

In-text Citations

You must give credit (citation) whenever you quote or use another's words or ideas.

A citation consists of the author's last name, year of publication, and page number if using direct quotations.

Even if you paraphrase another person's works, you must give credit.

Subsequent Citations within a Paragraph

When an entire paragraph comes from one source, you may place one citation at the end of the paragraph with the following two exceptions.

1. All statistics require a citation immediately following the sentence in which they appear.
2. All historical events and dates mentioned require a citation at the end of the sentence.

If in the first citation within a paragraph, the author is cited in the text, the year does not have to be cited in subsequent nonparenthetical references. However, if in the first citation, the author and date are cited in parenthesis, the year must be included in subsequent citations.

Note: You do not have to cite your own ideas or material that you have found discussed in many sources, which is, therefore, common knowledge (e.g. Tallahassee is the capital of Florida).

Missing Citation Information

***If no author or date is given**, use the title in a signal phrase or the first word or two of the title in the parentheses and the abbreviation "n.d." (for "no date").

***When an electronic source lacks page numbers**, try to include information that will help readers find the cited passage. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number: (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading: (Hall, 2001, "Mandatory Labeling," para. 4).

General Guidelines for Quotations

When you use quotations, you must use the author's exact words (and interior punctuation and spelling). Some exceptions to this general rule are as follows:

*You may omit part of the author's words as long as you do not change the author's meaning and use ellipsis points (three spaced periods for omitted material within a sentence and four spaced periods for omitted material between sentences). Ellipses are not required at the beginning or end of quotation unless needed for clarification.

*Use brackets to insert your words in a quotation if necessary for clarification.

If a quotation is **less than 40 words**, incorporate it into the text of your report. Do not use a quotation as a complete sentence all by itself.

If a quotation is more than 40 words in length, follow this procedure.

*Introduce the quotation with a signal phrase containing the author's last name, the publication date in parentheses, and an appropriate verb, followed by a colon.

*Start a new line and indent the entire quotation ½ inch from the left margin. Use the normal right margin.

*Do not put quotation marks around the indented quotation.

*Use double spacing.

*Place the page (or paragraph) number in parentheses following the closing punctuation mark.

*If the signal phrase does not contain the author's name and publication date, put the author's name, publication date, and page number in parentheses after the closing punctuation mark.

Example (long quotation)

The crew tried another change. Using bright lights on the body, the astronauts were able to successfully change their circadian rhythms to meet the demands of night work. Researcher Czeisler (2000) explains his findings:

People exposed to five hours of bright light during the nighttime over a three-day period reset their internal clock as much as twelve hours. The timing of the light could not be haphazard, however. The exposure had to be synchronized [*sic*] with particular phases of a person's circadian rhythm in order for it to be effective. (p. 72)

Note: The word "synchronized" was misspelled in the original source. The Latin word *sic* is placed in brackets right after the error.

In-text Citation Examples

Reminder: In-text citations (quotations and paraphrases) are written either as a signal phrase or parenthetical reference. Blend quotations into sentences using either a signal phrase containing the author's last name, publication date in parenthesis, and date or follow a parenthetical format (see following examples). Page numbers are required for quotations and suggested for paraphrases.

Signal phrase in a quotation

Czeisler (2000) reports, "Bright light produces a clear resetting of the subject's circadian rhythms, yet it is too early to know why this happens" (p. 137).

Signal phrase in a paraphrase

Czeisler (2000) reports that bright light affects one's circadian rhythms although the explanation is not yet known (p. 137).

Parenthetical reference in a summary

Other researchers confirm that bright light produces an actual resetting of the circadian rhythms (Rosenthal, 1999).

Parenthetical reference in a quotation

Circadian rhythms are "[biological] processes that occur repeatedly on approximately a twenty-four hour cycle" (Feldman, 2002, p. 125).

Signal phrase for unknown page number (indicating a section heading)

According to Czeisler (2000), bright light affects one's circadian rhythms although the explanation is not yet known (Sleep Patterns section, para. 6).

Parenthetical reference for unknown author and unknown date

Another study of post-graduate nursing students indicated that they experienced symptoms of extreme stress ("Nursing Study Finds," n.d.).

A Work with One Author – APA 6.11

Signal phrase

In fact, Mapes (2000) believes that the accident at the Three Mile Island nuclear power plant happened because engineers ignored a series of warning signals.

Parenthetical reference

The accident at the Three Mile Island nuclear power plant happened at 4:00 a.m., and the Chernobyl reactor exploded at 1:23 a.m. (Mapes, 2000).

A Work with Two Authors – APA 6.12

List both authors in the signal phrase or parentheses each time you cite the source.

Signal phrase

Worchel and Shebilske (1999) report that a person's biological clock is internally set at 24 hours.

Parenthetical reference

A person's biological clock is internally set at 24 hours (Worchel & Shebilske, 1999).

Note: Use "and" in the signal phrase, but the ampersand (&) in the parenthetical reference.

A Work with Three to Five Authors – APA 6.12

Signal phrase for first citation

Czeisler, Johnson, and Duffy (2000) find similar results in monkeys.

Signal phrase for subsequent citations

Czeisler et al. (2000) report that normal light had no effect.

Parenthetical reference for first citation

Similar results have been found in monkeys (Czeisler, Johnson, & Duffy, 2000).

Parenthetical reference for subsequent citations

Normal light had no effect (Czeisler et al., 2000).

A Work with an Unknown Author – APA 6.15

If the author is not known, use the complete title in the signal phrase or use a short form of the title in parentheses.

Complete title in the signal phrase

The article "Are You a Day or Night Person?" (2000) states that the pineal gland, which releases melatonin at night, regulates the biological clock.

Partial title in the parenthetical reference

The pineal gland, which releases melatonin at night, regulates the biological clock ("Are You," 2000).

A Work with Group or Organization as Author – APA 6.13

If the author is a government agency or another organization, use the full name of the group in the first citation and abbreviate it in subsequent citations. Include the abbreviation in parentheses after the full name in the first citation. If the name is short or abbreviating the group name will cause the reader confusion, continue to write out the full name in each citation.

First citation using a signal phrase

The National Institute of Mental Health (NIMH, 1999) is studying the effect that altering circadian rhythms has on the memory.

Second citation using a signal phrase

NIMH (1999) believes that future studies with bright light therapy and the effects of memory loss will be encouraging.

First citation using a parenthetical reference

Scientists are studying the effects that changing circadian rhythms may produce on the memory (National Institute of Mental Health [NIMH], 1999).

Second citation using a parenthetical reference

Scientists hope that future studies with bright light therapy and the effects of memory loss will be encouraging (NIMH, 1999).

Citing a Work from a Secondary Source – APA 6.17

When quoting or paraphrasing a source that you read in a secondary source, list the secondary source in the reference list. However, in the body of the text, use the following method of citation:

Demont (as cited in Feldman, 2002) reports that most individuals feel sleepy in mid-afternoon, a phenomenon due solely to the time of day, not eating a heavy lunch.

Reference Page – Printed Sources

Book with One Author (7.02)

Hartman, E. (1999). *The sleep book*. Chicago, IL: Scott Foresman.

Book with More Than One Author (7.02)

Worchel, S., & Shebilski, W. (1999). *Psychology: Principles and application*. Englewood Cliffs, NJ: Prentice Hall.

Book with Editor (7.02.23 and 27)

Tannen, D. (Ed.). (2010). *Gender and conversational interaction*. New York, NY: Morrow.

Book with Corporate Author as Publisher (7.02)

American Psychiatric Association. (2004). *Statistical manual of psychotic behavior* (5th ed.). Washington, DC: Author.

Article or Chapter from an Edited Book (7.02.25-26)

Redford, R. (2002). The subliminal messages of American western films. In P. Newman & C. Eastwood (Eds.), *Society and film: An anthology of criticism* (pp. 120-130). Los Angeles, CA: Warner.

Newspaper Article (7.01.10)

Barnes, L. (1997, August 23). A nation of drowsers. *The Stuart News*, pp. C11, C13.

Newspaper Article – No Author (7.01.9)

A nation of drowsers. (1997, August 23). *The Stuart News*, p. C11, C13.

Encyclopedia Article – No Author (7.02)

Science fiction. (2008). In L. T. Lorimer, B. Jones & C. Smith (Eds.), *The encyclopedia of science* (Vol. 24, pp. 390-392). Danbury, CT: Grolier.

Magazine Article (7.01.7)

Note: Volume number is italicized. Include issue number in parenthesis immediately after volume number only if issues are not continuously paginated.

Bonner, P. (1999, July 14). A study of travel rhythms. *American Psychologist*, 30, 30-32.

Article from a Scholarly Journal (7.01.1)

Note: Volume number is italicized. Include issue number in parenthesis immediately after volume number only if issues are not continuously paginated. If there is a DOI, it must be included.

Allen, J. L. (1999). Situational factors in sleep. *Journal of Personality and Social Psychology*, 56(3), 257-266. doi:10.1090/1359875093421

Journal Article with Multiple Authors (7.01.1)

Note: If there is a DOI, it must be included.

Schultz, C.B., Smicklas, T.J., & Navratilova, M.B. (2003). Gender bias in the workplace. *Journal of Unpopular Psychology*, 77, 442-445. doi:10.108/0-612

Reference Page – Electronic Sources

DOI Note: Include DOI (Digital Object Identifier) for journal articles that you cite. If a document has a DOI, you do not have to include the URL (website address). If a document does not have a DOI, include the URL of the homepage at the publisher's website, not the direct link to the article.

Retrieval Note: A retrieval date is necessary only if the content of the source is likely to change.

Web Site – No Author or Sponsor

Fun in the sun – Florida destinations. (1998). Retrieved June 3, 2001, from <http://www.sunfunfla.com>

Web Site– Organization or Company

Note: When different web pages of a web site have different Internet addresses, provide the URL (web address) that links to the main web site for the document.

Florida Bar. (2005). *Consumer pamphlet: Do you have a will?* Retrieved from <http://www.floridabar.org/tfb/TFBConsum.nsf/0/a0091ab18d4875d085256b2f006c5b75?OpenDocument>

Web Site – Personal Author

Natale, J. (1998, June 22). *Victor Frankenstein: An absent parent.* Retrieved from <http://members.aol.com/Na609/index10.htm>

Article from a Newspaper Website (7.01.11)

Betcher, R. (2011, May 1). Channel 5 announces new format. *The Stuart News.* Retrieved from <http://rbetcher.tcpalm.com>

Journal Article: paginated by issue, online (7.01.3)

Devine, P. G., & Sherman, S. J. (1992). Intuitive versus rational judgment and the role of stereotyping in the human condition: Kirk or Spock? *Psychological Inquiry*, 3(2), 153-159. doi:10.1207/s15327965pli0302_13

Journal Article: paginated by volume, from a database or website without a DOI (7.01.3)

Hodges, F. M. (2003). The promised planet: Alliances and struggles of the gerontocracy in American television science fiction of the 1960s. *The Aging Male*, 6, 175-182. Retrieved from <http://www.informaworld.com/TheAgingMale>

Article, Magazine (monthly) (Full Text - Online Database or Web) (7.01.8)

Note: You may have to check the Web for the magazine's URL if the item came from an online database. You can also check the online database.

Myres, K. (2009, July). Franchising 101: The most important investment you can make. *Franchising World*, 34(2), 38-40. Retrieved from <http://www.franchise.org>

Article, Magazine (weekly) (Full Text – Online Database or Web) (7.01.8)

Note: You may have to check the Web for the magazine's URL if the item came from an online database. You can also check the online database.

Smith, J. T. (1999, June 14). Cyberdiscoveries in space. *Newsweek*, 13, 16. Retrieved from <http://www.newsweek.com>

Electronic Version of Print Book (7.02.19)

Abbey, E. B. (2007). *Desert roads less taken* [Springerlink version]. doi: 11.1117/988-3-540-88123-5

Blog (7.11 and 7.11.76)

Zompist. (2009, September 30). Star wars: Hope not so new anymore [Web log post]. Retrieved from <http://zompist.wordpress.com/2009/09/30/star-wars-hope-not-so-new-anymore/>

Internet Video (7.07 and 7.11.77)

Crusade2267. (2006, November 02). For the uniform: One fan's obsession with Star Trek, part 1 [Video file]. Retrieved from <http://www.youtube.com/watch?v=ul5q4PTME-M>

ERIC Document (Full Text - Online Database or Web) (7.03)

Hlynka, D., & Yeaman, A. R. (1994). *Postmodern educational technology.* (ERIC Document Reproduction Service No. ED357219). Retrieved from <http://www.csu.edu.au/research/sad/Reports/pmarticle.html>

Abstract – APA 2.04

An abstract is a brief summary of the paper. It should provide the reader with enough information to understand what the paper is about. The abstract appears on a separate page between the title page and the body of the paper.

Abstracts are generally required by APA guidelines for works that are to be published in a journal or other professional publication. Instructors at the undergraduate level generally do not require abstracts. Check with your instructor for specific preferences.

General Guidelines

1. Use 8 ½ x 11 inch standard typing paper.
2. Double space the entire paper, and use Times New Roman with 12-point font size.
3. Except for the running head and page numbers, leave a margin of at least 1 inch on all sides of the paper.
4. Do not justify the right margin.
5. Indent the first line of each paragraph one-half inch or five spaces.
6. If required, follow this arrangement: Title page, abstract (if required), body, references

Note: The following are examples for an APA title page, first page, and references pages. Always check with your instructor for specific requirements.

For a more detailed guide to APA style, visit the one of the following IRSC library or ASC websites:

<http://www.irsc.edu/libraries/tutorials/tutorials.aspx?id=1239>

<http://irsc-asc.weebly.com/research-paper.html>

Running head: CIRCADIAN RHYTHMS

1

Circadian Rhythms:

The Body's Internal Watch

Pat Andrews

Indian River State College

Author Note

This paper was prepared for Psychology 101, Section 112, taught by

Professor Litton.

Circadian Rhythms: The Body's Internal Watch

Turning off the light and falling asleep sounds like such a simple task, but fifty million Americans may not agree (Hartman, 2002). Researchers have recognized that circadian rhythms, the body's internal clock, determine cycles, such as waking and sleeping. Feldman (2002) defines circadian rhythms as "[biological] processes that occur repeatedly on approximately a twenty-four hour cycle" (p. 125). Understanding these complex rhythms requires understanding how circadian rhythms affect people's lives, whether these rhythms can be modified to meet people's needs, and what implications recent successes on altering circadian rhythms have on future research.

Effects of Circadian Rhythms

Mapes (2000) states that people who work night shifts frequently have trouble sleeping during the day and are often less productive and more prone to making more mistakes than their day counterparts. Working night shifts and needing sleep during the day is a reversal of the normal biological clock functions.

Modification of Circadian Rhythms

Up to now, trying to change the body's internal clock to a sleep-during-the-day/awake-during-the-night cycle has been difficult. Rosenthal (2001) tells the story of trying to change the normal sleep/wake cycle of the crew of the space shuttle Columbia in order for them to work in space during the night.

References

- Are you a day or night person? (2000, March). *McCalls*, 158, 12.
- Bonner, P. (2000, July). Travel rhythms can be changed. *American Psychologist*, 30, 72-77.
- Feldman, R. (2002). *Essentials of understanding psychology* (2nd ed.). New York, NY: McGraw-Hill.
- Fun in the sun – Florida destinations*. (1998). Retrieved June 3, 2001, from <http://www.sunfunfla.com>
- Hartman, E. (2002). *The sleep book*. Chicago, IL: Scott Foresman.
- Mapes, G. (2000, April 10). Breaking the clock: Was it an accident Chernobyl exploded at 1:23 in the morning? *The Wall Street Journal*, pp. A1, A6.
- Natale, J. (1998, June 22). *Victor Frankenstein: An absent parent*. Retrieved from <http://members.aol.com/Na609/index10.htm>
- Rosenthal, E. (2002, April 23). Pulses of light give astronauts new rhythms. *The New York Times*, pp. C1, C8.