

**TAYLOR MEMORIAL LIBRARY
GUIDE TO APA CITATIONS
5th 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 guide 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.

The fifth 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 following is a guide to citing materials using APA style.

This 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 abbreviated guide the APA 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)

It is important to credit materials used in the preparation of your manuscript. Quotations need to be transcribed exactly as they appear in the source material. Short quotes are enclosed in quotation marks, while long quotes 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.

The citation to the material appears in parentheses directly after the quote or the idea that is being paraphrased. The citation should include in parentheses the last name of the author and the year separated by a comma. 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 then 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".

EXAMPLES:

Quotation 1 - when citing one author (Short quote format)

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

Quotation 2 - when citing a specific part of a source, two authors (Short quote format)

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 - 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 format) Indent five spaces, double space.

In her discussion on who got heard Tannen (1994) 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. (p. 196)

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

Place your references at the end of your manuscript on their own page. The word References appears centered at the top of the page. Only the first line of a reference is justified left; the remaining lines of the reference are indented 5-7 spaces. The references are keyed to the citations in your paper and are placed in alphabetical order.

The following basic elements need to appear in most references: the author's name, year of publication, title, publication information. Additional information may be required depending on the nature of the material referenced. The order of the reference, capitalization and punctuation are important. References are alphabetized by primary author's last name. Use double spacing with the first line justified left and all of the following lines indented.

This guide to references is a quick guide. If you have a complex reference the APA Publication Guide should be consulted.

EXAMPLES OF BASIC REFERENCE FORMATS

BOOKS

One Author

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

Two Authors

Cowan C., & Kinder, M. (1985). *Smart women foolish choices: Finding the right men and avoiding the wrong ones*. New York: Clarkson N. Potter.

Edited Book

Spain, P. J., & Talbot, J. R. (E ds.). (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.

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.

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 pp. before the page numbers in references to newspapers, but not journal or magazine articles.

Journal Articles one author

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

Journal Articles two authors

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

Magazine article (pages not consecutive)

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

Magazine article no author

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

Reviews

Identify the type of media being reviewed in brackets [].

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

Simon, J. (1998 July 27). Paging Esther Williams. [Review of the play *Twelfth Night*]. New York, 55-57.

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.

ELECTRONIC MEDIA

There are some distinct differences between paper and computer files. Generally pagination will not be available on the source when citing from electronic sources. At times the electronic version will differ from the print version; this makes using proper citation important. The APA has not adopted a formal standard to date, but there are suggested forms. The emphasis is on inclusion of the supplier/database name or the URL (include the site, path, file). The date of access should be specified along with the type of medium. For more in depth information visit the APA web page at: <http://apastyle.org/eleceref.html>.

Internet article based on a print source

Cumbler, J. (1998, September). What it means to be a worker.[Electronic version]. *Journal of Urban History*, 5, 775-781.

Basile, B. (1998, July). Expedia travel agent [Electronic version]. *Library Journal*, 20, 36.

Article in an Internet-only journal

Shapiro, B. (1998). The politics of paranoia. *Salon Magazine*. Retrieved October 29, 2001, from <http://salonmagazine.com/news>

US government report available on government agency Web site.

United States Environmental Protection Agency. (1998, April 28). *Using insect repellents safely*. Retrieved October 4, 2001, from <http://www.epa.gov/pesticides/citizens/insectp.htm>

Newspaper article

Brick, M. (2001, October 4). Dell stands by profit outlook. *New York Times*. Retrieved October 5, 2001, from <http://nytimes.com>

Young, J. R., & Gaunt, L.M. (1998, November 13). Digital cameras, latest high-tech tool. *The Chronicle of Higher Education*. Retrieved September 15, 2000, from <http://chronicle.com/daily/98/11/98111301t.htm>

Photograph

McCullagh, D. (2006). *Shoes in a Store Window*. Retrieved from <http://images.google.com/imgres?imgurl=http://www.mccullagh.org/db9/1ds-14/shoes-in-store-window.jpg>

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.

Boniol, L. (1998, March 31). Media violence. *Women in Action*, 1 (16). Retrieved October 5, 2001, from Gender Watch database.

Other Electronic Sources (Aggregated Databases)

Rohe, W. M. (2001, Winter). Community policing and planning. *Journal of the American Planning Association*, 67 (78). Retrieved October 13, 2001, from EBSCO Academic Search Premier.

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 5th edition of the Publication Manual of the American Psychological Association. Check with your instructor before using this style sheet.

3/20/2008