

## APA Citation Style

From the Publication Manual of the American Psychological Association, 6<sup>th</sup> ed., 2009.

Copies of the handbook are available at the WGTC library ready reference desk (BF76.7.P84)

APA citation style refers to the rules created by the American Psychological Association for giving credit to (or acknowledging) sources of information used in research papers.

### Formatting Basics

- Your essay should be typed, double-spaced on 8.5 X 11 white paper.
- 1 inch margins on all four sides.
- Use Times New Roman in 12 pt. font size.
- Use a page header in the right-hand corner of each page. The header should include the first 2-3 words of the title and page number.
- **A title page** should be included and should show the header; a running head, which begins with the words “Running head:” followed by an abbreviated title of your paper typed in all caps and typed on the left margin; the full title, your name, and school name are centered in the upper part of the page.
- The page after the title page is the **abstract page**. The page header should already be on the page. Center the word Abstract on the first line of the page, do not bold, italics, underline, or place in quotation marks. Beginning on the next line, write a one-paragraph summary of your research. Do not indent, double-space, be brief.
- More information about how to format your paper can be found in the APA manual or ask a librarian.

## In-Text Citations

APA uses parenthetical citations in the text of a paper to acknowledge sources of information and to lead the reader to the complete information about the source in the Reference List at the end of the paper. The APA parenthetical citation includes three kinds of information: the author’s last name, the date of publication of the source being cited, and the page number of any direct quote. Leave the author’s name out of the parenthetical if it is clearly stated in your sentence. Parenthetical citations should be placed in sentences and paragraphs so that it is clear which material has come from which source. APA style is often used in the social sciences (such as psychology and sociology at WGTC). Instructors at WGTC may have specific guidelines of their own for using APA style, so when in doubt whether to use a particular aspect of APA style, check with your instructor.

**You should always provide parenthetical citations for the following:**

- Direct quotes
- paraphrases (putting information into your own words)
- Summarized material
- words specific or unique to the author
- use of an author’s argument or line of thinking (ideas or theories)
- historical, statistical, or scientific facts
- articles or studies you refer to in your text

See below for examples of in-text citations.

## Examples of Reference List entries and In-text citations

Type of Entry	Reference List	Citation in Text
Book: single author	Smith, J. (1996). <i>Leadership and Women</i> . Boston: Free Press.	(Smith, 1996)
Book: more than one author	Hill, M., & Hall, S. (1986). <i>Woman in the car</i> . New York: Yale Press.	(Hill & Hall, 1986)
A work with 3 to 5 authors Use all five last names for in-text The first time you cite the source, Subsequent use, list first author's Last name and et al.	Smith, H.J., Ti, L., Song, L.G., Hill, B.J., & Lu, L.S. (2007). <i>A Time to Learn</i> . Atlanta: Georgia Press.	(use all five last names, 1964) (Smith, et al., 1964)
Work in an anthology	Thomas, J. (1986). A time to sow. In A. Clarke (Ed.), <i>The Early Americans</i> (pp. 159-178). New York: Free Press.	(Thomas, 1986)
Encyclopedia With an author of article	Hardy, O. H. (2006). Stars. In <i>The new encyclopedia Britannica</i> (Vol. 2, pp. 236-245). Chicago: Encyclopedia Britannica.	(Hardy, 2006)
Encyclopedia with no author	Stars. (2006). In <i>The new encyclopedia Britannica</i> (Vol. 2, pp.236-245). Chicago: Encyclopedia Britannica.	(Stars, 2006)
Edited book no author	Jones, J. C. (Ed.). (1986). <i>Divorce in America: A case study</i> . New York: Free Press.	(Jones, 1986)
Unknown author	<i>Divorce in America: A case study</i> . (1986). New York: Free Press.	( <i>Divorce</i> , 1986)
Newspaper article (unsigned)	Mardi Gras, again. (2007, Feb. 28). <i>Mobile Press Register</i> , p. A5.	("Mardi Gras," 2007)
Magazine article	Jones, W. (1998, June). I'd rather travel. <i>Time</i> , 135, 70-72.	(Jones, 1998)
Journal article (continuous pagination)	Huff, S., & Hill, M. (1990). The ins and outs of education. <i>Journal of Special Education</i> , 205, 45-68.	(Huff & Hill, 1990)
Web site page	Jones University. (2006, May 30). <i>Canterbury Tales Clearing House</i> . Retrieved June 6, 2007, from: www.jonesu.edu.	(Jones University, 2006)
Article from GALILEO Database	Clarke, J. S. (1989). Rules for living. <i>Today's Educator</i> 36.7 67-69. doi 11.1306/0678-6789.32.9.561	(Clarke, 1989)
	Clarke, J.S. (1989). Rules for living. <i>Today's Educator</i> 36.7 67-69. Retrieved from <a href="http://www.ebscohost.com/asc.html">http://www.ebscohost.com/asc.html</a> .	(Clarke, 1989)
Article form encyclopedia in GALILEO(no author)	Achebe, Chinua. (2008). In <i>encyclopaedia britannica online</i> . Retrieved from <a href="http://search.eb.com/eb/article-9003521">http://search.eb.com/eb/article-9003521</a> .	(Achebe,2008)
eBook from NetLibrary	Huppe, B. F. (1964). <i>A reading of the Canterbury Tales</i> . Retrieved from: <a href="http://www.galileo.usg.edu">www.galileo.usg.edu</a> . (give full url)	(Huppe, 1964)

## Examples of Parenthetical Citations: APA Style

Type of Citation	Example
Author's name in text	Jones (1989) states that the case is closed. He goes on to state, "this case will not be reopened" (p. 79)
Author's name in citation	The report has been changed and cannot be trusted (Jones, 1989). "The report was altered before it was submitted to the courts" (Jones, 1989, p.54).
Two authors' names in citation	All children have the right to the best education available (Jones & Smith, 1998).
3-5 authors: ( in the first reference to such a work use all the names, in subsequent citations of the same work use the first author's name followed by et al)	The study shows that all children are not receiving equal education (Hill, Jones, Smith, Clarke, Williams, 2005).  Efforts are being made across the country to ensure equal education to all (Hill et al., 2005).
Personal communications	Because personal communications do not provide recoverable data, they are not included in the reference list. Cite personal communications in text only. <small>Page 179 6.20 Manual of the American Psychological Association 6<sup>th</sup> ed.</small>  Ex: name in text: J. C. Jones (personal communication, June 18, 2006) or name not in text (J. C. Jones, personal communication, June 18, 2006)
Corporate author	First citation: (National Park Service [NPS], 2007) Later citations: (NPS, 2007)
Two or more sources cited	Several voices (Jones, 2005; Hill, 1999; Smith, 2004) have been heard on this subject.
Author with more than one publication in same year	Since the reader must be able to tell which listing in the reference list matches the citation, add a lower-case letter to the year of publication. Ex: (Jones, 1999a) for the first published item and (Jones, 1999b) for the second.
Two locations in the same source	Huff discusses the plan briefly (2004, p. 69 & p. 72).
Reference to whole volume	In the third volume, Clarke (2003, pp. 85-97) tells of his flying adventures.
Two authors same last names	Smith admits she has difficulty creating titles for her novels (B. Huff, 2000). She thinks titles should somehow reflect the content of the novel (D. Huff, 2005).
Work with no author given	When there is no author given, use the first two or three words of the title (without articles) as your in-text citation, capitalize each word. Ex. Title in sentence: The book <i>I'd Rather Travel</i> (1998) states that locals know best. Ex. Title in citation: To find the perfect hotel consult locals ("I'd rather," 1998).
Web sources	See below for information on crediting web sources.

## Examples of Reference page citation: APA Style

Sources of information cited in the text of a research paper must be listed at the end of the paper in a Reference list. The Reference list provides the information necessary to identify each source that specifically supports your research. In APA style, references are composed of elements: author, date, title, publication information, and Internet access information. Each element is followed by a period. A period also goes after all abbreviations or initials, and commas between items in a series. The reference list is arranged in alphabetical order by lead author's last name. ONLY first and middle initials are used in the author's name. Do NOT use the given names of authors. Also, titles are written in sentence-case, which means only the first word and proper nouns in the title are capitalized.

### TIPS

- Arrange list in alphabetical order by lead author's last name
- Use ONLY the first and middle initials of all the authors' names
- DO NOT use the given names of any author
- The year of publication is in parentheses.
- Only the first word of all titles (and subtitles) and proper names are capitalized.
- Titles of books and names of journals are placed in italics.
- Titles of articles are NOT placed in italics.
- Use an ampersand (&) instead of the word "and" when listing authors of a single work.
- Publication information: Place of publication is listed first and then the name of the publisher.
- Do not drop digits in page numbers: type 1478-1498 not 1478-98.
- Internet access: the citation shows all the elements that are used for print sources plus the URL or the DOI.
- Italics are used instead of underlining.
- A hanging indent is used.

### Type of Source

### Reference page citation

Book: single author	Huppe, B. F. (1964). <i>A reading of the Canterbury tales</i> . New York: State University of New York Press.
Book: two authors	Hill, M. & Huff, D. (1968). <i>The tales of Canterbury</i> . New Jersey: Free Press.
Book: three or more authors	Hill, M., Smith, J. C., Huff, L. D., & Jones, W. D. (2005). <i>Teaching history</i> . New Jersey: Crane Press.
Book: corporate author	American Society of Mechanical Engineers. (2001). <i>ASME boiler and pressure vessel code</i> . New York: American Society of Mechanical Engineers Boiler and Pressure Vessel Committee.
Edited Book	Wild, S. (Ed.). (2006). <i>Art in America</i> . New Orleans: Crane Press.
Magazine article	Allen, J. T. (1965, February 28). Running the Race. <i>Time</i> , 176 (3), 64-69.
Journal article	Wesley, D. D. (2008). The world in crisis: Decision time. <i>Psychological Review</i> , 156 (2), 101-110.
Newspaper article no author	Mardi Gras, again. (2007, Feb. 28). <i>Mobile Press Register</i> , p. A5.

Newspaper article signed	Scroggins, A. J. (2007, Feb. 28). Mardi Gras, again. <i>Mobile Press Register</i> , p. A5.
Article from GALILEO Database	Allen, J. T. (1965, Feb. 28). Running the Race. <i>Time</i> , 176 (3), 64-69. Retrieved from <a href="http://www.galileo.uga.edu">www.galileo.uga.edu</a> . (give full URL)
Encyclopedia	Newson, A. D., & Tice, S. J. (Eds.). (2007). <i>The Harvard dictionary of music and composers</i> (3 <sup>rd</sup> ed., vols. 1-18). Boston: Harvard Press.
Encyclopedia article	Taylor, J. D. (2004). Happy music. In <i>The Harvard dictionary of music and composers</i> (Vol. 15, pp. 368-372). Boston: Harvard Press.
Video recording	Bailey, P. B. (Director/Producer), Miller, M. A. (Director), Eubanks, K. A. (Writer), & Clarke, B. C. (Producer). (2006). <i>The Landing</i> [DVD]. New Jersey: New Pictures.

## Citing a Source from the web or an electronic database

See chapters six and seven of the APA manual for more information on crediting sources and reference examples

**In general, it is recommended that the same elements, in the same order, that are used for print sources be included in the citation of electronic sources. Add as much electronic retrieval information as needed for others to locate sources you cited.**

- DOI: The DOI is the digital object identifier given to an object. It is used to identify electronic documents.
- Type doi at the end of the reference. If there is no DOI, cite the home page URL.
- No DOI: If there is no doi give the home page URL. Copy the URL directly from the address window in your browser into your document so that it will be accurate.
- It is not necessary to include database information.
- Do not give retrieval dates unless the source of material may change over time. Wikis would be an example of when to use retrieval dates. Publication Manual of the American Psychological Association: Sixth Edition, 2009: 6.31; 6.32; 6.4

Document from a Web Site	Benson, L.D. (2000). <i>The knight's tale</i> . Retrieved from Harvard University: <a href="http://www.courses.fas.harvard.edu/~chaucer/">www.courses.fas.harvard.edu/~chaucer/</a> .
	West, T. J. (2006). Ready to read. <i>Education Today</i> . 36, 225-227. doi: 08.1112/0278-3316.26.3.636
	Allen, J. T. (1965, Feb. 28). Running the Race. <i>Time</i> , 176 (3), 64-69. Retrieved From <a href="http://www.galileo.uga.edu">www.galileo.uga.edu</a> . (give full URL)

Examples of **in-text citation** for web sources: If possible, cite the same as any other document using author-date style. If no author is shown, use the title in the parentheses. If no page number: use paragraph numbers. Ex: (para.6). Never use the page numbers of Web pages you print out. Use page numbers if they are from the source not the computer. If no date: (n.d.) is used.

Sources:

Publication Manual of the American Psychological Association 6<sup>th</sup> edition, 2009  
 Amato, C. J. (2002). *The world's easiest guide to using the APA*. Corona, CA: Stargazer Publishing Co.  
[www.lib.unc.edu/instruct/citations/apa/in\\_text.html](http://www.lib.unc.edu/instruct/citations/apa/in_text.html)  
[www.libs.uga.edu/ref/apastyle.html](http://www.libs.uga.edu/ref/apastyle.html)  
[www.library.cornell.edu/newhelp/res\\_strategy/citing/apa.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/apa.html)