

Running head: DANCING CLOCKS

Note: Type “Running head” flush left, followed by a colon and the title of your running head in all caps. The page header (or title next to the page numbers) should match what you say will be your running head. It should be one or two words and should not include your name. Page numbers are positioned in the header and are not bold or italicized. In APA style, position the title-and-page-number line ½” from top of paper. Most instructors do not insist on a running head but one is required for papers submitted for publication.

Dancing Clocks:

A Rhythm That Does Not Stop

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Note: In APA style, center the following information in the middle of the page: title, your name, course title and section, the instructor’s name, and the date. Do not use contractions in formal papers—either in the title (“Does Not Stop” rather than “Doesn’t Stop,”) or the body of the paper.

Use double-spacing. Use Times Roman, 12 pt.

Do not make the text bold. Margins are set for one inch on top, bottom, and sides.

SAMPLE PAPER

Dancing Clocks: A Rhythm That Does Not Stop

This sample paper will lay out some guidelines for papers in APA style. By default, most academic papers are written in third person, but for this sample I am writing in first person. Avoid writing “I” and “you” in academic papers. Note that I only use one space after a period. Notice that all of my paper is double-spaced, aligned left, and in Times New Roman, 12-point font. Note that the title is centered, double-spaced, not bold, and that there is no extra spacing between the title and the text in the first paragraph. Note that there are no extra spaces between paragraphs—including new chapters. Note that each new paragraph is indented half of an inch. I use the tab key rather than the space bar. APA assumes the paper begins with an introduction, so I do not use a heading titled “Introduction.”

Headings Use Capitalized First Letters

Here is my second paragraph. It is the beginning of a section with a heading. It is my first heading. Did you notice that there is no extra spacing when I begin a new section? This sample paper will only employ one level and each heading will be flush left and italicized. You can also center your headings and not italicize them but APA accepts one level flush left and italicized, which is my preference. See the handout on APA heading levels (available on the Writing Center website) if you use more than two levels of headings. APA indicates that it is acceptable to include extra spacing only if it helps the reader. Do not capitalize articles (a, an, the) in headings unless they begin a title or come after a colon. Avoid using contractions in academic papers.

Duvall, Walker, and Jensch (1996) found that when referring to authors in the paper, you refer to them by their last name and connect them with the word “and” spelled out. They further point out that “When including a direct quotation, use quotation marks and include the page number. If I had not already informed you that the material I am quoting was published in 1996, I would include it right before the page number” (p. 1233). Notice how the period comes after the closing parenthesis? Note that the page number does not include a comma like usual for numbers greater than three digits. These

researchers concluded that “You do not need to include page numbers if you are paraphrasing but should include them if it is a direct quote” (pp. 12-13). I do not need to include the year of publication more than once in the same paragraph. Use “p.” for one page and “pp.” for more than one.

Abstracts Have Their Own Page

If I were including an abstract in my paper, that would have a page all to itself. It would come after the title page. It would include the running head and the page number, which should be “2.” It would contain only the abstract—even if it is just one short paragraph. Center the word Abstract one inch from the top of the paper. Capitalize the first letter, but do not put it in bold or italics or quotation marks. Unlike most paragraphs in your paper, do not indent the first line. Only include an abstract if your instructor requires one.

In-Text Citations

According to Charlotte Lewis and Debbie Tewes (2006), in-text citations can be tricky. In-text citations are formatted differently than the reference list at the end of the paper. When you list joint authors in the reference section or within the citation parenthesis, the names are linked with an ampersand (&). When you mention joint authors in a sentence, the names are linked with the word “and.” Did you notice the period went inside the end quote mark? Lewis and Tewes go on to state that if you are mentioning two or more authors in the sentence, you use “and” (as above) but for just the citation you use an ampersand (Lewis & Tewes, 2006). You would not need to include the author names and year twice in the same sentence but I did here just for examples of both situations. Dr. Jane Gehan suggests, “Only include the page number in in-text citations when you are quoting an author or authors directly” (2003, pp. 1266-1267). Notice there is no period inside the quote mark! Did you notice how the period goes *after* the end parenthesis? John Wright (2006) confirms this finding in his article “Clocks Dance Forever,” and since it is not a direct quote, I do not add the page number. Article titles have quote marks around them but book titles are italicized. Both capitalize the first letter of all major

words (but not when listed in the reference section). If the article does not have an author, use a shortened form of the title for in-text citations (“Time to Dance,” 1989).

In-text citations list just the last names unless the authors share the same last, in which case you include the initials of the first names (Iwaszek, T., & Iwaszek, S., 2000). See Iwaszek in the reference section to see how to reference an article in a book with an editor listed. One of Lewis’s questions is, “What makes a clock dance?” (Lewis & Tewes, 2006, p. 66). Did you notice that there is no comma after the question mark? One report shows that on May 28, 1994, 500 clocks danced (Kenyon, Steiger, & Starks, in press). Write out numbers one through nine. Avoid beginning sentences with numbers.

When I quote Merry Celeste’s poem that I actually read about in somebody else’s book, I “format it this way” (as cited in Edelen, 1995, p. 14). The title of papers, journal articles, and books mentioned in the body of a paper have a different capitalization rule than the reference section. In general, the main words are capitalized in the paper but for the reference section, only the first word, proper nouns, and the first word following a colon are capitalized.

Indenting Quotes Longer than 40 Words

When a quote is longer than 40 words, I indent it one inch and do not use quote marks since that would be redundant. According to Taylor, “I also do not change the line spacing to single” (1995, para. 6). Taylor stressed, “Some websites do not have page numbers so use the paragraph symbol or para. to indicate where it is” (1995, ¶6). The report found:

Indentation can be exhausting. After typing your quote of more than 40 words, highlight the quote, grab the indentation handle on the ruler at the top, and drag both the top and bottom handles to one inch. Notice that this quotation can be found on more than one page and I use pp. to indicate that. (Esterling, 1990, pp. 72-78)

Do not forget to return the handles back to their original resting spots. Did you notice how APA put the period at the end of the sentence and then there was no period after the parenthesis? This is an

exception to their usual period after the citation information. *Vintage Clocks* (Gehan, 2003) explains how when one references a book in the body of the paper, it is italicized and capitalized (except small words like “a”). Book titles on the reference page are all lower-cased except the first word, the first word after a colon, and any proper nouns.

Personal Communication

According to Eileen Mandel (personal communication, March 3, 2001), if you reference information you obtained through personal communication (such as an interview, an email, a telephone call, electronic Discussion Boards, or a letter), you include it in the body of the text but not on the reference page. APA explains it not being on the reference page because the average reader will not be able to go to the source to confirm the legitimacy of the material. You would cite it as I did in the previous sentence unless the name is in the citation and not the body of the text (C. Lein, personal communication, October 21, 1985). Note the second example uses only the first initial of the name.

PowerPoints

As was explained in the presentation “The Truth About Dancing Clocks” during a lecture at the College of Business and Organizational Leadership, PowerPoint information can be found both in the paper and on the reference page (CBOL, 2006). If you have an author, that would take the place of the university name in the citation. If you retrieved the information from a website, include the site in the reference section but not in the in-text citation.

Using et al. in In-Text Citations

When you are referring to material that comes from three or more authors, use all of the authors’ last names in the first reference. APA does not use initials for in-text citations unless two (or more) authors in a paper possess the same last name! Initials are used, however, in the reference list (Meadow, C., Brown, Montreville, Arapatsy, & Meadow, J., 1893). When you refer to that exact group of authors again, you only need to include the last name of the first author and include the words “et al.” Meadow

et al. go on to point out that et al. is plural (substitute “they”) and the period goes after “al.” and not “et,” as you probably already know. Et al. is an abbreviation for et alii, meaning “and others.” C. Meadow (1959) and J. Meadow (2007) also point out that in the text, the initial of the author’s first name comes before the last name.

I use my Simon and Schuster book constantly (since I did not write out the entire book I did not need to italicize the title) but sometimes prefer my cheat sheet. When two groups of authors are referenced in the body of the paper, the groups are separated by a semicolon (Harrower & Whalen, 1999; Meadow et al., 1893).

Capitalization Tip

Did you notice how I capitalized the heading *Using et al. in In-Text Citations*? Capitalize each main word in a hyphenated compound word (two or more words used together to express one idea). Do not capitalize the small words. Father-in-Law, Jack-in-the-Box, and Self-Consciousness are examples.

Reference List

Books, journal articles, websites, court hearings, and more can be included in the reference section; each entry has specific formatting. According to Eileen Esterling (1990), “how to format the reference list is not easy to memorize” (p. 67). It may be easiest just to look up each situation to copy the formatting until it becomes second nature. Items in the reference list are alphabetized.

Electronic sources

For in-text citations, do not include the URL. Cite the author of the article or book, or if it is just a website, the author of the website. Do not write Web or WWW. The Internet is a proper noun and so should be capitalized, but if you refer to an internet source, it is not referring to *the* Internet, and so is not a proper noun. According to Dictionary.com, other acceptable forms of the word “website” are Website and Web site, but not web-site. My preference is website, but whichever you choose to use, make sure you are consistent (2007). Dictionary.com is actually the name of the organization and I am

citing the source and not the site. If I were citing Webster's New Riverside Dictionary, I would not tack on the .com, even though it is part of the website name. Another example is a quote: "Dancing clocks support blood donation" (American Red Cross, 2006, para. 4). Even though I found this quote from a website, I only cite the author (American Red Cross) and not the URL or webpage name. The URL will be listed in the reference section. Note that websites often do not have page numbers, but you can note the paragraph from which the quote came.

Electronic source citations in the reference section vary in format, depending on circumstances. If you are citing a book or journal article that you found on the Internet but is identical to the print copy (and you only viewed the *electronic* copy), technically you are supposed to format the citation just as you would the hard copy, with the addition of the words "Electronic version" in brackets after the article name (Taylor, 1995). If you reference material from a website or electronic source that is periodically updated and may change, you should include the retrieval information (see Whalen example in the reference section). Note that if you need to include a URL, it should be black and not underlined. There is no period after the URL. APA encourages breaking long URLs with soft returns at forward slashes or underscores.

Unusual Situations (Myers-Briggs, Brochures, and Maps)

If you read about the material in someone else's written material, make sure you give credit where credit is due: "Clocks that dance probably have the ENTJ personality type" (Briggs & Myers, as cited by Zostereen, 1994, p. 33). D'Estrube (2003) suggests that if you are referring to material found in a brochure, cite it as if it were a book (author and year, if including a direct quote add the page or paragraph number). The brochure, in this case, is written by Darcy d'Estrube, so he is the author. If the brochure has no author, cite it by the name of the brochure, such as if I stated "more clocks dance today than in the 1950s" (Can Clocks Really Dance?, 2003). Do not forget, if you cite the same source twice in the *same paragraph*, you do not need to include the date after the first reference.

According to C. Kudelka, clocks are very marketable. Kudelka published a report for Concordia University, demonstrating the flexibility of clocks. See Kudelka in the reference section for published reports. “Clocks get tired of dancing,” according to a message posted by Francis Zo (2005).

Booklets, brochures, charts, and maps follow the basic formatting for books. In the reference page: author’s name (if there is one); the date; the title of the map, booklet, or brochure; the location of publication, followed by a colon; and the name of the publisher. Unlike books, a bracket follows the title, and in the bracket is what sort of material it is. According to *Clocks Dance in Minnesota* (2006), booklets, brochures, charts, and maps follow book in-text citation formatting, i.e., name of author and copyright year. If there is no author, use the organization. If there is no organization, use the first few words of the piece title. Additionally, *Country Clocks Versus City Clocks* indicates that booklet, brochure, chart, and map titles are italicized (2005). Since both the map and the chart do not have authors, I cite the name of the item. The Myers-Briggs test is considered a booklet. Katherine Cook Myers, coauthor of the Myers-Briggs Type Indicator test, states that “Country clocks usually are INFTs” (Briggs & Myers, 1998).

Conclusion

Conclusions often sum up the points mentioned in your paper and add a thought or two about the future. Notice that the first line is indented. The heading “Conclusion” is treated like any other heading and so the formatting of the word depends on how many heading levels you use. Insert a page break at the end of your paper to ensure that the reference section begins at the top of a new page. The word “Reference” or “References” is centered and not bold or italicized.

Send suggestions or questions about this handout to Charlotte Lewis, at clewis@csp.edu. You can also drop in (Luther Hall 116) or request an appointment via the Writing Center homepage:

<http://concordia.csp.edu/WritingCenter/>.

References

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Lewis, C., & Tewes, D. (2006). *Dancing: My passion* (2nd ed.). Washington, DC: Wright Press.

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Meadow, J. (2003). Dancing tick-tock. *Harrow Business Today*, 7(3), 1116. **Note: the volume is italicized, there is no space between the volume number and the parenthesis, there is a comma after the issue number in parenthesis, a space, and then the page number. Do not include p. or pp. Page numbers larger than three digits do not include a comma.**

Meadow, J. (2007, March 27). *Cool clocks*. Paper presented at the meeting of Minnesota Teachers, Stillwater, MN.

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<http://www.clocks.edu/dance> **Note: No period after the name of the website.**

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