# APA at Central Penn College

Charles “T.” Jones Leadership Library

April 2017

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How Do I Cite?

Publication Manual of the American Psychological Association by American Psychological Association Staff
Call Number: REF 808.06 APA
ISBN: 9781433805615
Publication Date: 2009-07-15

Central Penn uses APA Style & Citation Format. This style is based on the The Publication Manual of the American Psychological Association (6th ed.). A copy of the APA Manual is available for use in the library (but cannot be taken out of the library).

When should I cite?
Whenever you:
- quote a source
- paraphrase a source (even if it's in your own words)
- summarize a source
- borrow an image, graph, statistics, etc.

Where do I cite?
Always cite the source in two places:
1. An abbreviated citation goes in the text of your paper immediately adjacent to the borrowed material
2. The full citation should be listed in the References at the end of your paper

When is it OK to skip the citation?
- When you're stating your own opinion
- When the information is considered "common knowledge" (meaning it's a non-controversial fact you could find in multiple sources, such as: George Washington was the first president of the United States)
- When you're using your own original work - such as a study you conducted for your assignment

What if I can't find the right model?
"In general, a reference should contain the author, name, date of publication, title of the work, and publication data” (p. 183).
"Choose the example that is most like your source and follow that format. . .When in doubt, provide more information rather than less” (p. 193).

Citation Rules

In-Text Citations

General rules
- Include the author's last name, year of publication, and page/paragraph number
- Quotes: use quotation marks around the quoted material
- Paraphrases and summaries: do not include quotation marks

APA Citation

Page versus Paragraph
When citing a book, journal article, or other paged source, use the page number of the borrowed material.
- For one page, use p.
- For more than one page, use pp.
When citing a source without page numbers (such as websites), use the paragraph number.
- Regardless of how many paragraphs you are citing, use para.

Quotations or Paraphrases
Spencer (2006) notes that it is acceptable "to state the author's name at the beginning of the sentence, rather than always putting it in the parenthetical citation" (pp. 5-6).
OR
Many students still refuse to "separate the author from the citation at the end of the quoted material" (Spencer, 2006, pp. 5-6).

Summaries
Use a page number if you are summarizing a small section of the work
- Example: Jones and Senoj (2007) explain that citing sources does not have to be as difficult as students seem to believe (p. 54).
Do not use page numbers if your summary spans multiple pages
- Example: Citing sources becomes easier the more frequently one tries to do it (Jones & Senoj, 2007).

Unknown Author
- Mention the work's title in the text or give the first word or two of the title in the in-text citation
- Titles of articles are put in "quotation marks"
- Titles of books are italicized
- If Anonymous is ever used, treat it as a real name
Example: Acquiring effective study habits is the most important indicator of first-year college student success ("Students," 2002, para. 3).

Organization as the Author
Name the organization in text or include the whole name in parentheses at the end.
- Example: According to the WHO (2016), 5-10% of all cancer-related deaths in Bangladesh stem from arsenic poisoning that pollutes the region (para. 9-10).
- Example: "In Bangladesh, 5–10% of all cancer deaths in an arsenic-contaminated region were attributable to arsenic exposure" (as cited in World Health Organization, 2016, para. 9-10).
## APA Citation

### How to Cite by Number of Authors

<table>
<thead>
<tr>
<th>Author Type</th>
<th>First signal phrase</th>
<th>Subsequent signal phrases</th>
<th>First parenthetical</th>
<th>Subsequent parenthetical</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two authors</strong></td>
<td>Smith and Jones (2012)</td>
<td>Smith and Jones (2012) (in same paragraph, exclude date*)</td>
<td>(Smith &amp; Jones, 2012)</td>
<td>(Smith &amp; Jones, 2012)</td>
</tr>
<tr>
<td><strong>3-5 authors</strong></td>
<td>Smith, Walker, and Jones (2012)</td>
<td>Smith et al. (2012) (in same paragraph, exclude date*)</td>
<td>(Smith, Walker, &amp; Jones, 2012)</td>
<td>(Smith et al., 2012)</td>
</tr>
<tr>
<td><strong>6 or more authors</strong></td>
<td>Smith et al. (2012)</td>
<td>Smith et al. (2012) (in same paragraph, exclude date*)</td>
<td>(Smith et al., 2012)</td>
<td>(Smith et al., 2012)</td>
</tr>
</tbody>
</table>

*Note: Date can only be excluded if there are no other works by the same author(s) cited in the paper.

References

PRINT BOOKS

Only 1 Author
Author's last name, initials. (year of publication). Title of book: With only capitalization of first word of title and subtitle and any proper nouns. Place of Publication: Publisher.

More than 1 Author
• Separate the authors' names with commas
• Use an ampersand (&) before the name of the last author

E-BOOKS

Online
Author's last name, initials. (year of publication). Title of book: With only capitalization of first word of title and subtitle and any proper nouns. Place of Publication: Publisher. Retrieved from http://web address
Example:

E-Reader
Author's last name, initials. (year of publication). Title of book: With only capitalization of first word of title and subtitle and any proper nouns. Place of Publication: Publisher. [Format].

JOURNAL ARTICLES

Print
Author's last name, first initial. (publication date). Title of article. Title of Journal, volume#(issue#), pages.

Online
• If the source has no publication date use: n.d.
• DOI - Digital Object Identifier, a unique number associated with that specific article. For online sources, a DOI is stable, where a URL is not.
• If the DOI is not available, use the URL for the journal's homepage

Author's last name, first initial. (year). Article title. Journal Title, volume#(issue#), pages. DOI

APA Citation

WEBSITE

- When using more than one page in a Web document, provide the URL for the entry or home page for that document
- Remove all live hyperlinks

Author's last name, first initial. (date of publication). Title of document. Retrieved from http://Web address

APA Format

Rules for All APA Papers:

- Margins: 1"
- Font: Times New Roman, size 12
- Line Spacing: Double
  - Make sure that there is no extra space after each paragraph (Microsoft Word defaults to including one. Fix this by: highlighting your entire paper, clicking the line spacing button, then selecting "Remove Space After Paragraph"
- Headers and page numbers (see section below)

Sections of an APA Paper

- Title Page - check with your instructor if they are requiring a title page
- Abstract Page - check with your instructor
- Essay
- References
- Appendices - check with your instructor to see if they want you to include appendices

Title Page
If a title page is required for your assignment, follow these steps:
1. Place your cursor at the top of the first page
2. Hit Enter on the keyboard five times
3. Type your title's paper using these rules:
   - Capitalize the first letter of all important words (but not words like a, the, of, etc.)
   - Title may be up to 2 lines (Main Title on First Line: Subtitle on Second)
   - Title should be no more than 12 words
   - Title should contain no abbreviations (spell out United States of America instead of using U.S.A.)
   - Title should contain no unnecessary words
4. Press ENTER, then type your full name (with middle initial if you want to include it)
5. Press ENTER, then type Central Penn College

Abstract Page
An abstract is a short summary of your paper, usually about 100 - 150 words long. An abstract receives its own page and should be page 2 of your paper.
If your instructor requires an abstract, follow these steps:
1. Type and center the title, Abstract
2. Press Enter on the keyboard, then click the Left Adjust button
3. Every line, including the first line, should be flush against the left margin, not indented. Type your abstract.
4. Press Enter then Tab on the keyboard, and type: Keywords:
5. Type the most important, key vocabulary terms here (just a few)
6. Highlight and italicize Keywords (and leave the actual vocabulary terms not italicized)

First Page of Your Essay
1. Type the title of your paper as it appears on the title page (line one for title, line two for subtitle), then highlight your entire title and center it
2. On the first line of your paragraph, click the left adjust button to move your cursor back to the left margin
3. Begin writing your paper. Once you have a few lines done, highlight the lines you've written (do NOT include the title), then click the Paragraph Formatting button
4. Under Indentation: Special, choose First Line. The default indentation is 0.5", which is correct

APA Format

References Page
Your References should begin at the top of a new page immediately after your essay has ended.
1. Type and center the title: References
2. Press enter, then select the left adjust button to move your cursor to the left margin
3. Write (or paste) all of your citations. Each citation should begin on a new line. Do not add any extra spaces between citations.
4. Highlight all of your citations, then click the Sort button in the Paragraph section of the menu. The defaults are correct. Click OK.
5. Highlight all of your citations, then click the Paragraph formatting button.
6. Under Indentation: Special, select Hanging. The default setting is 0.5", which is correct. Click OK.

Appendices
An appendix is a section that is added on to the very end of your paper (after the References page). Appendices should be used:

- when you want to include a chart, table, or graph that is either too large or too complicated to place in the body of your essay
- when you want to include a long document or report, such as a survey

Titling the Appendices
- If you have only one appendix, title it Appendix.
- If you have two or more appendices, title them as follows: Appendix A, Appendix B, etc.
- You should refer to each appendix in the body of your essay.

... produced the same results for both studies (see Appendices A and B for complete results).

- Each appendix should begin on a new page. Center the title: Appendix A, then begin your text on a new line flush against the left margin.

Headers and Page Numbers
Headers and page numbers are required for every APA paper you write. To correctly format your headers and page numbers:
1. Double click your mouse at the very top of the title page (or page 1 if there’s no required title page).
2. Check the box to create a Different First Page. It looks like this:

3. Click Page Number, then select Top of Page, and Plain Number 3.
4. Type the following following the capitalization exactly: Running head: TITLE OF YOUR PAPER
5. Tab twice to move the title to the left side of the header, while keeping the page number at the right
6. Select all text in the header (including page number), go to the Home tab, and change font to Times New Roman, size 12
7. Go down to your page 2 header (there should not currently be a header. If there is, make sure you have the box checked next to Different First Page)
8. Click Page Number, then select Top of Page, and Plain Number 3.
9. Type the title of your paper (the first line of the title on your title page) in ALL CAPITAL LETTERS

APA Format

10. Tab twice to move the title to the left side of the header, while keeping the page number at the right
11. Select all text in the header (including page number), go to the Home tab, and change font to Times New Roman, size 12
Every page after page 2 should have the same header you created for page 2.

Headings

HEADINGS should not be confused with HEADERS. Headers are your abbreviated title that run along the top margin of each page of your paper (see instructions above). Headings divide the body of your paper up into smaller, more manageable sections for your reader.

<table>
<thead>
<tr>
<th>Level</th>
<th>Formatting</th>
<th>Example Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Centered, Bold, and Title Case</td>
<td>The title of your paper does not receive this formatting, but the next heading within the body of your paper will. Your paragraph begins on the next line and is indented by half an inch.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Flush Left, Bold, and Title Case</td>
<td>The body of your paragraph begins on the next line and is indented by half an inch.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Indented, bold, sentence case.</td>
<td>Note that this style is in sentence format, beginning with a capital letter, and ending with a period.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Indented, bold, italics, sentence case.</td>
<td>Note that this style is in sentence format, beginning with a capital letter, and ending with a period.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Indented, italics, sentence case.</td>
<td>Note that this style is in sentence format, beginning with a capital letter, and ending with a period.</td>
</tr>
</tbody>
</table>
Word Choice Tips

Active vs. Passive Voice (p. 77)

<table>
<thead>
<tr>
<th>We conducted the study</th>
<th>instead of</th>
<th>The study was conducted by us</th>
</tr>
</thead>
<tbody>
<tr>
<td>We made mistakes</td>
<td>instead of</td>
<td>Mistakes were made</td>
</tr>
<tr>
<td>The dog bit the man</td>
<td>instead of</td>
<td>The man was bitten by the dog</td>
</tr>
</tbody>
</table>

Economy of Expression (p. 67)

Be succinct. Avoid wordiness and redundancy.

<table>
<thead>
<tr>
<th>they were both alike</th>
<th>one and the same</th>
<th>in close proximity</th>
</tr>
</thead>
<tbody>
<tr>
<td>completely unanimous</td>
<td>just exactly</td>
<td>period of time</td>
</tr>
<tr>
<td>summarize briefly</td>
<td>the reason is because</td>
<td>absolutely essential</td>
</tr>
</tbody>
</table>

Clarity (pp.68-69)

- Avoid jargon (technical vocabulary, euphemisms)
- Pronouns can be confusing
- Avoid illogical comparisons, such as: Dogs are more likely to play with people than cats.
  - Does this mean that dogs are more likely to play with people than to play with cats, or that cats are less likely than dogs to play with people?

Bias (pp. 71-77)

Avoid bias. Avoid labeling people (the elderly, the schizophrenics, normal, etc.).

Tense (p. 78)

Use past tense when discussing another researcher's work.
Word Choice

Capitalization

Capitalize:
- The first word in a sentence, even if it would normally be lower case
- Titles: capitalize every major word
- Proper nouns, including:
  - brand name drugs (not generic names)
  - names of specific departments (Department of Graduate Studies)
  - nouns followed by numbers or letters (Day 2, Figure 3B)
    - but not nouns followed by a variable (trial n)

Italics

Italicize:
- titles of:
  - books
  - journals
  - movies
  - TV shows
- a new key term, but only the first time used
- words and letters used as examples (the letter a)
- variables/statistical symbols

Do NOT use italics for emphasis.

Numbers

Use words to express numbers under 10. Use numerals to express numbers 10 and above.

Also use numerals:
- in your abstract
- in measurements (5 cm)
- in mathematical functions (multiplied by 5; 3 times as many; 5% of the sample)
- when expressing time, dates, ages, scores, sums of money

Use words:
- when numbers appear at the beginning of a sentence
- in fractions (one fifth of the class)
- for universally accepted usages (the Twelve Apostles)

Never use an apostrophe when expressing numbers in plural form (in the 1970s; 10s and 20s).

Additional Resources

Web Sources
- Charles “T.” Jones Leadership Library APA Website: http://guides.centralpenn.edu/apa
- Plagiarism Decision Tree (Do I need a citation for this?): http://popplet.com/app/#/55075 (**note: if the link doesn’t open, try copying and pasting the link into your browser)
- Purdue Online Writing Lab (OWL): https://owl.english.purdue.edu/owl/resource/560/01/

Books at the Library

Publication Manual of the American Psychological Association by American Psychological Association Staff
Call Number: REF 808.06 APA
ISBN: 9781433805615
Publication Date: 2009

A Pocket Style Manual by Diana Hacker; Nancy Sommers
Call Number: REF 808.042 HAC
ISBN: 9780312542542
Publication Date: 2011

A Pocket Style Manual, APA Version by Diana Hacker; Nancy Sommers
Call Number: REF 808.027 HAC
ISBN: 9780312568498
Publication Date: 2012
Additional Resources

**EasyWriter by Andrea A. Lunsford**  
Call Number: Reserve Shelf  
ISBN: 9781457640469  
Publication Date: 2013

**Mastering APA Style by American Psychological Association Staff**  
Call Number: REF 808.066 Mast.APA  
ISBN: 9781433805578  
Publication Date: 2009

**Cite Right by Charles Lipson**  
Call Number: REF 808.027 LIP  
ISBN: 9780226484648  
Publication Date: 2011
### Additional Resources

<table>
<thead>
<tr>
<th>What kind of help do I need?</th>
<th>Web source</th>
<th>A Pocket Style Manual pages</th>
<th>EasyWriter pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formatting a Paper</td>
<td>Library Guide: <a href="http://guides.centralpenn.edu/apa/format">http://guides.centralpenn.edu/apa/format</a></td>
<td>196-206</td>
<td>257-58</td>
</tr>
<tr>
<td>Formatting the Reference List</td>
<td>Library Guide: <a href="http://guides.centralpenn.edu/apa/citation">http://guides.centralpenn.edu/apa/citation</a></td>
<td>197-98</td>
<td>263, 266</td>
</tr>
<tr>
<td>In-Text Citations: Authors</td>
<td>Library Guide: <a href="http://guides.centralpenn.edu/apa/citation">http://guides.centralpenn.edu/apa/citation</a></td>
<td>174 (Dir.)</td>
<td>259 (Dir.)</td>
</tr>
<tr>
<td></td>
<td>Purdue OWL – In-Text Citations (Author/Authors): <a href="https://owl.english.purdue.edu/owl/resource/560/03/">https://owl.english.purdue.edu/owl/resource/560/03/</a></td>
<td>174-78 (samples)</td>
<td>260-63</td>
</tr>
<tr>
<td>In-Text Citation</td>
<td>Library Guide: <a href="http://guides.centralpenn.edu/apa/citation">http://guides.centralpenn.edu/apa/citation</a></td>
<td>102-103, 168-170</td>
<td>195-97, 125-126</td>
</tr>
<tr>
<td></td>
<td>Purdue OWL – In-Text Citations (The Basics): <a href="https://owl.english.purdue.edu/owl/resource/560/02/">https://owl.english.purdue.edu/owl/resource/560/02/</a></td>
<td>179 (Dir.)</td>
<td>264 (Dir.)</td>
</tr>
<tr>
<td></td>
<td><em>Always include Author’s Last Name, Year, and page or paragraph number</em></td>
<td>181-82 (samples)</td>
<td>266-67 (samples)</td>
</tr>
<tr>
<td>Reference List: Authors</td>
<td>Purdue OWL – Reference List (Author/Authors): <a href="https://owl.english.purdue.edu/owl/resource/560/06/">https://owl.english.purdue.edu/owl/resource/560/06/</a></td>
<td>179 (Dir.)</td>
<td>264 (Dir.)</td>
</tr>
<tr>
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<td>266-67 (samples)</td>
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<td>Purdue OWL – Reference List (Source Type): <a href="https://owl.english.purdue.edu/owl/resource/560/08/">https://owl.english.purdue.edu/owl/resource/560/08/</a></td>
<td>179-180 (Dir.)</td>
<td>264-65 (Dir.)</td>
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<td></td>
<td><a href="https://owl.english.purdue.edu/owl/resource/560/11/">https://owl.english.purdue.edu/owl/resource/560/11/</a></td>
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<tr>
<td>Plagiarism</td>
<td>Library Subject Guides - Plagiarism Decision Tree: <a href="http://popplet.com/app/#/55075">http://popplet.com/app/#/55075</a></td>
<td>166-173</td>
<td>198-203</td>
</tr>
<tr>
<td></td>
<td>(<em>note: if the link doesn’t open, try copying and pasting the link into your browser)</em></td>
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<td></td>
<td>Plagiarism Basics: <a href="http://guides.centralpenn.edu/apa/plagiarism">http://guides.centralpenn.edu/apa/plagiarism</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Find Citations in Library Databases

**Note: Whenever using a generated citation, you must double check it for accuracy! It’s not unusual for a database to have an error in a citation!**

**Business Insights: Global**
To cite a journal article found in Business Insights: Global, click the notebook icon in the upper right corner.

**Credo**
Find the APA citation at the bottom of each Credo entry.

---

### Topic Page: Presidential elections (United States)

**Summary Article:** Presidential Elections from Encyclopedia of U.S. Campaigns, Elections, and Electoral Behavior

AMERICAN PRESIDENTIAL ELECTIONS determine who is elected president and vice president of the United States. Local election boards throughout the 50 states and the District of Columbia administer presidential elections, and Article II, Section 1 of the U.S. Constitution, as amended by the Twelfth, Twenty-Second, and Twenty-Third amendments, prescribe the general requirements for how the president and vice president are to be elected. Presidential elections are held every four years on the first Tuesday after the first Monday in November (established by Congress in 1854).

Although Americans go to the polls on Election Day to select the presidential and vice presidential candidates of their choice, they actually do not vote for these candidates directly. Rather, they vote for a list of party electors who have pledged to vote for their party’s candidates in a separate election. The winning electors from each state make up the Electoral College. Thus, in the American presidential election system, the general electorate indirectly chooses the winning ticket by voting for electors who directly elect the president and the vice president. On Election Day, Americans also elect the entire U.S. House of Representatives and one-third of...

Continue Reading

---

url=http://search.credoreference.com/content/entry/sageuscamp/presidential_elections/0
Ebook Central
You can cite a book from Ebook Central in two places.

1. **Book Record Page:**
   Use the Cite Book button, then make sure to select the APA style citation.

2. **Inside Book:**
   If you’re in the middle of reading the book, click the quotation marks button from the top menu, then select the APA citation.
COPD and emotional distress: not always noticed and therefore untreated.

Authors: Dury, Rona

Affiliation: Senior Lecturer in Primary Care, University of Greenwich, London, England

Source: British Journal of Community Nursing (BR J COMMUNITY NURS), Mar 2016; 21(3): 138-141 (4p)

Publication Type: Article

Language: English

Major Subjects: Pulmonary Disease, Chronic Obstructive -- Psychosocial Factors
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Injured workers and their return to work: Beyond individual disability and economic incentives

Author(s):
- Monica Galizzi (Department of Economics and Center for Women and Work (CWW), University of Massachusetts Lowell, Lowell, Massachusetts, USA)
- Roberto Leombruni (Department of Economics and Statistics, University of Torino, Torino, Italy AND LABORatorio Riccardo Revelli, Centre for Employment Studies, Moncalieri, Italy)
- Lia Pacelli (Department of Economics and Statistics, University of Torino, Torino, Italy AND LABORatorio Riccardo Revelli, Centre for Employment Studies, Moncalieri, Italy)
- Antonella Bena (Epidemiologia Piemonte, Grugliasco, Italy)

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