Sierra Writing Center

Term Paper Handbook for APA Format

7TH EDITION, 2020

CONTENTS

APA Style Research Paper

Some important aspects of the American Psychological Association (APA) style are exemplified in the following pages. The APA style is often required for research papers in business, nursing and the social sciences: psychology, linguistics, sociology, economics, and criminology.

Title Page

An APA style paper begins with a title page. The model title page here follows the formatting guidelines for student papers in the *Publication Manual of the American Psychological Association*, 7th edition. The title of the paper is in bold letters on the title page and again on the first page of text. Individual instructors may have different preferences about what information to include on the title page and whether an abstract is required.

Abstract

If your instructor requires an abstract, it will be the second page. An abstract is a short one-paragraph summary of your paper. It is not the introduction of your paper. Put the title **Abstract** (in bold text) at the top of the page in the center, and do not indent the first line of the paragraph.

Pagination

Page numbers should appear in the upper right corner of each page. Use the page number function in your word processing program to automatically insert the correct page a half inch from the top of each page starting with the title page as numeral 1.

The Benefits of Mindfulness Meditation for College Students

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PSY 100: General Principles of Psychology

Professor Candyce Nakahara

April 29, 2020

Abstract

Many people, college students, especially, are having to deal with added stressors, so mindfulness, the practice of being aware of the senses and engaging the mind in the present moment, has become a new meditative trend to help reduce anxiety. College students are often under a lot of stress, which impairs their ability to focus and perform tasks well. The ability to manage stress and pay attention to whatever projects are at hand are important determiners of well-being and successful learning. Studies have been conducted on strategies and on the effectiveness of practicing mindfulness exercises. Evidence proves that students who practice mindfulness have increased feelings of calmness, relaxation, and self-acceptance (Feldman & DeRosato, 2018). The results of the data collected show that practicing mindfulness reduces stress. When mindfulness practices are available to students on college campuses, it is shown that performance improves, leading to self-compassion, positively correlating to healthy lifestyle habits.

The Benefits of Mindfulness Meditation for College Students

Meditation is a centuries long exercise, but mindfulness is gaining traction today as it has proven to have many benefits in helping manage stress and improve well-being. Psychologists have found that mindfulness meditation changes our brain and biology in positive ways, improving mental and physical health (American Psychological Association, 2019). College students are found to be under a lot of stress that often impairs their ability to focus and perform tasks well due to academic challenges, social changes, or family pressures. Almost half of college students demonstrate some form of stress resulting in physical ailments such as abdominal pain (Felver et al., 2018). Mindfulness-Based Stress Reduction (MBSR) is found to be an effective method to reduce stress and promote psychological and physiological health and well-being. Dr. Jon Kabat-Zinn (1990) discusses a mindfulness-based stress reduction program, which shows how to use natural but medically proven methods to "soothe and heal the body, mind, and spirit . . . MSBR is an established program shown to reduce symptoms of stress, anxiety, and depression" (p.5).

The ability to manage stress and pay attention to whatever tasks are at hand are important determiners of well-being and successful learning. Issues that have been linked mostly to adults, such as anxiety and depression, are becoming serious concerns for young people. Titone et al. (2018) report,

> With adolescent suicide rates increasing every year (AFSP, 2016), the mental health of adolescents—especially black and LGBT youth—has become a major concern of educators. Mindfulness practice, generally comprising breathing or focusing exercises that enhance attention and awareness, has increasingly been shown to be a powerful method of addressing the mental health needs of young people. . . Evidence supports the

In-Text Documentation—Overview

   Study the examples of in-text citations in the student essay included in this handbook. The authors (or titles when authors are not listed) and dates in parentheses are examples of in-text citations: **(American Psychological Association, 2019).**

   Whenever you include information in your paper from another source, you must give credit to that source both within the text in the form of an in-text citation and at the end of the paper on a references page. The in-text citation matches an entry on the references page. Study the title page, abstract page, sample text pages, and references page of a student's research paper, and read the explanation pages for a clearer understanding of APA documentation. If you have any further questions, ask your instructor or a member of the Writing Center staff for clarification.

Quoting

   When you copy exact words that you find in a source, you must use quotation marks (" "). You must copy the word(s), sentence, or passage precisely as it appears, and you must be sure to give credit to the author in the form of an in-text citation and on your references page.

   If a quotation is longer than 40 words, start on a new line and indent the whole quotation a half inch from the left margin. Double-space and do not indent the right margin. Do *not* use quotation marks around the quotation, and place the in-text citation after the period at the end of the quotation. (See the example beginning at the bottom of page 4 of the sample student paper.)

   To cite a quotation that was quoted in your source (the person whose words you are quoting is not the author), cite the speaker or writer of the words *and* the author of your source. Put the words *as cited in* (not italicized) before your source's author's last name in parentheses.

Example: Their website says, "The sessions are free and open to faculty, staff, and students. No prior meditation experience is needed. The exercises are nondenominational and secular. Each one will be about five minutes of introduction, 15-20 minutes of silent sitting or sitting and movement, and conclude with five minutes of questions and answers" (as cited in "Should Mediation," 2017).

   The original speaker or writer of the words may be identified in the sentence (as shown in the example above) or in the in-text citation before the words *as cited in*.

fact that students who practice mindfulness have increased feelings of calmness,

relaxation, and self-acceptance. (p. 74)

To help reduce some of the stress students feel some universities, for example, the University of California Santa Cruz, a public research university, offers meditation sessions four days a week in locations across campus. Their website says, "The sessions are free and open to faculty, staff, and students. No prior meditation experience is needed. The exercises are nondenominational and secular. Each one will be about five minutes of introduction, 15-20 minutes of silent sitting or sitting and movement, and conclude with five minutes of questions and answers" (as cited in "Should Meditation," 2017, p. D3). Some claim that colleges should have no role in offering meditation while others commend them in their effects to help students. However, studies have supported practicing mindfulness meditation to have positive results.

Gedick (2019) claims the main three components of self-compassion, which are self-kindness, common humanity, and mindfulness, were found to be positively correlated with health-promoting behaviors. People who are kind and understanding toward themselves rather than harshly critical, who see their experiences as a natural part of being human, and who are mindful toward their negative feelings exhibited higher levels of healthy lifestyle habits. During mindful meditation one is trained at being aware of the senses engaging the mind in the present moment without letting any other thoughts interfere. In his training method, Zinn (2019) suggests paying close attention to the slightest action such as eating one single raisin, which he calls "attention regulation mindfulness" (p. 15). The objective is to pay attention and focus on what is occurring in the present moment and to observe thoughts and feelings without being judgmental. The idea is to be intentional to cultivate awareness (and return to it again and again) thus developing positivity by keeping the mind in a simple state of contentment.

In-Text Documentation (with Examples)

1. Within the text of an APA style paper, **after every paraphrase or summary of a source**, place in parentheses the author's (last) name followed by a comma and the year of publication:
    Example: Psychologists have found that mindfulness meditation changes our brain and biology in positive ways, improving mental and physical health (American Psychological Association, 2019).

2. **Alternatively, you may cite within a sentence** the author's name followed by the year of publication in parentheses.
    Example: Gedick (2019) claims the main three components of self-compassion, which are self-kindness, common humanity, and mindfulness, were found to be positively correlated with health-promoting behaviors.

3. **If you quote directly from a source,** you must also add a page number preceded by a *p.* (not italicized).

    Example: Dr. Jon Kabat-Zinn (1990) discusses a mindfulness-based stress reduction program, which shows how to use natural but medically proven methods to "soothe and heal the body, mind, and spirit . . . MSBR is an established program shown to reduce symptoms of stress, anxiety, and depression" (p. 5).

    Note: Place the parentheses outside of the quotation marks but before the period.

4. Internet sources often do not have page numbers. **After a direct quotation from an online source**, you may use a paragraph number preceded by the abbreviation *para.* (not in italics), or a time stamp from a video.

    Example: Cummins (2003) states, "academic difficulties of bilingual children could not be attributed to bilingual education" (para. 10).

5. **If a source has two authors**, cite both authors every time. Put their names in the sentence, connected with *and* or put their last names in parentheses connected with *&* (not italicized).

    Example: Gardner and Lambert (1973) distinguished between instrumental and integrative motivation.

    Example: It is necessary to distinguish between what psychologists call instrumental and integrative motivations (Gardner & Lambert, 1973).

6. **If the source has three or more authors**, cite only the first author's last name followed by *et al.* (not italicized).

   Example: (Felver et al., 2019)

7. **If the source has no author**, use the first few words of the title, in quotation marks for an article and italics for a book. Capitalize the main words.

   Example: ("Should Meditation," 2017)

8. **When citing more than one source in a sentence**, insert the parenthetical citations after the words they support.

   Example: While Porter (1981) suggests that the ecology of the aquifer might be hardier than suspected "given the size of the drainage area and the nature of the subsurface rock" (p. 62), there is no reason to believe that the county needs another shopping mall in a vicinity described as "one of the last out-posts of undisturbed nature in the county" (Martinez, 1982, p. 28).

9. **If you need to cite more than one work in the same parentheses**, list the authors alphabetically, separating each citation with a semicolon.

   Example: (Schumann, 1974; Stauble, 1978)

10. **If you cite more than one work written in the same year by the same author**, use a lowercase letter after the year, matching the references page, to distinguish one work from the other.

    Example: (Schumann, 1978a; Schumann, 1978b)

11. **Personal communications** are interviews, telephone conversations, class lectures, private letters, e-mails, and other communications of which a recording or copy is not available. These communications are cited in your paper with the communicator's name, the words *personal communication* (not in italics), and the date.

    Example: (D. J. Winn, personal communication, September 9, 2009)

References Format

The references page at the end of the essay lists all the sources you have cited in your paper. Note the following characteristics of the references page:

1. The title, **References**, is centered and in bold.

2. A hanging indent is used. The first line of each entry starts at the left margin, and the following lines are indented a half inch.

3. Entries are double-spaced—that is, double-space lines within the entries and between the entries. *No extra space occurs between entries.*

4. Entries are listed in alphabetical order by

   - author's last name, or
   - title, if the source does not have an author. Ignore the articles *a, an,* and *the* when alphabetizing.

5. **When using more than one work written by the same author and published in the same year,** put the entries in alphabetical order by title and use a lowercase letter after the year for each work to distinguish them from one another

6. **If a source has between two and twenty authors**, write all the authors' names, last name first, followed by a comma and initial(s). Do not include titles like *Dr.* or degrees like *MA*. Put the symbol *&* before the last author. Example: Bell, J. K., McDougal, M. B., Gerard, G., Zukowsky, N. P., Kim, C. H., Hammad, Z. R., & Nishikawa, T.

7. **If a source has twenty-one or more authors**, list the first nineteen authors' names, three dots (…) and the last author's name. Example: Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., … Joseph, D.

8. The following kinds of sources **are not listed** on the references page:

   - Personal communications—interviews, telephone conversations, private letters and e-mails, and similar sources.
   - Religious scriptures and important writings from ancient times.

9. It is important to follow the capitalization, punctuation, and spacing rules of APA format carefully. See the models on the following pages.

References

American Psychological Association. (2017). *Stress in America: The state of our nation*.

    https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf

Felver, J.C., Morton, M. L., & Clawson, A. J. (2018). Mindfulness-Based stress reduction

    reduces psychological destress in college students. *College Student Journal*, *52*(3), 291-

    298.

Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video].

    YouTube. https://www.youtube.com/watch?v=fDZI-4udE_o

Gedik, Z. (2019). Self-compassion and health-promoting lifestyle behaviors in college

    students. *Psychology, Health & Medicine*, *24*(1), 108–114.

        https://doi.org/10.1080/13548506.2018.1503692

Gunnlaugson, O. (2019). *Catalyzing the field: Second-person approaches to contemplative*

    learning and inquiry. SUNY Press.

Kabat-Zinn, J. (1990). *Full catastrophe living: Using the wisdom of your body and mind to face*

    stress, pain, and illness. Dell Publishing.

Should meditation be offered at public universities? (2017, Jan 22). *Reno Gazette - Journal,*

    p. D.3.

Titone, C., Feldman, E. & DeRosato M. (2017). Getting the buffalo off their chests. *Educational*

    Leadership, *75*(4), 74.

APA Style Documentation Models for References Page

The following are models of how different kinds of sources must appear on the references page at the end of the paper. (See the sample references page.) For each entry, follow the punctuation and spacing exactly. However, because many of your sources will not fall into the following categories, you may need to refer to the official *Publication Manual of the American Psychological Association* or seek an instructor's assistance.

Included beneath the format and examples for the reference page are examples of in-text citations for summaries and paraphrases. Keep in mind that you will need to modify the in-text citation if you include a direct quote and/or the author's name in your sentence (see page 7 for more details).

Books, Parts of Books, and Pamphlets

Book:
References Format:
 Author's Last Name, Initials. (Year). *Book title*. Publishing Company.

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Barth, R. S. (1990). *Improving schools from within: Teachers, parents, and principals can make*

    the difference. Jossey-Bass.

In-Text Documentation Example:
(Barth, 1990)

Note: If a book has a DOI number, include it after the publishing company. If an ebook has a DOI, use it instead of the internet address. See page 13 for more about DOIs.

Ebook:
References Format:
Author's Last Name, Initials. (Year). *Book title*. Publishing Company. Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Porter, M. F. (1921). *Applied psychology for nurses.* W. B. Saunders Company.

    http://www.gutenberg.org/ebooks/18843

In-Text Documentation Example:
(Porter, 1921)

Chapter in an edited book:
References Format:
Last Names, Initials of Article's Authors. (Year). Article title. In Initials and Last Name(s) of

(Editors), *Book title* (edition number., pages). Publishing Company.

In-Text Documentation Format:
(Last Name(s) of Article's Author(s), Year)

References Example:
Lilienfeld, R. M. & Rathje, W. L. (1998). Six enviro-myths. In L.G. Kirszner & S.R. Mandell

(Eds.), *Patterns for college writing: A rhetorical reader and guide* (7th ed., pp. 176-179).

Bedford/St. Martin's.

In-Text Documentation Example:
(Lilienfeld & Rathje, 1998)

Article in a reference book or entry in a dictionary:
References Format:
Last Names, Initials of Article's Authors. (Year). Article title. In *Reference Book Title* (Volume,

pages). Publishing Company.

In-Text Documentation Format:
(Last Name(s) of Article's Author(s), Year)

References Example:
Hinkle, S. F. (1996). Chocolate. In *Encyclopedia Americana* (Vol. 6, pp. 620-621). Grolier.

In-Text Documentation Example:
(Hinkle, 1996)

Note: If there is no author, start with the article/entry title, followed by the year.

References Format:
Article title. (Year). In *Reference Book title* (edition., pages). Publishing Company.

In-Text Documentation Format:
("Article Title," Year)

References Example:
Public health. (2006). In *Merriam-Webster's collegiate dictionary* (11th ed., pp. 620-621).

　　　　Merriam-Webster.

In-Text Documentation Example:
("Public Health," 2006)

Online reference article or dictionary entry:

Note: If there is no author, start with the title of the entry followed by the year. An internet address can break at the end of a line if the word processing program breaks it automatically, which happens after a hyphen.

References Format:
Article or entry title. (Year). In *Reference work title*. Internet Address

In-Text Documentation Example:
("Article or Entry Title," Year)

References Example:
Diabetes mellitus. (2009). In *Merriam-Webster's medical dictionary*. http://www.merriam-

　　　　webster.com/medical/diabetes

In-Text Documentation Format:
("Diabetes Mellitus," 2009)

References Example:
Acetaminophen. (n.d.). In *PubChem*. National Library of Medicine: National Center for

　　　　Biotechnology Information. Retrieved April 21, 2022, from,

　　　　https://pubchem.ncbi.nlm.nih.gov/compound/1983

In-Text Documentation Format:
("Acetaminophen," n.d.)

Drug package insert or fact sheet:

To reference the information sheet inside a medicine package, follow the format below. The author may be the company that makes the drug. If the author and the publisher are the same, do not repeat it. In brackets, describe the type of publication. If there is no author, begin the entry with the title. Follow the same format for a brochure, pamphlet, leaflet, fact sheet or similar publication. If it is published online, add the internet address at the end.

References Format:
Author. (Date). *Title* [Description].

In-Text Documentation Format:
(Author, Year)

References Example 1:
Apotex. (2009). *Prescribing information: Fluticasone propionate nasal spray USP 50 mcg*

      [Package insert].

In-Text Documentation Example 1:
(Apotex, 2009)

References Example 2:
World Health Organization. (March 31, 2017). *Mercury and health* [Fact sheet].

      https://www.who.int/news-room/fact-sheets/detail/mercury-and-health

In-Text Documentation Example 2:
(World Health Organization [WHO], 2017) and thereafter: (WHO, 2017)

Scholarly Journals and Other Periodicals

Scholarly journal article with a digital object identifier (DOI):

The digital object identifier (DOI) is a string of numbers and letters that identifies a particular document wherever it is published, whether in print or electronic form. An article, book, or other document may have a DOI. The print and electronic versions of a document with a DOI are cited in exactly the same way. The DOI may start with **DOI:** or may be written as an internet address. The preferred form starts with https://doi.org/.

References Format:
Author's Last Name, Initials. (Date). Article title. *Periodical Title*, *Volume*(Issue), pages. DOI

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Jarvis, S., & Muñoz, C. (2009). Age and the rate of foreign language learning. *Studies in Second*

Language Acquisition, 31(3), 512-513. https://doi.org/10.1017/S0272263109090457

In-Text Documentation Example:
(Jarvis & Muños, 2009)

Scholarly journal article without a DOI:

If an article does not have a DOI number, the reference is usually written the same way whether it is found on a library database or in print form.

References Format:
Last Names, Initials of Article's Authors. (Year). Article title. *Journal Title*, *Volume*(Issue),

pages.

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Ebell, M. H., Smith, M. A., Barry, H. C., Ives, K., & Carey, M. (2000). Does this patient have

strep throat? *The Journal of the American Medical Association, 284*(22), 2912-2918.

In-Text Documentation Example:
(Ebell et al., 2000)

Exception: If an article is available only on one database, include the database name and end the reference with the internet address. If there is a document number, put it before the database.

References Format:
Last Names, Initials of Article's Authors. (Year). Article title. *Journal Title*, *Volume*(Issue),

      pages. (Document Number). Database. Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Montoya, C. (2002). The roots of reading. *R&D Alert, 4*(1), 2, 5-6. (ED 464333). ERIC.

      https://files.eric.ed.gov/fulltext/ED464333.pdf

In-Text Documentation Example:
(Montoya, 2002)

Note: If an article without a DOI is on the internet, but <u>not</u> on a database, end the reference with the internet address.

References Format:
Last Names, Initials of Article's Authors. (Year). Article title. *Journal Title*, *Volume*(Issue),

      pages. Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Watson, J. B. & Rayner, R. (1920). Conditioned emotional reactions. *Journal of Experimental*

      Psychology, 3(1), 1-14. https://psychclassics.yorku.ca/Watson/emotion.htm

In-Text Documentation Example:
(Watson & Rayner, 1920)

Newspaper article:

Follow this format for an article found in a print newspaper or in a library database.

References Format:
Author's Last Name, Initials. (Year, Month Day). Article title. *Newspaper Title*, page.

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Vedantam, S. (2008, July 28). When play becomes work. *The Washington Post,* A9.

In-Text Documentation Example:
(Vedantam, 2008)

Note: If there is no author, begin with the title of the article, followed by the date.

References Format:
Article title. (Year, Month Day). *Newspaper title,* page.

In-Text Documentation Format:
("Article Title," Year)

References Example:
Older investors feel pressure of losses. (2002, December 17). *The Sacramento Bee,* D6.

In-Text Documentation Example:
("Older Investors," 2002)

Newspaper article on the internet:

For a newspaper article on the internet (not a library database), give the internet address. Do not insert a line break in the internet address.

References Format:
Author's Last Name, Initials. (Year, Month Day). Article title. *Newspaper title.* Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Wells, L. (2020, January 20). I quit my smartphone. *The New York Times*.

https://www.nytimes.com/2020/01/20/style/quit-smartphone.html

In-Text Documentation Example:
(Wells, 2020)

Magazine article:

Follow this format for an article found in a print magazine or in a library database. If there is no author, begin with the title of the article, followed by the date.

References Format:
Author's Last Name, Initials. (Date). Article title. *Magazine title, Volume,* page numbers.

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Schaaf, R. V. (1999, June). Health and safety. *Parents, 74,* 47-49.

In-Text Documentation Example:
(Schaaf, 1999)

Magazine article on the internet:

Start with the required publication information depending on the type of periodical (newspaper, magazine, or journal). If there is no digital object identifier (DOI) number, put the Internet address. No period follows the Internet address. You may omit page numbers if they are not provided.

References Format:
Author's Last Name, Initials. (Date). Article title. *Magazine title.* Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Bynum, R. (2020, April 24). Georgia lets close-contact businesses reopen despite rise in

    coronavirus cases. *Time*. https://time.com/5826943/georgia-reopen-coronavirus/

In-Text Documentation Example:
(Bynum, 2020)

Websites

Webpage:

References Format:
Author's Last Name, Initials. (Date). *Webpage title*. Whole Website. Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Zeratsky, K. (2020, March). *Is tap water as safe as bottled water?* Mayo Clinic.

      https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/expert-

      answers/tap-vs-bottled-water/faq-20058017

In-Text Documentation Example:
(Zeratsky, 2020)

Webpage with author and website title the same:
The author may be an organization. If the author and the website title are the same, put it at the beginning and do not repeat it.

References Format:
Group Author. (Date). *Webpage title*. Whole Webpage. Internet Address

In-Text Documentation Format:
(Group Author, Year)

References Example:
National Institute of Mental Health. (2016, November). *Seasonal affective disorder*.

      https://www.nimh.nih.gov/health/topics/seasonal-affective-disorder/index.shtml

In-Text Documentation Example:
(National Institute of Mental Health, 2016)

Webpage with no author:
If there is no author, start with the webpage title.
References Format:
Webpage title. (Date). Whole Website. Internet Address

In-Text Documentation Format:
(*Webpage Title,* Year)

References Example:
Loratadine. (2019, October 3). Drugs.com. https://www.drugs.com/monograph/loratadine.html

In-Text Documentation Example:
(*Loratadine,* 2019)

Webpage with no author or date:

If there is no publication date or last update, put (n.d.), meaning "no date." Put the date when you viewed the webpage in a "retrieved" statement before the internet address if the source is likely to change over time.

References Format:
Webpage title. (n.d.). Website. Retrieved Date, from Internet Address

In-Text Documentation Format:
(*Webpage Title*, Year)

References Example:
Tamiflu. (n.d.). RxList. Retrieved February 7, 2020, from https://www.rxlist.com/tamiflu-

drug/patient-images-side-effects.htm#info

In-Text Documentation Example:
(*Tamiflu*, n.d.)

Online report:

Put the publisher after the title if it is not the same as the author.

References Format:
Author's Last Name, Initials. (Date). *Report title*. (Publication Number). Publisher. Internet

Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:

Flint, M. L., Daar, S. & Molinar, R. (2003). *Establishing integrated pest management policies*

and programs: A guide for public agencies (Publication 8093). University of California,

Division of Agriculture and Natural Resources. https://anrcatalog.ucanr.edu/

Pdf/8093.pdf

In-Text Documentation Example:

(Flint et al., 2003)

Lecture notes posted on Canvas:

Follow the same format for PowerPoint slides posted on Canvas, but make the description [PowerPoint slides].

References Format:

Instructor's Last Name, Initials. (Date). *Title* [Description]. Website. Internet Address

In-Text Documentation Format:

(Instructor's Last Name, Year)

References Example:

Carboni, A. (2018, February 20). *Molecules and compounds* [Lecture notes]. Canvas.

https://sierra.instructure.com/login/ldap

In-Text Documentation Example:

(Carboni, 2018)

Audiovisual Media

Other audiovisual materials that are complete works (whole TV series, music albums, podcasts, YouTube videos) follow the same pattern as a DVD or film, and other materials that are part of a greater whole (episodes of a podcast, songs from a music album) follow the same format as an episode of a television series.

DVD or Film:

References Format:
Director's Last Name, Initials. (Role). (Year). *Title* [Description]. Publisher.

In-Text Documentation Format:
(Director's Last Name, Year)

References Example:
Ferrero, P. (Director). (1983). *Hopi: Songs of the fourth world* [Film]. New Day Films.

In-Text Documentation Example:
(Ferrero, 1983)

Episode from a television series retrieved online:

References Format:
Writer's Last Name, Initials. (Writer), & Director's Last Name, Initials. (Director). (Year).

Episode title. (Season, Episode Numbers) [Description]. In Producer's Initials. Last

Name (Producer), *Television series title.* Publisher Internet Address

In-Text Documentation Format:
(Writer's Last Name & Director's Last Name, Year) OR if multiple writers: (First Writer's Last Name et al., Year)

References Example:
Duncan, D. (Writer), & Burns, K. (Director). (2009). Empire of grandeur (Season 1, Episode 3)

[TV series episode]. In K. Burns (Producer), *The national parks: America's best idea.*

Public Broadcasting System http://video.pbs.org/video/1258669203

In-Text Documentation Example:
(Duncan & Burns, 2009)

TED Talk:

References Format:
Author's Last Name, Initials. (Date). *Title* [Description]. Publisher. Internet Address

In-Text Documentation Format:
(Author's Last Name, Year)

References Example:
Gilbert, D. (2014, March). *The psychology of your future self* [Video]. TED.

https://www.ted.com/talks/dan_gilbert_the_psychology_of_your_future_self

In-Text Documentation Example:
(Gilbert, 2014)

YouTube or other streaming video:
The channel or person who uploaded a video is listed as the author.

References Format:
Author. (Date). *Title* [Description]. Publisher. Internet Address

In-Text Documentation Format:
(Author, Year)

References Example 1:
Intelligence Squared. (2013, November 2). *Daniel Goleman on focus: The secret to high*

performance and fulfilment [Video]. YouTube. https://youtu.be/HTfYv3IEOqM

In-Text Documentation Example 1:
(Intelligence Squared, 2013)

References Example 2:
Vox. (2020, March 18). *How soap kills the corona virus* [Video]. YouTube.

      https://www.youtube.com/watch?v=-LKVUarhtvE

In-Text Documentation Example 2:
(Vox, 2020)

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