

APA Style

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Introduction

"In 1928 editors and business managers of anthropological and psychological journals met to discuss the form of journal manuscripts and to write instructions for their preparation. The report of this meeting . . . was published as a seven-page article in the February 1929 issue of the *Psychological Bulletin*, a journal of the American Psychological Association (APA). The group agreed that it would not dictate to authors; instead, it recommended "a standard of procedure, to which exceptions would doubtless be necessary, but to which reference might be made in cases of doubt." *From the Foreword to Publication Manual of the American Psychological Association, 4th Edition.*

For a more comprehensive look at APA documentation guidelines, please consult the 5th edition of the *Publication Manual of the American Psychological Association*. Copies are available in the Writing Center and the Rensselaer Library.

In using APA style, sources are acknowledged in two locations in your document: a **References Page** and within the body of your paper using **In-text Citations**. All examples of citations are from the *Publication Manual of the American Psychological Association, 4th and 5th Editions*.

THE REFERENCES PAGE

All sources must be listed alphabetically at the end of your document on a page titled "References," centered at the top of the page. The alphabetized list of sources begins two lines down from this title; each citation is double-spaced within and between citations.

Examples:

References American Psychological Association. (1992). Ethical principles of

psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

Brown, H., & Milstead, J. (1968). *Patterns in poetry: An introductory anthology*. Glenview,

IL: Scott, Foresman.

The citations themselves are not numbered; however, they are ordered on the page. There are two ordering principles to keep in mind: **alphabetical** and **numerical**.

| Alphabetical | Numerical |
|--|--|
| By first letter of the author's last name. i.e. Brown precedes Jones. | One author entries by the same author are arranged by the year of publication. |
| Letter by letter if the last names are the same. i.e. Brown. A.R. precedes Brown. J.R. | One author entries precede multiple-author entries beginning with the same last name. i.e. Brown, A.R. precedes Brown, A.R. & Wallston, J. |
| Alphabetize last names with articles or prepositions as if the article or preposition is a part of the name. | References for group authors where the first author is the same are arranged by the second author's last name (or the first last name that differs between the two citations). |
| Alphabetize numerals as if they were spelled out. i.e. 9 (nine) precedes 2 (two). | References by the same author (or by the same two or more authors in the same order) with the same publication date are listed alphabetically by the title. |
| Alphabetize group written works by the first significant word of the group's name. i.e. The American Red Cross precedes The Federal Communications Commission. | |
| If no author is listed, the title shifts to the author position—alphabetize by the first letter of the title. | |

Citing a book

Format:

Author's last name, first initial. (Date of publication in parentheses). *Title of the book italicized*.

City of publication: Name of publisher.

Example:

Harris, M. (1986). *Teaching one-to-one*. Urbana, IL: NCTE.

NOTE: Only the first letter of the title of books and journal articles is capitalized (with the exception of proper names).

Citing a book with more than one author

Format:

Author's last name, first initial, & second Author's last name, first initial. (Date of publication in parentheses). *Title of the book italicized*. City of publication: Name of publisher.

Example:

Mitchell, T.R., & Larson, J.R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

NOTE: List authors in the order that they appear on the cover of the book regardless of alphabetical order.

Citing a journal article

Format:

Author's last name, first initial. (Date of publication in parentheses). Title of article. *Title of the journal italicized, volume italicized, page numbers*.

Example:

Bekerian, D.A. (1993). In search of the typical eyewitness. *American Psychologist, 48*, 574-576.

Citing a journal article with more than one author

Format:

Author's last name, first initial., & second author's last name, first initial. (Date of publication in parentheses). Title of the article. *Title of the journal italicized, volume italicized, page numbers*.

Example:

Borman, W.C., Hanson, M.A., Oppler, S. H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443- 449.

Citing Internet-only journal article

Format:

Author's last name, First initial. (Date of publication). Title of work, *Title of the journal italicized, volume number italicized*, Article number. Retrieved Month day, year, from source

Example:

Fredrickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3*, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Citing Internet articles based on a print source

Format:

Author's last name, first initial. (Date of publication in parentheses). Title [Electronic version].

Title of journal italicized, volume number italicized, page numbers.

Example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Citing an encyclopedia

Format:

Author's last name, first initial. (Date of publication in parentheses). Title of entry. In *Title of the source italicized* (Vol. number, page numbers in parentheses). City of publication: Name of publisher.

Example:

Bergmann, P.G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-558). Chicago: Encyclopedia Britannica.

Citing an article or chapter in an edited book

Format:

Author's last name, first initial. (Date of publication in parentheses). Title of article or chapter. In Editor's first initial and last name (Ed.), Title of the source book underlined (page numbers in parentheses). City of publication: Name of publisher.

Example:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), Varieties of memory & consciousness (pp. 309-330). Hillsdale, NJ: Erlbaum.

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| NOTE: For less well known cities of publication, you should also include the postal abbreviation of the state or country where that city is located. |
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Citing technical and research reports

Format:

Author's last name, first initial. (Date of publication in parentheses). Title of the technical or research report underlined (report, contract, or monograph number in parentheses). City of publication: Name of publisher.

Example:

Mazzeo, J., Druesne, B., Raffeld, P.C., Checketts, K.T., & Muhlstein, A. (1991). Comparability of computer and paper-and-pencil scores for two CLEP general examinations (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

IN-TEXT CITATIONS

It is of the utmost importance to give credit to the authors whose work you are using. Any material in your document that is derived from another source either by direct quotation, paraphrase, or inspiration must be cited immediately.

Direct reference

When appropriate, and when it can be done so smoothly, you may wish to cite your sources directly in your text.

Example:

On page 276 of her study, Miele (1993) found that "The 'placebo effect' . . . disappeared when behaviors were studied in this manner."

NOTE: Whenever you wish to edit out a portion of a quote replace the edited section with an ellipse (. . .)

Parenthetical citations

A parenthetical citation must include (if not already given) the first author's last name or one significant word from the title of the source followed by a comma, and the date of publication. If you are quoting something specific from the source, you must follow the date of publication with another comma, and include the page where the material is located.

Examples:

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.

NOTE: When quoting another quote you must use single quotations (') to mark the beginning and end of the quoted quote.

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner (p. 276).

NOTE: Whenever you wish to include words in the middle of a quotation, which did not originally appear there, put those words in [square brackets].

Notes on citing multiple authors

- *For a work with two authors:* Cite both authors' last names at every reference.
- *For a work with three, four, or five authors:* Cite the all authors' last names at first reference, thereafter only cite the first author's last name followed by "et al."
- *For a work with six or more authors:* Cite only the last name of the first author followed by "et al."

Punctuating your citations

If your parenthetical citation concludes a sentence, you should place the period after the parenthesis. If you place the parenthetical citation in the middle of the sentence, you need not follow it with special punctuation, only that required to make the sentence grammatically correct. If you use a block quotation, the period should come before the parenthetical.

Block quotation

If the quotation that you are using is more than 40 words long, you must use a block quotation. In a block quotation, you should not use any quotations at all unless they are needed to indicate a quoted quotation. To format a block quotation correctly you need to begin the quotation on a separate line that is indented 10 spaces from the left and right margin. The block quotation should have the same line spacing as the rest of the document.

Example:

Miele (1993) found the following: The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)