

# How to do Reference

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# APA Style (Student Title Page Guide)

**TITLE PAGE:** The title page needs to provide information about the paper's topic and authors and the course to which it is being submitted.

# Title Page Content

A student title page includes the following elements:

- title of the paper
- author(s)
  - include the full names of all authors of the paper; use the form first name, middle initial, last name (e.g., Betsy R. Klein)
  - if two authors, separate with the word “and” (e.g., Ainsley E. Baum and Lucy K. Reid)
  - if three or more authors, separate each name with a comma and write the word “and” before the last author (e.g., Riley S. Rodrigo, Dev M. Kumar, and Aidan T. Zhang)
  - for names with suffixes, separate the suffix from the rest of the name with a space, not a comma (e.g., Felicien L. Cooke Jr.)

# continuation....

- affiliation
  - ○ is usually the university the author(s) attended
  - ○ include the name of the department or division, followed by the name of the university, separated by a comma (e.g., Department of Psychology, University of Nebraska)
- course name and number
- ○ use the format shown on institutional materials for the course to which the paper is being submitted (e.g., PSY 202, NURS101)
- • instructor name
- ○ use the instructor's preferred designation (e.g., Dr., Professor) and spelling
- assignment due date
  - ○ use the month, date, and year format used in your country
  - ○ spell out the month (e.g., March 6, 2020)
- header with the page number

# Title Page Format

- recommended fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern1
- 1-in. margins on all sides
- placement: first page of the paper
- title, author name(s), university, course name and number, instructor name, assignment due date
  - positioned in the upper-middle of the page (3 or 4 lines below the top of the page)
  - centered
  - double-spaced
  - not bold or italic, except for the paper title (see more in the next section)
  - each element placed on a separate line
  - no extra lines added between elements, except after the paper title (see more in the next section)
- header:
  - page number (starting at 1) in the top right corner inserted using the automatic page- numbering function of your word-processing program
  - no running head2

# Special Considerations for the Paper Title

- written in title case
  - capitalize the first word of the title and the first word of any subtitle (after a colon, dash, etc.)
  - capitalize all major words in the title (i.e., nouns, verbs, adjectives, adverbs, pronouns, and words of four letters or more)
  - capitalize the second part of hyphenated major words (e.g., “Self-Report”)
  - lowercase minor short words (i.e., conjunctions of three letters or fewer; prepositions of three letters or fewer; and articles “a,” “an,” and “the”)
  - also capitalize “is” and “be” (because they are verbs) and “with” (because it has four letters)
- **bold**
- place one double-spaced blank line between the paper title and the author names

# Reference Quick Guide

## Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the *Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

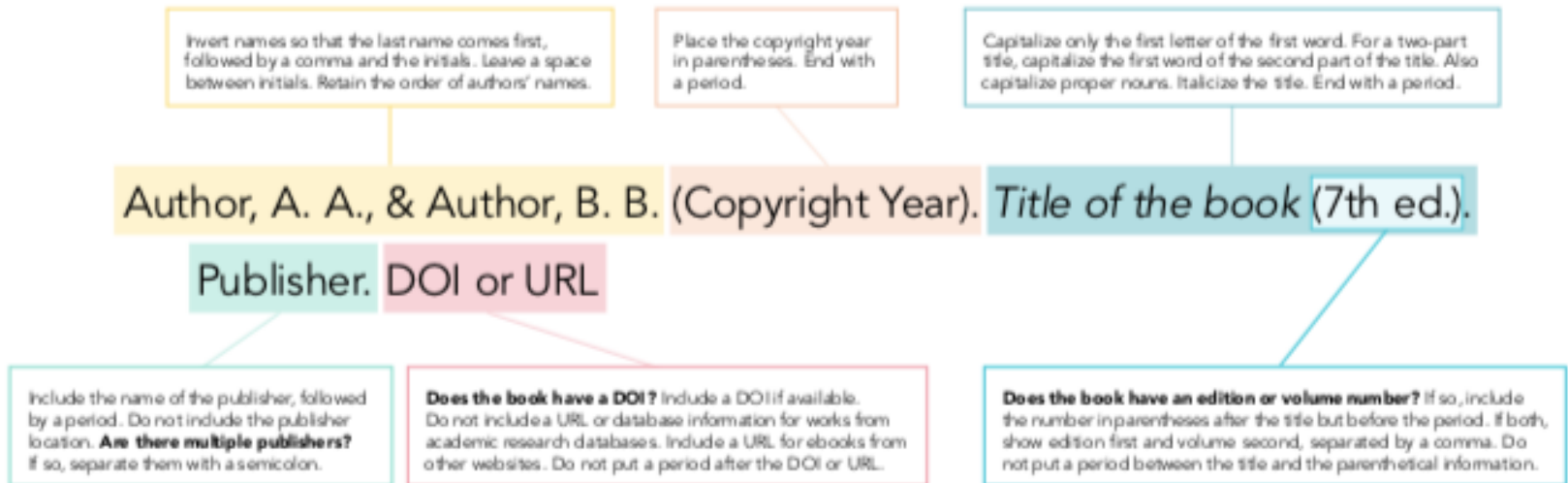
Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

**Does the article have a DOI?** Include a DOI for all works that have one. Do not put a period after the DOI.

# Reference Quick Guide

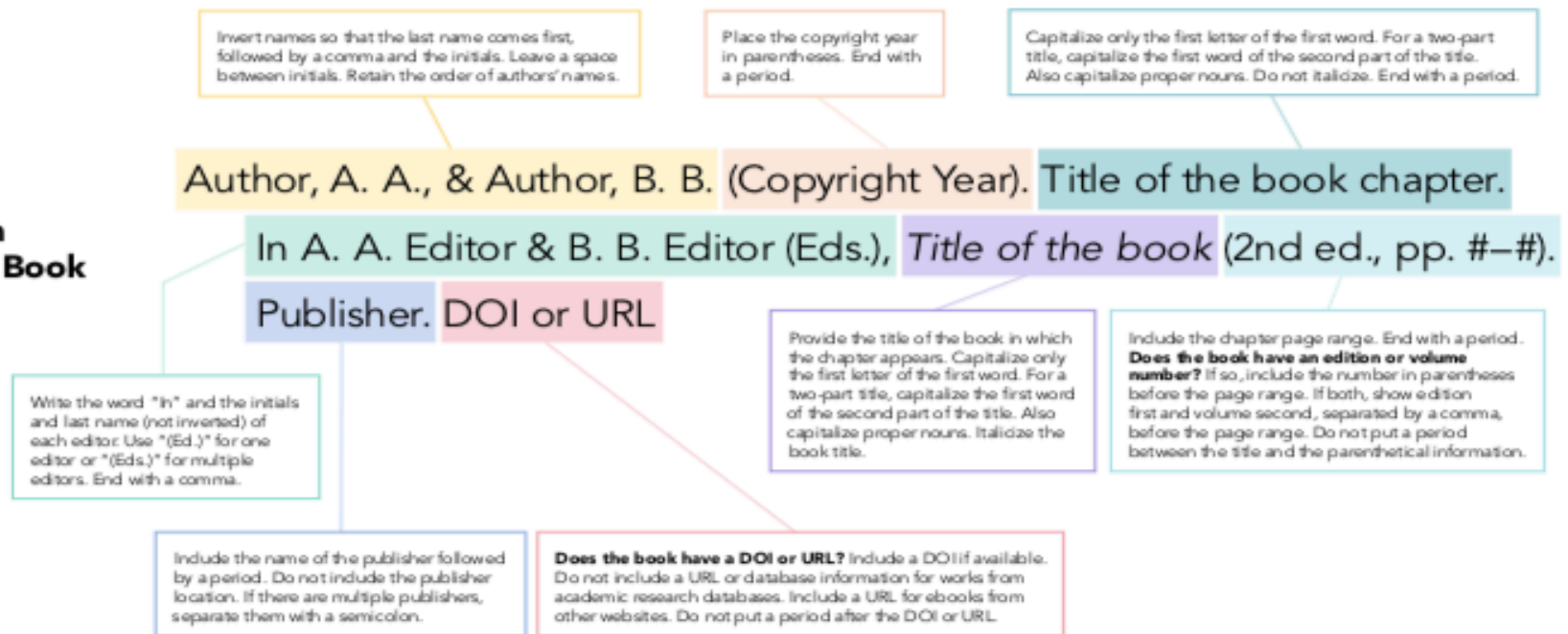
## Book





# Reference Quick Guide

## Chapter in an Edited Book



# Abstract Guide

- **ABSTRACT:** The abstract needs to provide a brief but comprehensive summary of the contents of your paper. It provides an overview of the paper and helps readers decide whether to read the full text.  
**Limit your abstract to 250 words.1**

# Abstract Content

The abstract addresses the following (usually 1–2 sentences per topic):

- key aspects of the literature review
- problem under investigation or research question(s)
- clearly stated hypothesis or hypotheses
- methods used (including brief descriptions of the study design, sample, and sample size)
- study results
- implications (i.e., why this study is important, applications of the results or findings)



# Abstract Format

- recommended fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern2
- 1-in. margins on all sides
- placement: second page of the paper
- section label: “**Abstract**”
  - centered and in **bold**
  - written on the first line of the page
  - text:
    - one line below the section label
    - not indented and written as a single paragraph
    - double-spaced

# Keywords Guide

**KEYWORDS:** Keywords need to be descriptive and capture the most important aspects of your paper. They are used for indexing in databases and as search terms for readers. **Include three to five words, phrases, or acronyms as keywords.**

# Keywords Content

Keywords address essential paper elements, such as the following:

- research topic
- population
- method
- application of results or findings

# Keywords Format

- recommended fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern (see Footnote 2)
- placement: second page of paper • written one line below the abstract • label: “*Keywords:*”
  - indented (like a regular paragraph)
  - *italic* (but not bold) • text:
    - written on the same line as and one space after the label
    - lowercased (but capitalize proper nouns)
    - not italic or bold
    - each keyword separated by a comma and a space
    - no ending punctuation after the final keyword
    - listed in any order (not necessarily alphabetical)
    - if the keywords run onto a second line, double-space the two lines and do not indent the second line

# Examples

## Book

Mulyana, D. (2008). *Metode Penelitian Kualitatif: Paradigma Baru Ilmu Komunikasi dan Ilmu Sosial Lainnya*. Bandung: Remaja Rosdakarya.

## e-book

Sulaksana, N. (2017). *Geomorfologi dan penginderaan jauh*. Diakses dari <http://ebook.press.unpad.ac.id/product/geomorfologi-dan-penginderaan-jauh/>.

## Article from website with author's name

Simmons, B. (2015, January 9). *The tale of two flaccos*. Diakses dari <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>.

## Article from website without author's name

Teenposed as doctor at West Palm Beach hospital: police. (2015, January 16). Diakses dari <http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html>.

## Printed journal

Hamzah, R. E. (2018). Web Series Sebagai Komunikasi Pemasaran Digital Traveloka. *Jurnal Pustaka Komunikasi*, 1(2), 361–374

## e-journal

A Damayanti, N., & Hamzah, R. E. (2017). Strategi Kampanye Politik Pasangan Jokowi-Jk Pada Politik Pemilihan Presiden 2014. *WACANA, Jurnal Ilmiah Ilmu Komunikasi*, 16(2), 279–290. <https://doi.org/10.32509/wacana.v16i2.52>



# Examples

## **Interview**

Mario, B. (2018, July). Personal Interview.

## **Encyclopedia**

Kammen, C. & Wilson, A.H. (2012). Monuments. *In encyclopedia of local history*. (pp. 363-364) Lanham, MD: AltaMira Press.

## **Newspaper**

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

## **e-newspaper**

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*. Diakses dari <http://www.nytimes.com>

## **Magazine**

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

## **e-magazine**

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15). Diakses dari <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>.