

IIRP Graduate School  
**Writing &  
APA Style  
Guidelines**

Revised June 10, 2025



International Institute  
for Restorative Practices  
**Graduate School**

## Table of Contents

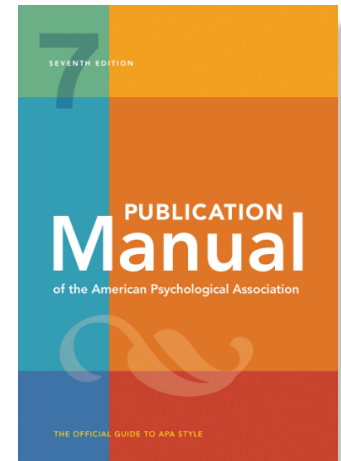
<b>Formatting a Research Paper in APA Style .....</b>	<b>3</b>
Sample Title Page – Student Paper.....	5
Sample Abstract Page .....	6
Sample First Page.....	7
Sample References Page.....	8
<b>Formatting References .....</b>	<b>9</b>
Formatting the Page .....	9
Formatting Reference Entries .....	9
<b>Reference and Citation Examples.....</b>	<b>11</b>
Books, e-books, conferences, reports .....	11
Journal articles.....	19
Theses & dissertations .....	20
Digital media & online content .....	21
Social media.....	28
Referencing Generative AI content .....	33
Moodle discussion forums.....	33
Personal communications.....	33
When information is missing ... ..	35
<b>Citing Quotations and Ideas Within A Paper .....</b>	<b>36</b>
In-text citations – Exact quotations .....	37
Quoting unpaginated material .....	39
In-text citations – Paraphrasing concepts.....	41
<b>Using Headings Within a Paper .....</b>	<b>43</b>
<b>Tables and Figures .....</b>	<b>45</b>
<b>Naming your Document Files .....</b>	<b>46</b>
<b>For Further Information and Help .....</b>	<b>47</b>

## 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 citation guide in the social sciences for coursework and research.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.).

We **highly recommend** that you obtain a copy of this manual; visit [www.apastyle.org](http://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 replace the *APA Publication Manual*. For style or format questions not covered here, consult the IIRP Graduate School Library's [APA help tools page](#), or [contact the Librarian](#).
- 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.
- **Page numbers:** Upper right-hand corner; set to same font as paper

- **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.
- **Order of pages:** 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 is 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

1

**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.)

Include 3-5 descriptive keywords on their own line after the abstract; indent the keyword line by one-half inch and separate them with commas.

<div data-bbox="1153 604 1179 630" data-label="Text">2</div> <div data-bbox="745 665 831 693" data-label="Section-Header"><b>Abstract</b></div> <div data-bbox="365 707 1211 1320" data-label="Text"><p>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 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.</p></div> <div data-bbox="365 1337 1131 1411" data-label="Text"><p><i>Keywords:</i> higher education, adult learning, androgogy, transformative learning, restorative practices</p></div>
--

## Sample First Page

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 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, 1004). 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

## Sample References Page

4

### References

- Adamson, C. W. (2012). *Restorative practices: Graduate students' perspectives seen through a transformative learning lens* [Doctoral dissertation, Lesley University].  
[https://digitalcommons.lesley.edu/cgi/viewcontent.cgi?article=1044&context=education\\_dissertations](https://digitalcommons.lesley.edu/cgi/viewcontent.cgi?article=1044&context=education_dissertations)
- 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.  
<https://doi.org/10.1080/01619560709336538>
- Brookfield, S. D. (2005). *The power of critical theory: Liberating adult learning and teaching*. 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). Jossey-Bass.
- Cameron, K. A. (2002). A model of dialog and conscientization: A pedagogical paradigm for justice. *Journal of Criminal Justice Education*, 13(1), 96-119.  
<https://doi.org/10.1080/10511250200085301>
- Christie, N. (1977). Conflicts as property. *British Journal of Criminology*, 17(1), 1-14.  
<https://doi.org/10.1093/oxfordjournals.bjc.a046783>
- Costello, B., Wachtel, J., & Wachtel, T. (2019). *The restorative practices handbook for teachers, disciplinarians and administrators* (2<sup>nd</sup> ed.). International Institute for Restorative Practices.
- McElhinney, J. (1994, November 2-5). *Using small learning groups in graduate education* [Paper presentation]. American Association for Adult and Continuing Education Annual Meeting, Nashville, TN, United States. <https://files.eric.ed.gov/fulltext/ED377402.pdf>
- Wachtel, T. (n.d.). *Defining restorative*. <https://www.iirp.edu/restorative-practices/defining-restorative/>



## 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 edited books/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 35, 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.
- 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:**

American Psychological Association. (n.d.). APA style. <https://apastyle.apa.org/>

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

## Reference and Citation Examples

In this section, numbers following each heading refer to corresponding sections in the *APA Publication Manual*, 7<sup>th</sup> edition. When available, links to relevant pages of the [APA Style website](https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works) are also provided. Please see this information for additional guidance.

**Note:** Examples presented here are single-spaced for brevity. In your paper, be sure to use double spacing as indicated on pp. 8-9.

### Books, e-books, conferences, reports

#### APA Publication Manual section 10.2

<https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works>

<p><b>Book by a single author</b></p>	<p><b>Author's last name, initial(s). (Year). Title of publication. Publisher.</b></p> <p>Nathanson, D. L. (1992). <i>Shame and pride: Affect, sex and the birth of the self</i>. W. W. Norton.</p> <p><b>Parenthetical citation:</b> (Nathanson, 1992).  <b>Narrative citation:</b> Nathanson (1992)</p> <p>Olweus, D. (1993). <i>Bullying at school</i>. Blackwell.</p> <p><b>Parenthetical citation:</b> (Olweus, 1993).  <b>Narrative citation:</b> Olweus (1993)</p>
<p><b>Book by 2 to 20 authors</b></p>	<p><b>Authors' names in order of appearance. (Year). Title of publication. Publisher.</b></p> <p>(Note: Separate authors' names with commas; preface final author's name with an ampersand (&amp;).</p> <p>Safran, J. D., &amp; Muran, J. C. (2000). <i>Negotiating the therapeutic alliance: A relational treatment guide</i>. Guilford Press.</p> <p><b>Parenthetical citation:</b> (Safran &amp; Muran, 2000).  <b>Narrative citation:</b> Safran and Muran (2000).</p>

	<p>(Note: For works with three or more authors, use <i>et al.</i> after the first author's name in in-text citations.)</p> <p>Costello, B., Wachtel, J., &amp; Wachtel, T. (2019). <i>Restorative circles in schools: A practical guide for educators</i> (2<sup>nd</sup> ed.). International Institute for Restorative Practices.</p> <p><b>Parenthetical citation:</b> (Costello et al., 2019).  <b>Narrative citation:</b> Costello et al. (2019).</p>
Work with 21 or more authors	<p><b>List first 19 authors, then three ellipsis points (omit ampersand), then the final author's name.</b></p> <p>Able, A. A., Baker, B. B., Charlie, C. C., Delta, D. D., Echo, E. E., Foxtrot, F. F., Golf, G. G., Hotel, H. H., India, I. I., Julia, J. J., Kilo, K. K., Lima, L. L., Mike, M. M., November, N. N., Oscar, O. O., Papa, P. P., Quebec, Q. Q., Romeo, R. R., Sierra, S. S., . . . Zebra, Z. Z. (2014). Our very important paper. <i>Annals of Vital Research</i>, 15(4), 22-33.</p> <p><b>Parenthetical citation:</b> (Able et al., 2014).  <b>Narrative citation:</b> Able et al. (2014).</p>
Book with editor(s)	<p><b>Author's last name, initial(s). (Ed.). (Year). Title of publication. Publisher.</b></p> <p>Sori, C. F. (Ed.). (2006). <i>Engaging children in family therapy: Creative approaches to integrating theory and research in clinical practice</i>. Routledge.</p> <p><b>Parenthetical citation:</b> (Sori, 2006).  <b>Narrative citation:</b> Sori (2006).</p> <p>Clarijs, R., &amp; Malmberg, T. (Eds.). (2012). <i>The quiet revolution: Aggrandising people power by family group conferences</i>. SWP Publishers.</p> <p><b>Parenthetical citation:</b> (Clarijs &amp; Malmberg, 2012).  <b>Narrative citation:</b> Clarijs and Malmberg, (2012).</p>
Book with chapter written by one	<p><b>Author's last name, initial(s). (Year). Chapter title. In Editor's initial(s) &amp; last name(s) (Eds.), Title of publication (pp. xx-xx). Publisher.</b></p>

<b>person but edited by another</b>	<p>Andersen, P. (2013). Development of restorative justice practices in Norway. In D. J. Cornwell, J. Blad, &amp; M. Wright (Eds.), <i>Civilising criminal justice: An international restorative agenda for penal reform</i> (pp. 479-500). Waterside Press.</p> <p><b>Parenthetical citation:</b> (Andersen, 2013).  <b>Narrative citation:</b> Andersen (2013).</p>
<b>Book – specific edition</b>	<p><b>Author’s last name, initial(s). (Year). Title (Number of ed.). Publisher.</b></p> <p>Nelson, J., Lott, L., &amp; Glenn, H. S. (2000). <i>Positive discipline in the classroom: Developing mutual respect, cooperation and responsibility in your classroom</i> (2<sup>nd</sup> ed.). Three Rivers Press.</p> <p><b>Parenthetical citation:</b> (Nelson et al., 2000).  <b>Narrative citation:</b> Nelson et al., (2000).</p> <p>Brendtro, L. K., Brokenleg, M., &amp; Van Bockern, S. (2002). <i>Reclaiming youth at risk: Our hope for the future</i> (Rev. ed.). Solution Tree.</p> <p><b>Parenthetical citation:</b> (Brendtro et al., 2002).  <b>Narrative citation:</b> Brendtro et al. (2002).</p>
<b>Non-English book - translated</b>	<p><b>Author’s last name, initial(s). (Year). Translated title [Last name with initial, Trans.]. Publisher.</b></p> <p>Piaget, J. (1954). <i>The construction of reality in the child</i> [M. Cook, Trans.]. Basic Books.</p> <p><b>Parenthetical citation:</b> (Piaget, 1954).  <b>Narrative citation:</b> Piaget, (1954).</p>
<b>Non-English book – not translated</b>	<p><b>Author’s last name, initial(s). (Year). Original title [English translation of title]. Publisher.</b></p> <p>Oostrik, H. (2010). <i>Een basis van respect: Herstelrecht in het primair onderwijs</i> [A basis of respect: Restorative justice in primary education]. KCP Groep.</p> <p><b>Parenthetical citation:</b> (Oostrik, 2010).  <b>Narrative citation:</b> Oostrik, (2010).</p>

<p><b>Book with group, institutional or corporate author</b></p>	<p><b>Alphabetize group authors by the first significant word of the name (ignore the initial articles <i>A</i>, <i>An</i> and <i>The</i>). (Year). <i>Title</i>. Publisher.</b></p> <p>Chicago Community Policing Evaluation Consortium. (2000). <i>Community policing in Chicago, year seven: An interim report</i>. Illinois Criminal Justice Information Authority.</p> <p><b>Paranthetical citation:</b> (Chicago Community Policing Evaluation Consortium, 2000).  <b>Narrative citation:</b> Chicago Community Policing Evaluation Consortium, (2000).</p> <p><b>When the author and publisher are the same, omit the publisher from the source.</b></p> <p>Springhouse Corporation. (2002). <i>Assessment made incredibly easy</i>.</p> <p><b>Paranthetical citation:</b> (Springhouse Corporation, 2002).  <b>Narrative citation:</b> Springhouse Corporation (2002)</p>
<p><b>E-book</b></p>	<p><b>Author(s). (Year). Title. Publisher. URL or DOI</b></p> <p>Braithwaite, J., &amp; D’Costa, B. (2018). <i>Cascades of violence: War, crime and peacebuilding across south Asia</i>. Australian National University Press.  <a href="http://press-files.anu.edu.au/downloads/press/n4135/pdf/book.pdf?referer=4135">http://press-files.anu.edu.au/downloads/press/n4135/pdf/book.pdf?referer=4135</a></p> <p><b>Paranthetical citation:</b> (Braithwaite &amp; D’Costa, 2018).  <b>Narrative citation:</b> Braithwaite and D’Costa (2018)</p> <p>Department of Education and Skills. (2013). <i>Action plan on bullying: Report of the Anti-Bullying Working Group to the Minister for Education and Skills</i>.  <a href="https://archive.org/details/563016-action-plan-on-bullying-2013">https://archive.org/details/563016-action-plan-on-bullying-2013</a></p> <p><b>Paranthetical citation:</b> (Department of Education and Skills, 2013).  <b>Narrative citation:</b> Department of Education and Skills (2013)</p> <p><b>Note:</b> Some e-books have paragraph numbers and/or section headings rather than traditional pagination. In such cases, include as much information as needed in the in-text citation for the reader to locate an original quotation. Some e-books may lack publication dates; use (n.d.).</p>

	<p>Nathanson, D. L. (n.d.). <i>Shame and pride: Affect, sex and the birth of self</i>. W. W. Norton. <a href="https://www.amazon.com/Shame-Pride-Affect-Birth-Self-ebook/dp/B0107FRQM2/">https://www.amazon.com/Shame-Pride-Affect-Birth-Self-ebook/dp/B0107FRQM2/</a></p> <p><b>Parenthetical citation:</b> (Nathanson, n.d., Chapter 2, para. 14).  <b>Narrative citation:</b> Nathanson (n.d., Chapter 2, para. 14)</p> <p>See pages 39-40, "Quoting unpaginated material," for more information.</p>
Conference papers & presentations - print	<p><b>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.</b></p> <p><b>Note:</b> 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 <i>APA Publication Manual</i>, section 10.5 for additional details.</p> <p><b>Paper from published proceedings; no editor(s):</b></p> <p>Macdonald, E. (2010, October 13-15). My restorative journey and the story of Hull, UK [Conference session]. In <i>Restorative practices across disciplines featuring Hull, UK, the world's first restorative city. 13<sup>th</sup> World Conference of International Institute for Restorative Practices, Hull, England, United Kingdom</i> (pp. 125-132). International Institute for Restorative Practices.</p> <p><b>Parenthetical citation:</b> (Macdonald, 2010).  <b>Narrative citation:</b> Macdonald (2010)</p> <p><b>Paper from published proceedings; with editor(s):</b></p> <p>Maxwell, G. (1992, September 22-24). Family decision-making in youth justice: The New Zealand model [Paper presentation]. In L. Atkinson &amp; S-A. Gerull, (Eds.), <i>National Conference on Juvenile Justice</i> (pp. 113-126). Australian Institute of Criminology.</p> <p><b>Parenthetical citation:</b> (Maxwell, 1992).  <b>Narrative citation:</b> Maxwell (1992)</p> <p><b>Conference paper, unpublished:</b></p>

	<p>Nguyen, C. A. (2012, August 2-5). <i>Humor and deception in advertising: When laughter may not be the best medicine</i> [Paper presentation]. American Psychological Association 120<sup>th</sup> Annual Convention, Orlando, FL.</p> <p><b>Parenthetical citation:</b> (Nguyen, 2012).  <b>Narrative citation:</b> Nguyen (2012)</p> <p><b>Conference poster presentation:</b></p> <p>Adams-Labonte, S. K. (2012, August 2-5). <i>Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea</i> [Poster presentation]. American Psychological Association 120<sup>th</sup> Annual Convention, Orlando, FL.</p> <p><b>Parenthetical citation:</b> (Adams-Labonte, 2012).  <b>Narrative citation:</b> Adams-Labonte (2012)</p>
Conference papers & presentations - online	<p><b>Presenter's last name(s) and initial(s). (Year, Month Days). Title of contribution [Type of contribution]. Conference Name/Organization Name Meeting, Location. URL or DOI</b></p> <p>Cremin, C. (2015, March 23-25). <i>Introducing and sustaining restorative practice in schools: Findings from international research and practice</i> [Paper presentation]. 5<sup>th</sup> Restorative Practices International Conference, Hobart, Australia. <a href="http://www.rpiassn.org/wp-content/uploads/2015/04/Hobart-RP-in-schools-Cremin-presentation-2015.pdf">http://www.rpiassn.org/wp-content/uploads/2015/04/Hobart-RP-in-schools-Cremin-presentation-2015.pdf</a></p> <p><b>Parenthetical citation:</b> (Cremin, 2015).  <b>Narrative citation:</b> Cremin (2015)</p> <p>McAllister, C., &amp; Brown, M. (2019, November 5-8). <i>Wrangling weirdness: Lessons from academic law library collections</i> [Poster presentation]. Charleston Library Conference, Charleston, SC, United States. <a href="https://www.morressier.com/article/wrangling-weirdness-lessons-academic-law-library-collections/5d77b16e11d1a0b9ed93c46b?">https://www.morressier.com/article/wrangling-weirdness-lessons-academic-law-library-collections/5d77b16e11d1a0b9ed93c46b?</a></p> <p><b>Parenthetical citation:</b> (McAllister &amp; Brown, 2019).  <b>Narrative citation:</b> McAllister and Brown (2019)</p> <p>Marder, I., Olalde, A., Martínez, N., &amp; de Roos, T. (2019, June 5-6). Restorative justice unlimited? The application of restorative justice in all stages of the criminal procedure and for all types of crime. In T. Chapman (Chair), <i>From penal mediation to restorative justice: Policies and practices in transition</i> [Symposium]. European Forum for Restorative Justice, Bilbao,</p>



	<p>Spain.</p> <p><b>Parenthetical citation:</b> (Marder et al., 2019).  <b>Narrative citation:</b> Marder et al. (2019)</p>
<p><b>Report/white paper or government publication – print</b></p>	<p><b>Author(s). (Year, Month). Title of report (Report/Document No. xxx). Publisher.</b></p> <p>Molnar-Main, S., Bisbing, K., Blackburn, S., Gaikowski, L., Garrity, R. Morris, C., Riese, J., Rush, L., &amp; Singer, J. (2014). <i>Integrative bullying prevention and restorative practices in schools: Considerations for practitioners and policymakers</i>. Center for Safe Schools.</p> <p><b>Parenthetical citation:</b> (Molnar-Main et al., 2014).  <b>Narrative citation:</b> Molnar-Main et al. (2014)</p> <p>For government publications without individual author names, use the most specific agency level as group author. If the parent agency is also named, include it as publisher.</p> <p>Office of Planning, Evaluation and Policy Development. (2014). <i>Guiding principles: A resource guide for improving school climate and discipline</i>. U.S. Department of Education.</p> <p><b>Parenthetical citation:</b> (Office of Planning, Evaluation and Policy Development, 2014).  <b>Narrative citation:</b> Office of Planning, Evaluation and Policy Development (2014)</p>
<p><b>Report/white paper or government publication – online</b></p>	<p><b>Author(s). (Year). Title of report (Report/Document No. xxx). Publisher. URL or DOI</b></p> <p>Zinsser, K. M., Weissbert, R. P., &amp; Dusenbury, L. (2013). <i>Aligning preschool through high school social and emotional learning standards: A critical and doable next step</i>. Collaborative for Academic, Social and Emotion Learning. <a href="https://casel.org/wp-content/uploads/2016/06/Zinsseretalbriefonstatestandards-20131214.pdf">https://casel.org/wp-content/uploads/2016/06/Zinsseretalbriefonstatestandards-20131214.pdf</a></p> <p><b>Parenthetical citation:</b> (Zinsser et al., 2013).  <b>Narrative citation:</b> Zinsser et al. (2013)</p> <p>Augustine, C. H., Engberg, J., Grimm, G. E., Lee, E., Wang, E. L., Christianson, K., &amp; Joseph, A. A. (2018). <i>Can restorative practices improve school climate and curb suspensions? An evaluation of the impact of restorative</i></p>

	<p><i>practices in a mid-sized urban school district</i> (Document No. RR-2840-DOJ). RAND Corporation. <a href="https://doi.org/10.7249/RR2840">https://doi.org/10.7249/RR2840</a></p> <p><b>Parenthetical citation:</b> (Augustine et al., 2013). <b>Narrative citation:</b> Augustine et al. (2013)</p> <p>Government Accountability Office (2018, March). <i>K-12 education: Discipline disparities for Black students, boys, and students with disabilities</i> (GAO-18-258). <a href="https://tinyurl.com/t5p5z5n">https://tinyurl.com/t5p5z5n</a></p> <p><b>Parenthetical citation:</b> (Government Accountability Office, 2018). <b>Narrative citation:</b> Government Accountability Office (2018)</p>
--	--

## Journal articles

### APA Publication Manual section 10.1

<b>Journal article – print</b>	<p><b>Author's last name, initial(s). (Year). Title of article. Title of Periodical, volume(issue), pp.-pp.</b></p> <p>Grant, C. A. (2012). Cultivating flourishing lives: A robust social justice vision of education. <i>American Educational Research Journal</i>, 49(5), 910-934.</p> <p><b>Parenthetical citation:</b> (Grant., 2012).  <b>Narrative citation:</b> Grant (2012)</p>
<b>Journal article – online</b>  <b>URL or DOI</b>	<p><b>Author's last name, initial(s). (Year). Title of article. Title of Periodical, volume(issue), pp.-pp. URL or DOI</b></p> <p><i>Note:</i> Whenever available, include the article's DOI (Digital Object Identifier). For further information on DOIs, <a href="#">click here</a>.</p> <p>Rosenblatt, F. F. (2014). Community involvement in restorative justice: Lessons from an English and Welsh case study on youth offender panels. <i>Restorative Justice</i>, 2(3), 280-301.  <a href="https://doi.org/10.5235/20504721.2.3.280">https://doi.org/10.5235/20504721.2.3.280</a></p> <p><b>Parenthetical citation:</b> (Rosenblatt, 2014).  <b>Narrative citation:</b> Rosenblatt (2014)</p> <p><i>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.</i></p> <p>Sepper, C. (2015). Engendering corporate conscience. <i>Harvard Journal of Law &amp; Gender</i>, 38(1), 193-233. <a href="http://harvardjlg.com/wp-content/uploads/2015/01/Gendering-Corporate-Conscience-.pdf">http://harvardjlg.com/wp-content/uploads/2015/01/Gendering-Corporate-Conscience-.pdf</a></p> <p><b>Parenthetical citation:</b> (Sepper, 2015).  <b>Narrative citation:</b> Sepper (2015)</p>

## Theses & dissertations

### APA Publication Manual section 10.6

<p><b>Doctoral dissertation or master's thesis from a database service</b></p>	<p><b>Author's last name, initial(s). (Year). Title (Publication or order number) [Doctoral dissertation or Master's thesis, Name of Institution]. Name of Database.</b></p> <p>Del Principio, A. (2012). <i>The effects of bullying on student academic performance</i> (Publication No. 937166286) [Doctoral dissertation, College of St. Elizabeth]. ProQuest Dissertations &amp; Theses Global.</p> <p><b>Parenthetical citation:</b> (Del Principio, 2012).  <b>Narrative citation:</b> Del Principio (2012)</p>
<p><b>Dissertation or thesis retrieved online (non-database source)</b></p>	<p><b>Author's last name, initial(s). (Year). Title [Doctoral dissertation or Master's thesis, Name of Institution]. Repository/Archive Name. URL</b></p> <p>Adamson, C. W. (2012). <i>Restorative practices: Graduate students' perspectives seen through a transformative learning lens: A dissertation</i> [Doctoral dissertation, Lesley University]. Digital Commons@Lesley. <a href="https://digitalcommons.lesley.edu/education_dissertations/44/">https://digitalcommons.lesley.edu/education_dissertations/44/</a></p>
<p><b>Unpublished dissertation or thesis</b></p>	<p><b>Author's last name, initial(s). (Year). Title [Unpublished doctoral dissertation or master's thesis]. Name of Institution.</b></p> <p>Hinton, A. L. (2008). <i>Integrating victims' voices into circles of support and accountability</i> [Unpublished master's thesis]. Fresno Pacific University.</p> <p><b>Parenthetical citation:</b> (Hinton, 2008).  <b>Narrative citation:</b> Hinton (2008)</p>

## Digital media & online content

### APA Publication Manual sections 10.12 – 10.16

<https://apastyle.apa.org/style-grammar-guidelines/references/examples#audiovisual-media>

<https://apastyle.apa.org/style-grammar-guidelines/references/examples#online-media>

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

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

### Reference template – Standalone audiovisual media

Author	Date	Title	Source	
			Publisher	URL
Director, A. A.. (Director).	(2019).	<i>Title of work</i> [Format description].	Production Company.	https://xxxxx
Producer, B. B.. (Executive Producer).	(2019, October 29).		Department Name, University Name.	
Host, C. C. (Host)	(1999-present).		Label.	
Artist, D. D.	(2013-2018)		Museum Name, Museum Location.	
Uploader, E. E.				

**Reference template – Audiovisual media that are part of a greater whole**

Author	Date	Title	Source	
			Publisher	URL
Writer, A. A. (Writer), & Director (B. B.).				
Director, C. C. (Director).	(2019).	Title of episode (Season No., Episode No.) [Format description].	In A. A. Producer (Executive Producer), <i>TV series title</i> , Production Company.	https://xxxxx
Host, D. D. (Host).	(2019, October 29).			
Producer, E. E. (Producer).		Title of song [Description].	In <i>Podcast title</i> , Production Company.	
Composer, F. F. (Composer).			On <i>Album title</i> . Label.	
Artist, G. G.				

<p><b>Online / streaming video</b></p>	<p><b>Author/Producer/Screen name. (Year, Month day). Title [Video]. Publisher. URL</b></p> <p>When citing an exact quotation from a video, include the time-stamp.</p> <p>PBS Newshour. (2014, February 20). <i>Colorado high school replaces punishment with 'talking circles'</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=g8_94O4ExSA">https://www.youtube.com/watch?v=g8_94O4ExSA</a></p> <p><b>Parenthetical citation:</b> (PBS Newshour, 2014, 11:04).  <b>Narrative citation:</b> PBS Newshour (2014)</p> <p>Note: Use (n.d.) if no date is available:</p> <p>Wethepeacemakers. (n.d.) <i>Conflict resolution at Parkview</i> [Video]. Vimeo. <a href="https://vimeo.com/27583835">https://vimeo.com/27583835</a></p> <p><b>Parenthetical citation:</b> (Wethepeacemakers, n.d.).  <b>Narrative citation:</b> Wethepeacemakers (n.d.)</p>
<p><b>TED Talk</b></p>	<p>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, give 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 a video, include the time-stamp.</p> <p><b>TED website:</b></p> <p>Kohn, S. (2017, November). <i>What we can do about the culture of hate</i> [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></p> <p><b>Parenthetical citation:</b> (Kohn, 2017, 11:53).  <b>Narrative citation:</b> Kohn (2017)</p> <p><b>YouTube:</b></p> <p>TED. (2018, April 10). <i>Sally Kohn: What we can do about the culture of hate</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=BzeTjn0R2VY">https://www.youtube.com/watch?v=BzeTjn0R2VY</a></p>

	<p><b>Parenthetical citation:</b> (TED, 2018, 5:53).  <b>Narrative citation:</b> TED (2018)</p>
Podcast	<p>Podcast – Single Episode</p> <p><b>Host (Role). (Year, Month day). Episode title (Episode number). In Podcast series title [Audio podcast]. Publisher. URL</b></p> <p>Grayson, K. &amp; Johnson, P. (Hosts). (2018, February 13). Strategies for restorative student discipline (No. 179). [Audio podcast episode]. In <i>Classnotes</i>. Intercultural Development Research Association. <a href="https://www.idra.org/resource-center/strategies-restorative-student-discipline-podcast-episode-179/">https://www.idra.org/resource-center/strategies-restorative-student-discipline-podcast-episode-179/</a></p> <p><b>Parenthetical citation:</b> (Grayson &amp; Johnson, 2018).  <b>Narrative citation:</b> Grayson and Johnson (2018)</p> <p>Podcast – Whole Series</p> <p><b>Host/Executive Producer (Role). (Year range). Title [Audio podcast]. Publisher. URL</b></p> <p>de Mézerville López, C. (Host). (2023-present). <i>Restorative works!</i> [Audio podcast]. International Institute for Restorative Practices Graduate School. <a href="https://www.iirp.edu/podcast/">https://www.iirp.edu/podcast/</a></p> <p><b>Parenthetical citation:</b> (de Mézerville López, 2023-present).  <b>Narrative citation:</b> de Mézerville López (2023-present)</p>
DVD video	<p><b>Producer / Director / Artist name(s) (Role). (Year). Title [DVD]. Publisher / Production Company / University Name. URL</b></p> <p>Native Counselling Services of Alberta (Producer). (2010). <i>A sacred circle: Family group conferencing</i> [DVD]. Bearpaw Media Productions.</p> <p><b>Parenthetical citation:</b> (Native Counselling Services of Alberta, 2010).  <b>Narrative citation:</b> Native Counselling Services of Alberta (2010)</p> <p>Douglas, C., &amp; Moore, M. (Producers). (2004). <i>A healing river: An invitation to explore restorative justice values &amp; principles</i> [DVD]. Heartspeak Productions.</p>



	<p><b>Parenthetical citation:</b> (Douglas &amp; Moore, 2004).  <b>Narrative citation:</b> Douglas and Moore (2004)</p>
Web pages	<p><b>Author(s). (Date). Title of work. Source. URL</b></p> <p>Article from news or magazine website, with author byline</p> <p>Washburn, D. (2018, May 17). <i>The controversial way some California schools are handling students' misbehavior</i>. HuffPost.  <a href="https://www.huffpost.com/entry/restorative-justice-california-schools_b_5afdb96de4b0c1cf3c0c3efb">https://www.huffpost.com/entry/restorative-justice-california-schools_b_5afdb96de4b0c1cf3c0c3efb</a></p> <p><b>Parenthetical citation:</b> (Washburn, 2018).  <b>Narrative citation:</b> Washburn (2018)</p> <p>Web page with individual author</p> <p>Sparks D. (2017, December 13). <i>Something to think about: How much of suffering is invisible?</i> Mayo Clinic.  <a href="https://newsnetwork.mayoclinic.org/discussion/something-to-think-about-how-much-of-suffering-is-invisible/">https://newsnetwork.mayoclinic.org/discussion/something-to-think-about-how-much-of-suffering-is-invisible/</a></p> <p><b>Parenthetical citation:</b> (Sparks, 2017).  <b>Narrative citation:</b> Sparks (2017)</p> <p>Web page with group or corporate author</p> <p>Microsoft. (2020). <i>Anti-racism journey for educators with students</i>.  <a href="https://learn.microsoft.com/en-us/training/paths/anti-racism-journey-educators-with-students/">https://learn.microsoft.com/en-us/training/paths/anti-racism-journey-educators-with-students/</a></p> <p>Note: When the author and the site name are the same, omit the site name from the source element.</p> <p><b>Parenthetical citation:</b> (Microsoft, 2020).  <b>Narrative citation:</b> Microsoft (2020)</p> <p>Web page with no author, no date</p> <p><i>The four witness positions</i>. (n.d.). The Witnessing Project.  <a href="http://www.witnessingproject.org/archives/the-four-witness-positions">http://www.witnessingproject.org/archives/the-four-witness-positions</a></p>

	<p><b>Parenthetical citation:</b> (<i>The four witness positions</i>, n.d.).</p> <p><b>Narrative citation:</b> <i>The four witness positions</i> (n.d.)</p>
<b>Blog post</b>	<p>Use the same format as an online magazine article (see previous section).</p> <p><b>Author / Screen name. (Year, Month day). Title. Source. URL</b></p> <p>Bailie, J. W. (2019, March 14). When to drop the big one at work. <i>Building a New Reality</i>. <a href="https://www.buildinganewreality.com/when-to-drop-the-big-one-at-work/">https://www.buildinganewreality.com/when-to-drop-the-big-one-at-work/</a></p> <p><b>Parenthetical citation:</b> (Bailie, 2019).</p> <p><b>Narrative citation:</b> Bailie (2019)</p> <p>Teacher Tom. (2019, December 9). Teaching mindfulness. <i>Teacher Tom: Teaching and Learning from Preschoolers</i>. <a href="http://teachertombsblog.blogspot.com/2019/12/teaching-mindfulness.html">http://teachertombsblog.blogspot.com/2019/12/teaching-mindfulness.html</a></p> <p><b>Parenthetical citation:</b> (Teacher Tom, 2019).</p> <p><b>Narrative citation:</b> Teacher Tom (2019)</p>
<b>Webinar (recorded)</b>	<p><b>Instructor(s). (Year, Month day). Title [Webinar]. Publisher. URL</b></p> <p>Janse, A., Pauwels, A., Jaffe, L., Vasilescu, C., &amp; Vermersch, P. (2025, February 25). <i>Right-wing extremism and restorative justice</i> [Webinar]. European Forum for Restorative Justice. <a href="https://www.euforumrj.org/right-wing-extremism-and-restorative-justice">https://www.euforumrj.org/right-wing-extremism-and-restorative-justice</a></p> <p><b>Parenthetical citation:</b> (Janse et al., 2025).</p> <p><b>Narrative citation:</b> Janse et al. (2025)</p> <p>If the webinar recording is hosted on YouTube, use the YouTube video format:</p> <p>IIRP Graduate School. (2021, August 16). <i>Processing trauma using the Relational Care Ladder</i> [Webinar] [Video]. YouTube. <a href="https://youtu.be/EOKRF3AwCsw?list=PL0GCAYYhv2bFVPSscINAAUeeB0W4Js_nN">https://youtu.be/EOKRF3AwCsw?list=PL0GCAYYhv2bFVPSscINAAUeeB0W4Js_nN</a></p> <p><b>Note:</b> When citing unrecorded webinars, treat them as personal communications and do not include them in reference lists.</p>

<b>Research database record</b>	<p>Only used for informally-published documents available exclusively from databases (e.g., ERIC documents with ED report numbers, RAND reports, etc.); otherwise, cite and reference the original publication source.</p> <p><b>Author(s). (Year, Month). Title (Report/document number). Database/Repository. URL</b></p> <p>Sheety, A. (1999, April). <i>Curriculum and peace in the Middle East</i> (ED433256). ERIC. <a href="https://files.eric.ed.gov/fulltext/ED433256.pdf">https://files.eric.ed.gov/fulltext/ED433256.pdf</a></p> <p><b>Parenthetical citation:</b> (Sheety, 1999).  <b>Narrative citation:</b> Sheety (1999)</p>
<b>Whole website</b>	<p>Do not create references or in-text citations for whole websites. If you wish to mention it, provide the name and link in your narrative, using either the URL or an embedded link:</p> <p>We distributed the questionnaire via SurveyMonkey (<a href="https://www.surveymonkey.com">https://www.surveymonkey.com</a>).</p> <p>We distributed the questionnaire via <a href="#">SurveyMonkey</a>.</p>

## Social media

### APA Publication Manual section 10.15

<https://apastyle.apa.org/style-grammar-guidelines/references/examples#online-media>

Additional details about citing various types of social media can be found in the *APA Publication Manual* and the [Online Media section](#) of the [APA Style website](#).

#### FaceBook

#### Status update, group author

Provide the first 20 words (including emojis, hashtags, or URLs) of the post as the title. If the post includes images, video, links, etc., indicate it with square brackets (e.g. [Video]).



International Institute for Restorative Practices Canada. (2025, June 3). *Did you catch the last episode of the #Restorative Works Podcast special IIRP Canada series with Peggy Barrette? Peggy discusses* [Audio]. FaceBook.  
<https://www.facebook.com/share/v/15ybYfa8Ww/>

**Parenthetical citation:** (International Institute for Restorative Practices Canada, 2025).

**Narrative citation:** International Institute for Restorative Practices Canada (2025)

Status update, individual author



Modig, Z. D. (2025, May 22). *My wonderful colleague, Frida Rundell!* [Image]. Facebook. <https://tinyurl.com/2ectrb3v>

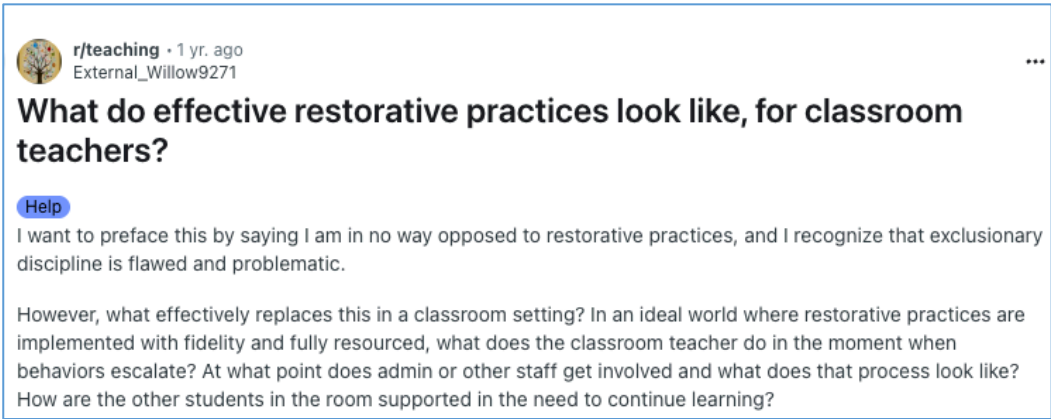
**Parenthetical citation:** (Modig, 2025).

**Narrative citation:** Modig (2025)

Very long post URLs may be shortened to a "tiny URL" link.

**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 33).

	<p>See more details at <a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references">https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references</a></p>
<p><b>X</b> (formerly Twitter)</p>	<p><b>X post, group author</b></p> <div data-bbox="386 539 1107 884">  </div> <p>International Institute for Restorative Practices [@iirpgradschool]. (2021, August 27). <i>“The outcomes achieved by these diverse-by-design charter schools are notable, but it is equally important to understand the innovative practices they’re using to achieve these results” - Elisabeth Kim, a post-doctoral fellow at Rutgers University</i> [Post]. X. <a href="https://x.com/iirpgradschool/status/1431292128773148677">https://x.com/iirpgradschool/status/1431292128773148677</a></p> <p><b>Parenthetical citation:</b> (International Institute for Restorative Practices, 2021).  <b>Narrative citation:</b> International Institute for Restorative Practices (2021)</p> <p><b>X post, individual author</b></p> <div data-bbox="386 1390 953 1860">  </div>

	<p>Mark Ruffalo [@MarkRuffalo]. (2023, February 20). <i>This is a beautiful step toward restorative justice for our fellow Native Americans. A long time ...</i> [Image attached] [Post]. X. <a href="https://x.com/MarkRuffalo/status/1627663740500865026">https://x.com/MarkRuffalo/status/1627663740500865026</a></p> <p><b>Parenthetical citation:</b> (Ruffalo, 2023).  <b>Narrative citation:</b> Ruffalo (2023)</p> <p>See more details at <a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples/x-references">https://apastyle.apa.org/style-grammar-guidelines/references/examples/x-references</a></p> <p><b>Note:</b> The same format is used for Instagram posts.</p>
Online forum post	<div data-bbox="391 747 1435 1163">  </div> <p>External_Willow9271 (2024, March 27). <i>What do effective restorative practices look like, for classroom teachers?</i> [Online forum post]. Reddit. <a href="https://www.reddit.com/r/teaching/comments/1bpgbv3/what_do_effective_restorative_practices_look_like">https://www.reddit.com/r/teaching/comments/1bpgbv3/what_do_effective_restorative_practices_look_like</a></p> <p><b>Parenthetical citation:</b> (External_Willow9271, 2024).  <b>Narrative citation:</b> External_Willow9271 (2024)</p> <p><b>Note:</b> To find the exact post date, hover your cursor over X years/months/weeks ago to reveal it.</p>
TikTok video	<p>Use the first 20 words of the caption as the title.</p>

**mikeazzalina5**

Mike Thomas · 2024-8-16

Follow

Had the pleasure of inspiring educators at Winding Creek Elementary School on their first day...and woah...  
[@The Principal Approach](#) goes all out! Great leader. Amazing staff.

Thanks for having me!! When it is gametime, be the heartbeat!!

[#principalsoftiktok](#) [#teachersoftiktok](#) [#teacherlife](#)  
[#edutokmotivation](#) [#edutok](#) [#principalsinaction](#)

less

🎵 Game On (feat. Good Charlotte) [From "Pixels - The Movie"] - Wak...



36



5



1



Thomas, M. [@mikeazzalina5]. (2024, August 16). *Had the pleasure of inspiring educators at Winding Creek Elementary School on their first day...and woah...@The Principal Approach* [Video]. TikTok.  
[https://www.tiktok.com/@mikeazzalina5/video/7403716086627093802?is\\_from\\_webapp=1&sender\\_device=pc&web\\_id=7511780351401444906](https://www.tiktok.com/@mikeazzalina5/video/7403716086627093802?is_from_webapp=1&sender_device=pc&web_id=7511780351401444906)

**Note:** The same format is used for Instagram posts.



## Referencing Generative AI content

The use of generative artificial intelligence (AI) tools is becoming ubiquitous in many fields, including academia. You might encounter them as part of your coursework at IIRP.

Consult your instructor regarding when and how AI tools may be used in your specific course.

Because of the rapid pace of change in AI technology, please consult these resources for the most up-to-date recommendations:

- [How to cite ChatGPT \(APA\)](#) – General principles of acknowledging artificially-created content.
- [Generative AI citation guide \(IIRP\)](#) – Reference examples of specific apps for generating text, presentations, images, data analysis, etc.

## 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**

<https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications>

Personal communications can consist of printed, verbal or digital communications between individuals (letters, memos, email or text messages, online chats, personal interviews, conversations, unrecorded classroom lectures, private social media exchanges, etc.) or other uncaptured content (live speeches, nonarchived social media livestreams, unrecorded webinars or classroom lectures, messages from nonarchived discussion groups, 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. Unlike other in-text citations, pagination for direct quotations may not be applicable (i.e., verbal conversations, etc.) and may be omitted.

***Parenthetical citation:*** (M. A. Washington, personal communication, April 23, 2025).

***Narrative citation:*** M. A. Washington (personal communication, April 23, 2025)

## 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:

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

Source: <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

## Citing Quotations and Ideas Within A Paper

<https://apastyle.apa.org/style-grammar-guidelines/citations>

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.

***Important:*** When directly quoting a work's original text or language, be sure to include page numbers, time-stamps, or other identifying details that can lead the reader to the relevant portion of that work.

For quotations from works without page numbers (ebooks, videos, web pages, etc.) see pages 39-40, "Quoting unpaginated material."

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 33).

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 et al., 2019).

### ***Narrative citations:***

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

Cadenas et al. (2019) list practical steps for supporting undocumented students' mental health.

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

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

Author type	Parenthetical citation	Narrative citation
One author	(Preston, 2019)	Preston (2019)
Two authors	(Van Ness & Strong, 2015)	Van Ness and Strong (2015)
Three or more authors	(Thorsborne et al., 2019)	Thorsborne et al. (2019)
Group author with abbreviation - First citation	(Collaborative for Academic, Social, and Emotional Learning [CASEL], 2020)	Collaborative for Academic, Social, and Emotional Learning (CASEL, 2020)
	(International Institute for Restorative Practices [IIRP], 2025)	International Institute for Restorative Practices (IIRP, 2025)
Subsequent citations	(CASEL, 2020) (IIRP, 2025)	CASEL (2020) IIRP (2025)
Group author without abbreviation	(Rutgers University, 2022)	Rutgers University (2022)

## 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 (or time-stamp, if quoting from audio or video source). ***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)

- **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)

## Quoting unpaginated material

To quote material that doesn't have page numbers (some **ebooks**, **audiovisual content**, and **web pages**), provide whatever information is available to allow the reader to locate the original passage. Use the method that best fits your circumstances.

### Heading or section name

For people with osteoarthritis, “painful joints should be moved through a full range of motion every day to maintain flexibility and to slow deterioration of cartilage” (Gecht-Silver & Duncombe, 2015, Osteoarthritis section).

### Abbreviated heading or section name in quotation marks to indicate the abbreviation if the full heading or section name is too long/unwieldy to cite in full

Here, the original heading was “What Can You Do to Prevent Kidney Failure?” and the items are quoted separately because they originally appeared as part of a bulleted list.

To prevent kidney failure, patients should “get active,” “quit smoking,” and “take medications as directed” (Centers for Disease Control and Prevention, 2017, “What Can You Do” section).

**Provide a paragraph number (*count the paragraphs manually if they are not numbered*)**

People planning for retirement need more than just money—they also “need to stockpile their emotional reserves” to ensure adequate support from family and friends (Chamberlin, 2014, para. 1).

**Chapter / section name or number combined with paragraph number**

Nathanson succinctly differentiates between affect and emotion: “An affect lasts but a few seconds, a feeling only long enough for us to make the flash of recognition, and an emotion as long as we keep finding memories that continue to trigger that affect” (Nathanson, Chapter 2, Emotion section, para. 4).

**Heading or section name combined with paragraph number**

Music and language are intertwined in the brain such that “people who are better at rhythmic memory skills tend to excel at language skills as well” (DeAngelis, 2018, Musical Forays section, para. 4).

**Kindle ebooks**

Some Kindle ebooks do not contain page numbers. **Do not** include Kindle location numbers with in-text citations if page numbers are not available. Instead, use the methods described above to create a page number alternative.

**Audio or video source (YouTube video, podcast, etc.)**

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)

## In-text citations – 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) advanced 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.

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 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 11-36.

## 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.

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

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 ...

### Optimization 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. ...

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.

## Tables and Figures

### **APA Publication Manual chapter 7**

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures>

Tables and figures can help present and illustrate information in attractive and easily-understandable ways. APA guidelines help ensure that visual displays are presented clearly and consistently; detailed instructions for creating and formatting them correctly are available on the APA Style website.

**Tables** show numerical values and/or text in columns and rows.

[Table setup](#) | [Sample tables](#)

**Figures** may be charts, photographs, drawings, maps, or any other illustration that is not a table.

[Figure setup](#) | [Sample figures](#)

## 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 and Help

A wide variety of **help tools** for learning and using APA Style – reference guides, websites, 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](mailto:librarian@iirp.edu)

(610) 807-3007

[www.iirp.edu/library](http://www.iirp.edu/library)