

**TAYLOR MEMORIAL LIBRARY**  
**GUIDE TO APA CITATIONS**  
**6th Edition**

The American Psychological Association initially developed its *Publication Manual of the American Psychological Association* to provide a standard format for the preparation of journal articles for its publications. The audience for early versions of the work was the psychology profession. The guide has evolved into a style manual that is used by students, authors and publishers in the social sciences.

The *Publications Manual* covers all aspects of paper preparation including the content and organization of the manuscript, the expression of ideas, APA editorial style, and manuscript preparation with a sample paper. Online resources at <http://www.apastyle.org/> provide additional guidance.

The sixth edition of the *Publication Manual of the American Psychological Association* is housed in the reserve area of the Taylor Memorial Library and should be consulted when preparing papers in the Social Sciences. The Taylor Library abbreviated guide is meant to be a quick reference to common citations and references. It does not cover all the possible variations of APA citations and references. If your precise situation is not covered in this guide the *Publication Manual* should be checked. If you are majoring in an area which requires the frequent use of APA Style, we recommend you purchase your own copy of the *Publication Manual of the American Psychological Association*.

**CITATION OF SOURCE MATERIALS (Within the text of the paper, using parentheses)**

**General Citation Rules**

- It is important to credit materials used in the preparation of your paper.
- Citations are put in parentheses after the quote or the idea that is being paraphrased.
- Quotations need to be transcribed exactly as they appear in the source material. Short quotes are enclosed in quotation marks, while long quotes (40 or more words) need to be set off in indented blocks.
- If some material is omitted, indicate this by using ellipsis (...). It should be noted that if you quote at length from any source you need the permission of the author.
- If you add your own material to a quote place it in brackets [ ]
- The citation should include in parentheses the last name of the author and the year separated by a comma. Include the page number if there is a direct quote.
- If the author's name is in the quote then only the year needs to be placed in parentheses. If there are two authors, always show both names in the citation.
- When there are multiple authors (but less than six), cite all of the authors the first time; in subsequent citations show the first author's surname followed by et al.
- If there are more than six authors, cite only the surname of the first author followed by et al.
- If a work is cited in its entirety then only the author and year need to be included. If there is no author then the first few words of the title should be cited.

- For other permutations refer to the *Publication Manual of the American Psychological Association*.
- Referenced hyperlinks are not underlined. The automatic hyperlink function needs to be disabled to avoid the automatic underline.

### **EXAMPLES:**

#### **Quotation 1 (short quote) - when citing one author**

"The world of personal finance has many web sites" (Lewis, 1998, p. 34).

#### **Quotation 2 (short quote) - when citing a specific part of a source, two authors**

It has been stated, "Since the first stirring of civilization, men have been in awe of women's capacity to give life" (Cowan & Kinder, 1985, p. 188).

#### **Quotation 3 (short quote) - when citing a work that has six or more authors**

We now understand "the law, which will have an immediate impact on American in all tax brackets" (Fine, et al., 1998, p. 425).

#### **Quotation 4 - (long quote) - when citing one author mentioned within text. Indent about ½ inch, double space omit the quotation marks.**

In her discussion on who got heard, Tannen states:

Another striking outcome of this study was that, on the whole, the women in the class were more dissatisfied with their participation. In answer to the question would you have liked to speak in class more than you did? six of the seven who said yes were women. (1994, p. 196)

### **REFERENCES (List of sources at the end of the paper)**

#### **General reference rules**

- Place your references at the end of your manuscript on their own page.
- The following basic elements need to appear in most references: the author's name, year of publication, title, publication information.
- The word References appears centered at the top of the page below the running head and the page number.
- The references list is double spaced.
- Only the first line of a reference is justified left; the remaining lines of the reference are indented 5-7 spaces.
- References are keyed to the citations in your paper and are placed in alphabetical order by the primary author's last name (or first letter of the first significant word in the title, if there is no author).
- Capitalization and punctuation are important.
- Additional information may be required depending on the nature of the material referenced.

## EXAMPLES OF BASIC REFERENCE FORMATS

### PERIODICALS

- Capitalize only the first name of the title and of the subtitle (if any) of the article and proper names.
- Do not underline or place quotation marks around title.
- The name of the periodical or journal is italicized, as is the volume number. The issue number is not italicized. If there is an issue number, place it in parentheses.
- Separate inclusive pages with a dash and discontinuous pages with a comma. Use p. or pp. before the page numbers in references to newspapers, but not journal or magazine articles.
- Journal articles and magazines have different citation formats.

Scholarly publishers have developed a digital object identifier system, known as the DOI system. Many scholarly works within the database contain a DOI. The number may be found in the abstract or in the upper left hand corner of a .pdf file. The format to be filed when using this system is DOI: xxxxx.

Material obtained from a database may or may not contain DOI information. The *Publication Manual* states that you do not need to include the database name, but instead include the URL of the publication. In a conversation with APA's citation center, we were told that citing the database was an acceptable alternative and may be preferable if an instructor needs to check a citation.

### Examples

#### Journal Articles one author (print only no DOI)

Rubin, S. (1988). College freshman: Turmoil or maturity? *Adolescence*, 91(4), 585-591.

#### Journal Articles two authors (print only no DOI)

Schwebel, M., & Schwebel, B. (1981). Children's reactions to the threat of nuclear plant accidents. *Journal of Orthopsychiatry*, 51 (2), 260-267.

#### Online journal article, two authors (No DOI)

Youngcourt, S. & Huffman A. (2005). Family friendly policies and the police: Implications for work-family conflict. *Applied Psychology in Criminal Justice* 1(2), 138-162. Retrieved from <http://apcj.org>

#### Online or print journal article, two authors (With DOI)

Masse, L. & Tremblay, R. (1999). Kindergarten disruptive behavior, family adversity, gender and elementary school. *Journal of Behavior Development* 1(23), 225-240  
doi:10.1080/016502599384080

### **Print magazine article (pages not consecutive)**

Neimark, J. (1998). Why we need Miss America. *Psychology Today*, 5(31), 39-42, 72.

### **Magazine article no author, no issue number**

NJAS receives grants for mission and operations. (1998, Autumn). *New Jersey Audubon*, 6, 23.

### **Online magazine article (no volume or issue number)**

Shapiro, B. (1998). The politics of paranoia. *Salon Magazine*. Retrieved from <http://salonmagazine.com>

### **Newspaper article one author**

Witcher, K. (1998, July 31). Golf's great white shark to sink teeth into floundering Asia links. *The Wall Street Journal*, p. B1.

### **Newspaper article no author**

Boeing wins order to supply airplanes. (1998, July 31). *The Wall Street Journal*, p. B12.

### **Online newspaper article**

Wilson, M. (2009, July 17). Where the bodies aren't buried. *The New York Times*. Retrieved from <http://www.nytimes.com>

### **Reviews**

Identify the type of media being reviewed in brackets [ ]. If it is a book include the title and author's name; if it is a DVD or other media include the title and year of release.

Chisman, J.K. (1998). Training for IT. [Review of the book *Training for IT*, by R. Biddicombe]. *Journal of Academic Librarianship*, 24(6), 255.

Simon, J. (1998, July 27). Paging Esther Williams. [Review of the play *Twelfth Night*, by William Shakespeare]. *New York*, 5(87), 55-57. Retrieved from <http://nymag.com>

## **BOOKS**

### **Examples**

#### **One Author**

Tannen, D. (1994). *Talking from 9 to 5*. New York: Morrow.

#### **Edited Book**

Spain, P. J., & Talbot, J. R. (Eds.). (1995). *Hoover's handbook of emerging companies*. Austin, TX: Reference Press.

#### **Book With No Author**

*Webster's collegiate dictionary* (8th ed.). (1990). Springfield, MA: Merriam-Webster.

#### **Electronic Version of Print Book**

Emerson, R.W. (1849). *Nature*. Retrieved from <http://www.gutenberg.org/ebooks/16643>

#### **Electronic-only book**

Gettrman, D. (n.d.). *The twinkle theory*. Retrieved from <http://www.onlineoriginals.com/showitem.as?itemID=244>

#### **Chapter in an Edited Book**

MacKinnon, D. W. & Dukes, W. F. (1962). Repression. In L. Postman (Ed.), *Psychology in the making* (pp. 662-746). New York: Alfred A. Knopf.

#### **Encyclopedia**

Pawson, D. L., & Miller, J. E. (1993). Echinoderms. In *The new encyclopedia Britannica* (Vol. 17, pp. 857-865). Chicago: Encyclopedia Britannica.

## **OTHER ELECTRONIC MEDIA**

There are some distinct differences between paper and computer files. There are a greater variety of file formats available in electronic media and some types of media such as WIKI's are subject to frequent updates and changes. WIKI's are a format where the date of retrieval is necessary. Electronic media may also differ from print equivalents; generally pagination will not be available on the source when citing from electronic only sources. At times the electronic version will differ from the print version; this makes using proper citation important.

## **Examples**

### **WIKI or other changeable web source**

*Garden State Children's Book Awards*. (n.d.). Retrieved July 21, 2009. From NJLA WIKI:  
<http://njla.pbworks.com/Garden-State-Children's-Book-Award>

### **Electronic audio or video file**

Africa News. (producer). (n.d.). *Obama in Ghana*. [You Tube video]. Retrieved from  
<http://www.youtube.com/watch?v=IfcThXn-f-4>

### **US government report available on government agency Web site.**

United States Environmental Protection Agency. (2007, July 5). *How to use insect repellents safely*. Retrieved from <http://www.epa.gov/pesticides/health/mosquitoes/insectrp.htm>

U.S. Department of Labor Occupational Safety and Health Administration. (2004). *Guidelines for poultry processing*. (OSHA Publication No. 3213-09N). Retrieved from  
<http://www.osha.gov/ergonomics/guidelines/poultryprocessing/poultryprocessing.html>

## **Alternative Citation recommendation for student research papers.**

### **Other Electronic Sources (Aggregated Databases)**

The library provides access to a number of online databases. When material is retrieved from one of these databases the name of the database and the date the material was accessed must be included in the citation. The alternative format provides the instructor with the name of the database used for retrieval.

Boniol, L. (1998, March 31). Media violence. *Women in Action, 1* (16). Retrieved from Gender Watch database.

Castro, S. L., Douglas, C., Hochwarter, W. A., Ferris, G. R., & Frink, D. D. (2003, Summer). The effects of positive affect and gender on the influence tactics - job performance relationship. *Journal of Leadership & Organizational Studies, 10*(1), 1. Retrieved from Business Source Corporate database. (AN 21194254)

Rohe, W. M. (2001, Winter). Community policing and planning. *Journal of the American Planning Association, 67* (78). Retrieved from EBSCO Academic Search Premier.

### **PowerPoint Presentation**

Carter, J. (2009, September). *Research, database searching & documentation strategies* [Lecture notes]. Advanced Written Communication Course at Centenary College, Hackettstown, NJ.

Caveats when using this source.

This guide to citation and reference deviates from APA Style in that some areas of the guide are single spaced and levels of headings are not strictly adhered to. The guide is to the 6th edition of the *Publication Manual of the American Psychological Association*. Check with your instructor before using this style sheet.

08/24/09