



APA STYLE REFERENCE CITATIONS IN TEXT

LIBRARY GUIDE

WHAT IS A REFERENCE CITATION?

A reference citation is the documentation needed to make your term paper, thesis or dissertation acceptable for academic purposes. It gives authoritative sources for your statements, helps the reader gain access to those sources, and acknowledges the fact that the information used in a paper did not originate with the writer.

WHAT IS APA'S STYLE OF REFERENCE CITATION?

APA style uses the author/date style method of citation in which the author's last name and the year of the publication are inserted in the actual text of the paper. It is the style recommended in the publications manual of the American Psychological Association which is available at the Information/Reference Desk, in the reference collection of the library, and in the University Bookstore. Complete title and call number follows.

BF
76.7 American Psychological Association. (2001). *Publication Manual of the American*
.P83 *Psychological Association* (5th ed.). Washington, D.C.
2001
Reference

For some questions about the publication style manual, fifth edition; the American Psychological Association has put together a list of frequently asked questions, with answers, on its website, of course. **The appropriate URL'S are listed in the references on the last page of this guide.**

WHEN USING APA STYLE, DO I NEED TO USE FOOTNOTES AT THE BOTTOM OF THE PAGE?

No, by inserting reference citations in the text, you eliminate the need to use footnotes at the bottom of the page or at the end of your paper. More importantly, reference citations enable readers of your paper to locate complete bibliographic information in the reference list at the end of your paper.

NOTE: It is suggested that you consult with your advisor for the style preferred by your department. Pick one style and follow it consistently--DO NOT MIX STYLES! Inquire at the Information/Reference Desk for style manuals available in Carlson Library.

EXAMPLES OF REFERENCE CITATIONS IN TEXT--APA STYLE

1. If author's name occurs in the text, follow it with year of publication in parentheses.
Example: Piaget (1970) compared reaction times...
2. If author's name is not in the text, insert, in parentheses, the last name and year, separated by a comma.
Example: In a recent study of reaction times (Piaget, 1978)...

3. If author's name and the date of publication have been mentioned in the text of your paper, they should not be repeated within parentheses.

Example: In 1978, Piaget compared reaction times...

4. Because material within a book is often difficult to locate, authors should, whenever possible, give page numbers in body to assist readers. Page numbers (preceded by p. or pp.) follow the year of publication, and are separated from it by a comma.

Example: Hunt (1974, pp. 25-69) confirms the hypothesis...

5. If a work has two authors, always cite both names every time the reference occurs in the text. Connect both names by using the word "and."

Example: Piaget and Smith (1972) recognize...

or

Finberg and Skipp (1973, pp. 37-52) discuss...

6. If a work has two authors and they are not included in the text, insert, within parentheses, the last names of the author joined by an ampersand (&), and the year separated from the authors by a comma.

Example: ...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 1973)

or

...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 1973, p. 410)

7. If a work has more than two authors (but fewer than six), cite all authors the first time the reference occurs; include the last name followed by "et al." and the year in subsequent citations of the same reference.

Example: First occurrence:
Williams, French and Joseph (1962) found...

Subsequent citations:
Williams et al. (1962) recommended...

8. Quotations: Cite the source of direct quotations by enclosing it in parentheses. Include author, year, and page number. Punctuation differs according to where the quotation falls.

- 1) If the quoted passage is in the middle of a sentence, end the passage with quotation marks, cite the source in parentheses immediately, and continue the sentence.

Example: Many inexperienced writers are unsure about "the actual boundaries of the grammatical abstraction called a sentence" (Shaughnessy, 1977, p. 24) or about which form of punctuation they should use.

- 2) If the quotation falls at the end of a sentence, close the quotation with quotation marks, and cite the source in parentheses after the quotation marks. End with the period outside the parentheses.

Example: Fifty percent "of spontaneous speech is estimated to be non-speech" (Shaughnessy, 1977, p. 24).

- 3) If the quotation is longer than forty words, it is set off without quotations marks in an indented block (double spaced). The source is cited in parentheses after the final period.

Example:

This is further explained by Shaughnessy's (1977) following statements:

In speech, pauses mark rates of respiration, set off certain words for rhetorical emphasis, facilitate phonological maneuvers, regulate the rhythms of thought and articulation and suggest grammatical structure. Modern punctuation, however, does not provide a score for such a complex orchestration. (p. 24)

THE REFERENCE LIST

APA style suggests using a reference list for references cited in the text of a paper rather than a bibliography. A reference list includes only those references which were actually cited in the text of one's paper. There must be total agreement between the two. (See example of a reference list on the last page). A bibliography includes all literature consulted which was "immediately relevant" to the research process, even though the material was not cited in the text of one's paper.

When compiling a reference list one needs to pay particular attention to the following: 1) sequence; 2) punctuation and spacing; 3) capitalization; and 4) underlining. (See APA Manual for further explanation).

ORDER OF REFERENCES IN THE REFERENCE LIST

- 1) Arrange entries in alphabetical order by surname of the first author.
- 2) Single-author entries precede multiple-author entries beginning with the same surname:
Kaufman, J. R. (1981).
Kaufman, J. R., & Cochran, D. C. (1978).
- 3) References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author, and so on:
Kaufman, J. R., Jones, K., & Cochran, D. F. (1982).
Kaufman, J. R., & Wong, D. F. (1978)
- 4) References with the same authors in the same order are arranged by year of publication, the earliest first:
Kaufman, J. R., Jones, K. (1977).
Kaufman, J. R., Jones, K. (1980).
- 5) Order of several works by different authors with the same surname are arranged alphabetically by the first initial:
Eliot, A. L. (1983).
Eliot, G. E. (1980).

EXAMPLES OF ITEMS IN A REFERENCE LIST

Although the format for books, journal articles, magazine articles and other media is similar, there are some slight differences. Pay close attention to these differences in the examples below. NOTE: The following examples are single-spaced, however, double-space when typing your reference list. Also, use hanging indents: entries should begin flush left, and the second and subsequent lines should be indented.

BOOKS:

One author:

Castle, E. B. (1970). *The teacher*. London: Oxford University Press.

Two authors:

McCandless, B. R., & Evans, E. D. (1973). *Children and youth: Psychosocial development*. Hinsdale, IL: Dryden Press.

Three or more authors: (List each author)

Smith, V., Barr, R., & Burke, D. (1976). *Alternatives in education: Freedom to choose*. Bloomington, IN: Phi Delta Kappa, Educational Foundation.

Society, association, or institution as author and publisher:

American Psychiatric Association. (1980). *Diagnostic and statistical manual of mental disorders* (3rd ed.). Washington, D.C.: Author.

Editor or compiler as author:

Rich, J. M. (Ed.). (1972). *Readings in the philosophy of education* (2nd ed.). Belmont, CA: Wadsworth.

Chapter, essay, or article by one author in a book or encyclopedia edited by another:

Medley, D. M. (1983). Teacher effectiveness. In H. E. Mitzel (Ed.), *Encyclopedia of educational research* (Vol. 4, pp. 1894-1903). New York: The Free Press.

JOURNAL ARTICLES:

One author:

Herrington, A. J. (1985). Classrooms as forums for reasoning and writing. *College Composition and Communication*, 36, 404-413.

Two authors:

Horowitz, L. M., & Post, D. L. (1981). The prototype as a construct in abnormal psychology. *Journal of Abnormal Psychology*, 90, 575-585.

Society, association, or institution as author:

Institute on Rehabilitation Issues. (1975). Critical issues in rehabilitating the severely handicapped. *Rehabilitation Counseling Bulletin*, 18(4), 205-213.

NEWSPAPER ARTICLE:

No author:

More jobs waiting for college grads. (1986, June 17). *Detroit Free Press*, pp. 1A, 3A.

MAGAZINES:

One author:

Powledge, T. M. (1983, July). The importance of being twins. *Psychology Today*, 19, 20-27.

No author:

CBS invades Cuba, returns with Irakere: Havana jam. (1979, May 3). *Down Beat*, 10.

MICROFORMS:

ERIC report:

Plantes, Mary Kay. (1979). *The effect of work experience on young men's earnings*. (Report No. IRP-DP-567-79). Madison: Wisconsin University. Madison Institute for Research on Poverty. (ERIC Document Reproduction Service No. ED 183 687)

ERIC paper presented at a meeting:

Whipple, W. S. (1977, January). *Changing attitude through behavior modification*. Paper presented at the annual meeting of the National Association of Secondary School Principals, New Orleans, LA. (ERIC Document Reproduction Service No. ED 146 500)

ELECTRONIC MEDIA:

Material available via the Internet include journals, newspapers, research papers, government reports, web pages, etc. When citing an Internet source, one should:

1. Provide as much information as possible that will help readers relocate the information. Also try to reference specific documents rather than web pages when possible.
2. Give accurate, working addresses (URLs).

References to Internet sources should at least include the following four items:

1. A title or description
2. A date (either date of publication or date of retrieval)
3. An address (URL)

4. An author's name, if available

Internet article based on a print source:

Dyer, C. (2002, January 26). UK judges reverse decision on cloned embryos [Electronic version]. *British Medical Journal*, 324 (7331), 190.

Article in an Internet-only journal:

Dungworth, D. (1997, Spring). Iron Age and Roman copper alloys from northern Britain. *Internet Archaeology*. Retrieved March 20, 2002, from http://intarch.ac.uk/journal/issue2/dungworth_toc.html

Daily newspaper article, electronic version available by search:

Botha, T. (1999, February 21). The Statue of Liberty, Central Park and me. *New York Times*. Retrieved March 20, 2002, from <http://www.nytimes.com>

Webpage:

Raymon H. Mulford Library/Medical College of Ohio. (n.d.) *Instructions to authors in the health sciences*. Retrieved January 22, 2002, from <http://www.mco.edu/lib/instr/libinsta.html>

AUDIOVISUAL MEDIA AND SPECIAL INSTRUCTIONAL MATERIALS:

This category includes the following types of non-book materials:

Audiorecord	Flashcard	Motion picture	Slide
Chart	Game	Picture	Transparency
Filmstrip	Kit	Realia	Videorecording

A bibliographic/reference format for these non-print materials is as follows:

Author's name (inverted).----Author's function, i.e., Producer, Director, Speaker, etc. in parentheses.----Date of publication in parentheses----Title.----Medium in brackets after title, [Filmstrip]. HOWEVER, if it is necessary to use a number after a medium for identification or retrieval purposes, use parentheses instead of brackets, i.e., (Audiorecord No. 4321).----Place of publication: Publisher.

Maas, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper in hypnosis* [Motion Picture]. Englewood Cliffs, NJ: Prentice-Hall.

References

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- American Psychological Association. (n.d.). *Frequently asked questions*. Retrieved March 20, 2002 from <http://www.apastyle.org/faqs.html>.
- Bloom, B. S. (Ed.). (1956). *Taxonomy of educational objectives: The classification of educational goals, by a committee of college and university examiners*. New York: D. McKay.
- CBS invades Cuba, returns with Irakere: Havana jam. (1979, May 3). *Down beat*, 10.
- Horowitz, L. M., & Post, D. L. (1981). The prototype as a construct in abnormal psychology. *Journal of abnormal psychology*, 90, 575-585.
- Institute on Rehabilitation Issues. (1975). Critical issues in rehabilitating the severely handicapped. *Rehabilitation counseling bulletin*, 18(4), 205-213.
- Maas, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis* [Motion Picture]. Englewood Cliffs, NJ: Prentice-Hall.
- Mandel, B. J. (1978). Losing one's mind: Learning to write and edit. *College composition and communication*, 29, 263-268.
- Medley, D. M. (1982). Teacher effectiveness. In H. E. Mitzel (Ed.), *Encyclopedia of educational research* (Vol. 4, pp. 1894-1903). New York: The Free Press.