

APA STYLE

The American Psychological Association style guidelines presented here have been adapted from the 2009 *APA Manual of Style*, 6th edition, second printing. This introductory handout focuses on documentation, but the manual addresses a wide variety of issues from abbreviations to layout and should be consulted for additional examples and further information. (A copy is available in the Writing Center but is not to be taken from the center.)

APA style is widely used in the social sciences. In an APA-style paper, the writer identifies the author and year of each source in parentheses after every reference. That information then directs the reader to more detailed entries on a Reference List at the end of the paper.

Citing Sources in your Paper

1. Show the source of every thought or word you borrow. You can identify the original source of a **direct quotation** by giving the author's last name(s) in your sentence, followed by the year of publication in parentheses. Put the original page number with a "p." (for one page) or "pp." (for two pages) in a second set of parentheses following the quotation. *Manual, p. 171.*

De Rosis (1979) observed that "anxiety is a reaction to unresolved anger that seems to burn a hole into one's very being" (p. 56).

Alternatively, you can identify the original source by putting the author's last name(s), the year of publication, and the page number in parentheses after a direct quotation. Use commas to separate them. *Manual, p. 171.*

Another theorist argued that "anxiety is a reaction to unresolved anger that seems to burn a hole into one's very being" (De Rosis, 1979, p. 56).

2. You can identify the original source of a **paraphrase** by giving the author's last name(s) in your sentence, followed by the year of publication in parentheses. APA encourages you to identify the original page but does not absolutely require it, so ask your teacher for his or her preference. *Manual, p. 171.*

As Ramos (1980) noted, the refusal to eat is a way of maintaining autonomy (p. 58).

Alternatively, you can put both the author's last name(s) and the year of publication in parentheses at the end of the phrase or sentence, separated by commas.

After the introduction of solid foods to the infant, food and milk become the links between the child's and the mother's bodies (Ramos, 1980, p. 58).

3. Only your source's year of publication goes in your citation, even if its entry on your reference page includes a month. *Manual, p. 174.*
4. For direct quotations from electronic sources without page numbers, follow the date with the abbreviation "para." and the paragraph number. *Manual, p. 172.*

(Acosta, 2002, para. 4)

5. Do not include authors' first or middle initials when citing their last names in your paper. If you name multiple authors in your sentence, write out the "and" between their names. If you name them in parentheses, however, use an ampersand before the last one. *Manual, p. 175.*

According to Barton and Barry (2009).... as has been found (Barton & Barry, 2007)

6. If your source has two authors, cite both names every time the reference occurs in your text. If your source has three, four, or five authors, cite all the authors the first time the reference occurs; in later citations, use the first author's name with "et al." *Manual, p. 175.*

Another study of peer relationships (Grainger, Weasley, Finnegan, Patil, & Longbottom, 1997).... Grainger et al. (1997) also found....

7. If the work has six or more authors, cite only the last name of the first author with "et al." and the year. Note that "et al." is not italicized and that there is a period after "al." *Manual, p. 175.*
8. If the author of your source is an organization, its name is usually spelled out in full on first reference. When a long name has a simple and generally accepted abbreviation, that abbreviation can replace the full name later. *Manual, p. 176.*
9. Never use two sets of parentheses back-to-back. Reword your original sentence to avoid doing so or include all the information in one set of parentheses, separating it with semicolons or square brackets as needed. *Manual, p. 94.*
10. If your source has no author, use the first words of its title instead. Italicize the title of a periodical, book, brochure, or report; use quotation marks around the title of an article. *Manual, p. 176.*

Book: (*Eating Disorders*, 1981) or the book *Eating Disorders* (1981)
Article: ... benefits have been demonstrated ("Holistic Approach," 1992)

When, however, your source is listed as "anonymous," use "anonymous" in place of the author's name both in your citation and in your reference list. *Manual, p. 177.*

11. If you refer to several authors within the same parentheses, use a semicolon to separate last names and put them in the same order in which they appear in your reference list. *Manual, pp. 177-8.*

(Andrews, 1976; Shirley & Blythe, 2003; Gillis, 2007)

12. Personal communications (letters, memos, e-mail, interviews, telephone conversations and online messages from nonarchived discussion groups and bulletin boards) appear as in-text citations only. Do not put them in your reference list. Include your source's initials and last name and as exact a date as possible. *Manual, p. 179.*

Not all sources agree (S. Crewe, personal communication, May 3, 2002).

13. Major classical works like *The Odyssey* and the Qur'an appear as in-text citations only. Do not put them in your reference list. These works have standard numbering systems that cross all editions and translations, so use those systems instead of page numbers. *Manual, pp. 178-9.*

2 Sam. 2:1-10 (Revised Standard Version)

14. If an idea or quotation that you want to use is quoted in another source, find the original source if you can. If not, name the original source in a signal phrase and then use parentheses and the words "as cited in" to identify the place (listed on your reference page) where you found it. *Manual, p. 178.*

Laurence found no correlation between the variables (as cited in Brooke, 2003).

15. If all the information in a paragraph comes from one part of one source, identify its author and date at the beginning. If you use the author's name in your sentence, you can put the year of publication in parentheses and then (so long as you use transitional phrases and pronouns like "these findings" to show that each following sentence paraphrases material in the same source) you will not have to repeat the citation until the end of the paragraph. *Manual, p. 174.*

Rahman (2006) found that the children consistently underestimated the amount of sugar in their diets. She also found that.... The children in the study consumed.... This study also showed that children failed to recognize the sugar content of many common foods. (Rahman, 2006).

16. If, however, you originally put the author's name in parentheses, then you will repeat the year when you cite the same source again, even in the same paragraph. *Manual, pp. 174-5.*

Children consistently underestimated the amount of sugar in their diets (Rahman, 2006). Rahman (2006) also found that....

17. If you use a quotation that is 40 or more words long, set it off from the rest of your paper by indenting it five spaces (one tab space). Double space it and do not use quotation marks. *Manual, p. 171.*

18. As a general rule, not more than 10% of any paper should consist of direct quotations. Formal research papers in APA style often include no quotations at all.

The Reference List

The reference list at the end of the paper contains all the sources you actually used in the paper. Its purpose is to help readers find the materials you used, so each entry must be complete, accurate, and easy to follow.

1. Every line should be double-spaced. The word "References" should be centered at the top without underlining, italics, or quotation marks. The pages should continue to be numbered as if they were part of your paper. *Manual, p. 37.*
2. Use the "hanging indent" format: start the first line of each entry at the left margin, but indent all subsequent lines one tab space (five spaces). *Manual, pp. 37 and 180.*

3. List each source alphabetically by the last name of its first author. Shorten all first and middle names to initials only. List all authors by last name first, then initials. *Manual, p. 181.*
4. If you don't know the author, alphabetize your source by the first word of its title (excluding "a," "an," and "the"). *Manual, p. 183.*
5. Put the year of publication in parentheses immediately after the author's name(s). In a book, the date of publication is usually on the copyright page behind the title page. *Manual, p. 185.*
6. The publication information required for books includes the place of publication and the name of the publisher; the publication information for articles includes the volume, issue, and page numbers. The issue number can be left out if it is unavailable or if the journal it is in uses consecutive numbers for every page of every issue in the volume. *Manual, p. 186.*
7. Place periods after each of the four main divisions: author, date, title, and publication information. *Manual, p. 187.*
8. Capitalize only proper nouns and the first word of any book, chapter, article title, or subtitle. Capitalize all major words in journal and newspaper titles. *Manual, p. 185.*
9. Italicize titles of books, journals, magazines, and newspapers. Also italicize volume numbers in journal references. Leave article and chapter titles alone: don't italicize them or put them in quotation marks. *Manual, p. 185-186.*
10. Personal communications (letters, memos, e-mail, interviews, telephone conversations and online messages from nonarchived discussion groups and bulletin boards) do not appear in the reference list. *Manual, p. 179.*
11. Many sources now have a Digital Object Identifier (DOI), a permanent number that goes with them wherever they're published online. If your source has a DOI, use it in your reference instead of a URL. *Manual, p. 189.*
12. If an electronic source does not have a DOI, use the URL of the journal's homepage or publisher, instead. Do not use a document-specific URL unless a reader would have difficulty finding the source without it. *Manual, pp. 191-192.*
12. Do not put a period after a DOI or URL at the end of a reference citation. *Manual, p. 192.*
13. In general, it is not necessary to include database information. However, if you include a database name in your reference (some archival documents can only be found in electronic databases), include the database URL. *Manual 192.*
14. Do not include retrieval dates unless source will change over time. *Manual 192.*

Sample References

1. Daily **newspaper** article with discontinuous pages, print. *Manual, p. 200.*
Yan, C. (2009, March 4). Levy passes. *The Idaho State Journal*, pp. A1, A6.
2. Daily **newspaper** article **without author**, print. *Manual, p. 200.*
I.S.U. faces funding shortage. (2009, March 3). *The Idaho State Journal*, p. A4.
3. Daily **newspaper** article, **online**. *Manual, p. 200.*
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4. **Magazine** article with one author, print. *Manual, p. 200.*
Pevensie, L. (2008, May 25). Non-traditional healing. *Psychology Today*, 42(3), 41-44.
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6. **Journal** article with **one author**, print. *Manual, p. 199.*
Pepper, B. (1984). Sibling bonds. *Journal of Family Practice*, 5(2), 45-61.
7. **Journal** article with **two authors**, print. *Manual, p. 199.*
Scrubb, E. & Pole, J. (1998). Risk-taking behavior in early adolescence. *Journal of Social Psychology*, 54(4), 1050-1062.
8. **Journal** article with **three to seven** authors, print. *Manual, pp. 184, 198.*
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9. **Journal** article with **eight or more authors**, print copy. *Manual, p. 198.*
Grainger, H., Potter, H., Weasley, R., Finnegan, S., Norman, L., Patil, P., . . .
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11. **Journal** article without DOI, **online**. *Manual*, p. 199.
- Murray, M. & O'Keefe, C. (2007). Transforming time. *Scientific Speculation*, 12(5). 68-79. Retrieved from <http://www.speculation.org>
12. **Book** with **subtitle**. *Manual*, p. 101.
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13. **Book** with **editors** instead of author. *Manual*, p. 202.
- Kincaid, C. (Ed.). (2008) *Birth order and personality development*. New York: Doubleday.
14. **Essay**, chapter, or section in edited work. *Manual*, p. 202.
- Gale, D. (1985). Helping the young child explore different cultures. In C. Dodson (Ed.), *The way home* (pp. 27-43). Lawrence: University of Kansas Press.
15. Entry in **online encyclopedia**. *Manual*, p. 205.
- Ray, J. (2006). Puccini. In J. Willard (Ed.), *The Marquette encyclopedia of music and musicians*. Retrieved from <http://apollo.marquette.edu>
16. **DVD**. *Manual*, p. 209.
- Grazer, B. (Producer), & Howard, R. (Director). (2001). *A beautiful mind* [Motion Picture]. United States: Universal Studios.