APA DOCUMENTATION
2007 Academic Year

This guide explains how to format reference citations in text and how to write a "References" page. The information in this guide is taken from the fifth edition of the Publication Manual of the American Psychological Association (APA, 2001). Two copies of this manual are available to students; one is on general reserve and the other copy is located in the reference section. The call number of the book is R 808.066 Am3 2001. Please remember that this is only a small sample of the information contained in the book. Page listings in bold refer to location of specific information in the APA manual.

REFERENCE CITATIONS IN TEXT

The following quote is an example of a reference citation in text. Since it contains more than 40 words, it is in a free standing block format. Please indent about five spaces and omit quotation marks. You must always provide the author, year, and page from which you are quoting.

Document your study throughout the text by citing by author and date the works you used in your research. 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 the article. (APA, 2001, p.207)

The following example demonstrates how to cite a direct quote from a source:

“The ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behavior were studied in the manner.” (Miele, 1993, p. 276)

Sometimes, when directly citing a source you may incorporate the author’s name into the discussion within your paper:

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies disappeared when [only the first group’s] behavior were studied in the manner.” (p. 276)

When you are not directly quoting, word-for-word, from another source, but merely paraphrasing or discussing their ideas, then you MUST acknowledge that use by citing the author and date, omitting only the page number. For example:

When writing papers for publication, avoid wordiness. Editors usually have page limitations and therefore appreciate a leaner writing style (APA, 2001).
For additional examples of quotations check pages 117- 121 in APA manual.

REFERENCE LIST

“Note that a reference list cites works that specifically support a particular article. In contract a bibliography cites works for background or further reading.” (APA, 2001, p. 215)

- Center the title, "References," one inch from the top of the page.
- Double-space every line.
- Type the first line of each reference flush to the left margin.
- Indent the second line of a citation.
- Don't separate categories; put all your citations in one alphabetical list.
• Alphabetize by the first word of the entry, that is, by the author's last name or by the first major word in the title (if there is no author listed).
• Each entry usually contains the following information: author, title, year of publication and publishing data.
• Capitalize only the first word of title, subtitle or word after a colon (if any) and pronouns; italicize the title. p. 95-99, p. 228.
• Cite personal communications such as letters, memos, e-mail only in text. (name, personal communication, date). p. 214
• Provide the city and state of published book. Major cities can be listed without state. These are listed on p. 217 and include New York, Chicago and London. Abbreviations for states are listed on p. 218.

A FEW EXAMPLES OF APA STYLE

Here are some examples of citations as they would appear in the "References" page. Look in the APA Publication Manual (pp. 239-281) for more examples. Remember, in a real list, these references would be in one alphabetical list!

BOOKS


Entry in an encyclopedia:

Article in chapter of edited book.
Alphabetical by author of the chapter.

ARTICLES
Journal article, up to six authors

NOTE: after the sixth author’s name and initial, use et al. to indicate remaining authors.

Magazine article:

Newspaper article, no author:

Note that for the in text citation, shorten title: (“New Drug”, 1993)