

LRC

LEARNING RESOURCES CENTERS

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APA: AMERICAN PSYCHOLOGICAL ASSOCIATION General Guide

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Revised 03/24/2011



FORMAT & STYLE

WHAT IS APA?

○ APA – American Psychological Association

- The most common used format for writing in the Sciences and Social Sciences

POINT OF VIEW & VOICE

○ Point of view

- Use the third person point of view rather than using the first person point of view
 - Example – The study showed that . . . **NOT** . . . I found out that. . .

○ Voice

- Use the active voice instead of the passive voice
 - Example – The participants responded. . . **NOT** . . . The participants have been asked. . .

LANGUAGE

- **Language in an APA paper:**
 - **Clear** – be specific in descriptions and explanations
 - **Concise** – condense information when you can
 - **Plain** – use simple, descriptive adjectives and minimize the flowery language

TYPES OF APA PAPERS

- **The Literature Review** – summary of what the scientific literature says about the topic of your research
 - Includes title page, introduction, list of references
- **The Experimental Report** – description of your experimental research
 - Includes title page, abstract, introduction, method, results, discussion, references, appendices, tables, and figures

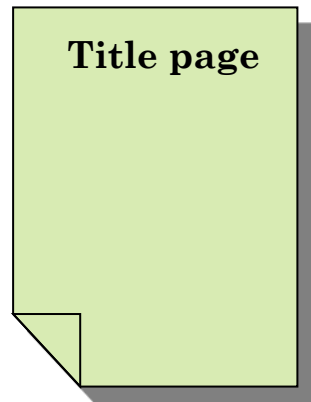
GENERAL FORMAT

○ Your paper should:

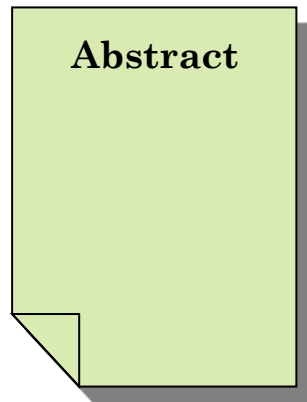
- Be typed, double-spaced
- On standard-sized paper (8.5”x11”)
- With 1” margins on all sides
- In 10-12 pt. Calibri, Times New Roman or a similar font
- Include a page header (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page

GENERAL FORMAT CONT'D. . .

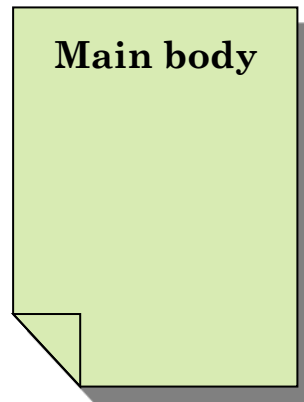
- **Papers** should include four major sections
- **Essays** should include three major sections minus the abstract



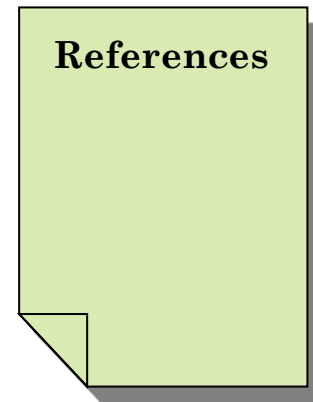
Title page



Abstract



Main body



References

BASIC RULES

- Center the title, **References**, at the top of the page
- Double-space reference entries
- Order entries alphabetically by the author's last name
- All lines after the first line of each entry in your reference list should be indented from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors.

BASIC RULES CONT'D

- If the work has more than seven authors, list the first six author and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

BASIC RULES CONT'D

- 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.
- 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.

MAKING THE REFERENCE LIST

- **When compiling the reference list, the strategy below might be useful:**
 - Identify a type of source. . . Is it a book? A journal article? A Web page?
 - Find a sample of citing different types of sources in a writer's handbook, APA Web site, or LRC Web site
 - “Mirror” the sample
 - Make sure that the entries are listed in the alphabetical order and the other lines are indented



EXAMPLES OF SAMPLE APA CITATIONS

BOOKS, REFERENCE BOOKS, & BOOK CHAPTERS

○ Article or Chapter from a Edited Book

- Araujo, J. (2002). Censoring pornography would benefit women. In O.V. Cothran, H. (Ed.), *Opposing Viewpoints: Pornography* (pp. 82-84). San Diego, CA: Greenhaven Press, Inc.

○ Book with One author

- Guido, J. (1995). *A crack in the wall*. Asheville, NC: Global Heart Books.

BOOKS, REFERENCE BOOKS, & BOOK CHAPTERS CONT'D

○ **Book with Two or More Authors**

- Strunk, W., Jr., & White, E.B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillan.

○ **Edited Book, No Author**

- Duncan, G. J., & Brooks-Gun, J. (Eds). (1997).
Consequences of growing up poor. New York, NY:
Russell Sage Foundation.

○ **Edited Book with an Author or Authors**

- Plath, S. (2000). *The unabridged journals* K.V. Kukil,
(Ed.). New York, NY: Anchor.

BOOKS, REFERENCE BOOKS, & BOOK CHAPTERS CONT'D

○ Edition Other Than the First

- Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997).

The battered child (5th ed.). Chicago, IL: University of Chicago Press.

○ Multivolume Work

- Wiener, P. (Ed.). (1973). *Dictionary of the history of*

ideas (Vols. 1-4). New York, NY Scribner's.

ARTICLES IN PERIODICALS

○ Conference Proceedings

- Schnase, J. L., & Cunnius, E. L. (Eds.). Proceedings From CSCL '95:

The First International Conference on Computer Support for Collaborative Learning. Mahwah, NJ: Erlbaum.

○ Dissertation Abstract

- Yoshida, Y. (2001). Essays in urban transportation

(Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, 62, 7741A.

○ Encyclopedia Article

- Grant, E. (2007). Religion and science in the middle ages. In *Science,*

religion, and society: An encyclopedia of history, culture, and Controversy (Vol. 1, pp. 230-243). Armonk, NY: M.E. Sharpe.

ARTICLES IN PERIODICALS CONT'D

○ Journal Article Paginated by Volume and/or Issue

- Dentinger, C. (2009). Emerging infections: Hepatitis
A. *American Journal of Nursing*, 109(8), 29-33.

○ Journal Article with Two Authors

- Ricardo A., & Szostak, J.W. (2009). Origin of life on
earth. *Scientific American*, 301, 55-61.

○ Magazine Article with One author

- Zakaria, F. (2009, August 24 & 31). America's fatal
flaw. *Newsweek*, 154, 26.

ARTICLES IN PERIODICALS CONT'D

○ Newspaper Article

- Schultz. S. (2005. December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

○ Organization as Author

- American Psychological Association. (2003).

○ Work Discussed in a Secondary Source

- 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

○ Unknown Author

- *Merriam-Webster's collegiate dictionary* (10th ed.). (1983).

Springfield, MA: Merriam-Webster.

ELECTRONIC SOURCES

○ Article from a Database

- Edgar, S. (2006). Wine aging. *Restaurant Business*, 105 (10),

74. Retrieved from Science Reference Center database.

○ Article from an Online Periodical

- Bernstein, M. (2002). 10 tips on writing the living Web. A

List Apart: For People Who Make Websites, 149. Retrieved

from <http://www.alistapart.com/articles/writeliving>

○ Article from an Online Periodical with DOI Assigned

- Brownlie, D. (2007). Toward effective poster presentations:

An annotated bibliography. *European Journal of*

Marketing, 41 (11/12), 1245-1283.

doi:10.1108/03090560710821161

ELECTRONIC SOURCES CONT'D

○ Electronic Books

- De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo*

Indian tales. Retrieved from

<http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

○ Newspaper Article

- Parker-Pope, T. (2008, May 6). Psychiatry handbook linked

to drug industry. *The New York Times*. Retrieved from

<http://www.nytimes.com>

○ Nonperiodical Web Document, Web Page, or Report

- Thaller, M. (2007). *Cool cosmos*. Retrieved

from <http://coolcosmos.ipac.caltech.edu/>

ELECTRONIC SOURCES CONT'D

○ Presentation Slides

- Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides].

Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

○ Video Podcasts

- Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast

retrieved from <http://www.adveeducation.com>



In-Text Citations

THE BASICS FOR IN-TEXT CITATIONS

- **In-text citations help readers locate the cited source in the References portion of the paper**
- **Whenever you use a source, provide in parenthesis:**
 - The author's name and the date of publication
 - For quotations and close paraphrases, provide a page number

FORMAT FOR A QUOTATION

- When quoting, introduce the quotation with a signal phrase
- Make sure to include the author's name, the year of publication, and the page number
- **1st Example**
 - T. C. Jones (2004, p.13) maintains that “as buyers move farther north, new housing becomes increasingly more expensive.”
- **2nd Example**
 - A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).

FORMAT FOR A SUMMARY OR PARAPHRASE

- **If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your paper**
- **If the paraphrase is extremely close to the text, you need to add page numbers.**
- **Example**
 - According to Jones (1998, p.199), APA style is a difficult citation format for first-time learners. APA style is a difficult citation format for first-time learners.

FORMAT A WEB SITE

- To cite a Web site, use the author-date format
- If no author is identified, use the first few words of the title in place of the author
- If no date is provided, use n.d. in place of the date
- **1st Example**
 - Degelman (2009) summarizes guidelines for the use of APA writing style.
- **2nd Example**
 - Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).

FORMAT A WORK WITH 3 TO 5 AUTHORS

- Three, four, or five authors is cited, all authors are included the first time the source is cited
- Source is cited again, the first author's surname and "et al." are used
- **1st Example**
 - Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).
- **2nd Example**
 - Payne et al. (1991) showed that ...

FORMAT A WORK WITH 6 TO MORE AUTHORS

- **Citing a work with six or more authors, identify the first author's name followed by et al.**

- **1st Example**
 - Smith et al. (2006) maintained that...

- **2nd Example**
 - (Smith et al., 2006). . . This example is used at the end of the quoted or paraphrased sentence

FORMAT A WORK OF UNKNOWN AUTHOR

- **Citing a work of unknown author, use the source's full title in the signal phrase and cite the first word of the title followed by the year of publication in parenthesis**
- **Put titles of articles and chapters in quotation marks and italicize titles of books and reports**
- **1st Example**
 - According to "Indiana Joins federal Accountability System" (2008), ...
- **2nd Example**
 - ("Indiana", 2008)

FORMAT AN ELECTRONIC SOURCE

- **Citing an electronic document, cite it in the author-date style**
- **Source lacks page numbers, locate and identify paragraph number and heading**
- **Example**
 - According to Smith (1997)
 - (Mind over matter section, para. 6).



Additional Help & Sources

NEED MORE HELP

- American Psychological Association (APA)
 - <http://www.apastyle.org>
- APA Format Guide from LRC
 - http://www2.piedmontcc.edu/lrc/Resources/Citing_APA_Style.htm
- CheckCite: James Madison University Libraries
 - <http://www.lib.jmu.edu/help/checkcite>
- Sample APA Paper from Arthur C. Banks Capitol Community College
 - <http://www.ccc.commnet.edu/library/apa.pdf>

REFERENCES

- American Psychological Association. (2010).
Publication Manual of the American Psychological Association (6th ed.). Washington, D.C.
- Owl Purdue Online Writing Lab. (2010). *APA Style*. Retrieved from <http://owl.english.purdue.edu/owl/section/2/10/>