

A UNIVERSITY WRITING CENTER MINI-COURSE

APA – Research Documentation

Information in this handout comes from the *Publication Manual of the American Psychological Association*, 6th ed. (Washington, DC: APA, 2009). This text may be found in the University Writing Center and at Hunter Library Reference Desk and should be consulted for more detailed information.

Formatting Your Reference List

- Your list of references provides complete addresses for identifying and retrieving all the sources you have used in your research paper. Crafting these entries according to APA guidelines can be tedious and time-consuming, but investing your time and energy demonstrates your skill, integrity, and thoroughness as a researcher.
- Center the word References at the top of the list, and then **double-space** to start your first entry. Double-space all entries.
- Single-space after periods that separate parts of an entry, and use a final period at the end of each entry EXCEPT for Web addresses and DOI numbers.
- Entries are alphabetized by the author's last name or the first significant word in a titled text with no author. References by the same author are arranged by year of publication, starting with the earliest. References by the same author with the same publication year are arranged alphabetically by the first significant word in the title, excluding A or The.
- Each entry is flush with the left margin for the first line.
- Each subsequent line is indented .5 inch. Use the MS Word Format function to create hanging indentations by choosing Paragraph→ Indentation→Special→ Hanging.
- First names are not important. Use surnames only to cite within your paper and surnames plus the first initial/ initials to cite within your reference list.
- **Capitalization guidelines are important.** Titles of books, Web sites and articles **from** journals, newspapers, and magazines are capitalized like sentences, with only the first word of the title—and subtitle, if present—capitalized. If proper nouns have been included, they are always capitalized. Titles of journals, newspapers, and magazines are capitalized traditionally.
- **Italicization guidelines are important.** Titles of books, journals, newspapers, magazines and Web sites are italicized. Titles of chapters and articles are neither italicized nor enclosed within quotation marks.
- Only the name of the publisher, NOT Inc. or Company, is included in the reference list.
- Substitute *Author* for publisher's name when a text is published by its author.
- If you are citing a **secondary source**, in other words, an author(s) who is cited in another text, see **Work discussed in a secondary source (common in APA journal articles)**, on page 3.
- **Multiple author guidelines are important.** For two to seven authors, cite all authors, placing a comma followed by an ampersand (&) between the last two authors. For more than seven authors, cite the first six authors followed by a comma, a space, three ellipses, and another space, ending with the very last author's name.

For example:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ...
Botros, N.

Documentation within Your Paper

- Documentation within your research paper gives credit for both direct quotations and paraphrases or summaries of facts, ideas, or opinions. What appears inside the parentheses (called an in-text citation) functions as a short, specific address that corresponds to the complete address on the References list. The position of the in-text citation, usually at the end of the pertinent sentence, shows your reader exactly what information has come from the source.
- Citations should include the last name(s) of author(s), or if no author, the full title (if short) or the first several significant words of the title (if long), and date of publication.
- On the first mention in the text, specify all authors' names. (If you have more than six authors, see the next bullet.) For second and subsequent mentions in the text, use the first author's name and *et al.* for all works by three or more authors. Continue to use both names for two authors.

First in-text citation:

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found...

Subsequent citations:

Wasserstein et al. (1994) found...

- For a work by six or more authors, on the first mention in the text, give the first author's name and *et al.*
- Within your paper, page numbers are required for direct quotations and are listed after the year within the citation. APA encourages writers to provide page numbers or their equivalent for paraphrases that come from lengthy or difficult texts, but please check first with your instructor (Publication Manual, 6th ed., 2009, p. 171). Use p. to indicate one page or pp. to indicate multiple pages: (Perlman & Peplau, 1981, pp. 31-32).
- In electronic sources, page numbers are often difficult to locate. Use a paragraph number if paragraphs in the document are obvious: (Myers, 2000, para. 5).
- If the document includes headings, cite the appropriate heading as well as the paragraph number: (Beutler, 2000, Conclusion section, para. 1).
- If the heading is long, use a shortened version in quotation marks: (Golan, Kucher, & Krissof, 2008, "Mandatory Labeling Has Targeted," para. 7).
- Once you have cited a source, if you refer to that source again without citing any other source, you may simply put the author's last name in parentheses. This guideline applies only to consecutive citations of one source, and once you begin a new paragraph, you must include the full citation again.

NOTE: Not citing information, even if it is in your own words, is considered plagiarism!

There are typically three ways of citing information within your paper:

1) All citation information in parentheses

- Research has shown that men and women use generic pronouns in different ways (Martyna, 1978).
- She stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

2) Author plus date mentioned in sentence

- According to Stanford (1981), numerous differences . . .
- Rogers and Rosen (1989) found...

3) Author plus date mentioned in sentence followed by page number or its equivalent

- Kwitzel (1976) notes that "humanistic values in literature, science, ethics and society cut across religious commitments and are common possessions of the culture" (p. 5).
- Verbunt, Pernot, and Smeets (2008) found that "the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).

While these examples are the most typical, other circumstances may require the following:

Court decisions (italicize the name of the case and include the year)

- In *Lessard v Schmidt* (1972), the court found in favor of....

No author (quotation marks around the title of an article, chapter, or Web page; title of periodical, book, Web site, brochure, or report italicized)

- ... on free care ("Study Finds," 1982).
- ... the book *College Bound Seniors* (1979) ...

Author designated as "Anonymous"

- (Anonymous, 1993)

Work discussed in a secondary source (common in APA journal articles)

- Seindenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) found that...

NOTE: In the reference list, give only the secondary source (Coltheart, Curtis, Atkins, & Haller), NOT the work cited from within its text (Seindenberg & McClelland).

Block quotations (quotations of 40 or more words)

Neto and Barros (2000) state:

Such a deficit occurs when an individual's interpersonal needs cannot be satisfied within his or her *social* network. As a result of these unmet needs, the individual experiences a variety of aversive affective states. Feelings of loneliness are often situationally determined and tend to be short-lived. However, some people feel loneliness in many different settings and so frequently that it comes to resemble an enduring personality trait. (para. 3)

NOTE: In a block quotation, the period precedes the closing citation.

Formatting Your Reference Citations

Books

Books by a single author

Lakoff, R. (1975). *Language and woman's place*. New York, NY: Harper & Row.

Books by two or more authors

Miller, C., & Swift, K. (1977). *Words and women*. Garden City, NY: Anchor.

Crane, L. B., Yeager, E., & Whitman, R. L. (1981). *An introduction to linguistics*. Boston: Little, Brown.

Nilsen, A. P., Bosmajian, H., Greshuny, H. L., & Stanley, J. P. (1977). *Sexism and language*. Urbana, IL: National Council of Teachers of English.

Books by corporate authors

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

Edited books with selections by different authors

Morahan, S. (Ed.). (1981). *A woman's place: Rhetoric and readings for composing yourself and your prose*. Albany, NY: State University of New York Press.

NOTE: Cite books with two, three, or more editors in the same way as books with two, three, or more authors. Use this entry ONLY if you are citing the editor.

Parts of collections/anthologies by different authors

Foerster, L. (1982). Regardless of sex: Toward communication free of bias. In J. E. Pickens (Ed.), *Without bias: A guidebook for nondiscriminatory communication* (2nd ed., pp. 23-44). New York, NY: Wiley.

NOTE: Use this entry if you are citing an author from an anthology. The editor's name is included but after the title of the author's text.

Encyclopedia articles

Olmstead, D. L. (1982). Language, science of. In *Encyclopedia Americana* (Vol. 16, pp. 718-724). Danbury, CT: Grolier.

Author's work translated or edited by another

Camus, A. (1946). *The stranger* (S. Gilbert, Trans.). New York, NY: Knopf. (Original work published 1942).

Brochures

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

Periodical Articles

Articles in journals with continuous pagination throughout annual volumes

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.

Articles in journals with separate pagination for each issue (each issue begins with 1)

Kamin, J. (1979). Writing: Painting with words. *Journal of Basic Writing, 2*(3), 91-95.

NOTE: "2(3)" indicates the volume and issue numbers, respectively.

Journal article with more than seven authors

Gilbert, D. G., McCleron, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267.

Articles in monthly or weekly magazines or newspapers

Signed:

Hofstadter, D. R. (1982, November). Metamagical themes: Default assumptions and their effects on writing and thinking. *Scientific American*, pp. 18, 22, 26, 30, 36.

Unsigned:

Chairman's lib: The British draw the line. (1979, April 2). *Time*, p. 87.

Articles in daily newspapers

Signed:

Kifner, J. (1983, September 1). Thousands march in Polish cities on the founding day of Solidarity. *New York Times*, pp. A1, A10.

Unsigned:

Chinese musician seeks asylum in U. S. (1983, September 3). *Washington Post*, p. C3.

Editorials and letters to the editor in daily newspapers

Stenholm, C. W. (1983, September 3). Organ transplants: Personal pleas work [Letter to the editor]. *Washington Post*, p. A13.

Reviews

Book

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

Motion Picture

Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering psychology*]. *Contemporary Psychology*, 37, 1146-1147.

Technical and Research Reports

Reports from government printing office

National Institute of Mental Health. (1990). Clinical training in serious mental illness (DHHS Publication No. ADM 90-1679). Washington, DC: U. S. Government Printing Office.

Reports from a government agency

U. S. Department of Health and Human Services. (1992). Pressure ulcers in adults: Prediction and prevention (AHCPR Publication No. 92-0047). Rockville, MD: Author.

Reports from a university

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Doctoral dissertation abstracted in DAI and obtained from the university

Ross, D.F. (1990) Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University 1990). *Dissertation Abstracts International*, 51, 417.

Legal Materials

Court decisions

Court decisions are formatted according to *The Bluebook: A Uniform System of Citation* (17th ed., 2000), and reference entries appear as Name v. Name, Volume Source Page (Court Date):

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

NOTE: In the above example the published source, the court location, and the date have all been abbreviated in a very specific way. The print source is volume 349 of the *Federal Supplement*, beginning on p. 1078. The court location is the Eastern District of Wisconsin, and the decision was rendered in 1972. For more information on formatting legal materials, you can find *The Bluebook* in the reference section of Hunter Library under call number KF245B58.

Non-Print Sources

Interviews conducted by the author of the research paper

Personal communications are not included in the reference list but are cited in text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible.

Example: (K. W. Schaie, personal communication, April 18, 1993).

NOTE: E-mails sent from one person to another are also cited as personal communications.

Motion Pictures

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

NOTE: Producer OR director OR both is sufficient to cite the film. The country listed is the country of origin, where it was primarily made and released.

Television and radio programs

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

Single episode of a television series

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York: New York Broadcasting Company.

Songs

Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, & E. Trickett]. On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990)

NOTE: If the writer records the song, you may omit the [Recorded by] information.

Electronic Information

***New Retrieval Date Information:** Use the retrieval date if the electronic document is likely to change over time. Delete the retrieval date if the document is unlikely to change. If there is no publication date given, use (n.d.), and *include your retrieval date*.

Entire Web site (with author)

Prizker, T. J. (n.d.). *An early fragment from central Nepal*. Retrieved June 8, 1995, from <http://www.ingress.com/~astanart/pritzker/pritzker.html>

Entire Web site (without author)

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.Columbia.edu/publications/papers/newwine1.html>

Corporate author

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls*. Retrieved from <http://www.apa.org/pi/wpo/sexualization.html>

***New Database Information:** If you retrieve a journal article from a database, you DO NOT cite the name of the database if the article has a digital object identifier (doi), a unique alphanumeric identifier, often predominantly displayed on the first page of the article. The DOI replaces both the database and URL information. Also, because the content of the article is not likely to change, you DO NOT include your retrieval date. If you have trouble finding the DOI for a particular article, please consult a reference librarian.

Electronic copy of a journal article with a Digital Object Identifier (DOI)

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

Electronic copy of a journal article with a Digital Object Identifier (DOI) and with more than seven authors

Gilbert, D. G., McLernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L.C., Asgaard, G., ... Bostros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/14622200410001676305

Electronic copy of a journal article without a DOI

To make sure your article does not have a DOI, check with a reference librarian or visit Crossref.org. If there is no DOI, choose your best option below:

If the article comes from a Web site: Provide the URL of the homepage for the journal, newsletter, or magazine for the reference.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

If the article comes from a database: Cite the article as you would a print article, unless your instructor prefers that you cite the name of the database, for example: Retrieved from Academic Search Premier.

Neto, F., & Barros, J. (2000). Psychosocial concomitants of loneliness among students of Cape Verde and Portugal. *Journal of Psychology, 134*(5), 503-515.

New entry for citing from ERIC

Thomas, N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph].

Retrieved from <http://eric.edu.gov/>

NOTE: Most texts linked from ERIC are PDFs located at <http://eric.edu.gov/>.

Technical or research report

Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). The health literacy of America's adults: Results from the 2003 National Assessment of Adult Literacy (Report No. NCES 2006-483). Retrieved from National Center for Education Statistics: <http://nces.edu.gov/pubs2006/2006483.pdf>

NOTE: Include the report number ONLY if available.

Chapter or section in an Internet document

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>

NOTE: Use either a chapter/section number/name or page numbers, depending on which is available.

Daily newspaper article, electronic version available by search

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved from <http://www.nytimes.com>

Entry in online reference work (with author and editor)

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

Entry in online reference work (without author or editor)

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

U.S. Government report available on government agency Web site

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/asthma/asth_sch.pdf

Dissertation from institutional Web site

Bruckman, A. (1997). *MOOSE crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology 1997). Retrieved from <http://www.cc.gatech.edu/~asb/thesis/0.pdf>

Course lecture notes

Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees* [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lecturenotes.cfm>

Fact sheet

RAND Corporation. (2006). Three steps for improving the quality of mental health care in the United States [Fact sheet]. Retrieved from http://www.rand.org/pubs/research_briefs/2006/RAND_RB190.pdf

Consumer brochure

California Board of Psychology. (2005). *For your peace of mind: A consumer guide to psychological services* [Brochure]. Retrieved from <http://www.psychboard.ca.gov/pubs /consumer-brochure.pdf>

Presentation slides

Columbia University Teachers College, Institute for Learning Technologies. (2000). *Smart cities: New York: Electronic education for the new millennium* [PowerPoint slides]. Retrieved from <http://www.ilt.columba.edu/publications/index.html>

. . . compiled and annotated by Barbara Hardie and Jana Hooper, *APA Research Documentation, 2000, University Writing Center, Western Carolina University. Revised 2001, 2002, 2004, 2005, 2006, 2007, 2008, 2009. Revised 2010 by Barbara Hardie, Maryann Peterson and Carrie Hachadurian.*