APA Documentation

- *Quick Orientation to APA*
- *APA Parenthetical Citation*
- *Create an APA Reference List*
- *Format a Paper Using APA Guidelines*
- *Format APA Headings for a Paper*
- *Review APA Usage and Style Guidelines*

What is APA style?[1]

Like all documentation styles, APA style provides a standard system which gives credit to others for their contribution to your work. It is known as a "parenthetical" documentation style, meaning that citations to original sources appear in your text. This allows the reader to see immediately where your information was found, and it saves you the trouble of making footnotes or endnotes.

- **The APA style includes three kinds of information in in-text citations**.
    1. *The author's last name**
    2. *The work's date of publication**
    3. *The page number, appears only in a citation to a direct quotation.*
       (*these items must match exactly the corresponding entry)

- **The APA encompasses strict guidelines for the formatting of documents**. *Formatting the reference list and headings are the most important aspects of these guidelines in academic writing. The general intent of the Publication Manual is to assist the editorial staff of APA journals in typesetting. If you are preparing a paper for a class assignment rather than a journal, you are in a sense publishing it yourself. Therefore, according to APA, you may relax the APA's rules in some cases:*

    > *The student should find out whether (or in what respects) the university's or department's [or instructor's] requirements for theses, dissertations, and student papers take precedence over those of the Publication Manual.*

- *Writers are reminded that they are preparing the "final" copy; because the manuscript will not be set in type, the manuscript must be as readable as possible. Many of APA's format requirements aid production for publication. **Reasonable exceptions to APA style for theses and dissertations often make sense and are encouraged to better serve communication and improve the appearance of the final document.** For example, tables may be more readable if single- spaced, and justified margins may substitute for ragged right margins (in this case, end-of-line hyphens are acceptable).*

---

[1] *Source; The Writing Center at the University of Wisconsin- Madison.*

| When should I use it? | • *APA style is primarily used in the social sciences, so if you're taking a psychology or sociology course, chances are you'll be expected to write papers in APA style.* |
| | • *Your instructor will let you know whether you need to use APA style for your papers.* |

| What do I really need to know? | • *In any paper that refers to other sources, you MUST cite these sources properly.* |
| | • *Failure to do so could result in charges of plagiarism by your instructor.* |

How should I best use this resource?	• *First, determine what types of sources you have, whether they're journal articles, books, or interviews. Then use these pages to learn how to cite them within the body of your paper using APA parenthetical citations and also how to create an APA reference list.*
	• *Once you've cited everything properly, refer to the APA Headings and APA Formatting pages to find out how to make your paper visualy conform to APA guidelines.*
	• *Finally, if you're writing a paper in APA style for a course, keep in mind that instructors may have specific guidelines of their own. When in doubt whether to use a particular aspect of APA style, always ask your instructor to clarify.*

For an APA style online tutorial, refer to:

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Bibliography for the APA Handbook:

Publication Manual of the American
Psychological Association, Sixth Editon. July
2009. ISBN: *1-4338-0561-8*

An Introduction to Parenthetical Citation

This section provides guidelines on how to use parenthetical citations to cite original sources in the text of your paper. These guidelines will help you learn the essential information needed in parenthetical citations, and teach you how to format them correctly.

- **Parenthetical citations are citations to original sources that appear in the text of your paper**. This allows the reader to see immediately the source of your information, and it saves you the trouble of making footnotes or endnotes.
- The APA style requires three kinds of information in in-text citations. The **author's last name** and the work's **publication date** must always appear, and these items must match exactly the corresponding entry in the references list. The third kind of information, the page number, appears only in a citation to a direct quotation.

Where to place parenthetical citations

There are three options for placing citations in relation to your text:

Option	Description	Sample Citation
1. Idea-focused	Place the author(s) and date(s) in parentheses at an appropriate place in or at the end of a sentence	Researchers have pointed out that the lack of trained staff is a common barrier to providing adequate health education (Fisher, 1999) and services (Weist & Christodulu, 2000).
2. Researcher-focused	Place only the date in parentheses	Fisher (1999) recommended that health education be required for high school graduation in California.
3. Chronology-focused	Integrate both the author and date into your sentence	In 2001, Weist proposed using the Child and Adolescent Planning Schema to analyze and develop community mental health programs for young people.

Additional Guidelines

- Place citations in sentences and paragraphs so that it is clear which material has come from which sources.
- Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

> Symthe (1990) found that positioning influences ventilation. In his study of 20 ICU patients, he used two methods to. . . . However, his findings did not support the work of Karcher (1987) and Atley (1989), who used much larger samples to demonstrate that ...

Parenthetical Citations

First and subsequent citations

- Within a paragraph, omit the year in citations after the first one if no confusion with other studies will result
- Fisher (1999) administered a questionnaire . . . Fisher's results indicated . . .
- [new paragraph] The questionnaire administered by Fisher (1999) was used by . . .

A source with 1 or 2 authors

- Cite name(s) in first and all subsequent citations
- (Adkins & Singh, 2001)
- Adkins and Singh (2001)

Authors with the same surname

- Use initials even if the years are different
- D. Baldwin (2001) and M. L. Baldwin (1999)

A source with three to five authors

- In all citations after the first, use the first author's name followed by et al.
- *First citation*: (Baldwin, Bevan, & Beshalke, 2000)
- *Subsequent citation*: (Baldwin et al., 2000)

A source with six or more authors

- Use the first author's name followed by et al. in all citations
- *6 authors*: (Utley et al., 2001)
- *7 authors*: (Yawn et al., 2001)
- [Note: In the reference list, use of et al. begins with 7-author references.]

Sources with two or more six-author groups with same first surname

- If two or more six-author groups shorten to the same surname, cite the surnames of as many subsequent authors as needed to distinguish references.
- (Baldwin, Utley et al., 2001)
- (Baldwin, Bevan et al., 2000)

A source with no author

- Use the first few words of the title--in quotation marks for article or chapter, in italics for self-contained item
- ("Mad Cow," 2001)
- (*Sleep Medicine*, 2001)

An editor's work with no author

- Use editor(s) names in the author position
- See guidelines for citing authored work

When you have:	What you do:	Sample Citation
1. Two or more works in parentheses	Arrange by order of the reference list; use a semicolon between works	Several researchers (Greenberg, Domitrovich, & Bumbarger, 2000**;** Roy, 1995**;** Yawn et al., 2000)
2. Representative works	Use *e.g.* (*for Sample Citation*) before parenthetical citations	The need for more effective prevention of mental illness in children has been the focus of many reports (**e.g.** National Institute of Mental Health, 1998; U.S. Public Health Service, 2000; Weist, 2001).
3. Major work plus others	Use *see also* after major work	(Roy, 1995; see also Embar-Seddon, 2000; Greenberg, 2001)

When you have:	What you do:	Sample Citation
1. Entire Web site	Don't put on reference list. Include URL in-text instead	The APA's site is an excellent source of information on writing (http://).
2. Direct quotation from electronic source without page numbers	Use paragraph numbers (preceded by *para*. or ¶); add section numbers for long documents	Universal interventions "target the general public or a whole population group that has not been identified on the basis of individual risk" (Greenberg et al., 2000, Section I, para. 20).

Reference List

Book Reference

Book (1): Basic form, single author

Baxter, C. (1997). *Race equality in health care and education*. Philadelphia: Ballière Tindall.

Book (2): Editors in place of authors

Stock, G., & Campbell, J. (Eds.).(2000). *Engineering the human genome: An exploration of the science and ethics of altering the genes we pass to our children*. New York: Oxford University Press.

Book manuscript: Submitted but not yet accepted; 3-6 authors

Walrath, C., Bruns, E., Anderson, K., Glass-Siegel, M. & Wiest, M. D. (2000). *The nature of expanded school mental health services in Baltimore City*. Manuscript submitted for publication.

Chapter in edited work: Second or later edition

Roy, A. (1995). Psychiatric emergencies. In H. I. Kaplan & B. J. Sadock (Eds.), *Comprehensive textbook of psychiatry*. (6th ed., pp. 1739-1752). Baltimore: Williams & Wilkins .

Magazine or Newspaper Reference

Magazine article: Basic form

Greenberg, G. (2001, August 13). As good as dead: Is there really such a thing as brain death? *New Yorker*, 36-41.
[Note: Use vol. no. if available.]

Newspaper Article: No author; electronic version found on searchable, aggregated database

Mad-cow may tighten blood-donor curbs. (2001, April 19). *The Gazette* [Montreal], p. A13. Retrieved August 25, 2001, from Lexis-Nexis database.

Private Organization Publication

Publication, private organization:Basic form

Swift, A. C. (1985). *Determining our children's future* (Report no. 12). Milwaukee: Child Care of Wisconsin.

Format for the Reference List

Title
Type the word "References" at the top of a new page, centered.

Spacing
All entries should be double-spaced, unless your assignment instructs you otherwise.

Indentation
Although the current *Publication Manual* advises standard (five spaces, first line) indention for the references list, this is primarily designed to make typesetting easier; the typeset version will have hanging indents (first line flush left, following lines five spaces indent).
If your final version will be turned in for a grade rather than publication, we recommend that you use hanging indents for enhanced readability. We have formatted our sample references list with hanging indents.

Capitalization
Capitalize only the first word of titles of books and articles and the first word after a colon.

Punctuation
Use a comma to separate
- surnames from initials
- a newspaper title from p. or pp.
- a journal title from volume number
- a volume number from page numbers
- when given, an issue number from page numbers
- (Ed.) from book title
- city of publication from state

Electronic Versions of Print Sources

Electronic versions of print sources reproduce the exact same content, format, and page numbers as the print versions. For these kinds of electronic sources, you need to indicate that you read the source in the electronic version (by placing [Electronic version] after the title of the article), but you do NOT need to provide a retrieval date or a URL.

Knowles, E.S. (1999). Distance matters more than you think! An artifact clouds interpretation of Latane, Liu, Nowak, Bonevento, and Zheng's results [Electronic version]. *Personality and Social Psychology Bulletin, 25*, 1045-1048

Journal article (1): Basic form, single author

Roy, A. (1982). Suicide in chronic schizophrenia.
   British Journal of Psychiatry, 141, 171-177.

Journal article (2): Journal paginated by issue, 3-6 authors

Baldwin, C. M., Bevan, C., & Beshalske, A. (2000).
   At-risk minority populations in a church-based
   clinic: Communicating basic needs. *Journal of
   Multicultural Nursing & Health, 6*(2), 26-28.

Journal article (3): 7 or more authors

Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A.,
   Wollan, P., Greco, M., Gleason, M., et al.
   (2000). An in-school CD-ROM asthma education
   program. *Journal of School Health, 70*, 153-159.

Journal article (4): In press

Smith, R. W., Huber, R. A., & Shotsberger, P. G.
   (in press). The impact of standards-guided
   equity and problem-solving institutes on
   participating science teachers and their
   students. *North Carolina Journal of Teacher
   Education.*

Journal article (5): In Internet-only journal; secondary reference

Greenberg, M. T., Domitrovich, C., & Bumbarger, B.
   (2000, March 30). Prevention of mental
   disorders in school-aged children: Current
   state of the field. *Prevention and Treatment,
   4*, Article 1. Retrieved August 24, 2001, from
   http://journals.apa.org/prevention/pre40001a.htm

Journal article (6): Electronic version of print journal that differs from print version (e.g. no page numbers in text; tables reduced)

Wiest, M. D. (2001). Toward a public mental health
   promotion and intervention system for youth.
   Journal of School Health, 71, 101-104. Retrieved
   August 25, 2001, from ProQuest database.

Journal article (7): Special issue of Internet journal based on print source

Hackett, E. J. (Ed.). (1994). Perspectives on
   scientific misconduct [Special issue, electronic
   version]. *Journal of Higher Education, 65* (3)

[Note: Brackets are used to enclose information about the *form* of a document, 2 items in this case.]

Conference paper: Basic form

Crespo, C. J. (1998 March). *Update on national data
   on asthma*. Paper presented at the meeting of
   the National Asthma Education and Prevention
   Program, Leesburg, VA.

Poster session: Form for non-online version would be the same except for retrieval statement

Binh, N. X., McCue, C., & O'Brien, K. (1999
   October). *English language and development
work*
   at Vinh University, Nghe An Province. Poster
   session presented at the Fourth International
   Conference on Language and Development,
Hanoi,
   Vietnam. Retrieved August 23, 2001, from
   http://www.languages.ait.ac.th/hanoi/binh.htm

Dissertation

Dissertation (1): Abstracted in *Dissertation Abstracts International* (*DAI*); obtained from university

Fisher, C. J. (1999). The status of health education in California's public school districts: A comparison to state and national recommendations and status reports (Doctoral dissertation, University of Southern California, 1999). *Dissertation Abstracts International, 61* (02), 1926.

Dissertation (2): Abstracted in *DAI*; obtained from UMI

Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department. *Disssertation Abstracts International, 61* (02), 776A. (UMI No. 9963641)

Dissertation (3): Retrieved from online database

Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department. [Abstract]. *Dissertation Abstracts International, 61* (02), 776A. Retrieved August 23,2001, from http://wwwlib.umi.com/dissertations/fullcit9963641

Government Report

Government report (1): From Government Printing Office (GPO); organization as author (group author)

National Institute of Mental Health. (1998). *Priorities for prevention research* (NIH Publication No. 98-4321). Washington, DC: U.S. Government Printing Office.
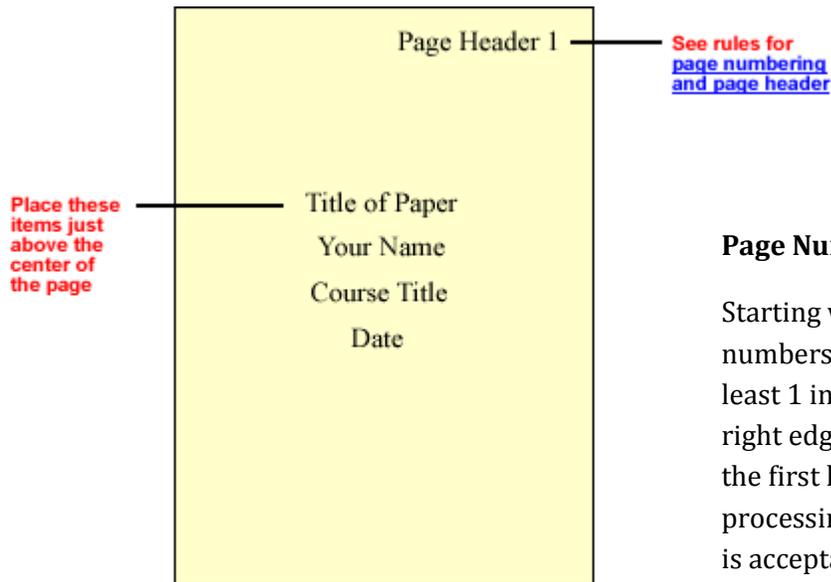[Note: Any document available from GPO should show GPO as publisher.]

Government report (2): Obtained online; organization as author (group author)

U.S. Public Health Service. (2000). *Report of the surgeon general's conference on children's mental health: A national section agenda*. Washington, DC: U.S. Department of Health and Human Services. Retrieved on August 25, 2001, from http://www.surgeongeneral.gov/chilreport.htm

Formatting Your Paper

Page Header 1

See rules for page numbering and page header

Place these items just above the center of the page

Title of Paper

Your Name

Course Title

Date

Page Numbering and Page Header

Starting with the title page, place consecutive page numbers at the upper right-hand corner of the page, at least 1 in. (whatever your right margin is) from the right edge of the page, between the top of the page and the first line of text (the default setting on most word-processing programs, 1/2 in. from the top of the page, is acceptable).

Use the first two or three words of your title as a page heading on every page, including the title page and reference pages. Place it five spaces to the left of the page number, using the header function of your word-processing software to place it automatically on every page.

Margins
Use uniform margins at least 1 in. from the top, bottom, and sides of every page.

Spacing
Double-space all text throughout the manuscript, including the title page and reference page. For student papers, the APA allows some exceptions, for instance, wider spaces between text and headings, and single-spacing within reference list items and long quotations. Check with your instructor before making these exceptions.

Indentation
Use the tab key to indent the first lines of paragraphs and all lines of block quotes five to seven spaces or 1/2 in.
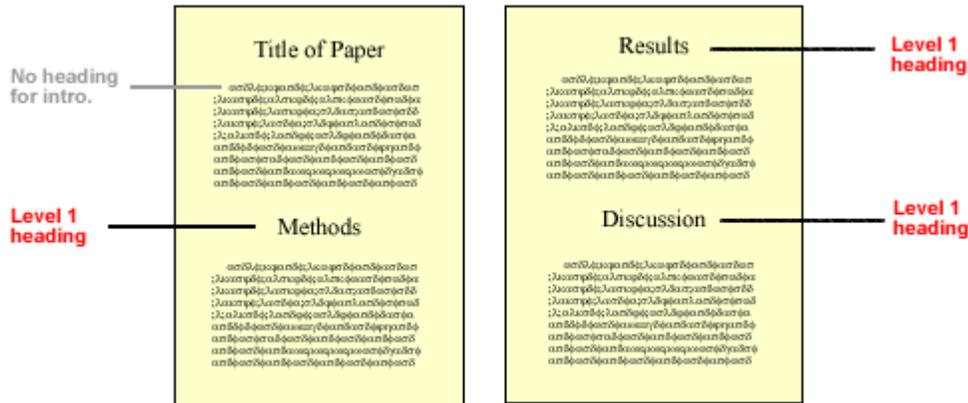
Type Face
Use a serif typeface of 12 points, such as 12-point Times Roman or 12-point Courier. (Serifs are the "tails" that you see at the top and bottom of the letters that help readers to follow a line of text.)

Headings for Your Paper

Example: Level 1 Headings*

Most undergraduate papers often use only **Level 1** headings, which are:
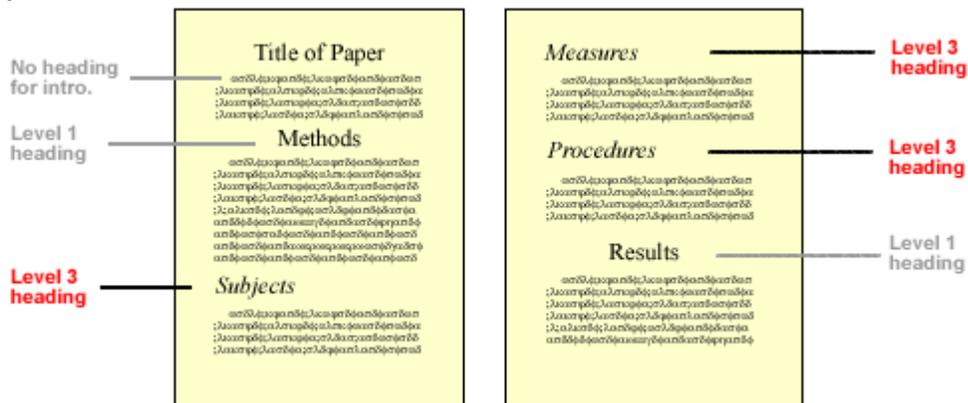- centered
- uppercase and lowercase

No heading for intro.

Level 1 heading

Title of Paper

Methods

Results — Level 1 heading

Discussion — Level 1 heading

* Heading font sizes enlarged for illustration purposes.
In an actual paper, headings are the same font size as regular text.

Example: Level 1 & 3 Headings*

Slightly more complex undergraduate papers often use **Level 1** and **Level 3** headings.
Level 3 headings are:
- flush left
- italicized
- uppercase and lowercase

.

No heading for intro.

Level 1 heading

Level 3 heading

Title of Paper

Methods

Subjects

Measures — Level 3 heading

Procedures — Level 3 heading
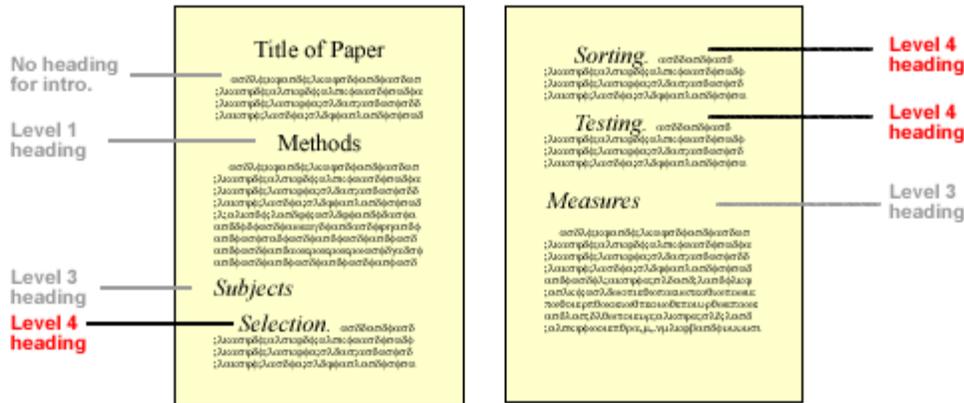
Results — Level 1 heading

Example: Level 1, 3, & 4 Headings

Papers that are long or that have many subsections often use **Level 1**, **Level 3**, and **Level 4** headings.
Level 4 headings are:
- indented
- italicized
- sentence case (only 1st letter capitalized)
- followed by a period, and then immediately by text

No heading for intro.

Level 1 heading

Title of Paper

Methods

Level 3 heading

Level 4 heading

Subjects

Selection.

Sorting. — Level 4 heading

Testing. — Level 4 heading
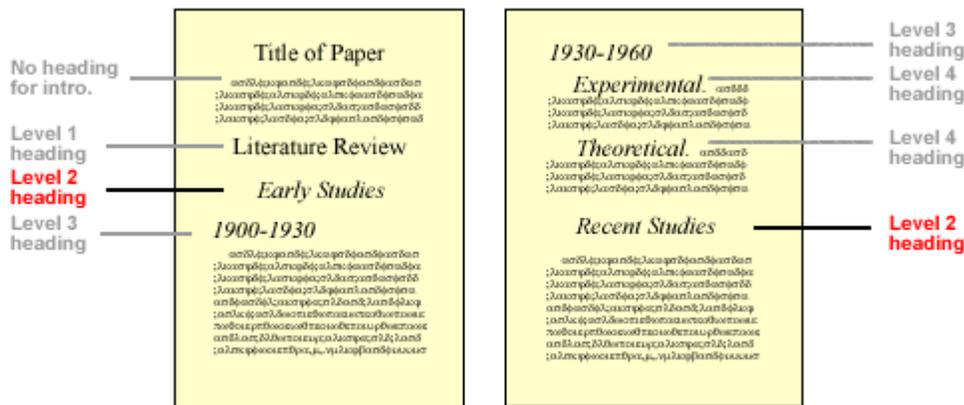
Measures — Level 3 heading

Example: Level 1, 3, 4 & 2 Headings

Multi-experiment studies, monographs, and lengthy literature reviews often require **Level 1**, **Level 3**, **Level 4**, and **Level 2** headings.
Level 2 headings are:
- centered
- italicized
- uppercase and lowercase

No heading for intro.

Level 1 heading

Level 2 heading

Level 3 heading

Title of Paper

Literature Review

Early Studies

1900-1930

1930-1960 — Level 3 heading

Experimental. — Level 4 heading

Theoretical. — Level 4 heading

Recent Studies — Level 2 heading

Example: Level 1, 3, 4, 2 & 5 Headings

Books often use **Level 1**, **Level 3**, **Level 4**, **Level 2**, and **Level 5** headings.
Level 5 headings are:
- centered
- uppercase
-
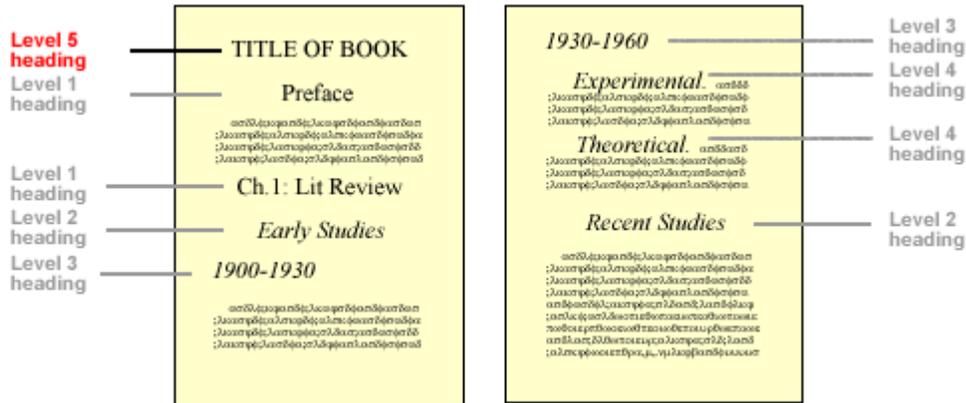
Long Quotations

Place quotations of 40 or more words in block form: Indent the entire quotation five to seven spaces, or 1/2 in. (the same distance you indent the first line of a paragraph). An example of the formatting of a paragraph containing a block quotation follows:

```
        Each paragraph of your text begins with an indent of five to

seven spaces, or 1/2 in., from the left margin. Block quotations

are often introduced with a colon:

        Indent the whole block quotation as far as the first line of

        a normal paragraph of text. Don't put quotation marks around

        it. If the source you are quoting includes quotation marks,

        you should include them "as they appear in the original."

            If the block quotation has more than one paragraph,

        indent the first line of each additional paragraph five to

        seven spaces or 1/2 in. from the new margin. The parenthetical

        citation (or the page number[s],if the author and date are

        used to introduce the quote) follows the final punctuation mark

        of the block quotation, with no period after the closing

        parenthesis. (Author, 2001, page 000)
```

APA Style

Abbreviations

- *Acronyms and abbreviations must be spelled out completely on initial appearance in text.*
- *Use only if abbreviation is conventional, is apt to be familiar, will save considerable space, and will prevent cumbersome repetition.*
- *Avoid beginning a sentence with an acronym or an abbreviation.*

Capitalization

- *Capitalize all words of four letters or more in titles of books and articles in text.*
- *Do not capitalize names of laws, theories, and hypotheses except for proper nouns.*

Hyphenation

- *For compound words not in the dictionary, use hyphens for clarity rather than omit them.*
- *Hyphenate compound adjectives that precede the noun they modify:*
    - *role-playing technique*
    - *two-way analysis*
    - *middle-class families*
- *Do not hyphenate a compound adjective if its meaning is established or it cannot be misread:*

    - *grade point average*
    - *gender role difference*

Numbers

- *Use figures for numbers 10 and above (12 of the subjects); for numbers above and below 10 grouped for comparison (2 of 16 responses); for numbers representing time, dates, and age (3 years ago, 2 hr 15 min); for numbers denoting a specific place in a series, book, or table (Table 3, Group 3, page 32).*
- *Use words for numbers below 10 that do not represent precise measurements (eight items, nine pages); for numbers beginning a sentence, title, or heading (Forty-eight percent responded; Ten subjects improved, and 4 subjects did not.).*

Quotations

- *Incorporate quotations of less than 40 words in the text with double quotation marks.*
- *Place quotations of 40 or more words in a double-spaced block, indented five spaces from left margin. Do not use quotation marks with a blocked quotation.*
- *If quoting more than one paragraph, indent the first line of each paragraph five additional spaces from the left margin (for a total of ten spaces).*
- *A page number always immediately follows a quotation, even when the author and date precede it: Lu (1990) found that "several hypotheses were partially supported" (page 48)*