

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.apastyle.org/index.aspx>

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 If you do not cite the sources, you could face a serious academic offense called *plagiarism*.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 each sentence.
- Order pages in APA document as follows: 1) title page, 2) abstract (150 – 250 words), 3) text, 4) References, and 5) appendices (information such as tables, charts, and illustrations).
- Number EVERY page of the paper, starting with the title page and the References page, in the upper right-hand corner of the page.
- Use “Times New Roman”, Font size 12

APA HEADINGS

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**. (*centered in lower half of page*)
- Beneath the name of the facilitator, type the **course name and code**. (*centered in lower half of page*)
- Beneath the course name and code, type the **date the paper is due**. (*centered in lower half of page*)

PAGE HEADER ON THE TITLE PAGE

A page header is an abbreviated title of the paper, The header is flush left and the page number flush right at the top of the page. On the title page, the words “Running head” should appear before the page header.

Note: The title page should always start with page 1

Example Title Page

Running head: APA CITATION

1

APA Citation Basics

John Smith

Columbia College

Sonya Stewart

Fundamentals of English Composition – ENGL 110

July 26, 2011

PAGE HEADER IN THE BODY OF YOUR PAPER

It is not required to include the words “Running Head” on any pages after the title page.

Example of page 2 header:

APA CITATION

2

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

CITATIONS INSIDE YOUR WRITING

PARAPHRASING

The telling of another author's information in YOUR own words. This information **MUST** be cited

Examples:

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

OR

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

DIRECT QUOTATIONS

use the **author's 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.

QUOTES WITH LESS THAN 40 WORDS

Use quotation marks when you write the exact words of the source.

Examples:

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).

OR

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 – after the last bracket

QUOTES WITH OVER 40 WORDS

Do not use quotation marks, but set the quoted area off from the text by indentation (block format, with double-spacing, and period at the end. The page number goes at the end. Example:

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)

QUOTING ONLINE MATERIAL

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number (Hall, 2001, para. 5).

If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite. According to Smith (1997), ... (Mind over Matter section, para. 6)

Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.

ABBREVIATION IN A SENTENCE:

The first time, identify the whole title of the abbreviation followed by the abbreviated form in parenthesis. Example:

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

After the first time, just use the abbreviation. Example:

In 1997, the CLPNA declared that...

ABBREVIATION IN 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).

After this, you can use this citation: (CASW, 2005, p.47)

WHEN A SOURCE HAS NO DATE

Use the abbreviation n.d.(no date) where the year would normally go; n.d. is also used on the References page.

Example:

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

OR

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

CITING AUTHOR INFORMATION

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.

Example:

Research by Wegener and Petty (1994) supports...

OR

Research has shown that.....(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. Example:

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

AUTHORS WITH THE SAME LAST NAME

To prevent confusion, use first initials with the last names. Example:

(E. Johnson, 2001; L. Johnson, 1998)

WORK BY THREE TO FIVE AUTHORS

List by last names; use a comma to separate author names. Example:

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).

After this, only use the first author's last name followed by "et al."(and others) in parentheses. Example:

(Kernis et al., 1993) states...

Note: In et al, you do not add a period at the end of "et"

SIX OR MORE AUTHORS

Use the first author's last name followed by et al. and the year in parentheses. Example:

Harris et al. (2001) argued...

If at the end of a sentence, in parenthesis, use the first author's last name followed by et al. . Example:

It was argued that....(Harris et al., 2001)

(SECONDARY SOURCES) - CITING A SOURCE THAT ANOTHER AUTHOR CITED

Give both the primary (first author) and the secondary (second author) sources.

In the sample below, the study by Seidenberg and McClelland was mentioned in an article written by Coltheart, Curtis, Atkins, & Haller. Example:

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 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

Often occurs 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. Example:

"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

These may include 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. Example:

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

THE REFERENCE PAGE

GENERAL RULES

Your reference list should appear at the end of your 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, centered, at the top of the page.
- Do not bold, italicize, or underline it.
- Start each entry at the margin. If the entry goes to a second line, indent it 5 spaces (hanging indentation)
- 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.)
- Online sources: provide the same information, but add in "Retrieved from" and include web URL.
- **Titles** - Note the following guidelines for capitalization and italicization of 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 (that is a book title, periodicals cover title, videos title, and play title).
 - For journals and periodicals, italicize the title and the volume number (if there is one).
 - Leave one space after all punctuation marks

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. Example:

Dorland's illustrated medical dictionary (31st ed.). (2007).
Philadelphia, PA: Saunders

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (*Anonymous, 2001*). In the reference list, use the name *Anonymous* as the author.

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 by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

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]

Example:

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.

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). Examples:

Berndt, T. J. (1981).
Berndt, T. J. (1999).

TWO OR MORE WORKS BY THE SAME AUTHOR 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.

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

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

The issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined. Example:

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

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. Example:

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)
- Most recent date of publication (or update) in parentheses. The first date in parentheses is the date of the publication or update, as found on the website. If there is no date, use '(n.d.)' instead
- Title or description of document
- Title of complete work in italics
- Type the words "Retrieved from" and include the URL (web address)

Example #1

Canadian Mental Health Association (n.d.). *Eating disorders*. Retrieved from http://www.cmha.ca/bins/content_page.asp?cid=3-98

Example #2

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 <https://ojs.lib.swin.edu.au/index.php/ejap>

Example #3

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

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 include the URL (web address):

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

VIDEO POST- Do not italicize titles of unpublished works

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

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.

Example:

Scales, A. (August 13, 2011). Queen Elizabeth: Born to Reign. The Passionate Eye. Toronto: CBC News Network.

EXAMPLE OF A REFERENCE PAGE

References

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

American Psychological Association.

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

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.

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 <https://ojs.lib.swin.edu.au/index.php/ejap>