# **APA Documentation Style**

When you use the words or original ideas of another person in your writing, you must cite the sources. If the exact words of the original source are used, quotation marks are necessary. Though paraphrasing or rewording of an original source does not require marks, documentation of the source is still required. Failure to cite sources of information is **PLAGIARISM**.

There are several documentation formats. Be sure to use the one suggested by your instructor. This handout explains the APA (the American Psychological Association) format. The APA format is used in the social sciences and education areas.

In the APA format, "parenthetical documentation" is used to identify your sources of information in the text of your paper rather than the more familiar footnote/endnote documentation method. Parenthetical documentation should be integrated smoothly into the text of your paper, rather than listed separately. At the end of the paper there should be a "References" page indicating a list of all references used.

# THERE ARE THREE (3) MAIN RULES FOR USING APA STYLE IN IN-Text Citations:

1. To identify your source, list the last name(s) of the author(s) and the year of publication. These should be listed inside parentheses and separated by a comma. Some examples are:

One author:	(Smith, 1983)
Two authors:	(James & Ryerson, 1983)
Three or more authors:	List all authors in first reference (Williams, Jones, Smith, Bradner, & Torrington, 1983) but if reference is repeated include only the first author's name followed by "et al." and the year (Williams et al., 1983)
Organization as author:	(National Institute for Mental health [NIMH], 1981)
No author:	Use the first two or three words of the title and the year ("Study Finds," 1982) enclose in quotes for an article (College Bound Seniors, 1979). Titles of books and reports are italicized.

2. If you are documenting a direct quote or a specific part of a source (rather than the source as a whole), you must include the page number(s) or otherwise note the part referenced. For example,

	(Czapiewski & Ruby, 1978, p. 10)
Reference to a section:	(Wilmarth, 1980, chap. 3)

3. Placement of the parentheses depends on how you introduce the reference with in paper, For example when citing the reference you would do the following:

According to a recent study by Smith (1983) compared reaction times of bikes and cars.

OR

Reaction times of cars were greater than bikes (Smith, 1983).

### **REFERENCES**

- The Reference list at the end of your paper should include all of the sources that contributed ideas and information to your paper. The heading REFERENCES should be centered one inch from the top of the page. This list is arranged in alphabetical order by the first word in the reference, whether it's an author's last name, an organization name, or the first word of the title (ignore "A," "An," and "The").
- For article titles, capitalize all major words of the title (and the subtitle, if any), and proper names. DO NOT underline the title or place quotation marks around it
- Journal and book titles are given in full and italicized. All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

# **Basic Format for Referencing**

Include author/s last name followed by initials. (Publication year). Title of the article. Title of Periodical, volume number (issue number), pages.

#### **BOOK WITH A SINGLE AUTHOR**

Bemstein, T.M. (1965). *The careful writer: A modem guide to English usage.* New York: Athenaeum.

## **EDITED BOOK, REVISED EDITION**

Letheridge, S., & Cannon, C.R. (Eds.). *Bilingual education: Teaching: English as a second language (rev. ed.).* New York: Praeger .

# JOURNAL ARTICLE WITH SINGLE AUTHOR (Journal with continuous pagination)

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, *3*,635-647.

# JOURNAL ARTICLE WITH TWO AUTHORS (Journal paginated by issue)

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

### JOURNAL ARTICLE WITH THREE OR MORE AUTHORS

Horowitz, L.M., Post, D.L., French, R.S., Wallis, K.D., & Siegelman, E.Y. (1981). The protogypes as a contrast in abnormal psychology: 2. Clarifying disagreement in psychiatric judgments. *Journal of Abnormal Psychology*, *90*, 575-585.

## ARTICLE IN A MAGAZINE, WITH AUTHOR

Gardner, H. (1981, December). Do babies sing a universal song? *Psychology Today*, *135*, 70-76.

# **NEWSLETTER ARTICLE, CORPORATE AUTHOR**

Staff. (1980), September 1). Professional face tax rise as IRS targets personal-service corporations. *Behavior* .5.

#### NEWSPAPER ARTICLE WITHOUT AUTHOR

Study finds free care used more. (1982, April). APA Monitor, p.14.

### A GOVERNMENT PUBLICATION

National Institution of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

#### BOOK OR ARTICLE WITH NO AUTHOR OR EDITOR NAMED

Merriam-Webster's collegiate dictionary (10111 ed.). (1993). Springfield, MA: Merriam-Webster.

#### AN ENCYCLOPEDIA ENTRY

Bergman, P.G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

#### AN ONLINE JOURNAL ARTICLE

Kenneth, I. (1995). A Buddhist response to the nature of human rights. *Journal of Buddhist*, 2(5). Retrieved from http://www.cac.psu.edu/jbe/twocont.html.

#### A WEB PAGE

Daly, B. (1997). Writing argumentative essays. (May 12, 1998)
Retrieved from
http://eslplanet.com/teachertools.argueweb/frntpage.htm.

Note: Use (n.d.) when there is no publication date is available for Web citing

Examples from Publication Manual of the American Psychological Association, Third Edition (Washington, D.C.: American Psychological Association, 1984) and Purdue University Online Writing Lab, 1995-2012.

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