

APA Citation Style

Basic Rules of APA Style

- Author's names are always inverted, (last name first); although you use the last name and initials for the authors, such as Boyd, L.J. Your reference list should also be alphabetized by the author's last names. Formatting your reference list begins on page 181 of the APA manual.
- If you have more than one work by a particular author, order them according to publication date.
- Use "&" instead of "and" when listing multiple authors of a single work. See journal article examples.
- All lines after the first line of each entry should be indented one-half inch from the left margin. This is called hanging indentation. Your citations should also be double – spaced. See Chapter 6, page 181 of the APA manual for guidelines to setting up your paper.
- Capitalize only the first letter of the first word of the title and subtitle of a work
- Italicize titles of books and journals, and note that italics continue beyond both commas and periods.
- Unpublished communications, such as email and private interviews are not cited in a reference list because they are non-retrievable. You make reference to these types of sources in your in-text citations.
- When citing sources from the Internet, such as Web pages, use n.d. (no date) if a publication date is not available.
- For more information on how to cite electronic resources using APA, please refer to APA's Electronic References page at: <http://www.apastyle.org/electref.html>

APA Citation Style

Reference Citations in Text

APA Citation Style uses an author/date citation (author, date) format within the text of your paper. Your citations in text enable your reader to locate the full citations to the research you have used in your reference list. This process ensures that the ideas and words of others have been acknowledged. For more information, please consult pages 174-179 of the APA manual.

➤ *One author*

If there is only one author of the work, use the last name of the author and the publication year of the work.

Example: McLaughlin (2005) argues that there is no single conception of school choice.

If the author's name does not appear in the text of your sentence, insert the last name and publication year within parentheses:

Example: Over time environmental factors such as competitive pressures (Henig, 2003)

➤ *Two authors*

If there are two authors of the work, include both names each time you cite their work in text. Use the word "and" to connect their names.

Example: Davies and Quirke (2002) examine the rationale motives

➤ *More than two authors, less than six*

If the work has more than two authors, but fewer than six, include all of the authors names the first time you reference the source, then in subsequent references use the first author's last name followed by the phrase "et al." and the publication date.

Example: First reference- Henig, Holyoke, Brown and Paquet (1998) challenged
Following references- Henig et al. (1998) challenged

➤ *More than six authors*

If there are six or more authors, include only the last name of the first author followed by the phrase "et al." and the publication date.

Example: Belfield et al. (2002) provide a relatively simple set of policy instruments

➤ ***Groups as Authors***

If the work is authored by a corporation, association, or government agency, spell out the complete name of the group for the first reference, then in subsequent references use an abbreviation for the group, if possible.

Example: First reference- In a recent survey,.... (National Institute of Mental Health [NIMH], 2004)

Following reference-significant survey results showed (NIMH, 2004).

➤ ***No Author Listed***

If the work does not list an author (e.g. Web page), include words from the title in quotation marks and the publication year. You italicize the title of periodicals, books, brochures and reports.

Example: How to use APA citation style effectively (“Peabody Library”, 2005)
The book *School choice: Examining the evidence* (1993)

➤ ***Secondary Sources***

Every effort should be made to cite only those sources you have actually read; however sometimes it is necessary to cite a source you have not read due to circumstances such as the original work is out of print or cannot be located. You list the secondary source in your reference list, but in-text you name the original work and provide a citation for the secondary source.

Example: Orth (as cited in Russert, 2004) states that APA is a very confusing citation style.

➤ ***Specific Parts of a Source***

To cite a specific part of source, you will need to indicate the page, chapter, table, or figure within the citation in text. It is very important to give page numbers for quotations that you use.

Example: (Davies and Quirke, 2002, p. 439) (Guttman, 1999, chap. 19)

For electronic sources that do not provide page numbers, use the paragraph number, preceded by the ¶ symbol or you can use the *para* abbreviation. If neither paragraph nor page numbers are available, you will need to cite the heading and the number of the paragraph so your reader can find the location of the material you have cited.

Example: (Wolfe, 2003, ¶ 2) (Coons, 2005, Conclusion section, para. 9)

➤ ***Personal Communication***

To cite personal communications such as letters, email, interviews, or telephone conversations, you need to cite the initials and the last name of the communicator, and provide the exact date of the communication.

Example: (L.J. Foutch, personal communication, March 26, 2006)

Note: You cite personal communications in text only since the material cannot be recovered by the person reading your paper, therefore be sure to not list them in your reference list.

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Quick Citation Guide

Note: All APA references should be double-spaced and have a hanging indent. **Examples below have been single-spaced in order to fit page constraints.** For more information on how to set up your paper using APA style, please refer to:

Publication Manual of the American Psychological Association (6th ed.). (2010).
Washington, DC: American Psychological Association.

Peabody Call Number- Reference BF 76.7 .P83 2010

Article or chapter in an edited book:

⇒ Author of article or chapter. (Date). Title of the article or chapter. In Book Editor's name(s) (Eds.), *Book title* (pp. page numbers). Place: Publisher.

Hasbrouck, J.E. (1998). Inclusive classrooms. In J. Kagan, & S. Gall (Eds.), *The Gale encyclopedia of childhood and adolescence* (pp. 367-368). Detroit: Gale Research.

Book, with an author or editor:

⇒ Author/Editor. (Date of Publication). *Title: Subtitle* (Edition). Place: Publisher.

Conkin, P.K. (2002). *Peabody College: From a frontier academy to the frontiers of teaching and learning*. Nashville, TN: Vanderbilt University Press.

Book, no author or editor:

⇒ *Title*. (Edition). (Date of Publication). Place: Publisher.

Webster's ninth new collegiate dictionary (9th ed.). (1987). Springfield, MA: Merriam-Webster.

Encyclopedia or dictionary:

⇒ Editor. (Date). *Title of the encyclopedia* (Edition number, Volume Number). Place: Publisher.

Bankston, C.L., & Rasmussen, R.K. (1999). *Encyclopedia of family life* (1st ed., Vols. 1-5). Pasadena, CA: Salem Press.

Document from the Internet, no author or date identified:

⇒ *Title of document.* (n.d.). Retrieved (date), from
http://Web address

Google. (n.d.). Retrieved February 19, 2005, from
http://www.google.com/

Document from the Internet, with author and date given:

⇒ Author. (Date of publication). *Title of article.* Retrieved (date), from
http://Web address

Weiner, S.G. (2005, February 10). *Resources on Grants.* Retrieved February
18, 2003, from http://www.library.vanderbilt.edu/books/guides/
grants.html

Journal article in print form, journal paginated by issue:

⇒ Author. (Date). Title of the article. *Journal title, volume number*
(issue number), page numbers.

Abeles, N., & Victor, T. (2003). Unique opportunities for psychology in mental
health care for older adults. *Clinical Psychology: Science and Practice, 10*(1),
120-124.

In June 2007, changes were made to the APA citation style guidelines for citing electronic scholarly journal articles. Many scholarly publishers have begun assigning a unique identifier known as a DOI (digital object identifier) number to the final version of a journal article. ***The DOI (or doi) has replaced the database name, the URL address and retrieval date in the list of references, so you no longer need to add those elements if a DOI number is present.***

Look for the doi number in your article's citation or abstract or it also may be listed on the first page of PDF articles.

Be sure to ask a librarian if you have questions!

Scholarly journal article with a DOI number assigned:

⇒ Author. (Date of publication). Title of article. *Journal title, volume number* (issue number), page numbers. doi: unique identifier.

Stevenson, W., Maton, K.I. & Teti, D.M. (1999). Social support, relationship quality, and well-being among adolescents. *Journal of Adolescence*, 22(1), 109-121. doi: 10.1006/jado.1998.0204

Journal article from a full-text database (e.g. InfoTrac & ProQuest) without a DOI number listed:

⇒ Author. (Date of publication). Title of article. *Title of journal, volume/issue*, page numbers.

Chung, R.C., & Bemak, F. (2002). The relationship of culture and empathy in cross-cultural counseling. *Journal of Counseling and Development*, 80(2), 154-159.

Journal article from an online journal subscription without a DOI number listed:

⇒ Author. (Date of publication). Title of article. *Title of journal, volume/issue*, page numbers. Retrieved from <http://Web address of the journal home page>

Dew, R.E. (2009). Why psychiatry is the hardest specialty. *American Journal of Psychiatry*, 166(1), 16-17.
Retrieved from <http://ajp.psychiatryonline.org>

Journal article from an open-access journal without a DOI number listed:

⇒ Author. (Date of publication). Title of article. *Title of journal, volume/issue*, page numbers. Retrieved from <http://Web address of the journal article>

Collett, J.L. & Childs, E. (2008). Does major matter? : Considering the implications of collecting vignette data from our students. *Current Research in Social Psychology*, 14(7), 104-121.
Retrieved from http://www.uiowa.edu/~grpproc/crisp/crisp14_7.pdf

ERIC document online:

⇒ Author. (Date of publication). *Title of document*. Place: Publisher.
Retrieved from ERIC database. (ED number)

Hennes, S.A. (2001). *K-12 service learning: A strategy for rural community renewal and revitalization*.
Retrieved from ERIC database. (ED 461466)