

## **APA Workshop Handout**

This handout provides a quick reference guide to the basic citation rules of the American Psychological Association. For more detailed guidance, see the Publication manual of the American Psychological Association, 6<sup>th</sup> ed. Available at the Reference Desk (Second Floor of the Library - BF76.7 P83 2010)

### **In text citation**

APA style uses the author and date when citing sources in the text. If you include the author's name in the narrative you only need to include the year in parentheses. If you don't include the author's name in the narrative then you put it and the year in parentheses. There is a chart on page 177 of the manual that helps to explain the rules.

- You must cite the author and publication year of a source in the text of your paper. One or both of these elements may be in parentheses, depending on the situation.
- In all cases, whenever you cite something in-text, you must include the full citation in the reference list at the end of the paper.
- Whenever multiple elements are in the parentheses, separate them with commas. Any punctuation that the sentence requires goes outside the parentheses. Here are some examples of correct in-text citations for paraphrasing:

Kessler (2003) found that among epidemiological samples...

Early onset results in a more persistent severe course (Kessler, 2003).

In 2003, Kessler's study of epidemiological samples showed that...

- If you cite a specific part of a source, with or without direct quotations, the citation requires the page number, with p. or pp. before the number. Example:

Rogers (1961) has identified genuineness and transparency as two important elements of a helping relationship (p. 37).

Through brain scans of live chimpanzees, researchers have found that, as with humans, "the language controlling..." (Begley, 1998, p. 57).

- If you use a direct quotation, and the material is online or otherwise without pagination, first use the author and date format as you would with regular written sources. Then, use the paragraph number, if available, with the abbreviation para. If neither page nor paragraph numbers are available, cite the heading and the number of the paragraph following the heading to direct the reader to the location of the material. If necessary, shorten the heading or leave it out. Examples:

Basu and Jones (2007) went so far as to suggest the need for "regulation in cyber space" (para. 4).

In their study, Verbunt, Pernot, and Smeets (2008) found that "the level of perceived disability ... less by their physical condition" (Discussion section, para. 1).

"Empirical studies have found mixed results on the efficacy of labels ... changing consumption behavior" (Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted").

Eg. Walker (2000) compared reaction times.....

Eg. In a recent study of reaction times (Walker, 2000)

### **One work by multiple authors:**

If your article, book or web site has 1 or 2 authors you must always use both of them in your in text citations.

Eg. as has been shown (Joreskog & Sorbom, 1989)

If your work has 3, 4, or 5 authors you must cite all the authors for the first in text citation. If you cite that work again you only list the first author and et al.

Eg. this was found to be true (Wasserstein, Zappulla, Rosen, Gerstman, & Rock, 1994)

Ex. The testing was concluded in 1985 (Wasserstein et al., 1994)

If your work has 6 or more authors you must cite the first author and then and et al.

Eg. Davis et al. (1999) found that...

Eg. According to the study (Davis et al., 1999)

### **Direct quotations:**

If you use a direct quotation or image in your paper you must say what page (if an article) or paragraph (if a web site) the quotation came from.

Ex. (Cheek & Buss, 1981, p. 332)

Ex. (Myers, 2000, p. 5)

### **Reference List basic format**

Always double-space your reference list

Always indent the second and subsequent lines of a citation

Always arrange your reference list by the author's last name

Only use the first and middle initials of the author's name, do not type out the full name

If the article or book has multiple authors, you must list all of them up to 7

Use the & symbol before the last author's name, do not type out the word "and"

Always italicize the journal or magazine title and the volume number

Always italicize the book title.

Only capitalize the first word, first word of a subtitle, or proper nouns in an article or book title.

Make sure you know the format of the item you are citing (print or electronic).

References in the text of your paper

Reference list at the end of the paper (See pp. 193–224 in the Publication Manual for complete examples)

- The heading (centered, no italics/bold/underline) on the page of sources should be References.
- Double space the entire list, both between and within entries (this will not be done on this handout).
- Arrange entries alphabetically by the last name of the first author of each work. If no author is given, start with the first significant word in the title.
- In dates, include as much of the date as is provided – (year, month day) if possible, or (year, month), or (year) UCO Chambers Library For more help: (405) 974-2878 or <http://library.uco.edu/ask/>
- In titles of articles and books (but not journal titles), capitalize only the first word of the title, the first word of the subtitle, and proper names.
- Each entry starts at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word)
- You should include Digital Object Identifier (DOI) information, when provided, in the standard citation format for all electronic documents – articles, books, or websites.

o A DOI is a unique alphanumeric string assigned to each article available electronically to identify its content and provide a persistent link to its location online, since URLs can change.

o Use the DOI in whichever format it is provided with the article. Examples:

doi:10.1108/03090560710821161

or <http://dx.doi.org/10.1016/j.appdev.2012.05.005>