



APA STYLE MANUAL – 6th Ed.

HOW TO USE

Documenting Sources

APA requires the use of in-text parenthetical citations, not footnotes. These in-text citations lead readers to complete bibliographic information included in the alphabetical list of references at the end of the paper. In-text citations can be handled in different ways.

If you use the author's name in the sentence, simply include within parentheses the date of publication after the author's name:

Barrow (1974) found

However, if you do not incorporate the author's name into the sentence, include the author's last name and publication date within parentheses:

. . . (Barrow, 1974) .

Either approach may be used regardless of the number of authors.

If a source has two authors, cite both names every time the reference appears in the text.

. . . (Dewdney & Ross, 1994) .
Dewdney and Ross (1994) found. . . .

For a source with three, four, or five authors, cite all of the authors the first time a reference occurs. For any subsequent occurrences of the same reference, use the first author's name with "et al." signifying the other authors. Follow this with the date of the publication. Omit the year from each subsequent occurrence of the same reference falling within the same paragraph.

(Smith, Rubick, Jones, & Malcolm, 1995)
Smith et al. (1995) argued that. . . .
(Smith et al., 1995)

For a source with six or more authors, include only the first author's name followed by "et al."

Peffer et al. (1997) contended. . . .
(Peffer et al., 1997)

If a source has a group (corporation, government agency, association, etc.) as an author, the name is usually spelled out in every text citation. However, if the name is long and the abbreviation is easily recognizable or understandable, spell it out for the first text citation and abbreviate for subsequent citations.

First text citation:

(Association of College and Research Libraries [ACRL], 1996)

Second or subsequent citations:

(ACRL, 1996)
ACRL (1996) found that. . . .

In citing a specific part of a source, indicate the page, chapter, figure, table, etc. after the publication year. Abbreviate *page* or *chapter*. In addition, please refer to section 6.03 (Direct Quotation of Sources) in the APA's Publication Manual.

Example 1:

He stated, "The impact of technology on student learning is best observed when conducting focus groups" (Gallati, 1988, p.38), but he did not go into much more detail.

Example 2:

Gallati (1998) contended that "the impact of technology on student learning is best observed when conducting focus groups" (p.38).

Example 3:

Gallati (1998) discovered the following:

The impact of technology on student learning is best observed when conducting focus groups. Small, independent studies allow the researcher or instructor to witness hands-on experiences students have with technology and ways they employ various forms of technology to enhance projects, research papers, and group presentations. In addition, students willingly discuss their experiences - positive and negative - with the researcher, thus documenting the ways in which technological advances have helped or hindered their experience as a student. (p.38)

When citing information from a Web page that doesn't provide page numbers, use the paragraph abbreviation (para.) to indicate the paragraph being cited. If the Web page doesn't have visible page or paragraph numbers, cite the heading and the number of the paragraph following it.

(Myers, 2000, para. 5)
(Lehman, 2001, Recommendation section, para. 2)

Reference List

General Guidelines for Organizing APA-style References Lists

In APA style, the alphabetical list of works cited is called "References." As you prepare your list of references, follow these guidelines:

1. Double space each entry and use hanging indentation (the first line of an entry isn't indented, but every subsequent line in the entry is indented five spaces).
2. Alphabetize the list of sources by the author 's (or editor's) last name; if there is no author or editor, alphabetize by the first word of the title other than *a*, *an*, or *the*. Use initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first.
3. Use one space after periods, colons, semi-colons, and commas.
4. With two or more authors, use all authors' names rather than "et al" unless there are eight or more authors. Again, start with the last name and use initials for the first and middle names for **all** authors. Instead of the word "and," use an ampersand (&) and separate the names with commas.
5. The publication date should appear in parentheses directly after the last author's name; put a period after the final parenthesis. For books, list year only. For magazines, newsletters, and newspapers give the year followed by the exact date on the publication (2000, November 10). If you list two works by the same author published in the same year, alphabetize by title, unless they are part of a series.
6. Put the title of a book after the year of publication. Book titles and subtitles should be italicized. Capitalize only the first word and proper nouns in a title or subtitle.
7. Don't put titles of articles in quotation marks or italics, and, as with a book, only the first word of the article title and subtitle and any proper nouns are capitalized. Periodical titles are capitalized just as you would normally, and italicize the name of the periodical and the volume number.
8. Include the city and official state abbreviation as well as the publisher in book citations. If the city is well known, omit the state abbreviation. The publisher's name may be shortened, as long as it is easy to recognize, as in this example: New York: Harper.

9. Use p. (pp. for plurals) *only* before page numbers of newspaper articles and chapters in edited books, not in references to articles from magazines and journals. In contrast, parenthetical references in the text of a paper leading to specific pages always include p. or pp.—no matter what type of source.
10. Retrieval information must be given for electronic sources. The statement should provide the URL, or website address, of the source.
11. Cite personal communications only as in text citations—do not include them in the reference list.

For more detailed information, consult APA's Publication Manual, which is available at the Research & Information Desk.

Books, Reference Books, Government Publications

Books

Rovin, J. (1979). *The fantasy almanac*. New York: Dutton.

Wilson, C., & Grant, J. (Eds.). (1981). *The directory of possibilities*. New York: Rutledge Press.

Chapter in an Edited Book

Berry, V. (1994). Redeeming the rap music experience. In J. S. Epstein (Ed.), *Adolescents and their music: If it's too loud, you're too old* (pp. 165-188). New York: Garland.

Reference Books

If there is no byline (author), begin with entry title and publication date.

Dober, R. P. (1988). Campus planning. In *Encyclopedia of architecture: Design, engineering, & construction* (Vol. 1, pp. 527-539). New York: John Wiley & Sons.

Government Publications

U.S. Food and Drug Administration. (1987). *Can herbs really heal?* (HHS Publication No. FDA 87-1140). Rockville, MD: Author.

Periodicals (Scholarly Journals, Magazines, Newspapers)

Articles in Scholarly Journals Paginated by Volume

Buckley, C. E. (2006). Golden rule reference: Face-to-face and virtual. *Reference Librarian*, 45(93), 129-136. doi:10.1300/J120v45n93 10

Magazines

Date must be the date shown on publication (day and month for weeklies and month for monthlies). Add the volume number after the title.

Armstrong, L., Yang, D. J., & Cuneo, A. (1994, February 28). The learning revolution: Technology is reshaping education--at home and at school. *Business Week*, 3360, 80-88.

Newspapers

Page numbers must be preceded with p. or pp.

Adande, J. A. (1995, December 10). By George, Buckeye wins Heisman Trophy. *Washington Post*, p. D1.

Electronic Resources

The general rule to follow for citing all Internet sources is to direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or menu pages. 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 needed for others to locate the cited sources. It is only necessary to include the date the information was retrieved if it is likely the source material will change over time (for example, when citing a wiki).

Full-Text Articles from Databases (Ex: Lexis-Nexis Academic, Academic Search Complete, OhioLINK EJC, etc.)

When citing articles (or other material) retrieved from a database, cite the article as appropriate to the format of the item (i.e. journal or newspaper). Provide the Digital Object Identifier (DOI) in the reference if one is assigned.

Paris, C. (2008, March). The changing housing system in Northern Ireland 1998-2007. *Ethnopolitics*, 7(1), 119-136. doi:10.1080/17449050701847269

Internet Articles Based on a Print Source: (Ex: Business Week Online, New York Times on the Web, etc.)

If you have accessed an article on an Internet website (not via a database), cite the article as appropriate to the format of the item (i.e. journal or newspaper), and then add the Web site URL at the end of the citation.

Sadeh, A., Raviv, A., & Gruber, R. (2001). Sleep patterns and sleep disruptions in school-age children. *Developmental Psychology*, 36, 291-301. Retrieved from <http://www.apa.org/journals/releases/dev363291.pdf>

Articles from an Internet-only Journal (Article does not appear in print journal or magazine)

Matthews, J. & Wiggins, R. (2001, December 3). Libraries, the Internet and September 11. *First Monday*, 6(12). Retrieved from http://www.firstmonday.dk/issues/issue6_12/matthews/index.html

Nonperiodical Documents on the Internet

At a minimum, a reference to an Internet source should provide a document title, date (publication date or date of retrieval), and a Web address. Use n.d. (no date) when a publication date is not known. Use chapter or paragraph identifiers in place of page numbers if available. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.

Schwartz, B. (n.d.). *Lyme Disease*. Retrieved from the Johns Hopkins Arthritis Web site: <http://www.hopkins-arthritis.com/other/lyme.html>

Association of College and Research Libraries. (2001, April 17). *Information literacy competency standards for higher education*. Retrieved from <http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm>

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved from <http://www.benton.org/Library/Low-Income/two.html>

References

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

Note: This document was created based on our understanding of the 6th edition of the Publication Manual of the American Psychological Association. If you notice anything that should be changed, modified, etc., please contact (419) 372-2362. Thank you.

L. Rich
KN Rev. 3/09
RS Rev. 8/09