

## APA Documentation

The APA documentation style is a specific documentation style developed by the American Psychological Association. It differs from other documentation styles (such as the MLA style) that you might have used for papers for other courses. You should verify with your instructor what documentation style he or she wants. Nursing students, for example, generally use APA, but students in English 102 will probably use MLA. If you have questions about the format, please contact the Academic Success Center. Information for this handout comes from the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed., 2010). Copies of the *Publication Manual* are available in the Academic Success Center and the Learning Resources Center.

### Citations in the Body of the Paper

To give credit, you must explain how a reader can find the same information that you found. Your reader can then look in your list of references for the author and then find the publication by that author. The *Publication Manual* includes detailed directions on how to document information from various kinds of sources; this handout explains the most commonly used types of sources and the section number in the *Publication Manual* for further information.

#### **One Work by One Author (6.11)**

If you use the author's name in the text, you need not include it in the parentheses. Notice that the period goes after the parentheses, not before and not within.

In a recent study, Smith (1993) did not clarify which behaviors were studied.  
The researcher did not clarify the behaviors (Smith, 1993).

#### **One Work by Two Authors (6.12)**

Within parentheses, use an ampersand (&):

A recent study of mice habitat proved interesting (Smith & Jones, 1982).

Within your text, write out the "and":

The recent study by Smith and Jones (1982) proved interesting.

#### **One Work by Multiple Authors (6.12)**

For more than two authors and fewer than six, cite all authors the first time, and in subsequent uses only the first followed by *et al.* Use the period in *et al.* since this is an abbreviation.

Williams, Jones, Smith, Brander, and Torrington (1983) found ... (first citation).  
William et al. (1983) found that ... (subsequent citations).

For six or more authors, cite only the surname of the first author followed by *et al.*—even for the first citation—and the year. In the reference list, though, you must list them all up to 7 names, using initials and surnames. For 8 or more, use first name and et al.

**Two Works by the Same Author (6.16)**

List chronologically, with the years separated by a comma.

Research in the brain has been influenced by the bimodal theory of cognitive processing (Deikman, 1971, 1976).

**Two Authors Who Conducted Similar Research (6.16)**

Organize alphabetically by the first author's last name. Use a semi-colon between the two citations.

Electrical activity in the brain can be used to study a person's method of processing information (Davidson & Schwartz, 1977; Doktor & Bloom, 1977).

**Publication with No Identified Author or with an Anonymous Author (6.15)**

For no identified author, use the first two or three words of the citing in the reference list, usually the title. Use quotation marks for the title of an article, chapter, or webpage; italicize the title of a periodical, book, brochure, or report. The comma goes within the quotation marks:

a study on free care ("Study Finds," 1982).  
the book *College Bound Seniors* (1979).

When the author is called *Anonymous*, treat it as the author's name and include the date.

in the celebrated poem "Row, Row, Row, Your Boat" (Anonymous, 1998).

**Authors with the Same Surname (6.14)**

Add each author's initials in all text citations, even if the year of publication differs:

S. E. Dykes (1983) and B. A. Dykes (1980) also found...

**Author with Two Publications during the Same Year (6.16)**

When you type the references, put an "a" directly after the year in your first entry (no space) and a "b" after the year in the second entry. Then refer to them that way when you cite them in the text.

Smith (1986a, 1986b) studied abstract reasoning in newborns.

**Personal Communications (6.20)**

Personal communications include personal interviews, letters, memos, e-mail, and telephone communications. You cannot always verify the information, unless you have a transcription of the conversation, so these are cited in the text only, not in the reference list. Call them personal communication, whether you talk to someone on the phone or get a memo from the person. Give the initial as well as the surname of the person you communicated with and provide as exact a date as possible:

The City Council will be voting on this next month (J.O. Reiss, personal communication, April 19, 1983)

### **Direct Quotation (6.03)**

The Publication Manual distinguishes between direct quotations of more than or fewer than 40 words. In either case, the quotation must match the original source exactly. These are cited in the same way as the previous examples except include the page from which you took the quotation:

Smith (1981) found that "the effect disappeared within minutes" (p. 311).

The author stated, "The effect disappeared within minutes" (Smith, 1981, p. 311).

The author stated, "The effect disappeared within minutes" (Smith, 1981, p. 311), but he did not say which effect.

### **Long Quotations of More than 40 Words (6.03)**

Do not use long quotations often in a paper. Summarize or paraphrase instead. If you must use a long quotation of more than 40 words, follow these guidelines:

1. Indent five spaces or about 1/2" from the left margin, in the same position as a new paragraph. Begin here for the first paragraph. For subsequent paragraphs, indent an additional five spaces for the first line.
2. Type the entire quotation double-spaced.
3. Do not enclose long quotations in quotation marks.
4. When quoting, always give the author, year, and page number. You may include author and year in the text or in the parentheses but not in both places.
5. For long quotations, closing punctuation (such as the final period) comes before the parenthetical citation.

### Example:

Smith (1982) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)

**Direct Quotation of Online Material without Pagination (6.05)**

Because many online sources do not provide page numbers, use paragraph numbers in place of page numbers. Use the abbreviation *para*.

Smith (2003) explains that research in genetic engineering “needs extensive monitoring to reduce opportunities for error” (para. 7).

Other citation options include using headings instead of paragraph numbers. See section 6.05 for clarification.

**Note:** When paraphrasing, provide a page number or a paragraph number, especially when it would help a reader locate the relevant passage in a long or complex text. **(6.04)**

**Indirect Sources, Citing an Idea Someone Else Has Cited:**

Try to find the original source because the publication you have may be incorrect. If you cannot, show that it is an indirect quotation in case the source you are using has cited incorrectly.

Here is a scenario: You want to cite Betty Johnson, but you found the quotation by her in an article by Ned Beatty. You can't find the original source by Johnson. Put only Beatty within the list of references. In other words, don't include anything in the list of references that you haven't actually seen. In the text, however, show that you are actually citing Johnson:

Johnson's study (cited in Beatty, 1982) ...

Other examples are listed in the APA Publication Manual. Please use it whenever you have questions. The Manual also offers guidelines for specific mechanical requirements in areas such as abbreviations, numbers, capitalization, and series variations. Ask questions if you are uncertain.

### Preparing the List of References

In the reference list, include only what you have actually cited in the text. Therefore, if you read something but never cited the author in the paper, do not include the reference in the list. Citations in the text and the reference list must agree. Also, remember that personal communications such as letters, e-mails, and telephone calls that may be cited in the paper do not appear in the reference list.

Double-space the reference list. Single space after all punctuation. Type the first line of each entry against the left margin, and indent the following lines five (5) spaces; this format is called hanging indentation. **However**, in some cases you would create the reference list using a paragraph structure. Check with your instructor to determine which format is appropriate for your assignment.

Detailed reference list information begins on page 180 of the *Publication Manual*.

#### General information

Alphabetize by author first. For entries by the same author, alphabetize by title after the author. If the work does not have an author, alphabetize by the agency, association, or institution that prepares the material, by *Anonymous* if this word is actually spelled out as the author, or by the title (move the title to the author's place). Alphabetize everything letter by letter--Brown, J. R. comes before Browning, A. J. Alphabetize Mc and Mac literally.

Use commas to separate authors as well as an ampersand before the last author. Use only initials of first and middle names. Use only single space throughout. Finish each element (author, date, title of article, journal information) with a period. Do not put quotation marks around the title of an article. Capitalize only the first word of the title, first word after a colon, and proper names. You do not capitalize the name of the journal and italicize. Put only the year for a journal article. Put the volume number, italicized, after the journal name. Do not put p. or pp. before pages for a journal article.

#### Periodicals

Spetch, M. L., & Wilkie, D. M. (1983). Subjective shortening: A model of pigeons' memory for event duration. *Journal of Experimental Psychology: Animal Behavior Processes*, 9, 1430-1460.

#### One Author, Journal Article (7.01, #3)

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647.

#### Magazine Article (7.01, #7)

Gardner, H. (1981, December). Do babies sing a universal song? *Psychology Today*, 70-76.

Notice that you use the month for the article because the volume number is not included.

### **Newspaper article (7.01, #10)**

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work at least for a while. *The Wall Street Journal*, pp. 1, 25.

Note the discontinuous pages. A newspaper entry also requires using p. or pp. before the page numbers.

### **Books (7.02)**

Capitalize the first word, the first word after the colon, and proper names. Use single space throughout. Put periods after each element. Add additional information about the book (such as 3<sup>rd</sup> ed. or vol. 2) right after the title, in parentheses, before the period. Abbreviate names of publishing companies, and do not use Publishers, Co., or other terms. List only the first location of the publisher. List only the city if it is well-known. If not well-known, add the U. S. postal abbreviation for the state or the country (Decatur, IL).

Berstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.

### **Book, Corporate Author, Author as Publisher**

American Psychological Association. (1980). *Diagnostic and statistical manual of mental disorders* (3<sup>rd</sup> ed.). Washington, DC: Author. (Author and publisher are the same.)

### **Edited book**

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*. New York: Praeger.

### **Book, Revised Edition**

Cohen, J. (1977). *Statistical power analysis for the behavioral sciences* (rev. ed.). New York: Academic Press.

### **An Article or Chapter in an Edited Book**

The book is a collection of essays or articles by any different authors, edited by one or more people. You have cited from one essay in the book. The first part lists the authors and title of the article within the book that you used. The second part (following "In") lists the editor of the entire book. The pages (pp. 239-252) indicate the location of the article in the book.

Hartley, J. T., Harker, J. O., & Walsh, D. A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L. W. Poon (Ed.), *Aging in the 1980's: Psychological issues* (pp. 239-252). Washington, D. C.: American Psychological Association.

### **Electronic Sources**

#### **Citing Specific Documents Presented on a Web Site**

Citation of materials in electronic format has evolved since the beginning of the Internet. As more research materials become available, documentation requirements also change to assure that readers can locate the source material.

Web documents share many of the same elements found in a print document (e.g., authors, titles, dates). Therefore, the citation for Web documentation often follows a format similar to that for print, with some information omitted and some added. If you are uncertain about citations on the reference page, refer to the Publication Manual. In general, you are safer by offering as much information as you have available.

#### **Internet Articles Based on a Print Source**

At present, the majority of the articles retrieved from online publications in psychology and the behavioral sciences are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. This is likely to change in the future. In the meantime, the same basic primary journal reference can be used, but if you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version] as in the following fictitious example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123. Retrieved from <http://www.jbr.com>.

If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that included additional data or commentaries, you will need to add the date you retrieved the document and the URL.

VandenBos, G., Knapp, S., & Doe, J. (2001, March). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

**Online Magazine Article (7.01, #8)**

Jones, R. (2008, July). Retention of high school students in dual credit courses. *Time Online*, 133(7). Retrieved from <http://www.timeonline.com>.

**Online Journal Article (7.01, #3)**

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

**Chapter or Section in an Internet Document (7.02)**

Benton Foundation. (1998). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved from <http://www.benton.org/Library/Low Income/two.html>

**Electronic-only Book (7.02, #20)**

Reasoner, E. (2006). *The times of life: Research on aging*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=199>.

**Technical and research reports**

Technical and research reports may or may not be peer-reviewed, which is often the key to using information from these sources in writing research papers. Format references to technical and research reports as you would a book. If the report comes from the U.S. Government Printing Office, list the publisher location and name as *Washington, DC: Government Printing Office*.

University of California, San Francisco, Institute for Health and Aging. (1996, November).

*Chronic care in America: A 21<sup>st</sup> century challenge*. Retrieved September 9, 2000, from the

Robert Wood Johnson Foundation Web site: <http://www.rwjf.org/library/chrcare/>

The Publication Manual also gives examples for proceedings of meeting and symposia, doctoral dissertations and master's theses, unpublished manuscripts, reviews and published interviews, and nonprint media (films, videos, etc.).

It also gives detailed information on how to type a professional paper, such as using one-inch margins all the way around, a running head on each page, numbers starting on the title page, and

separate page for each table. If your teacher wants you to follow this format exactly, please make an appointment at the Academic Success Center so we can help.

Finally, the Manual describes the parts of a professional manuscript, writing style, abbreviations, how to prepare figures and tables, statistical and mathematical copy, and avoiding ethical bias and sexist language.