

APA Documentation Style

The APA format for referencing source materials was established by the American Psychological Association. It is used by psychologists, sociologists, and other social scientists. This information sheet explains the basic principles in using APA. For more complex references, see your instructor or use the *Publication Manual of the American Psychological Association* 6th ed. (Washington, DC: APA, 2010).

(Some exemplary content and explanation on this handout is drawn from the *Publication Manual of the American Psychological Association*, <http://www.apastyle.org/learn/faqs/> and http://www.dianahacker.com/resdoc/p04_c09_o.html.)

Reference Citations in the Text

Whenever you summarize, paraphrase, or quote from sources, you must credit them with a reference citation in the text that corresponds to a source list at the end of the paper.

Identify source materials that you are paraphrasing by citing the author's last name and the publication date, either in your sentence or in parentheses. You must also cite page numbers when available for quotations, but you do not have to use them for paraphrases.

- Citations in parentheses should appear immediately after you mention the source or information.
 - “The physiological changes that accompany laughter can produce health benefits”

(Winter, 2006, p. 28) is a discovery that both patients and medical staff should find encouraging.
- If you mention the author's name and the publication date in your sentence, you will not need any additional citation.
 - In a 2008 study, Michele Gaguski affirmed the need for support groups for the caregivers of cancer patients.
- If you mention the author's last name in your sentence, place the date of publication in parenthesis right after the name.
 - Gaguski (2008) affirmed the need for support groups for the caregivers of cancer patients.
- If you do not mention the author's name or the publication date in your sentence, put both in parentheses with a comma between them.
 - A study affirmed the need for support groups for the caregivers of cancer patients

(Gaguski, 2008).

- If you use two works by an author in the same year, cite them within the parentheses with the date and then *a* or *b*. Also, put the *a* or *b* by the date in your bibliography entries, arranging alphabetically by the title (excluding *A* or *The*) that follows the date.
 - Gaguski (2008b) evaluated the effectiveness of nanotechnology in treating cancer.
- If you cite two authors with the same last name, use their first and middle initials within the parentheses.
 - (G. S. Johnson, 2008)
- If a work has two authors, combine the names with *and* in your sentence. Use an ampersand (&) instead of *and* in a parenthetical citation.
 - Teixeira and Johnson (2007) identified the primary bacteria that contribute to prosthetic joint infections.
 - One recent study (Teixeira & Johnson, 2007) identified the primary bacteria that contribute to prosthetic joint infections.
- If a work has more than two authors but not more than five, cite all of them in either your sentence or in the parenthetical citation. In subsequent references, include only the last name of the first author followed by *et al.* If a work has six or more authors, use *et al.* after the first author's last name in all references in the text.
 - Doaga, Taejoon, and Russell (2008) assessed the findings from studies of subjective memory complaints by elderly patients.
 - These studies revealed that elderly patients who regularly socialized with others and were involved in memory-based activities were less likely to experience dementia (Doaga, et al., 2008).
- If a work has no author, cite it by the first two or three words of the title, starting with the first important word. For a journal article or an essay, use a shortened version of its title—not the title of the journal or the book—and place these two or three words in quotation marks. If you are citing a book, supply a shortened, italicized version of the title.
 - Many warning signs such as excessive late-night TV viewing, withdrawal, and increased anger could point to suicidal thoughts in teenagers (“Youth Depression,” 2007).
 - In the *Diagnostic and Statistical Manual of Mental Disorders* (2000), researchers can find updated information on diagnosing mental disorders in youth.

- If you use a quotation from an indirect source, precede the secondary source information in the parenthetical citation with the words *as cited in*. In the reference list, include an entry only for the secondary source.
 - In examining the differences among social class on college campuses during the Great Depression, Mary C. McComb states, “class is defined as much by its being as by its perception” (as cited in Walkowitz, 2008, p. 793).
- If you cite two or more works by the same author in one parenthetical citation, give the author’s name, followed by the years in chronological order, separated by commas.
 - (Walkowitz, 2007, 2008)
- If you cite two or more works by different authors in one parenthetical citation, give the works in alphabetical order and separate them with semicolons.
 - (Docksai, 2009; Rudolph, 2008)
- If you cite a personal communication such as a letter or a telephone conversation, you do not need to include a reference list entry because the information is not accessible to your readers. Cite the communication in the text by giving the initials as well as the last name of your source and as exact a date as possible.
 - According to building manager R. Smith (personal communication, November 15, 2008), the renovations will be completed by May 2009.
- Quotations of fewer than 40 words should be incorporated within your paragraphs; they should not be indented separately. To document them, include the author’s name and the date of publication as you would for a paraphrase. You should also cite the page number(s), using the abbreviation *p.* or *pp.* in parentheses immediately after the quotation.
 - Yorgason, Miller, and White (2009) report, “Many therapists have been reluctant to embrace older adults in their practices” (p. 29).
 - When addressing clinical suicidology, “Rudd weaves together the most pertinent areas of concern” (Milton, 2009, p. 82).
- Quotations of over 40 words are block-indented about ½ in. (five spaces) from the left margin and typed without quotation marks. The entire quotation should be double spaced. Do not indent the first line more than the rest; however, the first line of any subsequent paragraphs within the quotation should be indented an additional ½ in. (five spaces). The page reference and the author and the date (if they are not mentioned in the text) appear in parentheses at the end of the quotation, outside the final period. Long quotations are also generally introduced by a colon.
 - In studying the findings by Granqvist and Hagekull about the correspondence (attachment) theory, Reinert and Edwards (2009) report:

At the first level of correspondence, secure attachment provides the necessary condition for socialization. Therefore, in a secure bond, the child will usually adopt religious values and practices similar to the parent, or no religious values if the parents are nonbelievers. Insecure attachment, however, does not provide the necessary conditions for the socialization to take place. (p. 26)

Reference List

Each source cited in parenthetical reference in the text of the paper must be given a complete bibliographic entry in a works cited list. APA heads this page "References."

Alphabetize the entries by the authors' last names or by the first important word of the title of works that have no author. If two or more works by an author were written in the same year, arrange them alphabetically by title and differentiate them by adding a letter after the year (for example, 2001a and 2001b).

Double-space both within and between entries and indent the second and subsequent lines of each entry five spaces.

In reference lists, capitalize only the first word, the first word after a colon or a dash, and proper nouns.

Individual entries follow specific patterns. Common patterns appear below. For less widely used source types, consult your instructor or the *APA Publication Manual*.

- Books

A Book by One Author:

Sclafani, J. D. (2004). *The educated parent : Recent trends in raising children*. Westport, CT: Praeger.

A Book by Two or More Authors:

Burde, J. H., & Feldhamer, G. A. (2005). *Mammals of the national parks*. Baltimore: Johns Hopkins University Press.

An Edited Book:

Cothran, H. (Ed.). (2002). *Energy alternatives: Opposing viewpoints*. San Diego, CA: Greenhaven Press.

A Translated Book:

Veyne, P. (Ed.). (1987). *A history of private life: Vol. 1. From pagan Rome to Byzantium* (A. Goldhammer, Trans.). Cambridge, MA: Harvard University Press. (Original work published 1985.)

An Edition Other Than the First:

Berk, L. E. (2008). *Infants and children* (6th ed.). Boston: Pearson Allyn Bacon.

A Book by a Corporate Author or Group:

Federal Emergency Management Association. (2004). *Emergency vehicle safety initiative*. Washington, DC: Author.

A Book without an Author or Editor:

Careers in focus: Alternative healthcare (2nd ed.). (2004). New York: Ferguson.

A Multivolume Work:

Longe, J. L. (Ed.) (2006). *The Gale encyclopedia of nursing & allied health* (2nd ed.) (Vols. 1-5). Detroit: Thomson Gale.

Longe, J. L. (Ed.) (2006). *The Gale encyclopedia of nursing & allied health: Vol. 1* (2nd ed.). Detroit: Thomson Gale.

An Essay, Article or Chapter in an Edited Book:

Dewey, J. (2000). Dewey on education, selections (1959). In R. K. Chartock (Ed.), *Educational foundations: An anthology* (pp. 66-71). Upper Saddle River, NJ: Prentice-Hall.

An Article in an Encyclopedia or Other Reference Book:

Roberts, D. E. (2002). Socialization. In *Child development* (p. 278). New York: Thomson Gale.

- Reports, Documents, and Dissertations

A 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.

A report or document number, if there is one, should appear in parentheses immediately after the title; e.g., (DHHS Publication No. ADM 90-1679).

An Unpublished Doctoral Dissertation:

Branscomb, K. (2006). *Undergraduate students as parents: Managing multiple roles during emerging adulthood*. Unpublished doctoral dissertation, University of Illinois—Urbana-Champaign.

- Periodicals

An Article in a Scholarly Journal:

Flegel, K. (2009, February 3). Get excess salt out of our diet. *CMAJ: Canadian Medical Association Journal*, 180(3), 263.

An Article in a Magazine:

Miller, M. C. (2009, February 23). What about my stress? *Newsweek*, 153(8), 58.

A Newspaper Article:

Davies, J. (2008, September 12). Vets' illness "due to stress, not Gulf War syndrome." *The Australian*, p. 7.

A Review:

Schechter, M. (2008, September/October). Smaller living. [Review of the book *Put your life on a diet: Lessons learned from living in 140 square feet*]. *E-The Environmental Magazine*, 19(5), 59.

- Electronic Media

Authors using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited—whenever possible, reference *specific* documents rather than home or menu pages.
2. Provide addresses that work.

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update OR the date of retrieval), and an address (in Internet terms, a uniform resource locator, or URL). Whenever possible, identify the authors of a document as well.

The URL is the most critical element—if it doesn't work, readers won't be able to find the cited material, and the credibility of your paper or argument will suffer. Use care in transcribing the URL correctly. Also remember to test the URLs in your references regularly—when you first draft a paper, when you submit it for peer review, when you're preparing the final version for publication, and when you're reviewing the proofs.

An Article from a Database:

To cite an article from a library's subscription database, include the publication information from the source. If the article has a DOI (digital object identifier), give that number at the end and do not include the database name. If there is no DOI, include the name of the database and the document number assigned by the database, if any.

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when an author's article is published and made available electronically.

All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards.

García-Herrera, R., Diaz, J., Trigo, R., Luterbacher, J., & Fischer, E. (2010). A review of the

European summer heat wave of 2003. *Critical Reviews in Environmental Science &*

Technology, 40(4), 267-306. doi:10.1080/10643380802238137.

Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness for change. *The*

Journal of School Nursing, 23(2), 73-79. Retrieved March 20, 2009, from PsycINFO

database (2007-05057-003).

A Document from a Web Site:

APA refers to non-peer-reviewed work, such as reports, brochures, fact sheets, press releases, and newsletter articles, as “gray literature.” List as many of the following elements as are available.

Author’s name

Date of publication (if there is no date, use “n.d.”)

Title of document (in italics)

A URL that will take readers directly to the source

*Give your date of access only if the source itself has no date or if its content is likely to change.

Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile*

phones while driving. Retrieved from <http://www.cutr.eng.usf.edu>

[/its/mobile_phone_text.htm](http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm)

Archer, D. (n.d.). *Exploring nonverbal communication*. Retrieved July

18, 2001, from <http://nonverbal.ucsc.edu>

If a source has no author, begin with the title and follow it with the date in parentheses.

NOTE: If you retrieved the source from the Web site of an organization, such as a university program, name the organization in your retrieval statement.

Cosmides, L., & Tooby, J. (1997). *Evolutionary psychology: A primer*. Retrieved from the

University of California, Santa Barbara, Center for Evolutionary Psychology Web site:

<http://www.psych.ucsb.edu/research/cep/primer.html>

U.S. Government Report Available on Government Agency Web Site, No Publication Date Indicated:

United States Department of Agriculture. (n.d.). *Major nutrients*. Retrieved March 20, 2009,

from <http://www.fns.usda.gov/tn/Resources/appendd.pdf>

A Report from a Private Organization, Available on Organization Web Site:

National Lung Cancer Partnership. (n.d.). *2007 Annual report: January 1, 2007-December 31, 2007*. Retrieved March 20, 2009, from
[http:// www.nationallungcancerpartnership.org/downloads/annual_report_07.pdf](http://www.nationallungcancerpartnership.org/downloads/annual_report_07.pdf)

Personal Communications:

Personal communications such as e-mail, personal interviews, and telephone conversations do not provide recoverable data; therefore, they are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

(L. Simpson, personal communication, October 23, 2007)

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1. Leave uniform margins of at least one inch on the top, bottom, and sides of each page.
 2. Number all pages, including the title page, consecutively with the numbers appearing at least one inch from the right-hand edge of the page in the space between the top edge of the paper and the first line of the text—header space. (The default setting in most word-processing software for the header is ½ inch from the top of the page, which is acceptable.)
 - a. The title page is numbered as page 1; the abstract page, if there is one, is numbered as page 2. Continue to use Arabic numerals, beginning with 3, for the rest of the paper.
 3. Running Head: The running head is a short title that appears at the top of the pages of a paper or published article to identify the article for readers. The running head is typed flush left at the top of all pages in all capital letters. The running head should not exceed 50 characters, including punctuation and spacing. Using most word processors, the running head and page number can be inserted into a header, which then automatically appears on all pages.

4. The title page, like all other pages, should have the running head (shortened title) and page number (page number 1) within the top margin.
 - a. However, on the title page the running head should be introduced with the words “Running head:” and followed by the shortened title in all capital letters. Consequently, the header on the title page will differ slightly from the header on the remaining pages.
 - b. Next, double space and center the full title for the paper both horizontally and vertically on the page (upper and lower case letters). At the bottom of the page (but not in a footer), double space, center horizontally and list on separate lines the following information: ①writer’s name; ②course title, section number; ③instructor’s name; and ④date.