APA Style Documentation

All information contained within this handout can be found in the 6th edition of the *Publication Manual of the American Psychological Association*. This handout is intended only as a quick guide and introduction to APA style. Please consult the manual for more detailed information, and your professors for assignment-specific instructions.

APA Style is primarily used for term papers, research reports, empirical studies, and literature reviews in the fields of Psychology, Communication Studies, and Sociology. It is useful because of its inclusion of publication dates, which are necessary to express the currency of research often required by these fields.

**APA Resources Available in the RHEC Library:**

The following books are available for check out:

BF76.7.P83 2010

BF76.7.C66 2010

*An Easy Guide to APA Style* / Beth M. Schwartz
BF76.7 .S39 2012

BF76.8.G452 2010

*APA—The Easy Way!* / Peggy M. Houghton
BF76.7.H68 2009

*Writing With Style: APA Style Made Easy* / Lenore T. Szuchman
BF76.8.S98 2008

*What Every Student Should Know About Citing Sources With APA Documentation* / Chalon Anderson
BF76.7.A55 2007

The RHEC Library also maintains a subscription with NoodleBib, a web-based citation program that assists in the creation of MLA Works Cited, APA and Turabian Reference lists, and Chicago Notes. You may access it within the RHEC building by visiting the library’s website: [http://www.education.edu/library](http://www.education.edu/library)

**Useful Websites:**

[http://www.cws.illinois.edu/workshop/writers/citation/apa/](http://www.cws.illinois.edu/workshop/writers/citation/apa/)
[http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
[http://my.ilstu.edu/~jhkahn/APAsample.pdf](http://my.ilstu.edu/~jhkahn/APAsample.pdf) -- sample paper outlining APA formatting
In-text Citations

APA documentation pays close attention to the year in which the source was published. Therefore, the year must always be documented in-text. Cite the work of those individuals whose ideas, theories, or findings have directly influenced your work. You should cite your source when using a direct quote, or paraphrasing an argument or results of a study.

APA Style uses the author-date citation system. This system allows readers to find the sources cited in-text in the reference list, where each source is listed alphabetically.

Basic Format:

Paraphrased text (Author’s last name, year of publication).

Ex: A recent study found abnormal levels of brain activity in relation to fetal alcohol syndrome (Brown, 2003).

If the author’s name appears in the citation, then only the year is required:

Ex: According to Brown (2003), there was an abnormal level of brain activity in relation to fetal alcohol syndrome.

If you’re using a direct quote, the page number should be cited after the quotation:

Ex: Brown (2003) argued that the “abnormal levels of brain activity are directly related to fetal alcohol syndrome” (p. 72).

When a work has two authors, use both name each time their work is cited:

In parentheses: (Cortez & Jones, 1997)
In-text: Cortez and Jones (1997)

For three, four or five authors, refer to all authors in the first citation, and then use the first author’s last name followed by “et al.” in subsequent citations:

First citation: (Cortez, Jones, & Gold, 1997)
Second citation: (Cortez et al., 1997)

For six or more authors, use the first author’s last name followed by “et al.”:

In all citations: (Cortez et al., 1997)

When citing group authors, use the company name in place of an author’s name. In subsequent citations, use an abbreviation of the company name if possible:

First citation: (National Institute of Mental Health [NIMH], 1995)
Subsequent citations: (NiMH, 1999)
The Reference List

The purpose of a reference list is to help readers find the sources you used. All citations should be listed in the reference list. Some professors may ask that you list sources you consulted but did not cite. Talk to your professor about his/her preference.

Put references in alphabetical order by the first letter of the source entry – usually the author’s surname. Use the hanging indent paragraph style. Double-space the entire reference list.

Basic Rules:

- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work.
- If you have more than one article by the same author or author set, list them in order by year of publication, starting with the earliest.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title, the first word after a colon or dash, and proper nouns.
- Italicize the titles of books and journals, but not the titles of articles or essays.

Reference List Formulas and Examples

**Book With One Author:**

Author’s last name, first initial. (year of publication). *Title of work*. City of publication, State of publication: Publisher.

Ex:


**Book With Multiple Authors:**

First Author’s last name, first initial. & Second Author’s last name, first initial. (year of publication). *Title of work*. City of publication, State of publication: Publisher.

Ex:


**Encyclopedia or Dictionary:**

Ex:


**Journal Article:**

Author’s last name, first initial. (year of publication). Title of article. Title of Journal, *Volume* (Issue), page numbers.

Ex:


**Article or Chapter in an Edited Book:**

Author’s last name, first initial. (year of publication). Title of Article or Chapter. In Editor’s last name, first initial (Ed.), *Title of book* (page numbers). City of publication, State of publication: Publishing Company.

Ex:


**Article in an Online Periodical:**

Author’s last name, first initial. (year, date of publication). Title of article. *Title of Journal, Volume* (Issue). Retrieved date, from address of source.

Ex:


**Nonperiodical Web Document or Web Page:**

Author’s last name, first initial. (year, Date of publication). *Title of the document*. Retrieved from address of source.

Ex:
