

# APA Style Guide

## The documentation style of the American Psychological Association

The Publication Manual of the American Psychological Association offers complete guidelines for manuscript style and citation in APA, the documentation style common in the social sciences. This handout illustrates the most commonly used types of sources. If you have a source not illustrated here, consult the APA manual (Ref. BF 76.7 .P83 1994), noting especially Appendix 3-A, pp.189ff, or consult the Reference or Research Librarians.

Turabian, and *The Chicago Manual of Style* upon which it is based, are the seminary standard. But APA style is to be used for papers in all counseling courses *except* Introduction to Counseling and Marriage & Family Counseling. The style given on this handout is slightly different from that given in the APA manual (i.e., the APA manual is intended for papers submitted for publication, not the format of final publication. This guide follows the publication format and not submission. The differences are limited to italics instead of underlining, etc.).

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### Topics Covered

Points to remember about APA

#### Reference List examples:

Journals & Magazines	Books	Film
Journal article, one author	One author	TV Broadcast
Journal article, two authors	Two or more authors	Music Recording
Magazine article	Edition	Videotape
Newspaper article	Corporate author	Presentation
Monthly Newspaper	Unknown author	Reports
Letter to editor	Editors	
	Translation	
	Work in an anthology	

#### Citations in text:

One work by one author	Direct quotations
Up to five (5) authors	Citing a work from a secondary source (referencing the work of one author as quoted by another)
Groups as authors	
No author	
Specific parts of a source	

#### Electronic Works (e.g., web sites, e-mail)

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#### *Points to remember about APA:*

- APA uses an author/date style of in-text citations, referring by the author's last name to the Reference list provided at the end of the text.

- Only initials are used for first and middle names of authors, not full names.
  - The Reference list should be single-spaced and use a hanging indentation (first line flush to the left margin and all successive lines of a reference indented one tab).
  - Capitalize only the first word of an article's title and of its subtitle, if any, but also capitalize any proper names. On the Reference list, do not underline the title of an article or place quotation marks around it.
  - Capitalize significant words in the title of a journal. Italicize journal titles and their volume numbers.
  - Capitalize only the first significant word and only proper names within book titles. Capitalize the first significant word of the subtitle, if any. Italicize book titles.
  - Because personal communications (letters, memos, telephone conversations, interviews) do not provide recoverable data, they are not included in the Reference list. Cite such personal communications in text only. Example: (K. W. Schaie, personal communication, September 28, 1993). NOTE: Class notes are categorized as personal communications, example: (D. Zink, class notes, Fall 1998)
  - A Reference list must appear at the end of your paper; all sources that were used in the research and the preparation of your paper must be included. Reference list data must be accurate and should include author, year of publication, title, and publishing data. The reference should be formatted with an hanging indent (i.e., the first line flush to the left margin and all successive lines of a reference indented one tab) as seen on this handout.
  - To cite electronic works (web sites, e-mail, etc.), see the guidelines of the APA at <http://www.apa.org/journals/webref.html>.
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### *References To Journals & Magazines* APA pp.194ff.

- **Journal article, one author**  
Hope, D. (1987). The healing paradox of forgiveness. *Psychotherapy*, 4, 240-244.
  - **Journal article, two authors**  
Berecz, J. M., & Helm, H. (1998). Shame: the underside of Christianity. *Journal of Psychology and Christianity*, 17(1), 5-14.
  - **Magazine article**  
Seligman, M. E. P. (1988, October). Boomer Blues. *Psychology Today*, 50-55.
  - **Daily newspaper article, no author**  
New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
  - **Daily newspaper article, discontinuous pages**  
Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4-5.
  - **Monthly newspaper article, letter to the editor**  
Markovitz, M. C. (1993, May). Inpatient vs. outpatient [Letter to the editor]. *APA Monitor*, p.3.
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## *References To Books*

*APA pp.201*

- **One author**

Capps, D. (1993). *The depleted self*. Minneapolis: Fortress Press.

- **Two or more authors, Jr. in name, third edition**

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

- **Corporate author**

National Head Start Association. (1990). *Head Start: The nation's pride, a nation's challenge*. Report of the Silver Ribbon Panel. Alexandria, VA: Author.

- **Unknown author**

*The Times Atlas of the World* (9th ed.). (1992). New York: Times Books.

- **Editors**

Fox, R. W., & Lears, T. J. J. (Eds.). (1993). *The power of culture: Critical essays in American history*. Chicago: University of Chicago Press.

- **English translation of a book**

Laplace, P. (1951). *A philosophical essay on probabilities* (F.W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)  
*In the text, cite the original publication date and the date of the translation*  
(Laplace, 1814/1951).

- **Work in an anthology**

Ochs, E., & Schieffelin, B. (1984). Language acquisition and socialization: Three developmental stories. In R. Schweder and R. Levine (Eds.), *Culture theory: Essays in mind, self, and emotion* (pp. 276-320). New York: Cambridge University Press.

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## *References To Nonprint Sources*

*APA pp.216ff.*

- **Film**

Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Film]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023)

- **Television broadcast**

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*. New York and Washington, DC: Public Broadcasting Service.

- **Music recording**

### *GENERAL FORM*

Writer, A. (Date of Copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording: compact disk, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date)

- ***Videotape***

National Geographic Society (Producer). (1987). *In the shadow of Vesuvius* [Videotape]. Washington, DC: National Geographic Society.

- ***Presentation***

Lanktree, C., & Briere, J. (1991, January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

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### ***References To Reports***

***APA pp.207ff.***

- ***Report from the Government Printing Office (GPO)***

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.

- ***Report from the Educational Resources Information Center (ERIC)***

Mead, J.V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No., NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082)

- ***Government Report not available from GPO or ERIC***

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

### ***Reference Citations In Text***

***APA pp.168ff.***

Whenever using your own words to refer indirectly to another author's work, you must identify the original source. The author/date style of citation is used for this purpose, but without quotations marks. A complete reference must appear in the Reference list at the end of your paper.

- ***One work by one author***

Rogers (1994) compared reaction times

In a recent study of reaction times (Rogers, 1994)

*Within a paragraph, subsequent references to a study need not include the year.*

- ***One work by multiple authors up to five***

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found [first citation in text]

Wasserstein et al. (1994) found [subsequent first citation per paragraph thereafter]

Wasserstein et al. found [all additional citations in same paragraph]

- ***Groups as authors***

(National Institute of Mental Health [NIMH], 1991)

Subsequent references: (NIMH, 1991)

- **Works with no author**

("Unwed moms," 1995)

*Article titles are in quotation marks.*

(*The Times Atlas of the World*, 1993)

*Book and journal titles are italicized.*

- **Specific parts of a source**

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

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## *Direct Quotations Of Sources*

### **APA pp.95f.**

Quotations of less than 40 words should be incorporated in the text and enclosed within quotation marks. Using the author/date style of citation, the quotation is followed with a reference to the author, the publication year, and the page number. These elements must be enclosed in parentheses. A complete reference must appear in the Reference list at the end of your paper.

He stated, "The 'placebo effect,'...disappeared when behaviors were studied in this manner" (Smith, 1982, p.276), but he did not clarify which behaviors were studied.

Smith (1982) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [his own and others'] behaviors were studied in this manner" (p. 276).

When making a quotation of more than 40 words, use a free-standing "block quotation" on a new line, indent the whole quotation (one tab), single-space, and omit quotation marks.

Smith (1982) 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* [italics added], even when real [*sic*] drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)

NOTE: The punctuation of the citation varies between quotations in the text and block quotes. For quotations in the text, the period follows the parenthetical citation. For block quotations, the period precedes the parenthetical citation.

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## *Citing a Work from a Secondary Source*

### **APA pp.200f.**

Referencing the work of one author as quoted in that of another author.

“Give the secondary source in the reference list; in text name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the work cited, list the Coltheart et al. reference in the References”

Coltheart, M., Curtis, B., Atkins, P., and Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

In the text, use the following citation:

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)