

APA Documentation

IMPORTANT: See page 5 for *APA Factoids* and help in formatting the list of references. See the last page for a sample. If you need citations for items that are not listed in this guide sheet, contact the librarians.

Books

Do not use the state after the city when the state is given as part of the publisher, as shown in the first example. See page 5 for the cities that do not have a state listed as part of the location.

Single Author

Lampe, G. P. (1998). *Douglass spoke out: Freedom's voice*. East Lansing: University of Michigan Press.

Two Authors

Curtis, M. T., & Andrews, K. A. (1998). *A changing Australia: The social, cultural and economic trends*. Annandale, VA: Federation Press.

Three to Six Authors

Brown, C., Anderson, B. J., Ford, G. L., Bigelow, D. L., Card, A. B., & Carey, D. (2000). *Interesting topics for research papers*. Bethesda, MD: Roundtree Press.

More Than Six Authors

Green, R. C., White, A. B., Brown, K. F., Red, C. F., Black, J. F., Gray, J. L., et al. (2000). *What color is your red wagon?* Philadelphia: Liberty Books.

Second or Later Edition

Lerner, G. B. (1998). *The Grimke sisters from South Carolina* (2nd ed.). New York: Oxford University Press.

Corporate Author and the Same Corporation as Publisher

American Association of Cereal Chemists. (1998). *Sweeteners*. St. Paul, MN: Author.

Edited Book

Smith, J. D., & Jolly, I. M. (Eds.). (1998). *Maternities and modernities: Colonial and postcolonial experiences in Asia and the Pacific*. Cambridge, MA: Cambridge University Press.

Chapter in Anthology or Compilation with the author of the chapter given

Explanation of citation:

Author of Chapter (date of chapter or if none given, date of the book). Title of chapter. In Editor(s)' name(s) (Ed.), or (Eds.), of the book, *Title of the book in italics* (pages of the entire chapter). City, State: Publisher.

Deeb, R., & Brower, C. D. (1994). Law and justice. In R. Layman (Ed.), *American decades: 1950-1959* (pp. 225-256). Detroit, MI: Gale.

Separately Titled Volume in a Multivolume Work

Islamic state of Afghanistan. (1998). In G. P. Skabelund (Ed.), *Culturegrams: The nations around us: Vol. 2. Africa, Asia, and Oceania* (pp. 1-4). Provo, UT: Brigham Young University.

Magazine Articles

Signed (An author was indicated.)

In the following example, the volume number, in italics, is 26. No issue number is listed.
Drucker, P. B. (1999, October 4). Beyond the information revolution. *Atlantic Weekly*, 26, 47-48.

Unsigned (Does not have an author listed)

In the following example, the volume number, in italics, is 62. No issue number is listed.
America's deadliest disaster. (1999, August 30). *Time*, 62, 58-59.

Journal Articles

Journal Paginated by Issue (The numbering of pages starts over with each issue.)

In the following example, 181 is the volume and 3 is the issue. The volume is in italics, but the issue is not.
Kauffman, J. M., & Burbach, H. J., Jr. (1999, May). Creating classroom civility. *Journal of Education*,

181(3), 12-18.

Journal with Continuous Pagination (The numbering of pages continues from issue to issue.)

In the following example, 90, in italics, is the volume and no issue number is listed.
Jones, P. C. (1998, October 30). Behavior modification in the classroom. *Journal of Educational

Psychology*, 90, 605-619.

Online Service (EBSCOhost)

If you print an article in PDF format, you can use one of the citation examples above.

In the following example, (2000, February 1) is the date of the article and October 1, 2000, is the date you accessed the article.
Cook, J., Brown, S., & Smith, J. (2000, February 1). Money talks. *Journal of Finance*, 10, 123-135.

Retrieved October 1, 2000, from EBSCOhost database.

Newspapers

Signed Article (An author is listed, usually under the headline.)

Price, H. B. (1998, May 26). Tell me again: Why are S.A.T. scores so crucial? *New York Times*, pp. A23, A25.

Unsigned Editorial (No editor is listed. These are NOT letters to the editor.)

Intern hours are too long. (1998, May 28). [Editorial]. *The Gazette* [Cedar Rapids, IA], p. A12.

Signed Editorial (The editor is indicated.)

Emmerich, S. T. (Ed.). (1998, April 10). Equal pay for equal work still a problem for women [Editorial].

Wisconsin State Journal, p. A9.

Encyclopedias

Signed Article (An author is listed, usually at the end of the article.)

Chaney, W. H. (1996). Ventriloquism. In *Collier's encyclopedia* (Vol. 23, pp. 79-80). New York: Collier's.

Unsigned Article (No author is listed.)

Relativity. (1996). In *The new encyclopaedia Britannica* (Vol. 24, p. 766). Chicago: Encyclopaedia

Britannica.

Internet Sources

Divide a URL after a slash or before a period.

When you have used links from a Home Page to get to the wanted site, use the URL of the Home Page.

Without an author or date

Home for the holidays. (n.d.). Retrieved June 28, 2004, from <http://www.homeholidays.com>

Multipage Document (Not an Article from a Magazine or Journal)

Anderson, G. L. (2000, September 6). *Is Celebrex safe?* Retrieved August 24, 2001, from <http://www.arthritisonline.com>

Based on a Print Source

Smith, J. C. (1999, September 8). The future of the library. *Journal of the Library*, 6, 114-120. Retrieved October 4, 2001, from <http://www.jol.org/articles.html>

Brochure

American Red Cross. (2004). *Saving a life: Giving blood*. [Brochure]. Washington, DC: Author.

Government Publications

U.S. Census Bureau. (1999). *Statistical abstract of the United States: 1999*. Washington, DC: U.S. Government Printing Office.

Personal Interviews, Letters or E-Mails

From the *Publication Manual of the American Psychological Association*:

Personal communications may be letters, memos, some electronic communications (e.g. e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations and the like. Because they do not provide recoverable data, **personal communications are not included in the reference list. Cite personal communications in text only.** Give the initials as well as the surname 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)

Television Programs

Bradley, E. F. (Writer), & Brown, D. B. (Director). (1998, May 31). Crazy like a fox? In S. Smith (Producer), *60 minutes* [Television broadcast]. New York: Columbia Broadcasting System.

Motion Pictures

Schimler, T. C. (Producer), & Mock, F. L. (Director). (1995). *Maya Lin: A strong clear vision* [Motion picture]. United States: Paramount Pictures.

Literary Criticism

Magazine Article cited

Wilson, E. M. (1991). The ambiguity of Harry James. In T. Votteler (Ed.), *Short story criticism* (Vol. 8, pp. 274-276). Detroit, MI: Gale. (Reprinted from *The hound and horn*, Vol. 7, pp. 385-406, 1934).

Book cited

Smith, S. J. (1990). The nature walk. In T. Votteler (Ed.), *Contemporary literary criticism* (Vol. 20, pp. 23-26). Detroit, MI: Gale. (Reprinted from *Environmental protection*, pp. 34-36, 1990, New York: Mentor).

In-Text Documentation for APA

- The quotation mark comes before the documentation.
- The punctuation at the end of the sentence comes after the documentation.
- If the documentation follows a BLOCK QUOTATION, place the punctuation before the documentation.
- All direct quotations need a specific part of the source documented.

One Work by One Author

Lampe (1998) spoke of Frederick Douglass as if he knew him.
Frederick Douglass knew what would happen (Lampe, 1998).

One Work by Two Authors

(Always use both names in all references.)

First citation in text:

Andrews and Curtis (1998) found

“It was found in 1996” (Andrews & Curtis, 1998, p. 57).

Omit year from subsequent citations after first citation **within a paragraph**:

Andrews and Curtis summarized the study

Subsequent citation in text:

Andrews and Curtis (1998) studied

One Work by Three, Four, or Five Authors

First citation in text:

Anderson, Maple, Bowman, and Green
(1996) referred to

Subsequent first citation per paragraph:

Anderson et al. (1996) found

Omit year from subsequent citations after first citation **within a paragraph**:

Anderson et al. showed

For six or more authors:

First citation in text:

Green et al. (1956) stated

Omit year from subsequent citations after first citation **within a paragraph**:

Green et al. showed

Subsequent first citation per paragraph

Green et al. (1956) found

Book: Corporate Author

First citation in text: (American Association of Cereal Chemists [AACC], 1998).

Subsequent citation in text: (AACC, 1998).

Specific Parts of a Source

“There were animals everywhere” (Stivens, 1998, p. 51).

Interview

“I was stationed at Pearl Harbor” (J. Rivera, personal communication, March 24, 2000).

On-line Reference

“The people showed no emotion” (Johnson, 1999, paragraph 23).

Electronic Sources

(Smith & Wesson, 2000, p. 42)

(Heinz, 2002, chap. 3)

For those that do not provide page numbers, use the ¶ symbol or the abbreviation para. followed by the paragraph number, if available. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it:

(Smith, 2000, ¶ 5)

(Jones, 2002, Conclusion section, para. 1)

If no author is given, use a shortened form of the title, including the first word listed in the list of references, in place of the author’s name. Use n.d. if no date is given.

(Super, n.d., ¶ 5)

APA Factoids

If there is **no date listed**, use: (n.d.). If there is **no author listed**, start with the article title followed by the date.

If the **state is given in the publisher’s name**, do not include it in the location:

East Lansing: University of Michigan Press

Shorten publisher names. For Harcourt Brace, use: Harcourt

Keep the word: Press. Keep the word: Books.

Eliminate other words that do not identify the publisher, such as Inc. or Publishers.

SEE THE SAMPLE ON THE NEXT PAGE. The reference list should be on a separate sheet of paper with one-inch margins. The word, References, is centered. **Do not bold any** information. The **font and its size** should be the same throughout the list and the same as the text of the paper, usually size 12. The entire list is **double-spaced** (one line in between each line of print). **Do not put extra spaces** between the citations. The second and subsequent lines should be **indented**. **Alphabetize** the citations in one list, either by the title or the name of the author or editor. In the sample on the next page, the title, The little known facts about America: From the beginning, comes before the word, Mayflower, because the word, The, is ignored in alphabetizing. The words, A and An at the beginning of a title, are ignored, too.

The following locations are listed without a state abbreviation or country:

Baltimore
Boston
Chicago
Los Angeles
New York
Philadelphia

San Francisco
Amsterdam
Jerusalem
London
Milan
Moscow

Paris
Rome
Stockholm
Tokyo
Vienna

If the author is Mary Sue Allen, use: **Allen, M. S.** Put a space between the initials.

List the authors or editors for each citation in the order given on the publication.

Capitalize proper nouns and the first word of a **book** title, **Internet** article title, a **magazine article** title and a **subtitle**.

Use **italics** for **book titles**, **magazine titles**, **newspaper names**, and **Internet article titles**.

Divide a URL after a slash or before a dot.

References

Bell, L. A. (2000). *Ringin forever*. Philadelphia: Liberty Press.

The little known facts about America: From the beginning. (2001, June 21). *Journal of Education*, 64(2), 46-48.

Mayflower. (2000, September 6). Retrieved July 4, 2003, from <http://www.plymouth.foundation.org>