

# A QUICK GUIDE TO APA DOCUMENTATION

This material is based on information found in the *Publication Manual of the American Psychological Association* 5th ed. (2001) Washington, DC: The American Psychological Association.

## *In-Text Citations*

The APA Documentation format requires writers to acknowledge the sources of the information they borrow. To accomplish this, APA format uses in-text citations and a list of references. In-text citations are placed as close to the borrowed material as possible, before punctuation.

### *Example:*

This theory “. . . assumes that racial intermarriage patterns reflect a generalized racial status hierarchy” (Fu, 2001, p. 148), with African Americans at the lower end and Caucasians at the higher.

In the introduction of their study, Foeman and Nance (1999) state that these “. . . two groups [African Americans and Whites] represent what many identify as opposites along the race continuum” (p. 541).

*Note:* The in-text citation begins with whatever comes first in the source’s reference page entry. Typically, this is the author’s last

name. This is followed by a comma and the year of publication. If the borrowed material is a direct quote (like the example above) or you wish to cite some specific part of a work (e.g. a page or a chapter), include a comma after the date, the appropriate abbreviation (ed. p—pp. for multiple pages—or chap.), and the page or chapter numbers.

*Some exceptions:* For a work with two authors, both names are used for every citation. If the work has three to five authors, use all last names for the first citation, but in following citations use only the last name of the first author followed by et al., a comma, and the year. If two authors have the same last name, include their first initial in the in-text citation. If no author is given for the work, use the first few words of the title (in quotation marks if it is the title of a short work, in italics if it is the title of a book) followed by a comma and the year. If you wish to cite more than one source, include all the sources in one citation, separating the reference information with commas.

## *The Reference Page*

The APA style of documentation requires an alphabetical list of sources used in the essay. The in-text citation directs the reader to the list, found at the end of the essay, which gives more complete information for that source.

*Sample Reference Page:*

References

Foeman, A. K. & Nance, T. (1999). From miscegenation to multiculturalism: Perceptions and stages of interracial relationship development. *Journal of Black Studies*, 29(4), 540-557.

Fu, V. K. (2001). Racial intermarriage pairings. *Demography*, 38(2), 147-159.

*Note:* The word “References” is centered, one inch from the top margin (in plain text with no punctuation). The reference list is double-spaced. The use of a hanging indent (the first line flush with the left margin and following lines indented five spaces) for reference list entries is preferred by APA. All entries are arranged alphabetically by first letter.

***Format for the Most Common Reference Page Entries:***

*Articles:*

*For periodicals with pages numbered continuously:*

Author’s last name, initials. (Year of publication). Title of article. *Title of Periodical*, volume number, page numbers.

*Example:*

Conrad, P. (1992). Medicalization and social control. *Annual Review of Sociology*, 18, 209-232.

*Note:* APA format requires that only the initials for the first and middle name (if given) be used. For magazines, newspapers, and newsletters, the date (month or month and day) follows the year in the parenthesis (separated by a comma). Only the first word and proper nouns are capitalized in article titles, which are typed in plain text with no quotation marks (Note: While there are no quotation marks in the reference list entry, there are quotation marks if you use the title, or a shortened version of it, in the in-text citation). The title of the journal and the volume numbers are in italics. In newspaper articles, the abbreviation p. or pp. (for multiple pages) precedes the page numbers.

*For periodicals with pages not numbered continuously:*

Author’s last name, initials. (Year of publication). Title of the article. *Name of Journal*, volume number(issue number), page numbers.

*Example:*

Fu, V. K. (2001). Racial intermarriage pairings. *Demography*, 38(2), 147-159.

*Note:* There is no space between the volume and issue numbers.

*Articles with More than One Author:*

First author's last name, initial., Second author's last name, initial., & Third author's last name, initial. (Year of publication). Title of article. *Title of periodical, volume number*(issue number if relevant), page numbers.

*Example:*

Foeman, A. K. & Nance, T. (1999). From miscegenation to multiculturalism: Perceptions and stages of interracial relationship development. *Journal of Black Studies, 29*(4), 540-557.

*Note:* For up to six authors, give each name inverted. If a work has seven or more authors, give the first six names and then use the abbreviation *et al.* (in plain text).

*Books with One Author:*

Author's last name, initial(s). (Year of publication). *Title of work.* Place of Publication (city and state): Publishing Company.

*Example:*

Frakenberg, R. (1993). *White women, race matters: The social construction of whiteness.* Minneapolis, MN: University of Minnesota Press.

*Note:* Only the first word and proper nouns are capitalized in the title. If the book has any edition, report, or volume number, include this and the correct abbreviation in parenthesis after the title—(3<sup>rd</sup> ed.) or (vols. 1-6). Include the postal abbreviation for

the state (or the appropriate country abbreviation, if printed outside the US) with the city name (for most cities) when giving the place of publication. Some locations, because they are well known for publishing, do not require a state or country abbreviation. See the *APA Handbook* (pg. 217) for a list of these. Also, when giving the publishing company, do not include terms like “Publishers,” “Co.” or “Inc.” (“Books” and “Press” are included).

*Electronic Sources:*

*Because so many different forms of material can be found on the Internet, documentation for electronic sources is complicated. Each type of source has its own rules for documentation. For complete information, refer to the APA Handbook (pages 268-281).*

*Online Journals:*

Citations for online journals should begin with the information needed for any print version of the material (if relevant) and then should give the retrieval information for the electronic version.

Author's name. (Date of publication). Title of article. *Title of Journal, volume number,* page numbers. Retrieved month day, year from source web address

*Example:*

Evans, D. C., Hart, A. J., Hicks, J. C. (2003, December 31). Are race and gender central of peripheral traits? Examining

evaluative amplification of personality impressions in the classic ASCH paradigm. *Current Research in Social Psychology*, 9(7). Retrieved January 5, 2004, from <http://www.uiowa.edu/~grpproc/crisp/crisp.9.7.html>

*Online Journal Based on a Print Source:*

If you are referencing an article in an online publication that is an exact duplicate of the print version of the same publication, use the same entry format as the print version of the article and include the words “Electronic version” in square brackets after the article title.

Author’s last name, initials. (Year of publication). Title of article [Electronic version]. *Title of Periodical*, volume number, page numbers.

*Online Periodical:*

Citations for other online periodical sources follow the same format as online journals.

Author’s name. (Date of publication). Title of article. *Title of Periodical*, volume number, page numbers. Retrieved month day, year from source web address

*Note:* For additional help, see the [APA Handbook](#), visit the Writing Center Web Page (<http://www.lima.ohio-state.edu/writing/>), ask your professor, or talk to a Writing Center tutor (the Writing Center is located in room 310, Galvin Hall).

*Examples:*

Painter, J. (2003, August 14). Local teachers to stand up to teachers’ retirement board Friday. *The Lima News*. Retrieved August 14, 2003 from <http://www.limanews.com/Story.php?Idnum363>

Beavan, C. (1997, May). Underwater daredevils. *Atlantic Online*. Retrieved August 14, 2003 from <http://theatlantic.com/Issues/97may/dive.htm>

*Note:* The retrieval date is the date you accessed the information. If the entry ends in a web address, there is no period at the end.

*Online Document:*

Author’s name. (Year of online publication). *Title of Work*. Retrieved month day, year, from source web address

*Example:*

United States Census Bureau. (2000). *Profile of general demographic characteristics*: 2000. Retrieved February 8, 2001 from <http://factfinder.census.gov>