

APA Citation Guide

This style guide is based on the *Publication Manual of the American Psychological Association* (6th ed) and should be used for papers in the Counseling classes at Covenant Theological Seminary.

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In-Text Citations in an APA Paper

In an APA-style paper, all quotes and paraphrased information (i.e. any thoughts that are not your own) must be appropriately cited in the text. APA allows for multiple forms of in-text citations; however, footnotes are **not** used. In an APA paper, footnotes are used for “asides” or clarifying information.

How to Write In-Text Citations for Quoted Information (APA Manual of Style, pp. 170-171):

Citations for quoted information must include the author, date, and page number of the source used. If the source has no date please write “n.d.” in place of the year. Page numbers should be preceded by “p.” for single pages, and “pp.” for multiple pages.

EXAMPLES:¹

Supplementing existing theories on attachment, Thompson (2010) wrote, “If we suffer from insecure attachment, looking to God’s story in its fullness gives us the opportunity to move to a secure means of connection with him and others” (p. 138).

Attachment is one of the major influencers of human development. Connection is a deep, deep desire in our hearts: “. . . our Creator has formed us in such a way that there is nothing more crucial to our long-term welfare” (Thompson, 2010, p. 109).

Quotes that are **40 words or more** are placed into a **block quotation**. Block quotations are double-spaced, and indented approximately half-an-inch (one tab over, or where a new paragraph would start).

BLOCK QUOTATION EXAMPLES:²

As Thompson (2010) astutely noted:

We unknowingly live out this resistance to being known in much of our lives, not in the least of which is our religious practice, as demonstrated by our obsession with knowing and believing the right things about God, about Jesus, about our theology, and about “right behavior.” This imbalanced way of being is often a defense against our feelings of insecurity and shame. (p. 22)

Perfectionism and the “need to be right” is just one of the ways in which we hide from being known.

We use it as a barrier, as a way to protect our vulnerable selves.

As our individual minds become more integrated, our communities follow in suit:

. . . when our brains operate in a flexible, adaptive, coherent, energized, and stable fashion, we are able to live in *community* in a way that encourages those around us to develop the same qualities. For people of faith, it makes sense that God created systems that reflect his heart’s desire that the world be populated with individuals exuding joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. When practiced in community, these virtues inexorable emerge as justice and mercy, the two biblical pillars of politics and economics. (Thompson, 2010, p. 238)

¹ Examples are taken from Thompson, C. (2010). *Anatomy of the soul*. Carol Stream, IL: Tyndale House Publishers, Inc.

² Again, please note that in a double-spaced paper, the block quote should also be double-spaced.

In-Text Citations for Paraphrased Information (pp.174-175):

Option #1: Put the reference information directly in the sentence.

All of the authors' surnames and the year of the publication must be included the first time the source is cited, unless there are *more than 5* authors. Subsequent citations are a bit trickier – if there are one, two or *more than five* authors, then the citation is always the same. If there are *three, four, or five* authors, then the subsequent citation changes. Please note the examples below, **paying close attention to the use of “and:”**

ONE AUTHOR:

Jones (2009) researched the effect of child abuse on romantic attachments later in life.

TWO AUTHORS (ALL CITATIONS):

Jones and Smith (2009) researched the effect of child abuse on romantic attachments later in life.

3-5 AUTHORS (FIRST CITATION):

Jones, Smith, Lee, Collins, and Peters (2009) researched the effect of child abuse on romantic attachments later in life.

3-5 AUTHORS (ADDITIONAL CITATIONS):

Jones, et al. (2009) researched the effect of child abuse on romantic attachments later in life.

MORE THAN 5 AUTHORS (ALL CITATIONS):

Jones, et al. (2009) researched the effect of child abuse on romantic attachments later in life.

Option #2: Use a parenthetical citation.

All of the authors' surnames and year of the publication must be included the first time the source is cited, unless there are *more than 5* authors. The same rules apply as noted above for subsequent citations. **Note the use of “&” in the examples below:**

ONE AUTHOR:

Children who have experienced trauma at a very young age are likely to develop Post-Traumatic Stress Disorder (Jones, 1995).

TWO AUTHORS (ALL CITATIONS):

Children who have experienced trauma at a very young age are likely to develop Post-Traumatic Stress Disorder (Jones & Smith, 1995).

3-5 AUTHORS (FIRST CITATION):

Children who have experienced trauma at a very young age are likely to develop Post-Traumatic Stress Disorder (Jones, Smith, Lee, Collins & Peters, 1995).

3-5 AUTHORS (ADDITIONAL CITATIONS):

Children who have experienced trauma at a very young age are likely to develop Post-Traumatic Stress Disorder (Jones, et al., 1995).

MORE THAN 5 AUTHORS (ALL CITATIONS):

Children who have experienced trauma at a very young age are likely to develop Post-Traumatic Stress Disorder (Jones, et al., 1995).

Formatting Rules for References List

- The Reference List comes at the very end of the paper, on its own page, with the word “References” centered at the top
- Double-space all citations, with no additional space between listed items. If the citation is more than one line long, use a hanging indentation (first line flush to the left margin, and all successive lines indented one tab)
- Capitalize **only** the first word of an article’s title and subtitle (if there is a subtitle). Also, capitalize any names that appear in the title of the article. 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 word and any proper names in book titles and subtitles, if any. Italicize book titles.
- Include the DOI number in Reference citations (see examples) if available. DOI is relatively new, so not all articles will have a DOI number
 - A DOI is a Digital Object Identifier; a unique number assigned to electronic documents to make them easy to find and cross-reference.
- When an article or book has multiple authors, list them in the order they appear on the title page.
- If a source does not have a publishing date (this is more common in online resources and websites), then use (n.d.) in the place of the year in your citations
 - Please refer to the website citation on p. 8 of this style guide as an example.

Citation Formats for References List

Articles (pp. 198-202)

Journal Article, one author:

Doe, J. A. (year). Title of article. *Title of Periodical, Volume(Issue)*, pp-pp. doi:xx.xxxxxxxxxx

EXAMPLE:

Winter, R. (1999). A biblical and theological view of grief and bereavement. *Journal of Psychology and Christianity, 18*(4), 367-379.

Journal Article, two authors:

Doe, J. A., & Smith, J. R. (year). Title of article. *Title of Periodical, Volume(Issue)*, pp-pp.
doi:xx.xxxxxxxxxx

EXAMPLE:

McFee, M. R., & Monroe, P. G. (2011). A Christian psychology translation of emotion-focused therapy: Clinical implications. *Journal of Psychology and Christianity, 30*(4), 317-328.

Journal Article, three to seven authors:

Doe, J. A., Smith, J. R., & Jones, R. C. (year). Title of article. *Title of Periodical, Volume(Issue)*, pp-pp.
doi:xx.xxxxxxxxxx

EXAMPLE:

Flanagan, K. S., Loveall, R., & Carter, J. C. (2012). The spiritual craft of forgiveness: Its need and potential in children's peer relations and spiritual development. *Journal of Psychology and Christianity, 31*(1), 3-15.

Journal Article, more than seven authors:

Mackinnon, S. P., Sherry, S. B., Graham, A. R., Stewart, S. H., Sherry, D. L., Allen, S. L., . . . McGrath, D. S. (2011). Reformulating and testing the perfectionism model of binge eating among undergraduate women: A short-term, three-wave longitudinal study. *Journal of Counseling Psychology, 58*(4), 630-646. doi: 10.1037/a0025068

Magazine Article:

Paul, A. M. (2011, Nov/Dec). The uses and abuses of optimism (and pessimism). *Psychology Today, 44*(6), 56-63.

Online Magazine Article:

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:

Bernstein, E. (2012, April 3). When it's just another fight, and when it's over. *Wall Street Journal*, pp. D1-D2.

NOTES:

1. Precede page numbers for newspaper articles with p. or pp.
 2. If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).
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Online Newspaper Article:

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

Newspaper Article, no author:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Newspaper Article, letter to the editor:

Markovitz, M. C. (1993, May). Impatient vs. outpatient [Letter to the editor]. *APA Monitor*, p. 3.

Abstract as Original Source:

Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school [Abstract]. *Psychology in the Schools*, 43, 701-712.

NOTE:

1. Although it is preferable to cite the full text of an article, abstracts can be used as sources and included in the reference list.

Books (pp.202-205)

One Author:

Doe, J. (Year) *Title of book*. Location: Publisher.

EXAMPLE:

Winter, R. (1986). *The roots of sorrow: Reflections on depression and hope*. Westchester, IL: Crossway Books.

Two or More Authors:

Doe, J. A., & Smith, J. (Year). *Title of book*. Location: Publisher.

EXAMPLE:

McGoldrick, M., Gerson, R., & Shellenberger, S. (1999). *Genograms: Assessment and intervention*. New York, NY: W.W. Norton.

Corporate Author:

American Association of Marriage Counselors. (1958). *Marriage counseling: A casebook: The theory and practice of marriage counseling including 41 typical cases contributed by members of the American Association of Marriage Counselors*. New York, NY: Association Press.

Unknown Author:

The times atlas of the world (9th ed.). (1992). New York: Times Books.

Editor (no author):

Kaduson, H. G. & Schaefer, C. E. (Eds.). (2000). *Short-term play therapy for children*. New York, NY: Guilford Press.

English Translation of a Book:

Laplace, P. (1951). *A philosophical essay on probabilities* (F. W. Truescott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published in 1814).

NOTE:

1. When doing in-text citations for this type of source, both years should be listed. For example, the parenthetical citation would look like this: (Laplace, 1814/1951).

Several Volumes in a Multi-Volume Work:

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

Chapter in a Book/Work in an Anthology:

Yates, A. (1996). Anxiety disorders in children and adolescents. In J. Lonsdale (Ed.), *The Hatherleigh guide to child and adolescent therapy* (pp.1-22). New York, NY: Hatherleigh Press.

Article in a Reference Book:

Klopper, W. G. (1998). Personality assessment. In R. J. Corsini, & A. J. Auerbach (Eds.), *Concise encyclopedia of psychology* (pp.641-642). New York, NY: John Wiley & Sons, Inc.

Entire Reference Book:

Benner, D. G., & Hill, P. C. (Eds.). (1999). *Baker encyclopedia of psychology & counseling*. Grand Rapids, MI: Baker Books.

Entry in An Online Reference Work:

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/>

Electronic Version of Print Book:

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi: 10.1036/0071393722

Electronic-Only Book:

O’Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

Book on an Electronic Device (e.g., Kindle or iPad):

Barrs, J. (2009). *Learning evangelism from Jesus* [Kindle DX version]. Retrieved from Amazon.com

Review of a Book:

Barnett, K. L. (2012, December 1). Counseling couples in conflict: A relational restoration model [Review of the book *Counseling couples in conflict*, by J. N. Sells & M. A. Yarhouse]. *Journal of Psychology & Christianity*, 31(4), 366-367.

NOTE:

1. Use this same formatting for a review of an article or a review of a film. The brackets would read [Review of the article. . .] or [Review of the film. . .], respectively.

Multimedia and Online Sources (pp.209-211, 214-215)

Film (DVD):

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture, DVD, Videocassette, etc.]. Country of Origin: Studio.

EXAMPLE:

Johnson, M., Steuer, P. (Producers), & Adamson, A. (Director). (2006). *The chronicles of Narnia: The lion, the witch and the wardrobe* [DVD]. United States: Walt Disney Home Entertainment.

Single Episode from a Television Series:

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), *House*. New York, NY: Fox Broadcasting.

NOTE:

1. The format for an episode of a television or radio series is the same as a chapter from a book. The script writer and the director go in place of the author, and the producer goes in place of the editor.
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Podcast:

American Counseling Association (Producer). (2008, May 6). *The counselor and the law: A guide to legal and ethical practice* [Audio podcast]. Retrieved from <http://www.counseling.org/continuing-education/podcasts>

Music Recording:

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On *Title of Album* [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

EXAMPLE:

Browne, J. (2006). Don't you want to be there [Recorded by Fred Martin & the Levite Camp]. On *Some Bridges* [CD]. Beverly Hills, CA: Concord Records.

NOTE:

1. In this example, the recording artist was a collective band name. However, if it is a solo artist, then use the standard "J. A. Doe" format for their name.
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Blog Post:

Billington, C. (2013, February 25). Self care – exactly what it says on the tin... [Web log post]. Retrieved from <http://www.counseling.org/news/blog/aca-blog/2013/02/25/self-care-exactly-what-it-says-on-the-tin>

NOTE:

1. For citing comments on blog posts, or for citing video blog posts, please reference the *APA Manual of Style*, p. 215.

Website:

U.S. Food and Drug Administration. (n.d.). Smoking cessation products to help you quit. Retrieved from <http://www.fda.gov/hearthealth/riskfactors/riskfactors.html>

NOTE:

1. If the website has a date, please include the year followed by the month and date.

EXAMPLE: (2009, July 24).

Map Retrieved Online:

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf

Emails/Interviews (non-recorded)/Other Forms of Personal Communication:

These are not listed in the Reference list, but may be cited in-text as such:

(J. Doe, personal communication, December 6, 2012)

Unpublished & Informally Published Works (pp. 208, 211-214)

Presentation or Lecture:

Winter, R. (2013). *Sense and sexuality*. Lecture, Counseling Department, Covenant Theological Seminary, St. Louis, Missouri.

Doctoral Dissertation:

Gray, E. P. (1990). *Counseling to the heart: A training program to equip women to counsel women* (Doctoral dissertation). Available from Research in Ministry (RIM) database.

Master's Thesis:

Knapp, J. (2005). *Counseling those with the victim mentality: Opening blind eyes to the truths of scripture* (Master's thesis). Available from WorldCat Dissertations & Theses database.

Class Notes:

Zink, D. (2013). *Human growth and development*. Class notes, Counseling Department, Covenant Theological Seminary, St. Louis, Missouri.

**For additional examples of unpublished & informally published works, please see the *APA Manual of Style* (page numbers listed above)