IIRP Graduate School

Writing & APA Style Guidelines

Revised July 25, 2018

International Institute
for Restorative Practices

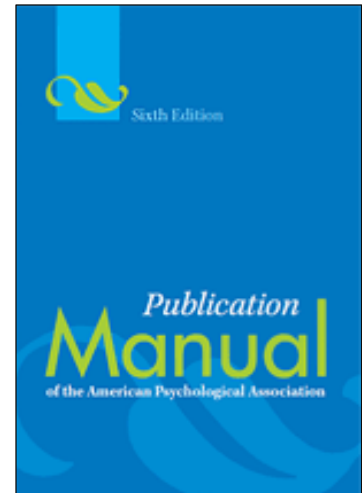# Table of Contents

Formatting a Research Paper in APA Style

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

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

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 Kindle versions.

_____

- **Font**: Times New Roman, 12 point.

- **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 **two spaces 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.

- Use a **running head** throughout the paper (*see examples on pages 5 and 6*). (If possible, use your word processor's Header function to place it automatically on every page.) The header should appear one-half inch below the top of the page, flush left, in all capital letters; it is a shortened version of the paper's title (up to 50 characters, including spaces). The page number appears in the upper right corner.

- On the **cover sheet (first page),** the words "Running head:" (in caps/lower case) precede the running head title (in upper case). On **subsequent pages**, the words "Running head:" are not used; only the actual running head title appears (in upper case). (Consult your word processor's Help feature for instructions on setting up different headers on the first and subsequent pages of your document.)

- 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**: Other than the running head, only three things should appear:

Title of the paper

Your name

Institution name

Sample title page

Running head: EDUCATION VERSUS LEARNING   1

Education Versus Learning: Restorative Practices in Higher Education

John Smith

International Institute for Restorative Practices

Sample abstract page

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

EDUCATION VERSUS LEARNING   2

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 those 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 last 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 article provides a brief historical overview of education and learning as concepts with a focus on the insights of recent adult learning scholarship. The authors 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.

Sample first page

EDUCATION VERSUS LEARNING   3

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 of 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 these students, their needs, and the modes of instruction most likely to meet those needs.

The relatively 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 (McEhinney, 1994). Adult learning literature over the last several decades has offered challenges and insights into these two approaches. Small and interactive group

Sample reference page

EDUCATION VERSUS LEARNING   14

References

Adamson, C. W. (2012). Restorative practices: Graduate students' perspectives

        seen through a transformative lens (Doctoral dissertation). Retrieved

        from https://digitalcommons.lesley.edu/education_dissertations/44/

Anderson, G. L. (2007). Media's impact on educational policies and practices:

        Political spectacle and social control. *Peabody Journal of Education,*

        82(1*),* 103–120.

Brookfield, S. D. (2005). *The power of critical theory: Liberating adult*

        learning and teaching. San Francisco, CA: Jossey-Bass.

Brookfield, S. D. (2009). Engaging critical reflection in corporate America. In

        J. Mezirow & E. W. Taylor (Eds.), *Transformative learning in*

        practice: Insights from community, workplace, and higher education

        (pp. 125–135). San Francisco, CA: Jossey-Bass.

Cameron, K. A. (2002). A model of dialogue and conscientization: A

        pedagogical paradigm for justice. *Journal of Criminal Justice*

        Education, 13(1), 96–119.

Christie, N. (1977). Conflict as property. *British Journal of Criminology,*

        17(1*),* 1–14.

Formatting a References Page

The reference page is an alphabetical list of works cited. See the example on page 8. Here are some general tips:

- The reference list begins on a separate page.

- Center the word "References" at the top of the page. Do not use underlining, boldface or italics.

- Double-space all reference entries with one double space separating each entry.

- The first line of each entry is typed flush with the left-hand margin. Any subsequent lines are indented one-half inch. Use the "hanging indent" tool in your word processor to ensure proper formatting .

Listing works on a References page *(For examples, see References on pp. 12-27)*

- 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.

- 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*).

- Place date of publication in parentheses immediately after the final author's name, followed by a period.

- Italicize titles and subtitles of books, and periodical titles. Do not italicize titles of articles.

- Capitalize only the first word of the title (as well as all proper nouns), plus the first word of a subtitle.

- Do not place titles of articles in quotation marks.

- Use the abbreviations "p." or "pp." before page numbers of newspaper articles and works in anthologies; do not use them before page numbers of articles appearing in magazines and scholarly journals.

References and in-text citations: General guidelines

For details and additional examples, please consult:

American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.)
    [Kindle version]. Washington, DC: American Psychological Association. Retrieved from
    Amazon.com.

American Psychological Association. (2010*). Publication manual of the American
    Psychological Association* (6th ed.). Washington, DC: American Psychological
    Association.

American Psychological Association. (n.d.). APA Style Blog. Retrieved from
    http://blog.apastyle.org/apastyle/

American Psychological Association. (n.d.). Learning APA Style. Retrieved from
    http://www.apastyle.org/learn/index.aspx

Houghton, P. M., & Houghton, T. J. (2009). *APA: The easy way!* (2nd ed.). Flint, MI: Baker
    College.

Notes:

- 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.)

- For **author names**, 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.

- For **books 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.*

- For **publisher locations**, include city and state/province (abbreviated if in United States
  of America or its territories); otherwise, include city and country (spelled out). New
  York, NY; Toronto, Canada ; Johannesburg, South Africa. For items published in
  England, do not abbreviate the country (London, England *or* London, United Kingdom;
  not London, UK).

- If **publication elements** are **omitted from the original document** (publisher location, etc.), include missing information (as much as possible) in brackets: Piper's Press [Pipersville, PA]. In some cases, other publication elements (author name, date, etc.) may be missing altogether. See "How to write an APA style reference when information is missing" on page 27, or contact the IIRP Library for assistance.

- The **EBSCO*host* research databases** (available via the IIRP Student and Faculty Portals) provide a tool for formatting bibliographic references in APA style. If you choose to use this feature, be sure to examine your references for stylistic accuracy prior to submitting your writing assignment to your instructor, since errors can occur. *It is your responsibility to ensure that your work is formatted correctly.*

Reference Examples

In this section, numbers following each heading refer to corresponding sections in the *APA Publication Manual*, 6th edition. Please see these sections for additional guidance.

Books, e-books, conferences, reports

APA Publication Manual section 7.02

Book by a single author	**Author's last name, initial(s). (Year). *Title of publication.* City and state or country of publication: Publisher.**
	
	Nathanson, D. L. (1992). *Shame and pride: Affect, sex and the birth of the self.* New York, NY: W. W. Norton.
	
	  In-text citation: (Nathanson, 1992).
	
	Olweus, D. (1993). *Bullying at school.* Oxford, England: Blackwell.
	
	   In-text citation: (Olweus, 1993).

Book by 2 to 7 authors	**Authors' names in order of appearance. (Year). *Title of publication.* City and state or country of publication: Publisher.**
	(Note: Separate authors' names with commas; preface final author's name with an ampersand (&).
	
	Safran, J. D., & Muran, J. C. (2000). *Negotiating the therapeutic alliance: A relational treatment guide.* New York, NY: Guilford Press.
	
	  In text citation: (Safran & Muran, 2000).
	
	Costello, B., Wachtel, J., & Wachtel, T. (2010). *Restorative circles in schools: Building community and enhancing learning.* Bethlehem, PA: International Institute for Restorative Practices.
	
	  In-text citation – first: (Costello, Wachtel, & Wachtel, 2010).
	  In-text citation – subsequent: (Costello et al., 2010).

	(Note: For works with three to five authors; for six or more, use only the first author's name with "et al." for all citations.)
Book by 8 or more authors	**List first six authors, then three ellipsis points, then the final author's name.** Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., . . . Stewart, S. (2009). *Navigating the complexity of higher education in preparation program administration.* San Francisco, CA: Jossey-Bass. *In-text citation:* (Engberg et al., 2009). (Note: Give only the first author's name, followed by "et al." in in-text citation.)
Book with editor(s)	**Author's last name, initial(s). (Ed.). (Year).** *Title of publication.* **City and state or country of publication: Publisher.** Sori, C. F. (Ed.). (2006). *Engaging children in family therapy: Creative approaches to integrating theory and research in clinical practice*. New York, NY: Routledge. *In-text citation:* (Sori, 2006). Clarijs, R., & Malmberg, T. (Eds.). (2012). *The quiet revolution: Aggrandising people power by family group conferences*. Amsterdam, Netherlands: SWP Publishers. *In-text citation:* (Clarijs & 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. page range). City and state or country of publication: Publisher.** Andersen, P. (2013). Development of restorative justice practices in Norway. In D. J. Cornwell, J. Blad, & M. Wright (Eds.), *Civilising criminal justice: An international restorative agenda for penal reform* (pp. 479-500). Sherfield-on-Loddon, United Kingdom: Waterside Press. *In-text citation:* (Andersen, 2013).

Book – specific edition	**Author's last name, initial(s). (Year). *Title* (Number of ed.). City and state or country of publication: Publisher.** Nelson, J., Lott, L., & Glenn, H. S. (2000). *Positive discipline in the classroom: Developing mutual respect, cooperation and responsibility in your classroom* (2nd ed.). New York, NY: Three Rivers Press. *In-text citation*: (Nelson, Lott, & Glenn, 2000). Brendtro, L. K., Brokenleg, M., & Van Bockern, S. (2002). *Reclaiming youth at risk: Our hope for the future* (Rev. ed.). Bloomington, IN: Solution Tree. *In-text citation:* (Brendtro, Brokenleg, & Van Bockern, 2002).
Non-English book - translated	**Author's last name, initial(s). (Year). *Translated title* [Last name with initial, Trans.]. City and state or country of publication Publisher.** Piaget, J. (1954). *The construction of reality in the child* [M. Cook, Trans.]. New York, NY: Basic Books. *In-text citation:* (Piaget, 1954).
Non-English book – not translated	**Author's last name, initial(s). (Year). *Original title* [English translation of title]. City and state or country of publication: Publisher.** Oostrik, H. (2010). *Een basis van respect: Herstelrecht in het primair onderwijs* [A basis of respect: Restorative justice in primary education]. 's-Hertogenbosch, Netherlands: KCP Groep. *In-text citation:* (Oostrik, 2010).
Book with group, institutional or corporate author	**Alphabetize group authors by the first significant word of the name (ignore the initial articles *A, An* and *The). (Year). Title.* City and state or country of publication: Publisher.** Chicago Community Policing Evaluation Consortium. (2000). *Community policing in Chicago, year seven: An interim report*. Chicago, IL: Illinois Criminal Justice Information Authority.

<table>
<tr>
<td></td>
<td>

In-text citation: (Chicago Community Policing Evaluation Consortium, 2000).

When the author and publisher are the same, use the word "Author" as the publisher's name.

Springhouse Corporation. (2002). *Assessment made incredibly easy.* Springhouse, PA: Author.

   In-text citation: (Springhouse Corporation, 2002).

</td>
</tr>
<tr>
<td>

E-books

</td>
<td>

Author(s). (Year). *Title.* **[E-reader version, if applicable]. City and state or country of publication: Publisher. Retrieved from http://xxxxxx or doi:xx.xxxxxxxxx**

Braithwaite, J. (1989). *Crime, shame and reintegration* [Kindle version]. Cambridge, England: Cambridge University Press. Retrieved from Amazon.com

   In-text citation: (Braithwaite, 1989).

Ireland. Department of Education and Skills. (2013). Action plan on bullying: Report of the Anti-Bullying Working Group to the Minister for Education and Skills. [EPUB version]. Retrieved from https://archive.org/details/563016-action-plan-on-bullying-2013

   In-text citation: (Ireland. Department of Education and Skills, 2013).

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

Nathanson, D. L. (n.d.). *Shame and pride: Affect, sex and the birth of self* [Kindle version]. New York, NY: W. W. Norton. Retrieved from Amazon.com

   In-text citation: (Nathanson, n.d., Chapter 2, location 5532).

</td>
</tr>
</table>

Conference papers & presentations - print	**Presenter's last name(s) and initial(s). (Year, Month). Title of paper. In Editor's name, (Ed.),** *Title of Meeting,* **(pp-pp). City and state or country of publication: Publisher.**
	
	(Note: Use information provided as much as possible. If no proceedings editor is given, use the meeting name. If no location is given but is known nonetheless, include it in brackets.)
	
	Paper from published proceedings; no editor(s):
	
	Macdonald, E. (2010, October). My restorative journey and the story of Hull, UK. In *Restorative practices across cisciplines featuring Hull, UK, the world's first restorative city. 13th World Conference of International Institute for Restorative Practices, Hull, England, United Kingdom* (pp. 125-132). [Bethlehem, PA]: International Institute for Restorative Practices.
	
	   In-text citation: (Macdonald, 2010).
	
	Paper from published proceedings; with editor(s):
	
	Maxwell, G. (1992, September). Family decision-making in youth justice: The New Zealand model. In L. Atkinson & S-A. Gerull, (Eds.), *National Conference on Juvenile Justice* (pp. 113-126). Canberra, Australia: Australian Institute of Criminology.
	
	   In-text citation: (Maxwell, 1992).
	
	Conference paper, unpublished:
	
	Nguyen, C. A. (2012, August). *Humor and deception in advertising: When laughter may not be the best medicine.* Paper presented at the meeting of the American Psychological Association, Orlando, FL.
	
	   In-text citation: (Nguyen, 2012).
	
	Conference poster session:
	
	Adams-Labonte, S. K. (2012, August). *Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea.* Poster session presented at the meeting of the American Psychological Association, Orlando, FL.

	In-text citation: (Adams-Labonte, 2012).

Conference papers & presentations - online	**Presenter's last name(s) and initial(s). (Year, Month).** *Title of paper, presentation or poster.* **Paper/presentation/poster presented at the Conference Name/Organization Name Meeting, Location. Retrieved from http://xxxxxxxx**
	
	Cremin, C. (2015, March). *Introducing and sustaining restorative practice in schools: Findings from international research and practice.* Paper presented at the 5th Restorative Practices International Conference, Hobart, Australia. Retrieved from http://www.rpiassn.org/wp-content/uploads/2015/04/Hobart-RP-in-schools-Cremin-presentation-2015.pdf
	
	   In-text citation: (Cremin, 2015).
	
	Harrison, N., & Saeed, A. (2017, May). *Race-based and religion-based bullying: Impact of race and religion on bullying in school-aged American youth.* Paper presented at the 2017 Annual Meeting of the American Psychiatric Association, San Diego, CA. Retrieved from https://www.psychiatry.org/psychiatrists/search-directories-databases/library-and-archive
	
	   In-text citation: (Harrison & Saeed, 2017).

Report/white paper – print	**Author(s). (Year).** *Title of report.* **City and state or country of publication: Publisher.** Molnar-Main, S., Bisbing, K., Blackburn, S., Gaikowski, L., Garrity, R. Morris, C., . . . Singer, J. (2014). *Integrative bullying prevention and restorative practices in schools: Considerations for practitioners and policymakers.* [Camp Hill, PA]: Center for Safe Schools. *In-text citation:* (Molnar-Main, et al., 2014).
Report/white paper – online	**Author(s). (Year).** *Title of report.* **City and state or country of publication: Publisher. Retrieved from http://xxxxxxxxx** Zinsser, K. M., Weissbert, R. P., & Dusenbury, L. (2013). *Aligning preschool*

	through high school social and emotional learning standards: A critical and doable next step. Chicago, IL: Collaborative for Academic, Social and Emotion Learning. Retrieved from https://static1.squarespace.com/static/Zinsser+et+al++brief+on+state+standards--20131214.pdf ***In-text citation:*** (Zinser, Weissbert, & Dusenbury, 2013).

Journal articles

APA Publication Manual section 7.01

Journal article – print	**Author's last name, initial(s). (Year). Title of article. *Title of Periodical, volume*(issue), pp.-pp.** Grant, C. A. (2012). Cultivating flourishing lives: A robust social justice vision of education. *American Educational Research Journal*, *49*(5), 910-934. *In-text citation:* (Grant, 2012).

Journal article – online
 	
DOI & URL
	Author's last name, initial(s). (Year). Title of article. *Title of Periodical, volume*(issue), pp.-pp. https://doi.org/xx.xxxx/xxxxxxxxxxx
	
	***Note:* Whenever available, include the article's DOI (Digital Object Identifier).** *For further information on DOIs,* <u>*click here*</u>.
	
	Rosenblatt, F. F. (2014). Community involvement in restorative justice: Lessons from an English and Welsh case study on youth offender panels. *Restorative Justice, 2*(3), 280-301. https://doi.org/10.5235/20504721.2.3.280 ***(Preferred format)***
	
	  In-text citation: (Rosenblatt, 2014).
	
	***If no DOI is available for an article published online, include its URL preceded by* Retrieved from**
	
	Sepper, C. (2015). Engendering corporate conscience. *Harvard Journal of Law & Gender, 38*, 193-233. Retrieved from http://harvardjlg.com/wp-content/uploads/2015/01/Gendering-Corporate-Conscience-.pdf
	
	  In-text citation: (Sepper, 2015).

Theses & dissertations

APA Publication Manual section 7.05

Doctoral dissertation or master's thesis from a database service	**Author's last name, initial(s). (Year).** *Title* **(Doctoral dissertation or Master's thesis). Retrieved from Name of database. (Accession or Order No.)** Del Principio, A. (2012). *The effects of bullying on student academic performance* (Doctoral dissertation). Retrieved from Proquest Dissertations & Theses Database (Accession No. 937166286) ***In-text 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, Location.** Hinton, A. L. (2008). *Integrating victims' voices into circles of support and accountability* (Unpublished master's thesis). Fresno Pacific University, Fresno, CA. ***In-text citation:*** (Hinton, 2008).
Dissertation or thesis retrieved online	**Author's last name, initial(s). (Year).** *Title* **(Doctoral dissertation or Master's thesis). Retrieved from http://xxxxxxxx** Lobb, P. (2010). *The art of caring: Woman and restorative justice* (Doctoral dissertation). Retrieved from https://etd.ohiolink.edu/!etd.send_file?accession=antioch1281016936 ***In-text citation:*** (Lobb, 2010).

Digital media & online content

APA Publication Manual section 7.11

DVD video	**Producer name(s) (Producer(s)). (Year).** *Title* **[DVD]. Available from http://xxxxxxxx**
	
	International Institute for Restorative Practices, & Real Justice® (Producers). (2007). *Burning bridges* [DVD]. Available from http://store.iirp.edu/burning-bridges
	
	   In-text citation: (International Institute for Restorative Practices & Real Justice, 2007).
	
	Douglas, C., & Moore, M. (Producers). (2004). *A healing river: An invitation to explore restorative justice values & principles* [DVD]. Available from http://heartspeakproductions.ca/a-healingriver/
	
	   In-text citation: (Douglas & Moore, 2004).

Online video	**Author/Producer/Screen name. (Year, Month day).** *Title* **[Video file]. Retrieved from http://xxxxxxxx**
	
	PBS Newshour. (2014, February 20). *Colorado high school replaces punishment with 'talking circles'* [Video file]. Retrieved from https://www.youtube.com/watch?v=g8_94O4ExSA
	
	   In-text citation: (PBS Newshour, 2014).
	
	<u>Note</u>: Use (n.d.) if no date is available:
	
	Wethepeacemakers. (n.d.) *Conflict resolution at Parkview* [Video file]. Retrieved from https://vimeo.com/27583835
	
	   In-text citation: (Wethepeacemakers, n.d.).

Podcast – audio	**Producer/Writer/Speaker (Position). (Year, Month day).** *Title* **[Audio podcast]. Retrieved from http://xxxxxxxx**

	Mann, S. (Speaker). (2014, August 27). *Restorative justice with Melanie G. Snyder* [Audio podcast]. Retrieved from http://www.thepermaculturepodcast.com/2014/melanie/ ***In-text citation:*** (Mann, 2014).
Podcast – video	**Producer/Writer/Speaker (Position). (Year, Month day). *Title* [Video podcast]. Retrieved from http://xxxxxxxx** TED Talks (Producer). (2014, March 18). *Daniel Riesel: The neuroscience of restorative justice* [Video podcast]. Retrieved from https://www.youtube.com/watch?v=tzJYY2p0QIc ***In-text citation:*** (TED Talks, 2014).
Website	**Author(s). (Year, Month day). Title. Retrieved from http://xxxxxxxx** Stevens, J. E. (2014, January 23). The Restorative Justice League of Le Grand High School saves the day. Retrieved from http://www.huffingtonpost.com/jane-ellen-stevens/the-restorative-justice-l_b_4160993.html ***In-text citation:*** (Stevens, 2014).
Blog post	**Author (or screen name). (Year, Month day). Title. [Blog post]. Retrieved from http://xxxxxxxx** Davis, F. E. (2014, September 26). 8 tips for schools interested in restorative justice [Blog post]. Retrieved from http://www.edutopia.org/blog/restorative-justice-tips-for-schools-fania-davis ***In-text citation:*** (Davis, 2014). Teacher Tom. (2013, January 26). Arguing from friendship and integrity [Blog post]. Retrieved from http://teachertomsblog.blogspot.com/2013/01/arguing-from-friendship-and-integrity.html ***In-text citation:*** (Teacher Tom, 2013).

Webinar	**Author(s). (Year, Month day).** *Title* **[Webinar]. Retrieved from http://xxxxxxxx** Weissberg, R., Randall, P., Yoder, N., Cross, R., & Kidd, S. (2013, December 13). *Integrating social-emotional learning into state and district policies* [Webinar]. Retrieved from https://air-org.adobeconnect.com/_a1109407675/p2495wcb36z *In-text citation:* (Weissberg, Randall, Yoder, Cross, & Kidd, 2013).
Research database record	**Author(s). (Year).** *Title of report* **(Accession No. XX). Retrieved from http://xxxxxxxx (*or* http://dx.doi.org/xx.xxxxxxxxxx)** U.S. Department of Education. (2014). *Guiding principles: A resource guide for improving school climate and discipline*. (Accession No. ED544743). Retrieved from http://eric.ed.gov *In-text citation:* (U.S. Department of Education, 2014). Walker, L., & Hiyashi, L. A. (2007). *Pono kaulike: A Hawaiian criminal court provides restorative justice practices for healing relationships*. (Accession No. RCJ 221436). Retrieved from https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=243308 *In-text citation:* (Walker & Hiyashi, 2007).

Social media

APA Publication Manual section 7.11

For more information on citing various forms of social media, please see:

American Psychological Association. (2012). APA style guide to electronic references (6th ed.)
        [PDF version]. Washington, DC: American Psychological Association. Retrieved from
        Amazon.com

APA Style Blog: http://blog.apastyle.org/

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 [FaceBook status update]. Retrieved from https://www.facebook.com/RestorativePractices/posts/10152983323848707 *In-text citation:* (International Institute for Restorative Practices (IIRP), 2014). **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 [FaceBook status update]. Retrieved from https://www.facebook.com/sue.e.bogard/posts/10152299214508774 ***In-text citation:*** (Bogard, 2014). **<u>Note</u>: When posts are not "public," e.g. visibility is limited because of restrictions to friends, subscribers, etc., treat them as personal communications** *(see page 25*).
Twitter	Tweet, group author IIRP [iirpgradschool]. (2015, January 22). Connecticut's prison population lowest since 1999; greatest reductions for juvenile offenders 16 to 17 years old. http://yaledailynews.com/blog/2015/01/2 [Tweet]. Retrieved from https://twitter.com/iirpgradschool/status/558309485782265857 ***In-text citation:*** (IIRP, 2015). Tweet, individual author Mark Modig [markmodig]. (2014, January 9). Creating an engaging path for in-store employees	ICC/DS: http://iccds.com/treat-each-inb… [Tweet]. Retrieved from https://twitter.com/markmodig/status/402910109761687552 ***In-text citation:*** (Modig, 2014).

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 6.20

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

Since they are inaccessible to readers outside the parties involved, they 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:

> (C. W. Adamson, personal communication, August 10, 2016)

See *APA Publication Manual*, section 6.20, 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 formats provided in this table:

How to Write an APA Style Reference When Information Is Missing

What's missing?	Solution	In-text citation / Reference template			
		Position A	**Position B**	**Position C**	**Position D**
Nothing—all pieces are present	List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source	Author, A. A.	(date).	*Title of document* [Format]. *or* Title of document [Format].	Retrieved from http://xxxxx *or* Retrieved Month Day, Year, from http://xxxxx *or* Location: Publisher. *or* doi:xxxxx
Author is missing	Substitute title for author; then provide date and source	*Title of document* [Format]. *or* Title of document [Format].	(date).	n/a	
Date is missing	Provide author, substitute *n.d.* for *no date*, and then give title and source	Author, A. A.	(n.d.).	*Title of document* [Format]. *or* Title of document [Format].	
Title is missing	Provide author and date, describe document inside square brackets, and then give source	Author, A. A.	(date).	[Description of document].	
Author and date are both missing	Substitute title for author and *n.d.* for *no date*; then give source	*Title of document* [Format]. *or* Title of document [Format].	(n.d.).	n/a	
Author and title are both missing	Substitute description of document inside square brackets for author; then give date and source	[Description of document].	(date).	n/a	
Date and title are both missing	Provide author, substitute *n.d.* for *no date*, describe document inside square brackets, and then give source	Author, A. A.	(n.d.).	[Description of document].	
Author, date, and title are all missing	Substitute description of document inside square brackets for author, substitute *n.d.* for *no date*, and then give source	[Description of document].	(n.d.).	n/a	
Source is missing	Cite as personal communication (see §6.20) or find a substitute	n/a	n/a	n/a	n/a

Note. Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document*, date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).

Source: blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf

Citing Quotations within A Paper

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. In most cases, citations point the reader to more detailed source publication information in the References page.

- **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)

- **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. (Wilde, 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 author is not mentioned in this way, place the author's 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 woefully 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 personal identity.

If a work has **three or more authors**, cite all names in the first reference; in subsequent citations, give only the first author's name with et al. (followed by a period):

First mention:

Bracknell, Moncrieff and Worthing (2008) advance the controversial view that most present-day

models of public education are fundamentally unsound.

Subsequent mention(s):

Bracknell et al. (2008) assert that over-education of youth may incite them to commit acts of

violence.

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.

Braithwaite's landmark book, *Restorative Justice and Responsive Regulation* (2002), argues

that restoring victims, offenders, and communities is more effective than punitive practices for

deterring, incapacitating, and rehabilitating offenders.

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 article, "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 12-27.

Using Headings Within a Paper

APA style uses five levels of heading to indicate hierarchies or top-down progression of information.

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

Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Heading**
2	**Flush Left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending in a period.**
4	***Indented, boldface, italicized, lowercase paragraph heading ending in a period.***
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

Example:

<div>

Method

Overview

Optimalization of Varables

    Well being.

    Mediating variables.

    Caregiver readiness/capacity.

    Caregiver preparedness.

    Caregiver capacity.

    .

</div>

This example illustrates headings integrated with text.

<div align="center">

Method

</div>

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 public child and family-serving agencies. The study was implemented under the U.S. Children's Bureau Improving Child …

Operationalization of Variables

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

    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 compel them to continue caring.

    Childrearing and parenting ability. This measure assesses caregivers' parenting values and beliefs and investigates the caregiver's sense of attachment to the child and sense of caregiving efficacy.

    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 care.

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

Adapted from Denby, R. W., Testa, M. F., Alford, K. A., Cross, C. L., & Brinson, J. A. (2017). Protective factors as mediators and moderators of risk effects on perceptions of child well-being in kinship care. *Child Welfare, 95*(4), 111-136.

Naming your Computer Files

Since most 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 him/her 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 want 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

International Institute for Restorative Practices