

SLAC TIPS FOR APA DOCUMENTATION STYLE

Use the documentation style your instructor assigns or finds acceptable. This handout explains APA (American Psychological Association) guidelines for style and crediting sources in papers. **If your major requires APA format, you should purchase the *APA Publication Manual*.**

In the APA format, briefly identify your sources in the text of your paper and give full information about where to find the source in a list of references at the end of your paper.

When you use the words or original ideas of another person in your writing (whether gathered from traditional sources such as books or from the Internet), **you must cite the sources.** If the exact words of the original source are used, quotation marks are necessary. Though paraphrasing or summarizing an original source does not require quotation marks, you must still document the source. Failure to cite sources of information is **PLAGIARISM**.

You can find specific information about plagiarism on pages 15-16 and pages 170-174 in the *Publication Manual*. Also, see the following site for more information on plagiarism: <http://www.indiana.edu/~wts/wts/plagiarism.html>. Texas State University-San Marcos has severe penalties for plagiarism.

NOTE: If you have a type of source or situation not covered here, consult the *Publication Manual of the American Psychological Association*, (6th ed.).

A FEW RULES TO CONSIDER WHEN USING APA STYLE

- 1. Space once after all punctuation as follows: commas, colons, and semicolons.** Consult your professor about punctuation concluding sentences as **the *Publication Manual* recommends two spaces after a period at the end of a sentence** but does not require two. **Space once after periods that separate parts of a reference citation and after the periods in personal names** (e.g., J. R. Zhang).
- 2. Display a quotation of 40 or more words** in a double-spaced, freestanding **block** of text, indented five spaces from the left margin and with quotation marks omitted.

APA GUIDELINES CONCERNING IN-TEXT CITATIONS

To identify sources, **list the name(s) of the author(s) and the year of publication.** For example:

1. One author: Kessler (2003) proves . . . **(in the text of the sentence)**
or (Kessler, 2007) **(following the end of the sentence)**

2. Two authors: Kurtines and Szapocznik (2003) state . . .
or (Kurtines & Szapocznik, 2003)

3. Three authors: Bradley, Ramirez, and Soo (1999)

or (Bradley, Ramirez, & Soo, 1999)

Subsequent citations (after the first citation) for three authors: Bradley et al. (1999)
or (Bradley et al., 1999)

4. Four authors: Kisangau, Lyaruu, Hosea, and Joseph (2007)
or (Kisangau, Lyaruu, Hosea, & Joseph, 2007)

Subsequent citations (after the first citation) for four authors: Kisangau et al. (2007)
or (Kisangau et al., 2007)

5. Five authors: Walker, Allen, Bradley, Ramirez, and Soo (2008)
or (Walker, Allen, Bradley, Ramirez, & Soo, 2008)

Subsequent citations (after the first citation) for five authors: Walker et al. (2008)
or (Walker et al., 2008)

6. Six or more authors: Kosslyn et al. (2007)
or (Kosslyn et al., 2007)
[In the first citation AND in subsequent citations, after the first author, use et al. in place of the other authors' names.]

7. Groups as author: National Institute of Mental Health (NIMH, 2003)
or (National Institute of Mental Health [NIMH], 2003)

Subsequent citations (after the 1st citation) for groups as authors: NIMH (2003)
or (NIMH, 2003)

8. No Author: Cite the first few words of the entry from your References list (usually the title) and the year. ("Study Finds," 2007)
[For articles, enclose the title in quotation marks.] (*College Bound Seniors*, 2008)
[For books and pamphlets, italicize the title.]

OTHER INFORMATION CONCERNING IN-TEXT CITATIONS

Treat **references to legal materials** like references to works with no author.

When a work's author is listed as **anonymous**, cite the word *Anonymous* in place of an author's name: (Anonymous, 1998).

Order the citations of **two or more works within the same parentheses** alphabetically in the same order in which they appear on the reference list—including citations that would otherwise shorten to *et al.*

(Miller, 1999; Shafranske & Mahoney, 1998).

If you are **citing a specific part of a source, identify the page, paragraph, chapter, figure, table, or equation** at the appropriate point in the text. For **direct quotations, always give page or paragraph numbers**. Note that page and paragraph, but not chapter, are abbreviated in such text citations:

(Centers for Disease Control and Prevention, 2005, p. 10)

(Myers, 2007, para. 5)

(Shimamura, 1989, Chapter 3)

If the document includes headings and **neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it** to direct the reader to the location of the quoted material. In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation.

(Discussion section, para. 1)

(Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted," para. 4)

[The heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives."]

Personal communications, such as electronic mail messages or messages from nonarchived discussion groups or electronic bulletin boards, **should only be referenced in the body of your text** since they do not provide recoverable data. (Do not include them on your reference list.) See that the personal communications you do cite have scholarly relevance. In the text of your paper, give the initials as well as the last name of the communicator, note that the source of your information is a personal communication, and provide as exact a date as possible:

T.K. Lutes (personal communication, April 18, 2007)

(V.-G. Nguyen, personal communication, September 28, 2009)

REFERENCE LISTS

The reference list at the end of your paper should include all of the sources that contributed ideas and information to your paper.

The **title "References"** should be centered one inch from the top of the page. Use upper- and lowercase letters.

The list is arranged in **alphabetical order** by the first word in the reference, whether it is a person's last name, a group name, or the first word of a title (ignore "A," "An," and "The").

For **article titles**, capitalize only the first word of the title (and the subtitle, if any) and proper names. Do not underline the title or place quotation marks around it.

Journal and book titles are given in full, capitalized, and italicized.

The reference list must be **double-spaced**, and **entries should have a hanging indent**.

Acceptable **abbreviations** for items in the reference list can be found in the latest edition of the APA style guide.

REFERENCING ELECTRONIC SOURCES

Be sure to include as much electronic retrieval information as needed for others to locate the sources you cited. Provide Digital Object Identifiers (DOIs) whenever possible. If you need to include a URL instead, be sure that the address works.

Note: Reproduce the **URL** faithfully using **lowercase letters and presenting all punctuation exactly**. If possible, copy and paste the URL into your paper. Do not insert a hyphen if you need to **break a URL across lines**; instead, **break the URL before a punctuation mark** (the exception would be breaking up <http://>). **Do not add a period after the URL**. This sample URL leads to the APA electronic references page: <http://www.apastyle.org/electref.html>

While you are conducting research on the Internet, it is important to determine the **accuracy** of the information you gather. If you are not researching within a database of peer-reviewed journals, check the website in question to be sure it has listed the author and/or the institution who published the site/page and **the author's credentials**. Understand that the author of an article is not usually the webmaster.

Also, try to use sites that have a **preferred domain** (.edu, .gov, .org, or .net). Additionally, check to see if the page and any links it contains are **current** and **updated** frequently.

Finally, consult your instructor about any information you are uncertain is worthwhile.

DOIs

In both print and electronic sources, you should include the **Digital Object Identifier (DOI)** when possible. The **DOI** is an alphanumerical system developed by publishers and assigned to articles.

Look for the DOI under the citation information for the article on the research database. Sometimes "The DOI may be hidden under a button labeled Article, CrossRef, PubMed, or another full-text vendor name" (APA, 2010, p.189). Use this format when you include the DOI in your references list: "doi:xxxxxx"

NOTE: To save space here, examples of reference list entries have been single-spaced.

General Reference Forms:

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*. Location: Publisher.

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxx

Or if only URL is available: . . . pp-pp. Retrieved from <http://www.xxxxxxxx>

Examples from:

American Psychological Association (2001). *Publication Manual of the American Psychological Association*, (5th ed.). Washington, DC: American Psychological Association.

American Psychological Association (2010). *Publication Manual of the American Psychological Association*, (6th ed.). Washington, DC: American Psychological Association.

REFERENCES TO PERIODICALS

References to Journal Articles

1. Print journal article, two authors (journal paginated by issue)

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

[If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number.]

2. Print journal article, three to six authors

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (2004). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

[The issue number is italicized as is the name of the journal.]

3. Online journal article with DOI, more than seven authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/14622200410001676305

4. Online journal article without DOI (uses URL instead), two authors

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

[URLs are not underlined. You should remove the hyperlink from the URL.]

References to Newspaper Articles

1. Newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (2006, July 15). *The Washington Post*, p. A12.

[Alphabetize works with no author by the first significant word in the title.]

[Precede page numbers for newspaper articles with "p." or "pp."]

2. Newspaper article, discontinuous pages

Schwartz, J. (2003, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

[If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).]

3. Online newspaper article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

[For newspaper or magazine articles, or newsletters, give the exact date of publication if possible.]

References to Magazine Articles

1. Online magazine article

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>

[Note that while references to print magazine articles include page numbers, there are no page numbers in a reference to an online magazine article.]

[When possible, the URL should link directly to the article.]

REFERENCES TO BOOKS

1. Entire book, print version

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

2. Electronic version of print book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

3. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. California, San Francisco: Jossey-Bass.

[For a book with just one author and an editor as well, list the editor in parentheses after the title, as a translator is treated in example 26, p. 204.]

4. Book, chapter or entry in a reference work

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

5. Entry in online reference work, no author or editor

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

REFERENCES TO REPORTS AND INSTITUTIONAL WEBSITES

1. Corporate author, online government report

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf
[Report titles are italicized unlike journal article titles.]

2. Authored report, from nongovernmental organization

Kessy, S. S. A., & Urrio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urrio.pdf

3. Report from institutional archive (university program or department website)

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf>
[If a document is contained within a large and complex website (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.]

REFERENCES TO CONTRIBUTIONS FROM CONFERENCES AND MEETINGS

1. Symposium contribution

Maellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

[Cite published proceedings from a book using the same format as for a book or book chapter. Treat regularly published proceedings as periodicals. For symposium contributions and paper or poster presentations that have not been formally published, give the year and month of the symposium or meeting in the reference.]

2. Paper presentation or poster session

Threadgill, E. (2010, March). *Inclusive learning environments*. Poster session presented at the meeting of the Student Academic Support Providers Conference, San Marcos, TX.

3. Paper presented at a virtual conference

Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved from <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan>

REFERENCES TO INTERNET MESSAGE BOARDS, ELECTRONIC MAILING LISTS, AND OTHER ONLINE SOURCES

Electronic mailing lists

Electronic mail sent from one individual to another should be cited as a personal communication, and is only cited in the text of the paper.

Newsgroups, online forums and discussion groups, and electronic mailing lists (listservs)

Take care when citing electronic discussion sources; as a rule, these are not referenced in formal publications because they are generally not peer-reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time. Any message cited should have scholarly value and be retrievable. If no archives are maintained, then the message will not be retrievable and should not be included in the reference list. At best, it can be cited as a personal communication.

[If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name. Provide the exact date of the posting. Follow the date with the subject line of the message (also referred to as the "thread"); do not italicize it. In brackets, include a description of the message. Also include the name of the list to which this message was posted if this information is not part of the URL. Provide the address for the archived version of the message.]

1. Message posted to online forum, newsgroup, or discussion group

Simons, D. J. (2000, July 14). Re: New resources for visual cognition [Online forum comment]. Retrieved from <http://tech.groups.yahoo.com/group/visualcognition/message/31>

2. Message posted to an electronic mailing list

Hammond, T. (2006, November 20). RE: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from <http://www.tech.org/mail-archive/ref-link/msg00088.html>