WRITING CENTER QUICK REFERENCE
APA STYLE GUIDE

Like all documentation styles, American Psychological Association (APA) style provides a standard system for giving credit to others for their contribution to your work. It is a "parenthetical" documentation style, meaning that citations to original sources appear in your text. This allows the reader to see immediately where your information comes from, and it saves you the trouble of having to make footnotes or endnotes. For more information about APA style, visit http://www.apastyle.org

APA style is primarily used by writers in the laboratory sciences (chemistry, biology, geology, medicine, etc.) and social sciences (psychology, sociology, economics, etc.). Your professor should let you know what documentation style to follow.

This handout contains examples for referencing a wide variety of sources. If you do not see what you are looking for, the Reference section of the library should have a copy of the most recent APA style guide. In addition, the University of Wisconsin has compiled an extensive list of APA style resources online. Go to http://www.wisc.edu/writetest/Handbook/DocAPA.html and click on "Locate other APA resources on the Web" to access the list.

The following Quick Reference is taken from the *Publication Manual of the American Psychological Association*. (2001). (5th ed.). Lancaster, PA: Lancaster Press, Inc.

IN-TEXT CITATIONS

In-text citation of an author's work documents your work, briefly identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of an article.

The APA style calls for three kinds of information to be included in in-text citations. The **author's last name** and the work's **date of publication** must always appear, and these items must match exactly the corresponding entry in the references list. The third kind of information, the page number, appears only in a citation to a direct quotation.

To cite a specific part of a source (paraphrase of somebody else's thoughts), be sure to indicate the page, chapter, figure, table, or equation at the appropriate point in your paper. Always give exact page number(s) for quotations. Note that the words *page* and *chapter* are abbreviated in such text citations:

General Rules
- Use one space after most punctuation.
- When paraphrasing or citing a direct quote, be sure to use the abbreviations for page (p.), pages (pp.), or chapter (chap.).
- Include all digits in a page range (e.g., 350-354 *not* 350- 4).
- In a parenthetical reference use an ampersand (&) before the last author's surname. If the reference reads as a part of the sentence, spell out the word "and."
- APA style calls for a serial comma, that is, a comma after the second to last item in a list, before the word "and."
- Connect two or more citations together by using semicolons within one set of parentheses (e.g., (Baldwin, Bevin & Beshalke, 2000; Utley et al., 2001).

Citing One or Two Authors
Idea-focused:
- In a recent analysis (Weist, 2001)
- In a recent study, research indicates (Adkins & Singh, 2001)

 Research-focused:
- Fisher (1999) recommended
- Adkins and Singh (2001) indicate

Chronology-focused:
- In 2001, Weist proposed
- In 2001, Adkins and Singh studied

Paraphrase or Direct Quotation:
- (Ehrenreich, 2001, pp. 15-17.)

Note: When a work has two authors, always cite both names every time the reference occurs.

Citing Three, Four, or Five Authors
Cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by "et al." and the year. In-text citations can be idea, researcher, or chronology-focused.
- (Baldwin, Bevan, & Beshalke, 2000) [first citation]
- (Baldwin et al., 2000) [subsequent citations]

Citing Six or More Authors
Use the author's surname followed by et al. in all in-text citations, even the first one. Citations can be idea, researcher, or chronology-focused.
- (Utley et al., 2001)

Note: Include all authors when preparing the reference list, up to six authors. Use "et al." to identify seventh (and subsequent) authors.

No Author or an Anonymous Author

When a work has no apparent author, cite in text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title if the item being referenced is an article or chapter; if it's a periodical or book, set the title in italics.

- ("Mad Cow," 2001)
- (*Vegetarian Living,* 2000)

When an author is designated as "Anonymous," cite in text the word Anonymous followed by a comma and the date, as you would for one author.

- (Anonymous, 2003)

Note: In the reference list, an anonymous work is alphabetized by the word Anonymous.

Corporate Authors

The names of corporate authors are usually spelled out each time they appear in a text citation. If the corporate name is long and cumbersome and the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. Include the acronym in square brackets for the first citation if you'll be using the acronym later on.

First In-Text Citation

- (United Nations [UN], 2003)

Subsequent In-Text Citations

- (UN, 2003)

Personal Communications

Personal communications may be e-mail messages, telephone conversations, interviews, letters, memos, speeches, and the like. Because the information is not retrievable, personal communications 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.

- According to Andrew Frisch (personal communication, October 21, 2003)
- In a recent analysis (A. S. Frisch, personal communication, October 21, 2003)

Electronic Sources

Cite information from the Internet in the same way as you would for a print publication, although it may be more difficult to discern the author of something from the Web. In that case, follow the protocol for citing a work with no author, an anonymous author, or a corporate author. Your References page will include the full Web site details.

- (Robert Wood Johnson Foundation, 2003)
- ("Safe Passages," n.d.)

Direct Quote/Paraphrase of an Online Source:

An online document that shows page or chapter numbers on the screen is likely to be the electronic form of a print document. Cite these page numbers only—not the pages of a computer printout, which may be different.

- (Cheek & Buss, 1981, p. 332)
- (American Psychological Association, 2001, chap. 2)

No Page Number:

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation "para." If neither paragraph nor page numbers are visible online, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

- (Myers, 2000, ¶ 5)
- (Butler, 2000, Conclusion section, para. 1)

PREPARING THE REFERENCE LIST

The reference list comes at the end of a paper or article and provides the information necessary to identify and retrieve each source. Note that a reference list cites works that specifically support an original piece of writing. In contrast, a bibliography cites works for background or further reading.

General Rules:
- Start the reference list on a new page, beginning with the word References (or Reference if there is only one), centered in the top, middle of the page, using both upper and lower case letters. If the reference list takes up more than one page, you do not need to retype the heading.
- Only the first word and proper nouns are capitalized in article, book, or chapter titles. Note: a journal or magazine title retains its capitalization.
- The first line of the reference is flush left. Lines thereafter are indented as a group, a few spaces, to create a hanging indentation.
- Double space between references. Single space within the reference.
- Use italics for titles of books, journals, magazines, movies, and newspapers.
- References cited in text must appear in the reference list, too (unless the item is a personal communication); conversely, each entry in the reference list must be cited in text.
- Organize the reference list in alphabetical order.
- Put in parentheses the year the work was published. For magazines and newspapers, give the year followed by the month and date, if any. If no date is available, write "n.d."
- Give the volume numbers for magazines, journals, and newsletters. Only include the issue number for journals if each issue begins on page 1.

Book, one author
Ehrenreich, B. (2001). *Nickel and dimed: On (not) getting by in America.* New York: Metropolitan Books.

Book, two or more authors; editors in place of authors
Stock, G., & Campbell, J. (Eds.). (2000). *Engineering the human genome: An exploration of the science and ethics of altering the genes we pass to our children.* New York: Oxford University Press.

Book, fourth edition, Jr. in name
Strunk, W., Jr. & White, E.B. (2000). *The elements of style* (4th ed.). Boston: Allyn & Bacon.

Book, published by university press, university name identifies publisher's city
Nielsen, K. E. (2004). *The radical lives of Helen Keller.* New York University Press.

Book, corporate author
Foundation for Accountability & The Robert Wood Johnson Foundation. (2001). A portrait of the chronically ill in America. Portland, OR: Author.

Book, no author identified
Experimental psychology. (1938). New York: Holt.

Chapter or article in an edited book
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Film or videotape
Armstrong, S. (Producer), & van Sant, G. (Director). (1997). *Good Will Hunting.* [Motion picture]. New   York: Miramax.

Journal article, one author
Roy, A. (1982). Suicide in chronic schizophrenia. *British Journal of Psychiatry, 141*, 171-177.

Journal article, paginated by issue, three-six authors
Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a church-based clinic: Communicating basic needs. *Journal of Multicultural Nursing & Health, 6*(2), 26-28.

Journal article, seven or more authors
Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A., Wollan, P., Greco, M., Gleason, M., et al. (2000). An in-school CD-ROM asthma education program. *Journal of School Health, 70*, 153-159.

Letter to the editor
Markovitz, M. D. (1993, May). Inpatient vs. outpatient [Letter to the editor]. *APA Monitor*, p. 3.

Magazine article
Friend, T. (2003, October 13). Jumpers. *The New Yorker*, p. 48.

Newspaper article, no author
Amazing Amazon region. (1989, January 12). *New York Times*, p. D11.

Work discussed in a secondary source
Beatty, J. (1982). Task-evolved papillary responses, processing load, and the structure of processing resources. *Psychological Bulletin,* 91, 276-292.

TECH TERMS IN APA STYLE

Database
e-journal
e-mail
Internet

LISTSERV
online
Web
Web site

ONLINE REFERENCES

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 a complete Web site address (URL). Whenever possible, identify the authors of a document as well.

Test the URLs regularly when you first draft a paper, during the revision, stage, and just before you submit. If the document you are citing has moved, update the URL so that it points to the correct location. If the document is no longer available, you may want to submit another source or drop it from the paper altogether.

A few general rules about referencing online sources
- Use the complete publication date given on the article.
- Note that there are no page numbers, unless the article is based on a print source.
- 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.

- Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your computer to insert) a hyphen at the break.
- Do not use a period at the end of a reference if the reference ends with a URL.

Online Document Without an Author, Page Number, or Date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/

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

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.

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 includes 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). 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

Article in an Internet-only Newsletter

Lovinger, G. M. & Romer, A.L. Integrating palliative precepts across communities of care. *Innovations in End-of-Life Care,* 5(4). Retrieved October 27, 2003 from http://www2.edc.org/lastacts/archives/archivesJuly03/editorial.asp

Document available on university department or program Web site, or other large organization

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 August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: http://www.ilt.columbia.edu/publications/papers/newwine1.html

Note: 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.