

Family and Community Ministries: Empowering Through Faith

Style Guide for Authors

Our journal, with a few noted exceptions, follows the citation style outlined in the *Publication Manual of the American Psychological Association, 5th Edition* (2001). As you write and edit your own documents to fit this format, you may find the following suggestions and examples helpful.

In-text and Parenthetical Citations: (For more information see:
<http://leo.stcloudstate.edu/research/apaintext.html>)

In-text and parenthetical citations provide a way to give credit to those whose work you are utilizing as well as a means to locate sources on the reference list at the end of the article. Citations use author and date to identify the publication to which you are referring. In-text citations provide the name of the author within the text with the date of the publication in parentheses after the name; parenthetical citations give the author's name in parentheses along with the date at the end of the first sentence of the material you are citing.

Style and Editing Basics for Citations:

1. Any reference to previous research or the words/work of others should include a reference citation in the text with a corresponding reference on the reference list. This would include statistics quoted from others' research.
2. When submitting your paper, double check to make certain that reference citations and the reference list match with corresponding entries and matching dates and authors.
3. Citations for material that is not quoted include:
 - a. Author's last name
 - b. Year of publication
4. Citations for material that is directly quoted or refers to a specific part of a document include:
 - a. Author's last name
 - b. Year of publication
 - c. Page number, chapter number or table number where information is located

Citation Examples:

1. When using the name of the author/individual in the text, place the date of the publication in parentheses following the author's name.

Example: Wuthnow (1995) conducted a national qualitative study of how teenagers learn kindness and service to others.

Note: Use the past tense in in-text citations.

2. When utilizing information from an article without specifically using the author's name in the text, place the name and date in parentheses at the end of the sentence followed by a period.

Example: Young people need experiences that lead to the realization that small actions count, even though they do not solve all the problems or make the world more perfect (Wuthnow, 1995).

3. Articles with two to five authors:

Example: The NSYR researchers discovered that the vast majority of U.S. teenagers value religion and are exceedingly conventional in their beliefs and practices (Smith & Denton, 2005).

Note: When citing two or more authors in parentheses, use "&" between the authors' last names. When citing the authors within the text, use "and" between the authors' names.

Example: Youniss, McLellan, and Yates (1999) went further and collected essays from teenagers who did mandatory service as part of a high school religion course on social justice.

4. Articles with six or more authors:

In-text Example: Grimm, Dietz, Spring, et al. (2005, p.4) suggest....

Parenthetical Example: Congregations are the most frequent organizational support for youth volunteering (34%), more than schools (18%) and youth organizations (12%) (Grimm et al., 2005, p. 4).

Note: Use the last name of the first author followed by "et al."

5. When citing a part of a source, place the page, chapter or table number at the point in the text where the information is being used.

In-text Example: Among teenage volunteers, those who attend religious services are nearly twice as likely to volunteer regularly as those who do not (p. 3).

Parenthetical Example: The NSYR researchers found that those teens they defined as “devoted” were twice as likely (50%) to do noncompulsory volunteer work as the religiously disengaged (25%), and to volunteer more often (Smith & Denton, 2005, p. 230).

Note: When citing specific pages, use “p.” for one page and “pp.” for more than one page. Example: (p. 230) or (pp. 230-245).

6. When material in the paper has come from more than one source, use the following guidelines:
 - a. List all of the authors and dates in the same parentheses.
 - b. Place the names of the first authors in alphabetical order.
 - c. Separate each of the author, date entries by a semi-colon.
 - d. List citations containing “et al.” in alphabetical order with other authors.

Example: Other studies reinforce the finding that the more important religion is in the lives of adolescents, the more likely that they are involved in service (Kerestes, Youniss, & Metz, 2004; Youniss, McLellan, & Yates, 1999).

7. Authors with same surname and publication dates:

Example: B. E. Johnson (2000) and R. F. Johnson (2005) indicate....

Note: Include the initials of the first author to differentiate.

8. Works with no author:
 - a. Use the first few words of the reference list citation.
 - b. Use quotation marks around the title of an article or chapter.
 - c. Italicize periodical, book, brochure, or report chapters.

In-text Example: The book *Research Statistics* (2006) indicates....

Parenthetical Example: (“Tomorrow’s Child,” 2000)

Note: Comma is inside the quotation marks. Also note that all words in the title are capitalized, contrary to how the titles are done in the reference list.

9. Listing multiple articles by same author in parentheses.

Example: (Roehlkepartain, 1993, 2001)

10. Personal Communications

Conversations, letters, memos, e-mails, personal interviews, and telephone conversations that have not been documented in a published paper need to be cited as well. When quoting or referring to a conversation/interview include initials of first names and last name of person, "personal communication," and date of communication.

- a. Name of individual stated in text:
P. A. Glover (personal communication, January 29, 2001)
- b. Name of individual not stated in text:
(P. A. Glover, personal communication, January 29, 2001)

11. If the paper refers to the same article more than once in the same paragraph, the date may be omitted following the author's name.

Example: Wuthnow (1995) conducted a national qualitative study of how teenagers learn kindness and service to others. According to Wuthnow, some of the key characteristics....

12. Citing the Bible

Bible citations are only included in the text and not in the reference list. Include the book title, chapter and verse followed by the translation used.

Romans 12:1 (New American Standard Bible)

Note: Include the name of the translation only on the first time a scripture is quoted from that particular translation. Cite the translation again when a new translation is used.

Reference List: (For more information see:
http://www.lib.usm.edu/help/style_guides/apa.html)

The reference list serves two functions: It gives credit to those whose work you have quoted or summarized and it provides a resource tool for anyone who may want to do further study on the topic you present in your paper. With these two goals in mind, APA style utilizes the following guidelines for creating reference lists that provide enough detail that the works you reference can be easily retrieved.

1. Every person or work that is cited in the text needs to have an entry on the reference list.
2. If a person or work is not utilized in the text, it should not appear on the reference list even though the work may cover material similar to the information you present.
3. Format the list using hanging indent.
4. Double space the entries on the list.
5. List entries alphabetically by author surname, then chronologically with the earliest published work first for multiple entries by the same author. Repeat the name of the author in the list when citing multiple works by the same author.
6. Capitalization and Italics:
 - a. Capitalize **ONLY** the first word of every title.
 - b. Capitalize the first word after a colon or em dash (double dash).
 - c. Capitalize only the first word in journal article titles, titles of book chapters and titles of books.
 - d. Capitalize all key words in journal titles.

Note: This is a “quirk” of APA style: for journal *article* titles, capitalize first word only; for *journal* titles, capitalize all key words

Example:

Article title: Creating space for God: Toward a spirituality of youth ministry.

Journal title: *Religious Education*

- e. Italicize journal titles and book titles.
- f. Do not italicize journal article titles or book chapter titles.
7. Punctuation
 - a. Insert a space between two initials in a name: Rogers, R. A.
 - b. Bunch three initials: Gould, B.E.R
 - c. Delete commas in page numbers.
Example: 1143-1144 (No comma between the 1's)

The following entries will offer examples of how to cite various types of resources. A sample reference list will follow.

Periodicals

Journal Articles

Authorship

1. One author:

Beckerman, N. L. (2002). New faculty: Reports from an orientation program. *Arete*, 26, 92-96.

Note: The title of the journal article is not in italics, but the title of the journal is italicized and capitalized. Journal volume numbers are italicized.

2. Two authors

Wilson, J., & Hanoski, T. (1995). The contribution of religion to volunteer work. *Sociology of Religion*, 56(2), 137-152.

Note:

- Place a comma after the first author's initial followed by an "&."
- Journal issue numbers are placed in parentheses following the volume numbers and are not italicized.

3. Three to six authors

Youniss, J., McLellan, J. A., & Yates, M. (1999). Religion, community service, and identity in American youth. *Journal of Adolescence*, 22, 243-253.

4. More than six authors

List the first six authors followed by a comma and "et al.". The rest of the citation continues as examples above.

Pagination

Some journals paginate continuously: numbering continues consecutively through each issue in a particular year. Others begin numbering with page one in each issue. With the second type of journal, include the issue number along with the volume number of the journal.

6. Journals with continuous pagination

Champion-Hughes, R. (2001). Totally integrated employee benefits. *Public Personnel Management, 30*, 282-302.

7. Journals with non-continuous pagination

Grummer, B. (2002). Finding and retaining employees: The best versus the best suited. *Administration in Social Work, 26*(2), 83-102.

Note: Confirm that the journal year and volume number are both correct in the reference.

Magazine articles

1. Monthly periodicals

Csillag, R. (2007, January). Darwin or nothing. *Christianity Today*, p. 19.

2. Weekly periodicals

Power without responsibility. (2006, April 29). *Economist*, p. 54.

Note: Articles without an author place the name of the article before the date where the author's name would be, followed by the date and the title of the magazine.

Newspaper articles

1. Author identified.

Romney, L., & Gold, S. (2007, July 14). Health program at risk. *Los Angeles Times*, p. A1.

2. No author identified

Everyone's guilty in the prison mess. (2007, July 27). *Los Angeles Times*, p. A30.

Note: Newspaper title is italicized and capitalized. Titles of newspapers and periodicals should be listed without “The” in front.

Examples: Houston Chronicle, Family and Community Ministries Journal

Newsletter articles

* Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87. (APA, 2001, p. 242).

Note: The date includes the month of publication.

ERIC Documents and Other Reports

Gadsden, V., & Ray, A. (2003). Fathers’ role in children’s academic achievement and early literacy (Report No. EDO-PS-03-14). Columbus, OH: ERIC Clearinghouse on Elementary and Early Childhood Education. (ERIC Document Reproduction Service No. ED 482051)

Note:

- Place report numbers in parentheses after the title of the article and before the period.
- Omit the period at the end of the reference.

Government Publications

* U.S. Department of Health and Human Services. (1992). *Pressure ulcers in adults: Prediction and prevention* (AHCPR Publication No. 92-0047). Rockville, MD: Author. (APA, 2001, p. 257).

Note: The government document title is italicized.

Books and Brochures

1. One author

Wuthnow, R. (1995). *Learning to care: Elementary kindness in an age of indifference*. New York: Oxford University Press.

2. Multiple authors

Grimm, R., Dietz, N., Spring, K., Arey, K., & Foster-Bey, J. (2005). *Building active citizens: The role of social institutions in teen volunteering*. Washington, D.C.: Corporation for National and Community Service.

3. Corporate author

Council on Social Work Education. (2003). *Directory of colleges and universities with accredited social work degree programs*. Alexandria, VA: Author.

4. No author identified

* *Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

(APA, 2001, p. 249).

Note: The title of the book capitalizes only the first word and proper names.

5. Subsequent edition

Sue, D. W., & Sue, D. (1990). *Counseling the culturally different* (2nd ed.). New York: Wiley.

6. Edited book

Thyer, B. A., & Arnold, T. G. (Eds.). (2003). *A program guide for doctoral study in social work*. Alexandria, VA: Council on Social Work Education.

7. Chapter in an edited book

Yagi, D. T., & Oh, M. Y. (1995). Counseling Asian American students. In C. C. Lee (Ed.), *Counseling for Diversity* (pp. 61-84). Needham Heights, MA: Longwood.

8. Encyclopedia or dictionary

* Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

(APA, 2001, p. 250).

Notes:

- Confirm that the date of publishing and the edition of the book match in the book reference.
- In a work with a list of editors, cite only the editor-in-chief (Ed.-in-Chief).

Dissertations

1. Dissertation obtained from Dissertation Abstracts International (DAI)

* Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International*, 54 (01), 534B. (UMI No. 9315947)

(APA, 2001, p. 261).

Note:

- When the dissertation has been retrieved from UMI, use both the DAI volume and page numbers as well as the UMI number (p. 261).
- Do not place a period after the parentheses at the end of the citation.

2. Dissertation obtained from a university

- * Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.
(APA, 2001, p. 261).

Note: When retrieving a dissertation from a university, note the name of the university and the year of the dissertation as well as the DAI volume and page number (p. 261).

Audiovisual Media & Interviews

1. Films or videotapes

- * Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Motion picture]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023)
(APA, 2001, p. 266).

Note:

- Do not place a period at the end of the parentheses.
- Place the bracket with “Motion picture” between the title of the film and the period.

- * Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.
(APA, 2001, p. 266).

2. Recordings

- * Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, & E. Trickett]. On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990).

(APA, 2001, p. 268).

Note:

- Capitalize only the first word of the title of the piece of music.
- Capitalize only the first word of the title of the album and italicize.
- Place the artists who recorded the piece in brackets following the title if different from the writer.

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York:

PolyGram Music.

(APA, 2001, p. 268).

Electronic Sources

Notes:

- The second date in an electronic media reference indicates when the article was retrieved from the internet.
- No period should follow a Web address.

1. On-line periodical or book

* VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

(APA, 2001, p. 272).

Note: With an on-line book or periodical, the format follows the same format as a print source. Add the date retrieved on the end of the reference.

2. Internet-only journal article

* Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3 Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre00300001a.html>

(APA, 2001, p. 272).

3. Internet-only newsletter article

Cipriani, M. J., Henneman, K., & McKenzie, J. K. (2004, January 10). *Finding common ground: A guide for child welfare agencies working with communities of faith.*

Retrieved June 29, 2006, from <http://www.nrcadoption.org>

4. Internet-based technical or research reports

* Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps.* Retrieved November 8, 2000, from

<http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

(APA, 2001, p. 275).

Resources

NASW Press. (n.d.). Journal submissions. In *Writing for the NASW Press: Information*

for authors (chap. 5). Retrieved July 11, 2007, from

http://www.naswpress.org/resources/tools/01-write/guidelines_toc.htm

Publication manual of the American Psychological Association (5th ed.). (2001).

Washington, D.C.: American Psychological Association.

University of Southern Mississippi Libraries. (2003). APA Style Guide 5th Edition.

Retrieved July 27, 2007, from http://www.lib.usm.edu/help/style_guides/apa.html

* These examples are taken directly from the APA manual. Page numbers are cited after each APA example.

References [Sample]

- Beckerman, N. L. (2002). New faculty: Reports from an orientation program. *Arete*, 26, 92-96.
- Beckerman, N. L. (2004). Article title. *Journal Title*, 23(1), 24-36.
- Cipriani, M. J., Henneman, K., & McKenzie, J. K. (2004, January 10). *Finding common ground: A guide for child welfare agencies working with communities of faith*. Retrieved June 29, 2006, from <http://www.nrcadoption.org>
- Council on Social Work Education. (2003). *Directory of colleges and universities with accredited social work degree programs*. Alexandria, VA: Author.
- Grimm, R., Dietz, N., Spring, K., Arey, K., & Foster-Bey, J. (2005). *Building active citizens: The role of social institutions in teen volunteering*. Washington, D.C.: Corporation for National and Community Service.
- Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York: PolyGram Music.
- Sue, D. W., & Sue, D. (1990). *Counseling the culturally different* (2nd ed.). New York: Wiley.
- Thyer, B. A., & Arnold, T. G. (Eds.). (2003). *A program guide for doctoral study in social work*. Alexandria, VA: Council on Social Work Education.
- Yagi, D. T., & Oh, M. Y. (1995). Counseling Asian American students. In C. C. Lee (Ed.), *Counseling for Diversity* (pp. 61-84). Needham Heights, MA: Longwood.