, verbal or digital communications between individuals (letters, memos, email or text messages, personal interviews, conversations, unrecorded classroom lectures, private social media exchanges, etc.).

Since they are inaccessible to readers outside the parties involved, they are not considered recoverable or retrievable. Therefore, do not include them in References pages. Instead, cite them in text only, with as much information to identify the source and date as possible:

Parenthetical citation:  (C. W. Adamson, personal communication, August 14, 2019).
Narrative citation:  C. W. Adamson (personal communication, August 14, 2019)

See APA Publication Manual, section 8.9, for additional discussion.
When information is missing …

Occasionally, you may need to cite a source in which one or more publication elements are absent. In such cases, use the guidelines and templates provided in this table:

<table>
<thead>
<tr>
<th>Missing element</th>
<th>Solution</th>
<th>Template</th>
<th>Reference list entry</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing—all elements are present</td>
<td>Provide the author, date, title, and source of the work.</td>
<td>Author. (Date). Title. Source.</td>
<td>(Author, year)</td>
<td>Author (year)</td>
</tr>
<tr>
<td>Author</td>
<td>Provide the title, date, and source.</td>
<td>Title. (Date). Source.</td>
<td>(Title, year)</td>
<td>Title (year)</td>
</tr>
<tr>
<td>Date</td>
<td>Provide the author, write “n.d.” for “no date,” and then provide the title and source.</td>
<td>Author. (n.d.). Title. Source.</td>
<td>(Author, n.d.)</td>
<td>Author (n.d.)</td>
</tr>
<tr>
<td>Title</td>
<td>Provide the author and date, describe the work in square brackets, and then provide the source.</td>
<td>Author. (Date). [Description of work]. Source.</td>
<td>(Author, year)</td>
<td>Author (year)</td>
</tr>
<tr>
<td>Author and date</td>
<td>Provide the title, write “n.d.” for “no date,” and then provide the source.</td>
<td>Title. (n.d.). Source.</td>
<td>(Title, n.d.)</td>
<td>Title (n.d.)</td>
</tr>
<tr>
<td>Author and title</td>
<td>Describe the work in square brackets, and then provide the date and source.</td>
<td>[Description of work]. (Date). Source.</td>
<td>([Description of work], year)</td>
<td>[Description of work] (year)</td>
</tr>
<tr>
<td>Date and title</td>
<td>Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.</td>
<td>Author. (n.d.). [Description of work]. Source.</td>
<td>(Author, n.d.)</td>
<td>Author (n.d.)</td>
</tr>
<tr>
<td>Author, date, and title</td>
<td>Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source.</td>
<td>[Description of work]. (n.d.). Source.</td>
<td>([Description of work], n.d.)</td>
<td>[Description of work] (n.d.)</td>
</tr>
<tr>
<td>Source</td>
<td>Cite as a personal communication (see Section 8.9) or find another work to cite (see Section 9.37).</td>
<td>No reference list entry</td>
<td>(C. C. Communicator, personal communication, month day, year)</td>
<td>C. C. Communicator (personal communication, month day, year)</td>
</tr>
</tbody>
</table>

Citing Quotations and Ideas Within A Paper

When crediting another author’s words or ideas in the body of your paper, either through direct quotation or paraphrasing, it is important to use the appropriate format to cite them correctly. APA uses the **author-date** format as the basis for in-text citations.

In most cases, in-text citations point to items listed on the References page, which contain more detailed publication information. (**Exception:** Personal communications (see page 31).

Citations can be **parenthetical** or **narrative**, depending on the flow of the writing.

**Parenthetical citations:**

Compassionate witnessing can be effective tool for working with people impacted by violence (Weingarten, 2003).

A case study of undocumented youth in an urban high school highlights the need for trauma-informed mental health services for these students (Cadenas, Peña & Cisneros, 2019).

**Narrative citations:**

Weingarten (2003) provides a detailed analysis of the components of compassionate witnessing.

Cadenas, Peña and Cisneros (2019) list practical steps for supporting undocumented students’ mental health.

The placement of punctuation can vary depending on the citation format; see the examples below for illustrations of correct punctuation in each type.

**Number of authors to include in in-text citations**

<table>
<thead>
<tr>
<th>Author type</th>
<th>Parenthetical citation</th>
<th>Narrative citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three or more authors</td>
<td>(Thorsborne et al., 2019)</td>
<td>Thorsborne et al. (2019)</td>
</tr>
<tr>
<td>Group author with abbreviation - First citation</td>
<td>(Collaborative for Academic, Social, and Emotional Learning [CASEL], 2020)</td>
<td>Collaborative for Academic, Social, and Emotional Learning [CASEL, 2020]</td>
</tr>
</tbody>
</table>
In-text citations – Exact quotations

When quoting an author’s exact words, include an in-text citation with the author’s last name, publication year, and page number(s) from which the quotation is taken in the appropriate point in the text. Note the position of punctuation at the end of the quotations.

- **Short quotations** (under 40 words) are incorporated into the text and enclosed by double quotation marks.

  In considering the matter of campus security, it is important to remember that “safe learning environments ultimately require more than violence prevention programs; mechanisms for conflict resolution must also be available” (Anderson, 2004, p. 76).

- **Long quotations** (40 words or longer) are typed in a double-spaced block, indented one half inch from the left margin. Omit quotation marks.

  My suspicion is that criminology to some extent has amplified a process conflicts have been taken away from the parties directly involved and thereby have either disappeared or become other people’s property. In both cases a deplorable outcome. Conflicts ought to be used, not only left in erosion. And they ought to be used, and become useful, for those originally involved in the conflict. Conflicts might hurt individuals as well as social systems. That is what we learn in school. That is why we have officials. Without them, private vengeance and vendettas will blossom. We have
learned this so solidly that we have lost track of the other side of the coin: our industrialised large-scale society is not one with too many internal conflicts. It is one with too little. Conflicts might kill, but too little of them might paralyse. (Christie, 1977, p. 1)

- If you have a **quote within a short (under 40 words) quote**, enclose it in single quotation marks.

  Nathanson (1992) reminds us of the influence of cultural context on affects. “Each role or cultural stereotype involves a different pattern of affects damped or magnified – what Tomkins calls ‘the differential magnification of innate affect’” (p. 83).

- If you have a **quote within a block quotation**, enclose it in double quotation marks.

  Some few juvenile court judges are rejecting referrals of emotionally disturbed children who behave precisely as they are expected to behave. One juvenile court judge in central Pennsylvania chastised a school district for referring a fourteen-year-old girl with serious emotional problems to juvenile court for making threats to a teacher. The court dismissed the case, which should have been handled through the student’s IEP. The court wrote, “While this decision is not intended to effectively cut off all access to the criminal court system by school authorities, the instances where it is appropriate should be rare indeed.” (Schwartz & Reiser, 2001, pp. 112-113)

- If using a quote from an **audio or video source**, include the **time-stamp** in the citation.

  Gordon Allport, the psychologist who pioneered the study of hate in the early 1900s, developed what he called a Scale of Prejudice. At one end are things like genocide
and other bias-motivated violence; but at the other end are things like believing your in-group is inherently superior to some out-group, or avoiding social interaction with those others. Isn’t that all hate? (Kohn, 2017, 11:53)

- **Ellipsis points** ( . . . ) are used to indicate **material omitted from a quotation**. A mid-sentence ellipsis consists of three consecutive spaced periods. Use four points to indicate any omission between sentences.

  I do not approve of anything that tampers with natural ignorance. Ignorance is like a delicate exotic fruit; touch it and the bloom is gone. The whole theory of modern education is radically unsound. Fortunately . . . education produces no effect whatsoever. If it did, it would prove a serious danger to the upper classes, and probably lead to acts of violence in Grosvenor Square. (Bracknell, 1990, p. 80)

**In-text quotations – Paraphrasing concepts**

**Works by a single author**

If the author is mentioned in the course of a sentence when paraphrasing their idea, give the publication year in parentheses just after the name:

  Morrison (2007) reviewed the statistical evidence of the efficacy of restorative justice programs in middle and high schools.

If the sentence is not structured with a direct mention of the author, place their last name and publication year at the end of the quotation or paraphrase:

  A review of middle- and high school restorative justice programs showed a significant decline in student-initiated offenses (Morrison, 2007).
For exact quotations, include the specific page number(s) after the publication year:

Purely reactive, short-term responses are inadequate for addressing the problem of bullying. “The problem of bullying has hidden costs, across a lifetime, for individuals and society” (Morrison, 2007, p. 4).

(Note the position of the sentence-ending period in relation to other punctuation.)

**Works by multiple authors**

When a work has **two authors**, cite both names every time the reference occurs in the text.

Worthing and Moncrieff (2011) discuss shifting perceptions of adoption versus biological birth in the context of children’s sense of personal identity.

If a work has **three or more authors**, cite only the first author’s name, followed by *et al.* and the publication year.

Bracknell et al. (2008) advance the controversial view that most present-day models of public education are fundamentally unsound, and that over-education may predispose youth to commit violent acts.

**Citing titles of works within the body text**

When mentioning the title of a work within the body of the paper, use the following formats:

**Standalone work** *(Book, report, dissertation, film/video, TV series, artwork, music album, unpublished manuscript, etc.)*: Use italics and title case.

**Part of a greater whole** *(Journal article, book chapter, blog post, TV episode, social media update, encyclopedia/dictionary entry, song, etc.):* Use double quotation marks and title case.

Joyce and Thompson’s 2017 study, “Do Victim Impact Panels Reduce Drunk Driving Recidivism?” presents a comparison of recidivism odds in two groups of DUI offenders after six months, one year and two years.

**Important note:** In the References list, be sure to format titles for documents as shown on pages 11-30.
Using Headings Within a Paper

APA style uses five levels of heading to indicate hierarchies or top-down progression of information, which can be helpful for organizing sections of a paper.

Use the formats illustrated below to label sections of text in your paper; do not label headings with numbers or letters.

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Bold, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>3</td>
<td>Flush Left, Bold Italic, Title Case Heading</td>
</tr>
<tr>
<td></td>
<td>Text begins as a new paragraph.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, Bold, Title Case Heading Ending With a Period. Text begins on the same line and continues as a regular paragraph</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Bold Italic, Title Case Heading Ending With a Period. Text begins on the same line and continues as a regular paragraph</td>
</tr>
</tbody>
</table>

See an example on the following page of headings integrated with text:
Method

Overview

This study was conducted after expedited Institutional Review Board review and approval in collaboration between university-based researchers and a child welfare system-of-care team and stakeholders comprising caregivers, the public child welfare authority, a child and family advocacy group, and a number of private nonprofit and …

Optimalization of Variables

Well Being

We asked the caregiver to rate the child in the following categories: living adjustments; physical and primary mental and behavioral health; school …

Mediating Variables

Three main mediating variables were of interest in this analysis, as discussed in Denby (2011):

Motivation and Sustainability. This measure assesses the reasons why caregivers originally assumed care of the children and those conditions that …

Childrearing and Parenting Ability. This measure assesses caregivers’ parenting values and beliefs and investigates the caregiver’s sense of attachment …

Caregiver Readiness/Capacity. The goal of these measurements are two-fold:

Caregiver Preparedness. Participants are given questions pertaining to the caregiver’s health, patience, and level of involvement with the children in their …

Caregiver Capacity. This measure positions caregivers to evaluate the extent to which they are effective in their role. …

Naming your Document Files

Since student papers and projects are submitted to faculty electronically, the IIRP Graduate School uses these conventions for naming word processing documents, videos, slideshow files, etc.

- Name your file with your surname followed by the course number (and section number when applicable), with no separating spaces:
  
  Thomas506
  Davis525.02

- Occasionally, instructors ask you to indicate the type of paper and/or your course unit/week number in parentheses after your name and course number. In this case, label your file with all information without spaces:
  
  Callahan501.01(Journal~Week4)

Your instructor might ask for assignment files to be named in a slightly different format than those above. If in doubt, ask them for clarification.
For Further Information & Help

A wide variety of help tools for learning and using APA Style – reference guides, websites, video tutorials, etc. – can be found at the IIRP Graduate School Library’s APA Writing Guidelines & Help page.

If you have any questions about APA writing or citation style, or would like assistance with reference or research, do not hesitate to contact the

IIRP Graduate School Library

Zeau D. Modig, Librarian

librarian@iirp.edu
(610) 807-3007
www.iirp.edu/library