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FORMATTING AN ESSAY OR TERM PAPER

1. Title Page

The title page of every paper or report should contain the following information:

- The full title of the paper
 - The title of the paper should be short but descriptive (i.e. “Essay #1” would not be acceptable). The title does not have to be witty or catchy, but it must give the reader a general idea of the topic to be discussed.
- Your name
- Your ‘A’ number
- The name of the instructor to whom the paper is submitted
- The name and number of the course
- The date the paper is submitted

Keep the title page simple; there is no need to include borders or designs (see the sample title page near the end of this guide).

Begin the text of the paper on a separate page; you should include the title of the paper at the top of this page as well.

2. Spacing and Margins

Papers should be typed or word processed using standard 8.5 x 11-inch white paper.

Papers should be double-spaced throughout. Margins should be one inch at the top, bottom, and sides of the page. Justify the left margin only.

3. Printing

Ask your professor if double-sided printing is acceptable.

4. Pagination

Beginning with the title page, number all pages consecutively. The number should appear at least 1 inch from the right-hand side of the page in the header.

5. Indentation and Paragraphs

Depending on your professor’s preference, you should do one of the following two things:

- Indent the first line of every paragraph using the tab key, which should be set at 5 to 7 spaces or ½ inch. Indent for all paragraphs except for an abstract, block quotations, titles/headings, table titles/notes, and figure captions. In this format, do not include an extra line between paragraphs.

OR

- Include an extra line between paragraphs and do not indent the first line of each paragraph. However, long quotations should always be indented ten spaces.

6. Subheadings

Subheadings are not usually required in shorter papers. However, they are often used in longer assignments. While different formatting is used depending on the number of heading levels, three heading levels are usually sufficient.

One level: For short papers, use only one level of heading. These headings should be centred, written in bold, and have all major words capitalized.

Two levels: For lengthier research papers, use two levels of headings. The second-level headings should be flush left to the margin, written in bold, and have all major words capitalized.

Three levels: In some cases you may need to use three levels of headings. Third-level headings should be indented 5 to 7 spaces using the tab key, written in bold, with the first word capitalized and all other words (except names) in lowercase letters. End these headings with a period.

Here is an example of three levels of headings:

Methodology
(Centred, Boldface, Uppercase and Lowercase Heading)

Theoretical Basis and Justification
(Flush Left, Boldface, Uppercase and Lowercase Heading)

Theory one.
(Indented, boldface, all words lowercase except the first one and any names, ending with a period.)

7. Quotations

Any time that another author's idea is used in an essay, you must give credit to that author with an in-text citation immediately following the quotation. Direct quotations must be reproduced *exactly* the same as the original, including wording, spelling, capitalization, and punctuation.

Short Quotations

Quotations shorter than 40 words should be incorporated into the text and enclosed by double quotation marks (“”). They should include the author, year, and page number. Any punctuation in your sentence should be placed *after* the parentheses.

Here is an example:

It is, however, important to recognize that “overcoming social and cultural barriers requires the creation of supportive organizational cultures and imaginative approaches to building on people’s willingness to participate” (Vanderplaat & Barrett, 2006, p. 32).

In this format, the entire citation is included in the parentheses and separated by commas. Note that the punctuation follows the citation.

OR

In this format, the authors’ names are part of the sentence, but they must still be followed by the year of publication. The page is still included at the end of the quotation.

Vanderplaat and Barrett (2006) emphasize that “overcoming social and cultural barriers requires the creation of supportive organizational cultures and imaginative approaches to building on people’s willingness to participate” (p. 32).

If there are no page numbers (e.g., in an electronic document), use the paragraph number (if available) preceded by the abbreviation ‘para.’ If paragraph numbers are not visible, cite the heading and the paragraph number following it.

Here is an example:

“quote quote quote” (Smith, 1999, Conclusion section, para. 2).

For quotations of 40 words or more, indent all lines (not just the first line) of the quotation and do not use quotations marks. For long quotations, the punctuation is placed *before* the parentheses.

Here is an example:

McMullen (2006) notes the issue:

Mediated knowledge, whereby lived experience is transmitted to news narrative, is usually accomplished via routine electronic or print-based media systems and depends on a number of distinct but interrelated factors that are extrinsic to an event's seriousness: geopolitical interests, market needs, advertising policies, organizational budgets, access to and control of information sources, cultural priorities and newsworthiness, and dominant discourses that enable, guide, and sustain news coverage. (p. 908)

Note that in this case, the citation follows the punctuation.

Additions to Quotations

If you need to add letters or words within a quotation that are not part of the original text, then enclose them in square brackets. You should also use square brackets to indicate changes in punctuation.

Here is an example:

Information not found in the original source

"It [the Community Action Program for Children] seeks to improve the health and well-being of Canadian children and families who experience difficult life circumstances such as poverty and/or social isolation" (Vanderplaat & Barrett, 2006, p. 26).

Omissions from Quotations

If you omit words from a quotation, then you should include an ellipsis (three periods) to indicate where you have omitted words or sentences. If this omission occurs at the end of a sentence, use four periods. Keep in mind that the quote must still embody the original idea; the author you are using must be represented fairly.

Here is an example:

In one study, the authors "found a common concern was removing financial barriers to participation by...the availability of petty cash systems that reimbursed people quickly" (Vanderplaat & Barrett, 2006, p. 32).

Note the ellipsis, which indicates that words have been omitted.

Indirect Quotations (Citing a Source Within a Source)

On occasion, you may come across a citation within a text that you would like to incorporate into your work. If this is the case, ***you should always*** attempt to find the original source of the quotation and quote it directly. However, sometimes you will need to quote a source that quotes another source (for example, if Saint Mary's does not have access to the original source through its databases or through Novanet).

If this is the case, then after you paraphrase or quote the original source, use "as cited in" followed by the source that you found the information in.

Do not include the original source in your references list; just include the source in which you found the information.

Here is an example showing how to cite a source within a source:

As well, "Critical stories will not appear; certain individuals, groups, and stories will remain "invisible" (McMullen as cited in Dowler, Fleming, & Muzzatti, 2006, p. 843).

Dowler, Fleming, and Muzzatti are the authors of the source in which you found this information. This is the source that gets cited in your reference list.

McMullen is the person who originally stated the information (Dowler, Fleming, and Muzzatti are citing McMullen). McMullen's article/book does *not* get included in your reference list.

8. Paraphrasing

Paraphrased ideas allow you to incorporate someone else's idea or argument in your paper without using the original wording. These sections get integrated into your own writing, but they must still be cited appropriately (i.e., include the author's last name, the year, and the page number from which you got the information).

You don't have to include the page number in your reference if you are citing an author's entire work (i.e. the overall argument of an article or book), but if you are citing information from a specific page or pages, then you should include this information.

Note the following examples:

As Byers (2002) suggests, television characters both reflect and help to construct or reconstruct discourses on sexuality (p. 59).

In this format, the author's name is part of the sentence, but it must still be followed by the year of publication. The page is still included at the end of the paraphrase.

OR

Television characters both reflect and help to construct or reconstruct discourses on sexuality (Byers, 2002, p. 59).

In this format, the entire citation is included in parentheses and separated by commas. Note that the punctuation follows the citation.

9. Tables

Tables provide an efficient way of presenting a large amount of data in a condensed format. They should be reserved for important data directly related to the content of your paper and for simplifying text that would otherwise be dense with numbers.

If you include a table in your paper, you do not need to repeat the same information in your text. Simply choose one method of presenting the information – whatever you think will be clearer for the reader to understand.

However, you can, and should, mention the highlights or important information found in the table within the text of your paper so that you can explain its significance; just make sure that you do not repeat **all** of the tabular information in your text.

Tables contain the following information:

- **Table number:** Number all tables in the order in which they are first mentioned in the text.
- **Title:** Each table should contain a brief and explanatory title.
- **Headings:** Each column should contain a short heading that does not make the column wider than necessary.
- **Notes:** Tables can contain three kinds of notes:
 - General notes provide information about the table and begin with the word *Note* (italicized) followed by a period.
 - Specific notes refer to a particular column, row, or individual entry and are indicated by superscript lowercase letters.
 - Probability notes indicate the results of tests of significance.
- **Horizontal lines:** Tables in APA style do not contain vertical lines.

To refer to tables in your paper, refer to them by their number (Table 2) instead of writing things like “the table above”.

To cite tables from another source, you need to cite where you got the table from. Include a note in your table to provide the reader with adequate citation information.

Here is an example of a table in APA style cited from another source:

Table 2

Private security functions by level of similarity to police functions

Level	Function	Activities	Character of activities
1	Forensic investigation	Investigate frauds and problematic business transactions	Complex, often requiring specialized training, matters often settled privately rather than through the criminal justice system
2	Corporate security	Protect complex operations, prevent crime against corporations, internal investigations	Agents are employed by large corporations
3	Private investigation	Generally undertake civil and private investigations	Activities such as pre-employment checks, surveillance
4	Enhanced security services	Prevent crime actively, conduct limited patrols, enforce by-laws on contract to a local authority	Moderately high risk activities, quasi-police functions, appearing to have a policing character
5	Static guards	Secure property, limit loss, control access to buildings and sites	Low risk activities

Note. Reprinted from “Privatising Economic Crime Enforcement: Exploring the Role of Private Sector Investigative Agencies in Combating Money Laundering,” by S. Schneider, 2006, *Policing and Society*, 16, p. 295.

For more detailed information on tables in APA style, please see sections 5.07 to 5.19 in the APA manual (sixth edition).

10. Figures

Although figures usually require the reader to estimate values, they allow for a quick glance at the overall pattern of results and are useful for depicting interactions between variables. A figure should be simple, clear, and easy to understand. There are several types of figures that can be included in a paper.

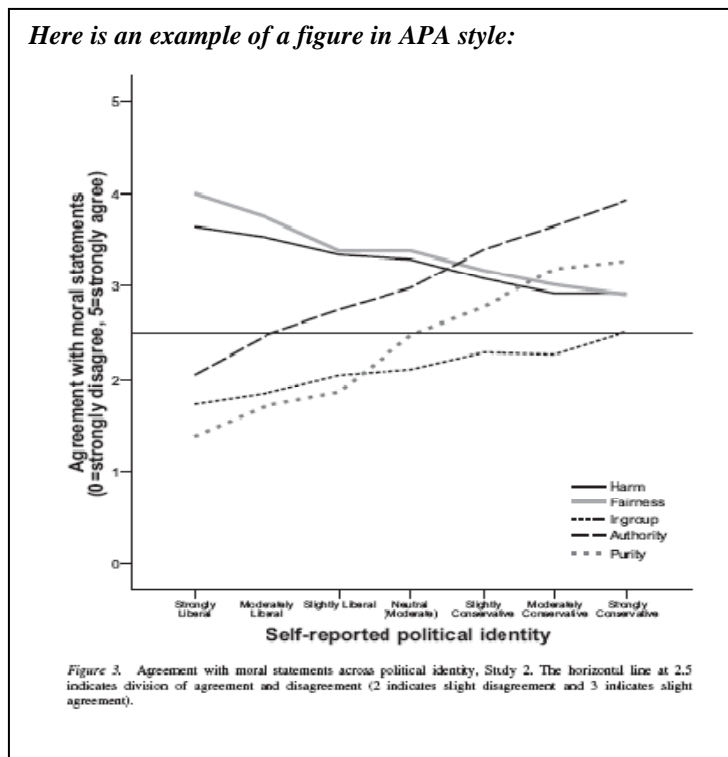
The most common types of figures include the following:

- *Graphs* show relations in a dataset. There are several types of graphs:
 - Scatter plots, line graphs, bar graphs, pictorial graphs, pie graphs
- *Charts* show relationships between parts of a group.

All figures should meet the following requirements:

- The font size for all parts of the figure should be between 8 and 14 points.
- Include a legend to explain any symbols used.
- Include a brief but descriptive caption.

To refer to figures, refer to them by their number (Figure 5) instead of writing things like “the figure above”.



*Figure 3. Agreement with moral statements across political identity. Study 2. The horizontal line at 2.5 indicates division of agreement and disagreement (2 indicates slight disagreement and 3 indicates slight agreement). Reprinted from “Liberals and Conservatives rely on different sets of moral foundations,” by J. Graham, J. Haidt, and B. A. Nosek, 2009, *Journal of Personality and Social Psychology*, 96, p. 1036.*

For more detailed information on figures in APA style, please see sections 5.20 to 5.25 in the APA manual (sixth edition).

PLAGIARISM

1. What is Plagiarism?

According to Saint Mary's Academic Calendar, plagiarism is the "presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)" (Saint Mary's University, 2009, pp.22-23).

Therefore, plagiarism includes taking someone else's words, sentences, or paragraphs and using them in your own paper without explaining where you got them from. However, this is not the only form of plagiarism. Plagiarism also involves taking someone else's *ideas* or *arguments*, putting them into your own words, and then not citing the source. In addition, keep in mind that when you paraphrase an idea or argument from someone else, you need to change the structure of the sentence and put it into your own words as well as include a citation. Simply changing or rearranging a few words is not sufficient and is considered a form of plagiarism. Academic writing is all about ideas and arguments, so if you get information (or specific sentences or groups of words) from somewhere else, then you have to show where you got it from.

2. Avoiding Plagiarism

To avoid plagiarism, make sure that you cite all sources that you use in your paper. If you include information word-for-word from a source, then you need to put quotation marks around it (see the Quotation section in this booklet) and cite in your text and in your reference list. If you take someone's idea/argument but put it into your own words, then you don't need quotation marks, but you still need to cite it in your text and in your reference list.

3. Common Knowledge and Plagiarism

Some students have heard that "common knowledge" doesn't need to be cited, so they wonder when something is considered common knowledge. After all, something might be common knowledge to researchers in a field but be new information for a student. Basically, there's no set rule for whether something is considered common knowledge or not, but if you ask yourself the question "would everyone who studies Author A, Topic B, or Subject C know this?", and if your answer is "yes", then you should be okay. Another way to look at it is that if the same information can be found in five or more sources (which are completely independent and not referring to one person or to one another), then it's probably common knowledge.

Example of something that does not need to be cited:

A secular society is based on rational thought and science.

Example of something that has to be cited:

Parsons (1964) emphasizes that the secularization of government is associated with the secularization of law, and both of these are associated with the level of generality of the legal system (p. 356).

If you are unsure whether or not a source is common knowledge, then it's always better to cite it than not to cite it. Also, keep in mind that if you are using a specific person's study or idea, even if it is common knowledge, then you should cite it.

Here is an example:

Becker (1950) defined a secular society as a society where novelty is responded to as it is defined by the society's members in terms of its existing culture (p. 56).

In this case, the definition of a secular society may be considered common knowledge, but because you are using Howard Becker's particular definition, it should be cited.

DOCUMENTING RESEARCH – APA STYLE

In university papers, whenever you are writing about someone else’s ideas, you need to reference them in two ways. First, you need to provide an in-text citation, and second, you need to include a complete reference list entry at the end of the paper in the References section. This allows readers to find the source you used if they want more information. You always need to cite your sources when you are using their ideas, regardless of whether you are quoting or summarizing them.

For most of your research, you will likely be using journal articles, books, magazine or newspaper articles, and electronic sources so this section is divided into those four categories with an additional category for miscellaneous sources. Keep in mind that although the reference list entries are single-spaced in this document, in your paper you would double-space them.

1. In-Text Citations

In APA style, parenthetical in-text references are used to document sources used in a paper. Sources are briefly identified within the text of the paper, using the author’s last name, the date of publication, and the page number of the specific material being used in the paper.

Citing a Source with One Author

For a source that has one author, cite the author’s name, the year of publication, and the page, paragraph, or section number (if your information is from a specific page).

Here is an example:

“quote quote quote” (Ighodaro, 2008, p. 423).

OR

As Ighodaro (2008) states, “quote quote quote” (p. 423).

Citing a Source with Two Authors

If the source has two authors, use an ampersand (&) to join them, if the citation comes at the end of the quoted or paraphrased material.

Here are two examples:

Paraphrase of material (Dobrowolsky & Tastsoglou, 2008, p. 15).

When the authors are listed in the parentheses, use the ampersand symbol (&) between the names.

OR

When the authors are listed in the text, use the word “and” between the names.

Dobrowolsky and Tastsoglou (2008) argue that ... (p.15).

Citing a Source with Three to Five Authors

If the source has three to five authors, list them all the first time that you cite the source. In subsequent citations, however, list only the first author followed by “et al.”

Here is an example of the first in-text citation:

However, the term “terrorism” can have multiple meanings (Crocker, Dobrowolsky, Keeble, Moncayo, & Tastsoglou, 2007, p. 2).

When the authors are listed in the text, use the word “and” before the final name.

OR

When the authors are listed in the parentheses, use the ampersand symbol (&) before the final name.

Crocker, Dobrowolsky, Keeble, Moncayo, and Tastsoglou (2007) explain that the term “terrorism” can have multiple meanings (p. 2).

Here is an example of a subsequent in-text citation:

Therefore, “Canada’s response to the current crisis in terrorism is eroding the principles of Canadian citizenship” (Crocker et al., 2007, p. 4).

Only the first author is kept for subsequent citations, followed by et al.

Citing a Source with More than Five Authors

For a source that has more than five authors, list the first author followed by “et al.” for every citation.

Here is an example:

Paraphrase of material (Westhaver et al., 1999).

Citing a Source with a Group or an Organization as Author

Sometimes a document will be written by a group or corporation. In this case, use that organization as the author.

Here is an example:

(Amnesty International Canada, 2008).

Citing a Source with No Author

If there is no author for the source, use the first few words of the title of the work in place of the author. Use double quotation marks around the title of an article, chapter, or a web page; and use italics for the title of a periodical, book, brochure, or report.

Here are two examples:

“Conflict Theory” (n.d.) explains how conflict can begin to form... (p. 13).

OR

Paraphrase of material (“Conflict Theory”, n.d., p. 13).

Citing a Source with an Anonymous Author

If the author of a work is designated specifically as Anonymous (rather than simply not listing an author), then write the word “Anonymous in” place of the author.

Here is an example:

Paraphrase of material (Anonymous, 2010).

Citing Multiple Citations within the Same Parentheses

If you are citing more than one study to support an idea, make sure that the citations are in alphabetical order (according to the authors' last names), in the same way that they are alphabetical in your reference list. Each source should be separated by a semicolon.

Here is an example:

Paraphrase of idea/argument (Bell, 2008; MacNevin & Ighodaro, 2003).

List the separate entries alphabetically by authors' last names (i.e. "B" comes before "M"), but keep the order of names within each entry (i.e. the original source lists "MacNevin" before "Ighodaro").

Personal Communications

Personal communications include letters, emails, personal interviews, phone conversations, and similar sources that contain unrecoverable data (e.g., class notes). They are ***not included*** in the references list, but they still need to be cited in your text. To cite personal communications, include the initials and last name of the communicator and an exact date.

Here are two examples:

Bonnycastle stated ... (personal communication, March 15, 2009).

"quote, quote, quote" (Crocker, personal communication, March 26, 2009).

2. Reference-List Entries

Journal Articles (Electronic and Paper)

Journal article with a DOI assigned

A digital object identifier (DOI) gives a scholarly paper or article a unique identifying number that anyone can use to obtain information about the publication's location on the Internet.

Author's last name,
comma, and first initial

The title of the article is NOT in italics
and only capitalizes the first word of the
title and subtitle as well as names.

Johnson, V. (2007). 'The rest can go to the devil': Macy's workers negotiate gender, sex, class and race. *Journal of Women's*

History, 19, 32-57. doi: 10.1353/jowh.2007.0017

Volume
number
(see note
below)

Page
numbers
of the
article

DOI

Title of the journal in
italics with the major
words capitalized

Note: Only include the issue number of the journal if each issue starts on page one (journals are not usually longer than 100 pages per issue, so if the article is from issue 3 and is on pages 322 to 353, then the issues continue counting upwards – they do not each start at page one, so the issue number is not included. If you need to include it, the volume and issue numbers look like this: *51(3)* for volume 51, issue 3.

Journal article with no DOI assigned (electronic version)

VanderPlaat, M. (1998). Empowerment, emancipation, and health promotion policy. *Canadian Journal of Sociology*, 23, 71-90. Retrieved from <http://www.cjsonline.ca>

Include the URL of the journal's homepage. Do not include a retrieval date or the name of the database in which you found the article.

Journal article with no DOI assigned (print version)

Johnson, V. (2009). "Look for the moral and sex sides of the problem": Investigating Jewishness, desire, and discipline at Macy's Department Store, New York City, 1913. *Journal of the History of Sexuality*, 18, 457-485.

If a print version of an article does not have a DOI, then simply end the reference with the inclusive page numbers.

Journal article with two authors

Include a comma and an ampersand (&) between the two authors' names.

VanderPlaat, M., & Barrett, G. (2006). Building community capacity in governance and decision making. *Community Development Journal*, 41, 25-36. doi: 10.1093/cdj/bsi048

Journal article with three to seven authors

Separate each author with a comma and include an ampersand (&) before the final author's name.

VanderPlaat, M., Samson, Y., & Raven, P. (2001). The politics and practice of empowerment evaluation and social interventions: Lessons from The Atlantic Community Action Program for Children regional evaluation. *Canadian Journal of Program Evaluation*, 16, 79-98. Retrieved from http://www.evaluationcanada.ca/site.cgi?s=4&ss=2&_lang=EN

Journal article with more than seven authors

Abaz, J., Walsh, S.J., Curran, J.M., Moss, D.S., Cullen, J., Bright, J-A.,...Power, T.E.B. (2002). Comparison of the variables affecting the recovery of DNA from common drinking containers. *Forensic Science International*, 126, 233-241. Retrieved from <http://journals.elsevierhealth.com/periodicals/FSI>

Include the first six authors, followed by an ellipsis and the final author's name.

Print Sources

Book by one author

Author

Year of publication

For a book title, capitalize only the first word and proper nouns (like article titles).

Veltmeyer, H. (2007). *The politics of change in Latin America*.

Toronto, ON: Broadview Press.

Place of publication – include both city and state (for the US), city and province (for Canada), or city and country (anywhere else).

Publisher name: leave out terms like *Publishers, Co.,* and *Inc.,* but keep the terms *Books* and *Press*.

Book by two or more authors

Perrier, D., & Pink, J. (2003). *From crime to punishment: An introduction to the criminal law system* (5th ed.). Toronto, ON: Carswell Publishing.

If the book lists an edition, include it here.

The publisher's name is "Carswell Publishing Company Limited", so only "Carswell Publishing" is required.

Article or chapter in an edited book

Chapter author(s)

Chapter title (only capitalize the first word of the title and subtitle or names of things)

Book editor (Note that the first initial comes *before* the last name)

Westhaver, R. (2006). Gay men dancing, circuit parties. In S. Seidman (Ed.), *Introducing the new sexuality studies: Original essays and interviews* (pp.271-279). New York, NY: Routledge.

Chapter page numbers

Book title (only capitalize the first word of the title and subtitle or names of things)

Entry in a reference work (encyclopedia, disciplinary dictionary, etc.)

Author of the entry - if there is no author, then use the title of the entry as the author.

Title of the entry

Include the word "In" before the editors' names. If the reference book does not list an editor, just include the word "In" followed by the title of the book

Smith, S. M. (2007). Eyewitness testimony/accuracy. In R.F. Baumeister & K.D. Vohs (Eds.), *The encyclopedia of social psychology* (Vol. 1, pp. 337-338). Thousand Oaks, CA: Sage Publications.

Include all that apply: the edition number (i.e. 2nd ed.), volume number, and page numbers of the entry.

Daily newspaper article

Include the specific publication date.

Todd, D. (2008, April 13). Teens' rudeness prompts study. *The*

Telegram, p. A12.

Page number

Magazine article

Date of publication: include month and day for weeklies and month for monthlies

Macdonald, N. (2009, April 20). Girls and gangland. *Maclean's*, 122, 22.

Page number

Book review

If the review has a title, include it before the square brackets (write it as you would a journal article title). Still keep the information included in the square brackets.

Christiansen-Ruffman, L. (2008). [Review of *Gender Realities: Local and global*, edited by M.T. Segal and V. Demos].

International Sociology, 23, 722-729.

Author of the book

Volume number

Title of the journal in which the review is written

Electronic Sources**Electronic book**

If no date is listed, then write (n.d.).

Ellwood, C. A. (1919). *Sociology and modern social problems*. Retrieved from <http://www.gutenberg.org>

Chapter from an electronic book

Include the word "In" before the editors' names and (Ed.) or (Eds.) after them.

Jureidine, R. (2002). The search for order: Emile Durkheim. In R. Jureidini & M. Poole (Eds.), *Sociology: Australian connections* (pp.26-43). Retrieved from <http://books.google.ca/>

Page numbers of the chapter

Document created by a private organization

Organization's name

If no date is listed, then write (n.d.).

Document title

International Sociological Association. (2001). *Code of ethics*. Retrieved from http://www.isa-sociology.org/about/isa_code_of_ethics.htm

URL of the document

Document available on a university program or department website

Title of the document in italics - capitalize only the first word of the title/ subtitle and any names.

Erwin, L. (2008). *Promoting excellence: A community-based approach to social and academic support for youth in the Jane/Finch community*. Retrieved from York University, Department of Sociology website:

<http://www.arts.yorku.ca/soci/qrrc/Program%20Evaluation%20Executive%20Summary.pdf>

Include the university **and** department name if the source is from a specific department. Just include the university name if the document is not from a specific department.

Online government document (with an author)

Names of the author(s)

Title of the document in italics - capitalize only the first word of the title/ subtitle and any names.

Connor, S., & Brink, S. (1999). *The impacts of non-parental care on child development* (Report No. W-22-2E). Retrieved from Government of Canada Publications website: <http://dsp-psd.pwgsc.gc.ca/Collection/MP32-28-00-2E.pdf>

Name of the government agency

URL of the document

Report number (if provided)

Online government document (without an author)

Name of the government agency

Statistics Canada. (2007). *Households and the environment* (Catalogue no. 11-526-X). Retrieved from Statistics Canada website: <http://www.statcan.gc.ca/pub/11-526-x/11-526-x2009001-eng.pdf>

Other Types of Sources

Paper presented at a conference

MacNevin, A. (2004, May). *Messages from a maidservant: Learning from the bawdy behavior of Hannah Cullwick*. Paper presented at the Canadian Psychological Association Annual Conference, Saint John's, NL.

Name of the conference

Location of the conference

Government documents (with an author)

Connor, S., & Brink, S. (1999). *The impacts of non-parental care on child development* (Report No. W-22-2E). Ottawa: Human Resources Development Canada.

Name of the government agency/department that published the document

Report number (if provided)

Location of the publisher/ government agency

Government documents (without an author)

Statistics Canada. (2007). *Households and the environment* (Catalogue no. 11-526-X). Ottawa: Author.

When the publisher and the author are the same, do not repeat the information. Just write "Author".

Online fact sheet

Department of Justice Canada. (2009). *Family violence: A fact sheet from the Department of Justice Canada* [Fact sheet].

Retrieved from <http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/dati-freq.html>

If you are using a print version, include the place of publication and publisher (see the Government document entry examples) instead of the website.

Online brochure

Include a description of the type of “grey matter” publication (i.e. anything not formally published like a brochure, fact sheet, etc.) in square brackets.

SRI International. (2008). *SRI Overview* [Brochure]. Retrieved from <http://www.sri.com/about/documents/SRI-Overview.pdf>

Personal communications

(personal communication, March 15, 2009)

OR

(A. Schulte-Bockholt, personal communication, March 26, 2009)

Note: Personal communications include *letters, emails, personal interviews, phone conversations* and *similar sources that contain unrecoverable data* (e.g., *class notes*). They are not included in the reference list, but they still need to be cited in text. To cite personal communications, include the initials and last name of the communicator and an exact date.

Field Notes

Field notes can be considered either *personal communications* because they contain unrecoverable data, or *unpublished raw data*. Therefore, cite them using one of these two ways (see example above and example below).

Unpublished raw data

Author’s last name, Initial. (Year). [Description of content]. Unpublished raw data.

Thesis or dissertation

Rajiva, M. (2004). *Rushing through adolescence: Becoming and belonging in the narratives of second generation South Asian girls* (Doctoral dissertation). Carleton University, Ottawa, ON, Canada.

If it is a thesis being cited, write (Master’s thesis) or (Undergraduate thesis) instead.

If the thesis was retrieved online, replace the publishing information with “Retrieved from” and the URL.

Motion picture

The name(s) placed in the “author” position consist of the primary contributors (i.e. producer, director, writer, etc.) – you can limit them to the roles important to your citation. Their roles are described in parentheses.

Achbar, M., (Producer/Director), Levitt, M., Simpson, B. (Producers), & Abbott, J. (Director). (2003). *The corporation*

[Motion picture]. United States: Big Picture Media Corporation.

Title of the film

Include a description of the work in square brackets.

Location of the organization that produced the film

Name of the organization that produced the film

Episode from a television series

Cited the same as a chapter in a book, with the writer and director as the “authors” and the producer as the “editor”

Original air date

Episode title

Gartner, H. (Writer), & Weinstein, T. (Director). (2009, March 13). Staying alive [Television series episode]. In L. Guerriero &

T. Weinstein (Producers), *The fifth estate*. Toronto, ON: Canadian Broadcasting Corporation.

Series title

The description is not the title and is not italicized.

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[SAMPLE PAPER]

Mentoring and Differential Association:
Finding Theoretical Support for CPSD Interventions

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Criminology 1000

Dr. John Doe

January 1, 2010

Crime prevention is informed by numerous sociological, psychological and criminological theories. As a result, the theoretical explanations of crime are just as diverse as the disciplines themselves, which is why there is no singular theory that can account for why crime occurs and how it can be prevented. Nevertheless, it remains important not to dismiss the significance of social learning theory, and more specifically, differential association theory.

For the purpose of this paper, Edwin Sutherland's differential association theory will be discussed, analyzed and applied to crime prevention through social development (CPSD). It will be argued that exploring mentoring as a CPSD intervention is an excellent avenue for discussing the theoretical interpretations around differential association theory. Therefore, this paper will discuss broadly the theoretical assumptions around CPSD and focus on mentoring within that context. The theory of differential association will be discussed in relation to mentoring in order to conceptualize and critique the theory and its application... **[section continues]**

LITERATURE REVIEW

First-level header

More about the specifics of differential association theory will be discussed below, but CPSD research supports the importance of delinquent peers in explaining criminal behaviour. In fact, Warr (2001) concludes that "no characteristic of individuals known to criminologists is a better predictor of criminal behaviour than the number of delinquent friends an individual has" (p. 186). The importance of bonding to conventional peers is crucial in preventing criminal behaviour, and research on mentoring provides even greater support for this... **[section continues]**

This is an example of a direct quotation and in-text citation.

Note the citation in this sentence includes a page number because it discusses a specific idea or section.

The main assumption behind mentoring interventions is that all children need caring adults in their lives. When adolescents go through tough times they often turn to their friends for support. However, these friends are often going through the same transformations and lack the experience, knowledge and intellectual sophistication to fully assist with identity-related issues (Rhodes, 2002, p. 34). Although parents are the most important and best example of caring adults, certain circumstances inhibit the benefit that parents can have on their children. For example, children growing up in poverty and under deleterious social conditions are often unable to receive the important parental support and care that is needed. In these situations, other adults can provide support that is similar to the

support that a parent provides while also expanding the social network of close and supportive ties that youth have with others (Jekielek, Moore, Hair, & Scarupa, 2002; Rhodes, Spencer, Keller, Liang, & Nolan, 2006)... **[section continues]**

When multiple sources are cited in the in-text citation, they should be placed in alphabetical order, each separated by a semi-colon.

Differential association theory also discusses the importance of the “specific direction of motives, drives, rationalizations and attitudes” towards crime. Akers (1998) provides an excellent discussion on this:

This is an example of a long block quotation with citation.

Simply knowing how to carry out a crime in the sense of going through the behavioural sequence is not sufficient to account for lawbreaking, except in the negative sense that if the act requires a complicated set of tasks or skills that the person does not possess then he or she cannot commit the crime. Rather, the direction of previously learned motives, drives, rationalizations, and attitudes must orient the person toward being willing to violate the law. (p. 25-26)

For a long quotation, the punctuation is placed *before* the page number.

Akers’ argument confirms that CPSD interventions that challenge one’s perceptions, rationalizations and attitudes are best able to address one’s internal tendencies to actually become criminal...**[section continues]**

CONCLUSION

First-level header

Differential association theory attempts to show how youths become criminal regardless of their innate personality traits or characteristics provided that they are exposed to associations that produce crime-favourable definitions. This obviously has significant implications for prevention strategies. The important variable, however, is the idea of resilience that was discussed earlier and appears to be crucial in CPSD research... **[section continues]**

References

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Notes about the reference list:

- **Alphabetically organize the list:** Order the references alphabetically by last name.
- **Double-spaced:** Ensure that each entry in the reference list is double-spaced.
- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent."
- **Multiple works by same author:** When there are several works by the same author, list the earliest publications first, and list single-author entries before multiple-author entries with the same first author.
 - Arrange references with the same first author and different second and third authors alphabetically by the second author's last name.
- **Multiple works by same author & same year:** If a single author has multiple works published in the same year, then alphabetize them by title and include letters (starting with "a") after the year in both your reference list and in-text entries (i.e. 1999a; 1999b).

FURTHER GUIDES TO APA STYLE AND WRITING ASSISTANCE

Information in this APA Style Guide on how to cite references has been adapted from the following sources:

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

Purdue University Online Writing Lab (OWL). (2010, January 11). *APA formatting and style guide*. Retrieved January 20, 2010 from <http://owl.english.purdue.edu/owl/resource/560/01/>

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