APA

Citation Guide

Adapted from The OWL at Purdue website: http://www.owl.english.purdue.edu

APA Guidelines

- Your essay should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. APA recommends using 12 pt. Times New Roman font.
- Include a **page header** at the top of every page. To create a **page header**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left.

Major Paper Sections

Title Page, **Abstract**, **Main Body**, and **References**.

*NOTE: While APA recommendations include these four sections, some instructors might direct students to include additional sections or to eliminate a section such as the abstract.

Title Page

- The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. 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 look like this:

Running head: TITLE OF YOUR PAPER

Pages after the title page should have a running head that looks like this:

TITLE OF YOUR PAPER

- Type your **title** in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations. All text on the title page, and throughout your paper, should be double-spaced.
- Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (Ph.D.).
- Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research

Abstract

- Begin a new page. Your abstract page should already include the **page header**. On the first line of the page, center the word "Abstract" (no quotation marks).
- Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic,

research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words.

STYLE
APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) **found** or Jones (1998) **has found**...

In-Text Citations

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 are included, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication.

In-Text Citation Capitalization, Quotes, and Italics/Underlining
- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*. **Note:** In the Reference list, only the first word of a title will be capitalized: Writing new media.
- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize or underline the titles of longer works such as books, edited collections, movies, or documentaries: *The Closing of the American Mind*; *The Wizard of Oz*.
- Put quotation marks around the titles of shorter works such as journal articles, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short Quotations
- If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

- If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long Quotations

- Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented **1/2 inch** from the left margin, i.e., **in the same place you would begin a new paragraph**. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style,

especially when it was their first time citing sources.

This difficulty could be attributed to the fact that many

students failed to purchase a style manual or to ask

their teacher for help. (p. 199)

Summary or Paraphrase

- If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number.

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

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)

A Work by Three to Five Authors:
- List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

- 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)

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)

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, chapters, and web pages are in quotation marks.

A similar study was done of students learning to format research papers ("Using APA," 2001).

- **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.

Organization as an 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.

According to the American Psychological Association (2000),...

- If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses:
- When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.
(Berndt, 2002; Harlow, 1983)

Authors with the Same Last Name:
- To prevent confusion, use first initials with the last names.

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

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…

Introductions, Prefaces, etc.:
- When citing an Introduction, Preface, Foreword, or Afterword in-text, cite the appropriate author and year as usual.
(Funk & Kolln, 1992)

Personal Communication:
- For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Citing Indirect Sources
- If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary

source in the parentheses. **Note:** Try to locate the original material and cite the original source.

Johnson argued that...(as cited in Smith, 2003, p. 102).

Electronic Sources

- If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

Unknown Author and Unknown Date:

- If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with

tutoring ("Tutoring and APA," n.d.).

Sources without Page Numbers

- 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.

According to Smith (1997), ... (Mind over Matter section, para. 6).

Reference List

Your references should begin on a new page at the end of the essay. Write "References" (No quotes). Center it at the top of the page. Double-space.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

AUTHORS

Single Author
- Last name first, followed by author initials. The following example is from a journal.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological*

Science, 11, 7-10.

Two Authors
- List by their last names and initials. Use the ampersand (&) instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic

contingency hypothesis. *Journal of Personality & Social Psychology, 66*, 1034-1048.

Three to Seven Authors
- List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to

self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of*

Personality and Social Psychology, 65, 1190-1204.

More Than Seven Authors

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H.

(2009). Web site usability for the blind and low-vision user. *Technical Communication, 57*, 323-

335.

Organization as Author
American Psychological Association. (2003)

<u>**Unknown Author**</u>

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

NOTE: In-text, use a shortened version of the source's title. Use quotation marks and italics as appropriate. For example: (*Merriam-Webster's*, 1993).

<u>**Two or More Works by the Same Author**</u>
- 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).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34*, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

- References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law, 6*, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 25-43.

<u>**Two or More Works by the Same Author in the Same Year**</u>
- If you are using more than one reference by the same author published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (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.

Introductions, Prefaces, Forewords, and Afterwords
- Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword as the chapter of the book.

Funk, R. & Kolln, M. (1998). Introduction. In E.W. Ludlow (Ed.), *Understanding English Grammar*

(pp. 1-2). Needham, MA: Allyn and Bacon.

Periodicals

- APA style dictates that authors are named last name followed by initials; publication

  year goes between parentheses, followed by a period. The title of the article is in

  sentence-case, meaning only the first word and proper nouns in the title are capitalized.

  The periodical title is run in title case, and is followed by the volume number which, with

  the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume*

number(issue number), pages.

Article in Journal Paginated by Volume
- Journals that are paginated by volume begin with page one in issue one, and continue

  numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of*

Comparative and Physiological Psychology, 55, 893-896.

Article in Journal Paginated by Issue
- Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

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 in APA style. 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.

Letter to the Editor

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor].*Scientific American, 287*(2), 12.

Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert].*Contemporary Psychology, 38*, 466-467.

Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

- For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

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

Edited Book, No Author

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals* K.V. Kukil, (Ed.). New York, NY: Anchor.

A Translation

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York,

NY: Dover. (Original work published 1814).

Note: When you cite a republished work, like the one above, in your text, it should appear with both
dates: Laplace (1814/1951).
Edition Other Than the First

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of

Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of*

book (pages of chapter). Location: Publisher.

- When you list the pages of the chapter or essay in parentheses after the book title, use "pp."
  before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page
  numbers in periodical references, except for newspapers.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition,

and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York,

NY: Springer.

Multivolume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

An Entry in an Encyclopedia

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

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.

- Give the secondary source in the references list; in the text, name the original work, and give a
  citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in
  Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the
  References. In the text, use the following citation:

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

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.

Report from a Private Organization

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

Dissertation Abstract

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International, 62*, 7741A.

Dissertation, Published

Lastname, F. N. (Year). Title of dissertation. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

Dissertation, Unpublished

Lastname, F. N. (Year). Title of dissertation. (Unpublished doctoral dissertation). Name of Institution, Location.

Conference Proceedings

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Online Sources

Article from an Online Periodical

- Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. *A list apart: For people who make websites, 149*. Retrieved from http://www.alistapart.com/articles/writeliving

Online Scholarly Journal Article: Citing DOIs

- Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number, page range*. doi:0000000/000000000000

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing, 41*(11/12), 1245-1283. doi:10.1108/03090560710821161

Article from an Online Periodical with no DOI Assigned
- Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from http://www.journalhomepage.com/full/url/

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. Retrieved from http://www.cac.psu.edu/jbe/twocont.html

Article from a Database
- APA states that including database information in citations is not necessary because databases change over time. However, the OWL still includes information about databases for those users who need database information. When referencing a print article obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work).

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating, 8*(3), 120-125.

Abstract
- If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison

case studies [Abstract]. *British Journal of Learning Disabilities, 36*(1), 54-58.

Bossong, G. Ergativity in Basque. *Linguistics, 22*(3), 341-392.

Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from

http://www.someaddress.com/full/url/

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved

from http://www.nytimes.com

Electronic Books

- Use the following format if the book you are using is *only* provided in a digital format or is

  difficult to find in print. If the work is not directly available online or must be purchased, use

  "Available from," rather than "Retrieved from," and point readers to where they can find it. For

  books available in print form and electronic form, include the publish date in parentheses after

  the author's name.

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from

http://digital.library.upenn.edu/women/dehuff/taytay/

taytay.html

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from http://www.powells.com/cgi-

bin/biblio?inkey=1-

9780931686108-0

Chapter/Section of a Web document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document*
(chapter or section number). Retrieved from http://www.someaddress.com/full/url/

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3*

Documentation (Apache modules). Retrieved from

http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpaugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in*

America. Retrieved from GoldStar database.

- Use a chapter or section identifier and provide a URL that links directly to the chapter section,
  not the home page of the Web site.

Online Book Reviews

- Cite the information as you normally would for the work you are quoting. In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Zacharek, S. (2008, April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*.

Retrieved from http://www.nytimes.com/2008/04/27/books/review/Zachareck

-t.html?pagewanted=2

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce's critics: Transitions in*

reading and culture, and Joyce's messianism: Dante, negative existence, and the messianic self]. *Modern*

Fiction Studies, 50(1), 163-173. Available from Project MUSE Web site:

http://muse.jhu.edu/journals/modern_fiction_studies/toc/

mfs52.1.html

Dissertation/Thesis from a Database

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*.

Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Online Encyclopedias and Dictionaries

- Often encyclopedias and dictionaries do not provide authors' names. Move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopedia Britannica online*. Retrieved from

http://www.britannica.com/EBchecked/topic/724633/feminism

Online Bibliographies and Annotated Bibliographies

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from

http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/

pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

Data Sets

- Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file].

Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

Graphic Data (e.g. Interactive Maps)

- Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008].

Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments. Retrieved from

http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_ spectra.ion

Qualitative Data and Online Interviews

- If an interview is not retrievable in audio or print form, cite the interview only in the text and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved

from Johnson Space Center Oral Histories Project Web site: http://

www11.jsc.nasa.gov/history/oral_histories/oral_

histories.htm

Online Lecture Notes and Presentation Slides

- When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site:

http://www.econ.iastate.edu/classes/econ501/Hallam/

index.html

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved

from http://siri.uvm.edu/ppt/40hrenv/index.html

Web Document, Web Page, or Report

- List as much of the following information as possible:

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from http://Web address

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). General

format. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

- **NOTE**: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document.

Computer Software/Downloaded Software
- Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Software that is downloaded from a Web site should provide the software's version and year when available.

Hayes, B., Tesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version 2.1) [Software].

Available from http://www.linguistics.ucla.edu/people/hayes/otsoft/

Online Forum or Discussion Board Posting
- Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to

http://groups.earthlink.com/forum/messages/00025.html

Blog (Weblog) and Video Blog Post
- Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

J Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from

http://www.spring.org.uk/the1sttransport

Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?v=lqM90eQi5-M

Wikis
- Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://wiki.laptop.

org/go/OLPC_Peru/Arahuay

Audio Podcast
- For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.
-

Bell, T. & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved from

http://science.nasa.gov/podcast.htm

Video Podcasts
- For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in*

Education. Podcast retrieved from http://www.adveeducation.com

Interviews, Email, and Other Personal Communication
- No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal

communication, November 3, 2002).

Film, video, TV, and music

Motion Picture
- Basic reference list format:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion

picture]. Country of origin: Studio or distributor.

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United

States: Paramount Pictures.

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.

Single Episode of a Television Series

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series

episode]. In P. Producer (Producer), *Series title*. City of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television

series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles, CA: Belarus Studios.

Television Broadcast

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York,

NY: Central Broadcasting Service.

A Television Series

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood: American

Broadcasting Company.

Music Recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On

Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the*

brown dirt cowboy [CD]. London, England: Big Pig Music Limited.

Examples of Types of APA Papers

Literature Review

A literature review is a summary of what the scientific literature says about your specific topic or question.

A literature review typically contains the following sections:

- title page
- introduction section
- list of references

Some instructors may also want you to write an abstract for a literature review, so be sure to check with them when given an assignment. Also, the length of a literature review and the required number of sources will vary based on course and instructor preferences.

Experimental Report

In many of the social sciences, you will be asked to design and conduct your own experimental research. This structure follows the scientific method, but it also makes your paper easier to follow by providing those familiar cues that help your reader efficiently scan your information for:

- why the topic is important (covered in your introduction)
- what the problem is (also covered in your introduction)
- what you did to try to solve the problem (covered in your methods section)
- what you found (covered in your results section)
- what you think your findings mean (covered in your discussion section)

Thus an experimental report typically includes the following sections:

- title page
- abstract
- introduction
- method
- results
- discussion
- references
- appendixes (if necessary)
- tables and/or figures (if necessary)

Check the guidelines for your assignment before you submit a manuscript containing the sections listed above. The length of this report may vary by course or by journal, but most often it will be determined by the scope of the research conducted.

Other Papers

If you are writing a paper that fits neither of these categories, follow the guidelines about General Format, consult your instructor, or look up advice in the Publication Manual.

APA Stylistic Basics

APA also includes the stylistics of your writing, from point of view to word choice.

Point of View and Voice

When writing in APA Style, you can use the first person point of view when discussing your research steps ("I studied ...") and when referring to yourself and your co-authors ("We examined the literature ..."). Use first person to discuss research steps. For example, a study cannot "control" or "interpret"; you and your co-authors, however, can.

In general, you should foreground the research and not the researchers ("The results indicate ... "). If you use "we" in your writing, be sure that "we" refers to you and your fellow researchers.

It is a common misconception that foregrounding the research requires using the passive voice ("Experiments have been conducted ..."). This is inaccurate. Rather, you would use pronouns in place of "experiments" ("We conducted experiments ..."). APA Style encourages using the active voice ("We interpreted the results ...").

Word Choice

Within the social sciences, commonly used words take on different meanings and can have a significant effect on how your readers interpret your reported findings or claims. To increase clarity, avoid bias, and control how your readers will receive your information, you should make certain substitutions:

- Use terms like "participants" or "respondents" to indicate how individuals were involved in your research
- Use terms like "children" or "community members" to provide more detail about who was participating in the study
- Use phrases like "The evidence *suggests* ..." or "Our study *indicates*..

Avoiding Poetic Language

- minimize the amount of figurative language used in an APA paper, such as metaphors and analogies unless they are helpful in conveying a complex idea
- use simple, descriptive adjectives and plain language that does not risk confusing your meaning.

Headings

APA Style uses a unique headings system to separate and classify paper sections. There are 5 **heading levels** in APA. The 6th edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

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	***Indented, boldface, italicized, lowercase heading with a period.***
5	*Indented, italicized, lowercase heading with a period.*

Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. For example:

Methods (Level 1)
Site of Study (Level 2)
Participant Population (Level 2)
    Teachers. (Level 3)
    Students. (Level 3)
Results (Level 1)
Spatial Ability (Level 2)
    Test one. (level 3)
      Teachers with experience. (Level 4)
      Teachers in training. (Level 4)
    Test two. (Level 3)
Kinesthetic Ability (Level 2)

In APA Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your paper. Regardless, always begin with level one headings and proceed to level two, etc.

Seriation

APA also allows for seriation in the body text to help authors organize and present key ideas. For numbered seriation, do the following:

Based on the four generations of usability testing on the Purdue OWL, the Purdue OWL Usability Team recommended the following:

1. Move the navigation bar from the right to the left side of the OWL pages.

2. Integrate branded graphics (the Writing Lab and OWL logos) into the text on the OWL homepage.

3. Add a search box to every page of the OWL.

4. Develop an OWL site map.

For lists that do not communicate hierarchical order or chronology, use bullets:

In general, participants found user-centered OWL mock up to be easier to use. What follows are samples of participants' responses:

- "This version is easier to use."
- "Version two seems better organized."
- "It took me a few minutes to learn how to use this version, but after that, I felt more comfortable with it."

Authors may also use seriation for paragraph length text. For seriation within sentences, authors may use letters:

Based on the research conducted by the usability team, OWL staff have completed (a) the OWL site

map; (b) integrating graphics with text on the OWL homepage; (c) search boxes on all OWL pages except

the orange OWL resources (that is pending; we do have a search page); (d) moving the navigation bar to

the left side of pages on all OWL resources except in the orange area (that is pending)…

Authors may also separate points with bullet lists:

Based on the research conducted by the usability team, OWL staff have completed

- the OWL site map;
- integrating graphics with text on the OWL homepage;
- search boxes on all OWL pages except the orange OWL resources (that is pending; we do have a search page);

Abbreviations in Citations

Book Part	Abbreviation
edition	ed.
revised edition	Rev. ed.
Second Edition	2nd ed.
Editor(s)	Ed. or Eds.
Translator(s)	Trans.
No date	n.d.
Page(s)	p. or pp.
Volume(s)	Vol. or Vols.

APA Changes 6th Edition

Direct Quotations

- The sixth edition provides explicit rules for direct quotations and states that you must credit the source when "paraphrasing, quoting an author directly, or describing an idea that influenced your work" (p. 170).
- If the quotation is less than 40 words, incorporate the quotation into the text and place quotation marks round the quotation. Cite the source immediately after the quotation and continue with the sentence.

Porter (1998) states, "The internetworked classroom has the potential (not yet realized) to empower students" (p. 5), and this research project examines this potential.

- If the quotation you are using falls at the end of the sentence, enclose the quotation with quotation marks without including the quotation's original punctuation. Here's a sentence as it appears in the original text:

"Semantic frames/domains represent one of the two major organizing principles for conceptual structure" (Croft & Cruse, 2004, p. 32).

Here's what the sentence looks like when quoted within a text:

In arguing for frame semantics, Croft and Cruse (2004) assert, "Semantic frames/domains represent one of the two major organizing principles for conceptual structure" (p. 32).

- If the quotation has more than 40 words, use a block quotation. Begin the quotation on a new line and indent a half-inch from the left margin. Double-space the entire quotation, and at the end of the quotation, provide citation information after the final punctuation mark.
-

John Nicholson (1820) anticipated this effect when discussion farming methods in the nineteenth century:

Perhaps it would be well, if some institution were devised, and supported at the expense of the State, which would be so organized as would tend most effectually to produce a due degree of emulation among Farmers, by rewards and honorary distinctions conferred by those who, by their successful experimental efforts and improvements, should render themselves duly entitled to them. (p. 92)

The Reference List

Electronic sources (6.31). Because electronic publishing has become a standard in research, the sixth edition provides an overview of electronic sources and how to reference them, specifically with URLs and DOIs.To resolve issues associated with the unstable nature of URLs, publishers have started using DOIs with articles.

While citing from a webpage, you may not be able to find a page number to refer to, i.e., there is no pagination. Instead, refer to the paragraph number from which you are citing where you would usually insert a page number by using "para." instead of "p.". Be sure to include the author's/s' name/s and year, too, if applicable.

"The Purdue University Writing Lab and Purdue Online Writing Lab (OWL) assist clients in their

development as writers—no matter what their skill level—with on-campus consultations, online

participation, and community engagement" (Purdue OWL, 2010, "Mission," para. 1).

"Mission" is used here to refer to the section in which this quote was found.

HELPFUL WEBSITES

- **http://owl.english.purdue.edu/owl/resource/560/01/**
- **http://www.mvcc.edu/library/citation-style**
- **http://www.apastyle.org/apa-style-help.aspx**
- **http://www.calvin.edu/library/knightcite/index.php?standard=APA**
- **http://www.easybib.com/**

Quick Guide to APA

For specific formats and examples, please consult our full APA guide or an APA manual. This sheet was created to help students understand what goes into a citation.

<u>Journals</u>

Journal that does not have a doi (doi:0000000/000000000000)

<u>Format:</u>

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*.

Retrieved from http://www.journalhomepage.com/full/url/

<u>Example:</u>

Williams, R., & Jackson, H.J. (2006). Read journal articles more than once. *Journal*

Studies,12. Retrieved from http://www.journalsrus.com

Journal with an assigned doi:

<u>Format:</u>

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,*

page range. doi:0000000/000000000000

<u>Example:</u>

Williams, R., & Jackson, H.J. (2011). Journal articles are fun. *Journal*

Studies,27. 12-18. doi:0000000/000000000000

<u>Website:</u>

<u>Format:</u>

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from http://Web

address

Example:

Raab, K. (2010). Learning to cite is fun. Retrieved from http://www.pretendcite.com

Online newspaper:

Format:

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from

   http://www.someaddress.com/full/url/

Example:

Raab, J. (2011, April 7). Help Utica improve. *Observer Dispatch.* Retrieved from

   http://www.uticaod.com/uticaimprove.

Books:

Format:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Example:

Raab, K., Jones, C. & Smith, T. (2009). *APA guide to citing: Tools for your future.*

   Utica, NY: Learning Center.

Magazine:

Format:

Last name, first and second initial. (Year, Month day). Title. *Magazine title in italics, volume*

   in italics, pg-pg.

Example:

Henry, W. A., III. (2009, April 6). Improving college writing skills. *Newsweek, 118*, 28-

   31.