

Documenting in the APA Style

Introduction

Guidelines based upon the 2010 *Publication Manual of the American Psychological Association*, 6th edition. For additional reference examples, go to the APA style website (www.apastyle.org).

Individual instructors assigning papers in APA format may require variations in certain details. **In cases where the instructor's preferences differ from the guidelines in this handout, follow the instructor's preferences.**

APA style, the common method of documentation in the social sciences, uses parenthetical citations within the text to identify each quotation, paraphrase, summary, or reference in your text.

- If the parenthetical citation comes at the end of a sentence or clause, include in parentheses the author's surname, year of publication, and page or paragraph number if needed (see Page or Paragraph number on page 2 below), placing the period or other appropriate punctuation mark AFTER the parentheses:
 - "Education is an unending struggle" (Jones, 2008, p. 65).
[print source or electronic source in PDF]
 - "Education is an unending struggle" (Jones, 2008, para. 9).
[electronic source—no page numbers]
- If you include the name of the author in your text, place the date in parentheses immediately after the author's name. If the page or paragraph number should be included, place it at the end of the citation:
 - According to Jones (2008), "Education is an unending struggle" (p. 65).

APA style gives detailed information about all sources in a References list at the end of the text. All parenthetical citations (except personal communications) must have corresponding entries listing bibliographic data in the References list; conversely, all sources in the References list must have citations in the paper.

The Three Elements of APA Citations

Author,

Year of Publication,

Page/Paragraph Number

Author

Use only the surname(s) of the author(s). If you are using publications by two or more authors with the same surname, include the first author's initials in all citations. For example, if you have one source by J. Brown, 2006 and another by M. Brown, 2007, the citation for the latter would be (M. Brown, 2007). Also, see "Specific Guidelines" below for additional examples pertaining to the author.

Year of Publication

Include the year of publication in all parenthetical citations: (Smith, 2007).

If you do not have a date of publication, put n.d. (meaning no date) in place of the year.

Within a paragraph, when both the name and year are in parentheses, include the year in subsequent citations, whether parenthetical and textual, as in the following example:

- A follow-up study five years later confirmed the original results (Smith, 2007). Smith (2007) further noted that . . .

However, if the name of the author is part of your text and you include the year in parentheses after the author's name, you need not include the year in subsequent nonparenthetical citations within the paragraph (provided that the source cannot be confused with another source) as in the following example:

- Smith (2007) found that a follow-up study five years later confirmed the original results. Smith further noted that . . .

Page or Paragraph Number

Include a page or paragraph number for all quotations. In addition, "when paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text" (*Publication Manual*, 2010, p. 171). **Check with your instructor for his or her preference regarding use of page or paragraph numbers.**

- A. For print sources or electronic sources in PDF format (which provides an exact replica of a print article), use a page number as in the following example:
 - (Jones, 2008, p. 65).
- B. For electronic sources that provide a paragraph number rather than a page number, give the paragraph number using the abbreviation *para.*, as in the following example:
 - (Jones, 2008, para. 6).
- C. If the document provides neither a page number nor a paragraph number but does provide headings, indicate the location of the quoted material as in the following example:
 - (Jones, 2008, Discussion section, para. 3).
- D. If a heading is used but it is lengthy, use a shortened title of the heading enclosed in quotation marks as in the following example:
 - (Jones, 2008, "Mandatory Testing Has Lessened," para. 5).
- E. For block quotations (40 or more words), indent all lines one-half inch (the default tab in most word processing programs) from the left margin only. Double-space. Omit quotation marks. End block quotation with a period, then add parenthetical citation with no period after the parentheses.

9 Specific Guidelines for Parenthetical Citations

If your source has...

If your source has multiple authors

- A. With **two authors**, cite both names (using the word *and* within your text or the ampersand parenthetically):
 - According to Smith and Jacobs (2005)
 - According to a recent study (Smith & Jacobs, 2005),
- B. With **three to five authors**, cite all names the first time a reference occurs. In subsequent citations, include only the first author followed by *et al.* unless there is confusion with another source:
 - . . . showing that the teacher's effect is minimal (Willis, Arndt, Smith, & Brown, 2009). [1st citation]
 - . . . as noted in the earlier study (Willis *et al.*, 2009). [subsequent citations]
 -
- C. With **six or more authors**, cite only the last name of the first author followed by *et al.*:
 - . . . with the results still inconclusive (Williams *et al.*, 2009).

Note: In the References list, give surnames and initials for up to and including seven authors. For eight or more authors, see page 8, guideline 7.

If your source has no named author

If your source has no named author, use the first few words of the title that would originally follow the year in the References list.

For example, the article "Smooth Ending" from the *New York Times* would appear as ("Smooth Ending," 2006) because the article title, not the newspaper title, normally follows the year and would get bumped to the number one position on the Reference page. (See Reference example for Daily Newspaper article on p. 10 below).

Use quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report. Capitalize major words of title.

- Article: ("Smooth Ending," 2006)
- Book: (*The Culture of Education*, 2004)

*Note: Use the word **Anonymous** for the author only when your source designates the author as Anonymous.*

If your source is authored by a group

If your source is authored by a group (corporation, association, government agency, etc.), spell out the name each time; if the name is long or if an abbreviation is readily understandable, spell out the name in the first citation and include the abbreviation in brackets. In subsequent citations, use the abbreviation:

- (National Institute of Mental Health [NIMH], 2009). [1st citation]
- (NIMH, 2009). [subsequent citations]

If you use more than one source by the same author(s) published in the same year

If you use more than one source by the same author(s) published in the same year, assign letters (a, b, c, etc.) to the year:

- (Campione and Brown, 2007a).
 - The letter will be determined by your References list; references by the same author with the same publication year are arranged alphabetically by title.
- Thus, Campione's and Brown's 2007 "Beyond communities of learning" will be assigned *a*, while their 2007 "Connecting birth order" will be assigned *b*.

If you cite more than one source within your parentheses,

If you cite more than one source within your parentheses, put the sources in alphabetical order by authors' last names and separate with a semicolon:

- (Bassuk, 2006; Fustero, 2003).

If your source (e.g. Smith) discusses at length or quotes material from another source

If your source (e.g. Smith) **discusses at length or quotes material from another source** (e.g. McClellan), indicate this by referring to both sources and using the words *as cited in* (not italicized). On the References page, list only your source (Smith):

- McClellan's study (as cited in Smith, 2005) outlined five reasons for racism on college campuses.

If you quote a source that contains citations

If you quote a source that contains citations within the original quotation, do not omit the citations.

- According to Hagerty (2009), "Several researchers in this area (Rehm, 2008; Sherman, 2006) question the methodology of the experiment" (para. 4).

However, if you **paraphrase or summarize** a source that contains citations, omit the citations:

- According to Hagerty (2009), the validity of the experiment is being challenged because of its methodology.

A personal communication

Because a **personal communication** (interview, telephone conversation, e-mail or electronic message) is not retrievable, cite it only in the essay (not in the References list). Use the communicator's initials and surname and provide an exact date:

- Child psychologist P. J. Santino (personal communication, May 2, 2001) notes that . . .
- However, not all practitioners agree (P. R. Santino, personal communication, May 2, 2001).

When citing a classical work

When citing a classical work (e.g. the Bible, ancient Greek or Roman works, poetry), use books, chapter, verses, lines, etc. instead of page numbers. Reference entries are not required for classical works; simply identify in the first citation the version you used:

- 1 Cor. 13:1 (Revised Standard Version)

APA Essay Format

1. Title page: At the top of the page along the left margin type the words *Running head* (not italicized) followed by a colon plus the title of essay all in uppercase letters (title limit is 50 characters). The page number is on the same line along the left margin. In the top half of the page, centered between the right and left margins, using both upper-case and lowercase letters, type the title, your name, and the name of your university. Double-space. Submissions for journal articles include an author note in lower half of page.

2. Headers: After the title page, set up a header on each page, including the Reference page. The header consists of TITLE (capitalized but without the words *Running head*) in the top left corner and page number in the top right corner of each page.
3. To paginate your essay: If a title page is used, it is page 1. If an abstract is used, it is page 2. Thus, your essay would begin on page 3. If neither a title page nor abstract is used, the essay would begin on page 1.
4. On first page of essay, after the header, center the full title of your essay.
5. Preferred format for the essay is Times New Roman with 12-point font, double-spacing, and one-inch unjustified margins. Indent all paragraphs by tabbing in one-half inch.
6. If you use headings to organize your ideas, all topics of equal importance have the same level of heading, and all subsections must include a minimum of two headings (or none) for each subsection. The format for each heading below demonstrates how the heading should look:

Level 1: **Centered, Boldface, Uppercase and Lowercase Heading**

Level 2: **Flush Left, Boldface, Uppercase and Lowercase Heading**

Level 3: **Indented, boldface, lowercase heading ending with a period.**

(Note: For additional levels of headings and more information, see *Publication Manual, 2010, p. 62.*)

APA PARENTHETICAL CITATIONS IN SAMPLE RESEARCH PAPER

AMERICA'S STREET PEOPLE IN THE 20TH

2

America's Street People in the 20th Century

There are so many homeless people in the United States today that it is impossible to count them accurately; current estimates range from 900,000 (Huntley & Thorton, 2003) to somewhere between 2,000,000 to 3,000,000 (Bassuk, 2009; Fustero, 2008b). Although experts disagree on the size of the problem, they agree on its seriousness. The stereotypical "skid-row bum" is rapidly being replaced by a variety of other people ("Homeless," n. d.). As Fustero (2008b) has noted, the homeless now include "runaway children, immigrants, displaced single-

parent families, unemployed and underemployed families, and the mentally ill” (p. 58). Finding a solution to this problem will not be easy, but it can be done, as Smith and Hales (2007) have pointed out:

We need to commit ourselves, our time and our energy, our resources, our wealth to this problem, and most of all, we need to commit our wills. And we need to start today. The problem is big, but it is not insurmountable. (Discussion section, para. 4)

The problem can be managed only if we commit ourselves as a nation to exploring multiple solutions.

General Guidelines for the APA Reference List

1. For electronic sources, include the same elements, in the same order, as you would for a print source, then add electronic retrieval information that will allow readers to locate the sources. The **digital object identifier [DOI]** is the preferred method for adding electronic retrieval information (see example page 9). You can find the DOI on the first page of an electronic journal article, near the copyright notice, or on the Full Record Display for a database. If the DOI is not available, include the URL of the journal's home page. If you need to break a URL while typing a Reference citation, break before most punctuation. Do not add a period after either the DOI or the URL to avoid the impression that the period is part of the retrieval information. You do not need to include database information or retrieval dates unless the source material changes over time (as in Wikis).
2. Include only those sources cited in your essay. Include all sources except personal communications.
3. Number the Reference page as you would all other pages (TITLE in the top left corner and page number in the top right corner). Center the heading References above the list. Do not change font or use bold print, italics, or quotation marks. Capitalize only the R.
4. Double-space the reference list. Hang indent entries--only the first line of a citation is flush with the left margin, with subsequent lines indented one-half inch (tab key set at 5-7 spaces).
5. Arrange entries in alphabetical order by author's last name, group author name (use full name, e.g. American Psychological Association, not APA), or first significant word of the title (ignoring A, An, The) that would move to the author position if no author is

given. Entries that begin with numerals should be alphabetized as if the numeral were spelled out. Note the following rules:

- a. Entries by the same author but in different years are arranged by publication year, earliest first:
 - o Hewlett, L.S. (2006) precedes Hewlett, L.S. (2008)
 - b. One-author entries precede multiple-author entries:
 - o Allyn, R. L (2007) precedes Allyn, R.L. & Evans, A.J. (2005)
 - c. Entries by the same first author but different second or third authors are arranged alphabetically by the last name of the second (or third, etc.) author:
 - o Gosz, P. & Jerard, L. (2008) precedes Gosz, P. & Tevor, D. (2008)
 - d. Entries by the same author in the same publication year are arranged alphabetically by title; lower-case letters (a, b, c, etc.) are placed immediately after the year. (See Reference example page 10.)
6. For **one to seven authors**, give the surname(s) of all authors, followed by only initials for the first and middle names:
 - o Willis, B., Lee, R.L., & Pollack, C. (2007).
 - o
 7. For **eight or more authors**, include the first six authors' names, then insert an ellipsis, and add the last author's name, as in the following example:
 - o Vang, L., Lee, C., Roberts, D., Ellis, R., Grimes, L., Willems, M., . . . Chen, S. (2008).
 8. **Note carefully the capitalization in the reference list.** For the title of a periodical (journal, magazine, newspaper), capitalize according to standard rules. For all other titles, capitalize only the first word, proper nouns, acronyms, and the first word of the subtitle (first word following a colon).
 9. Also, note carefully if and how page numbers are used. For example, the page numbers of an entire journal or magazine article are used but are *not* preceded by "p." or "pp." Page numbers of an entire newspaper article are used and are preceded by "p." or "pp." For most other sources (books, reports, government documents), page numbers are not used.

General Guidelines for the APA Reference List

**Note: References should be double-spaced;
they are single-spaced below only to save space.**

Periodicals

Journal article (print), one author

Epstein, S. (2001). Treatment for victims of anorexia. *Journal of Psychology*, 6, 95-100.

- Note: Italicize the journal title and the volume number (e.g. 6) which follows it. Include page numbers (e.g. 95-100) of entire article but do not use "pp." Also, note capitalization as explained in rule #8 above.

Journal article (print) with volume and issue number

Brawner, J. (2007). Birth order. *Child Welfare*, 12(5), 25-32.

- Note: If each issue of a journal begins on page 1 (rather than having continuous pagination), give the issue number (5 in this example) in parentheses after the volume number. Do not italicize the issue number.

Journal article (electronic) with DOI

Ellis, T. (2009). Gender roles in elementary classrooms: Fostering freedom from stereotypes. *Instructor*, 9(3), 36-39.
doi:10.1047/0238-7122.31.2.125

- Note: For explanation of DOI, see Guideline 1, page 7 of this handout.

Journal article (electronic) when DOI is not available

Stahl, J. (2008). Emotional effects of job loss on families. *E-Journal of Applied Psychology*, 3(2), 12-16. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Journal article with multiple authors, two sources published in same year

Campione, A. L. & Brown, J. C., (2009a). Beyond communities of learning. *Contributions to Human Development, 12*(5), 25-36.

Campione, A. L. & Brown, J. C. (2009b). Connecting birth order to behavior. *Journal of Child Psychology, 8*, 200-221.

- Note: When two sources by the same author have the same publication year, you will assign lower-case letters according to the alphabetical order of the titles (e.g. "Beyond" precedes "Connecting").

Abstract as source

Larsen, T., Jr. (2008). Promoting voice in college students' essays [Abstract]. *Chronicle of Higher Education, 9*, 29.

- Note: Although it is preferable to cite the full text of an article, abstracts can be used as sources according to APA guidelines. **Check with your instructor for his or her preferences.**

Daily newspaper article, no author, discontinuous pages

Smooth ending to a wobbly mission. (2007, September 19). *The New York Times*, pp. A1, A2, A5-7.

- Note: If author is given, start entry with author. Also, note that section letter and page number must be given, and they are preceded by "p." or "pp."

Online newspaper article

Lindwahl, J. (2009, July 31). Nutritional deficiencies in high schoolers' diets. *The New York Times*. Retrieved from <http://www.nytimes.com>

Magazine article

Davis, D. (2002, November 10). What our brain reveals. *Science, 290*, 170-172.

Online magazine article

Rice, P. (2007, June). Effects of obesity on adolescents' self-esteem. *Monitor on Psychology, 14*(8). Retrieved from <http://www.apa.org/monitor/>

Non-periodic sources: Books, Anthologies, and Reference books:

Book by one author

Bruner, J.S. (2006). *The culture of education: Inquiry and criticism*. Cambridge, MA: Harvard University Press.

- Note: Book titles should be italicized. When citing the city of publication, add the country or the postal abbreviation of the state.

Book by two or more authors, book with edition number

Risley, T. R., Hart, B., & Rohn, C. (2008). *Gender roles in schools* (3rd ed.). Philadelphia, PA: Market Books.

Electronic version of print book

Short, P. (2009). *Computer-mediated communication: Building community*. [Adobe Digital Editions version]. doi:10.1036.0031658738

Book by a group author

Homeschool Network Association. (2008). *Directory of support services*. Madison, WI: Author.

- Note: When the author and publisher are identical, use the word "Author" as the name of the publisher.

Edited book

Gibbs, T. (Ed.). (2004). *Home environment and early cognitive development: Longitudinal research*. London, England: Academic Press.

Reference to a specific article or chapter in an edited book

Massey, R. (2002). Broadening perspectives. In H. L. Pickens Jr. and D. Crull (Eds.). *Beyond cognition* (pp. 38-61). New York, NY: Wiley.

- Note: The order of elements in this entry is author of the article or chapter, date of publication of book, title of article or chapter, editor(s) of the book, title of the book, page numbers of the article or chapter, publishing information.

Reference to a reprinted article in an edited book

Nelkin, D. (2005). The grandiose claims of geneticists. In L Behrens and L. J. Rosen (Eds.), *Writing and reading across the curriculum* (pp. 524-528). New York, NY: Longman. (Reprinted from *Chronicle of Higher Education*, pp. B3-4, March 3, 2001)

- Note: The order of elements in this entry is author of the article, date of publication of book, title of article, editor(s) of the book, title of the book, page numbers of the article in the book, publishing information of the book, and reprint information including the title, page numbers and date of the original source. Also note that in the parenthetical citation, you put the author of the article and then the year of the original source/year of the book: (Nelkin, 2001/2005).

Entry in an online reference work

Smets, W. (2005). Existentialism. In P. J. Heaton (Ed.). *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

Brochure

Center for Independent Living. (2009). *People with disabilities* [Brochure]. Lawrence, KS: Author.

- Note: In brackets, identify the publication as a brochure. When the group author is the publisher, use the word "Author" as the name of the publisher.

Technical and Research Reports:

Report from the Educational Resources Information Center (ERIC)

Pearson, R. (1996). *Homeschooling: What educators should know*. Retrieved from ERIC database. (ED3996470)

Government report

Office of International Security and Peacekeeping Operations. (2004). *Hidden killers: The global landmine crisis*. (Department of State Publication No. 102550). Washington, DC: U.S. Government Printing Office.

- Note: For almost all federal government documents, cite Washington, DC as the city of publication and the Government Printing Office as the publisher.

Government report filed online

Office of International Security and Peacekeeping Operations. (2004). *Hidden killers: The global landmine crisis*. (Department of State Publication No. 102550). Retrieved from <http://www.oispo.dps.gov/peacekeeping/pdf>.

Corporate report filed online (Web page)

National Institute of Mental Health. (n.d.). *Autism spectrum disorders*. Retrieved from <http://www.nimh.nih.gov/index.shtml>

- Note: Give date of source when available. If it is not available, put "n.d." (for *no date*) in parentheses. When giving an internet address (uniform resource locator or URL) that is more than one line long, break the URL before a mark of punctuation. Do *not* put a period after a citation that ends with an URL

Authored report filed online (Web page)

Smith, G. (2009). *Alzheimer's: Do head injuries increase risk?* Retrieved from Mayo Clinic website: <http://www.mayoclinic.com/health/alzheimers.disease/AN07>

Online Postings:**Online Forum,****Electronic****Mailing List,****Web Log****Message****(Blog):*****Important:***

***Check with your instructor to see if these
types of sources are acceptable***

The general format is as follows:

Author, A. (Year, Month Day). Re: Title of post [Description of form]. Retrieved from <http://www.xxx>

- Note: If only a screen name is available, use the screen name. Description of form refers to Online forum comment from a newsgroup, online forum, or discussion group; Electronic mailing list message; or Web long message from a blog.

Brown, R. (2009, August 7). Re: Body image in pre-adolescent girls [Web log comment]. Retrieved from http://scienceblogs.com/nutrition/2009/08/the_stereotypes.php
