

## For More Information

The best and most complete source of guidance in the art of APA citation is the book, *Publication Manual of the American Psychological Association*, available at all UCC Libraries at REF 808.06 Pu96e5.

The only official online source of documentation help is from the **American Psychological Association** Web site: <http://www.apastyle.org>

FAQs (frequently asked questions)  
<http://www.apastyle.org/faqs.html>

Style Tips for Electronic Reference  
<http://www.apastyle.org/eleceref.html>

However, several excellent unofficial sites are available to students:

**Purdue University's Online Writing Lab** (OWL) maintains an excellent Web site, helpful for any writing class. To find APA style citation help, go to:

<http://owl.english.purdue.edu>

Select the handout & materials category, "Research & Documenting Sources." Enter "APA" in the search blank, and click search.

You may choose an APA handout in either .html or .pdf format.

**Diana Hacker** provides guidance in citation and documentation in several citation styles, including APA.

<http://www.dianahacker.com/resdoc/>

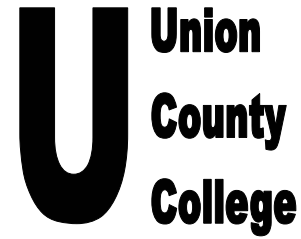
Hacker, D. and Fister, B. *Research and Documentation Online*. Bedford St.

Martin's. Retrieved January 7, 2002, from <http://www.dianahacker.com/resdoc/>

**Union County College Libraries** provides a presentation in .pdf format with citation examples. Go to

<http://www.ucc.edu/library>

Select "Library Instruction," then "Documenting Sources Using APA." Open the bookmark window for easy navigation.



# UCC LIBRARIES

## Citation Guide

### Documenting Sources Using APA

A Sample Bibliography in the Style of the  
*Publication Manual of the American Psychological Association*  
5th Edition, 2001.

*Susan Bissett  
Lisa Bruckman  
January 2003*

## Purpose of this Booklet

The *Publication Manual of the American Psychological Association* (available at REF 808.06 Pu9635) is the only authoritative and complete resource for the scholarly format and stylistic elements required in writing a term paper or article for publication in psychology or other disciplines using APA. This unauthorized booklet is necessarily much abbreviated from the APA's *Publication Manual*, and offers only the most common examples. If your citation question is not answered by this booklet, you should refer to the *Publication Manual*.

It is important for students to become familiar with the rules of a style manual, such as the APA's *Publication Manual*, so that they can use information fairly and avoid plagiarism. Here's the basic rule: **Any time that you use information, ideas, or words that came from someone else, you must cite the source you used.** This is true regardless of whether you **quote** (use the exact words), **paraphrase** (put the thought into your own words), or **summarize** (tell the main points in your own words). This booklet is intended to make basic citation rules easier to understand and apply.

## Basic Rules : Things to Know about APA Style

At the end of your APA-style research paper, you will have to provide a **Reference List** of all the information sources you used. The purpose of the Reference List is to "enable readers to retrieve and use the sources" (APA, 2001, p.215). You are responsible for making sure that all references in your paper are correct.

As you write the paper, you will also make **Parenthetical Citations**. These tell the reader exactly where a specific quote or piece of information can be located. You will see that we cite the *Publication Manual* by its author (APA) throughout this booklet, in parenthetical citations. You, the reader, can learn more by looking on the pages cited.

## About the Reference List

So that your reader can "identify and retrieve each source" (APA, 2001, p. 215) that you have used, each reference should contain these elements, in this order:

1. Author
2. Year of Publication
3. Title(s)
4. Publishing information (APA, 201, p.215)

Save yourself some work! Make sure that you **find** all the elements of each citation as you do the research. Prepare reference list citations for each source used *as you write your paper*, so that you do not have repeat your research just to find the citation information.

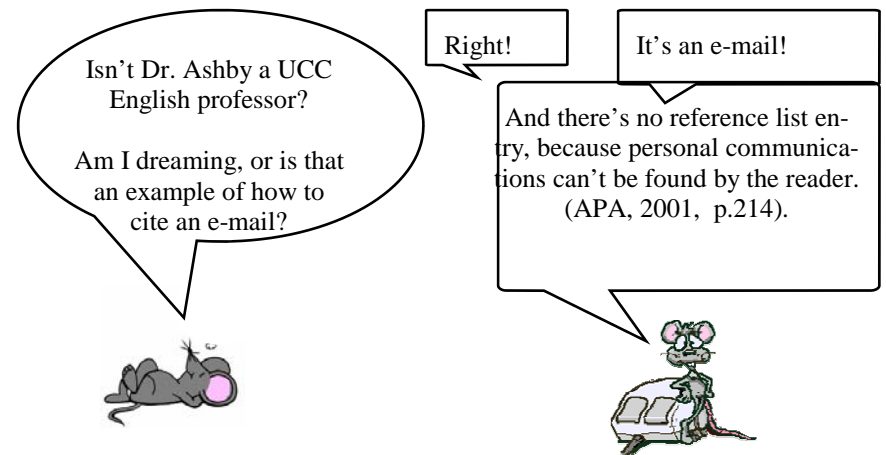
## Plagiarism

Plagiarism is:

1. stealing someone else's exact words and not giving them credit for them;
2. paraphrasing or summarizing someone without giving credit;
3. stealing the apt phrase or word or figure of speech;
4. stealing the order of their thoughts.
5. It is also plagiarism if you get help with your essay and you can't understand the ideas or the terms you are using in your essay.

If you are caught plagiarizing in college, intentionally or unintentionally, the teacher can fail you for the paper, the course, and/or ask that you be dismissed from college. It is probably the most serious charge that a faculty member can make against a student. It is worse than cheating on a test.

In general the rule is if you have 6 words in a row from a text and don't cite it as a source, then you have plagiarized. In addition, if you take the unique phrase, or take the order of a person's thoughts and don't give the author credit, then you are plagiarizing. The easiest way to avoid plagiarizing is to close the book(s), take a quick walk to the kitchen, get yourself a drink of water, and then come back and write. When you need a quote, open your source (or go to your note cards) and get it, put it in, cite it, close the source and get another drink of water. Let me repeat myself: if you write with a book or other source open in front of you then you are probably dangerously close to plagiarism. (W. A. Ashby, personal communication, April 10, 2002)



**An Article from an Organization Web Site: (APA, 2001, p. 275).**

Mayo Foundation for Medical Education and Research. (2001, April 26).

*Nicotine addiction.* Mayo Clinic Oasis. Retrieved January 6, 2003. Available at <http://www.mayoclinic.com>

(In the case of this article, the URL is for the organization; the reader must enter a search to find the article).

**A Document Found on a University Web Site: (APA, 2001, p. 274).**

Waters, E. (2002). *The "goodness" of attachment assessment: There is a "gold standard" but it isn't as simple as that.* Retrieved January 3, 2003, from SUNY (Stonybrook) Psychology Department Web Site: [http://www.psychology.sunysb.edu/attachment/measures/content/attachment\\_validity.html](http://www.psychology.sunysb.edu/attachment/measures/content/attachment_validity.html)

**A Stand-Alone Document, Found on the Web: (APA, 2001, p. 274).**

*Smoking kills.* (n. d.). Retrieved January 3, 2003, from <http://nosmoking.virtue.nu/>

In this case, (n. d.) means that no date was given for the document cited. No author is listed, so the title moves to the first position.



**Agreement of Text and Reference List**

“References cited in text must appear in the reference list ...each entry in the reference list must be cited in text ...” (APA, 2001, p.215).

**Arrangement of Entries in the Reference List**

**Alphabetization Rules**

List the sources you have used in alphabetical order. Alphabetize letter by letter, ignoring punctuation marks, and spelling out numerals. Treat prefixes and foreign names according to the rules of the language of origin (APA, 2001, p.219). The complete and detailed list of alphabetizing rules is available in the *Publication Manual* on pages 219-222.

**Arranging several works by the same first author**

(APA, 2001, pp. 220-221)

- One-author works by the same author are arranged by year of publication, the earliest first...
- One-author entries precede multiple author entries beginning with the same surname...
- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author, or, if the second author is the same, the surname of the third author, and so on ...
- References with the same authors in the same order are arranged by year of publication, the earliest first...
- ...Alphabetize group authors such as associations or government agencies by the first significant word of the name.
- 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 (APA, 2001, p. 220-2). [The date, in parentheses, will follow the title, whenever the title is the first element of the citation].

*Examples*



## Format of Reference List

### *Spacing*

Double-space all reference entries (APA, 2001, p.299).

### *Indentation*

“APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented” (APA, 2001, p.299).

### *Italicization*

Use italics for the titles of books or the names of journals (APA, 2001, p.100).

### *Capitalization*

Capitalize the first letter of the first word of the title and subtitle of books or periodical articles. Capitalize all significant words in the titles of journals (APA, 2001, p.226). Capitalize all proper nouns (APA, 2001, pp. 96-98).

## Reference Citations in Text (Parenthetical Citations)

“Document your study throughout the text by citing by author and date the words you researched. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of an article” (APA, 2001, p.207).

### **A Work by One Author**

“APA journals use the author-date method of citation; that is, the surname of the author...and the year of publication are inserted in the text at the appropriate point...” (APA, 2001, p.207).

#### **Example:**

Many freshwater members of the phylum *Gastrotricha* are hermaphroditic, not asexual (Weiss, 2001).

“If the name of the author appears as part of the narrative... cite only the year of publication, in parentheses” (APA, 2001, p.207).

#### **Example:**

Weiss (2001) found that many freshwater members of the phylum *Gastrotricha* are hermaphroditic, not asexual.

### **A Work by Multiple Authors**

“When a work has **two authors**, ... cite both names every time the reference occurs in text” (APA, 2001, p.208).

## Examples of the Reference List in APA Style Electronic Resources

### *A Book in Electronic Format:*

Strunk, W. (1918). *The elements of style*. Ithaca, NY: W. P. Humphrey. Retrieved January 6, 2003, from <http://www.bartleby.com/141/>

### *An Online Journal Article Based on a Print Source: (APA, 2001, p. 271).*

Parrott, A. C. (1999). Does cigarette smoking cause stress? [Electronic version]. *American Psychologist*, 54(10), 817–820.

### *An Article from an Online-only Journal: (APA, 2001, p. 275)*

Finders, M. J. (2001). Angel and me: Knowing your place within literacy learning. *WILLA (Women in Literacy and Life Assembly) 10*, Article 1. Retrieved January 6, 2003, from <http://scholar.lib.vt.edu/ejournals/WILLA/fall01/finders.html>

### *A Government Document: (APA, 2001, p. 275)*

U. S. Department of Health & Human Services. (2000). *A national strategy to prevent teen pregnancy: 1999-2000 report*. Retrieved January 3, 2003, from <http://aspe.hhs.gov/hsp/teenp/ann-rpt00/index.htm>

### *An Article from an Aggregated Database: (APA, 2001, p. 278-279).*

Tanne, J. H. (2002). Cause of death among Americans differs with race and education. *British Medical Journal*, 325(7374), pp. 1192. Retrieved January 3, 2003, from *Academic Search Premier* database.

(In the case of this commercially available subscription database, the title of the database is sufficient and no URL is needed).

**Newsletter Article: (APA, 2001, p.242)**

Gebhardt, M. (2003, January). Locating newspaper and magazine articles online. *Inside the Internet*, 10 (1), 3-5.

**Newsletter Article with No Author: (APA, 2001, p. 242)**

Colds: Prevention is still the best medicine. (2000, December). *Mayo Clinic Health Letter*, 18, 1-3.

---

## Electronic Resources

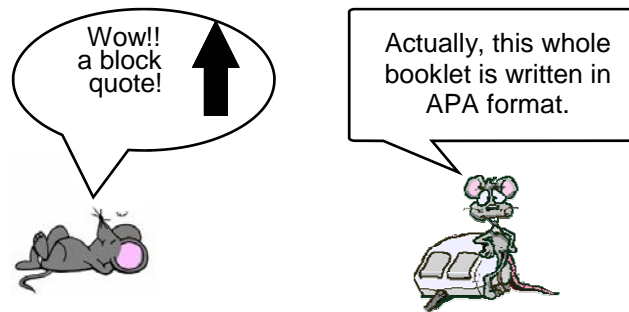
---

### General Rules

For information in electronic format, cite the author, title and publication information (when possible) as you would if it were in print. Then add a retrieval statement that tells the date the information was retrieved and the source name and address (APA, 2001, p. 231).

- If information is obtained from a document on the Internet, provide the Internet address for the document at the end of the retrieval statement.
- If information is retrieved from an aggregated database, providing the name of the database is sufficient; no address is needed.
- Use `available from` to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself...
- Finish the retrieval element with a period, *unless* it ends with an Internet address. (APA, 2001, p. 231)

.Additional information about citing electronic resources can be found in the *Publication Manual*, pp. 268-281.



“When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* . . . and the year if it is the first citation of the reference within a paragraph...”(APA, 2001, p. 208).

### **First reference:**

More attention is needed to the social and contextual factors contributing to the risk of HIV (Logan, Cole, and Leukefeld, 2002, p. 851)

### **Subsequent reference:**

Current HIV interventions may not be effective at changing risky behaviors (Logan et al.).

### **Groups as Authors**

When a group acts as an author (e.g. , a corporation, an association, a government agency, etc.), spell out its name the first time it appears in a text citation. For subsequent citations, you can abbreviate, if the abbreviation is familiar or readily understandable (APA, 2001, p. 209).

### **Examples:**

Jargon is “the continuous use of a technical vocabulary even in places where that vocabulary is not relevant” (American Psychological Association, 2001, p.35).

Writers should avoid using colloquial language and meanings in formal, scientific papers (APA, 2001, pp. 36-37).

### **Handling Quotations (APA, 2001, p. 117-8)**

Short quotations (under 40 words) are enclosed in double quotation marks and incorporated into the text of the writing, as above. Long quotations are set off from the text of the writing as block quotes and indented 1/2 inch from the left margin.

### **Example:**

Regular smokers, therefore, experience periods of heightened stress between cigarettes, and smoking briefly restores their stress levels to normal. However, soon they need another cigarette to forestall abstinence symptoms from developing again. The repeated occurrence of negative moods between cigarettes means that smokers tend to experience slightly above-average levels of daily stress. Thus, nicotine dependency seems to be a direct cause of stress. (Parrott, 1999, p. 817)

## Examples of the Reference List in APA Style Print Resources

### ***A Reference to an Entire Book:* (APA, 2001, p. 248).**

Shatz, M. (1994). *A toddler's life: Becoming a person*. New York: Oxford University Press.

### ***A Reference to an Entire Edited Book:* (APA, 2001, p. 249).**

Kaye, E. A. (Ed.). (2002). *Requirements for certification of teachers, counselors, librarians, administrators for elementary and secondary schools* (67th ed.). Chicago: University of Chicago Press.

### ***A Reference to a Book with No Author or Editor:* (APA, 2001, p. 249).**

*The encyclopedia of New Jersey* (2nd ed.). (1994). New York: Somerset.

### ***An Article or Chapter in an Edited Book:* (APA, 2001, p. 252).**

Diamond, J. (1999). War babies. In Ceci, S. J. & Williams, W. M. (Eds.), *The nature-nurture debate: The essential readings* (pp. 14-22). Malden, MA.: Blackwell.

### ***A Chapter in a Volume in a Series:* (APA, 2001, p. 253).**

Shapiro, T., & Becker, W. (1997). The early grade-school child: Introduction. In Noshpitz, J. D. (Ed.), *Handbook of child and adolescent psychiatry: Vol. 2. The grade-school child: Development and syndromes* (pp. 3-11). New York: Wiley & Sons.

### ***An Encyclopedia or Dictionary:* (APA, 2001, p. 254).**

Franks, D. D. (2001). Emotions, sociology of. In Smelser, N. J., & Baltes, P. B. (Eds.), *International encyclopedia of the social & behavioral sciences* (Vol. 7, pp. 4477-4481). Amsterdam: Elsevier.

*Encyclopedia or Dictionary Article with No Author:* (APA, 2001, p. 254).

Marriage. (1998). *Encyclopedia Americana* (Vol. 18, pp. 345-353). Danbury, CT: Grolier.

### ***Government Publication:* (APA, 2001, pp. 256-258).**

U. S. Department of Labor. Bureau of Labor Statistics. (2002). *Occupational outlook handbook* (Bulletin No. 2540). Washington, DC: GPO.

### ***Magazine Article:* (APA, 2001, p. 241).**

Fischman, J. (2000, March 27). Some kids' bizarre compulsions may get their start from a common germ. *U. S. News & World Report*, 128, 61-62.

### ***Newspaper Article:* (APA, 2001, p. 243).**

Blair, J. (2002, December 22). Teenager's role tangles case against older sniper suspect. *New York Times*, pp. A1, A36.

### ***Journal Article with One Author:* (APA, 2001, p. 240).**

Clemmens, D. A. (2002). Adolescent mothers' depression after the birth of their babies: Weathering the storm. *Adolescence*, 37(147), 551-565.

### ***Journal Article with Two Authors:* (APA, 2001, p. 240).**

Batlova, J. A. & Cohen, P. N. (2002). Premarital cohabitation and housework: Couples in cross-national perspective. *Journal of Marriage and Family*, 64(3), 743-755.

### ***Journal Article with Three to Six Authors:* (APA, 2001, p. 240).**

Bruce, D., Dolan, A., & Phillips-Grant, K. (2000). On the transition from childhood amnesia to the recall of personal memories. *Psychological Science*, 11(5), 360-364.