

## SLAC TIPS FOR APA DOCUMENTATION STYLE

There are several documentation formats. Be sure to use the one your instructor assigns or finds acceptable. This handout explains the APA format (for American Psychological Association, which developed this style) and is intended for use in lower division and introductory courses. **If your major field requires APA format, you should purchase a copy of the APA manual.** In the APA format, you briefly identify your sources in the text of your paper and then give full information on the source in your list of references at the end of your paper. This serves the same purpose as footnotes/endnotes but more smoothly integrates reference information into the text of your paper.

When you use the words or original ideas of another person in your writing, you **must** cite the sources. If the exact words of the original source are used, quotation marks are necessary. Though paraphrasing or summarizing an original source does not require quotation marks, documentation of the source is still required. Failure to cite sources of information is **PLAGIARISM**. See this site for more information on plagiarism, <http://www.indiana.edu/~wts/wts/plagiarism.html>. Texas State has severe penalties for plagiarism. NOTE: If you have a type of source or situation not covered here, ask a SLAC tutor to show you the *Publication Manual of the American Psychological Association*, (5<sup>th</sup> ed.).

### **THERE ARE THREE (3) MAIN RULES FOR USING APA STYLE IN THE BODY OF YOUR PAPER. THEY ARE:**

- 1. Space once after all punctuation as follows: after commas, colons, and semicolons; after punctuation marks at the ends of sentences; after periods that separate parts of a reference citation; and after the periods in personal names (e.g., J. R. Zhang).**

- *Exception:* Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios.

- 2. To identify your source, list the name(s) of the author(s) and the year of publication, separated by a comma. For example:**

One author: (Rogers, 1994), or in running text: Rogers (1994)

Two authors: (James & Ryerson, 1983) [always cite both names every time the reference occurs in text; join the names in multiple-author citation in running text by *and*; in parenthetical material, tables and captions, and in the reference list, join names by an ampersand (&)]

Three to five authors: Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) [first citation in text]  
Wasserstein et al. (1994) [subsequent first citation per paragraph thereafter]  
Wasserstein et al. [omit year from subsequent citations after first citation within a paragraph]

Six or more authors: (Kosslyn et al., 1992) [reference entry should include

initials and surname of the first six authors; shorten any remaining authors to et al.]

Organization as author: (National Institute of Mental Health [NIMH], 1999)  
[first citation in text]  
(NIMH, 1999) [subsequent text citations if organization is readily identified by its abbreviation, if not, the group name should be written out in full in all text citations]

No author (including legal materials): [cite in text the first few words of the reference list entry (usually the title) and the year]  
("Study Finds," 1982) [for articles, enclose the title in quotation marks]  
(*College Bound Seniors*, 1979) [for books and pamphlets, italicize title]

Anonymous author: (Anonymous, 1998) [cite in text the word *Anonymous* followed by a comma and the date; in the reference list an anonymous work is alphabetized by the word *Anonymous*]

**If you are citing a specific part of a source, rather than the source as a whole, you must give the page, chapter, figure, table, or equation at the appropriate point in the text. For direct quotations, always give page numbers. For example:**

(Cheek & Buss, 1981, p. 332)  
(Shimamura, 1989, chap. 3)

- Display a quotation of 40 or more words in a double-spaced, freestanding block of text, indented five spaces from the left margin and with quotation marks omitted.

**3. Placement of the parentheses depends on whether you use the author's name in your text. For example:**

Rogers (1994) compared reaction times . . .

**OR**

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

## REFERENCE LISTS

The reference list at the end of your paper should include all of the sources that contributed ideas and information to your paper. The title "References" should be centered one inch from the top of the page. (Use upper- and lowercase letters). The list is arranged in alphabetical order by the first word in the reference, whether it is a person's last name, an organization name, or the first word of a title (ignore "A," "An," and "The"). For article titles, capitalize only the first word of the title (and the subtitle, if any), and proper names. Do not underline the title or place quotation

marks around it. Journal and book titles are given in full, capitalized, and underlined. The reference list must be **double-spaced**, and **entries should have a hanging indent**. **NOTE: To save space here, examples of reference list entries have been single-spaced.**

### *Examples of references to periodicals*

#### **1. Journal article, one author, continuous pagination**

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

#### **2. Journal article, two authors, journal paginated by issue**

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

#### **3. Journal article, three to six authors**

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

#### **4. Magazine article with author**

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

- Give the date shown on the publication—month for monthlies or month and day for weeklies.
- Give the volume number.

#### **5. 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.

- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title for the parenthetical citation: ("New Drug," 1993).
- Precede page numbers for newspaper articles with "p." or "pp."

#### **6. Elements of references to entire books**

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

- **Book authors or editors:** Cone, J. D., & Foster, S. L.
- **Date of publication:** (1993).
- **Book title:** *Dissertations and theses from start to finish: Psychology and related fields*.
- **Publication information:** Washington, DC: American Psychological Association.

## 7. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

- For a book with just one author and an editor as well, list the editor in parentheses after the title, as a translator is treated in example 32, p. 203.

## 8. Book, revised edition

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

## 9. Proceedings of meetings and symposia published regularly

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

- Treat regularly published proceedings as periodicals.
- If only an abstract of the article appears in the proceedings, insert [Abstract] after the article title and before the period. Use brackets to show that the material is a description of form, not a title

## APA ELECTRONIC DOCUMENTATION STYLE

Determining the **accuracy** of the information you gather is the most important thing to do when you use the Internet to gather support for your research. See whether or not the web page lists the institution and author who published the page and provides a means of contacting them. Understand that the author of an article is not usually the Webmaster. When a Webmaster appears as a featured author of a site, this *can* be a sign that you have reached an amateur, less reliable source of information. See whether or not the author's credentials are posted and that the page has a **preferred domain** (.edu, .gov, .org, or .net). The page should be **objective** and not an advertisement. If it does use advertisements, they should be minimal. Check to see if the page and any links it contains are **current** and **updated** frequently. Make sure that the information balances images with text and that it is cited correctly. **Higher quality web pages can usually be viewed without access to too much special software and usually don't charge fees to access their information.** Such pages also often present an option for text only, or frames, or give a suggested browser for better viewing. Finally, consult your instructor about any information you are uncertain is worthwhile.

The Texas State library provides a list of Web sites by topic on its homepage at <http://www.library.txstate.edu/>. One of these subject lists can provide you links to stable sites, ones that have been checked for content, and prevent you from wasting time doing a keyword search. Like information from the web, information from e-mail, which the APA allows you to use, can be untrue. You must verify e-mail sources (make a telephone call, for example). Cite e-mail sources as personal communications.

It is particularly important for you to remember that when using the words or original ideas of another person (whether gathered from traditional sources such as books or from the Internet), you **must** cite the sources. If the exact words of the original source are used, quotation

marks are necessary. Though paraphrasing or rewording of an original source does not require quotation marks, you must document the source. Failure to cite sources of information is **PLAGIARISM**.

### **FOLLOW TWO MAIN GUIDELINES FOR USING INTERNET SOURCES IN YOUR PAPER:**

- 1. Direct readers as closely as possible to the information being cited. Whenever possible, reference specific documents rather than home or menu pages.**
- 2. Provide addresses that work.**

A reference of an Internet source should provide, at minimum, a document title or description, a date (either of publication or update or the date of retrieval), and an address, known in Internet terms as a URL (uniform resource locator). Also, name a document's author(s) when possible. **The URL is the most critical element: if it does not work, then your sources cannot be verified and the credibility of your argument will suffer.** The following is a sample URL, <http://www.apastyle.org/elecref.html> that takes you directly to the APA electronic references page. **Note: the path to the document is the most sensitive and needs to be reproduced faithfully. Upper- and lowercase letters and all punctuation should appear exactly as they do in the path. The easiest way to transcribe a URL correctly is to copy it from the address window and paste it onto your paper. Do not insert a hyphen if you need to break a URL across lines; instead, break the URL after a slash or before a period.**

### **CITING ELECTRONIC SOURCES WITHIN THE BODY OF YOUR PAPER**

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the ¶ symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

(Myers, 2000, ¶ 5)  
(Beutler, 2000, Conclusion section, para. 1)

In some cases, you might have to omit location reference, such as when no page or paragraph numbers are visible and headings are either not provided or are unwieldy or confusing.

Personal communications, such as e-mail or messages from nonarchived discussion groups or electronic bulletin boards, should be referenced in the body of your text only since they do not provide recoverable data. See that the personal communications you do cite have scholarly relevance. Do not include them on your reference list. Give the initials as well as the last name of the communicator, and provide as exact a date as possible:

T.K. Lutes (personal communication, April 18, 2001)  
(V.-G. Nguyen, personal communication, September 28, 1998)

## REFERENCE LISTS AND ELECTRONIC SOURCES

The reference list at the end of your paper should include all of the sources that contributed ideas and information to your paper, electronic and hard copy. The title "References" should be centered one inch from the top of the page. The list is arranged in alphabetical order by the first word in the reference, whether it is a person's last name, an organization name, or the first word of a title (ignore "A," "An," and "The"). Use a **hanging indent** and **double-space** your entries.

**NOTE: To save space here, examples of reference list entries have been single-spaced.** Also, space once after all punctuation as follows: after commas, colons, and semicolons; after punctuation marks at the ends of sentences; after periods that separate parts of a reference citation; and after the periods in personal names (e.g., J. R. Zhang); and use italics for titles.

### Periodicals

#### 1. Internet article based on a print source

Most articles from online publications in psychology and behavioral science duplicate their print versions. Until this changes, use the same basic primary journal reference. If you have viewed only the electronic version of the article, add in brackets after the article title [Electronic version].

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research, 5*, 117-123.

If an online article has been changed (format differs from print, page numbers omitted) or includes additional data or commentary, add the date you retrieved the document and the URL.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research, 5*, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

#### 2. Article in an Internet-only journal

Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3*, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

#### 3. Article in an Internet-only journal, retrieved via file transfer protocol (ftp)

Crow, T.J. (2000). Did *homo sapiens* speciate on the y chromosome? *Psychology, 11*. Retrieved from <ftp://ftp.princeton.edu/harnad/Psychology/2000.volume.11/psyc.00.00.001.language-sex-chromosomes.1.crow>

#### 4. Article in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy-Project update. *Telehealth*

News, 2(2). Retrieved from [http://www.telehealth.net/subscribe/newsletter\\_4a.html#1](http://www.telehealth.net/subscribe/newsletter_4a.html#1)

- Use the complete publication date given on the article.
- Note that there are no page numbers.
- In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.
- When possible, the URL should link directly to the article.
- Break a URL that goes onto another line after a slash or before a period. Do not insert or allow your word-processing program to insert a hyphen at the break.

## Nonperiodical documents on the Internet

### 1. Multipage document created by private organization, no date

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealttime.org>

- When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home (or entry) page of the document.
- Use n.d. (no date) when no publication date is available.

### 2. Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August, 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

## Technical and research reports

### 1. Report from a university, available on private organization Web site

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21<sup>st</sup> century challenge*. Retrieved September 9, 2000, from the Robert Wood Johnson Foundation Web site: <http://www.rwjf.org/library/chrcare/>

- When the author of a document is markedly different from the provider (e.g., the host organization), explicitly identify the latter in the retrieval statement.
- *Note.* This document is no longer available on this site. In most papers, such a reference should be updated or deleted.

### 2. U.S. government report available on government agency Web site, no publication date indicated

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

### 3. Report from a private organization, available on organization Web site

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>

### 4. Paper presented at a symposium, abstract retrieved from university Web site

Cutler, L. D., Frolich, B., & Hanrahan, P. (1997, January 16). *Two-handed direct manipulation on the responsive workbench*. Paper presented at the 1997 symposium on Interactive 3D Graphics. Abstract retrieved June 12, 2000, from <http://www.graphics.stanford.edu/papers/twohanded/>

### 5. Paper presented at a virtual conference

Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame?dir=tan>

- Note that there is no geographic location for a virtual conference (i.e., a conference that takes place entirely online).

### E-mail

E-mail sent from one individual to another should be cited as a personal communication (see section 3.102 of *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed.).

### Newsgroups, online forums and discussion groups, and electronic mailing lists (listservs)

Take care when citing electronic discussion sources--as a rule, these are not referenced in formal publications because they are generally not peer reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time. Any message you cite should have scholarly value and be retrievable. If no archives are maintained, then the message will not be retrievable and should not be included in the reference list. At best, it can be cited as a personal communication (see section 3.102).

#### 1. Message posted to a newsgroup

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to <news://sci.psychology.consciousness>

- If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name.
- Provide the exact date of the posting.
- Follow the date with the subject line of the message (also referred to as the "thread"); do not italicize it. Provide any identifier for the message in brackets after the title.
- Finish the message with **Message posted to** followed by the address of the newsgroup. Note that the protocol is **news**.

#### 2. Message posted to online forum or discussion group

Simons, D. J. (2000, July 14). New resources for visual cognition [Msg 31]. Message posted to

<http://groups.yahoo.com/group/visualcognition/message/31>

### **3. Message posted to an electronic mailing list**

Hammond, T. (2000, November 20). YAHC: Handle parameters, DOI Genres, etc. Message posted to Ref-Links electronic mailing list, archived at <http://www.doi.org/mail-archive/ref-link/msg00088.html>

- Provide the name of the mailing list and the address for the archived version of the message.

## **OTHER ELECTRONIC SOURCES**

### **Aggregated databases**

Most databases are available from a variety of sources or suppliers and in a variety of formats (e.g., on CD-ROM, mounted on a university server, available through a supplier Web site). Moreover, the distinctions between these various sources and formats are usually not apparent to the end user. Therefore, when referencing material obtained by searching an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database. An item or accession number may be provided but is not required (put it in parentheses at the end of the retrieval statement).

#### **1. Electronic copy of a journal article, three to five authors, retrieved from database**

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

#### **2. Daily newspaper article, electronic version available by search**

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

#### **3. Electronic copy of an abstract obtained from a secondary database**

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.

### **Computer programs, software, and programming languages**

Reference entries are not necessary for standard off-the-shelf software and programming languages such as Microsoft Word, Excel, Java, Adobe Photoshop, and even SAS and SPSS. In text give the proper name of the software, along with the version number. Do provide reference entries for specialized software or computer programs with limited distribution.

## Computer software

Miller, M.E. (1993). *The Interactive Tester (Version 4.0)* [Computer software]. Westminster, CA: Psytek Services.

## Raw data

### 1. Data file, available from government agency

*National Health Interview Survey--Current health topics: 1991--Longitudinal study of aging (Version 4)* [Data file]. Hyattsville, MD: National Center for Health Statistics.

- In brackets at the end of the title (before the period), give a description of the material (e.g., **Data file**).

### 2. Data file, available from NTIS Web site

Department of Health and Human Services, National Center for Health Statistics. (1991). *National Health Provider Inventory: Home health agencies and hospices, 1991* [Data file]. Available from National Technical Information Service Web site, <http://www.ntis.gov>

- Use **available from** to indicate that the URL leads to information on how to obtain the cited material, rather than to the material itself.

Examples from American Psychological Association (2001). *Publication Manual of the American Psychological Association*, (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.

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