

# APA Style Guide

This APA style guide is intended to be a quick reference to the most common types of citations used in research papers. If an example of a citation is **not** given, please consult the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). One copy of the handbook is available at the Access Services Desk; another is located in the Reference Section (BF 76.7 .P83 2010). If you have any questions, contact your instructor or a librarian.

## *General Principles*

The editorial styles, rules or guidelines set forth by individual professors take precedence over guidelines in the *Publication Manual*. In instances where the *Publication Manual* is silent, such as when citing the Bible or other religious writings, use the *Chicago Manual of Style* (16<sup>th</sup> ed.). Here are some general principles to follow:

1. Leave margins of at least 1 in. on all sides of every page.
2. Double space the text, including the reference list
3. When listing the title of an article, book chapter or book in the reference list, *only capitalize* the first word, the first word after a colon or dash, and proper nouns, unless it is the title of a journal.

Stover, M. (1993). Library users anonymous: Help for the obsessive bibliophile. *American Libraries* 24(4), 342-344.

4. When citing online items in the reference list, include the Digital Object Identifier (DOI) where possible. If no DOI is provided use the format: Retrieved from: <http://www.xxxxxxx>

## *In Text Citations and Paraphrasing*

APA style prefers you paraphrase information from other sources, and that you keep direct quotations to a minimum. Paraphrases and summaries do not use quotation marks and require *the author's last name and year of publication*. The page number is not required for paraphrases and summaries.

When citing the paraphrased information in the body of the paper, use only the author's last name(s) and *do not include* the title of books or articles. The date must go directly after the author's name. There are three ways to cite in the text:

1. Stover (1993) uses humor to convey the value of libraries to society.
2. In one approach, humor was used to convey the value of libraries to society (Stover, 1993).
3. In his 1993 article, Stover uses humor to convey the value of libraries to society.

If you use a *direct quotation*, list the page numbers or chapters after the year:

In *The Living*, "the firs grew up so densely that women had to press down their skirts and move sideways between the trunks" (Costello, 1992, p. 692).

When the reference is to a work by *two authors*, cite both names each time the reference appears:

A recent study has found that first-generation college students are slightly less likely to graduate than second-generation college students (Pike & Kuh, 2008).

Pike & Kuh (2005) also noted several societal experiences that affected college success.

When the reference is to a work by *three to five authors*, cite all the authors the first time the reference appears. In subsequent references, use the first author's last name followed by et al. (meaning "and others").

When the reference is to a work by *six or more authors*, use only the first author's name followed et al. in the first and all subsequent reference. The only exceptions to this rule are when some confusion might result because of similar names or the same author being cited. In that case, cite enough authors so that the distinction is clear.

Patterns of Byzantine intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997).

When the reference is to a work by a corporate author, use the name of the organization as the author.

Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987).

Personal letters, telephone calls, emails, and other material that cannot be retrieved are not listed in the reference list but are cited in the text.

J. Moore (telephone conversation, April 17, 1989) confirmed that the ideas...

### *Multiple citations*

Parenthetical references may mention more than one work, particularly when ideas have been summarized after drawing from several sources.

List two or more works by the same author in order of the date of publication:

(Gould, 1987, 1989).

Differentiate works by the same author and with the same publication date by adding an identifying letter to each date:

(Bloom, 1987a, 1987b).

List works by different authors in alphabetical order by last name, and use semicolons to separate the references:

(Gould, 1989; Smith, 1983; Tutwiler, 1989).

### *Work Discussed in a Secondary Source*

In the text, name the original work followed by a citation for the secondary source:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller 1993), they found that...

In the reference list, list the secondary source that the original work was discussed in

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.

### *Biblical references*

References to the Bible are usually done within the text and not listed in the bibliography. The reference should include the Book, chapter and verse; never a page number. Book names can also be abbreviated. If it is important to the text, then the version of the Bible should also be included.

#### *Traditional Abbreviation*

Eccles. 12:12 (New International Version)

#### *Shorter Abbreviation*

Eccl 12:12 (NIV)

### *References*

*Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). (2010). Washington, DC: American Psychological Association.

Purdue University Online Writing Lab (n.d.). *APA Formatting and Style Guide*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/01/>

### *Format Aids*

Examples in this guide are not fully double-spaced. Headers were also enlarged for improved readability. This was done to preserve space in the handout and authors should follow the APA manual when preparing manuscripts.

## Reference List

### General Formats (DOI = Digital object identifier)

Periodical with DOI	Author, A. A., Author B. B., & Author, C. C. (1994). Title of article. <i>Title of Periodical</i> , xx, pp-pp. doi:xx.xxxxxxxxxx
Periodical if no DOI	Author, A. A., Author B. B., & Author, C. C. (1994). Title of article. <i>Title of Periodical</i> , xx, pp-pp. Retrieved from <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>
Periodical (over six authors)	Author, A. A., Author B. B., & Author, C. C., Author D. D., Author E. E., Author F. F., et al. (1994). Title of article. <i>Title of Periodical</i> , xx, xxx-xxx.
Book	Author, A. A., & Author B. B. (2001). <i>Title of work</i> . Location: Publisher.
Book (over six authors)	Author, A. A., Author B. B., & Author, C. C., Author D. D., Author E. E., Author F. F., et al. (2001). <i>Title of work</i> . Location: Publisher.
Book chapter	Author, A. A., & Author, B. B. (2001). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location: Publisher.
Online document (website)	Author, A. A. (2001). <i>Title of work</i> . Retrieved month day, year, from source.

## Examples

Books	
Single Author	Foster, R. J. (1994). <i>Prayers from the heart</i> . San Francisco, CA: Harper San Francisco.
Multiple Authors	Beck, C., & Sales, B. (2001). <i>Family mediation: Facts, myths, and future prospects</i> . Washington, DC: American Psychological Association.
	Ligon, M., Carpenter, K., Brown, W., & Milsop, A. (1983). <i>Computers in the world of business communications</i> . Hartford, CT: Capital Press.
Edited Book	Gibbs, J.T., & Huang, L. N. (Eds.). (1991). <i>Children of color: Psychological interventions with minority youth</i> . San Francisco, CA: Jossey-Bass.
Revised edition of a book	Rosenthal, R. (1987). <i>Meta-analytic procedures for social research</i> (Rev. ed.). Newbury Park, CA: Sage.
Multivolume Edited Work	Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York, NY: McGraw-Hill.
Book Chapter from edited book	Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), <i>Varieties of memory &amp; consciousness</i> (pp. 309-330). Hillsdale, NJ: Erlbaum.

Entry from a Reference Book	Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.
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### Print Periodicals (Journals, Magazines, Newspapers) *Use doi if available*

Journal Article	Mellers, B. A. (2000). Choice and the relative pleasure of consequences. <i>Psychological Bulletin</i> , 126, 910-924.
Magazine	Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. <i>Science</i> , 290(# if available), 1113-1120.
Newspaper	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.
Newspapers, no author	New Drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i> , p. A12.

### Audiovisual Media – *additional examples podcast, television series, map, etc. may be found in section 7.07 of the 6<sup>th</sup> ed.*

Motion Picture	Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.
Single Episode from a Television Series	Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive production), <i>House</i> . New York, NY: Fox Broadcasting.
Music Recording	Shocked, M. (1992). Over the waterfall. On <i>Arkansas traveler</i> [CD]. New York, NY: PolyGram Music. (Date of recording if different from copyright date)
Audio Podcast	Bell, T. & Phillips, T. (2008, May 6). A solar flare. <i>Science &amp; NASA Podcast</i> . Podcast retrieved from <a href="http://science.nasa.gov/podcast.htm">http://science.nasa.gov/podcast.htm</a>

### Online Journals and other Web Resources

Online Journal, with DOI	Terranova, A., Boxer, P., & Morris, A. (2008). Factors influencing the course of posttraumatic stress following a natural disaster: Children's reactions to Hurricane Katrina. <i>Journal of Applied Developmental Psychology</i> , 30(3), 344-355. doi:10.1016/j.appdev.2008.12.017
Online Journal, without DOI – use <i>permalink</i>	Vernon, A. & Davis, P. (2014). The Spanish earth and the non-fiction war film. <i>Hemingway Review</i> , 34(1), 5. Retrieved from <a href="http://libproxy.calbaptist.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=mzh&amp;AN=2015380016&amp;site=eds-live">http://libproxy.calbaptist.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=mzh&amp;AN=2015380016&amp;site=eds-live</a>
Electronic Book	Malone, J. (2009). <i>Psychology: Past to present</i> . Cambridge, MA: MIT Press. Retrieved from <a href="http://www.ebrary.com">http://www.ebrary.com</a>

Kindle Books (or other e-readers)	Stoker, B. (1897). <i>Dracula</i> [Kindle DX version]. Retrieved from <a href="http://www.amazon.com">http://www.amazon.com</a>
Online Entry from a Reference Book	Heurisitc. (n.d.) In <i>Merriam-Webster's online dictionary</i> (11 <sup>th</sup> ed.). Retrieved from <a href="http://www.m-w.com/dictionary/heuristic">http://www.m-w.com/dictionary/heuristic</a>
Webpage (no date)	Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). <i>Who has time for a family meal? You do!</i> Retrieved from <a href="http://www.familymealtime.org/">http://www.familymealtime.org/</a>
Webpage (no author, no date)	GVU's 8 <sup>th</sup> WWW user survey. (n.d.) Retrieved from <a href="http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/">http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/</a>
YouTube	Apsolon, M. [markapsolon]. (2011, September 9). <i>The Haunting Tape 14 (ghost caught on video)</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=6nyGCbxD848">http://www.youtube.com/watch?v=6nyGCbxD848</a>
Email, Interviews and Other Personal Communication	Use in-text citations only. Do not list in the Reference List. Example for in-text citation: (V.G. Nguyen, personal communication, September 28, 1998)
<b>Miscellaneous</b>	
Educational Resources Information Center (ERIC)	Mead, J. V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them. Retrieved from ERIC database. (ED346082)
Dissertations	Scally, D. A. (2013). <i>Chihiro's journey: Re-imagining the heroic quest in the anime of Miyazaki Hayao</i> . Retrieved from ProQuest Dissertations and Theses. (UMI 1492335413).