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APA Documentation Style, Fifth Edition

College students often encounter more than one style of documentation: most English classes require students to follow the MLA style manual, while some classes require them to follow the style manual published by the American Psychological Association (APA). The basic rules of APA are listed below -first the rules for documenting sources within the paragraph and then the rules for the reference page. The following rules and examples are derived from the Publication Manual of the American Psychological Association, Fifth Edition.

Reference List Guidelines for APA

- First, title the page References (without quotations, underlining, or italics).
- Then, make sure the sources are arranged in alphabetical order—by the last name of the first author listed on the source or (if no author is given) by the first important word of the title (excluding a, an or the).
- As you list each source, use hanging indentation (the first line is flush to the left and each subsequent line is indented). Begin each source citation with the author's last name. Use initials for the first and middle names. Do not list degrees, like M.D. or Ph.D. (see the examples below). (NOTE: In Word, choose Format, then Paragraph, then Special, then Hanging.)
- Next, write the date of publication in parentheses. The date follows the author's name or the title (if no author is named). A period follows the date (see the examples below). Note, if the source appears in a newsletter or monthly magazine, the month it is issued should also be included after the year. If it is a newspaper, then the day issued should follow the month with no comma between the month and day issued.
- Following the date of publication, write the title of the work (book, article, pamphlet, website, etc.), capitalizing only the first word and the first word of a subtitle (following a colon). See the examples below. If a book title, italicize the complete title.
- If the source is a journal article, write the title of the journal after the title of the article. Capitalize each important word (not conjunctions, prepositions, or articles) of the journal title. Add a comma. Then write the volume number (do not include the word "volume" or its abbreviation), and follow with a comma. Italicize the title of the journal, the volume (but not issue numbers), and the commas. (Note: if each issue of the journal begins with page 1, then write the issue number in parentheses after the volume number). Finally, write the page numbers on which the article appears, but do not italicize them, and do not use "p." or "pp." for a magazine or journal, but do for a newspaper.
- If your source is electronic, write the retrieval date, URL or database, and DOI (Digital Object Identifier) next. No retrieval date is necessary for content that is unlikely to be changed or updated, such as journal articles or books.

Examples of Periodical Citations

Journal article with one author, journal paginated by volume:

Berkerian, D.A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

Here are a couple of templates to get you started. There will be other templates given only for some of the more complicated cases.

Lastname, initials of first name and middle name. (year of publication).

Article title: The first word and proper nouns are the only words that are capitalized. *Journal Title Capitalized and Italicized, Volume Number Italicized*(issue number if applicable), page numbers.

Journal article with two to five authors, journal paginated by volume:

Bowman, W.C., Hanson, M.A., Opples, S.H., Pulakos, E., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

Lastname of the first author listed, initials of first name and middle name, Lastname of the second author listed, initials of first name and middle name, & Lastname of the last author listed, initials of first name and middle name. (Year of Publication). Article title: The first word and proper nouns are the only words that are capitalized. *Journal Title Capitalized and Italicized, Volume Number Italicized*(issue number if applicable), page numbers.

Journal article, two authors, journal paginated by issue:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Magazine article:

Posner, M.I. (1993, October 29). Seeing the mind. *Science*, 262, 573-674.

Newsletter article, no author:

The new health-care lexicon. (1993, August/ September). *Copy Editor*, 4, 1-2.

Daily newspaper article, discontinuous pages:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Examples of Book and Report Citations

A Book:

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Book, third edition:

Mitchell, T.R., & Larson, J.R., Jr. (1997). *People in organizations: An introduction to organizational behavior* (3rd ed). New York: McGraw-Hill.

Government report:

U.S. Department of Health and Human Services. (1992). *Pressure ulcers in adults: Prediction and prevention* (AHCPR Publication No. 92-0047). Rockville, MD: Author.

Article or chapter in an edited book or an anthology:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H.L. Roediger III & F.I.M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Lastname of article's author, initials of first and middle name. (Year article was written). Title of the article with first word and proper nouns capitalized. In Middle Initials of the first editors first and middle names. Last name of first editor & Middle Initials of the second editors first and middle names. Last name of second editor (Eds.), *Name of the larger volume of work italicized: Only proper nouns and the first word of each phrase is capitalized* (pp. page numbers). City of publication, State of Publication: Publisher.

Technical or research report:

Mazzaeo, J., Druesne, B., Raffeld, P.C., Checketts, K.T., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

Report from private organization:

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

Report from a university:

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

ERIC Report:

Mead, I.V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCTRL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346082)

Lastname, Initials of first name and middle name. (Year of Publication). *Title of the article italicized: With first word and proper nouns capitalized* (Report No.). City, State: Institute Where Information Was Found. (Document Number)

Citing Electronic Sources

As with any published reference, the goals of an electronic reference are to credit the author and to enable the reader to duplicate the research. If print forms and electronic forms of material are the same, a reference to the print form is currently preferred. If you used the electronic form, include the same elements, in the same order as you would for a print source, followed by as much electronic retrieval information as needed for other to locate the sources you cited. Below are some models for formatting the main elements. Examples of how to document the most common types of electronic media are listed below. For more examples, consult the APA Manual, fifth edition or the APA Style Guide to Electronic References. NOTE: Do not end a path statement with a period because stray punctuation in a path will hinder retrieval.

Examples of Electronic Sources

Stand-alone document, no author identified, no date:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Internet article based on a print source:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Article in an Internet-only journal:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Lastname, Initials of first name and middle name. (Year, Month Day). Article title capitalizing only the first letter of phrase and proper nouns. *Journal Title Italicized and Capitalized*, Volume Number, Article Number. Retrieval Month Day, Year, from website url

Multipage document created by private organization, no date:

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealtime.org>

Electronic copy of an abstract obtained from a secondary database:

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved from PsycINFO database.

Document available on university program or department Web site:

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles*. Retrieved from Columbia University, Institute for Learning Technologies Web site <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

U.S. government report available on government agency Web site, no publication date indicated:

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Report from a private organization, available on organization Web site, no author indicated:

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

Daily newspaper article, electronic version available by search:

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved from <http://www.nytimes.com>

In-Text Guidelines for APA

The Role of Signal Phrases in APA

*Signal phrases in a text introduce authors to the reader. Signal phrases allow you to blend the source smoothly into your own sentences and clearly show readers where you found the borrowed material. When referring to a source within the body of your paper, insert the author and date using a signal phrase. APA format uses perfect tense (underlined in Figure 1) and past tense (**bold** in Figure 1) verbs in signal phrases.*

Figure 1: Signal Phrases

Management that recognizes the efforts of employees can increase productivity. Soper (1995), a social scientist, has discovered the value of giving tangible rewards as a means of recognition. He **asserted**, "In surveys with employees at ten different fast food businesses, tangible rewards raised the morale and, therefore, increased the productivity of employees" (p. 9).

(Note: Be sure to check the Publication Manual of the American Psychological Association, pp. 41-44, for ways verb tense can change in an article.)

Using In-Text Citations

Give the author credit in the text in the following ways:

- Use the author's last name in the sentence, or within parentheses, if the author's ideas or words are used.
- Include the year of publication, within parentheses, following the author's last name.
- Use quotation marks before and after the author's words (periods for quotations go after the parentheses indicating the author and date of publication, or just the date).
- Use page numbers, within the parentheses, if the author's words are used.

Examples of In-Text Citations

Author's name and date in sentence:

In 1989, Jorgenson compared formal interviews to carefully-constructed questionnaires.

With multiple authors

In 1992, Leonard and Trent argued that . . .

NOTE: Spell out the word "and" if you name the authors in your sentence.

Author's name and date cited parenthetically:

In one textbook (Jorgenson, 1989), formal interviews and questionnaires were compared.

or

Formal interviews have been compared to questionnaires (Jorgenson, 1989).

With multiple authors

The Arawaks had been living on the island for several thousand years (Fleming & Morris, 1994).

Interviews have been found to produce reliable information (Jong, Syre, & Bradley, 1992).

NOTE: When the cited work has more than one author, use an ampersand (“&” sign) to join the names in parenthetical citations and reference lists, as seen in the examples above. With 3-5 names, use commas and an ampersand to join the names.

Author’s name in a sentence, date cited parenthetically:

Jorgenson (1989) compared formal interviews to carefully constructed questionnaires.

With multiple authors

Leonard and Trent (1992) argued that . . .

Bourne et al. (1994) found that this kind of activity “compares favorably to the national level of outdoor recreation” (p. 83).

When a work has two authors, always cite both last names every time the reference occurs in the text. If there are three, four, or five authors, cite all the authors and the year of publication the first time, then include only the surname of the first author followed by “et al.” and the year for each first citation of the reference within a new paragraph.

When a work has six or more authors, cite only the last name of the first author, followed by “et al.” After this abbreviated author notation, give the year as in other citations. Notice in the example above that the term “et al.” has a period after “al” but not after “et” and that the phrase is not underlined. Follow this practice every time you cite in-text a work with six or more authors. In the reference list, however, provide the initials and surnames of all authors.

When an organization serves as author:

The Federal Aviation Agency (1990) concluded that equipment failure caused the crash.

or

A study concluded that equipment failure caused the crash (Federal Aviation Agency, 1990).

When no author is named:

Use the first few words of the title corresponding to the entry in the References list.

Dreams express aspects of personality (“Dreams,” 1980).

When citing a work that is discussed within your source:

Name the original work along with citation of your source.

McQueen and Weeden’s study (as cited in Miller, 1999) found that subjects could not discern the patterns.

NOTE: List only the Miller source on the reference list.

Using page numbers in your parenthetical citations:

When citing a specific part of a source, give the page number as part of the parenthetical citation.

(Lindley, 1994, p. 42)

Always give page numbers for quotations. Use the p. or pp. abbreviations.

Sports fans know that “the Final Four is the apex of college athletics” (Yancey, 1995, p. 23).

Personal Communication:

Personal communications like personal interviews, letters, memos, some electronic communications [e.g. e-mail, discussion groups, messages from electronic bulletin boards] and telephone conversations do not provide “recoverable” data. These are cited in-text only and not on the reference list. Give the source’s initials and last name, and provide as exact a date as possible.

Trent Presto (personal interview, November 5, 1998) found the work rewarding.

G. Sumner (personal communication, March 21, 2000) believed that this change marked the end of an era.

V.G. Nguyen (E-mail, September 25, 1997) confirmed these statistics stating again the margin of error was less than 1 percent.

Citing Electronic Sources in Text

Follow the author/date/page number format described under “In-Text Guidelines” described earlier in this handout; however, **if the electronic source does not provide page numbers, use the paragraph number, if available, preceded by the ¶ symbol or the abbreviation *para*. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph** following it to direct the reader to the location of the material.

(Myers, 2000, ¶ 5)

(Beutler, 2000, Conclusion section, para. 1)

To cite an entire Web site (but not a specific document on the site), give the address of the site in the text. For example:

Kidspsych is a wonderful interactive Web site for children (<http://kidspsych.org>).

Source: Publication Manual of the American Psychological Association. 5th ed. (2001) APA:Washington, D.C.