

American Psychological Association Writing Guidelines

The American Psychological Association Publication Manual is the standard for papers in many departments as well as Master's theses and Graduate Seminar papers at Concordia University Wisconsin. The following is a summary of the method of citation and reference listing used in American Psychological Association (APA) style. Students are encouraged to check the 1994 APA Publication Manual for specific questions not answered in these guidelines.

REFERENCE CITATIONS IN TEXT

Citation of an author's work in the text documents your work, briefly identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of the thesis, paper, or article.

One Work by a Single Author

APA uses the author-date method of citation; that is, the surname of the author and the year of publication are inserted in the text at the appropriate point:

Smith (1983) compared reaction times

In a recent study of reaction times (Smith, 1983)

"If the name of the author appears as part of the narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the date, separated by a comma (as in the second example), in parentheses. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information" (APA Publication Manual, 1994, p.168).

In 1994 Smith compared...

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article.

In a recent study of reaction times, Smith (1983) described the method. . . . Smith also found. . . .

One Work by Multiple Authors

When a work has two authors, always cite both names every time the reference occurs in the text.

"When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al." (not underlined and with a period after "al") and the year if it is the first citation of the reference within a paragraph" (APA Publication Manual, 1994, p. 168-69).

Williams, Jones, Smith, Bradner, And Torrington (1983) found (first citation)

Williams at al. (1983) found. (subsequent first citation per paragraph thereafter).

Williams at al. found. . . (omit year from subsequent citations after first citation within a paragraph)

"When a work has six or more authors, cite only the surname of the first author followed by "et al." (not underlined and with a period after "al") and the year for the first and subsequent citations. In the reference list, however, provide the initials and surnames of each author" (APA Publication Manual, 1994, p.169).

"Join the names in a multiple-author citation in running text by the word (and). In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&)" (APA Publication Manual, 1994, p.170).

as James and Ryerson (1983) demonstrated

as has been shown (James & Ryerson, 1983).

CITATION OF SOURCES

Whether paraphrasing or quoting an author directly, you must **credit the source**. For a direct quotation in the text, give the author, year and page number in parentheses. Include a complete reference in the reference list. Depending on where the quotation falls within a sentence or the text, punctuation differs. When paraphrasing or referring to an idea contained in another work, writers are not required to provide a page number. Nevertheless, writers are encouraged to do so, especially when it would help an interested reader locate the relevant passage in a long or complex text (APA Publication Manual, 1994, p. 97). [This block quote would normally be double-spaced.]

Citation in mid-sentence

"End the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation" (APA Publication Manual, 1994, p. 98).

Citation at the end of a sentence

"Close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with the period or other punctuation outside the final parentheses" (APA Publication Manual, 1994, p. 98).

Permission to Quote

"Any direct quotation, regardless of length, must be accompanied by reference citation that includes a page number. If you quote at length from a copyrighted work in material you intend to publish, you usually also need written permission from the owner of the copyright" (APA Publication Manual, 1994, p. 98).

THE REFERENCE LIST

Arrange entries in alphabetical order by the surname of the first author. You may single space your reference list (APA requires double-spaced reference lists). The 1994 APA Publication Manual made a significant change in reference listing. Please note the indented author's name.

Elements of a reference to a periodical

Spetch, M. L., & Palmer, D. M. (1983). Subjective shortening: A model of pigeons' memory for event duration. Journal of Experimental Psychology: Animal Behavior Processes, 9, 14-30.

Journal article, one author

Paivio, A. (1975). Perceptual comparisons through the mind's eye. Memory & Cognition, 3, 63S-647.

Journal article, two authors, journal paginated by issue

Becker, L. J., & Selligman, C. (1981). Welcome to the energy crisis. Journal of Social Issues, 37(2), 1-7.

Journal article, six or more authors

Kneip, R. C., Delamater, A. M., Ismond, T., Milford, C., Salvia, L., & Schwartz, D. (1993). Self-and spouse ratings of anger and hostility as predictors of coronary heart disease. Health Psychology, 12, 301-307.

Magazine article

Gardner, H. (1981, December). Do babies sing a universal song? Psychology Today, 70-76.

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.

Elements of a reference to an entire book

Bernstein, T. M. (1995). The careful writer: A modern guide to English usage. New York: Atheneum.

Strunk, W., Jr., & White, E. B. (1979). The elements of style (3rd ed.). New York: Macmillan.

Elements of edited book

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

Book, no author or editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Report Available from the Government Printing Office (GPO), government institute as group author

National Institute of Mental Health. (1990). Clinical training in serious mental illness (DHHS Publication No. ADM 901679). Washington, DC: U.S. Government Printing office.

Report available from the National Technical Information Service NTIS.

Osgood, D. W., & Wilson, J. X. (1990). Covariation of adolescent health problems. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

Report available from the Educational Resources Information Center (ERIC)

Mead, J. V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082)

*Give the ERIC number in parentheses at the end of the entry.

On-line journal

Funder, D. C. (1994, March). Judgmental process and content: Commentary on Koehler on base-rate [9 paragraphs] Psycholoquy [On-line serial], 5(17). Available FTP: Hostname: princeton.edu Directory: pub/harnad/Psycholoquy/1994.volume.5 File: psycholoquy.94.5.17.base-rate.12.funder

HEADINGS

Theses, papers and articles use from one to five levels of headings. For most papers, three or four levels of heading are sufficient.

Three Levels

Centered Uppercase and Lowercase Heading

Flush-left, underlined, Uppercase and Lowercase Side Heading

Indented, underlined, lowercase paragraph heading ending with a period.

Four Levels

Centered Uppercase and Lowercase Heading

Centered, Underlined, Uppercase and Lowercase Heading

Flush-Left, Underlined, Uppercase and Lowercase Side Heading

Indented, underlined, lowercase paragraph heading ending with a period.

Five levels of heading may be required for some theses, papers or articles. Subordinate all four levels (previously described) by introducing a CENTERED UPPERCASE HEADING as the first level of heading. Chapter headings in the thesis are normally a CENTERED UPPERCASE HEADING.

QUOTATIONS

Short Quotation

"Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks ("")" (APA Publication Manual, 1994, p. 245).

Long Quotations

Display quotations of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Do not single-space. Indent five or seven spaces from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five to seven spaces from the new margin. (APA Publication Manual, 1994, p. 245).

INTERNET

Documenting material from Internet sources is constantly changing. Check these sites on the WWW for the latest accepted formats.

<http://www.apa.org/journals/webref.html>

The official APA site

<http://www.bedfordstmartins.com/online/>

<http://www.beadsland.com/weapas/>

<http://www.ldl.net/~bill/aparev.htm>

<http://www.uvm.edu/~xli/reference/apa.html>

http://www.columbia.edu/cu/cup/cgos/idx_basic.html

<http://www.lib.memphis.edu/gpo/citeweb.htm>

Brief Guide to Citing Government Publications

Source: American Psychological Association
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