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A Simplified APA Referencing Style for Your Management Course Essay

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Simplified APA style referencing

Write your essay correctly using a simplified APA referencing style for your essay for your Management course.

To push you in the right direction for your paper, below everything spelled out for you in forms of a check list. You do want to check each single one, and none of them is optional.

Text format and tone

- The text appear is black not blue or gray or red or green or... but black.
- The font size is 12, not 13 not 11 not 14 not 9, but 12.
- The font theme is Times New Roman.
- The spacing between each line is 1.5 or 2 (the list or references may be single spaced).
- Your name needs to appear on the top of page 1.
- Date.
- Course ID.
- Prof Name.
- No running head.
- Page numbers of each page.
- Last name next to page number.
- Title = your research question.
- At the end of the introduction you might want to walk the reader through the steps that follow next (outlining your paper in 2 sentences).
- Indent each new paragraph, but do not indent the first line of the paragraph following the title or subtitles.
- Titles and subheadings in bold.
- Make every sentences and every word count.
- No slang language.
- No must / should/ ought/ great/grant/huge/ always/ extreme/ very/ many/ most (you cannot draw big conclusions after little research).
- You may/ might/ or could however argue.
- Organize your paper with one argument per paragraph
- Stick to the assigned word count (excluding the list of references).

In-text citation

- You may integrate scholarly work as Author (Year) or (Author, Year).
- If you use the indirect from the braked will appear at the end of the sentence (Author, Year).
- If two author wrote the work you always list them both as First Author and Second Author (Year) or (First Author and Second Author, Year).
- If three authors wrote the work, you list all three as First, Second and Third Author (Year) or (First, Second and Third Author, Year) the first time around and any time after that it is First Author *et al.* (Year) or (First Author *et al.*, Year).

- If more than 3 authors wrote the work it is First Author *et al.* (Year) or (First Author *et al.*, Year) throughout (that said all authors will appear in the list of references).
- If you use a direct quote you need to add “quotation marks” and the page number of the quote as Author (Year, p#) “text in quotation marks” or as “text in quotation marks” (Author, Year, p#).
- If the citation is more than 3 sentence, more than 20 words in length, indent and reduce font size “...” not necessary with (Author, Year, p#) at the end. Try to avoid long quotes as much as you can.
- If you have found a perfect quote that you must use but it does not fit in your paper as is, you can add your emphasis but Author (Year, p#) “wrote such a great sentence [that is too good to leave out] that would not fit the flow of my paper if I would not add an emphasis”.
- No first names in text, no first name initials in text.
- Are you sure this is the last name you are using?

List of references

- The style of the list of references for book, book chapter, journal article and website are not optional. Follow EXACTLY that style.
- Only first name initials in list of references, do not spell the first name out.
- Indent the second line of each citation in your list of reference.
- List a book in your list of references as:
Author, A. A. & Author, B.B. (Year). Title of work: Capital letter also for subtitle. Location: Publisher.
- List a book chapter in your list of references as:
Author, A. A., & Author, B. B. (Year). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (pages-pages of chapter). Location: Publisher.
- List a journal article in your list of references as:
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Journal, volume # (issue #), pages-pages.
- List a website in your list of references as:
Author, A. (Date. Month, Year Published). Article title. Retrieved from URL http: [MM/DD/YYYY].
- If a source shows advertisements and was accessed via Google it is likely not peer reviewed.
- Only sources used in test may and must be listed in the list of references.
- References are listed A-Z, not numbers and no bullets please.