

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Department of Recreation and Tourism Management

The Quick Guide to APA Guidelines for Recreation and Tourism Management Students

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Margins

All margins (top, left, bottom, and right) should be set at 1 inch. DO NOT justify right margin (unless creating a newsletter). DO NOT divide words at the end of a line. In other words, your right margin will be “ragged.”

Pages

Begin each of the following parts of a paper on a new page and arrange as follows:

Title Page

Table of Contents

Text

References

Appendices

All pages are numbered: Title page is numbered i (Roman Numeral) but should NOT be visible.

The Table of Contents page is ii. The text begins on 1. References and Appendices should continue the numbering of the text. Page numbers should always be centered at the BOTTOM of the page.

The following information should be centered and double spaced on the top half of the Title Page:

Title of Paper

Student's Name

Course Number: Title

Department of Recreation and Tourism Management

California State University, Northridge

Date

Spacing

For the purpose of the Recreation and Tourism Management , ALWAYS DOUBLE SPACE, but DO NOT double double space between paragraphs. The only exceptions to this are extremely long (over 100 words) block quotes and/or extremely long reference lists (over 20 references). The intent here is to not use up too many trees, but to also preserve your professor's eyesight. Indent all paragraphs five (5) spaces.

Headings

Use headings for all parts of the paper which are of equal importance. For example: Introduction, individual concepts, analysis, synthesis, and/or evaluation (this should follow your outline and the professor's requirements for the learning experience). Therefore, headings are awesome! They help you organize your thoughts and your writing. They also help you make sure you have included everything that was required. For the purpose of the Department of Recreation and Tourism Management three LEVELS of headings should be sufficient (except for thesis):

Level 1

Centered Uppercase and Lowercase

Level 2

Flush left, underlined, upper and lower case

Level 3

Indented five spaces, uppercase and lowercase, ending with a period. This is a paragraph heading so your writing should immediately follow after two spaces.

O.K., so what does this look like in real life? An example follows on the next page. So let's review it, and answer the following questions:

1. Which heading is the FIRST LEVEL heading?
2. Which heading is the SECOND LEVEL heading?
3. Which headings are THIRD LEVEL headings?
4. Is this excerpt indented appropriately?
5. Is this excerpt double spaced?

Overview of the Nature of Play

Interest in the phenomenon of play has been expressed by many authors and from varying perspectives. Huizinga (1950) noted that play was older than culture and was a significant function, "more than a mere physiological phenomenon or a psychological reflex" (p. 1). Caplan and Caplan (1973) stated, "We believe the power of play to be extraordinary and supremely serious" (p. xii). These authors' words express deep conviction, however, like an elusive phantom its essence is often shaped by the lens of theoretical perspective. It is as Sutton-Smith and Kelly-Byrne (1984) stated, a slippery phenomenon. For the purpose of this paper, play theories will be grouped according to school of thought.

Historical Perspective

Historical explanations provide the foundations for some contemporary explanations. These theories reflect the influence of Darwin's (1859) survival of the fittest. They focus on play from the perspective of species and genetic needs of the species to exercise or deal with energy.

The Surplus Energy Theory of play. The surplus energy theory (Spencer, 1875) proposed that play was nongoal-directed activity which occurred when the organism had excess energy left over after goal-directed activity was completed. Energy that was not needed for basic survival must be discharged. It is discharged in play.

The Instinct-Practice Theory of play. In the instinct-practice theory of play, Groos (1898) maintained that play was practice for life and that the higher up on the animal scale a species was, the more time they needed for practice of life skills. The more complex the species, the longer the species needed to prepare for adult life.

Citations

Citations tell your reader where you obtained the information you are including. If you use someone else's words (direct quote) or ideas (indirect quote) you must cite. Not citing someone else's work is called plagiarism, which is very dishonest and could be cause for dismissal from a university or program.

Direct quotes. Direct quotes need THREE things: Author, date, and page number. They are also to be put within quotation marks unless the quote is MORE THAN 40 WORDS. Direct quotes for 40+ words are to be blocked.

Blocked means that it is set apart from the paragraph and indented on both sides. These three sentences are blocked. Because these sentences are blocked, they DO NOT need quotation marks.

Where the author, date, and page number are placed DEPENDS on how you write the sentence. For example: According to Tolan (2007), "APA is a useful format" (p. 76). If you use the author's name as part of your sentence you immediately cite the date in parentheses: The page number can go in its own parentheses at the end of the quote. Note the punctuation; beginning quote mark, ending quote mark, one space, beginning parentheses, p with a period, two spaces, number, end parentheses, and then the PERIOD. If you do not use the author's name as part of your sentence, then the author's name goes within the parentheses. For example: "APA is a useful format" (Tolan, 2005, p. 76).

O.K., so that is easy! Indirect quotes are even easier.

Indirect quotes. Indirect quotes must have TWO things: Author and date. They do not even have quote marks. However the placement of the parentheses is similar to above. If you use the author's name as part of the sentence you put the date in parentheses. If you do not use the author's name as part of your sentence, then the author's name goes in the parentheses with the date and they are separated with a comma.

It is safer to OVER cite than UNDER cite, but please remember your professors have probably read most of your references and their primary interest is in WHAT YOU HAVE TO SAY

ABOUT THE MATERIAL. In other words, simply quoting others does not make an A paper. If you can interpret the material and thus use indirect quotes, it usually shows a higher level of learning than if you simply quote other people's work.

Now look at the excerpt again and answer the following questions:

1. Which quotes are direct?
2. Which quotes are indirect?
3. Where is the final period in a sentence that ends with a citation?
4. In the text of a paper, how can you tell if a quote is an indirect quote or a direct quote?

References

Alright, hang in here with me! We are almost done.

A reference list and a bibliography are NOT the same thing. A reference list is an alphabetical list of the sources you cited. A bibliography is a list of books on a certain topic, not citations used in a paper. For most cases in the Recreation and Tourism Management Department you will need to construct a reference list.

The reference list begins on a new page and is titled References (centered at top of page and in uppercase and lowercase). The reference list is alphabetical by author's last name; it is NOT numbered. Personal communication is NOT listed in a reference list; it is cited as personal communication with the person's name and date in the text of the paper as follows: (Personal communication: J. Tolan, 2/01/07) The first line of a reference is indented five spaces. Below are some specific examples:

Books: Author's last name, comma, first initial, period. Double space, date in parentheses, period. Double space, title with uppercase and lower case, period. Double space, city, comma, state, colon, double space, name of publishing house, period. It looks something like this:

Tolan, J. (2007). *A comprehensive look at the phenomenon of play: Why intelligent people play*.
Los Angeles, CA: Wildwood.

Notice that the title is written in all lowercase except for the first letter and the letter following the colon. The only other uppercase letter would be if there was a proper noun in the title. Also, please note, the author's initials are used for their first and middle name and there are no page numbers. If a book has been edited, place the editors' names in the author position and enclose the abbreviation "Ed." Or "Eds." in parentheses.

Periodicals: Again, pay attention to the punctuation, and upper- and lowercase.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Here the first letter of the words of the title of the journal IS in uppercase. The title of the article is in lowercase except for the first letter of the title and the letter following the colon. The next to the last number, 65, represents the edition and the last set of numbers, 1190-1204, represent the inclusive page numbers of the article. Also, notice that "&" is used instead of spelling out "and."

A chapter in a book: Watch for punctuation and notice hanging indents are back in use.

Finney, C., & Tolan, J. (2005). Play and personality: A step beyond ages and stages. In Philibosian, D. (Ed.), *Perspectives on play* (pp. 265-401). Los Angeles, CA: Wildwood.

On-line references:

Author, I. (date). Title of article. *Name of Periodical* [On-line], xx. Available: Specify path

Author, I., & Author, I. (date). Title of chapter. In *Title of full work* [On-line] Available: Specify path

Last But Not Least: Typical formal paper recommendation

- Write in 3rd person unless otherwise instructed.
- Spell check; most computers can do this, but dictionaries do exist. Proofread or have someone else proofread anything you write.
- If you have other APA questions, consult with the APA Manual. The Manual can be found in bookstores, libraries, and even some professors' offices. Also, check www.apastyle.org/pubmanual.html.
- Oh yes, "a lot" is two words!
- Omitting material – use three ellipsis points (...) within a sentence to indicate omitted material from the original. Use four points to indicate any omission between two sentences. DO NOT use ellipsis points at the beginning or end of any quotation unless material will be misinterpreted.