

**APA STYLE ,
SELECTED EXAMPLES
FROM THE
APA MANUAL 5TH ED.**
(These examples are based on APA style)

Reference Citations in the Body of the Paper

Citation of an author's work in your report or paper documents your work, briefly identifies the source for the reader, and enables the reader to locate the source of information in the reference list at the end of the paper or article. APA style uses author-date page number in parentheses for print sources and electronic sources are cited with author, date and paragraph numbers if the page number is not available. These methods of citation are inserted in the text of the paper at the appropriate point to indicate you have used someone else's research or quoted them directly.

For further details see the Publication Manual of the American Psychological Association, Chapter 3, pp.120-121 & 207-214.
REF BF 76.7 .P83 2001

EXAMPLES OF HOW TO CITE SOURCES WITHIN THE PAPER:

PRINT SOURCES

Quotations: When quoting, always provide the author, year, and specific page citation in the text. Quotes of 40 words or less should be incorporated into the text using double quotation marks.

Example: He stated, "the use of this test....." (Smith, 1998, p. 212).

Quotes of more than 40 words should be formatted as a free-standing block of text indented 5 spaces from the left margin (double spaced). Omit the quotation marks and include the page number in the citation.

ELECTRONIC SOURCES

Quotations: When quoting from an electronic source use page numbers when available; if they are not use the paragraph number prefixed by the paragraph symbol ¶.

Example: He stated, "the use of this test..." (Smith, 1998, ¶ 5).

If there are headings in the document and page numbers or paragraph numbers are not included, cite the heading and the number of the paragraph following the heading.

Example: "The current theory of information literacy instruction is use of hands on instruction for the best results" (Jones, 2002, Introduction section, ¶ 1)

CITING WORK BY AUTHOR IN PRINT OR ELECTRONIC SOURCES:

ONE WORK BY A SINGLE AUTHOR

One work means one book, journal article, or electronic source.

Example: Smith (1995) compared reactions times...or... In a recent study of working mothers (Miller, 1994)

ONE WORK BY TWO OR MORE AUTHORS

When a work has two authors, always cite both names every time the work occurs in the text. When a work has more than two authors or fewer than six authors, cite all the authors the first time the reference occurs; in later citations include only the last name of the first author and "et al." and the year.

Example: (Miller, Richardson, Hoag, and Zalud, 1994) the first time cited. Later references to the same authors (Miller et al., 1994)

When the names in a multiple-author citation in running text by the word and. In parentheses, in tables, a caption, and in the reference list, join the names with an ampersand (&).

WHEN A WORK HAS SIX OR MORE AUTHORS

When a work has six or more authors, cite only the last name of the first author followed by “et al. and the year. (See example above).

GROUPS AS AUTHORS

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. If the name is long and cumbersome, you may abbreviate the name in the second and later citations.

Examples: First text citation: (National Institute of Mental Health [NIMH], 1991)
Second citation: (NIMH, 1991)

WORKS WITH NO AUTHOR OR AN ANONYMOUS AUTHOR

When a work has no author, cite in the text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and *italicize* the title of a periodical, book, brochure, report, or software.

Example: (“Study finds,” 1992) or in the book *College Bound Seniors* (1989)

AUTHORS WITH THE SAME LAST NAME

If a reference list includes publications by two or more authors with the same last name, include the authors’ initials in all text citations to avoid confusion.

Example: S. E. Duke (1989) and B. A. Duke (1993) also found

SPECIFIC PARTS OF A SOURCE in PRINT AND ELECTRONIC SOURCES

To cite a specific part of a PRINT source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotations. Note that the words **page** and **chapter** are abbreviated in such text citations.

Example: (Johnson & Olson, 1995, p. 332) or (Miller, 1994, chap.3)

To cite an electronic source that does not provide page numbers, use the paragraph number, preceded by the ¶ symbol, or the abbreviation *para*. If paragraph or page numbers are not visible, cite the heading and the number of the paragraph following it.

Example: (Johnson & Olson, 1995, ¶ 1) or (Benton, 2001, Introduction section, para.1)

PERSONAL COMMUNICATION for PRINT AND ELECTRONIC MEDIA and INTERVIEWS, ETC.

Personal communications are letters, memos, some electronic communications, (such as e-mail, discussion groups or electronic bulletin boards), personal interviews, and telephone conversations. Cite these in the paper only, not in the reference list. Provide the exact date if possible.

Example: Z.M. Peach (personal communication, April 7, 1993) stated (Z.M. Peach, personal communication, September 28, 1998)

HOW TO CITE EXAMPLES IN THE BIBLIOGRAPHY OR REFERENCE LIST (EXAMPLES)

The reference list at the end of a paper or article documents the article or paper and provides the information necessary to identify and credit each source used in the paper.

BOOK BY A SINGLE AUTHOR

Stanley, D. (2002). *Saladin: Noble Prince of Islam*. New York: HarperCollins Publishers.

BOOK BY MORE THAN ONE AUTHOR

Agnew, K. and Fox, G. (2001). *Children at war: From the First World War to the Gulf*. New York: Continuum Press.

EDITED BOOK

Berman, R. (Ed.). (2001). *The Kerlan Awards in children's literature*. St. Paul, MN: Pogo Press.

BOOK CHAPTER or ANTHOLOGY

Thompson, D. L. (2002). Deconstructing Harry: Casting a critical eye on the witches and wizards of Hogwarts. In Lehr, S. (Ed.), *Beauty, brains and braw: the construction of gender in children's literature* (pp.42-50). Portsmouth, NH: Heineman.

JOURNAL ARTICLE, with continuous pagination by volume

Deutsch, F. M., Lussier, J. B., & Servusm L. J. (1993). Husbands at home: Predictors of parental participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

JOURNAL ARTICLE, paginated by issue

Green, B. J. (2000) Picture books and teaching science. *Science and Children*, 38, 2, 43-45.

MAGAZINE ARTICLE

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

NEWSPAPER ARTICLE, NO AUTHOR

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *Washington Post*, p. A12.

If an article appears on another page or pages, give all page numbers and separate the numbers with a comma (**e.g.**, pp. B1, B3)

EDITED BOOK

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

BOOK, NO AUTHOR OR EDITOR

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

ENCYCLOPEDIA OR DICTIONARY

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians*. (6th ed., vols. 1-20). London: Macmillan.

*For major reference works with a large editorial board, you may list the name of the lead editor, followed by "et al."

GOVERNMENT PUBLICATIONS (GPO)

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.

GOVERNMENT HEARING

Elder fraud and abuse: new challenges in the digital economy: Hearing before the Special Committee on Aging, United State Senate, 106th Cong., (2000).

ERIC REPORT

Narahara, M. (1998). *Gender bias in children's picture books: A look at teachers' choice of literature*. (Report No. CS 216 342). Long Beach, CA: University of California. (ERIC Document Reproduction Service No. ED 419 247)

TELEVISION BROADCAST:

Crystal, L. (Executive Producer). (1996, October 11). *The MacNeil/Lehrer new hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

TELEVISION SERIES:

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

CITING A COURT CASE

Each reference for a court decision contains three sections, which are: 1) title or name of case (i.e. one party versus another); 2) the citation (i.e. volume and page); and 3) the jurisdiction of the court writing the decision with the date of the decision in parentheses.

For additional examples, see References to Legal Material in the Publication Manual of the American Psychological Association. Maryland v. Craig, 100 S. CT. 3160 (1990)

CITING ELECTRONIC MEDIA

PERIODICALS OR JOURNALS:

Internet articles based on a print source:

Tranby, P., Miller, P., & Jarrett, K. (2001). Role of the working mother in forecasting scholarly achievement of her children. [Electronic version]. *Journal of Family Therapy*, 5, 117-123.

Article in an Internet-only journal:

Needham, C. L. (2000). Exploring the deep ocean floor. *Oceanographic Journal*. Retrieved from <ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham>

Article in an Internet-only newsletter

Marshall, J.V., Lightfoot, G.M., King, C., Andrews, J.A., Dion, C., Durante, J., et al. (1999, May). 10 Reasons why we need reference librarians in an information age. *The New Breed Librarian*, 3 (5). Retrieved from http://www.newlibreedlibrarian.org/subscribe/newletr_3.html

E-MAIL

See Personal Communications p.4 of this booklet.

For more information on Internet references see: pp. 272-281 in Chapter Four of the APA Publication Manual.

NEWSGROUPS, ONLINE FORUMS AND DISCUSSION GROUPS AND ELECTRONIC MAILING LISTS (Listservs).

Any message or communication you cite should have scholarly value and should be retrievable. If the newsgroup, online forum, discussion group, or listserv does not maintain an archive, the message should not be listed in the reference list, but cited as a personal communication, see p.4

EXAMPLE FROM NEWSGROUP:

Richardson, M. (2000, May 23). Studying state authors encourages recreational reading [Msg 3]. Message posted to news://elementary.reading.teachers

- if the message is unsigned, use the author's screen name
- Indicate the date when message was sent to the discussion list.

CD-ROM AND COMMERCIAL ONLINE FULL-TEXT DATABASES

The following recommendations are from Chapter 4, pp 278-279 in the 5th edition of the APA Style Manual.

All references begin with the same information that would be provided for a printed source. The rest of the citation is a retrieval statement that identifies the date of retrieval (omitted for CD-Roms) and the proper name of the database (e.g. Academic Elite, LEXIS-NEXIS, WILSONSELECT, etc).

Electronic copy of a journal article:

Millard, E. & March J. (2001). Sending Minnie the minx home. *Cambridge Journal of Education*, 31, 1, 25-39. Retrieved July 31, 2001 from Academic Search Elite .

DOCUMENTS ON THE INTERNET

Document created by a private organization on a webpage

National Council of Teachers of English. (2000). *The NCTE Orbis Pictus Award for outstanding nonfiction for children*. Retrieved July 31, 2001, from <http://www.ncte.org/elem/pictus>

Use n.d. (no date) when a publication date for the web page is not available.

COMPUTER SOFTWARE

Koerting, g. (2004). *The Archivist's file* (Version 4.0) [Computer software.] Westminister, CA: Archival systems.

ALPHABETICAL ORDER OF REFERENCES:

The reference list or bibliography is arranged in alphabetical order by the authors' last names. Follow these rules for alphabetizing:

Alphabetize letter by letter.

Alphabetize the prefixes M', MC and Mac literally not as if they were spelled Mac. MacArthur precedes McAllister, and MacNeil precedes M'Carthy.

General rules:

The beginning of the first line of the entry is even with the left margin. Subsequent lines are indented 3 spaces.

Only the first word and proper nouns in the title are capitalized.

Journal titles, book titles and volume numbers are *italicized*.

Note periods after date, title, and publisher.

ORDER OF SEVERAL WORKS BY THE SAME AUTHOR or AUTHORS

Single author entries come before multiple-author entries beginning with the same last name.

Examples:

Brunsdale, M. L. (1993)
Brunsdale, M. L. & Oleen, M. (1994)

References by the same author with the same order are arranged by the year of publication:

Smith, S. and Brown, C.A. (1994)
Smith, S. and Brown, C. A. (1995)

References by the same author or authors with the same publication date are arranged alphabetically by the title.

Blue, Y.R. (1994). Roles
Blue, Y. R. (1995). Studies

ORDER OF SEVERAL WORKS BY DIFFERENT AUTHORS WITH THE SAME LAST NAME

Works by different authors with the same last name are arranged alphabetically by the first initial:

Benton, M. L. (1994)
Benton, S. A. (1993)

ORDER OF WORKS WITH GROUP AUTHORS OR WITH NO AUTHOR

Alphabetize corporate authors, such as associations or government agencies by the first significant word of the name. Full official names should be used (e.g. American Psychological Association, not APA).

If there is no author, the title moves to the author position, and the entry is alphabetized by the first significant word of the title.

This guide covers the most commonly used in-text and bibliographic citation forms. Consult the actual APA Manual, 5th ed., if you need further help with citation style. And as always, don't hesitate to ask for help at the I.D. Weeks Reference Desk.

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