

APA STYLE: SIXTH EDITION

The American Psychological Association moved to the seventh edition of its style guidelines in October 2019, so **the guidelines in this handout are no longer current**. Some teachers and courses are still using the 6th edition guidelines, however, so if you need them... here they are! This handout focuses on documentation, but the manual addresses a variety of issues from abbreviations to layout and should be consulted for additional examples and further information. 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. **Direct quotations.** Show the source of every thought or word you borrow. Identify the 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 more than one page) in another set of parentheses after the quotation. *Manual*, p. 171.

Craven (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" (Craven, 1979, p. 56).

2. **Paraphrases.** 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; many teachers do not want it to be included. Ask your teacher for his or her preference. *Manual*, p. 171.

As Bucket (1980) noted, the ability to delay gratification is crucial (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.

Children unable to delay gratification are at risk (Bucket, 1980, p. 58).

3. **Dates.** Only your source's year of publication goes in your in-text citation, even if its entry on your reference page includes a month. If your source is truly not dated, use the abbreviation "n.d." ("no date") instead of the year. *Manual*, pp. 174, 185.
4. **Page numbers.** List all digits in every page number (ex. pp. 231-239). For sources without page numbers, use "para.," the paragraph number, and, when possible, the section heading. Put document-specific headings in quotation marks and shorten them if needed. *Manual*, p. 172.

(Drew, 2002, para. 4)

(Marvin, 2009, Introduction, para. 12)...

(Fayne, 2013, "Idaho Dentists Find," para. 3)

5. **Names.** The body of an APA paper typically uses last names only, even on first reference. Endings like “Jr.” and academic degrees are not included. *Manual*, p. 174.

Garland and Wilder (2013) found that...

Other research suggests that this model may be inadequate (Garland & Wilder, 2013).

Don't put first names or initials in parenthetical citations or in the body of your paper unless that's the only way of distinguishing between two sources. (However, be aware that some fields like English may expect first and last names on first reference.) *Manual*, pp. 174-176.

6. **Multiple authors.** If your source has two authors, cite both every time. If it has three, four, or five authors, cite all the authors the first time; later, use the first author's name with “et al.”

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

If your source has six or more authors, cite only the first author with “et al.” and the year. Note that “et al.” is not italicized and that there is a period after “al.” If you name multiple authors in your sentence, write out the “and” between their names. In parentheses, however, use “&” before the last one as shown above. *Manual*, p. 175.

7. **Organizations as authors.** When 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 (in parentheses) follows the full name and can replace the full name later. *Manual*, p. 176.

8. **No author.** When you don't know the name of your source's author, use the first main words of its title. Italicize the title of a periodical, book, or report; use quotation marks for 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.

9. **One author, multiple works.** If you have two works written by the same author(s) in different years, just cite the author(s) and year as you normally would. If you have two works written by the same author(s) in the same years, however, those works will be listed alphabetically by title on your reference page, where they'll be labeled (2011a) and (2011b). In your paper, therefore, you'll cite the first source as

Welsch (2011a) found.... direction for future research (Welsch 2011a).

10. **One citation, multiple sources.** If you refer to several sources 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. 177-178.

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

11. **One paragraph, multiple references to same source.** 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 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.

If you cite a source by putting the author’s name in your sentence, you do not have to include the date again in other sentences within the same paragraph. You **do** still have to include the date in any parenthetical citations. *Manual*, p. 174

Poppins (2006) found that the children underestimated the amount of sugar in their diets. Poppins also found that the children in the study consumed more than twice the recommended amount of sugar. They also failed to recognize the sugar content of many common foods (Poppins, 2006).

If you cite a source by putting the author’s name in parentheses, you **do** have to include the date again in later sentences within the same paragraph. *Manual*, pp. 174-175.

A recent study found that children underestimate the amount of sugar in their diets (Poppins, 2006). Poppins (2006) also found that the children in the study consumed more than twice the recommended amount of sugar.

If your paragraph moves back and forth between different sources or between one source and your discussion, you must cite the source of each sentence to help keep the reader on track. Any sentence you do **not** cite is understood to represent your own words and ideas.

Ray and Kelly (2014) proposed that creative writing assignments be integrated into composition classes. It is unclear, however, that this suggestion would improve test scores. Although 72% of students surveyed believed that creative writing exercises improved their written fluency (Ray & Kelly, 2014), other research suggests that those gains in fluency do not transfer to research assignments (Gaston, 2011).

12. **Secondary citations.** If an idea or phrase that you want to use is quoted in another source, find the original source if you can. If not, name the original source in your sentence and then use parentheses and the words “as cited in” to identify the source (listed on your reference page) where you found it. *Manual*, p. 178.

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

13. **Major works.** Major classical works like the Qur’an and *The Odyssey* 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. 178-179.

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14. **Email and personal interviews.** Personal communications that a reader can't retrieve (ex. letters, memos, e-mail, interviews, telephone conversations) 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).

15. **Long quotations.** If you use a quotation that is 40 or more words long (also called a "block quotation"), 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.
16. **How much can I quote?** 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.

17. **Page format.** Every line should be double-spaced, without extra spaces between entries. The word "References" should be centered at the top without underlining, italics, or quotation marks. The pages should be numbered as if they were part of your paper. *Manual*, p. 37.
18. **Indentation.** 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, 180.
19. **Order of references.** List each source alphabetically by the last name of its first author. If there is no author, alphabetize the source by the first word of its title (excluding *a*, *an*, *the*) *Manual*, pp. 181, 183.
20. **One author, multiple works.** List more than one work by the same author in the order of the years they were published. If multiple works were published in the same year, alphabetize them by their titles and label them (2011a), (2011b). *Manual*, pp.134-135.

World Health Organization. (2012). Immunization: Closing the gap...

World Health Organization. (2015a). Global vaccination targets...

World Health Organization. (2015b). Keeping Syrian children free from polio...

21. **Names.** Shorten all first and middle names to initials only. List all authors by last name first, then initials. If a source has multiple authors, do not change the order in which they are named. *Manual*, p. 181.
22. **Dates.** Put the year of publication in parentheses immediately after the author's name(s). In a book, the date is usually on the copyright page behind the title page. If your source is truly not dated, use the abbreviation "n.d." ("no date") instead of the year. *Manual*, p. 185.

23. **Publication information.** 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 uses consecutive numbers for every page of every issue in the volume. *Manual*, p. 186.
24. **Place of publication.** In a book, the place of publication is usually found at the bottom of the title page. If several cities are listed, use the first. The name of any U.S. city is followed by a comma and the state's two-letter postal abbreviation. The name of any non-U.S. city is followed by a comma and its country. *Manual*, pp. 186-187.
25. **Capitalization.** 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.
26. **Italics.** 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*, pp. 185-186.
27. **DOIs.** Many sources 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 instead of a URL and don't put a period after it. *Manual*, pp. 189, 192.
28. **URLs.** If an electronic source does not have a DOI, use the URL of the journal's homepage or publisher and don't put a period after it. Note that some teachers prefer document-specific URLs, of which the APA manual includes many examples. *Manual*, pp. 191-192.
29. **Databases.** 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*, p. 192.
30. **Retrieval dates.** Do not include retrieval dates for online sources unless the source will change over time. *Manual*, p. 192.

■ Sample References

- A. Book with two authors and subtitle. *Manual*, p. 202.

Banks, M., & Banks, J. (1994). *Nannies and nurses: Substitute caregiving in the intact family*. London: Parasol Press.

- B. Book with editors instead of author. *Manual*, p. 202.

Kincaid, C. (Ed.). (2008). *Birth order and personality*. New York, NY: Doubleday.

- C. Essay, chapter, or section in edited work. *Manual*, p. 202.

Gale, D. (1985). Helping the young child explore different cultures. In L.F. Baum (Ed.), *The way home* (pp. 27-43). Lawrence, KS: Cyclone Press.

- D. Journal article with three to seven authors, print. *Manual*, pp. 184, 198.
March, J., Laurence, T., Brooke, J., & Bhaer, F. (2008). Educational reform in the private college. *Educational Administrator* 14(3), 113-121.
- E. Journal article with eight or more authors, print. *Manual*, p. 198.
Granger, H., Potter, H., Weasley, R., Finnegan, S., Norman, L., Patil, P., . . . Longbottom, N. (2008). Peer support as a predictor of academic achievement. *Education Weekly*, 35(2), 32-45.
- F. Journal article with DOI. *Manual*, p. 198.
Fossil, P. (1997). Challenging the gifted child. *Child Development*, 23(4), 125-134.
doi:10.1036/0102-6543.34.5.968
- G. 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>
- H. Magazine article, online. *Manual*, p. 200.
Pevensie, L. (2008, May 25). Non-traditional healing. *Psychology Today* 42(3). Retrieved from <http://www.psychologytoday.com>
- I. 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>
- J. Article from website. *APA blog*. Retrieved from <http://blog.apastyle.org/>
Peterkin, E.J. (2013). Make your best decisions now. Retrieved from <http://www.peterkinpapers.com>