

APA DOCUMENTATION

These guidelines are based on the *Publication manual of the American Psychological Association (APA)*, 6th edition, published in 2010. For other examples and guidelines, consult the Manual or the APA Web site at <http://www.apa.org>.

APA is a way to properly display references in your work. It is important that when you write your academic paper, you state the sources you have used. If you do not cite the sources, you could face a serious academic offense called *plagiarism*.

GENERAL FORMAT

- Double-space all pages, including the title page and References page.
- Use one-inch (2.5 cm) margins on all sides.
- Indent all paragraphs 5 spaces or one tab.
- Use two spaces after sentence-ending punctuation for ease of reading in the body of the work.
- Order pages in APA document as follows: title page, abstract (150 – 250 words), text, References, and appendixes (information such as tables, charts, and illustrations).
- Consecutively number every page of the paper, including the title page and the References page, in the upper right-hand corner of the page.
- Use Times New Roman Font

APA HEADINGS

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
5	<i>Indented, italicized, lowercase heading with a period.</i>

TITLE PAGE

- Type your **title** in upper and lowercase letters centered in the upper half of the page. Your title is no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines.
- All text on the title page should be double spaced.
- Beneath the title, type the **author's name**: first and last name.
- Beneath the author's name, type the **name of the institution**.
- Beneath the name of the institution, type the **name of the facilitator**.
- Beneath the name of the facilitator, type the **course name and code**.
- Beneath the course name and code, type the **date the paper is due**.

Include the page header flush left with the page number flush right at the top of the page. Please note that on the title page, your page header should include the words "Running head".

Note: The title page should always start with page 1

Example

Running head: FORMATTING TEXT

1

Title: Formatting Text in Microsoft Word

Student Name: John W. Smith

Institution: Columbia College

Name of Facilitator: Sonya Stewart

Course Name and Number: Introduction to Computers – INTE 120

Date: June 17, 2010

HEADERS AND PAGE NUMBERING IN THE BODY OF YOUR PAPER

The header is left justified, and on the same line as the page number throughout the document.

- The running head "title" appears on every page in the header and always appears in all capital letters. **Do not include the words "Running Head" after the title page.**

Example header based on above title:

FORMATTING TEXT

2

IN-TEXT CITATIONS

PARAPHRASES

A paraphrase consists of putting the information into your own words.

Indirect Quotation with Parenthetical Citation

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

Indirect Quotation with Author as Part of the Narrative

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

DIRECT QUOTATIONS

APA uses the **author (last name), year of publication, and page number method** of in-text citation. If there is no author, use an abbreviation of the title in the author's place.

SHORT QUOTATION - For **short quotations (under 40 words)**, use quotation marks when you write the exact words of the source.

Direct Quotation with Parenthetical Citation

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

Direct Quotation with Author as Part of the Narrative

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (p. 14).

Note where the period is placed in a short quotation.

Direct Quotes from Online Material without Pagination

Use "**para**" instead of the symbol ¶ to indicate location of direct quotes of online sources that do not have pagination.

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

LONG QUOTATION - If you are citing a **long quotation of 40 words or more**, you don't need to quotation marks, but set the quoted area off from the text by indentation (block format, with double-spacing, and period at the end before the page number.

According to Chalton (2006), the following is a good memory technique:

To avoid retrieval, a good approach is to store information in an organized way and call it up at regular intervals.

Tulving (1966) and others have shown that the act of retrieving information from memory can contribute to learning—the more we use the retrieval cues to search for a memory, the it, the stronger the route to the memory becomes and the easier it is to retrieve on subsequent occasions. (p.85)

ABBREVIATION WITHIN A SENTENCE:

First citation: In 1997, the College of Licensed Practical Nurses of Alberta (CLPNA) declared that...

Subsequent citations: In 1997, the CLPNA declared that...

ABBREVIATION WITHIN A CITATION:

First citation: "In 2005, 1,772,000 women in Canada (11.22% of the total female population) were living in low income" (Canadian Association of Social Workers [CASW], 2005, p. 17).

Subsequent citations: (CASW, 2005, p.47)

WHEN A SOURCE HAS NO DATE

Use the abbreviation n.d. in the parentheses where the year would normally go; n.d. is also used on the References page.

Dr. Paige (n.d.) stated that "vaccinations are preventative measures that..." (p. 701).

Or: Therefore, "vaccinations are preventative measures that..." (Paige, n.d. p.701).

Citing an Author or Authors

A WORK BY TWO AUTHORS

Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand (&) in the parentheses. Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

AUTHORS WITH THE SAME LAST NAME

To prevent confusion, use first initials with the last names. (E. Johnson, 2001; L. Johnson, 1998)

WORK BY THREE TO FIVE AUTHORS

List by last names; commas separate author names, while the last author name is preceded by "and" if it is part of the narrative or use the ampersand if it is parenthetical citation.

Kernis, Cornell, Sun, Berry, Harlow, and Bach, (1993) state "there's more to self-esteem than whether it is high or low" (p. 1190-1204).

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses. (Kernis et al., 1993)

In et al., et should not be followed by a period.

SIX OR MORE AUTHORS

Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

CITING SECONDARY/INDIRECT SOURCES

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993, p. 100) provided a glimpse into the world

Note: In the references page, you would cite the secondary source you read not the original study.

WHEN THE SAME SOURCE IS REPEATED IN THE PAPER

After the first citation, just include the name of the author and page number.

First citation: (Peale, 2008, p.20)

Subsequent citations: (Peale, p.40)

WHEN GROUPS OR ORGANIZATIONS ARE AUTHORS

If the name of the organization is long, you may use an abbreviation, as long as it can be easily understood. First use its full name; after the full name, abbreviate it in capital letters enclosed in parentheses. This abbreviation form can then be used throughout the text of your paper.

Example: (College of Alberta Psychologists, p. 2)

WHEN A SOURCE HAS NO AUTHOR

This is often the case with an Internet source. Use a short version of its title such as the first few words of the title. However, use the full title in on your References page.

For an article with no author, "A Multitude of Vaccine Benefits, Yet a Controversy Exists." Cite your source as:

"A Multitude of Vaccine Benefits," 2008, p. 3

WHEN A SOURCE COMES FROM A PERSONAL COMMUNICATION (an interview, a letter, telephone conversation, lecture, or e-mail)

Personal communications are only cited in the body of the paper and are not included in the References page. To cite a personal communication, state the initials and surname of the person, followed by the words "personal communication" and the date the communication took place.

(S.T. Johnson, personal communication, July 15, 2009)

Periodicals

Give the volume number after the periodical title, italicize it. Do not use *Vol.* before the number.

Include the journal issue number (if available) along with the volume number. Give the issue number in parentheses immediately after the volume number; do not italicize it. Give inclusive page numbers on which the cited material appears.

Example: *Social Science Quarterly*, 84, 508 - 525

REFERENCE PAGE

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. **Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.**

- Type the word References, centred, at the top of the page.
- Do not bold, italicize, or underline it.
- Double space your Reference entries, starting each entry at the margin.
- If the entry goes to a second line, indent it 5 spaces.
- Put your entries alphabetically by author's last name or by title if there is no author.
- Names are inverted – last name first and initials. (Swartz, J.)
- Leave one space after all punctuation marks, including periods.
- Online sources: provide the same information, but add in date of retrieval and web address.
- Note the following guidelines for capitalization and italicization of titles:

- For titles except those of periodicals, capitalize only the first word of the title, proper nouns, and any word following a colon (:).
- Titles of periodicals have the first letter of every important word capitalized.
- Titles of complete works are italicized (for example, books, periodicals, videos, and plays).
- For journals and periodicals, italicize the title and the volume number (if there is one).

Reference List: Author

UNKNOWN AUTHOR

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

Dorland's illustrated medical dictionary (31st ed.). (2007).

Philadelphia, PA: Saunders

SINGLE AUTHOR

Berndt, T. J. (2002). Friendship quality and social development.

Current Directions in Psychological Science, 11, 7-10.

TWO TO SEVEN AUTHORS [List all authors]

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review*, 81, 453- 484.

MORE THAN SEVEN AUTHORS [List the first six authors, ... and the last author]

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

ORGANIZATION AS AUTHOR

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

American Psychological Association. (2003).

TWO OR MORE WORKS BY THE SAME AUTHOR

Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T. J. (1981).

Berndt, T. J. (1999).

TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends.

Developmental Psychology, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643

Reference List: Type

BOOK

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

ARTICLE IN JOURNAL - VOLUME AND ISSUE

Scruton, R. (1996). The eclipse of listening. *The New Cghriterion*, 15(30), 5-13.

(Note: "15(30)" signifies volume 15, series or issue 30. *The journal article and volume number are italicized*)

ARTICLE IN A MAGAZINE

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

ARTICLE IN A NEWSPAPER

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A

GOVERNMENT DOCUMENT

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

ENCYCLOPEDIA

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

WORK DISCUSSED IN A SECONDARY SOURCE

List the source the 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.

ELECTRONIC SOURCES

WEBSITES - When citing a web site in the Reference List, provide as much as possible of the following information:

- Author's name (if available)
- Date of publication or update in parentheses (if available)
- Title or description of document
- Title of complete work in italics
- Retrieval date statement. This date is important if the content you are citing is likely to be changed or updated.
- URL
- The first date in parentheses is the date of the publication or update, as found on the Web site. If there is no date, use '(n.d.)' instead.

Canadian Mental Health Association (n.d.). *Eating disorders*.

Retrieved June 17, 2010 from

http://www.cmha.ca/bins/content_page.asp?cid=3-98

DIGITAL OBJECT IDENTIFIERS (DOI) - A DOI is a unique string of numbers assigned by a registration agency to online periodicals to identify their content and provide a consistent link to their location on the Internet:

When DOI is Present, do not have to include URL:

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

When DOI is Not Present, include URL:

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

VIDEO POST

Example: Leelefever. (2007, May 29). Wiki in plain English [Video file]. Retrieved from <http://www.youtube.com/watch?v=-dnL00TdmLY>

N.B. Do not italicize titles of unpublished works

TELEVISION BROADCAST OR SERIES EPISODE

Producer, P. P. (Producer). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. City of origin: Studio or distributor.