

APA Format: Citing Your Sources

The American Psychological Association (APA) published the fifth edition of the *Publication Manual of the American Psychological Association* in 2001. You can find a copy of the manual at the Reference Desk at both Leavey and Doheny libraries (**Call Number: BF76.7.P83 2001**).

This handout will mainly discuss citations and reference lists. If you have a question about another element of the APA Style listed below, please refer to the chapters and pages in the manual.

Parts of a manuscript	Chapter 1, page 10
Style, grammar, reducing bias in language	Chapter 2, pages 31-69
Punctuation, spelling, capitalization, italics, abbreviations, headings, series, quotations, numbers, metrication, statistical and mathematical copy, tables, figures, footnotes and notes, appendixes	Chapter 3, pages 77-206
Reference Citations in Text	Chapter 3, pages 207-214
Reference List	Chapter 4, page 215-281

Helpful Web sites:

- APA Formatting and Style Guide from Purdue University
<http://owl.english.purdue.edu/owl/resource/560/01/>
- APA Documentation from University of Wisconsin-Madison
<http://www.wisc.edu/writetest/Handbook/DocAPA.html>
- APA Style.org
 - Citing Electronic Resources:
<http://www.apastyle.org/eleceref.html>
 - Citations in Text of Electronic Material
<http://apastyle.apa.org/electext.html>
 - Electronic Media and URLs
<http://apastyle.apa.org/elecmedia.html>

*** *Some examples in this handout are copied from the Publication Manual of the American Psychological Association, 5th edition, and the above Web sites.*

Part 1: Reference Citations in Text (Chapter 3, pages 207-214)

Throughout your paper, you should document your study by citing the author and date of the publications (journal articles, books, dissertations, etc) you used in your research. This serves the purpose of giving the reader enough information to find the alphabetical reference list at the end of your paper.

One work, one author

- Name of author used in the narrative:

Flynn (1999) stated in her treatise

- Name of author not used in the narrative:

In a recent treatise on services (Flynn, 1999)

- If author and date cited in your text:

In a 1999 treatise, Flynn stated Subsequent references to same study in same paragraph:
In her treatise on services, Flynn (1999) stated her evaluative methods.... Flynn also described

One work, multiple authors

- When a work has two authors, always cite both authors' names in your text:

Significant findings in a study of Los Angelenos (McCroskey & O'Keefe, 2000)

- When a work has three, four or five authors
 - Cite all authors the first time

(Nishimoto, Salcido, Aranda, & Land, 1998)

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found
[Use as first citation in text]

- In subsequent citations, include only the surname of the first author followed by **et al.** (no italicized and with a period after "al") and the year if it is the first citation of the reference within a paragraph:

(Nishimoto et al., 1998) [Use as subsequent]

Wasserstein et al. (1994) found
[Use as subsequent first citation per paragraph thereafter.]

Wasserstein et al. found
[Omit year from subsequent citations after first citation within a paragraph.]

Groups as authors

According to the APA Guide, if the name of a group is long, and the abbreviation is short and easily understandable, you can abbreviate the name in the second and subsequent citations. If the name is short or the abbreviation not readily understandable, write out the full name each time the citation occurs. Remember that the goal of your citation is to help the reader find the full information in your reference list.

An easy to identify abbreviation:

First text citation: (National Association of Social Workers, 1987)

Subsequent text citation: (NASW, 1987)

Works with no authors (including legal materials)

Cite the work in your text using the first few words of the reference list entry (usually the title), Put double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure or report:

The policy stated in the article ("Services for Disabled Children," 1992)

The policy stated in the book *Access to Services for Children* (1995)

Two or More Works Within the Same Parentheses

- Order the citations of two or more works within the same parentheses in the same order in which they appear in the reference list.
- Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the author's surnames once, for each subsequent work, give only the date.

Past research (Edeline & Weinberger, 1991, 1993)

Past research (Gogel, 1984, in press)

Specific parts of a source

Indicate the page, chapter, figure, table, or equation at the appropriate point in your text. Give page numbers for quotations, and use the abbreviations for the words page and chapter:

(Aranda & Knight, 1997, p. 344)

(Ell & Castaneda, 1998, chap. 5)

Personal communications

This format applies to emails, messages from non-archived discussion groups, electronic bulletin boards, personal interviews, telephone conversations, etc. Do not list personal

communications in your reference list as they are not recoverable by your reader. In your text, provide initials and surname of communicator and as exact a date as possible.

(M. Flynn, personal communication, September 20, 1999)

Part 2: Reference Lists (Chapter 4, page 215-222)

Keep in mind the following guidelines:

- References cited in text must appear in the reference list and vice versa.
- Make sure that all citation information (names of authors, titles, volume and issue numbers, edition number, page numbers, city and state name, publisher name and location information) is correct.
- Reference lists must be **double-spaced**, with a hanging indent:

McCroskey, J., Nishimoto, R., & Subramanian, K. (1991). Assessment in family support programs: Initial reliability and validity testing of the Family Assessment Form. *Child Welfare*, 70, 19-33.

- The following cities can be listed without a state because they are well known for publishing:

Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, Vienna.

- Unless roman numerals are used in a title, use Arabic numerals to save space, i.e. “volume 5”, use 5 not V.
- The correct form of abbreviation must be used in reference lists:

chap.	chapter
ed.	edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translators
n.d.	no date
p. (pp.)	Page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volumes (as in 4 vols.)
No.	Number

Pt.	Part
Tech. Rep.	Technical Report
Suppl.	supplement

Order of References in Reference List

For a sample of a reference list, please see chapter 5 (Figure 5.1, p.313-314) in the APA manual.

- Alphabetize letter by letter
- Alphabetize prefixes such as M', Mc, and *Mac* literally.
- Alphabetize surnames that contain articles and prepositions (de, la, du, von, etc.) according to the rules of the language of origin.
- Alphabetize items with numerals as if the numerals were spelled out
- Alphabetize group authors such as associations or agencies by the first significant word of the name, and use the full official name, not an acronym.
- If the author is designated as Anonymous, then the entry is alphabetized as if Anonymous were a true name.
- If there is no author, the entry is alphabetized by the first significant word in the title.

1. Periodical

(e.g., *newspapers, journals, magazines*)

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, volume number(issue number), starting page number-ending page number.

Land, H. (1994). AIDS and women of color. *Families in Society*, 75(6), 355-361.

2. Nonperiodical

(include items published separately: books, reports, brochures, manuals, and audiovisual media):

Author, A. A. (1994) *Title of work*. Location: Publisher.

- Authored Books

Jansson, B. (2001) *The sixteen-trillion-dollar mistake: How the U.S. bungled its national priorities from the New Deal to the present*. New York: Columbia University Press.

- Edited Books

Rossi, A.R. (Ed.). (2001). *Caring and doing for others: Social responsibility in the domains of family, work, and community*. Chicago: University of Chicago Press.

- Dissertation Abstract

Fraser, R. A. (1999). Decision making in child custody: A comparison of legal and mental health professionals (Doctoral dissertation, University of Southern California, 1999). *Dissertation Abstracts International*, 61, 3786.

3. Part of a nonperiodical (e.g., book chapter):

Author, A. A., & Author, B. B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *title of book* (pp. xxx-xxx). Location: Publisher.

Rappaport, B. A. (1999) On-site school-based mental health clinics: 15 years of experience in Orange County, California. In A.H. Esman, & L. T. Flaherty, (Eds.), *Adolescent psychiatry: Development and clinical studies* (pp. 91-100). Hillsdale, NJ: The Analytic Press.

Part 3: Electronic Sources

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters.

For more information on APA's style guidelines for electronic resources, please visit APA Style.org at: <http://www.apastyle.org/eleceref.html>,
<http://apastyle.apa.org/elecmedia.html>,

and The OWL at Purdue <http://owl.english.purdue.edu/owl/resource/560/10/>

1. Citations in Text of Electronic Material

According to APA publication manual Chapter 4, page 120, many electronic sources do not provide page numbers (unless they are PDF reproductions of printed material).

- If paragraph numbers are visible, use them in place of page numbers. Use the ¶ symbol or the abbreviation **para**.

As Myers (2000, ¶ 5) aptly phrased it, “positive emotions are both an end –better to live fulfilled, with joy [and other positive emotions] – and a means to a more caring and healthy society.”

- 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 (see section 3.39).

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

- In some cases, it may be necessary to omit a location reference altogether, such as when no page or paragraph numbers are visible and headings either are not provided or their use would prove unwieldy or confusing. In a document accessed with a Web browser, readers will be able to search for the quoted material.

2. Reference Lists

- Because not all Internet sources have title and copyright pages, the elements for a reference can be difficult to find. **In general, include the same elements, in the same order, as you would for a print source, and add as much electronic retrieval information as the sources you cited.**
- Although the **publisher's geographical location and name** are included in references to nonperiodicals retrieved in print or other fixed media, **these elements are generally not necessary in references to materials retrieved electronically.** If the publisher identity is not clear from the author name, URL, database name, or other reference information, include it as part of the retrieval statement (see Examples 14 and 17 in the *APA Style Guide to Electronic References*).
- **Retrieval date.** For undated or otherwise changeable content retrieved from the open Web, as well as in-preparation, in-press, or preprint journal articles, include the retrieval date.

No retrieval date is necessary for content that is not likely to be changed or updated, such as a journal article or book.

(1) Online periodical:

Author, A. A., Author, B. B. & Author, C. C. (Date of publication). Title of article. *Title of Periodical*, volume number(issue number if available).

If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

- Online articles based on a print source

Use this format when a journal is available in both print and electronic format, but you accessed the article from the electronic version.

For example, USC subscribes to both the electronic and print version of the journal *Child Abuse & Neglect*. You read the article from the electronic, or online, version of the journal. Then you should cite in your paper:

McGuigan, W. M. & Pratt, C. C. (2001). The predictive impact of domestic violence on three types of child maltreatment [Electronic version]. *Child Abuse & Neglect*, 25(7), 869-883.

- Online article retrieved from a full-text library database

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work).

Use this format if you have been searching a full text database such as ProQuest, Eric, PsycARTICLES, Lexis-Nexis, or Expanded Academic ASAP.

Vonk, M. E., Simms, P. J., & Nackerud, L. (1999). Political and personal aspects of intercountry adoption of Chinese children in the United States. *Families in Society*, 80(5), 496-505.

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78(3), 443-449.

(2) Nonperiodical Web document, Web report, Web page:

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source URL.

Do not add a period after the URL, to prevent the impression that the period is part of the URL.

- U.S. Government Report available on government agency Web site

National Institute of Child Health and Human Development. (2001). *The NICHD study of early child care*. Retrieved October 30, 2001, from http://www.nichd.nih.gov/publications/pubs/early_child_care.htm

- Report from a private organization, available on the organization's Web site

Annie E. Casey Foundation. (1997). *The juvenile detention alternatives initiative: Progress report*. Retrieved October 30, 2001, from <http://www.aecf.org/publications/juvenile/contents.htm>

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

If the author of a document is not identified, begin the reference with the title of the document.

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

- Document available on university program or department Web site

If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning

Technologies Web site:

<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

(3) E-mail:

E-mails are not included in the list of references, though you parenthetically cite them in your main text:

(E. Robbins, personal communication, January 4, 2001)

(4) Online Forum or Discussion Board Posting:

Message posted to an online newsgroup, forum, or discussion group. Include the title of the message, and the URL of the newsgroup or discussion board.

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25].

Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

(5) Special Note for ERIC Document

According ERIC User Information Exchange Blog, <http://blog.lib.msu.edu/ericusers/?p=4>

- For technical reports obtained through ERIC online:

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. Retrieved July 21, 2005, from the ERIC database. (ERIC No. ED346082)

- For journal article obtained through ERIC online:

Klassen, R. M. (2004). A cross-cultural investigation of the efficacy beliefs of South Asian immigrant and Anglo Canadian nonimmigrant early adolescents. *Journal of Educational Psychology*, 96, 731-742. Retrieved July 21, 2005, from the ERIC database. (ERIC No. EJ685035)