BUSSW APA Style Guide

A Summary of Basic Formatting, In-text Citations and Forms for the Reference List

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Using the BUSSW APA Style Guide

Writing papers at BUSSW requires that students use the American Psychological Association (APA) style guidelines as contained in *the Publication Manual of the American Psychological Association* (6th ed.). In addition to rules regarding the citation of sources, the APA Manual contains information on general writing style, grammar, and APA editorial style. The BUSSW APA Style Guide is based on the APA Publication Manual but contains only a summary of the basic elements of formatting papers and citing sources. It is intended to provide students with a quick and easy reference to APA style guidelines that are used for writing most student papers. Professors may have additional requirements or may vary the APA Guidelines to suit the assignment.

Although the Guide includes examples of the most common kinds of references used at the BUSSW, occasionally you may need to use a source for which this summary does not provide a specific example. In such a case, choose an example that is most like your source, and follow the format. When in doubt, provide more information rather than less. Most print entries will include the following elements: author, year of publication, title and publication dates. References for electronic sources require a URL or DOI.

The Writing Fellow is available as a resource for additional APA information and for assistance with all aspects of academic writing. Help is also available online.

Link to APA

www.apastyle.org

Link to Online Writing Lab (OWL)

For help with APA style and other specific writing problems, there are handouts and practice exercises available at OWL:

http://owl.english.purdue.edu

Basic Formatting

Typeface

Times New Roman with 12-point font size is standard (APA, 2010, p. 228). Professors vary in their preference and the leeway they give, so do ask, however.

Margins

Leave uniform margins of at least 1 in. at the top, bottom, left, and right of each page (p. 229).

Alignment

Use the flush-left style, and leave the right margin uneven or ragged (p. 229).

Line Spacing

Double-space between all text lines. Double space after every line in the title, headings, quotations, and references (p. 229).

Spacing with punctuation

Space once after colons, commas, semicolons, after periods that separate parts of a reference citation, and after periods of the initials of personal names (e.g., S. R. Demon). Do not space after internal periods in abbreviations (e.g., a.m., i.e.). Space twice after all periods at the end of a sentence (pp. 88-89).

Paragraphs and indentation

Indent the first line of every paragraph (p. 229).

Page headers and pagination

Include a page header at the top of every page. To create a page header, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left. All pages should be numbered, beginning with title page.

Title page and page headers

Follow professor's directions for title page. Student papers will not usually contain all components of a title page: title of the paper, author's name, and the institutional affiliate.

However, if required, the page header after the title page should look like this:

Running head: TITLE OF YOUR PAPER

(Title page, reference list, and tables and figures generally do not count in terms of page length).

Headings

Headings define your organizational structure, and levels of headings establish the hierarchy of sections via format or appearance (APA, 2010, p. 62). APA heading style contains five possible formatting arrangements, according to the number of levels of subordination, beginning with level 1 in a top-down progression. As you would in an outline, avoid having only one subsection within a section. Use at least two subsection headings within any given section, or use none. Do not number label headings with numbers or letters. The five levels of headings are illustrated below:

Level of heading	Format
1	Centered, Boldface, Uppercase and
	Lowercase Heading
2	Flush Left, Boldface, Uppercase and
	Lowercase Heading
3	Indented, boldface, lowercase paragraph
	heading ending with a period.
4	Indented, boldface italicized, lowercase
	paragraph heading ending with a period.
5	Indented, italicized, lowercase paragraph
	heading ending with a period.

A SUMMARY OF APA GUIDELINES FOR CITATIONS IN WRITING

When you cite or quote specific ideas or wording in your papers, you will use the <u>APA</u> citation style. The <u>APA</u> guidelines are found in the *Publication Manual of the American Psychological Association*, 6th edition. The *Manual* is widely available in the reference rooms of libraries and in bookstores. Most papers in the field of social work are written in APA style. Usage of the APA style varies according to the university, academic division, and instructor. Only examples of citation in the text of your paper and forms for the reference list are included in the following summary. You should consult the *Manual* or the writing tutor if this brief summary is insufficient and for other elements of APA style. Your papers should be double-spaced using normal sized fonts (letters) no matter what the spacing and sizing are in the following examples.

Citing references in text

Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required).

Quotations

Material quoted from a written work or the actual words of interview respondents should be reproduced word for word. You may change the capitalization of the first word and the last punctuation mark to fit the context of your paper. A short quotation (fewer than 40 words) should be incorporated into the text and enclosed in quotation marks. A quotation of more than 40 words should be displayed in a freestanding block of double spaced lines without quotations marks. The whole block quotation should be indented five spaces from the left margin. If any part of the passage is indented in the original, it should be indented an additional five spaces in the block.

- A. The author speculated that "negative exemplars within the self-concept are more confidently known than affirmative exemplars" (Brinthraup, 1983, p. 52).
- B. Dykens and Gerrard (1986) concluded that the psychological profile of bulimics and repeat dieters is similar:

It appears that both repeat dieters and bulimics can be characterized as having low selfesteem and external loss of control. This profile supports suggestions from case studies that women with eating disorders suffer from feelings of ineffectiveness and lack of control over life decisions. (p. 288)

Notice that in example A above, a space follows the comma after the author and after the publication year.

Notice that the specific placement of the ending period is different in the unblocked and in the blocked examples.

If there is any incorrect spelling, punctuation, or grammar in the source that might confuse readers, insert the word sic, underlined and bracketed (i.e., [sic]) immediately after the error in the quotation.

Use three ellipsis points (...) [with a space in between each point] within a sentence to indicate that you have omitted material from the original source. Add an additional point (period) if omitted material is at the end of the sentence.

Use brackets, not parentheses, to enclose material (additions or explanations) inserted in a quotation by some person other than the original author.

If you want to emphasize a word or words in a quotation, italicize the word or words. Directly after the italicize words, insert the words *italics added* within brackets, that is, [italics added].

Use <u>double</u> quotation marks to enclose any quoted material within a block quotation and <u>single</u> quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.

Many electronic sources do not provide page numbers. If paragraph numbers are visible, use them in place of page numbers. Use the \P symbol or the abbreviation para.

Examples of citations in text

One work by one author

- A. Baker (1990) explained how doing research in a logical and methodical manner is key to successful writing in graduate school.
- B. The importance of doing research in a logical and methodical manner is key to successfully writing in graduate school (Baker, 1990).

When there is no possibility for confusion with another work referenced, there is no need to include the year of publication for subsequent references to the same source. Thus:

C. Baker continues to develop a plan for...

One work by two authors

- A. The four types of educational philosophy as outlined by Ryan and Cooper (1988) . . .
- B. The four types of educational philosophy (Ryan & Cooper, 1998) . . .

Notice the use of & inside the parentheses.

One work by multiple authors

- A. Diaz-Guerrero, Reyes-Lagunes, Witzke, and Holtzman (1976) investigated the effects of television in a different culture.
- B. The effects of television among the Mexican preschool children were studied (Diaz-Guerreo, Reyes-Lagunes, Witzke, & Holtzman, 1976).

For second and subsequent citations of a source with three or more authors, the term *et al.* (not italicized and with a period after *al.*) may be used to minimize disruption in the reading process and to save time and space.

A. The findings of Diaz-Guerrero et al. (1976) support this conclusion.

B. The findings of recent research on the effects of television (Diaz-Guerrero et al.,1976) support this conclusion.

Combined citations

- A. The progressive philosophy, as described by Dewey (1992) and Ryan and Cooper (1992) would demand that . . .
- B. The progressive philosophy (Dewey, 1992; Ryan & Cooper, 1992) would demand that...

Notice that the sources in combined citations are listed in alphabetical order. If in parentheses, the sources are separated by a semicolon, not by *and*.

Corporate authors

- A. First text citation: (National Institute of Mental Health [NIMH], 1981)
- B. Subsequent text citations: (NIMH, 1981)

No author given

- A. The article "Too Many Patients" (1980) showed that the media have discovered the plight of hospital administrators, but it also demonstrates that policy workers have not offered any viable solutions to the many problems.
- B. The media have discovered the plight of hospitals administrators ("Too Many Patients," 1980), but policy makers have not offered any viable solutions to the new problems.

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

Specific parts of a source

To cite a specific part of a source, indicate the page, chapter, figure, or table at the appropriate point in the text. Always give page numbers for quotations.

- A. Postulates 1 and 2 (Hull, 1943, p. 47) specify the neural effects of external stimuli.
- B. Postulates 1 and 2 specify the neural effects of external stimuli (Hull, 1943, p. 47).

Work discussed in secondary source

Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Colheart et al. and you did not read the work cited, list the Colheart et al. reference in the References. In the text, use the following citation:

Text citation:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller,

1993)...

Reference list entry:

Coltheart, M., Curtis B., Atkins P., & Haller, M. (1993). Models of reading

aloud: Dual-route and parallel-distributed-processing approaches. Psychological

Review, 100, 589-608.

Personal communications

In APA style <u>all</u> works cited in the text of your paper (except personal communications) are included in the reference list, and <u>only</u> works cited in the text of your paper are included in the reference list. Unlike a bibliography, the reference list does not contain sources which are not cited in the text.

Personal communications may be letters, memos, some electronic communication (e.g. E-mail, bulletin boards, discussion groups), telephone conversations, and the like.

- A. K. W. Smith (personal communication, February 25, 1997) stated that the emphasis was on personal relationships with the children—"It's the kids who count around here."
- B. The emphasis is on personal relationships with children—"It's the kids who count around here." (K. W. Smith, personal communication, February 25, 1997).

Because they do not provide recoverable data, personal communications are not included in the reference list.

Forms for the reference list: General guidelines

The reference list should follow the text of the paper and should be <u>arranged in alphabetical order under the heading References (no italics, no bold, upper case R only).</u>

Alphabetize by the following:

- a) the last name of the author or editor, OR
- b) the last name of the first author/editor, as listed on a title page with more than one author/editor (Do not re-arrange original listing.),
- c) the first significant word in the name of an association –that may have corporate authors or that may also be the publisher,
- d) the first important word in a title, such as, *Course* below, if no author is given or when a source is staff-produced. Thus:

Course outline: Differential social work with groups CP 760. (2009). Boston: Boston

University School of Social Work.

- e) The first letter of a pre-fixed name—that is, the name the author is probably known by, so:
 - D...DeVries precedes H...von Hentig
- f) The Mac before Mc names—then ordered by the following capital letter of the name, thus: MacArthur, MacNeil, McGhee.
- g) One-author entries by the same author are arranged by year of publication, the earliest first.

Examples of forms for the reference list: Print sources

Book, one author

Bernstein, T. M. (1965). The careful writer: A modern guide to English usage. New

York, NY: Atheneum.

Notice:

The first line of the reference is set to the left margin and subsequent lines are indented.

The last name comes first; initials are used for first and middle names.

The year of publication is placed in parentheses.

In a title, <u>only the first word and the first word following a colon are capitalized</u> unless they are proper nouns or adjectives.

The title of the book is italicized.

Periods follow the author's initials, the publication date, the title, and the publisher's name.

Page numbers are not included, unless the source is part of a collection. Spacing, shown by asterisks:

Bernstein,*T.*M.*(1965).*The*careful*writer:*A*modern*guide*to*

English*usage.*New*York,*NY:*Antheneum.

Book, two authors

Strunk, W. Jr., & White, E. B. (1979). The elements of style (3rd ed.). New York,

NY: Macmillan.

Book. more than two authors

Ivey, A. E., Ivey, M. B., & Simek-Morgan, L. (1980). Counseling and

psychotherapy: A multicultural perspective. Boston, MA: Allyn and

Bacon.

Book, corporate author, author as publisher

American Psychological Association. (2010). Publication manual of the American

Psychological Association. (6th ed.). Washington, DC: Author.

Alphabetize corporate authors by the first significant word of the name. When the author and publisher are identical, use the word Author as the name of the publisher.

Book, no author or editor

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

Merriam-Webster.

Edited book

McGoldrick, M., Pearce, J. K., & Giordana, J. (Eds). (1982). *Ethnicity and family therapy*. New York, NY: Guilford Press.

Article or chapter in an edited book

Hartley, J. T., Harker, J. O., & Walsh, D. A. (1980). Contemporary issues and new directions in adult development in adult learning and memory. In L. W. Poon (Ed.), *Aging in the 1980s: Psychological issues* (pp. 239-252). Washington, DC: American Psychological Association.

Journal article

Saywitz, K. J., Mannarino, A. P., & Berliner, L. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55(2), 1040-1049.

Notice:

The title of the article is not italicized, but the name and the volume of the journal are.

The issue number is placed in parentheses after the volume if the pages start with l in each issue. If the page numbers are carried over from issue to issue for the whole publication year, the issue number is unnecessary.

Newspaper article, discontinuous pages

Lubin, 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.

Newspaper article, no author

Study finds free care used more. (1982, April). APA Monitor, p. 14.

Use similar form for unsigned magazine article.

Report from a private organization

Task Force on Teaching as a Profession. (1986). *A nation prepared: Teachers for the 21*st century. New York, NY: Carnegie Forum on Education and the Economy.

Government document

U.S. Bureau of the Census. (1989). *Statistical abstract of the United States* (109th ed.). Washington, DC: U.S. Government Printing Office.

Government report not available from GPO or a document deposit service such as the NTIS or ERIC

U.S. Department of Health and Human Services. (1992). Pressure ulcers in adults: Prediction and prevention (AHCPR Publication No. 92-0047). Rockville, MD: Author

Brochure, corporate author

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS:Author.

Conference paper

Brener, J. (1979, October). *Energy, information, and the control of heart rate*. Paper presented at the meeting of the Society for Psychophysiological Research, Cincinnati, OH.

Same author, same year

- Cuban, L. (1988a). A fundamental puzzle of social reform. *Phi Delta Kappan*, 69, 340-344.
- Cuban, L. (1988b). Why do some reforms persist? *Educational Administration Quarterly*, 24, 329-335.

Legal Materials

Statutes

Sample reference to a statute

Mental Health Systems Act, 42 U.S.C.§ 9401 (1998).

Text Citation:

Mental Health Systems Act (1988)

Mental Health Systems Act of 1988

Sample reference to a statute in a state code

Mental Care and Treatment Act, 4 Kan. Stat. Ann. §§ 59-2901-2941 (1983 & Supp.

1992).

Legislative Materials

Form for enacted federal bills and resolutions (as recorded in the Congressional

Record)

Reference list entry:

S. Res. 107, 103d Cong., 139 Cong., Rec. 5826 (1993) (enacted).

Text citation:

Senate Resolution 107 (1993)

(S. Res. 107, 1993)

Forms for the reference list: Electronic sources

The general forms of citing and referencing Internet sources are similar to those of print services. APA recommends that you include the same elements, in the same order, as you would for a reference to a fixed-media source and as much electronic retrieval information as needed for others to locate the sources you cited.

- 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 <u>document title</u> or description, a <u>date</u> (either the date of publication or update), and an <u>address</u>. In Internet terms, an address will be a uniform resource locator (URL) or, if given, a digital object identifier (DOI). Whenever possible, identify the <u>authors</u> of a document as well.

The URL

The components of a URL are as follows:



The DOI System

Because all content on the Internet can be moved, restructured, or deleted, URLs are sometimes rendered nonworking. The DOI System has been developed in order to identify content and provide a persistent link to its location on the Internet. When a DOI is used, no further retrieval information is needed to identify or locate the content. APA recommends that when DOIs are available, you include them for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. All DOI numbers begin with a *10* and contain a prefix and a suffix separated by a slash.

Examples of forms for the reference list: Electronic sources

Internet article based on a print source

Often, online publications are exact duplicates of those in print version. If this is the case, the same basic primary source reference can be used, but if you have viewed the source only in the electronic form, you should add brackets [Electronic version] as in the following 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

Article in an Internet only newsletter

Gluekauf, R. L., Whitton, J., Kain, J. Vogelesang, S., & Hudson, M. (1998, July).

Videocounseling for families of rural teens with epilepsy-Project update.

Telehealth News, 2(2). Retrieved from

http://www.telehealth.net/subscribe/newslettr 4a.html#1

Use the complete publication date given on the article.

Note that there are no page numbers.

In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.

Whenever possible, the URL should link directly to the article.

Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before most punctuation (an exception would be http://). Do not add a period after the URL at the end of the reference.

Multipage document created by a private organization, no date

Greater New Milford (Ct) Area Healthy Community 200, Task Force on Teen and

Adolescent Issues. (n.d.). Who has time for a family meal? You do! Retrieved

from http://www.familymealtime.org

When an Internet document comprises multiple pages (i.e. different sections have different URLs), provide a URL that links to the home (or entry) page for the document

Use n.d. (no date) when a publication date is not available

Journal article with DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

Journal article without DOI (when DOI is not available)

Sillick. T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap

Online magazine article

Clay, R. (2008, June). Science vs. ideology. Psychologists fight back about the misuse of research. *Monitor on Psychology*, *39*(6). Retrieved from http://www.apa.org/monitor/

Online newspaper article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from http://www.nytimes.com

Electronic version of print book

Shotton, M. A. (1989). Computer addiction? A study of computer dependency [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp

Schiraldi. G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version].

Doi: 10.1036/0071393722

Electronic version of book chapter in a volume in a series

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L.

Outhwaite (Series Ed.), *Personnel Research Series: Vol. 1. Job analysis and the curriculum* (pp.140-146). Doi: 10.1037/10762-000

Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

If the author of a document is not identified, begin the reference with the title of the document.

Corporate author, government report

U. S Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute.(2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Corporate author, task force report filed online

American Psychological Association. Task Force on the Sexualization of Girls. (2007).

Report of the APA Task Force on the Sexualization of Girls. Retrieved from

http://www.apa.org/pi/wpo/sexualization.html

Authored report, from nongovernmental organization

Kessy, S. S. A., & Urio, F. M. (2006). The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.pr.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf

Document available on university program or department Web site.

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and*education: New wine in new bottles: Choosing pasts and imagining educational
futures. Retrieved from Columbia University, Institute for Learning Technologies
Web site: http://www.ilt.columbia.edu/publications/papers/newwine1.html

If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Doctoral dissertation, from an institutional database

Adams, R. J. (1973). Building a foundation of instruction in higher education and continuing education (Doctoral dissertation). Retrieved from http://www.ohiolink.edu/etd/

Doctoral dissertation, from the web

Bruckman, A. (1997). MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from http://www-static.ccgatech.edu/~asb/thesis/

U.S. government report available on government agency Web site, no publication date indicated

United States Sentencing Commission. (n.d.). 1997 sourcebook of federal sentencing statistics. Retrieved from http://www.ussc.gov/annrpt/1997/sbtoc97.htm

Report from a private organization, available on organization Web site

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved from http://www.canarie.ca/press/publications/pdf/health/healthvision.doc

Electronic copy of 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 from PsycARTICLES database.

Daily newspaper article, electronic version available by search

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved from http://www.nytimes.com

Data file, available from government agency

National Health Interview Survey-Current health topics: 1991-Longitudinal study of aging (Version 4) [Data file]. Hyattsville, MD: National Center for Health Statistics.

In brackets at the end of the title (before the period), give a description of the material (e.g., Data file).

Data file, available from NTIS Web site

Department of Health and Human Services, National Center for Health Statistics.

(1991). National Health Provider Inventory: Home health agencies and hospices, 1991 [Data file]. Available from National Technical Information Service Web site, http://www.ntis.gov

Use <u>available from</u> to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself.

Map retrieved online

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf

Podcast

Van Nuys, D. (Producer). 2007, December 19). *Shrink rap radio* [Audio podcast].

Retrieved from http://www.shrinkrapradio.com/

Video

American Psychological Association. (Producer). (2000). Responding therapeutically to patient expressions of sexual attraction [DVD]. Available from http://www.apa.org/videos/

Data set

Pew Hispanic Center. (2004). Changing channels and crisscrossing cultures: A survery of Latinos on the news media [Data file and code book]. Retrieved from http://pewhispanic.org.datasets/

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author