

# Documenting Sources Using APA

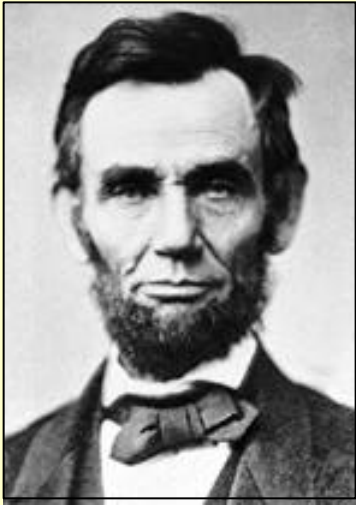
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You must cite your sources!





## Quotation...

**The mystic chords of memory, stretching from every battle-field and patriot grave to every living heart and hearthstone all over this broad land, will yet swell the chorus of the Union when again touched, as surely they will be, by the better angels of our nature. (Lincoln, 1861/1971, p.169)**

Lincoln, A. (1971). First inaugural address, 1861. In Jennison, K. W.

(Ed.), *The essential Lincoln*. New York: Franklin Watts, pp.157-169.

# Paraphrasing...

Lincoln's first inaugural address appealed to Americans' patriotic memories of the American Revolution, in order to encourage citizens to support the Union on the eve of the Civil War. (Lincoln, 1861/1971, p. 169)

Lincoln, A. (1971). First inaugural address, 1861. In Jennison, K. W. (Ed.), *The essential Lincoln*. New York: Franklin Watts, pp.157-169.

# Summarizing

The first volume of Carl Sandburg's biography of Abraham Lincoln covers his childhood, youth, and early adult years.

Sandburg, C. (1926). *Abraham Lincoln, the prairie years and the war years, Vol. I*. New York: Harcourt Brace.

# What is APA Style?

- APA style is the preferred way of writing a paper and documenting references in psychology, education, and other social sciences.
- APA style is used for both student writing and professional publications.
- For a complete explanation see *The Publication Manual of the American Psychological Association*, available in all campus libraries at REF 808.06 Pu96e5.

# Basic Rules

- The **reference list** gives the reader the information needed to find all your sources. List **every** published source that you have used.
- **In-text citations** (or parenthetical citations) show which information came from which source. They also tell the reader the exact page on which the information can be found.

## Basic rules –Reference List

- Double space the reference list.
- Use a hanging indent for the reference list.
- Use italics for book titles and journal titles.
- Capitalize proper names and journal titles.
- Capitalize only the first letter of the first word of book titles and subtitles, or journal article titles.
- List authors by last name and initials only.

# Reference List

## Alphabetization Rules

(APA, 2001, pp. 219-222)

- List the sources you have used in alphabetical order, by the first element of the reference (usually, the surname of the first author).
- 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.

# Multiple Works by the Same First Author

- One author entries with the same author are listed by date, the earliest first.
- One-author entries precede multiple-author entries with the same first author.
- Alphabetize multiple-author listings with the same first author by the surname of the second author, initials, and so forth for subsequent authors.
- When all the authors are the same, arrange the list by the date of publication, the earliest first.

## **EXAMPLE:**

Little, J. S. (1999).  
Little, J. S. (2000).  
Little, J. S., & Biggers, T. H. (1988).  
Little, J. S., & Small, P. Q. (1985).  
Little, J. S., & Small, P. Q. (2001).  
Little, N. K. (1998).

## Reference to an Entire Book:

Shatz, M. (1994). *A toddler's life:*

*Becoming a person.* New York: Oxford

University Press.

General Format: Author. (date). *Title.* Place of  
Publication: Publisher. (APA, 2001, p. 248)

# An Edited Book

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

General Format: Editor (**Ed.**). (date). *Title*. Place of Publication: Publisher. (APA, 2001, p. 249)

# A Book with Two Authors or Editors

McLaughlin, E. & Kraus, N. (2002). *The nanny diaries*. New York: St. Martin's Press.

General Format: 1<sup>st</sup> Author, & 2<sup>nd</sup> Author. (date). *Title*.  
Place of Publication: Publisher. (APA, 2001, p. 249)

Note: When there are two editors, instead of two authors, put (Eds.) after the second editor's name.

## A Book with No Author or Editor

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

General Format: *Title* (edition). (Date). Place of Publication: Publisher. (APA, 2001, p. 249)

# No Author or Editor?

- Whenever there is no author or editor, the title moves to the first position. Next, put the date.
- Remember, organizations, governments, or companies can be authors also.
- Do not list an author as anonymous, unless the work you are citing did so.

(APA, 2001, pp. 221-222)

## Article or Chapter in an Edited Book

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.

General /Format: Author. (Date). In Editor(s) (**Eds.**). *Title* (page nos.). Place of publication: Publisher. (APA, 2001, p. 252).

# A Chapter in a Volume in a Series

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.

General Format: Author(s). (Date). Article title. **In** Editors (**Eds**), *Title of book Volume*. (page nos.). Place of publication: Publisher. (APA, 2001, p. 253).

# An Encyclopedia or Dictionary Article.

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

General format: Author. (Date). Title of article. In Editor(s) (**Eds.**).  
*Title of Encyclopedia* (Volume, page numbers). Place of publication:  
Publisher (APA, 2001, p.254).

# A Government Publication

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

General format: Author (government agency). (Date). *Title* (Bulletin or access number). Place of publication: Publisher. (APA, 2001, pp. 256-258).

Note: List the GPO as the publisher for items available from GPO.

# A Magazine Article

- . 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.

General format: Author(s). (Date). Article title. *Journal Title*, volume, pages. (APA, 2001, p.241).

# A Newspaper Article

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

General format: Author(s). (Date). Article title. *Newspaper Title*, pages. (APA, 2001, p. 243).

Note: This article appears on discontinuous pages.

## A Newspaper Article with No Author

College to erect building. (1958, July 5).

*The New York Times*. p.14.

General format: Article title. (Date). *Newspaper Title*. pages.

Note: Whenever there is no author, the title takes the first position. The date follows the title.

## A Journal Article with One Author

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

General format: Author. (Date). Article title. *Journal Title*, volume(issue no.), pages. (APA, 2001, p. 240).

# A Journal Article with Two Authors

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.

General format: 1<sup>st</sup> Author, & 2<sup>nd</sup> Author. (Date). Article title. *Journal Title*, volume (issue no.), pages. (APA, 2001, p. 240)

# A Journal Article with Three to Six Authors

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.

General format: 1<sup>st</sup> Author, 2<sup>nd</sup> Author, & 3<sup>rd</sup> Author. (Date). Article title.  
*Journal Title*, volume (issue no.), pages. (APA, 2001, p. 240)

## A Journal Article with More than Six Authors

Adams, A. A., Baker, B. B., Camp, C. C., Doggett,  
D. D., Egbert, E. E., Fisher, F. F., *et al.*  
(2005). The letter of the law. *Journal of  
Alphabetical Behavior*, 99(4), pp. 401-430.

If you suspect this example is fictitious, you're right.

General format: 1<sup>st</sup> Author, 2<sup>nd</sup> Author, 3<sup>rd</sup> Author, 4<sup>th</sup> Author, 5<sup>th</sup> Author, 6<sup>th</sup> Author, et. al. (Date). Article title. *Journal Title*, Volume (Issue No.), pages. (APA, 2001, pp. 240-241)

## A Journal Article with Six or More Authors

### In the Reference List-

List the first six authors, then use **et.al.** to show that there are additional authors.

### In your in-text citation-

List the first author, followed by **et.al.**

(Lastname, I. I., et al.)

(APA, 2001, p. 240-241)

## A Newsletter Article

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

General format: Author(s). (Date). Article title. *Newsletter Title*, Volume (Issue No.), pages. (APA, 2001, p.242)

# A Newsletter Article with No Author

Colds: Prevention is still the best medicine.

(2000, December). *Mayo Clinic Health*

*Letter, 18,1-3.*

General format: Article title. (Date). *Newsletter Title, Volume (Issue No.)*, pages. (APA, 2001, 242)

Note: Whenever there is no author or editor, the title moves to the first position. The date follows the title.

# Electronic Resources

## Print-based or Internet-only?

- Print-based resources need a retrieval statement, including a date accessed and a URL (Web address) whenever the electronic version varies from the printed version.
- Internet-only resources should always have a retrieval statement.

# About Retrieval Statements (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.

# 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/>

General format: Author(s). (Print pub.date). *Title*. Place of publication: Publisher. Retrieval Statement.

Note: APA does not give an example for an online book. We have cited the book as a printed item, then added an APA-style retrieval statement.

# An Article from an Online Journal (print-based)

Parrott, A. C. (1999). Does cigarette smoking  
cause stress? [Electronic version].

*American Psychologist*, 54 (10), 817–820.

General format: Author(s). (Date). Article title. **[Electronic version]**. *Journal Title, Volume*(Issue no.), page numbers. (APA, 2001, p271)

Note:APA does not require a retrieval statement for an electronic journal article that is also available in print. The statement **[Electronic version]** clarifies which version has been used.

# An Article from a Online Journal (Internet-Only)

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>

General format: Author(s). (Date). Article title. *Journal Title, Volume, Article no.* Retrieved Date, from web address (APA, 2001, 272)

Note: If it is necessary to break a Web Address, do so after a slash or before a period. (APA, 2001, p. 271)

# An Online Government Document

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>

General format: Government agency. (Date). *Title of document*. **Retrieved** Date, **from** Web Address (APA, 2001, p. 275)

# An Article from a Database

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.

General format: Author(s). (Date). Article title. *Journal Title*, Volume(Issue no.), page numbers. **Retrieved** date, **from** *Database Title*. (APA, 2001, pp. 278-279).

Because this article is cited to a commercially available database, you do not have to list a Web address for the article. The name of the database is sufficient.

# A Document from an Organization Web Site

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>

General format: Organizational Author. (Date of page). *Title of document*. Title of Sponsoring Organization. **Retrieved** Date, **from** Web Address (APA, 2001, p. 275)

Note: In this example, the document must be retrieved from a search. The Web address listed will only show how to retrieve the information. That's why we list it as **Available at**, rather than **Retrieved from**.

## A Document from a University Web Site

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)

General format: Author(s). *Title*. **Retrieved** Date, **from** host organization  
**Web site:** Web address. (APA

Note: The retrieval statement, in this case, needs to identify the organization and/or academic department where the document can be found.

# A Stand-Alone Internet Document

Burns, Steven L. (1990/2001). *The medical basis of stress, depression, anxiety, sleep problems, and drug use*. Retrieved January 27, 2003, from <http://teachhealth.com>

General format: Author. (Date). *Title*. **Retrieved** Date, **from** Web address.

Note: In this example, the author lists his copyrighted printed work as well as later revisions to this electronic version. Both dates are listed, separated by a slash mark. (APA, 2001, pp.214, 254-255)

# A Stand-Alone Document (no author, no date)

*Smoking kills.* (n. d.). Retrieved January 3, 2003, from

<http://nosmoking.virtue.nu/>

General format: Title. **(n. d.)**. Retrieved date, from Web address.

Note: 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.

# A Stand-Alone Document (no author, no date)

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

You can't.  
You might want to  
look for another  
source.

No author!! How can  
I tell if the  
information is correct?



# For More Information

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>

# For More Information

**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.

# For More Information

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

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