

CITATION STYLES:



American
Psychological
Association



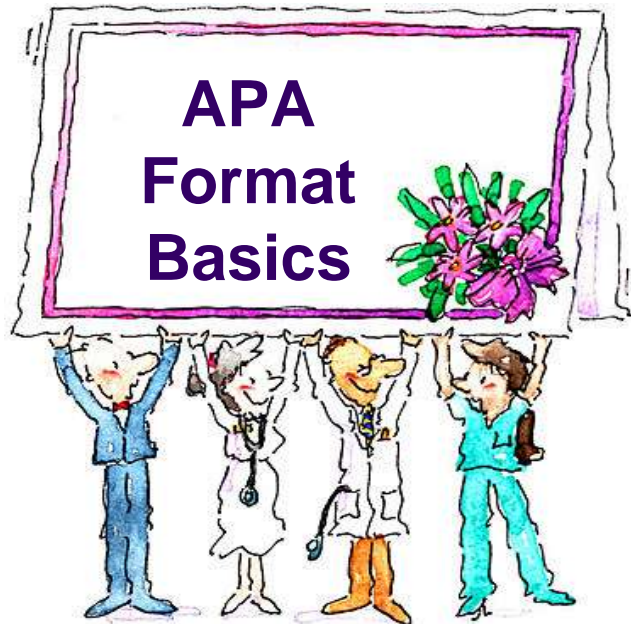
Created by Pam Selby, Editor, and Pam Sherwill, Librarian
University of Florida College of Nursing, 2008

This presentation will cover basic APA formatting and citing in APA style.

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Why Use APA Format?

(Retrieved [and adapted] from: Documenting Sources: Using APA Format,
<http://owl.english.purdue.edu/workshops/pp/APA.PPT>)



- consistent format within a discipline
- credibility as a writer
- protects writers from inadvertent plagiarism



4

Why is knowing and using American Psychological Association or APA format important for you as a nursing student?

Disciplines typically have a predominate format and APA is the format of nursing. Not only will professors will expect you to know it and use it in written assignments, but many nursing journals will require that manuscripts are written in APA.

In addition, all **ethical** writing gives credit to the people from whom it borrows, and this protects writers from inadvertent plagiarism by providing a formal mechanism for giving credit where credit is due.

Where Do I Find APA Format?



- APA Style Home: <http://www.apastyle.org/>
- Purdue Online website:
<http://owl.english.purdue.edu/owl/resource/560/01/>
- University of Wisconsin—Madison:
<http://www.wisc.edu/writing/Handbook/DocAPA.html>
- Research Haven (APA Formatting):
<http://www.researchhaven.com/Style/APAFormatting.htm>
- Bedford/St. Martin's Citation Styles:
<http://www.bedfordstmartins.com/online/cite6.html>

Here are some websites you may find helpful.

APA Title Page Format



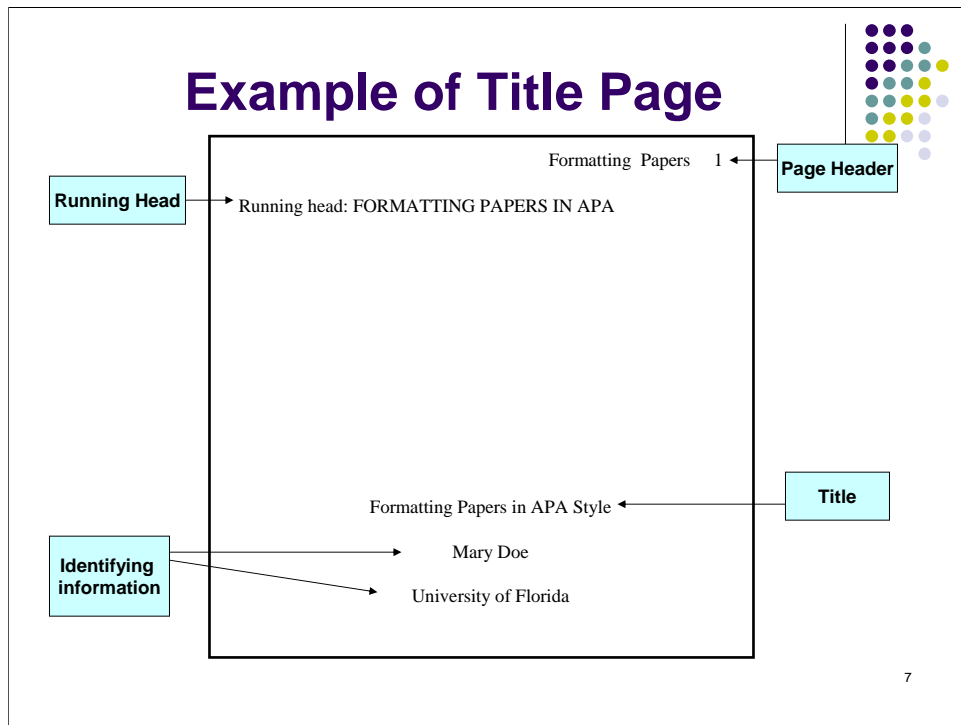
- Page header
- Running head
- Title
- Identification information

<http://www.uca.edu/cfac/wrsp/OWL/LINKS/OnlineHandouts/apabasics.PDF>

APA Manual, p. 306

6

These are the 4 elements of an APA title page (or cover page, as it is sometimes called). The link provided will take you to a site with more detail. Now let's look at how it works.



Unless instructed otherwise, margins should be set at one inch on the top, bottom and sides of pages, including the title page. Font size should be 12 pt Times New Roman or Courier, and the paper should be double-spaced throughout.

The **Page header** contains the first 2 or 3 important words of the title and the page number, separated by 5 spaces. It should appear in the upper right hand corner of every page.

The **running head** is an abbreviated title in all uppercase letters. It cannot exceed 50 characters, including all punctuation and spaces. It appears flush left, after the page header, and is preceded by the words “Running head,” followed by a colon. (Typically, this is only necessary for publication although many instructors require it.)

The **title** summarizes the main idea of the paper and should be simple yet fully explanatory when standing alone. Use upper and lower case letters for the title, center it, and place it approximately in the middle of the page.

Identification Information follows the title and includes author(s) names and affiliated institution.

APA Headings

Headings and Subheadings



LEVEL 5
CENTERED UPPERCASE HEADING

Level 1
Centered Upper- and Lowercase Heading

Level 2
Centered, Italicized, Upper and Lowercase Heading

Level 3
Flush Left, Italicized, Uppercase and Lowercase Side Heading

Level 4.
Indented, italicized, lowercase heading ending with a period.

APA Manual, pp. 111-115

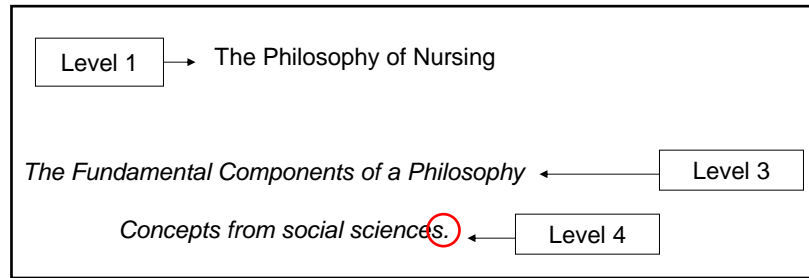
8

Headings are necessary to organize sections of your paper and can serve as an outline to help you stay organized. Articles in some journals use from one to five levels, but for many papers, two levels meet requirements. For two levels, you would use levels 1 and 3. When three levels are needed, use levels 1, 3, and 4. For additional information, refer to APA manual pages 113-116. (Note there is no **bold** formatting!)

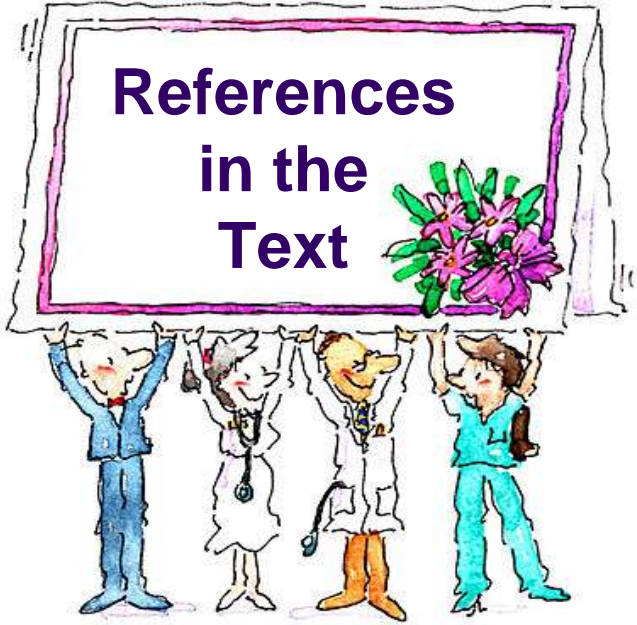
Example of Headings



In the following sample, three headings are used: Levels 1, 3, and 4.



Here is an example of the most common levels used in course writing assignments. Notice the period at the end of the level 4 heading.



Authors



One author: (Simpson, 2007).

Two authors: (Yoon & Schaffer, 2006).

Three, four or five authors:

First time cited: (Elder, Kneipp, Lutz, Rowe, & Thomas, 2004).

Second time cited: (Elder et al., 2004) or Elder et al. (2004)

If one citation includes Elder, Kneipp, Lutz, & Yoon, 2004 and another includes Elder, Kneipp, Stechmiller, & Rowe, 2004, you would cite them thus:

(Elder, Kneipp, Lutz et al., 2004) and

(Elder, Kneipp, Stechmiller et al., 2004).

APA Manual, p. 208

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For citations in the text with one author, cite the author's last name, followed by a comma and the year. For two authors, cite both names, joined by an ampersand, and place a comma after the second name, followed by the year. In APA style, you will always cite both authors (when there are only two) every time you use that citation. For three to five authors, cite them all the first time. Subsequently, cite only the first author, followed by et al. with a comma before the year. When writing et al., be sure to place a period after the "al."

If two different references with three or more authors shorten to the same form, cite the last name of first author and as many of the subsequent authors as necessary to distinguish between the two.



Six or more authors:

(Roberts et al., 2005).

Different authors with same last name:

(e.g., Daryl Jones, H. P Jones, and Indiana Jones)

Cite as follows:

In studies on disturbed archeological tombs, D. Jones (2000) and I. Jones (2001) found that...

Recent evidence was uncovered...(H. P. Jones, 2006).

Multiple authors in same parentheses:

(Anderson, 1990; Baldwin et al., 2001; Rodriguez & Campbell, 2001).

APA Manual, p. 209

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For six or more authors, cite only the last name of the first author, followed by et al.

If when doing your research you have identified articles written by different people with the same last name and you want to cite them in your paper, add the initial of each author's first name to distinguish one citation from another.

For multiple citations in the same parentheses, list them alphabetically.



Multiple works by same author with same publication date:

Snape, S. (2007). Snake-talk. *Reptilian Quarterly*, 13, 13-21.

Snape, S. (2007). A Useful Spell for Summoning Reptiles.
The Ornithologist, 14, 22-27.

Series:

Several studies documented effects of...(Miles, 2007a, 2007b)

APA Manual, p. 212

For more than one work by the same author with same publication date, put them in alphabetical order by title of the work (for titles beginning with *A* or *The*, skip to the next word).

If articles are clearly part of a series, however, distinguish between works by using suffix a, b, c and so forth after the year.



No author listed/anonymous author:

If the reference list entry is an article titled *Conceptual framework for nurses in hospice*, the in-text entry would look like this: (“Conceptual,” 2006).

(Use quotation marks around titles of articles or chapters. *Italicize* titles of journals, books, brochures, or reports.)

(Anonymous, 2006)

APA Manual, sections 3.97 and 4.04

If a work has no author listed, cite the first word or words of the title, followed by the year. When a work’s author is designated only as “anonymous,” cite in text the word *Anonymous*, followed by a comma and the date.



Group/Organization:

(National Institutes of Health [NIH], 2007).

Subsequent: (NIH, 2007).

University authorship is not abbreviated.

(University of Florida, 2007).

APA Manual, section 3.96 (p. 209)

To cite material written by a group of authors, an institution or organization, spell out the name of the entity every time it is cited unless it is very cumbersome or very familiar to your readers. In that case, spell it out the first time and abbreviate it in brackets. Use the abbreviated form in subsequent citations. University authorship, in contrast, is always written out in full.



Personal communication, lecture notes or letters, memos, emails, electronic bulletin boards, personal interviews, phone calls, etc.

(D. Doolittle, personal communication, August 20, 2007).

In a lecture on November 16, 2007, to a NUR 3825 class, Professor Smith said ... (A. B. Smith, NUR 3825 lecture, November 16, 2007).

APA Manual, section 3.102 (p. 214)

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Personal communication is generally considered any kind of unpublished communication or unrecoverable information. It is cited in the text **ONLY** and **NOT** included in the end reference list. For these types of citations, cite both first author's **initial** and last name, followed by the words, "personal communication," and the complete date.



Works by different authors in the same citation:

(Earle, Linden, & Weinberg, 1999; Goldstein et al., 1999; Luecken et al., 1997).

Two or more works by the same author can be included in the same citation:

(Goldstein et al., 1999, 2000).

If you include a quotation, give the exact page number:

(Goldstein, 1999, p. 22).

APA Manual, p. 213

17

Works by different authors in the same citation are alphabetized and separated by a semicolon. Two or more works by the same author can be included in the same citation.

If you include a quotation, give the exact page number.

General Information



Citations usually appear at ends of sentences:

In middle-aged men, distress states are associated with ... (Van Eck, Berkhof, Nicolson, & Sulon, 1996).

Direct reference to author(s) in text:

Steptoe and Berger (2000) found that teachers who reported high levels of job strain had higher ...than those who did not.

APA Manual, p. 207

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Citations usually appear at ends of sentences. To add variety to your writing, you may also refer directly to an author in the text. When you use this citation format, do not include an end text citation. The authors Steptoe and Burger will, however, be cited in the reference list at the end of the paper.

Sample of APA Citations in Text



Retrieved (and revised) June 18, 2007, from: <http://www3.grips.ac.jp/~awc/files/apa.doc>

<i>End of sentence citations</i>	In the late 1970s, Japan began to fix ODA commitment levels in its medium-term plans (Martinussen, 2003). By the early 1990s, Japan was disbursing aid at a faster pace than other donors (Kobayashi, 1999; Petersen, 1997; Stone et al., 2006). Sunaga (2004) argues that throughout this period, ODA functioned as a key instrument of Japan's foreign policy. However, others have pointed out that Japan has been very selective in using aid to directly influence or punish another country's behavior (Soderberg, 1996, 2003). One example was in 1995 when, "under pressure from public opinion at home," Japan cut aid to China to protest its testing of nuclear weapons (Soderberg, 1996, p. 22).	<i>Direct author reference.</i>
<i>Works by different authors</i>		<i>Direct author reference.</i>
<i>Two or more works by the same author</i>		<i>Direct quotation</i>

19

Citations usually appear at the end of the sentence.

Works by different authors in the same citation are alphabetized and separated by a semicolon.

Two or more works by the same author can be included in the same citation.

You may refer directly to the author in your sentence.

If you include a quotation, give the exact page number.



Now we'll move into citing references at the end of the paper.

Reference List Basics



- **Double-spaced**
- **Hanging indent of 5 spaces**
- **Arranged alphabetically by last name of the first listed author**

Example:

Jones, I. (2007). The secret life of pizza. *Food for Real People*, 15, 32-33.

APA Manual, p. 219; p. 223

When preparing your reference list, APA requires that references be double spaced, with a hanging indent of 5 spaces. References are listed in alphabetical order, regardless of the order they are cited in the text.

Test Your Attention to Detail



Can you find the
5 errors in this citation?



Horgas, A., Yoon, S, Roberts, B. & Stechmiller, J. (2007).
Insisting on correct citation style in student research
papers: an indicator of future thoroughness and
attention to detail. *Educational Research*, 76, 143-168.

Please take a moment to look at the citation. Can you find the five errors?

5 Errors



1. Citation should be double-spaced

2. Period after author's initial

3. Comma before ampersand

Horgas, A., Yoon, S., Roberts, B., & Stechmiller, J. (2007). Insisting on correct citation style in student research papers: An indicator of future thoroughness and attention to detail. *Educational Research*, 76, 143-168.

4. Italicized volume number *and* comma

5. Capital after colon in title

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The citation should be double-spaced.

There's a period missing after the second author's initial.

A comma is missing between the second author's initial and the ampersand.

The volume number of the journal, as well as the comma following it, should also be italicized.

And the first word after the colon in the title should be capitalized.

Reference List



Several works by the same author (one author):

Arrange by year of publication, earliest first:

Lang, R. A. (2004). Preparing nurses for the future:

Education and practice. *Journal of Professional Nursing*,
20(2), 82-8.

Lang, R. (2006). The new face of nursing. *Health*, 12, 204.

APA Manual, p. 220

References are double-spaced, have a hanging indent of 5 spaces, and are arranged alphabetically by the last name of the first listed author.



Several references with the same first author and different second or third authors—arrange alphabetically by surname of second author (if second author is the same, use third author).

Rowe, M. A., Poe, A., Weber, B., & Welch, D. (2007).

Rowe, M. A., Poe, A., & Yoon, S. J. (2004).

Rowe, M. A., & Yoon, S. J. (2001).

More than 1 reference with the same authors in same order—arrange by publication date, earliest first.


Krueger, C., & Snyder, J. (2000).

Krueger, C., & Snyder, J. (2002).

APA Manual, pp. 220-221

References with the same first author and different second or third authors are arranged alphabetically by the last name of the second author or, if the second author is the same, the last name of the third author and so forth.

References with the same authors in the same order are arranged by the year of publication, the earliest first.



**Same author(s), same order, same publication date:
order alphabetically by title, excluding *A* or *The*:**

Seiger, S., & Smith, S. (2005). Differences in women's perceptions of health. *Women's Health, 23*, 114-119.

Seiger, S., & Smith, S. (2005). New look at an old paradigm: Health in technological age. Public *Health, 20*, 115-200.

Exception: If references are identified as items in a series, arrange in the series order, not alphabetically by title.

Horgas, A. (2006a). Pain tolerance. *Pain Research, 45*, 76-89.

Horgas, A. (2006b). Assessing pain tolerance in elderly community residents. *Pain Research, 46*, 92-99.

APA Manual, p. 221

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For citations written by the same author or group of authors, listed in the same order with the same publication date, arrange by title, since there is no other way to distinguish between them. When arranging by title, ignore words that are not meaningful like *A*, *An*, and *The*.

There is an exception. If you are citing items in a series with the same authorship and publication date, arrange these by series order, not by title.



Report from an organization with no author listed (corporate author/author as publisher):

National League for Nursing. (1990). Bolstering community resources. (Pub. No. 21-2329). New York: Author.

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (no. 3209.1). Canberra, Australian Capital Territory: Author.

APA Manual, p. 222

If there is no author listed, the title moves to the author position, and the entry is alphabetized by the first significant word of the title.



Chapter in an edited book:

Tenwick, D. J. III., (2005). Time management and the single parent graduate student. In H. L. Moby and A. Pope (Eds.), *The art of graduate scholarship*. (pp. 158-171). Hillsdale, NJ: Erlbaum.

APA Manual, p. 226

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When citing a chapter in an edited book, start with the author(s) and year, as you would with a journal article. Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns. Do not italicize the chapter's title or place quotation marks around it. Then give credit to the book editor(s), if listed, followed by the name of the book. In this case, the book title takes precedence in terms of being highlighted by putting it in italics. Next, include pages of the chapter, then the city and state of publication, and finally, the publisher's name.



Abstract from regularly published conference proceeding:

Ball, M. P., Buchanan, R. W., & Conley, R. (2003). Distribution of weight gain in patients taking new generation psychotics [Abstract]. *Proceedings of National Academy of Sciences, USA, 60*, 351.

Paper presented at a state conference:

Selby, P.C., & Gerber, S. T. (1991, April). *Couples counseling: A new paradigm for treating communication deficits*. Paper presented at the 3rd annual meeting of the Washington Association for Marriage and Family Counseling Conference, Leavenworth, WA.

APA Manual, p. 245

To cite an abstract of an article from regularly published conference proceedings, enclose nonroutine information important for identification and retrieval in brackets immediately after the article title (e.g., abstract). Brackets indicate a description of form, not a title. Include country, volume number, and page number(s). Note the title of the publication is italicized.

When citing a paper presented at a state conference, italicize the title of the work. Include month with year as well as location of conference.

Local poster presentation:

Depp, J., & Hook, C. (2006, April). *Age differences in self-reported sobriety among pirates of the Caribbean*. Poster presented at the 3rd Annual University of Florida College of Nursing Research Day, Gainesville, FL.

State poster presentation:

McLennon, S. H., & Horgas, A. L. (2003, February). *The association of pain and symptoms with behavior disturbances in nursing home residents*. Poster session presented at the 17th annual meeting of the Southern Nursing Research Society Annual Scientific Meeting, Orlando, FL.

National poster presentation:

Hamilton, D. L., Marston, M., & Allen, F. (1998, November). *Attrition in a large-scale longitudinal survey of elderly community residents: Effect of health status variables*. Poster presented at the 51st Annual Scientific Meeting of the Nursing Society of America, San Francisco, CA.

APA Manual, p. 260

Poster presentations follow the same format as papers. Be sure to include the month and location.



Published grants:

Examples: (for article submitted to a journal for publication)

National Institute of Mental Health. 2003 [cited 2004 February 24].

Childhood-onset schizophrenia: An update from the National Institute of Mental Health. Bethesda (MD): National Institute of Mental Health, National Institutes of Health, US Department of Health and Human Services; (NIH Publication Number: NIH 5124). 4 pages. Available from: <http://www.nimh.nih.gov/publicat/schizkids.cfm>

(If available from the Government Printing Office, name GPO as the publisher.)

National Institute of Nursing Research. (1998). *Multidisciplinary research: A collaboration model.* (NIH Publication No. 90-1286). Washington, DC: US Government Printing Office.

APA Manual, p. 257

When citing government grants, give full credit to all institutes involved and include grant number and number of pages. Documents available from the Government Printing Office (GPO) should show GPO as the publisher.



Entry from an online encyclopedia or Dictionary: (Wikipedia)

Example:

Subatomic particles: Quarks and antiquarks. (n.d.). Retrieved September 8, 2004, from Britannica Online. (**Note:** (n.d.)= **no date.**)

CD Rom:

Example:

Willet, M. (2003). *Interactive Grammar (Version 4.0)* [CD-Rom]. Pasadena, CA: WriteWare, Inc.

APA Manual, p. 250

For major reference works with a large editorial board, you may list the name of the lead editor, followed by et al. Wikipedia or any Wiki sites should be used with caution since most allow anyone to edit or change content. In academic venues, avoid Wiki sites as resources.

Retrieved on August 21, 2007, from:

<http://owl.english.purdue.edu/workshops/hypertext/apa/faq.html>

PowerPoint presentation slides:

Treat as a conference presentation unless slides are from a class (See Class handout next slide).

Smith, A. B. (2003, March 4). Abnormal Behaviors.

Presented at a PSY235 lecture at Purdue University.

Laws or court decisions:

A good source to explain these citations is Westfield State College's "Citing Legal Materials in APA Style," which can be found at <http://www.lib.wsc.ma.edu/legalapa.htm>.

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When referring to a particular slide in the text of your work, refer to the slide's number in place of the page number so readers can quickly find the relevant information.

retrieved on August 21, 2007, from:
<http://owl.english.purdue.edu/workshops/hypertext/apa/faq.html>



Class handout:

Cite as an “unpublished paper or presentation.” Your professor should be considered the author.

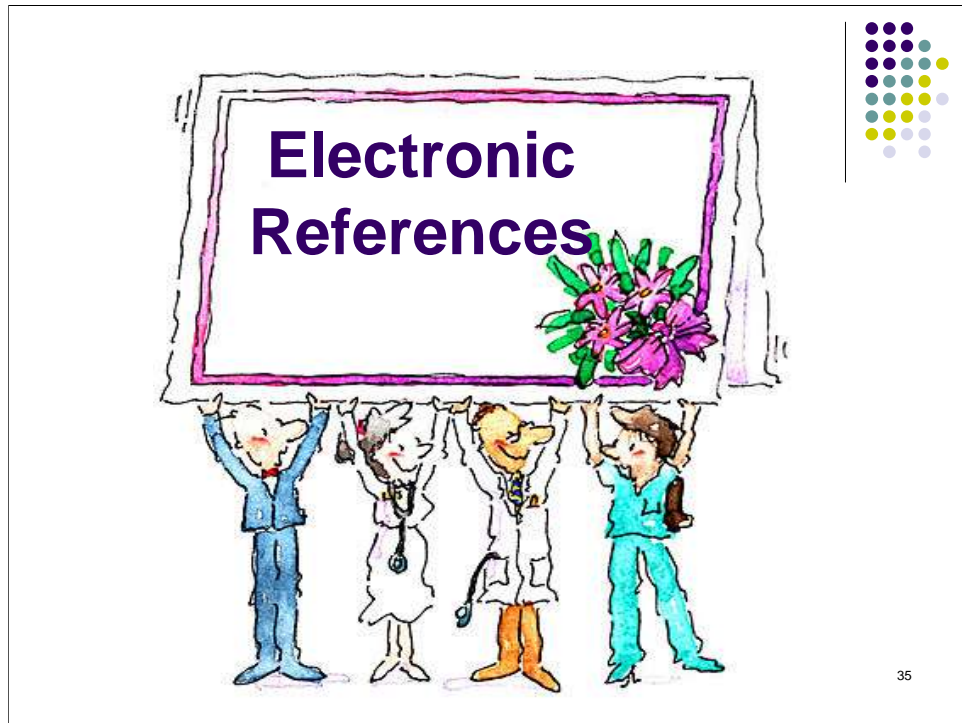
Example:

Smith, A. B. (2003, Spring). *Abnormal Behavior in Children*. PSY 235: Purdue University.

Article from a course packet:

Use the format suggested for “Class Handout.” If it is a journal article, cite it as a journal article. Don’t focus on the packet as a whole, only on the individual source. Include as much information in the citation as you can, and leave out what you don’t know.

Often, students will want to cite a handout they received in class. Unless it is excerpted from something published, and if the author is the professor, cite it as you would an unpublished paper or presentation. Be sure to provide information about the class and university.



Now we'll move into citing electronic references at the end of the paper.



Article with Digital Object Identifier (DOI) assigned:

Stultz, J. (2006). Integrating exposure therapy and analytic therapy. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482 (Database name or URL not needed.)

APA Manual: Electronic, p. 7

Article with no DOI assigned:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved January 1, 2008, from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100> (Exact URL needed.)

APA Manual: Electronic, p. 7

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When citing an electronic article that has a digital object identifier or DOI assigned to it, cite the DOI number instead of a URL and database name. The DOI is assigned to a system that can be relied upon to locate the article even if the Web site name is changed or the site is reorganized. (See the Glossary for additional information about DOIs.) No database name or URL is needed because the DOI functions as both a unique identifier of the article's location (taking the place of a database name and retrieval date) and a link to the content (taking the place of a URL).

When citing an electronic article without a DOI, give the exact URL address. We have included a date of retrieval because it is often impossible to determine whether an article is being published in its final form or not.



Book chapter:

Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. Whites & S. E. Jelliffe (Eds.), *The modern treatment of nervous and mental diseases* (Vol. 1, pp. 287-330). Retrieved from PsycBOOKS database.
(Database name should be included.)

APA Manual: Electronic, p. 10

Thesis retrieved from database:

McNiel, D. S. (2006). Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother. Retrieved from ProQuest Digital Dissertations. (AAT 1434728).

(Database name included, followed by accession number, if one is assigned.)

APA Manual: Electronic, p. 10

When citing a chapter from an E-book, the database name is included to aid readers in finding that particular citation. The database name is followed by the accession number, if one is assigned (see Glossary for a definition of *accession number*).



Dissertation retrieved from institutional or personal Website:

Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology, 1997). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

APA Manual: Electronic, p. 11

Abstract submitted for meeting, symposium, or poster session:

Byron, J., & Smith, R. (2006, June). Dogs as people therapists. In E. Johnson (Chair), Long-term care. Symposium conducted at the 5th annual meeting of the Florida Geriatrics Society. Abstract retrieved from <http://flgeriatrics.org>

APA Manual: Electronic, p. 12

When citing an electronic dissertation, after the title use parentheses to label it Doctoral dissertation. Note that the word *doctoral* is capitalized, while *dissertation* is not. Note also that the year is given twice, once after the author and once after the institution's name. Include the full URL address from which it was retrieved. No retrieval date is required.

When citing an abstract, if a publication number is assigned, include it in parentheses after the title of the abstract.

Electronic References (cont'd)



Lecture notes:

Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees* [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm>

APA Manual: Electronic, p. 14

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When citing lecture notes, provide the name of the lecturer, the title of the lecture, the format (e.g., Powerpoint) and the URL.

The date of the most recent change or update may not be clear from the entry, so include the retrieval date.



Online encyclopedia or dictionary:

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The stanford encyclopedia of philosophy*. Retrieved January 28, 2007, from <http://plato.stanford.edu>

APA Manual: Electronic, p. 15

Wiki:

Psychometric assessment. (n.d.). Retrieved October 16, 2006, from The Psychology Wiki: http://psychology.wikia.com/wiki/Psychometric_assessment

APA Manual: Electronic, p. 15

When citing a reference such as an encyclopedia or dictionary, provide the main or home page URL.

Wikis (including Wikipedia) are collaborative Web pages that anyone can write, review, and edit. They are “refereed” in the sense that anyone who reads the information and wishes to change it can do so. There is no guarantee that professionals or subject experts have contributed to the information found in a wiki; therefore, it is highly likely that your professors will discourage using this type of source.



Audio Podcast:

Van Nuys, D. (Producer). (2006, October 13).
Understanding autism [Show 54]. *Shrink
Rap Radio*. Podcast retrieved from
<http://www.shrinkrapradio.com/>

APA Manual: Electronic, p. 22

When citing an audio podcast, include the producer's name; the year, month and day, if provided; the title and podcast number of that particular show (if provided); the title of the main broadcast show (Shrink Rap Radio), and the URL address.



Article on Web page, no date:

Dvoretzky, D. P. (n.d.). History of nursing education in Russia. Retrieved October 20, 2006, from http://www.infran.ru/history_eng.htm

APA Manual: Electronic, p. 23

When citing an article on a Web page, rather than a journal article on a publisher's site or database, include author's name and publication date if given. If no date is provided, use *n.d.* to signify this. Include the retrieval date and the URL.



Now we'll review some of the “bugaboos” or most problematic areas of end reference list citations, according to our students.

Review Checklist: Reference List Bugaboos



Definition: *Bugaboo*: A recurring or persistent problem.
Certain APA citation rules become *bugaboos* in some of the best students' writing.
The following list is a compilation of the more prevalent of these, suggested by students who initially perceived themselves "experts" in APA style.

- ☑ Spaces between author initials - Boyd, I. M.
- ☑ Place “, &” before last author - Li, S., & Davis, M.
APA Manual, p. 224
- ☑ Author's name includes “Jr.” or “III” –
Smith, J. T., III, & Jones, I. (*APA Manual, p. 239*)
Smith, J. T., Jr. (2006) (*APA Manual, p. 248*)

In the final reference list, use commas to separate authors, to separate authors' surnames and initials, and to separate authors' initials and suffixes—like *Jr.* or *the III*). With two or more authors, use an ampersand (&) before the last author.



- ☑ **Capitalize first word following colon –**
Spiritual healing: Themes in a new era
APA Manual p. 226
- ☑ **Journal supplements and parts in a series –**
Behavior, 24(Suppl. 2), 14-22. Behavior, 24(Part 1), 14-22.
APA Manual p. 18
- ☑ **Italicize journal name and volume number –**
Pediatrics, 17
APA Manual, p. 240

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In the final reference list, capitalize only the first word of titles and subtitles, if any, and any proper nouns. Do not italicize the title or place quotation marks around it.

If you are citing a journal supplement, provide the supplement number in parentheses immediately after the volume number.

APA citation style also requires that journal names and volume numbers be italicized.



- ☑ **Issue number or not?** – *Pediatrics*, 17(2),12-15. In the past, APA guidelines required inclusion of the issue number only if each issue began with page 1. New electronic guidelines request that both issue and volume number be included. The rule is to provide whatever the reader needs to easily find the article.

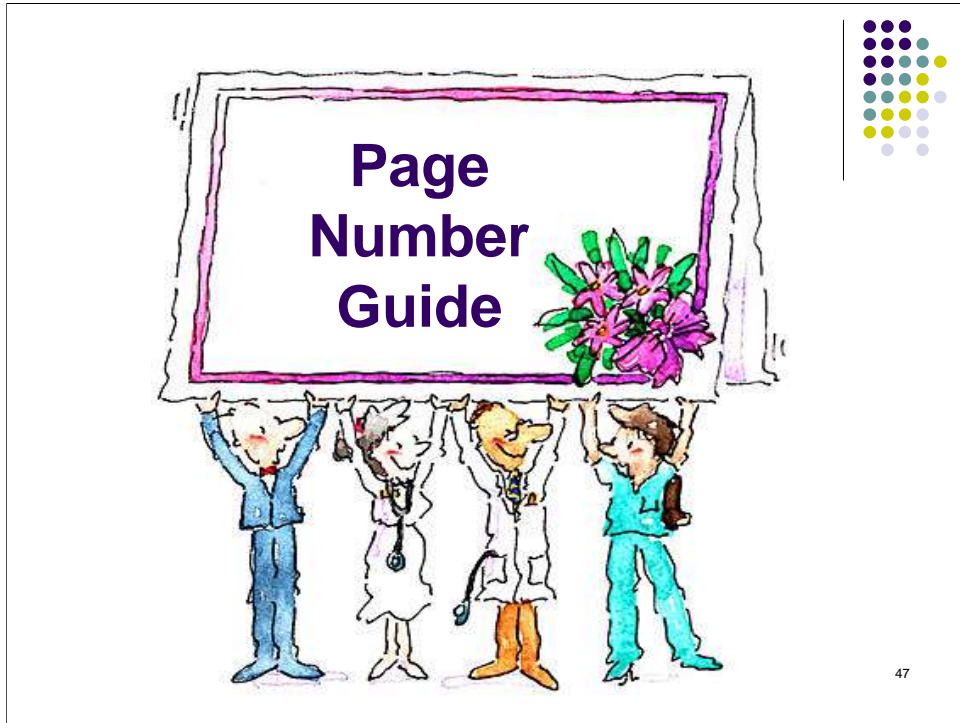
Examples:

Whisman, M. A., Sheldon, C. T., & Goering, P. (1981). Psychiatric disorders and dissatisfaction with social relationships: Does type of relationship matter? *Journal of Abnormal Psychology*, 90, 575-585. (continuous pagination)

Chaplin, C. & Fields, W. C. (2000). Encouraging the student with comic timing: Accommodation strategies. *Classroom*, 25(3), 54-61. (paginated by issue—each issue begins with page 1)

APA Manual pp. 240

Whether to include the issue number has been a bugaboo for many students. If you are citing a paper journal, provide the issue number only if each new issue begins with Page 1. When citing electronically retrieved journal articles, new electronic APA guidelines require both issue and volume numbers.



Now we'll move into citing references at the end of the paper.

Quick Guide: APA 5th Edition

(in alphabetical order)



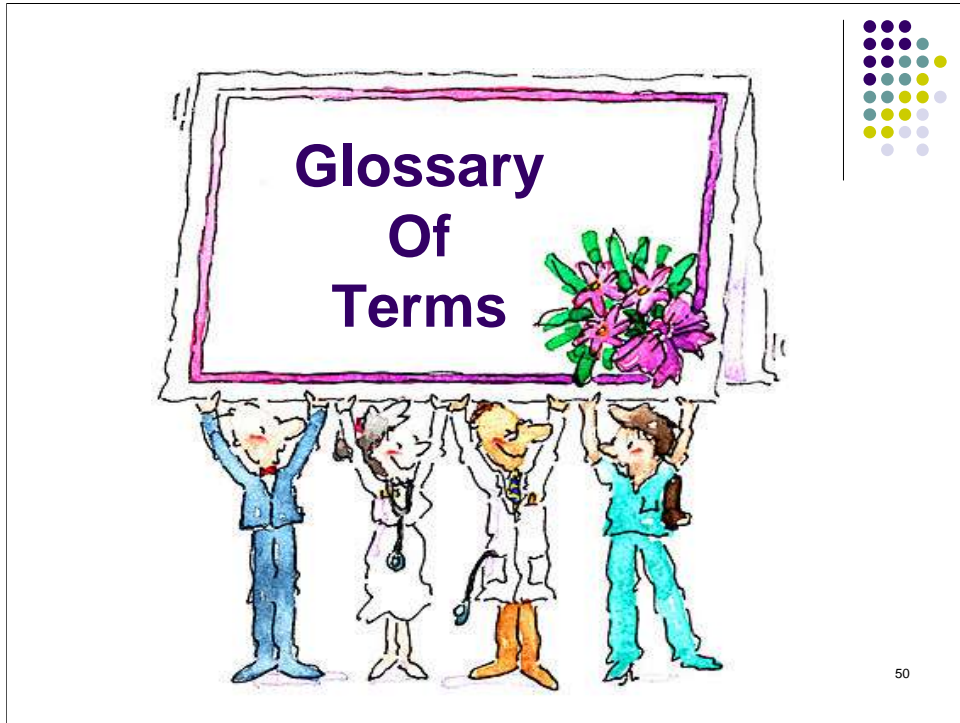
- Abbreviation rules (*pp. 103-111*)
- Appendix rules (*pp. 205-207*)
- Bibliography vs. reference list (*p. 215*)
- Design/reporting of research (*pp. 4-6*)
- Dissertation (use in journal article) (*pp. 326-330*)
- “et al.” (*p. 209*)
- Footnotes and notes (*pp. 202-205*)
- Headings (*pp. 111-116, 289-290*)
 - Running head (*pp. 12, 296*)
- Introduction to paper (*pp. 15-16*)
- Language bias (*pp. 61-76*)

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The following is useful to quickly locate pages in the actual APA Manual.



- Page numbers and headers (*p. 288; 306-307*)
- Plagiarism (*pp. 348-353*)
- Problematic grammar (e.g., active vs. passive voice, *pp. 40-60*)
- Punctuation (*pp. 78-88*)
- Quotation rules (*pp. 82-83, 117-122*)
 - Block quote: (*pp. 117-118*)
- Spelling and capitalization rules (*pp. 89-100*)
- Statistical citation (i.e., “n” vs. “N”) (*pp. 136-147*)
- Third person/first person and exposition (*pp. 37-40*)
- Tenses (consistency in use) (*p. 33*)
- Title page (*pp. 296-298*)
 - Titles (*pp. 10-11*); capitalization of title (*pp. 95-96*)



You may find this list of terms useful.

Glossary of Terms



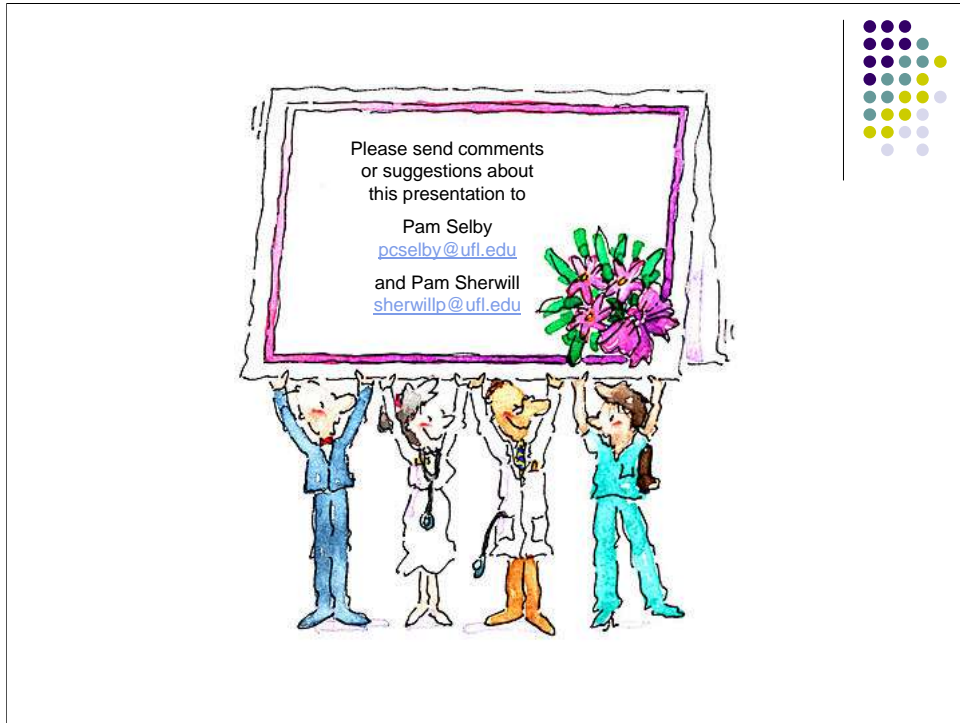
- **accession number**—Sequential number assigned to each record or volume as it is added to a database (such as a library catalog or index) and which indicates the chronological order of its acquisition (definition retrieved verbatim on January 3, 2008, from: <http://www.businessdictionary.com/definition/accession-number.html>)
- **anthropomorphism**—attributing human characteristics to animals or inanimate sources (*APA Manual*, p. 38).
- **archival copy**—final version or version of record of any material in print or other fixed media (*APA Electronic*, p. 6).
- **attribution**—Inappropriately or illogically attributing action in an effort to be objective—see *third person*, *anthropomorphism*, and use of *editorial “we”* (*APA Manual*, pp. 37-40).
- **Digital Objective Identifier (DOI)**—A permanent identifier given to an electronic document, which is not related to its current location (*APA Electronic*, p. 3).
- **gray literature**—scientific information that falls outside the peer review process but is written by scholars or summarizes a body of scholarly work (*APA Electronic*, p. 18).



- **newsgroup**—Discussion group on the Internet. Just as e-mail and the Web are two distinct services on the Internet, newsgroups are part of "Usenet" (user network), another service or facility on the Internet. Although a newsgroup topic can be newsworthy, newsgroups have nothing to do with the daily news; thus, the term is somewhat misleading (retrieved January 3, 2008, from: http://www.pcmag.com/encyclopedia_term/0,2542,t=newsgroup&i=47953,00.asp)
- **Podcast**—An audio iPod broadcast converted to an MP3 file or other audio file format for playback in a digital music player or computer. The "pod" in podcast was coined from "iPod," the predominant portable, digital music player, and although podcasts are mostly verbal, they may contain music (*APA Electronic*, p. 22; definition retrieved verbatim on January 3, 2008, from: http://www.pcmag.com/encyclopedia_term/0,2542,t=podcast&i=49433,00.asp)
- **Preprint version of an article**—Preprints are articles published online before they appear in print (*APA Electronic*, p. 8).
- **Uniform Resource Locator (URL)**—the global address of documents and other resources on the World Wide Web (*APA Electronic*, pp. 5-6).



- **Weblog (WeBLOG)**—A Web site that contains dated text entries in reverse chronological order (most recent first) about a particular topic. Blogs serve many purposes from online newsletters to personal journals to "ranting and raving." They can be written by one person or a group of contributors. Entries contain commentary and links to other Web sites, and images as well as a search facility may be included. Blogs may also contain video (APA *Electronic*, p. 24; definition retrieved verbatim on January 3, 2008, from:http://www.pcmag.com/encyclopedia_term/0,2542,t=blog&i=38771,00.asp)
- **White Paper**—a short document that presents an organizations' philosophy, position, or policy on a particular issue (APA *Electronic*, p. 21).
- **Wiki (including Wikipedia)**—Collaborative Web pages that anyone can write, review, and edit (APA *Electronic*, p. 16). Using a source such as this is most likely discouraged by your instructor since it may contain information based on opinion or assumption, rather than on verifiable fact.



We hope you found this presentation helpful. Please feel free to contact us with any questions or comments.