APA Style Guide

Getting Started

✦ Always check with your instructor for his or her preferences for citations and formatting.

✦ There are specific ways to cite books, web sites, pamphlets, movies, blogs, pictures, government documents, and so forth. If you have one of these more unique sources, look up the specific method for citation.

✦ You don’t have to memorize all the rules. There are hundreds of APA style rules and lots of exceptions to the rules.

✦ There are three steps to using APA style for your paper:
  1. Formatting (double space, one inch margins, 12 pt font in Times New Roman, title page)
  2. Citing materials in the text of your paper
  3. Listing the materials alphabetically at the end of your paper (under “Reference List”)

✦ For more information, check out the Publication Manual of the American Psychological Association, 6th edition, 2010

In-Text Citations

Paraphrased Content

Use the Author-Date method of citation. The author and date are always listed within the same sentence in APA style. Notice that you can use any sentence structure you choose.

Example 1. Lange (2009) found that cats instinctively kill snakes.
Example 2. Felines often recover from a bite when they are struck by a pit viper (Jones, 2008).
Example 3. In 2006, Smith’s study showed that cats instinctively avoid being bitten by snakes.

Direct Quotes (under 40 words)

Use page numbers and quotation marks for direct phrases that you do not put into your own words. Many electronic sources do not have page numbers. Use the paragraph number (if available) and precede it with “para.” If neither paragraph numbers nor page numbers are available, cite the heading and the number of the paragraph that follows it.

Example 1. Students needed "parental persuasion to continue” (Abbott, 2005, p. 25).
Example 2. Becker (2004) stated that the “social model of disability needed to be revised” (p. 34).
Example 3. Sims (2010) coined the term "frankenreferences" (p. 22) to refer to scary citations.
Example 4. The study showed that research in “library databases can both satisfy and create more interest and curiosity" (Jones & Killen, 2010, para. 6).
Example 5. Lee (2007) stated that “the data was unreliable” (Methods section, para. 4).
Block Quotes (direct quotes over 40 words)
Use block quote for quotes over 40 words. Indent the block quote half an inch and do not use quotation marks. As in the rest of your paper, use double spacing. Notice that in block quotes, the period goes before the parentheses. This is different than with short quotes.

Rossett (1995) points out the importance of examining records and outcomes:

The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you. (p. 192)

Thus, using existing data could xxxxxxx xxxxxxx xxxxxxx xxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx. xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx. Rossett (1995) points out the importance of examining records and outcomes:

Reference List

Reference List Tips

- Start a new page, titled “References”. Use alphabetical order by author last name, and double spacing.
- Use hanging indentation. Most word processing software can automatically do this for you when you format your paragraphs.
- *Italicize* major titles like journals, books, movies, DVDs, and so forth.
- Do not italicize the title of journal articles, book chapters, and web pages.
- In place of URLs, use Digital Object Identifiers (DOI), which is a unique number that identifies a particular article, if it is available.
- If you must break a DOI or a URL at the end of a line, break it after a double slash or before any other mark of punctuation; do not add a hyphen. Do not put a period at the end of the entry.
- Page numbers: Do not use “pp.” when citing journal and magazine articles. Use "pp." to indicate page numbers when citing print *newspaper articles* (if the article has page numbers) and *book chapters*. In cases where a newspaper article/book chapter occupies a single page, the page is preceded by "p."

References


I can't find the example reference I need. What should I do? In general, a reference should contain the author name, date of publication, title of the work, and publication data. When you cannot find the example reference you need in the APA manual, follow the example that is most like your source. Combine elements of more than one reference format if you need to.

Online Periodicals (Journal, Newspaper & Magazine Articles)


Journal Article***

Newspaper

Notes: For magazines, newsletters & newspapers, use exact dates of publication (month & day). Also, italicize periodical titles.

***These labels are for example only. Do NOT use labels like Journal Articles, Newspaper, and so forth in your References.

Journal Articles & DOI (Digital Object Identifier)

♦ A DOI is a string of characters assigned to individual journal articles as well as to some other publications.
♦ The DOI is usually found on the first page of an article, if it has one. Look at the full-text PDF of the article. If you do not see one, you can search for it. Go to: www.crossref.org → Guest Query → Search article title
♦ If there is no DOI and the reference was retrieved online, give the URL/web address of the journal home page or of the database home page. You may need to do an Internet search to find the web address. If you find it, use this format as in the citation above (for the Grindstaff article).
♦ FYI: http://dx.doi.org/ plus the DOI gives you a URL for the article. However, it will not be the full-text version available free through the DACC library databases.
Books & Book Chapters

Book
Author, A. A. & Author, B. B. (Year). Book title. Location City, State: Publisher.
Editor, A. A. & Editor, B. B. (Eds.). (Year). Book title. Location City, State: Publisher.

Chapter in a book

*For chapters in an edited book, invert chapter authors’ name but NOT for book editors’ names.


E-Book
For e-books, the electronic retrieval statement substitutes the place of publisher location & name.


E-Book Chapter
Other Electronic Resources and Websites

- When there is no author for a web page, the title moves to the first position of the reference entry.
- If no date is given, put “n.d.” in the parentheses rather than a year: (n.d.)
- Do not include retrieval date unless the entry changes frequently (like on a Wiki).
- General format: Author, A. A. (Year, month/day published). Website title. Retrieved from URL.
- Do not include URLs for resources retrieved from library databases.

Website

Specific Page within a Web Site

Weblog/Blog

Podcast

YouTube

Government Websites
How do I reference an entire website, but not a specific document on that site?
When citing an entire website, it is sufficient to give the address of the site in just the text. You do not need to list the site in your References. For example, these are in-text-only citations of entire websites:

- Kidspsych is a wonderful, interactive website for children (http://www.kidspsych.org).
- The Sea Turtle Restoration Project homepage presents a wealth of compelling, well-researched information on the struggle to save the world's sea turtles from extinction (http://www.seaturtles.org).

Need More Help?

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<td>Concise rules of APA style, BF76.7_C66 2010</td>
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