

*Pollak Library Undergraduate Guide to the  
APA Citation Style  
Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition*

Academic research requires that you cite the sources you consult, both to acknowledge the input and to give the reader directions to the material. It is your responsibility to confirm with your instructor which citation style to use for a particular assignment. APA is used primarily in the social sciences and in some of the natural sciences. **The examples below are not official.** To create a good Reference List or Bibliography and for correct citation, you *must* consult the print manual. Copies are kept behind the ILC Reference & Research Services Desk on the first floor of Library North. **All formatting is at your professor's or department's discretion.** See <http://www.apastyle.org> for more information.

There are two parts to correct APA citation in a paper. The **Citation in Text** takes a reader from an idea or quotation in the text of the paper to its source citation in the Reference List. The **Reference List** citation has the necessary source information to allow retrieval of the specific document. A Citation in Text (except personal communications) must be in the Reference List, and all Reference List entries must be cited in the text. A **Reference List** *cites works that were used in the research and creation of a document.* A **Bibliography** *provides additional sources that were not directly used.*

**APA Style Elements** (numbers below refer to specific parts of the APA manual.) **See sample papers: Figures 2.1-2.3, pp. 40-59**

**6.11-6.21 Citation in text** is usually the author surname and date of publication, separated by a comma and in parentheses.

- If either the author or date is given in the paragraph, cite only the missing information in parentheses. If the author and date are given in the paragraph, no further citation is required.
- **6.15 No author/Anonymous:** Use the first few words of the Reference List entry. Italicize book titles, use quotation marks for article titles. If the work is listed in the Reference List as anonymous, cite in text as anonymous. [For the difference between these two, see p. 183.]
- **6.11-6.13 Distinctions** are made between **initial** and **subsequent citations** in text. [See also Table 6.1, p. 177.]
  - **First time used:** Full list of multiple authors (up to 5 authors), group names such as government agencies, corporations, etc. as found in the Reference List. For 6 or more authors, use the first surname and *et al.*
  - **Subsequent use in the same paragraph:** Use the first name listed or the group name abbreviation and no year.
  - With 2 authors, always cite both names every time referenced.
- **6.19 Specific parts:** (quotations, charts, chapters, etc.): Include page, section, paragraph, or chapter number as appropriate.
- **6.20 Personal** and unrecoverable **communications** (e-mail, letters, personal or unpublished interviews, etc.) are **ONLY** cited in text, not in the Reference List. Use initials with surname and the phrase “personal communication,” followed by the date.
- **6.03 Quotations** < 40 words should be treated with quotation marks as part of the text; for ≥ 40 words use a freestanding, indented block, no quotation marks, followed by source information in parentheses with no period at end [See examples on p. 171. See 6.05 for quotations from online material with no page numbers.]
- **6.16 Two or more works by different authors** can be cited within the same parentheses separated by a semicolon in alphabetical order.

**6.17 While it is always advisable to use original source materials, citation of a work discussed in another source is possible, if necessary:** Identify the work in the text, but include the phrase “as cited in” along with the secondary source citation. Include only the secondary source in the Reference List.

**Examples:**

First time cited	...described in a recent report (Jackson, Sifers, Warren, & Velasquez, 2003). Jackson, Sifers, Warren, and Velasquez (2003) reported... A 2003 study (Jackson, Sifers, Warren, & Velasquez) shows... In 2003, Jackson, Sifers, Warren, and Velasquez wrote that... (National Institutes of Health [NIH], 2007) <i>College Bound Seniors</i> (2008) ("StudyFinds," 2007) (Anonymous, 1998)
Subsequent citations if used in another paragraph	(Jackson et al.) (Jackson et al., 2003) (Callanan & Jipson) (NIH)
To specific part of text	(Jackson et al., 2003, p. 105) As Leiker notes, "... " (p. 9)
Personal Communication	(Y. Jackson, personal communication, April 21, 2007) Jackson has said (personal communication, April 21, 2007) that ...
A work found in another source	Murua's variation of the poem (as cited in Adorno, 1986, p. 158) underscores ...

**ANNOTATED BIBLIOGRAPHY:** In addition to the appropriate citation, add a brief description of the material, highlighting the importance of the work (why you are using it). Consult your professor for specific assignment requirements.

**Reference List** entries contain Author (last name, initials). (Year of publication). Title (books/reports italicized). Publication data.

**P. 180 DOUBLE-SPACE and use hanging indent for each entry** (all but first line indented 5 spaces). [See also 2.11 and p. 229.]

- Some abbreviations may be used: ed. (edition), Ed. (editor), n.d., Vol. (specific), Vols. (no. of vols. in a set), Suppl., etc. All end in a period. Months in dates are not abbreviated. *And* is usually abbreviated (&) [see 6.27].
- Publisher information for nonperiodicals should include city and state (or city and country if outside of the U.S.) [see 6.30].

**6.25** Arrange list alphabetically by author and within same author, by date, earliest first. For entries with the same first author and different 2<sup>nd</sup> and 3<sup>rd</sup> authors, continue alphabetization by 2<sup>nd</sup> and/or 3<sup>rd</sup> author. Use author order as listed on title page.

- No author: Enter by group, agency, institution or title. If truly anonymous (seldom used), use *Anonymous* as the author name.

**6.27** List all authors (last name, initials) for up to 7 authors. For 8 or more, list the first 6, insert 3 ellipses (. . .), and enter last author.

- Edited works: Place editors in author position and add (Ed.) or (Eds.) in parentheses after the last name.
- No author: Move title to author position.

**6.29** Capitalize: The first letter in the first word of a book, chapter, or article title and subtitle; all proper nouns; periodical titles.

- Use brackets immediately after a title, including article titles, to indicate forms such as [Letter to the editor], [Abstract], [CD].

**6.32, pp. 191-192** Do not add a period after providing a DOI or URL. [See p. 192 for breaking URLs across lines.]

## **PERIODICAL ARTICLES**

**Journal articles: 7.01, 1-6** Authors. (Year). Title of article. *Title of Periodical*, vol.(issue no.), x-x. [NOTE: *vol.* is italicized.]

Print	Jackson, Y., Kim, K. L., & Delap, C. (2007). Mediators of control beliefs, stressful life events, and adaptive behavior in school age children: The role of appraisal and social support. <i>Journal of Traumatic Stress</i> , 20(2), 147-160.
Online – DOI (digital object identifier) available	Jackson, Y., Kim, K. L., & Delap, C. (2007). Mediators of control beliefs, stressful life events, and adaptive behavior in school age children: The role of appraisal and social support. <i>Journal of Traumatic Stress</i> , 20(2), 147-160. doi:10.1002/jts.20192
Online – journal website DOI not available [Official]	Valentino, N. A. (1999). Crime news and the priming of racial attitudes during evaluations of the president. <i>Public Opinion Quarterly</i> , 63(3), 293-320. Retrieved from <a href="http://poq.oxfordjournals.org">http://poq.oxfordjournals.org</a>
Online Database – DOI not available [Unofficial – See 6.32.]	Valentino, N. A. (1999). Crime news and the priming of racial attitudes during evaluations of the president. <i>Public Opinion Quarterly</i> , 63(3), 293-320. Retrieved from <a href="http://proquest.umi.com/pqdweb?RQT=403&amp;DBId=3">http://proquest.umi.com/pqdweb?RQT=403&amp;DBId=3</a>

**Popular magazine articles: 7.01, 7-8** Similar to scholarly, except use complete date after the year. If online, add as above.

Print magazine	Gorman, C. (2003, September 29). Comfort in a bowl: Sweets and fatty foods really do relieve stress, but there is a price to pay. <i>Time</i> , 162, 77.
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**Reviews: 7.06** Review Author. (Date). Article title, if different than title of reviewed item [Review of the book *Italicized title of reviewed item*, by A. A. Author]. *Periodical title*, vol.(issue no.), x-x. (For other media, use same pattern. If online, add as above.)

Print journal	Cantu, R. (2003). [Review of the book <i>Rewriting North American borders in Chicano and Chicana narrative</i> , by M. Kaup]. <i>Modern Language Quarterly</i> , 64(4), 508-513.
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**Newspaper articles: with and without author: 7.01, 10-11** (no author: same as 7.01, 9) If online, add as indicated below

Print (author)	Stout, D. (1999, December 16). F.A.A. orders toddler seats on airliners. <i>The New York Times</i> , p. A17.
(no author)	Baseball owners approve Dodgers sale. (2004, January 30). <i>The New York Times</i> , p. D2.
Online from Database [See 6.32 re: databases.]	Stout, D. (1999, December 16). F.A.A. orders toddler seats on airliners. <i>The New York Times</i> , p. A17. Retrieved from <a href="http://www.lexisnexis.com/us/Inacademic">http://www.lexisnexis.com/us/Inacademic</a>
Online from Publisher version	Stout, D. (1999, December 16). F.A.A. orders toddler seats on airliners. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>

**BOOKS: and other nonperiodicals (reports, etc.) 7.02, intro. & 18-23** Author/editor. (Year). *Title of work*. City, State: Publisher.

Print and online* [No location or pub. if online]	Leiker, J. N. (2002). <i>Racial borders: Black soldiers along the Rio Grande</i> . College Station, TX: Texas A&M University Press.
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**Chapter in a book: 7.02, intro. & 24-26** Author. (Year). Chapter title. In Editor (Ed.), *Title of book* (pp. x-x). City, State: Pub.

Print and online* [See note below.]	Callanan, M. A., & Jipson, J. L. (2001). Explanatory conversations and young children's developing scientific literacy. In K. Crowley, C. D. Schunn, & T. Okada (Eds.), <i>Designing for science: Implications from everyday, classroom, and professional settings</i> (pp. 21-50). Mahwah, NJ: Erlbaum.
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**Article in an encyclopedia: 7.02, intro. & 29-30** Author. (Year). Topic. In *Title* (Vol., pp. x-x). City, State: Publisher.

Print and online* [See note below.]	Katz, I. J. (2001). Flamenco. In <i>The new Grove dictionary of music and musicians</i> (2nd ed., Vol. 8, pp. 920-925). London, England: Macmillan.
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**WEB DOCUMENTS:** In addition to the basic citation, add retrieval date, as needed. [See also 7.03-7.05; 7.07-7.09; 7.11.]

Government [See 6.32, p. 192, concerning use of retrieval dates.]	U. S. Department of Health and Human Services, National Institutes of Health, National Institute of Child Health and Human Development. (2003). <i>Safe sleep for your baby: Ten ways to reduce the risk of sudden infant death syndrome (SIDS)</i> (NIH Publication No. 05-7040). Retrieved from <a href="http://www.nichd.nih.gov/publications/pubs/safe_sleep_gen.cfm">http://www.nichd.nih.gov/publications/pubs/safe_sleep_gen.cfm</a>
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\*Add: DOI or URL (with *Retrieved from* before a URL). For book chap./encycl. entry, no location/pub. needed if URL is provided.