

# **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, Sixth Edition* (available in the University Writing Center).

This guide covers the basic information needed for most student papers. It is intended as a convenience, not as a substitute for the complete *Publication Manual of the American Psychological Association*. If you are writing a paper with complex or unusual citations, please plan to consult the *Publication Manual of the American Psychological Association*, which is available in the Writing Center.

Also please note: the APA editors periodically announce changes and additions to their citation guide, even in between published editions of the *Publication Manual of the American Psychological Association*. This is especially true for emerging electronic texts. In general, these changes are minor, and they should not affect student work. However, if you are producing a high stakes document and it is essential that every citation follow the very latest rules, you must check the APA website at <http://www.apastyle.org/>

If you suspect that information in this guide is erroneous, please contact us:  
lori.salem@temple.edu.

### **UNDERSTANDING APA**

Unlike other citation styles you may have used, APA Style emphasizes paraphrasing over quoting, because one of the goals 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 critiques that explain the gist of the conclusions or methods. Researchers look for patterns and themes in previous research and use those patterns to support their own research.

Social science research also values testing theories, making predictions, interpreting phenomena, advancing theories, exploring diversity, and giving voice to different social groups. APA style puts a premium on the *currency* of sources. If you're writing a paper in an APA discipline, you should try not to include sources that are more than 10 years old. For this reason, journal articles and recent reports are more important than books. Since the focus is on expanding and exploring previous research, APA Style focuses on the research rather than the researcher, which is why the References page includes only surnames and initials instead of authors' first names.

## REFERENCES

References go at the end of your document and contain only works which are cited within the text. Hanging indentations (when all lines but the first are indented) should be used for APA Style References. Listed below are examples of references typically used in APA.

### 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. If you find an article online, you must also include the digital object identifier (DOI) if one is assigned or the home page URL for the publication. Always check the specific listing for your source to make sure that you use the correct punctuation and that you include any additional information.

#### **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.

#### **Article in a scholarly journal paginated by volume with a DOI**

Herbst-Damm, K.L. & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. Doi:10.1037/0278-6133.24.2.225

#### **Article in a scholarly journal paginated by issue**

Boldt, G.M. (2002). Toward a reconceptualization of gender and power in an elementary classroom. *Current Issues in Comparative Education, 5*(1), 7-23.

#### **Article in an online magazine**

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from <http://www.apa.org/monitor/>

#### **Newspaper article, no author**

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from [http://www.ncjrs.gov/html/ojjdp/news\\_at\\_a\\_glance/216684/topstory.html](http://www.ncjrs.gov/html/ojjdp/news_at_a_glance/216684/topstory.html)

#### **Newspaper article**

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

#### **Online newspaper article**

Brody, J.E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

## **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. However, always check the specific listing for your source to make sure that you use the correct punctuation and that you include any additional information required.

### **Book, print version**

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

### **Book, electronic version of a print book**

Shotton, M.A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

### **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, NY: Guilford.

### **Book chapter**

Haybron, D.M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

## **DOCUMENTING TECHNICAL AND RESEARCH REPORTS**

### **Corporate author, government report**

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from [http://www.nhlbi.nih.gov/health/prof/lung/astha/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/astha/asth_sch.pdf)

### **Authored report, from nongovernmental organization**

Kessy, S.S.A., & Urio, F.M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: [http://www.repoa.or.tz/documents\\_storage/Publications/Reports/06.3\\_Kessy\\_and\\_Urio.pdf](http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf)

## **INTERNET**

### **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 from [www.working-group.org](http://www.working-group.org)

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

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

**Blog post**

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php)

**LEGAL DOCUMENTS**

**List entry to a case**

Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972).

**Case decided by the U.S. Supreme Court**

Brown v. Board of Educ., 247 U.S. 483 (1954).

**Statute**

Mental Health Systems Act, 42 U.S.C. § 9401 (1988).

**Statute in a federal code**

Americans With Disabilities Act of 1990, 42 U.S.C.A. § 12101 *et seq.* (West 1993).

**IN-TEXT CITATIONS**

In your paper, you must provide citations for all ideas (including theories, research methods, research results, etc.) that come from other researchers. The only exception to this is when the idea you are presenting is considered “common knowledge.” In APA style, these citations appear in your text, in parentheses, as outlined below. These are called “In-text citations.” Note that every work that appears in an in-text citation in your paper must also appear on your references page. There are two exceptions to this rule. References to classical works whose sections are standardized across editions (the Bible and the Qur’an for example) and references to personal communication should only be cited in-text.

**One work by one author**

**Author named in sentence**

Mullen (2001) argues that not only should writing be taught at the postgraduate level...

**Author not named in sentence**

...legislation has helped schools progress toward narrowing the gap (Spellings, 2005).

**One work by multiple authors**

When a work has two authors, always cite both authors and the year every time the reference occurs. When a work has three, four, or five authors, cite all authors the first time a reference occurs, and in subsequent citations cite only the first author followed by *et al.* as well as the year in the first and subsequent citations. When a work has six or more authors, cite only the first author’s surname, followed by *et al.* and the year for the first and all subsequent instances.

**Authors mentioned in sentence**

**Two or more authors, first and subsequent citations**

Marx and Harris (2006) argue that NCLB...

**Three to five authors, first citation**

In addition, Fuller, Wright, Gesiski, and Kang (2007) found that in a study of 12 states...

**Three to five authors, subsequent citations**

In addition, Fuller, et al. (2007) found that...

**Six or more authors, first and subsequent citations**

Kisangau et al. (2007) found...

**Authors not mentioned in sentence**

**Two or more authors, first and subsequent citations**

... area to investigate because of its relationship to reading (Tierney & Shanahan, 1996).

**Three to five authors, first citation**

...its power as a tool for learning and thinking (Armbruster, McCarthy, & Cummins, 2005).

**Three to five authors, subsequent citations**

... undertaking academic work, are increasingly being mounted (McGrail et al., 2006).

**Six or more authors, first and subsequent citations**

...all the studies report improvement in work habits (Smith et al., 2008).

**Authors with the same surname**

Use the first initial in all text citations, even if the publication years differ.

(E. Johnson, 2004; J. Johnson, 2007)

**Works with no identified author or with an anonymous author**

When there is no author, use the first few words from the reference list entry and the year. Use double quotation marks around titles of articles, chapters, or web pages and italicize titles of periodicals, books, or reports.

**Article mentioned in sentence**

...the book *College Bound Seniors* (2008)

**Article not mentioned in sentence**

...on free care ("Study Finds," 2007).

**Anonymous author**

(Anonymous, 2008)

**Two or more works within the same parentheses**

List two or more works in the same parentheses alphabetically, as they appear in the references, separated by a semi-colon. Arrange two or more works by the same author by year of publication, starting with the most recent. Give the author's surname once; for each subsequent work, give only the date.

**Two or more works by different authors**

...theses and publications is not necessarily as institutionalized (DeLyser, 2003; Mullen, 2001).

**Two or more works by the same author**

Past research (Gogel, 1990, 2006)...

If the same author has two or more publications in the same year, identify works by suffixes a, b, c, and so forth after the year. You should assign these suffixes in the references, where they are listed alphabetically by title.

Several studies (Derryberry & Reed, 2005a, 2005b, 2005c)...

**Secondary sources**

If you are using secondary sources, be sure to list the secondary source in the reference list and not the primary source. In-text, name the original work and use the citation for the secondary source (secondary sources should be used sparingly).

Allport's diary (as cited in Nicholson, 2003).

**Direct quotations**

When using direct quotations, use author, year, and specific page. If the quotation is less than 40 words, incorporate it into your text using double quotation marks. If the quotation is 40 or more words, use a freestanding block quotation without quotation marks, indenting a half inch from the left margin. You should maintain double spacing throughout the quotation. **NOTE: With shorter quotes the period appears AFTER the citation and with longer quotes the period appears BEFORE the citation.**

...they are "under-*prepared* in the skills and techniques that will enable them to present their findings and communicate the insights of their research. No one has taught them how to write" (DeLyser, 2003, p. 169).

Dean (1999) states, "government entails any attempt to shape with some degree of deliberation aspects of our behaviour according to particular sets of norms and for a variety of ends" (p. 10).

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gathering in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

If your source does not have page numbers, but paragraph numbers are visible, use them instead, using the abbreviation *para*. If there are document headings, and no page numbers, use these to signify where a source was found. This should also be used for internet sources without page numbers. (Never print out an internet source and number pages.)

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

"Empirical students have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior" (Golan, Juchler, & Krissof, 2007, "Mandatory Labeling Has Targeted," para. 4).