

THE WRITING CENTER

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Call ahead for an appointment with a student Writing Consultant or a professional Writing Specialist.
Drop-ins also welcome and accommodated whenever possible.

Guidelines for Using APA Style

APA stands for American Psychological Association and refers to the *Publication Manual of the American Psychological Association*. APA style is the format used to document outside sources used in papers written for courses in the social sciences (e.g. psychology, business, communications). The 2001 *Publication Manual* (5th edition) is available on the Writing Center's reference shelves and in the reference section of the library.

Why should you cite your sources? 1) It is the right thing to do. Using another writer's words or ideas without citing the source is plagiarism. 2) Citations allow readers to look up your sources. This helps put your ideas and conclusions into context. 3) For school and professional papers, citations are required.

APA style provides standardized guidelines for citing sources within the body of your paper and at the end of your paper in a References list.

An important APA guideline is the way to format the title of a particular source both within the paper and in the References list:

- All book titles should be *italicized*.
- All journal or magazine names should be *italicized*.
- Book and article titles require capitalization of only the first word.
- All names of radio, theater, or television programs should be *italicized*.
- All chapter titles or works within an edited book should be "in quotes".
- All journal or magazine article titles should be "in quotes".

In-Text Citations

APA format uses parenthetical documentation. This means that the necessary documentation information goes between parentheses at the end of a sentence or passage. Provide parenthetical references for direct quotations and paraphrases. Be sure to document all ideas, insights, and information that you draw from sources, even if you put them into your own words.

An in-text citation gives the reader limited information—usually the author's name and year of publication. The reference list gives the full details of the source. *Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.*

When a citation is not needed: Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge.

What goes in the parentheses? Author, year of publication, and page number with commas in between: (Seinfeld, 1999, p. 74). The period (or closing punctuation) follows the parenthesis. If you mention the author's name in your text, you need to put the year of publication in parentheses and place it directly after the name. If it is a direct or paraphrased quote, place the page number at the end of the quoted material. This is an example of a paraphrase. **Example:** George Costanza (1997) claims in his essay "On the Orange Sublime" that pulp can move (p. 47).

Example of a direct quotation: Newman often tries to undermine Jerry Seinfeld. In fact, "his relationships with all of the characters exhibit the moral weaknesses of his character" (Costanza, 1997, p. 242).

PRINT SOURCES

One author(s) or editor(s): For print sources like books, magazines, scholarly journal articles, and newspapers, provide the author's name, the year of publication and the page number separated by commas.

Example: (Benis, 1989, p.27)

Two authors or editors: Name both authors. Use the word "and" between the authors' names within the text but use the ampersand (&) in the parentheses. **Example:** (Seinfeld & Costanza, 1997, p. 28)

Three to five authors or editors: Name all authors the first time use cite the source using the same formatting as with two authors/editors. In subsequent citations, use the first author's name followed by "et al." (meaning "and others"). **Example:** (Seinfeld, Benis & Costanza, 1996, p. 65) then (Seinfeld et al., 1996, p.72).

Six or more authors or editors: Use the first author's name followed by "et al." in the text and in the parentheses. **Example:** (Kramer et al., 2005, p.16)

NON-PRINT SOURCES

Print source that was retrieved electronically (e.g. on a database or online journal archive): Use the same citation as you would the print version, including the page number.

Electronic source with no page number: For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol (¶) or the abbreviation "para." If neither paragraph nor page numbers are given, cite the heading and the number of the paragraph under that heading to direct the reader to the location of the material. **Example:** (Benis, 2008, Conclusion, para.7)

Electronic source with no date: When the date is unknown, use the abbreviation "n.d." (for "no date").

Electronic source with no author: Mention the title of the work in the text or give the first word or two of the title in parentheses. **Example:** George (2003) often talked about his need for a job ("Unemployment", ¶ 4).

Reference Lists

As you do your research, you should be keeping a running list of the sources (and pages within those sources) that you are consulting and may be referring to or quoting from in the body of your paper. This is similar to a bibliography. Eventually, you will convert this bibliography into a References list, including only those sources that you did in fact cite in your paper (unless your instructor asks for a list of all sources consulted).

Some things to know about Reference lists:

- All in-text citations must correspond to full bibliographic references on the References page(s).

- Reference lists should be alphabetical by author's last name. If two or more entries citing coauthors begin with the same name, alphabetize by the last name of the second author listed. If two or more sources are by the same author, put in date order with the earliest first. All authors are named in reference lists with last name followed by a comma and the first initial followed by a period.
- Publication year in a reference is in parentheses followed by a period.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

BOOKS

Books with one author or editor:

Seinfeld, J. (1996). *Letters from a nut*. New York: St Martin's Press.

Books with up to six authors or editors:

Seinfeld, J., Benis E., & Kramer, C. (1996). *Letters from a nut*. New York: St Martin's Press.

Books with more than six authors or editors:

Seinfeld, J., Costanza, G., Kramer C., Constanza F. & Benis, E., Newman, N. et al. (1997). *What is THAT about?* Richmond, VA: Nothing Publishers.

PERIODICALS

An article in a magazine:

Willis, J. (1998, March 13). Seinfeld's last dance. *Newsweek*, 34-36.

An article in a daily newspaper:

Chan, C. (1994, October 13). Seinfeld Around the Water Cooler. *Boston Globe*, A1.

An article in a journal paginated by volume:

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Seinfeld, J. (1998). Why I wrote a show about nothing. *Journal of Television*, 45, 345-367.

An article in a journal paginated by issue:

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Seinfeld, J. (2000) It was time to end the show. *Rock the TV: A Journal of Music and Pop Culture* 15(30), 4-7.

NONPRINT SOURCES

TV series episode:

Seinfeld, J. (Writer), & David, L. (Director). (1993). The puffy shirt. [Television series episode]. In J. Seinfeld (Producer) *Seinfeld*. New York: NBC Studios. Written by Larry David. NBC, New York.

TV broadcast:

Rather, D. (Producer). (1992, November 1). CBS evening news [Television broadcast]. New York: Central Broadcasting Service.

Movie:

Hickner, S. & Smith, S. (Directors). (1999). *Bee movie*. [Motion picture]. United States: Dreamworks Animation.

ELECTRONIC PUBLICATIONS

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Provide a retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since many online periodicals appear in their "final" form, a retrieval date is not necessary. Email messages and other personal communications like interviews are not included in the list of references.

Article in an online journal:

Seinfeld, J. (1998). On Why I Wrote a Show About Nothing. *Television Journal*, 45. Retrieved February 20, 2001, from <http://www.muse.columbia.edu/journals/tj/v45.html>

Article in a print journal retrieved online:

Costanza, G. (1997). Job hunting for dummies [Electronic version]. *Social Science Research*, 29, 535-555.

Article from an online database:

Smith, A., Parker, L., & Peace, D. (1999). A study of television shows about nothing. *Journal of Abnormal Television*, 8(3). Retrieved February 8, 2007, from PsycARTICLES database.

A newspaper article retrieved online:

Archer, D. (2008, May 6). Seinfeld still talking about nothing. *The New York Times*. Retrieved from <http://www.nytimes.com>

Entire website:

Peterson, J., & Benis, E. (1997). *Fashion through the ages*. Retrieved August 3, 2008, from <http://www.favoriteseinfeldstories.com>

Sample APA Paper

See the next 5 pages for a sample APA paper with all guidelines followed. Your professor may not require all of them.

Running head: STRATEGIES FOR USING APA STYLE

Strategies for Using APA Style:

A Workshop for College Students

Stephanie Carter, ACE Writing Center

Bryant University

Abstract

The purpose of this presentation is to give a basic overview of APA (American Psychological Association) style. The workshop focuses on the citation style often used in psychology, business and communications courses. This presentation includes a discussion of APA formatting, as well as in-text and post-text citations. There will be an opportunity for students to ask questions about their own projects as well. Note that abstracts should be a maximum of 120 words.

Strategies for Using APA Style:

A Workshop for College Students

APA style has specific rules for formatting that this sample paper follows. Even though this is the first page of actual text, you'll notice that this is page three, due to the numbering of the title page and abstract. Use double spacing and don't underline or use all caps for the title.

For a quote that is longer than 40 words, use a block quote without quotation marks. There may be times when you need to quote long passages. However, you should do this only when you fear that omitting any words will destroy the integrity of the passage. According to Grabelle (2008)¹:

APA style also provides specific rules for citing sources. There are two places where outside sources must be cited. The first is in the body of the paper, by using parenthetical citations. The second is on the last page of the paper, entitled References. (p. 519)

For every unique in-text citation, there must be a corresponding reference. If you do not quote or refer to a source in the body of your paper, do not include the source in your references list.

“Alphabetize entries in the list of references by authors' last names; if a work has no author, alphabetize by its title” (Hacker, 2007, p. 432). Using the *APA Publication Manual, A Writer's Reference* or another reputable reference source will help you to avoid errors in your citations.

Remember, when writing the date of a source, that journals, magazines, etc. are published several times a year and you will need to include the volume, number and/or month(s) of publication in your reference (Raman, 2008, pp. 2-4).

To cite a source that you found in another source, refer to both sources in the text, but include in the References list only the source that you actually used. For example, suppose you want to use this sentence in your paper: “Bandura (1989) defined self-efficacy as ‘people's beliefs about their capabilities

¹ What is wrong with this in-text citation?

to exercise control over events that affect their lives” which you found on page 117 of Feist (1998). In this case, your in-text citation would be (Bandura, 1989, as cited in Feist, 1998, p. 117). Feist would be fully referenced within the list of References; Bandura would not be listed.

Listing reference sources that were retrieved electronically often causes confusion. Journal articles or books retrieved electronically should be cited in the text as you would the print version, including the page numbers. The listing of the source in the References list would conclude with the date retrieved and the URL of the website or name of the database. For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol (¶) or the abbreviation “para.” If neither paragraph nor page numbers are given, cite the heading and the number of the paragraph under that heading to direct the reader to the location of the material (Smith, 2008, Conclusion, para.7).

When there is no author for a webpage, the title moves to the first position of the reference entry. The in-text citation would then just cite a few words of the title, in quotes, to point the reader to the corresponding source in your reference list (“Citations in text,” 2008, ¶ 2). The year of an online publication will often be the copyright © year at the bottom of the page.

When citing website material that has no author, no year, and no page numbers, your in-text citation would include the first couple of words from the title and n.d. for no date (e.g., “Style List,” n.d., para.5). Always be sure to consult the APA Manual for other types of sources that are not listed in this sample.

References

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

Citations in text of electronic material. (2008). Retrieved October 21, 2008 from <http://www.apastyle.org/electext.html>.

Feist, G.J. (1998). A meta-analysis of the impact of personality on scientific and artistic creativity. *Personality and Social Psychological Review*, 2, 290-309. Retrieved October 23, 2000 from ProQuest database.

Hacker, Diana. (2007). *A writer's reference: With extra help for ESL writers* (6th ed.). Boston: Bedford/St. Martin's.

Raman, M. (2008, September 16). Why do we have to use APA Style? *College Complaint Journal*, 290, 2-40.

Smith, John. (2008). "How to use APA style." Retrieved October 23, 2006 from <http://www.howtoapa.org>.

Style list for references. (n.d.). Retrieved January 1, 2001, from <http://www.apa.org>