
APA STYLE HELP SHEET

PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

5TH EDITION

The following is a guide to the APA Style and is not intended to replace the *Publication Manual of the American Psychological Association*, 5th edition. For complete details about APA style and format, consult the actual publication, available in the Reference Room at E. H. Butler Library. The call number is Ref BF 76.7 P83 2001. Please ask a Reference Librarian for assistance.

WHAT IS APA STYLE?

Any time another person's material is used in a research paper, the source must be given proper credit; otherwise, plagiarism is committed. APA style refers to a specific way sources must be documented as determined by the American Psychological Association. The uniformity and consistency of APA style ensure clear communication between the reader and the writer. There are two distinctive parts to APA style - **References in Text** or citations to borrowed material, and the **References** section or bibliography, which is the last page of a research paper or manuscript. Research papers and manuscripts using APA style must contain both parts.

WHAT IS THE APA FORMAT FOR RESEARCH PAPERS?

The format described in this handout is for the production of a paper or manuscript that meets the American Psychological Association's requirements for peer-review and publication. However, professors may require a slightly different format. See the *Publication Manual of the APA*, beginning on page 283, for more information about manuscript preparation.

- **Title Page** - separate page, numbered 1. The title should summarize the main idea of the paper and should be approximately 10-12 words in length. Capitalize the first letter of important words in the title. Include the author's name (first name, middle initial, last name) and institutional affiliation.
- **Abstract** - separate page, numbered 2. The abstract, if required, should be a brief, comprehensive summary of the contents of the paper/manuscript.
- **Text** - start on a separate page, numbered 3. Double-space after every line in the text including title page, headings, quotations, references, etc. Indent the first line of every paragraph 5-7 spaces or one tab stop on your word processor. Number the manuscript pages beginning with the title page. The numbers should appear in the upper right-hand corner and should appear at least one inch from the right-hand edge between the top edge of the paper and the first line of text.
- **References** - start on a new page after the end of the text. Type the word References in upper and lowercase letters, centered at the top of the page. The References section should include only those references cited in the body of your paper. It must be in one list, (books, periodicals, Web sites, etc. all combined together), alphabetical by author's last name or title if there is no author. Double-space every line of your reference entries. **A hanging indent is the preferred format of references, meaning that the first line of each reference is set flush left and subsequent lines are indented 5 to 7 spaces or one tab stop on your word processor. However, if a hanging indent is difficult to accomplish, standard paragraph indents may be used. The chosen format must be consistent throughout the References section.**

REFERENCES IN TEXT

WHAT ARE REFERENCES IN TEXT?

References in Text are citations to borrowed material within the body of a research paper or manuscript. APA style uses the author - date method of citation which briefly identifies the source of the borrowed material for your readers and enables them to easily locate it in the References section at the end of the paper. Whether paraphrasing or quoting material directly, authors must be given proper credit. See the *Publication Manual of the APA*, beginning on page 207, for more information.

GENERAL FORMATTING INSTRUCTIONS FOR REFERENCES IN TEXT

- **Direct quotations** - give the author, year and page number in parentheses. When citing text from a Web site, use paragraph numbers instead of page numbers.
- **Paraphrased material and citing ideas in-text** - give the author and year. Page numbers (paragraph numbers for Web sites) are not required but it is good practice to include them.
- Include all references in-text in the References section at the end of your paper. Personal communications, because they do not provide recoverable data, are not included in the references section. See page 214 in the *Publication Manual of the APA* for more information.
- Double space all lines of quotes. Examples in this handout are single-spaced to conserve paper.

EXAMPLES OF REFERENCES IN TEXT

1) Direct quotes fewer than 40 words:

Author is named in the sentence:

Drucker (1985) defines innovation as "the specific tool of entrepreneurs" (p. 20).

Author is unnamed in the sentence:

He defines innovation as "the specific tool of entrepreneurs" (Drucker, 1985, p. 20).

2) Direct quotes greater than 40 words:

Indent the entire quote five spaces and double space all lines of the quote.

Author is named in the sentence:

Drucker (1985) defines innovation as:

the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a service or a business. Entrepreneurs need to search for the sources of innovation, the changes and their symptoms that indicate opportunities for innovation. (p. 20)

Author is unnamed in the sentence:

Innovation is defined as:

the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a service or a business. Entrepreneurs need to search for the sources of innovation, the changes and their symptoms that indicate opportunities for innovation. (Drucker, 1985, p. 20)

3) Citing a publication with two authors:

Use the word "and" when the author is named in the sentence; use the ampersand ("&") when the author is unnamed in the sentence.

Authors are named in the sentence:

Smith and Jones (1993, p. 137) state that, "By 2000, 95% of all offices will use PC's."

Authors are unnamed in the sentence:

"By 2000, 95% of all offices will use PC's" (Smith & Jones, 1993, p. 137).

4) Citing a publication with three, four or five authors:

List all authors the first time you cite the reference. Use the word “and” between the last two authors’ names when named in the sentence; use the ampersand (“&”) between the last two authors’ names when the authors are unnamed in the sentence. After the first citation in both cases, use only the first author’s name followed by the Latin abbreviation “et al.” which means “and others.”

Authors are named in the sentence:

First citation:

Johnson, Evan, and Munroe believe that “Buffalo is the greatest city” (1984, p. 132).

Subsequent citations:

Johnson, et al. (1984, p. 132) believe that “Buffalo is the greatest city.”

Authors are unnamed in the sentence:

First citation:

“Buffalo is the greatest city” (Johnson, Evan, & Monroe, 1984, p. 132).

Subsequent citations:

“Buffalo is the greatest city” (Johnson, et al., 1984, p. 132).

5) Citing a group that serves as an author such as a corporation, association, government agency, etc.:

The name of the group author may be spelled out in the first citation and abbreviated in subsequent citations.

First citation:

(National Institute of Mental Health [NIMH], 1991)

Subsequent citations:

(NIMH, 1991)

6) Citing a work with no author:

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of the work.

on free care (“Study Finds,” 1982)

the book *College Bound Seniors* (1979)

7) Citing a personal or electronic communication such as e-mail, discussion groups, messages from electronic bulletin boards or listservs, telephone conversations, etc.:

Because these do not provide recoverable data, personal communications are not included in the reference list. Cite personal and electronic communications in text only.

K. W. Schaie (personal communication, April 18, 1993)

8) Citing a work discussed in a secondary source:

Read and cite the original source when possible. However, for a work that discusses material from another source which is unavailable to you, name the original work and give a citation for the secondary source. See page 247 in the *Publication Manual of the APA* for more information.

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

9) Citing a Web site:

To site an entire Web site, give the address of the Web site in text. No entry in the References section is needed.

Kidspsych is a wonderful interactive Web site for children. (<http://www.kidspsych.org>)

10) Citing specific parts of a Web site:

Follow the citation format for direct quotations and/or paraphrased material. (See examples #1 and #2 above.) Use paragraph numbers if page numbers are not available. If needed, the abbreviation "para." can be substituted for the ¶ symbol. If page or paragraph numbers are not available, they can be omitted from the in-text citation.

Author named in the sentence:

Myers (2000, ¶ 5) states, "Positive emotions are a means to a more healthy society."

Author unnamed in the sentence:

"Positive emotions are a means to a more healthy society" (Myers, 2000, para. 5).

REFERENCES

The References section provides information necessary to identify and retrieve every source which has been cited in your paper. This section should include only those references cited in your document, but no others. See page 1 of this handout for formatting instructions for the References section. The most common examples of references are listed below. See pages 222 - 232 in the *Publication Manual of the APA* for general formatting instructions and for examples not listed here.

• EXAMPLES OF REFERENCES TO BOOKS IN PRINT FORMAT

Include in sequence, the author's last name, first and middle initials, publication date (in parentheses), title of the book (italicized, with only the first word of the title and subtitle capitalized), edition if other than the first (in parentheses), city of publication, state (only if not a major city), publisher. See pages 248 – 255 in the *Publication Manual of the APA* for more information.

1) Referencing books with one author:

Parris, C. A. (1969). *Mastering executive arts and skills*. New York: Erlbaum.

2) Referencing books with two authors:

Spetch, M. L., & Wilkie, D. M. (1983). *How to bullet-proof your manuscript: An expert guide to professional writing*. Buffalo, NY: Atheneum.

3) Referencing books with more than six authors:

Sanders, T. J., Jones, L., Lyle, B.R., Brown, K. G., Spetch, M. L., Wilkie, D. M., et al. (1992). *Effective leadership in the 90's*. New York: Management Press.

4) Referencing books with a group author such as a corporation, association, government agency, etc.:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

5) Referencing books with no author:

The student's dictionary (4th ed.). (1992). New York: Wallace.

6) Referencing books with an editor:

Jones, J. (Ed.). (1992). *PC's today*. New York: Doubleday.

7) Referencing an article or chapter in an edited book:

Jones, J. T. (1992). The workplace in the year 2000. In R. Smith (Ed.), *PC's today* (pp. 113-120). New York: Doubleday.

8) Referencing encyclopedias and dictionaries with an editor:

Smith, R. F. (Ed.). (1994). *Dictionary of business terms*. (3rd ed.). Boston: Acme.

9) Referencing an article in an encyclopedia with an article author:

Jamison, L. R. (1994). The disappearing ozone layer. In R. Smith (Ed.), *Encyclopedia of ecology*. (Vol. 4, pp. 22-27). Chicago: Wiley.

10) Referencing an article in an encyclopedia with no article author:

The disappearing ozone layer. (1994). In R. Smith (Ed.), *Encyclopedia of ecology*. (Vol. 4, pp. 22-27). Baltimore: Elsevier.

• EXAMPLES OF REFERENCES TO JOURNAL ARTICLES IN PRINT FORMAT.

Include in sequence, author's last name, first and middle initials, year of publication (in parentheses), title of article (capitalize only the first word of the title and subtitle), journal title (italicized, with all major words capitalized), volume number (italicized), issue number if available (italicized, in parentheses), and page numbers. See pages beginning on 240 in the *Publication Manual of the APA* for more information.

1) Referencing a journal article with one author:

Maten, Y. A. (1993). Electronic communication in large organizations. *Technical Communication*, 39(2), 60-65.

2) Referencing a journal article with two authors:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

3) Referencing a journal article with more than six authors:

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68(4), 843-856.

• EXAMPLES OF REFERENCES TO MAGAZINE ARTICLES IN PRINT FORMAT

Include in sequence, author's last name, first and middle initials, year, month, day of publication (in parentheses), title of article (capitalize only the first word of the title and subtitle), magazine title (italicized, with all major words capitalized), volume number (italicized), and page numbers. See pages 241 - 242 in the *Publication Manual of the APA* for more information.

1) Referencing a magazine article with an author:

Morrison, H. A. (1992, December). The paperless office. *Business Talk*, 115, 70-76.

2) Referencing a magazine article with no author:

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

3) Referencing a magazine article with discontinuous pages:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *People Weekly*, 55-56, 70-71.

- **EXAMPLES OF REFERENCES TO NEWSPAPER ARTICLES IN PRINT FORMAT**

Include in sequence, author's last name, first and middle initials, year, month, day of publication (in parentheses), title of article (capitalize only the first word of the title and subtitle), newspaper title (italicized, with all major words capitalized), and section page numbers. See pages 242 - 243 in the *Publication Manual of the APA* for more information.

- 1) **Referencing a newspaper article with an author:**

Jones, J. T. (1993, December 10). Is an upturn in Ohio's economy still years away?
Los Angeles Times, p. B24.

- 2) **Referencing a newspaper article with no author:**

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, pp. A2, A14.

- **EXAMPLES OF REFERENCES TO AUDIO/VISUAL/MUSIC FORMATS**

Include in sequence, the name and function of the originator or primary contributors (in parentheses), the title (capitalize the first word of the title and subtitle), the medium of the work (in brackets), and the location and name of the distributor. See pages 266 - 268 in the *Publication Manual of the APA* for more information.

- 1) **Referencing a videotape:**

Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker*. [Videotape]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 258, New York, NY 10023)

- 2) **Referencing a music CD:**

Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo & E. Trickett].
On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990)

- **EXAMPLE OF A REFERENCE TO AN ERIC DOCUMENTS ON MICROFICHE**

- 1) **Referencing an ERIC Document:**

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them*. East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

- **EXAMPLES OF REFERENCES TO MATERIAL IN ELECTRONIC/ONLINE FORMAT**

The variety of material available via the Web and the ways it is structured can present challenges for creating useful references. Regardless of format, citations to Internet sources should direct readers as closely as possible to the information being cited and provide addresses that work. All references begin with the same information that would be provided for printed sources. That information would include in sequence, author's last name, first and middle initials, year of publication (in parentheses), title of article (or book), journal title (italicized), volume number (italicized), issue number (in parentheses) if available, and page numbers. A Web retrieval statement is then placed at the end of the reference. This retrieval statement should identify the date of retrieval, the source or vendor of the database, the name of the specific database and any additional information needed to retrieve a particular item. See pages 268 - 281 in the *Publication Manual of the APA* for more information.

- 1) **Referencing a full-text book accessed from an electronic subscription database:**
Parris, C. A. (1969). *Mastering executive arts and skills*. New York: Atheneum.
Retrieved December 30, 2001, from netLibrary database.
- 2) **Referencing a full-text book accessed via the Web**
Kehoe, B. P. (1992). *Zen and the art of Internets*. Urbana, IL: Project Gutenberg.
Retrieved December 30, 2001, from Project Gutenberg, Etext #34 on the World Wide Web:
<http://promo.net/pg/>
- 3) **Referencing an entire Web site**
Give the address of the Web site in text. No entry is needed in the References section.
- 4) **Referencing an article in an Internet-only journal**
Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 001a. Retrieved November 20, 2001, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>
- 5) **Referencing a journal article, three to five authors, retrieved from a database**
Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.
- 6) **Referencing an electronic newspaper article retrieved from a database**
Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved October 16, 2000, from Lexis-Nexis Academic Universe database.
- 7) **Referencing an article in an Internet-only newsletter**
Glueckauf, R. L., Whitton, J. & Baxter, J., (1998, July). Videocounseling for families of rural teens with epilepsy - Project update. *Telehealth News*, 2(2). Retrieved September 23, 2000, from http://www.telehealth.net/subscribe/newslettr_4a.html#1
- 8) **Referencing an Internet-only document**
Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealttime.org>
- 9) **Referencing a chapter or section in an Internet only document**
Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (§ 5). Retrieved December 21, 2000 from <http://www.benton.org/Library/Low-Income/two.html>
- 10) **Referencing an ERIC Document retrieved from an electronic database:**
Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them*. East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082) Retrieved October 21, 2000, from E*Subscribe database.