

## APA STYLE GUIDE

This guide is based on the **Fifth Edition of the Publication Manual of the American Psychological Association (2001)** and sets the documentation style not only for psychology but also for other behavioral sciences as well such as sociology, criminology, and human services. APA style requires *two* elements for citing outside sources: parenthetical (in-text) references and a references list (at the end). Together, these elements direct a reader to the sources consulted. For the system to function, all sources cited in the text must appear in the references list, and vice versa.

### PARENTHETICAL REFERENCES

Whether paraphrasing (re-stating in your own words) or quoting an author directly using quotation marks around his/her words, you must credit the source. The information you provide about the source will vary depending on whether it was in print or in electronic form. When citing print sources, supply the author, year, and page number in the parenthetical citation that follows the borrowed material; page numbers may be omitted when citing electronic sources. The following information was obtained from the *Publication Manual of the American Psychological Association (2001, pp. 117-118)*.

#### **Direct Quotation - Example #1 - less than 40 words:**

She stated, “The ‘placebo effect’ . . . disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

#### **Direct Quotation - Example #2 – less than 40 words, author’s name and date are incorporated in text:**

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

#### **Direct Quotation – Example #3: - more than 40 words, set apart from text in a block quote, single-spaced and indented five spaces from the left margin with no quotation marks:**

Miele (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

**Since electronic sources usually do not provide page numbers, check with your instructor about his/her specific requirements for documenting information found on the Internet. There are three options:**

1. If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation *para* or the symbol ¶.

As Myers (2000, ¶ 5) aptly phrased it, “positive emotions are both an end – better to live fulfilled, with joy [and other positive emotions] – and a means to a more caring and healthy society.”

2. If there are headings in the document and neither paragraph nor page numbers can be found, cite the heading and the number of the ¶ following it to direct the reader to the location of the quoted material.

“The current system of managed care and the current approach to defining empirically supported treatments are shortsighted” (Beutler, 2000, Conclusion section, ¶ 1).

3. If there are no page numbers, paragraph numbers, or headings, omit a location reference altogether. For documents accessed with a Web browser, readers will be able to search for the quoted material using the URL.

### **Frequently-asked questions:**

**1. What should I do when an author cites the ideas or work of another person, and I want to use the information in my paper?**

Give both sources credit by listing the source where you found the information in the reference list and citing the original work in the text. For example, if Coltheart et al. cited Seidenberg and McClelland’s work, list Coltheart et al. in the References list. In the text, use the following citation:

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

Reference list entry:

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.

**2. What if there is no author, only a title?**

Cite the first few words of the title and the year in text. Use double quotation marks around words from the title of an article or chapter, and italicize the title of a periodical, book, brochure or report:

on free care (“Study Finds,” 1982)

the book *College Bound Seniors* (1979)

## Sample Reference List Entries – APA Style Rules

- A book with one author** Tapscott, D. (1998). *Growing up digital*. New York: McGraw-Hill.
- A book with two authors** Leakey, R. & Lewin, R. (1992) *Origins reconsidered: In search of what makes me human*. New York: Doubleday.
- Edited collection of essays** Brown, P. (1993). Gender, politeness, and confrontation in Tenejapa. In Deborah Tannen (Ed.), *Gender and conversational interaction* (pp. 144-164). Oxford: Oxford University Press.
- Newspaper article, no author** New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
- Newsletter article, no author** The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.
- Journal article, 3-6 authors** Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2002). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.
- Magazine article** Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 113-1120.
- Diagnostic and Statistical Manual of Mental Disorders** American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.
- Electronic copy of journal article retrieved from database** Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.
- Stand-alone document, no author no publication date** *GVU's 8<sup>th</sup> WWW user survey*. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)
- Article from an online professional site, no publication date** Lindell, K., MSN, RN, & Hanson-Flaschen, J., M.D. (n.d.). *Health effects of tobacco use*. Retrieved January 24, 2001, from University of Pennsylvania Health System Web site: [http://www.upenn.edu/health/hi\\_files/topics/smoking/smokecess.html](http://www.upenn.edu/health/hi_files/topics/smoking/smokecess.html)
- U.S. government report available on government agency website, no publication date** United States Sentencing Commission. (n.d.). 1997 *sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

### Sample List of Sources – APA Style References

- American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.
- Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2002, from PsychARTICLES database.
- Brown, P. (1993). Gender, politeness, and confrontation in Tenejapa. In Deborah Tannen (Ed.), *Gender and conversational interaction* (pp. 144-164). Oxford: Oxford University Press.
- GVU's 8<sup>th</sup> WWW user survey. (n.d.). Retrieved August 8, 2002, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)
- Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 113-120.
- Leakey, R. & Lewin, R. (1992). *Origins reconsidered: In search of what makes me human*. New York: Doubleday.
- Lindell, K. MSN, RN, & Hanson-Flaschen, J., M.D. (n.d.). *Health effects of tobacco use*. Retrieved January 24, 2001, from University of Pennsylvania Health System Web site: [http://www.upenn.edu/health/hi\\_files/topics/smoking/smokecess.html](http://www.upenn.edu/health/hi_files/topics/smoking/smokecess.html)
- New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
- Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A., (2002). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.
- Tapscott, D. (1998). *Growing up digital*. New York: McGraw-Hill.
- The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.
- United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.usc.gov/annrpt/1998/sbtoc97.htm>

#### Formatting the References List:

1. Type the word References at the top of a new page, centered.
2. Alphabetize and double space all entries. (They have been single-spaced above to save space.)
3. Capitalize only the first word of titles of books and articles and the first word after a colon.
4. Italicize titles of books and other publications (journals, newspapers, magazines).
5. Align the first line with the left margin and Tab or indent subsequent lines five spaces.

**Remember: Ask your instructor or the Academic Skills Center staff for help if you have questions or consult the American Psychological Association Website at <http://www.apa.org>**