Summary of Guidelines for Formatting References According to the APA Style Guide: 6th Edition

The purpose of references is to enable the reader to access the material used in your research for the paper. Citation of a work implies that you have personally read the cited work. (See instructions about *secondary sources* for works that you read about in another work.)

All sources (except personal communications) from which material is used for an article must be cited in two places in the article: detailed information about the source appears in the **Reference List** at the end of the paper, and a brief **Parenthetical Citation** consisting of the author's name and date of publication appears within the body of the paper at each place the source is used. This document includes a detailed discussion of both. Differences between the 5th and 6th editions of the APA guidelines are highlighted.

These notes are based on material from the sources listed below. They are a summary of our best understanding of the guidelines and are not intended as a substitute for the guidelines published by the American Psychological Association.

American Psychology Association. (2010). *Frequently asked questions about APA style*. Retrieved from http://www.apastyle.org/learn/faqs/index.aspx

Capital Community College. (2007). *A guide for writing research papers*. Retrieved from http://www.ccc.commnet.edu/apa/

Capital Community College. (2007). *Parenthetical citation*. Retrieved from http://www.ccc.commnet.edu/apa/parenthetical.htm

Neyhart, D. & Karper, E. (2010). *APA formatting and style.* Purdue University Online Writing Lab. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

Publication manual of the American Psychological Association (6th ed.). (2009). Washington, DC: American Psychological Association.

Williams, O. (2010). *American Psychological Association (APA) format (6th Edition, 2009).* Retrieved from http://umclibrary.crk.umn.edu/apa6thedition.pdf

The Writer's Workshop. (n.d.) *American Psychological Association (APA)*. University of Illinois Urbana-Champaign. Retrieved from http://www.cws.illinois.edu/workshop/writers/citation/apa/index.html

Reference List

The reference list appears at the end of your paper (but before any appendix and the biographical material). It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. **Each source you cite in the paper** (with the exception of personal communications) **must appear in your reference list; likewise, each entry in the reference list must be cited in your text**. Make sure that the spelling of authors' names and dates of publication are identical in both places.

Authors' names are inverted (last name (surname) followed by a comma and the initial(s) of first name(s)). Give the last name and initials for all authors of a particular work, keeping them in the same order as in the original work. (See section on multiple authors for exception on works with more than seven authors.)

Capitalization and Italicization of Titles. Capitalize all major words in the title of a journal, magazine, or newspaper. When referring to any work that is **not** one of these, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash

in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Italicize the title of the primary work you are citing, such as a book, journal, magazine, or newspaper. If you are referencing a chapter in a book or an article in a journal, magazine, or newspaper, do **not** italicize, underline, or put quotes around the title of the article or chapter.

Order of reference list

List works in alphabetical order by primary author's last name (or first significant word at beginning of reference if no author).

If you have more than one work by the same author (or authors in the exact same order), list them in order by the year of publication, starting with the earliest.

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author or the last name of the third if the first and second authors are the same.

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter (excluding *A* or *The*). Then assign letter suffixes to the year.

If the author is an organization or a group alphabetize by the first significant word of the name. Use full names, not abbreviations. A parent body precedes a subdivision, for example, University of the West, Department of Management.

If the author uses a suffix, such as Jr. or III, put it after the author's initials, as in the following example for Dain.

Examples:

Berndt, T. J. (1996). Exploring the effects of friendship quality on social development. In W. M. Bukowski, A. F. Newcomb, & W. W. Hartup (Eds.), *The company they keep: Friendship in childhood and adolescence* (pp. 346-365). Cambridge, UK: Cambridge University Press.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

The computer gender gap. (2001, July 31). *The Boston Globe*, p. A5. [Alphabetized using "computer."]

Dain, K., Jr. (1991). Women and computing: Some responses to falling numbers in higher education. *Women's Studies International Forum, 14*, 217-225.

Wegener, D. T. (2002a). *Bias and the news media*. Santa Rosa, CA: Informing Science Institute.

Wegener, D. T. (2002b). *Informing and misinforming*. Santa Rosa, CA: Informing Science Institute.

Wegener, D. T., & Mason, E. (1999). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology, 66*, 1034-1048.

Wegener, D. T., & Petty, R. E. (1995). Flexible correction processes in social judgment: The role of naive theories in corrections for perceived bias. *Psychology Journal, 68*(3), 36-51.

Books

Begin the entry with the last name of the first author, followed by a comma, and then his or her initials. Use the same format to list any other authors in the order they are shown in the publication. Place commas between authors and an ampersand before the last author. (**Example**: Jones, K., Beach, A. Z., & Reed, Y.)

After the authors, put the year of publication, in parentheses, with a period after this.

Next include the book title, in italics. Capitalize only the first word of the title (and the first word of the subtitle, if any) and any proper names. Include any additional information necessary for retrieving the book (such as "3rd ed." or "Vol. 4") in parentheses, immediately after the title. Close with a period. (Use the abbreviations "ed." for "edition" and "Ed." for "editor".)

Place of publication comes next, then the publisher. Use a colon after the place of publication. Identify the city and, if the city is not well known or could be confused with another city, the state and/or country where the publisher is located. Name USA states using their two-letter abbreviations in all caps (e.g. IL, VA, MD). Place a colon (:) after the location name, then identify the name of the publisher, clearly and briefly. Spell out the names of associations and university presses, but omit unnecessary terms, such as "Publishers," "Co.," or "Inc." If two or more locations are given, give the location listed first or the publisher's home office. When the publisher is a university and the name of the state (or province) is included in the university name, do not repeat the name of the state/province in the publisher location. When the author and publisher are identical, use the word "Author" as the name of the publisher. Close with a period.

Each portion of the entry should be separated by a period.

Examples:

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

Arnheim, R. (1971). *Art and visual perception*. Berkeley: University of California Press.

Nicol, A. A. M., & Pexman, P. M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

Sheth, J. N., Jacobs, J., & Parvatiyar, A. (Eds.). (2000). *Handbook of relationship marketing*. London: Sage Publications.

Periodicals: Journals, Magazines, Newspapers

There are four main elements of a reference to a periodical: (1) the article author(s); (2) the publication date; (3) the article title; (4) and the title of the periodical with volume and/or page numbers.

Examples:

Durndell, A., Glissov, P., & Siann, G. (1995). Gender and computing: Persisting differences. *Educational Research, 37*(3), 219-227.

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist, 48*, 1141-1147.

Karcher, C. A. (1986). Censorship, American style: The case of Lydia Maria Child. *Studies in the American Renaissance, 9*(3), 283-303.

As with books, list the name(s) of the article authors at the beginning of the entry, last names first. Separate authors' names with commas, and use an ampersand (&) before the last author whenever there are two or more authors. Spell out corporate authors. If a reference article has no author listed, place the title in the author position before the date. Finish the element with a period.

Next, list in parentheses the year the work was published. (For unpublished works, this date should be the year the work was written.) For articles that have been accepted by a journal but not yet published, write (in press) in parentheses rather than giving a date. (See also the section on Unpublished Work.) Conclude the element with a period. For a magazine or newspaper article, include specific publication dates (month and day, if applicable) as well as the year.

Capitalize just the first word of the article title and of the subtitle (if present), and all proper names. Do not underline this title or place quotation marks around it. Use Arabic numbers rather than Roman numerals in two-part titles unless the published title uses roman numerals. List additional necessary information for identification in brackets after the article title (i.e., [Letter to the editor]). Conclude this element with a period.

Next place the **full** title of the periodical – do not use abbreviations. Capitalize all words except prepositions. Italicize the title and place a comma after it.

For publications with volume numbers, such as journals, follow the title with the volume number in italics. You need list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then give the issue number in parentheses after the volume number, as in *Educational Research, 37*(3). Note that the issue number is not italicized. If the journal does not use volume numbers, use the month, season, or other designation within the year to designate the specific journal article.

List inclusive page numbers--just list the actual numbers for journal articles, but use 'pp.' before the page numbers for newspapers. Use commas to separate the several parts of this element. Conclude this element with a period.

Citing articles in journals with continuous pagination

Passons, W. (1967). Predictive validities of the ACT, SAT, and high school grades for first semester GPA and freshman courses. *Educational and Psychological Measurement, 27,* 1143-1144.

Citing articles in journals with non-continuous pagination

Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin, 66*(3), 78-100.

Because pagination begins anew with each issue of this journal, it is necessary to include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the volume number (in italics) and the issue number.

Citing articles in monthly periodicals with no volume number

Chandler-Crisp, S. (1988, May) Aerobic writing: A writing practice model. *Writing Lab Newsletter*, 9-11.

Citing articles in weekly periodicals

Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, 30.

Newspaper articles (note that p. or pp. is placed before page numbers in newspapers)

(*print version*)

Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*, pp. A1, A3, A5-A7.

(*online version*: give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs)

Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*. Retrieved from http://www.news-gazette.com

No author identified

Clinton puts "human face" on health-care plan. (1993, September 16). *The New York Times*, p. B1.

Multiple Authors

When a work has **up to (and including) seven** *[5th edition listed only first six authors.]* authors, cite all authors (last name followed by initials). Place a comma after the last name of each author and after that author's initial(s). Place an ampersand (&) before the last author.

Festinger, L., Cramer, C. J., Riecken, H., Boyd, E. C., Cohen, E. G., Gill, T. G., & Schachter, S. (1956). *When prophecy fails*. Minneapolis: University of Minnesota Press.

Grice, H. P., & Gregory, R. L. (1968). *Early language development*. New York: McGraw-Hill.

Eight or more authors: Provide last names and initials of first six authors, insert three ellipsis points, and add the last author's name. *[5th edition added et al. after sixth author.]*

Roeder, K., Howard, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., . . . Boyd, E. C. (1967). *Nerve cells and insect behavior*. Cambridge, MA: Harvard University Press.

Other

Corporate authorship: the name of the group appears as the author
Alphabetize group authors by the first significant word of the name. Use the full name of the group or organization.

The Informing Science Institute. (2010). *Summary of guidelines for formatting references according to the APA style guide: 6th edition*. Retrieved from http://informingscience.org/APA.pdf
(Include "The" here but alphabetize using "Informing".)

Institute of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern.

Kimberly-Clark. (2002). *Kimberly-Clark (Annual Report)*. Dallas, TX: Author.

Report from a University
Format this as you would a book. Put the name of the university as the publisher.

Postman, N. (1995). *The end of education: Redefining the value of school*. Santa Rosa, CA: Sonoma State University, Computer Science Department.

No author identified
If no author is identified, begin with the title. Alphabetize these entries by the first significant word in the title. For the parenthetical citation within the paper, use a few words of the title, or the whole title if it is short, in place of an author name.

Experimental psychology. (1938). New York: Holt.

The new approach to databases. (2004). Santa Rosa, CA: Informing Science Institute.
(Include "The" here but alphabetize using "new".)

Relationship marketing's strategic array. (2002). *Business Horizons*, *45*(1), 70–77.

Items in an anthology and chapters in edited book

Note that the author's initials follow the last name, but the editor's initials precede the last name.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Rubenstein, J. P. (1967). The effect of television violence on small children. In B. F. Kane Jr. & J. K. Moore (Eds.), *Television and juvenile psychological development* (pp. 112-134). New York: American Psychological Society.

Chapter in a volume in a series

Maccoby, E. E., & Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P. H. Mussen (Series Ed.) & E. M. Hetherington (Vol. Ed.), *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed., pp. 1-101). New York: Wiley.

Reprinted or republished chapter

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (Ed.), *Research readings for discipline-based art education.* Reston, VA: National Association of Education. (Reprinted from *Studies in Art Education, 19* (1986), 34-39.)

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923).

Note: in the parenthetical citation give the original publication date and the date of republication (Freud, 1923/1961)

ERIC Documents (Report available from the Educational Resources Information Center)

Mead, J. V. (1992). *Looking at old photographs: Investigating the 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. ED346082)

Citing multivolume works

Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4). New York: Plenum Press.

In listing a multivolume work, the publication dates should be inclusive for all volumes. The volumes should be identified, in parentheses, immediately following the book title. Do not use a period between the title and the parenthetical information; close the entire title, including the volume information, with a period.

Edited collections

Grice, H. P., & Gregory, R. L. (Eds.). (1968). *Early language development*. New York: McGraw-Hill.

Higgins, J. (Ed.). (1988). *Psychology*. New York: Norton.

Citing specific editions of a book

Brockett, O. (1987). *History of the theatre* (5th ed.). Boston: Allyn and Bacon.

Immediately after the book's title, note the edition information in parentheses (for example, "5th ed." or "Rev. ed."). Do not use a period between the title and the parenthetical information.

Work discussed in a secondary source

If Boyd's work is discussed in a work by Cohen and you did not read Boyd's work, list the work by Cohen in the reference list, as shown below, and use the following in the body of the paper, "Boyd's findings (as cited in Cohen, 2002)..."

Cohen, E. B. (2002). *Developing organizations*. Santa Rosa, CA: Informing Science Institute.

Translated works

Cohen, E. C. (2001). *Make way for the information age*. (E. C. Boyd, Trans.). San Francisco: IS Press. (Original work published in 1801.)

The original publication date is the last portion of the entry and should be in parentheses with the note "Original work published" followed by the date.

In text, cite the original publication date and the date of translation. (Cohen, 1801/2001)

Non-English works

Give the original title of the work or article in the native language, followed by the English translation in brackets []. If the source is an article in a journal, the name of the journal does not need to be translated.

Chassot, A. (2003). Alfabetização científica: Uma possibilidade para a inclusão social [Scientific literacy: A possibility for social inclusion]. *Revista Brasileira de Educação*, *22*, 89-100.

Lévy, P. (1997). *As tecnologias da inteligência: O futuro do pensamento na era da informática* [Intelligence technologies: The thought future in informatics era]. Rio de Janeiro: Editora.

Proceedings

Capitalize the name of the conference or symposium and place in italics. If only the abstract appear in the proceedings, insert [Abstract] after the title of the paper. If the proceedings are published in an edited book, include the name of the editor and publisher. Otherwise, just give the name of the conference.

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

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

Taylor, W. J., Zhu, G. X., Dekkers, J. & Marshall, S. (2003, June). Factors affecting home internet use in Central Queensland. *Proceedings of the 2003 Information Science and Information Technology Education Conference, Pori, Finland,* 573-588. Retrieved from http://proceedings.informingscience.org/IS2003Proceedings/docs/080Taylo.pdf

Poster session or unpublished paper presented at meeting or conference (include month)

Eastmond, D. V. (1995, June). *Alone but together: Adult distance study through computer conferencing*. Poster session presented at the Informing Science and Information Technology Conference, Cassino, Italy.

Rovai, A. P., & Jordan, H. (2004, July). *Blended learning and sense of community: A comparative analysis with traditional and fully online graduate courses.* Paper presented at the Informing Science and Information Technology Conference, Rockhampton, Australia.

Dissertations

Dissertation obtained from Dissertation Abstracts International (DAI)

Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International,* Section B. Sciences and Engineering, *54*(01), 534.

Dissertation obtained from the web

Aguilera, M. K. (2000). *Broadening the applicability of failure detectors* (Doctoral dissertation, Cornell University). Retrieved from https://catalog.library.cornell.edu

Unpublished Dissertation

Cohen, E. (1979). *Title of dissertation*. Unpublished doctoral dissertation, Indiana University, IN.

Other Media

Citing interviews

Archer, N. (1993). [Interview with Helen Burns, author of Sense and Perception]. *Journal of Sensory Studies, 21*, 211-216.

In this example, the interview lacks a title, so a description of the interview is given in brackets. If the interview has a title, include the title (without quotation marks) after the year, and then give a further description in brackets if necessary.

Unpublished interviews do not need a reference list entry because they do not provide recoverable data. (See the section on Personal Communication under Parenthetical Citations for how to reference these.)

Citing films or videotapes

Place the type of medium, for example, Motion picture or Videotape in the bracketed descriptor.

Weir, P. B. (Producer), & Harrison, B. F. (Director). (1992). *Levels of consciousness* [Motion picture]. Boston, MA: Filmways.

Here, the main people responsible for the videotape are given, with their roles identified in parentheses after their names. After the title, the medium is identified (here, a motion picture). The distributor's name and location comprises the last part of the entry.

Citing recordings

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different than copyright)

McFerrin, B. (Vocalist). (1990). *Medicine music* [Cassette Recording]. Hollywood, CA: EMI-USA.

Citing computer software

Arend, D. N. (1993). Choices (Version 4.0) [Computer software]. Champaign, IL: U.S. Army Corps of Engineers Research Laboratory. (CERL Report No.CH7-22510)

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

If an individual(s) has proprietary rights to the software, their name(s) are listed at the head of the entry, last names first, followed by a period. Otherwise, treat such references as unauthored. Do not italicize the title. Specify in brackets that the source is computer software, program or language. List the location and

the organization's name that produced the program. Add any other necessary information for identifying the program (in the first example, the report number) in parentheses at the entry's conclusion. To reference a manual, follow the same as above but add "manual" as the source in the bracketed information. Do not add a period at the end of a citation if it ends in a web address.

Electronic Information

The source may be aggregated databases, online journals, Web sites or pages, newsgoups, Web- or e-mail based discussion groups or Web or e-mail based newsletters. Pagination in electronic references is unavailable in many cases, thus left out of the citation.

The first part of the reference is the same as for other sources: author, year (if available), Title of article or page, Title of Publication, etc. The publication date should be the year of publication or the most recent update. If the date of the source cannot be determined, place (n.d.) after the author's name.

End the reference with either "Retrieved from" followed the URL that will direct readers a close as possible to the information cited or with the DOI (digital object identifier) assigned to the document. The best way to make sure that the URL or DOI is entered correctly is to **copy it from your browser** and paste it into the reference. *[DOI was not in 5th edition.]* **Do not put a period after the URL or DOI**. *[The date retrieved is no longer needed.]*

Online periodical without DOI

Gill, T.G. (2009). An open letter to the informing science community. *Informing Science: The International Journal of an Emerging Transdiscipline, 12*, v-ix. Retrieved from http://inform.nu/Articles/Vol12/ISJv12pv-xGill.pdf

[Note: APA guidelines suggest putting just the journal's home page, but the full URL may be more helpful to the reader, so we suggest using it.]

Online periodical with DOI

Davis, P. M., Lewenstein, B. V., Simon, D. H., Booth, J. G. & Connoly, M. J. L. (2008). Open access publishing, article downloads, and citations: Randomized controlled trial. *British Medical Journal, 5*(4), 15-20. doi: 10.1136/bmj.a568

Online document

Devi, S. S. E., & Ramachandran, V. (2002). *Agent based control for embedded applications*. Retrieved from http://www.hipc.org/hipc2002/2002Posters/AgentControl.pdf

No Author

When there is no author for a Web page, the title moves to the first position of the reference entry:

New child vaccine gets funding boost. (2001). Retrieved from http://news.ninemsn.com.au/health/story_13178.asp

No author, no year

GVU's 8th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Style list for references. (n.d.). Retrieved from http://www.apa.org

Full-Text Database (i.e., book, magazine, newspaper article or report)

Schneiderman, R. A. (1997). Librarians can make sense of the Net. *San Antonio Business Journal, 11,* 58-63. Retrieved from EBSCO Masterfile database.

Article in an Internet-only journal

Kawasaki, J. L., & Raven, M. R. (1995). Computer-administered surveys in extension. *Journal of Extension, 33,* 252-255. Retrieved from http://joe.org/joe/index.html

Article in an Internet-only newsletter

Waufton, K. K. (1999, April). Dealing with anthrax. *Telehealth News, 3*(2). Retrieved from http://www.telehearlth.net/subscribe/newslettr_5b.html#1

Internet technical or research reports

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

Wisconsin Department of Natural Resources. (2001, March 14). *Glacial habitat restoration areas.* Retrieved from http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm

Document created by private organization, no page numbers, no date

Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.). *Fund-raising efforts.* Retrieved from http://www.hattiesburgcag.org

Document from university program or department

McNeese, M. N. (2001). *Using technology in educational settings.* Retrieved from University of Southern Mississippi, Educational Leadership and Research Web site: http://www-dept.usm.edu/~eda

E-Mail, newsgroups, online forums, discussion groups and electronic mailing lists

Personal communications, which are not archived, should not be included in reference lists and are cited within the text only.

If archived

Hammond, T. (2000, November 20). YAHC: Handle parameters, DOI genres, etc. [Electronic mailing list message.] Retrieved from http://www.doi.org/mail-archive/ref-link/msg00088.html

Unpublished Work

Unpublished contribution to a symposium or paper at meeting

Jones, B. (1990, June). The impact of RFID. In E. B. Cohen (Chair), *New Technologies Symposium.* Symposium conducted at the meeting of the Informing Science Institute, Santa Rosa, CA, USA.

Smith, B. (1991, June). *Security and privacy in sensor networks.* Paper presented at the meeting of the Informing Science Institute, Santa Rosa, CA, USA.

Unpublished doctoral dissertation

Cohen, E. (1979). *Title of dissertation.* Unpublished doctoral dissertation, Indiana University, IN.

Unpublished manuscript not submitted for publication

Boyd, E. (2001). *Title of manuscript*. Unpublished manuscript, University of the West, San Francisco, CA. (omit university if not applicable)

Submitted for publication

If it has been accepted, put (in press) as date and give name of journal or publisher. If is has not yet been accepted, give the date it was written, but do not give name of journal or publisher to which manuscript has been submitted.

Clegg, S., & Trayhurn. D. (in press). Gender and computing: Not the same old problem. *British Educational Research Journal*.

Cohen, E. (2007). *Publishing tips*. Manuscript submitted for publication.

Parenthetical Citations

Parenthetical citations are placed in the body of the paper to identify sources. They include the author(s) name(s) and date of publication to enable the reader to locate the detailed formation in the Reference List. **Each source you cite in the paper** (with the exception of personal communications) **must appear in your reference list; likewise, each entry in the reference list must be cited in your text**. Make sure that the spelling of authors' names and dates of publication are identical in both places.

If a citation appears within parenthetical text, use commas (not another set of parentheses) to set off the date.

> **Example**: (The work by Faraday, 1956, contradicted this assumption.)

A typical citation of an entire work consists of the author's name and the year of publication.

Use the last name only, except when there is more than one author with the same last name. In that case, use the author's initials in front of the last name.

> **Example:** Charlotte and Emily Bronte were polar opposites, not only in their personalities but in their sources of inspiration for writing (Taylor, 1990).

If the author is named in the text, only the year is cited.

> **Example:** According to Irene Taylor (1990), the personalities of Charlotte. . .

If both the name of the author and the date are used in the text, a parenthetical citation is not necessary.

> **Example:** In her 1990 book, Taylor discusses the personalities. . .

For all three of the above, the work would be listed in the Reference List as follows:

> Taylor, I. (1990). *Sisters as authors*. San Francisco: Literary Press.

Within same paragraph, when the name of the author is part of the narrative, you do not need to repeat a citation as long as this source cannot be confused with others cited in the article. However, the name and year should be included in all parenthetical citations in which the author is not named in the sentence.

> **Example**: According to Irene Taylor (1990), the personalities of Charlotte. . . Taylor also stated that. . . The study also found significant differences in their childhood experiences (Taylor, 1990).

If you are referring to or paraphrasing an idea from another work but **NOT** directly quoting the material, you only have to make reference to the author and year of publication in your in-text reference. APA guidelines encourage you to also provide the page number where appropriate, although it is not required.

If you are directly quoting from a work, include the author, year of publication, and the page number for the reference. (See Direct Quotation section for details.)

> **Example**: Emily Bronte "expressed increasing hostility for the world of human relationships, whether sexual or social" (Taylor, 1990, p. 11).

Multiple Authors

Two authors. Use both names each time the work is cited, joined by an ampersand (&) if in parentheses, or by the word "and" if in text.

> **Example**: Sexual-selection theory often has been used to explore patters of various insect mating (Alcock & Thornhill, 1983). . . Alcock and Thornhill (1983) also demonstrate. . .

Three, four or five authors. Cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (meaning "and others"). Do **not** put et al. in italic and do not put a period after "et".

> **Examples:**
> *(First citation)* A study of community college administrations highlights the role of politics (Douglas, Munster, French, & Cramer, 1997).
>
> *(Subsequent citations)* Patterns of intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997).

Six or more authors. Use only the first author's name followed et al. in the first and all subsequent reference. (See Reference list section on multiple authors for how to list in References.)

> **Example**: A recent study showed that the number of security attacks on business systems is increasing (Jones et al., 2004).

The only exception to these rules is when some confusion might result because of similar names or the same author being cited. In that case, cite as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.

> **Example**: (Boyd, Cohen, et al., 2001; Boyd, Katz, et al., 2001)

When the reference is to a work by a corporate author, use the name of the organization as the author.

> **Example:** Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987, p. 54).

The name of group is spelled out the first time it appears in a text citation (National Institute of Mental Health [NIMH], 1999). If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may put the abbreviation in the first citation and abbreviate the name in the second and subsequent citations (NIMH, 1999).

The above appears in the reference list as: National Institute of Mental Health. (1999)…

No Author

If no author is available, use the first few words of the reference list entry (usually the title) and the year. Use the shortest form that will allow you to recognize the work properly. Use double quotes around the title of an article, chapter, or web page and italicize the title of a book, brochure, or report.

For instance, if you were working with a study called "The Effects of Aspirin on Heart Attack Victims" you could use this citation ("The Effects of Aspirin," 1995). [Remember that this title would be alphabetized in the Reference List using "Effects."] If you were working with an entire book with no author called "Aspirin and Heart Attacks," you could use (*Aspirin*, 1991).

Only if the text is attributed to Anonymous use the format (Anonymous, 1999).

Same author, same date

If you are citing more than one work by the same author in the same year, use the suffixes a, b, c, etc., so that your reader can differentiate between them (These suffixes will correspond to the order of entries in your Reference List.):

> **Examples**:
> Several studies (Berndt, 1981a, 1981b) have shown that. . .
>
> In one study… (Jones, Crick, & Waxson, 1999a). In another study… (Jones, Crick & Waxson, 1999b).

Authors with same surname

If two or more primary authors have same surname, include the first author's initials in **all** text citations, even if the year of publication differs.

> **Examples**:
> J. M. Goldberg and Neff (1961) as well as M. E. Goldberg and Jones (2001) found…
>
> Is has been reported that. . . (B. A. Jones, 1999; R. F. Jones, 1997).

Parenthetical citations containing more than one work

Parenthetical citation of multiple works should be in **same order as reference list** (i.e. alphabetical by primary author's last name) and arranged as follows.

More Than One Work by the Same Author(s)

If you are citing more than one work by the same author(s), include enough information so that your reader can differentiate between them. For instance, if you have used two studies by the same authors (from different years), you simply need to include their dates of publication.

> **Example:** In a recent study (Jones, Crick, & Waxson, 1989) . . . A later study (Jones, Crick, & Waxson, 2000) . . .

If you are citing both at once list them in order of the date of publication.

> **Example:** Several studies (Jones, Crick & Waxson, 1989, 2000)…

Differentiate works by the same author and with the same publication date by adding an identifying letter to each date. These suffixes are assigned in the Reference List where they are alphabetized by the name of the work.

> **Example:** (Bloom, 1987a, 1987b)

Multiple Authors Cited Together

List works by different authors in **alphabetical order by last name of the first author** (the same order as in the reference list), and use semicolons to separate the references. Note that these will not necessarily be in order by date.

> **Example:** (Jones, 1998; Heckels, 1992; Stolotsky, 1996)

"See also" citations

To separate major citations from other citations list the major citations first (in alphabetical order) and then insert "see also" followed by the other works, also in alphabetical order.

> **Example:** (Boyd, 2001; Cohen, 1999; see also Alger, 1998; Thomas, 1915.)

Citation of a work discussed in a secondary source

To cite material that you have not read but that is discussed in another source, refer to both sources in the text, but include in the References list only the source that you actually used. For instance, suppose you read a work by Feist and would like to quote or paraphrase material presented in that book that comes from work by Bandura. In this case, your in-text citation would be: (Bandura, 1989, as cited in Feist, 1998). Feist (1998) would be fully referenced in the list of References; Bandura would not be listed.

> **Example**s:
> Bandura (1989, as cited in Feist, 1998) defined self-efficacy as "people's beliefs about their capabilities to exercise control over events that affect their lives" (p. 1175).
> Boyd's 1989 study (as cited in Cohen, 2002)…

Personal communication

Personal communications, such as e-mail messages to you, private interviews that you conducted with another person, personal letters, telephone calls, and other material that cannot be retrieved are cited in the text and receive a slightly more elaborate in-text citation. They are **not** listed in the references

To cite a personal communication, provide first name or initials and last name of the communicator, the type of personal communication, plus as exact date as possible in the body of your paper

> **Examples:**
> Jesse Moore (telephone conversation, April 17, 1989) confirmed that the ideas. . .
> "I found the support improved my study skills" (comment by student in the study, September 29, 1999).
> A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Direct Quotations

Always give page numbers for direct quotations. (Boyd & Cohen, 2001, p. 21)

Short quotation. To indicate direct quotations of fewer than 40 words in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

> **Examples:**
>
> She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
>
> According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
>
> What were the reasons Jones found "students often had difficulty using APA style" (1998, p. 199)?

Porter (1998) states, "The internetworked classroom has the potential to empower students" (p. 5), and this research project examines this potential.

Long quotation. Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. The parenthetical citation should come **after** the closing punctuation mark.

Example:

According to Jones's 1998 study:

> Students often had difficulty using the APA style guidelines, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual, to use the information provided to them, or to ask their teacher for help. (p. 199)

Web site

When referring to an entire Web site, it is sufficient to give just the address of the site in the text and not include it in the list of references. For example, "Kidspsych is a wonderful interactive web site for children (http://www.kidspsych.org)."

Appendix

An appendix is used for additional material that is referenced in the text but placed at the end of the document, after the list of references and before the biographical material. If there is only one appendix, title it "Appendix." If there is more than one appendix, identify them with letters, as in "Appendix A" and "Appendix B". All appendices should also have a descriptive title.