

APA Style Citation Guide

This handout is based on the 6th edition of the *Publication Manual of the American Psychological Association* (APA), but is not a comprehensive guide. For all rules and requirements of APA citations, please consult the 6th edition of the *Publication Manual of the American Psychological Association*. APA requires that information be cited in 2 different ways—within the text and in a reference list at the end of the paper. The reference list should be on a new page, double spaced, and use the hanging indent method (all lines after the first one are indented). See also:

- *Publication Manual of the American Psychological Association*, 6th ed. Washington, DC: American Psychological Association, 2010.
- *Concise Rules of APA Style*, 6th ed. Washington, DC: American Psychological Association, 2010.

CITATIONS IN THE TEXT:

APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place.

When referencing or summarizing a source, provide the author and year. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well.

When quoting in your paper, if a direct quote is **less** than 40 words, incorporate it into your text and use quotation marks. If a direct quote is **more** than 40 words, make the quotation a free-standing indented block of text and DO NOT use quotation marks.

One work by one author:

- In one developmental study (Smith, 1990), children learned...
OR
- In the study by Smith (1990), primary school children...
OR
- In 1990, Smith's study of primary school children...

Works by multiple authors:

When a work has 2 authors cite both names every time you reference the work in the text. When a work has three to five authors cite all the author names the first time the reference occurs and then subsequently include only the first author followed by et al. For 6 or more authors, cite only the name of the first author followed by et al. and the year. For example:

- First citation: Masserton, Slonowski, and Slowinski (1989) state that...
- Subsequent citations: Masserton et al. (1989) state that...

Works by no identified author:

When a resource has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or Web page. Italicize the title of a periodical, book, brochure, or report. For example:

- The site seemed to indicate support for homeopathic drugs ("Medical Miracles," 2009).
- The brochure argues for homeschooling (*Education Reform*, 2007).
- Treat reference to legal materials such as court cases, statutes, and legislation like works with no author.

Two or more works in the same parenthetical citation:

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically).

- Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

Specific parts of a source

Always give the page number for quotations or to indicate information from a specific table, chart, chapter, graph, or page. The word page is abbreviated but not chapter. For example:

- The painting was assumed to be by Matisse (Powell, 1989, Chapter 6), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).

If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it. This allows the reader to locate the text in the source. For example:

- The patient wrote that she was unimpressed by the doctor's bedside manner (Smith, 2006, Hospital Experiences section, para. 2).

CITATIONS IN A REFERENCE LIST:

In general, references should contain the author name, publication date, title, and publication information. Include the issue number if the journal is paginated by issue.

For information obtained electronically or online include the DOI:

DOI - a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The **DOI** is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed. Use this format for the DOI in references: doi:xxxxxxx

If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. Do not insert a hyphen if you need to break a URL across lines; do not add a period after a URL, to prevent the impression that the period is part of the URL.

In general, it is not necessary to include database information. Do not include retrieval dates unless the source material has changed over time.

Book:

Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff*. New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

Chapter of a Book:

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York, NY: Greenwood.

Journal Article with DOI:

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647. doi:10.1037/0278-6133.24.2.225

Journal Article without DOI (when DOI is not available):

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37, 1-7.

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2, 38-48.
Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

Online Newspaper Articles:

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*.
Retrieved from <http://www.nytimes.com>

Encyclopedia Articles:

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from http://0-www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev/developmental_genetics

Technical and Research Reports (often with corporate authors) :

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

Book Reviews:

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development*, by K. Richardson]. *American Journal of Psychology*, 114, 126-133.

NOTE: For articles that have a DOI, see Journal Article with DOI example.

Data Sets:

Simmons Market Research Bureau. (2000). *Simmons national consumer survey* [Data file]. New York, NY: Author.

Reprint from Another Source:

- *Citation in the text:*
(Newton, 1998/1999).
- *Reference List Citation:*
Newton, W. (1999). Return to Mars. In C. Mari (Ed.), *Space Exploration* (pp. 32- 41). New York, NY: H.W. Wilson. (Reprinted from *National Geographic*, pp. 2-26, August 1998).

APA Style: Avoiding Bias in Language

Sensitivity to labels. A person in a clinical study should be called a "patient," not a "case." Avoid equating people with their conditions, for example, do not say "schizophrenics," say "people diagnosed with schizophrenia." Use the term "sexual orientation," not "sexual preference." The phrase "gay men and lesbians" is currently preferred to the term "homosexuals." To refer to all people who are not heterosexual, the manual suggests "lesbians, gay men, and bisexual women and men" (see APA, 2001, p. 67).

Do not characterize people as victims (e.g., a "stroke victim"), use a descriptive term such as "people who have had a stroke." Avoid the terms "challenged" and "special" unless the population referred to prefers this terminology (e.g., Special Olympics). As a rule, use the phrase "people with _____" (for example, "people with AIDS," not AIDS "sufferers" or "victims").

Avoid gender stereotypes. For example, the manual suggests replacing "An American boy's infatuation with football" with "An American child's infatuation with football" (see APA, p. 66).

- The term "gender" refers to culture and should be used when referring to men and women as social groups, as in this example from the Publication Manual: "sexual orientation rather than gender accounted for most of the variance in the results; most gay men and lesbians were for it, most heterosexual men and women were against it" (APA, 2001, p. 63).
- The term "sex" refers to biology and should be used when biological distinctions are emphasized, for example, "sex differences in hormone production."

An ethnic label can be perceived as a slur if not managed correctly. For example, persons of acknowledged Spanish heritage in the New World may prefer Chicano (Chicana), Hispanic, Latino, Mexican, Mexican American, and so on. Historically, there are no "American Indians," only members of specific nations, tribes, villages, and bands. The term *Native American* is inclusive of American Indians, Pacific Islanders, and Alaskan Natives. Specific group names are more informative, such as *Hopi* or *Lakota*.

- **Color.** Capitalize Black and White when the words are used as proper nouns to refer to social groups. Do not use color words for other ethnic groups. In racial references, the manual simply recommends that we respect current usage. Currently both the terms "Black" and "African American" are widely accepted, while "Negro" and "Afro-American" are not. These things change, so use common sense.
- **Hispanic.** The terms Hispanic, Latino, and Chicano are preferred by different groups. The safest procedure is use geographical references; use "Cuban American" if referring to people from Cuba.
- **Asian.** The term Asian American is preferable to Oriental, and again the manual recommends being specific about country of origin, when this is known (for example, Chinese or Vietnamese). The manual specifies that hyphens should not be used in multiword names such as Asian American or African American.

- **Indigenous.** Some people from northern Canada, Alaska, eastern Siberia, and Greenland often (but not always!) prefer Inuk (singular) and Inuit (plural) to "Eskimo." But some Alaska natives are non-Inuit people who prefer to be called Eskimo, while others are Athabaskans of an entirely different heritage. Difficulty may be avoided by using geographical references. For example, in place of "Eskimo" or "Inuit" one could use "indigenous people from northern Canada, northern Alaska, eastern Siberia, and Greenland."

Age. In referring to age, be specific about age ranges; avoid open-ended definitions like "under 16" or "over 65." Avoid the term elderly. Older person is preferred. The AMA (American Medical Association) Manual of Style (1997, p. 263) uses these definitions:

- *Neonates or newborns* are persons from birth to 1 month of age.
- *Infants* are children [sic] aged 1 month to 1 year.
- *Children* are persons aged 1 to 12 years. . . . They may also be referred to as *boys* or *girls*.
- *Adolescents* are persons aged 13 through 17 years; also *teenagers, adolescent boys, or adolescent girls*.
- *Adults* are persons over 18 years and are referred to as *men* or *women*.

DO NOT use . . .

When you can use . . .

ethnic labels (e.g., Hispanic)

geographical labels (e.g., Mexican Americans if from Mexico)

"men" (referring to all adults)

"men and women"

"homosexuals"

"gay men and lesbians"

"depressives"

"people with depression"

- In general, call people what they want to be called, and do not contrast one group of people with another group called "normal." Write "we compared people with autism to people without autism" not "we contrasted autistics to normals."

APA Style: Writing Tips

A. Typing

1. Your papers must be typed or printed on a computer.
2. Set the typewriter or word processor to double space and keep it there throughout the entire manuscript.
3. Use one inch margins on the left, right, top, and bottom of the page. These margins are wide in order to leave room for reviewer's comments.
4. Use normal paragraphs in which the first line is indented five characters for all paragraphs in the manuscript except the abstract, block quotes, titles and headings, subheadings, references, table titles, notes, and figure captions.
5. Use a 12 point font. In other words, there should be 10 typed characters per inch.
6. Single space after sentence terminators (i.e., '!', '?', '!').
7. Capitalize the first letter following a colon if the clause following the colon is a complete sentence.
8. Make sure the text is left aligned and not justified. With left aligned text, the left margin forms a straight line and the right margin is ragged. Do not hyphenate (split) words at the end of a line.
9. Finally, just staple or clip the finished product (do not bother with fancy folders, etc.).

B. Writing in General

1. You must use complete sentences.
2. The first sentence of a paragraph must be independent (able to stand on its own). For example consider While these studies are important, there is... This sentence would be correct in the middle of a paragraph, but as the first sentence, it should more appropriately read, While studies of the effects of whatever on whatever else are important, there is...
3. Try not to use slang (e.g., ...put a damper on...).
4. Do not use contractions. That is, instead of it's, use it is.
5. If you are doubtful about the spelling of a word, do not guess. Look up the correct spelling. Proofread the copy that you submit and do correct minor typographical errors, formatting, spelling, or even the wording, with a pencil.

C. Style Details in General

1. Assume you are writing the paper for submission to a scientific journal.
2. A lot of the formatting details can be learned by carefully modeling another APA journal article. Avoid excessive use of the terms I, me, and my, as well as the phrase personally speaking...
3. Avoid the use of sexist language. For example, consistently referring to a person as a him or he when it is just as likely for the person to be a she or a her, is sexist. However, using (s)he or him/her all of the time can also be awkward. If you phrase it right, you can often use the word person instead.
4. Avoid using 'empty words' or words which serve no purpose. For example, In the Smith (1990) study it was found that... should read more like Smith (1990) found that...
5. Generally speaking, use past tense in the abstract, introduction, and method. Results and discussion sections can be in the present tense.
6. Get friends to read it. If they cannot understand it, then it needs work. If you cannot get a friend to read it, then try to read it yourself making believe that you are naive.