

PAGE LAYOUT: Double-space *all* lines of manuscript, i.e., title, quotations, references, etc. Leave uniform margins of 1 in. (2.54 cm) at the top, bottom, right, and left of every page. Type on an 8.5 x 11 in. (22 x 28 cm) page. Throughout the text, including references, type only one space after each punctuation mark.

PAGE NUMBERS AND HEADERS: After the manuscript pages are arranged in correct order, number them consecutively--beginning with the title page as 1. Using Arabic numerals, type the numbers in the upper right-hand corner. The page number will be part of the header which will also include the running head. The header is placed on the top of each page to keep the document in order. Include a running head aligned with the left margin.

RUNNING HEAD: The running head, an abbreviated title, is typed in all caps and is printed at the top of a page, as a header, of a published article to identify the article for readers. The head should be a maximum of 50 characters, counting letters, punctuation, and spaces between the words. The running head is placed at the top of the page, flush with the left margin, on all pages of text.

ARRANGEMENT OF MANUSCRIPT PAGES: Number all pages consecutively and begin each page with a header including the Running Head and the page number.

- a. **Title of Paper** Make sure the full title of your paper appears on the *first* page of the manuscript as well. This title should be centered on the line. Then, start the manuscript itself.
- b. **Title Page** with title, author's name and affiliation, running head, and author note (separate page, numbered 1). Please see the model attached to this handout, and note that a running head appears in the upper left hand corner. The "author note" (if there is one) appears with each printed article to identify each author's academic department. Student papers usually do not have an author note.
- c. **Abstract** The abstract, if your professor requires one, appears after the title page and is numbered page 2.
- d. **Text** Start on a new page numbered 3; if there is no abstract, the text is numbered page 2.
- e. **References** (start on a new page) References should be double-spaced, alphabetized, using the hanging indentation function.

INDENTATION:

Paragraphs: Indent five spaces the first line of each paragraph. (The tab key should be set to this amount and can be used to indent at the beginning of a paragraph).

References: Keep the first line at left margin, but use the "hanging indentation" function under

Paragraph: Indentation: Special: Hanging.

Exceptions: Do Not indent Abstracts, Block Quotes, Table Titles and Notes, and Figure Captions.

REFERENCE CITATIONS IN TEXT: To give credit to the author or authors whose research you are using, you must use parenthetical citations. Citation of an author's work in the text documents your work, briefly identifies the source for the reader, and enables the reader to

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locate the source of information in the alphabetical reference list at the end of the paper. You should also cite paraphrased findings, techniques, or effects discovered, founded by, or associated with a particular author.

There are several basic ways to give credit to a book, article, or essay in the body of your paper:

1. When citing an entire study (or more than one study), place in parentheses at the end of the sentence the surname of the author, followed by a comma, and the year of publication.
2. You may also give the surname of the author in the sentence. If you do so, you place only the year in parentheses.
3. When using a direct quotation or citing a specific section from a particular source, you must give the surname, followed by a comma and then a "p." and the page number (or, if applicable, "chap." and the chapter number). Again, if you give the surname in the sentence, you need not include it in the parenthetical citation.

Most sources cited in the text should be included in the Reference list (See the note on E-mail messages under section 8 below). Conversely, any source listed in the reference list must be cited in the text!

The essential elements of in-text citation include:

- the author's last name or the document's title, if no author is identified
- the date of publication

One Work by a Single Author:

Smith (1983) compared reaction times **OR**
In a recent study of reaction times (Smith, 1983)

One Work by Two or More Authors:

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

When a work has more than two authors and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations you include only the surname of the first author, followed by "et al." and the year.

Exceptions: If two references with the same year (e.g., both Bradley, Ramirez, & Soo, 1983, and Bradley, Soo, Ramirez, & Brown, 1983), always cite both references in full to avoid confusion. Also, all multiple-author citations in footnotes, tables, and figures should include the surnames of all authors every time the citations occur.

See p. 175 in Publication Manual of the APA for citing six or more authors.

Authors with the Same Surname: Distinguish using first name initials.

S. E. Dykes (1983) and B. A. Dykes (1980) also found . . .
S. E. Dykes et al. (1983) and B. A. Dykes (1980) studied . . .

Two or More Works within the Same Parentheses:

Order the citation of two or more works within the same parentheses in the same order in which they appear in the reference list (alphabetically), according to the following guidelines:

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- A. Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the author's surnames once; for each subsequent work, give only the date
Past research (Hassan & Grammick 1981, 1982) has shown . . .
- B. Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year each time. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title.
Several studies (Farrell & Hammond, 1977a, 1977b, 1977c) . . .
- C. List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons.
Several studies (Dorrow & O'Neal, 1979; Mullaney, 1978; Talpers, 1981) . . .
- D. For more details see page 178 in *Publication Manual of the APA*

A Work by Corporate Authors:

- A. First Text Citation:
A study (National Institute of Mental Health [NIMH], 1981) proposed . . .
- B. Subsequent Text Citations:
(NIMH, 1981)

Exception: If the name is short, or if the abbreviation would not be readily understandable, spell out the name each time it occurs.

Works with No Author or with an Anonymous Author:

When a work has no author, cite in the text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter or a web page and italicize the title of a periodical, book, brochure, or report.

- . . . on free care ("Study Finds," 2007).
. . . in the book *College Bound Seniors* (2008).

Note: When a work's author is designated as "Anonymous," cite as follows:
(Anonymous, 2009)

In the reference list, an anonymous work is alphabetized by the word Anonymous. For further information see p. 177 in the *Publication Manual of the APA*.

Citing Specific Parts of a Source: When citing a specific part of a source, indicate the page, chapter, figure, table or equation when appropriate (see page 179 in *Publication Manual of the APA*). *Page* is abbreviated P. while *Chapter* is NOT abbreviated in these text citations.

- Research shows (Czapiewski & Ruby, 2009, p. 10)
Research shows (Wilmarth, 1980, Chapter 3)

QUOTATIONS:

Always give the author, year, and specific page (or paragraph in non-paginated material) when citing a quotation.

- A. Short Quotations: Direct quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks ("). If the quotation is midsentence, cite in parentheses immediately after quotation marks



- and continue the sentence.
- B. Long Quotations: Display quotations of more than 40 words in a double-spaced block of typewritten lines with no quotations marks. Indent five spaces from the left margin, and type the entire quotation on the new margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second paragraph and additional paragraphs five spaces from the new margin.
 - C. Quoted Material within Quotations: If part of the material you are quoting is in quotation marks in the original source, use single quotation marks (') to enclose quoted material. (See page 173 in Publication Manual of the APA for information on citations within quotations).
 - D. Ellipsis Points: Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate an omission within a sentence. Type four periods to indicate any omissions between two sentences (a period for the sentence followed by three spaced periods. . . .). Do not use ellipsis points at the beginning or end of any quotation unless, in order to prevent misinterpretation, you need to emphasize that the quotation begins or ends in mid-sentence.
 - E. Brackets: Use brackets, not parentheses, to enclose material inserted in a quotation by some person other than the original writer (including you). If any incorrect spelling, punctuation, or grammar in a source might confuse readers, insert the word *sic*, italicized and bracketed (i.e., [*sic*]) immediately after the error in the quotation.
 - F. Quotation Marks and Other Punctuation: When a period or comma occurs with closing quotation marks, place the period or comma before rather than after the quotation marks. Put other punctuation outside quotation marks unless it is part of the quoted material.

REFERENCES: In accordance with APA style, place an alphabetically arranged list of cited sources after the text of your essay but before appendices or explanatory notes. For items not covered here, refer to the *APA Publication Manual* .

PRINTED MEDIA

Journal Article, One Author—with the DOI (digital object identifier)

Pavio, A. (1975). Perceptual comparison through the mind's eye. *Memory and Cognition*, 3(7), 635-647. doi:10.1037/0278-6133.24.2.225

Journal Article, One Author—without the DOI (digital object identifier)

Light, M.A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implication for local law enforcement. *Journal of Criminal Law*, 8(1), 73-82.

Journal Article, Two Authors, Paginated by Issue

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

Journal Article, with Three to Six Authors

Horowitz, L. M., Post, D. L., French, R. S., Wallis, K. D., & Siegelman, E. Y. (1981). The prototype as a construct in abnormal psychology: Clarifying disagreement in psychiatric

judgments. *Journal of Abnormal Psychology*, 90, 575-585.

Magazine Article, monthly, biweekly, or weekly

Gardner, H. (1981, December 8). Do babies sing a universal song? *The New Yorker*, 10(5), 70-76.

[NOTE: For magazines published weekly or biweekly (like the above example), add the day of the issue: (1981, December 8). Otherwise, use only year and month (2002, June).]

Newspaper Article, No Author

Study finds free care used more. (1982, April 4). *APA Monitor*, p. A4.

[NOTE: Alphabetize works with no author by the first significant word in the title.]

Newspaper Article, Pagination by Issue

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work, at least for a while. *The Wall Street Journal*, pp. A1, A4.

Book

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

Edited Book

Lutheridge, B., & Cannon, C. R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*. New York: Praeger.

Book, Revised Edition

Cohen, J. (1977). *Statistical power analysis for the behavioral sciences* (Rev. ed.). New York: Academic Press.

Article or Chapter in an Edited Book

Hartley, J. T., Harker, J. D., & Walsh, D. A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L. W. Poon (Ed.), *Aging in the 1980s: Psychological issues* (pp. 239-252). Washington, DC: American Psychological Association.

INTERNET SOURCES AND ELECTRONIC MEDIA:

World Wide Web Site

To cite specific parts of a Web document, indicate the chapter, figure, table, or equation as appropriate. For quotations, give page numbers (or paragraph numbers) if they are available. For example,

As Meyers (2000, para. 5) aptly phrased it, “positive emotions are both an end – better to live fulfilled, with joy [and other positive emotions] – and a means to a more caring and healthy society.”

If page or paragraph numbers are not available, they can be omitted from the in-text citation.

World Wide Web Document

To cite specific documents on a web site, all references begin with the same information that would be provided for a printed source (or as much of that information as is available). As with other publications, if no publication date is available for a document, use “n.d.” (stands for “no date”) in its place. The Web information is then placed in a retrieval statement at the end of the reference. Below are some examples of how to cite documents posted on APA’s own Web site.

ANNOUNCEMENT posted by their Public Policy Office:

American Psychological Association. (1995, September 15). *APA public policy action alert: Legislation would affect grant recipients* [Announcement]. Washington, DC: Author. Retrieved from <http://www.apa.org/ppo/istook.html>

ARTICLE FROM A JOURNAL, the *American Psychologist*—no DOI:

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved from <http://www.apa.org/journals/jacobson.html>

***Only use “Retrieved” when DOI is not present. For more information on DOI, see page 188 in the *Publication Manual of the APA*.**

[NOTE: No date is given for the retrieval of a document.]

ARTICLE IN A MAGAZINE, NO AUTHOR IDENTIFIED:

An article from the *APA Monitor*:

From “character” to “personality”: The lack of a generally accepted, unifying theory hasn’t curbed research into the study of personality. (1999, December). *APA Monitor*, 12(8). Retrieved from <http://www.apa.org/monitor/dec99/ss9.html>

ABSTRACT:

Rosenthal, R. (1995). State of New Jersey v. Margaret Kelly Michaels: An overview. *Psychology, Public Policy, and Law*, 1, 247-271. Abstract retrieved from <http://www.apa.org/journals/abl.html>

INDEPENDENT DOCUMENT (no author identified):

Electronic reference formats recommended by the American Psychological Association. (2000, August 22). Washington, DC: American Psychological Association. Retrieved from the World Wide Web: <http://www.apa.org/journals/webref.html>

E-mail Message:

E-mail communications should be cited as personal communications. Since they do not provide recoverable data, personal communications are not cited in the reference list. Cite personal communications in text as follows:

One of Atkinson’s colleagues, who has studied the effect of the media on children’s eating habits, has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2009).

Revised: CH/JK 11/09. MT 8/15



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Running head: USE OF COMPLEMENTARY THERAPIES

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Use of Complementary Therapies in a Rural Cancer Population

Mary P. Bennett

College of Charleston

Author Note