

TEMPLE UNIVERSITY WRITING CENTER

GUIDE TO APA DOCUMENTATION

APA Style is a method of formatting papers and documenting sources in academic writing. It is commonly used by scholars in social sciences, such as psychology, sociology, social work, education, and nursing. **This guide describes how to follow the APA guidelines for citation.** If you are concerned with other aspects of formatting your paper, see *The Publication Manual of the American Psychological Association, Fifth Edition* (available in the University Writing Center.)

Understanding the APA Style of Documentation

Unlike other citation styles you may have used, APA Style emphasizes paraphrasing over quoting, because the goal in social science research is to demonstrate your ability to *synthesize* the information you've read. In other words, social science scholars are expected to condense large amounts of reading by different researchers into efficient summaries that explain the gist of the conclusions or methods.

Synthesizing a single source:

Morrison (1996) suggests that certain qualities of concepts are attractive to human service practitioners and incorporated into their professional lexicon and rhetoric for aesthetic rather than substantive reasons.

Synthesizing a source with multiple authors:

Higgins, Klein, and Strauman (1985) lent support to the above assumption by demonstrating that bodily discrepancies between the perceived self and the ideal self do predict dissatisfaction with the self.

Synthesizing multiple sources:

A number of studies found that Japanese adolescents and young adults had lower evaluations of their body image and expressed lower estimation of their physical ability and physical confidence than did their American peers (Cusumano, Robinson, & Morooka, 1989; Lerner, Iwawaki, Chihara, & Sorell, 1980).

Rather than sending readers to the exact page on which a single piece of information is located, as MLA Style does, in-text citations that follow APA's synthesizing approach refer readers to the study as a whole.

On the rare occasions that you do quote from a source, APA Style includes the page number at the end of the sentence, like this: (Bishop, 2001, p. 85). If you've already identified the author(s) and date, you can include just the page reference: (p. 85). If you are using any *electronic* source (except a .pdf file, which has stable page numbers, just like a book or print journal), you will need to cite the paragraph number instead of the page number, like this: (Stone, 2003, para. 4). If you've already identified the author(s) and date, you can include just the paragraph reference: (para. 4). If there are headings and no visible paragraph numbers, cite the heading and then the paragraph number: (Stone, 2003, Conclusion section, para. 4).

As you can see from the above examples, APA Style also puts a premium on the *currency* of sources. Each citation above includes the source's date of publication. Social science fields expect researchers to

expand or elaborate on recent advances in the discipline. Therefore, APA in-text citations include the year of publication to signal to readers upfront that cited sources represent the most up-to-date research on that topic. As Carrie Snively Leverenz (1998) explains, “By presenting the date of each research study cited, writers communicate to readers that they are, indeed, building on past knowledge and that their work addresses the most current work in the field” (p.189).

Finally, APA Style focuses on the research rather than the researcher, which is why the References page includes only initials instead of authors’ first names, as shown below.

Reitan, T. C. (1998). Theories of interorganizational relations in the human services. *Social Service Review*, 72(3), 285–309.

There are different formats for citing different kinds of sources. For example, if you are citing a book, you’ll present the information one way, and if you are citing a journal article you’ll present the information another way. This guide includes sample citations for 35 of the most commonly used formats in academic writing. You’ll see that most of them require most of the following information: the author’s name, the title of the work, and the date and place of publication.

What if my source doesn’t have an author (or page numbers, or a place of publication, or a date of publication, etc.)? What if my source doesn’t fit in any of these citation formats?

Every source is unique, and some sources don’t provide all of the information called for in the samples. Luckily, the authors of the APA Style guide anticipated this, and they created acceptable formats for citing most types of sources. If don’t find what you need in this brief guide, you can consult the *Publication Manual of the American Psychological Association*: it offers guidelines for citing even the most unusual source.

Are there any differences in the way I should refer to titles in the text and how I should refer to them on the references page?

If you mention an article or book title within your text, use “title case” (capitalizing the first letter of the title, plus the first letter of any nouns or verbs). On the reference page, capitalize only the first word in the title, the first word after a colon, and any proper nouns.

It’s sometimes difficult to follow the variations between citations. Is there any way to make this list easier to understand?

We know how difficult it is to learn a new citation style, so we’re trying a new approach that might make it easier to comprehend. Each entry in the online version of this Citation Guide is now color-coded to make it easier for you to isolate different parts of an entry.

Authors will always be listed in red. Publication dates will always be listed in blue. Information specific to books (like the place of publication) will be assigned a color in the sample entry at the beginning of the Documenting Books section. Information specific to periodicals (like a journal title) will be assigned a color in the sample entry at the beginning of the Documenting Periodicals section. Information specific to Internet sources (like a URL) will be assigned a color in the sample entry at the beginning of the Documenting Electronic Sources section.

What Is Plagiarism? What Happens If I Plagiarize? How Do I Avoid Plagiarizing?

Q: What is plagiarism?

Plagiarism is a form of academic dishonesty in which you knowingly use another person's words or ideas without giving him or her credit. Plagiarism is considered a form of theft and is a serious breach of the University Code of Conduct. Some plagiarism is clearly intentional. Copying all or part of a paper from the Internet passing it off as one's own is a case in point. Most people would agree that such an act is unmistakably plagiarism. Not all cases are as clear-cut, though, because not everyone who plagiarizes means to do so. For example, paraphrasing improperly or having a friend help write part of your paper qualifies as plagiarism. Failure to cite all of your sources (including paraphrases) using a documentation style appropriate for your discipline is also considered plagiarism.

Q: What will happen if I get caught plagiarizing?

The consequences for plagiarism vary based on the severity of the offense, the policy of the instructor, the policy of the department, and the policy of the school or college. Plagiarism is never worth the risk, but if you are curious about the policies for your course, check your syllabus or ask your instructor. **The most common consequences for plagiarism include a failing grade on the plagiarized paper, a failing grade for the course, and possible suspension/expulsion from your degree program and/or the University.**

Q: How can I avoid plagiarizing unintentionally?

Learn how (and why) to incorporate source materials in different ways. There are several methods of using sources into your text, and each of them achieves a different effect; some strategies remind the reader that the source information is coming from an outside expert, while other strategies demonstrate how well the writer has been able to merge her/his ideas with those of the source. You can learn more about these strategies from our **Incorporating Source Materials Effectively** handout (www.temple.edu/writingctr/student_resources/avoiding_plagiarism.htm).

Make sure you understand how to paraphrase correctly. Most people misunderstand what paraphrasing really means and don't know how to write an appropriate paraphrase. You can learn more about what paraphrases should involve using our **Avoiding Unintentional Plagiarism** handout (http://www.temple.edu/writingctr/student_resources/avoiding_plagiarism.htm). You can also practice writing paraphrases (http://www.temple.edu/writingctr/student_resources/paraphrasing.htm).

If you are worried about borrowing too much from your source, don't keep your book or your notes directly in front of you while you write. Your goal while you are writing, and especially while you are paraphrasing, should be to use your own words as often as possible. Imagine yourself interpreting the author's argument for a friend or classmate: that's the kind of approach you want to take in your paper. You can always go back to the source to add a quote or correct your interpretation of that source after you've gotten the main points into the paper.

Cite all of your sources completely using an accepted documentation style, like the APA Style presented in this Citation Guide.

DOCUMENTING BOOKS AND PARTS OF BOOKS

When you are citing a book, you need to be sure to include the author, the date of publication, the title, the place of publication, and the publishing company, but always be sure to check the specific listing for your source to make sure that you use the correct punctuation and that you include any additional information required.

Citations for books usually follow this general pattern:

Author's last name, then initials (if any); Date of publication; Title of book; Place of publication (usually just the city, but include the state or country if the place of publication is not a major city): **Publishing company**.

Any additional information (edition number, editor, chapter title, etc.) will remain in **black** type.

As discussed on the first page of this guide, APA Style typically encourages citing an entire work, rather than only a part (like a chapter, introduction, etc.). However, that encouragement assumes that you have read all or most of the work, and are therefore summarizing the entire argument or approach.

Book by One Author

Bereiter, C. (2002). *Education and mind in the knowledge age.* Mahwah, NJ: **Erlbaum.**

Book by Two or More Authors

Miller, H.G., Turner, C.F., & Moses, L.E. (1990). *AIDS: The second decade .* Washington, DC: **National Academy Press.**

Two or More Books by the Same Author

Weisman, A. D. (1972). *On dying and denying: A psychiatric study of terminality.* New York: **Behavioral Publications.**

Weisman, A. D. (1979). *Coping with cancer.* New York: **McGraw-Hill.**

Edited Book

Field, M. & Cassel, C. (Eds.). (1997). *Approaching death: Improving care at the end of life.* Washington, DC: **National Academy Press.**

Revised Edition of a Book

Kline, R. B. (2005). *Principles and practice of structural equation modeling* (2nd ed.). New York: **Guilford.**

Reprinted Book

Bonné, A. (1945). *The economic development of the Middle East : An outline of planned reconstruction after the war.* London: **K. Paul, Trench, Trubner & Co.** (Original work published 1943)

Book by a Corporation, Organization, Association, or Foundation

American Nurses Association. (2000). *Scope and standards of psychiatric mental health nursing practice*. Washington, DC: Author.

Translated Book

Mauss, Marcel. (2005). *The nature of sociology: two essays*. (W. Jeffrey, Trans.). New York : Durkheim Press/Berghahn Books. (Original work published 1927)

Anonymous Book

Anonymous. (1996). *Primary colors: A novel of politics*. New York: Random House.

Government Document

United States Department of Education. (2003). *Ensuring equal access to high-quality education*. Washington, D.C.: U.S. Dept. of Education, Office for Civil Rights.

One Volume of a Multivolume Book

Altemeyer, B. (1998). The other “authoritarian personality.” In M. P. Zanna (Ed.), *Advances in experimental social psychology* (Vol. 30, pp. 47–91). New York: Academic Press.

Work in an Anthology or Chapter in an Edited Collection

Include the title of the article or chapter, the title of the book, and the editor name (if any). After the book title, include the page numbers of the article or chapter you cited.

Murray, R., & Huelskoetter, M. (1991). The helping relationship. In R. Murray & M. Huelskoetter (Eds.), *Psychiatric mental health nursing: Giving emotional care* (3rd ed., pp. 163–189). Norwalk, CT.: Appleton & Lange.

Knight, K. (1999). Liberalism and conservatism. In J. P. Robinson, P. R. Shaver, & L. Wrightsman (Eds.), *Measures of political attitudes* (p. 118–123). San Diego, CA: Academic Press.

DOCUMENTING PERIODICALS

The term “periodicals” refers to magazines, newspapers, and scholarly journals. When you are citing a periodical, you need to be sure to include the author, the date of publication, the article title, the periodical title, and the volume, issue, and page numbers. Always be sure to check the specific listing for your source to make sure that you use the correct punctuation and that you include any additional information.

NOTE: The citations in this section refer ONLY to print periodicals; if your periodical source is from an online database (like Lexis Nexis or Proquest) or another electronic medium, use the citations in the DOCUMENTING ELECTRONIC SOURCES section.

Citations for periodicals usually follow this general pattern:

Author's name (if any); **Date of publication**; **Article title**; **Periodical title**; **Volume number** (except for newspapers); **Issue number** (if any); **Page number**.

Any additional information (edition number, editor, chapter title, etc.) will remain in **black** type.

Article in a Scholarly Journal Paginated by Volume

Berg, A. O., & Allen, J. (2001). The new U.S. preventive services task force. *American Family Physician*, 64, 1945-1946.

Moffitt, T., Caspi, A., Dickson, N., Silva, P., & Stanton, W. (1996). Childhood-onset versus adolescent-onset antisocial conduct problems in males: Natural history from ages 3 to 18 years. *Development and Psychopathology*, 8, 399-42.

Article in a Scholarly Journal Paginated by Issue

Armsden, G., Pecora, P. J., Payne, V. H., & Szatkiewicz, J. P. (2000). Children placed in long-term foster care: An intake profile using the Child Behavior Checklist/4-18. *Journal of Emotional & Behavioral Disorders*, 8(1), 49-64.

Marioribanks, K. (1996). Ethnicity, proximal family environment, and young adolescents' cognitive performance. *Journal of Early Adolescence*, 16(3): 340-359.

Article, Story, or Poem in a Monthly or Bimonthly Magazine

Harrington, D. B. (2002, February). What teachers wish parents knew about kindergarten. *Parenting*, 16(1), 81-83.

Article, Story, or Poem in a Weekly Magazine

Stodghill, R. (2002, March 4). Class warfare: Military programs are on the march in inner-city public schools. *Time*, 246 (12), 50.

Article in a Daily Newspaper

Schemo, D. J. (2002, March 8). More graduates mired in debt, survey finds. *The New York Times*, A18.

MDS has higher revenue. (2002, March 8). *The Ottawa Citizen*, E2.

Editorial

House votes to boost economy, sort of, and aid NY. [Editorial]. (2002, March 8). *Newsday* [New York, NY], A40.

Letter to the Editor and Reply

Edwards, B. & Stamberg, S. (2002, March 6). [Letter to the Editor]. *The New York Times*, A20.

Mosquera, G. (2002, March 6). [Reply to letter of Ruth Kravitz.] *Philadelphia Weekly*, 6.

Theater Review

Brantley, B. (2002, March 6). At home with the Collyer Brothers. [Review of the play *The Dazzle* at the Gramercy Theater]. *The New York Times*, E5.

Movie Review

Burns, S. (2002, March 6). [Review of the motion picture *40 Days and 40 Nights*]. *Philadelphia Weekly*, 43.

Book Review

Maslin, J. (2002, March 6). A pleasurable life afloat in San Francisco. [Review of the book *A collection of beauties at the height of their popularity*]. *The New York Times*, E8.

Turner, S. (2001). On sociology. [Review of the book *On sociology: Numbers, narratives, and the integration of theory and research*]. *American Journal of Sociology*, 106(6), 1789.

DOCUMENTING ELECTRONIC SOURCES

Electronic sources include articles retrieved from online library databases (like Academic Source Premier or EBSCOHost), web sites, peer-reviewed electronic journals, e-mails, and listserv/forum posts.

Citing electronic sources can be complicated. Sometimes you will not be able to find all the information listed in an ideal works cited for electronic sources. **In this situation, include as much information as you are able to find; include the web address (URL) and if available, include the Digital Object Identifier (DOI) instead of the URL and the date on which you retrieved the information.** If you are having trouble figuring out a publication date, search the page for a copyright or a “last updated” tag. If you can’t find any reference to a date, use n.d. (which stands for “no date”) in place of the publication date.

If you want the most comprehensive and up-to-date information about citing electronic sources according to APA guidelines, check out their online Electronic References tipsheet, which includes all additions, changes, and clarifications made since the publication of the Fifth Edition: <http://www.apastyle.org/elecref.html>.

Citations for electronic sources usually follow this general pattern:

Author’s name (if any); Date of publication or last update (if listed); Article title (if any); Website name or publication name (if available); Date of retrieval and URL or electronic database name.

Volume and issue information will follow the color coding established in the Periodicals section. All other information will remain in **black** type.

Scholarly Journal or Magazine Article from an Online Database

Hindo, B. (2002, March 11). College planning: Shop your way to college savings. *Business Week*. Retrieved March 11, 2002 from Lexis-Nexis database.

Baxter-Jones, A.D.G. (2002). Intensive training in elite young female athletes. *British Journal of Sports Medicine*, 36(1). Retrieved March 11, 2002 from Proquest database.

Newspaper or Magazine Article Posted Online

Downs, J. (2002, March 8). SEPTA chiefs give support to rail plan. [Electronic version]. *The Philadelphia Inquirer*. Retrieved March 8, 2002, from http://www.philly.com/mld/inquirer/living/community/states/pennsylvania/cities_neighborhoods/philadelphia/23.htm

Cowley, G. & Springen, K. (2002, March 11). Risk-free babies. [Electronic version]. *Newsweek*. Retrieved March 11, 2002 from <http://www.msnbc.com/news/708659.asp>

Article in an Electronic Journal

An electronic journal is a peer-reviewed periodical published online with no print version available.

McCutcheon, L. E. (2002). Are parasocial relationship styles reflected in love styles? *Current Research in Social Psychology*, 7(6). Retrieved March 8, 2002 from <http://www.uiowa.edu/~grpproc/crisp/crisp.7.6.htm>

Chan, D. S. (2004). Nursing students' perceptions of hospital learning environments – an Australian perspective. *International Journal of Nursing Education Scholarship*, 1(1). Retrieved November 1, 2005 from <http://www.bepress.com/ijnes/vol1/iss1/art4>

Website (professional, organization-based, or personal)

Working Group on Human Needs and Faith-Based Community Initiatives. (2003). Harnessing civic and faith-based power to fight poverty. Retrieved August 12, 2003, from www.working-group.org

Massachusetts Court System. (2004, May 24). Supreme Judicial Court uniform rules on dispute resolution. Retrieved May 25, 2005 from www.mass.gov/courts/admin/legal/redbook8.html

Norman-Bain, J. (2002, February). Autism spectrum disorders. [Personal Webpage]. Retrieved Mar 8, 2002 from <http://www.isn.net/~jypsy>

Listserv or Blackboard Posting

Smith, J. (2002, February). Response to Vietnam readings [Msg. 24]. Message posted to <http://blackboard.temple.edu/ENG50:613/archive/vietnam/28202>

Doe, J. (2001, December 17). New information about War on Drugs [Msg. 2037]. Message posted to <http://www.dare.org/listserv/archives/december2001>

DOCUMENTING MISCELLANEOUS SOURCES

Miscellaneous sources can take a number of forms. Generally, more information is better than less. Most audiovisual and performance-type sources include major people who contributed to the production, including directors, composers, writers, and/or performers. Use your judgment to determine who to include for a given citation. For instance, if you were focusing on the screenplay of a television program, you might include the writers (whose work you will be directly analyzing) and omit the performers (who don't factor heavily into your particular argument).

There is no consistent pattern for miscellaneous sources, but the following color coding will be used in the citations:

People involved in production; Title of production or series; Title of episode or excerpt; Distributor or place of performance; Date of production, composition, or release.

Motion Picture, Videocassette, or DVD

Luhrmann, B. (Writer/Director/Producer). (2001). *Moulin Rouge* [Motion picture]. United States/Australia: Twentieth Century Fox.

Scott, R. (Director) & Franzoni, D. (Writer/Producer). (2000). *Gladiator* [Motion picture]. United States: Dreamworks.

Television Program

Sorkin, A. (Writer), & Schlamme, T. (Producer). (2002). 100,000 airplanes [Television series episode]. In A. Sorkin (Producer), *The west wing*. California: NBC.

Sound Recording

Orff, C. (1937). *O fortuna* [Recorded by J. Eugen (Conductor), G. Janowitz & D. Fischer-Dieskau]. On *Carmina burana* [CD]. New York: PolyGram Music, 1996.

Arie, I. (2001). *Acoustic soul* [CD]. New York: Universal.

Personal Interview

You *are* permitted to use personal interviews as sources in your writing, but because they cannot be recovered by other researchers, they are not listed in a works cited list.