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A GUIDE TO APA CITATIONS

WHAT IS APA CITATION STYLE?

✘ “APA style guidelines for manuscript preparation ensure that manuscripts follow uniform standards and, as a result, present the elements of papers in a generally understood way.”

✘ Perrin, R. (2007). *Pocket guide to APA style*. Boston, MA: Houghton Mifflin Company.

WHY USE APA FORMAT?

- ✗ Commonly used for research in science-related fields
- ✗ APA allows authors to cross-reference between their in-text citations and their reference page
- ✗ Helps avoid charges of plagiarism

THE 10 PARTS OF AN APA MANUSCRIPT

- + Title page
 - + Abstract
 - + Text
 - + Reference list
 - + Appendixes
 - + Author's note
 - + Footnotes
 - + Tables
 - + Figure captions
 - + Figures
- ✗ You will include only those parts specified by your professor
 - ✗ The parts most often used are the
 - + Title page
 - + Text
 - + Reference list

TITLE PAGE

- ✘ Considered to be page 1 of the manuscript
- ✘ 4 parts
 - + Page information
 - ✘ 2-3 words of title, 5 spaces, and page number
 - ✘ Upper right corner
 - ✘ Appears on all pages of the manuscript
 - + Running head
 - ✘ 3 lines below page information at left margin
 - ✘ Running head: SEVERAL WORDS OF TITLE IN ALL CAPS
 - + Title
 - ✘ Centered top to bottom and left to right
 - ✘ 12 words or less
 - + Author's name
 - ✘ Centered, 2 lines below title
 - ✘ Below name, type college name and, if requested, name of course and/or city and state

TEXT

- ✘ Page information appears in upper right corner of all pages
- ✘ Three lines below that, center the title
- ✘ Two lines below the title, the paper begins
- ✘ Use parenthetical citations as appropriate
- ✘ For a research paper, include the following sections:
 - + Introduction
 - + Method
 - + Results
 - + Discussion
 - + Reference list
 - + Additional materials (appendix, tables, figures, etc.)

INTRODUCTION

- × Describe the problem
- × State your hypothesis
- × Describe methodology
- × How study will address the problem
- × Historical background
 - + What other researchers have found
 - + Types of studies they used

METHOD

- × First section with a label
- × Contains various sections that are also labeled
 - + Describe participants in study and methods used to select them
 - + Materials used
 - + Procedures used to conduct research

RESULTS

- ✗ Also has a label
- ✗ Summarizes results of research
- ✗ Use labeled subsections as needed

DISCUSSION

- ✗ Begin section with a label
- ✗ Explain how your data answers your original problem
- ✗ Can also address
 - + How your findings are similar (or different) from other researchers
 - + Conclusions you have reached
 - + How your research is significant to the study of the problem

REFERENCE LIST

- ✗ Starts on a separate page
- ✗ Includes full publishing information for all sources cited in the paper
- ✗ Only list sources that you actually used in your paper
 - + This is NOT a bibliography which would include all the resources you looked at, not just the ones you used

FORMATTING THE MANUSCRIPT

- ✗ Letter-sized paper only
- ✗ Font
 - + 12 pt Times New Roman font for text;
 - + 10 pt Arial font for labeling tables and figures
- ✗ Use italics, not underlining, when needed
- ✗ Double-spaced
- ✗ 1" margins on all sides
- ✗ Tab once at the beginning of each paragraph
- ✗ Space once, not twice, at the end of sentences

APA CITATION STYLE HAS TWO KEY PARTS

- ✗ Parenthetical or in-text citations
- ✗ Reference list

- ✗ These two parts work together. The parenthetical citation refers the reader to the reference list where the complete information about the source is located.



PARENTHETICAL CITATIONS

- ✗ Used within the text
- ✗ Provides a link to the full citation in the Reference list
- ✗ Must include
 - + Author's last name (or portion of title if no author listed)
 - + Year of publication
- ✗ Additional information required in specific situations



WHERE ARE PARENTHETICAL CITATIONS USED?

- × Use a parenthetical (in-text) citation after every
 - + Direct quote
 - + Summary of text from one or more sources written in your own words
 - × Example: creating a bullet list of points or ideas from one or more authors
 - + Paraphrased section written in your own words

DIRECT QUOTE

- × Usually less than 40 words copied word-for-word from a source
- × Included within the paragraph
- × Must be in quotation marks
- × Citation appears after the closing quote
- × The sentence's period comes AFTER the citation
- × Must include page number preceded by the abbreviation p or pp.
- × Quotes over 40 words are handled differently
- × Pay attention to the punctuation in the following examples



EXAMPLES: DIRECT QUOTE LESS THAN 40 WORDS

- ✘ If the author is named within the paragraph, only put the page number in the parenthetical citation.
 - + According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
 - + Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
- ✘ If the author is not named, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
 - + She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

EXAMPLES: DIRECT QUOTE MORE THAN 40 WORDS

- ✘ Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin.
- ✘ The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following: Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

PARAPHRASE

- ✘ If you are paraphrasing an idea from another work, only the author and year of publication are required in your in-text reference.
- ✘ APA guidelines encourage you to also provide the page number, but it is not required.
- ✘ Pay attention to the punctuation in the following examples

EXAMPLES: PARAPHRASING

- ✘ According to Jones (1998), APA style is a difficult citation format for first-time learners.
- ✘ APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

EXAMPLES: PARAPHRASING

× 2 authors

- + Research by Wegener and Petty (1994) showed...
- + (Wegener & Petty, 1994)

× 3-5 authors

- + The first time you cite the source:
 - × (Kernis, Cornell, Sun, Berry, & Harlow, 1993)
- + After that use this format:
 - × (Kernis et al., 1993)

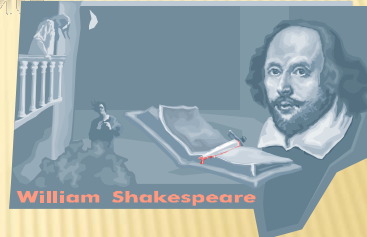
EXAMPLES: PARAPHRASING

× 6 or more authors

- + Harris et al. (2001) argued...
- + (Harris et al., 2001)

× No author listed

- + Cite the source by its title within the paragraph or use the first word or two in the parentheses.
- + Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.
- + A similar study was done of students learning to format research papers ("Using APA," 2001).



EXAMPLES: PARAPHRASING

- ✘ If the author is an organization or a government agency, mention the organization in the paragraph or in the parenthetical citation the first time you cite the source.
 - + According to the American Psychological Association (2000),...
- ✘ If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.
 - + First citation: (Mothers Against Drunk Driving [MADD], 2000)
 - + Second citation: (MADD, 2000)

EXAMPLES: PARAPHRASING

- ✘ Two or more sources in the same paragraph
 - + (Berndt, 2002; Harlow, 1983)
- ✘ Authors with the same last name
 - + (E. Johnson, 2001; L. Johnson, 1998)
- ✘ Two or more works by the same author in the same year use lower-case letters (a, b, c) with the year to order the entries in the reference list
 - + Research by Berndt (1981a) illustrated that...

EXAMPLES: PARAPHRASING

- ✘ When citing a source that cited another source
 - + Name the original source the first time you use it.
 - + List the secondary source in your reference list and include the secondary source in the parentheses.
 - + Johnson argued that...(as cited in Smith, 2003, p. 102).
- ✘ When citing electronic sources
 - + Use the format in the preceding examples whenever possible
 - + If no author or date is available, use a brief form of the title, followed by n.d. (no date)
 - + Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

REFERENCE LIST

- ✘ Appears at the end of the paper
- ✘ Provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.
- ✘ Each source you cite in the paper must appear in your reference list. Each entry in the reference list must be cited in your text.

REFERENCE LIST: THE BASICS

- ✘ Should begin on a new page separate from the text of the essay;
- ✘ Label this page References (with no quotation marks, underlining, etc.), centered at the top of the page.
- ✘ Should be double-spaced just like the rest of the essay.

FORMAT IS IMPORTANT!

REFERENCE LIST: THE BASICS

- ✘ The first line of each reference should be at the left margin. All other lines should be indented $\frac{1}{2}$ inch
- ✘ Alphabetize by the first author's last name
- ✘ Authors' names are listed last name first.
 - + Give the last name and initials for all authors of a particular work for 1 to 5
 - + If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- ✘ If more than one source by the same author or authors, place in order of publication

REFERENCE LIST: THE BASICS

- ✘ When referring to a book, article, or Web page
 - + Capitalize only the first letter of the first word of a title and subtitle,
 - + Capitalize the first word after a colon or a dash in the title
 - + Capitalize proper nouns
 - + Do not capitalize the first letter of the second word in a hyphenated compound word.

REFERENCE LIST: THE BASICS

- ✘ Capitalize all major words in journal titles.
- ✘ Italicize titles of longer works such as books and journals.
- ✘ Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

EXAMPLES: DEALING WITH AUTHORS

× Single Author

- + Last name first, followed by author initials.
 - × Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

× Two Authors

- + List by their last names and initials. Use “&” to separate the two names
 - × Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

EXAMPLES: DEALING WITH AUTHORS

× Three to Six Authors

- + List by last names and initials; commas separate author names, while the last author name is preceded again by “&”.
 - × Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.



EXAMPLES: DEALING WITH AUTHORS

× More Than Six Authors

- + If there are more than six authors, list the first six as above and then "et al."

- × Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-245.

× Organization as Author

- × American Psychological Association. (2003).

× Unknown Author – start with the title

- × *Merriam-Webster's collegiate dictionary* (10th ed.).(1993). Springfield, MA: Merriam-Webster.

EXAMPLES: DEALING WITH AUTHORS

× Two or More Works by the Same Author(s)

- + Use the author's name for all entries and list the entries by the year (earliest comes first).

× Two or More Works by the Same Author in the Same Year

- + Organize them in the reference list alphabetically by the title of the article or chapter. Assign letter suffixes to the year. Refer to these sources in your paper as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."

- × Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

- × Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

EXAMPLES: JOURNALS

- ✘ Journal articles – general format
 - + Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.
- ✘ Article in Journal with continuous pagination from on journal issue to the next; issue number is not required
 - + Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

EXAMPLES: JOURNALS

- ✘ Article in Journal with a page 1 in every issue must include the issue number
 - + Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

EXAMPLES: BOOKS

× Basic Format for Books

- + Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
- + State not necessary if city is well known (Boston, London, etc.)

× Book with no authors, just editors

- + Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.

EXAMPLES: BOOKS

× Book with editors and authors

- + Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.). New York: Anchor.

× Books with more than one edition

- + Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

EXAMPLES: BOOKS

- ✘ Article or Chapter in a book with an editor
 - + O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

EXAMPLES: OTHER PRINT MATERIALS

- ✘ An Entry in An Encyclopedia
 - + Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
- ✘ Government Document
 - + National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

EXAMPLES: OTHER PRINTED MATERIALS

× Report From a Private Organization

- + American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, D.C.: Author.

× Conference Proceedings

- + Schnase, J.L., & Cunniss, E.L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

EXAMPLES: ELECTRONIC SOURCES

× Article from an on-line magazine

- + Retrieval date only necessary if material is revised frequently (like a blog or wiki)
 - × Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved month day, year, (if necessary) from <http://www.someaddress.com/full/url/>
 - × Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

EXAMPLES: ELECTRONIC SOURCES

× Online Scholarly Journal Article

- + Since online materials can potentially change URL's, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL.
- + DOI's are an attempt to provide stable, long-lasting links for online articles.
- + Many-but not all-publishers will provide an article's DOI on the first page of the document.
 - × Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. doi:00000000/000000000000

EXAMPLES: ELECTRONIC SOURCES

× Online Scholarly Journal Article

- + If no DOI is available, a URL is required
- + No retrieval date is required since article is published in final form and is not subject to revision
 - × Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved month day, year, from <http://www.someaddress.com/full/url/>
 - × Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

EXAMPLES: ELECTRONIC SOURCES

× Online Scholarly Journal Article

- + If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

- × Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

× Article retrieved from an on-line database

- + Include date of retrieval and name of database
- × Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from PsycARTICLES database.

EXAMPLES: ELECTRONIC SOURCES

× Books

- + Includes books found on personal websites, databases, or even in audio form.
- + If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it.

- × De Huff, E.W. *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

- × Davis, J. *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

EXAMPLES: ELECTRONIC SOURCES

- ✘ Chapter/Section of a Web document or Online Book Chapter
 - + Author, A. A., & Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved month day, year, from <http://www.someaddress.com/full/url/>.
 - + Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.) Retrieved March 10, 2006, from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html
 - + Peckinpough, J. (2003). Change in the Nineties. In J.S. Bough and G.B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

EXAMPLES: ELECTRONIC SOURCES

- ✘ On-line encyclopedias and dictionaries
 - + Feminism. (n.d.) In *Encyclopædia Britannica online*. Retrieved March 16, 2008, from <http://www.britannica.com>
- ✘ On-line lecture notes or presentations
 - + Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>
 - + Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

EXAMPLE: COMPLETED REFERENCE LIST

References

Bass, R. (1997). *Technology & learning: A brief guide to interactive multimedia and the study of the United States*. Retrieved May 2, 2002, from Georgetown University, American Crossroads Project Website: <http://www.georgetown.edu/crossroads/mltmedia.html>

Denmark, F. L. (1999). Enhancing the development of adolescent girls. In N. G. Johnson & M. C. Roberts (Eds.), *Beyond appearance: A new look at adolescent girls* (pp.377-404). Washington, DC: American Psychological Association Press.

Don't even think about turning here. (2002, October 3). *The New York Times*, p. A26. Retrieved October 15, 2002, from LexisNexis Academic database.

Dorman, S.M. (1997). Video and computer games: effect on children and implications for health education. *Journal of School Health*, 67, 133-138. Retrieved October 31, 2000 from Expanded Academic ASAP database.

Fechner, F.Y. (2002). Gender differences in puberty. *Journal of Adolescent Health*, 4, 44-48.

Franklin, M.L. (1991). A motivational approach to exercise. *Proceedings of the National Academy of Sciences, USA*, 73, 21-28.

Freud, S. (1950). *Beyond the pleasure principle* (J. Strachey, Trans.). New York: Liveright. (Original work published 1920).

Gene therapy to be tried. (2002, October 11). *The News & Observer*, p. 9A.

Hardy, J. (Producer) & Brest, M. (Writer/Director). (2003). *Gigli* [Motion picture]. United States: Columbia Pictures.

Murlansky, M. (2002). *Salt: A world history*. New York: Walker and Co.

WHEN IN DOUBT ...

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