

**Style Guide
for Writing Papers using the
Publication Manual
of the
American Psychological Association
5th Edition**

Includes examples for print and electronic sources

Revised
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The purpose of this document is to provide a common core of elements of APA style that all members of the University community can adopt as minimal standards for any assignment that specifies APA style. Instructors will specify in writing when any of the following elements do not apply to an assignment that specifies APA style (for example, when an abstract is not required) or when additional APA style elements must be observed. This document is in no way intended to replace the purchase of the *Publication Manual of the American Psychological Association* but rather to provide examples of the basics of the APA format.

The highlighted numbers after the various topics in this guide refer to the page numbers in the *Publication Manual of the American Psychological Association* (referred to as APA) (5th edition) where more information can be found on that topic.

The APA instructs writers to document quotations, paraphrases, summaries, and other information from sources as follows: "Document your study throughout the text by citing by author and date the works you used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article." **APA 207**. This is what is referred to as "parenthetical" documentation. This information must match exactly the corresponding entry in the reference list.

PAPER

Type the manuscript or print it from your computer on one side of standard size (8½x 11, 20 pound) white paper. All pages of the manuscript should be the same size. Do not use half sheets or strips of paper glued, taped, or stapled to the pages. Do not use onionskin or erasable paper, because these papers do not withstand handling. **APA 284**

TYPEFACE

Preferred typefaces are:

12 pt Times Roman Example: That the probability of aggressive acts is high (all things being equal)

12 pt Courier Example: That the probability of aggressive acts is high
(all things being equal)

Do not use a compressed typeface or any settings in your word processing software that would decrease the spacing between letters or words. The default settings are normally acceptable. The type on the paper should be dark, clear, and readable. **APA 285**

DOUBLE SPACING

To double space means leaving one full size line blank between each line of type on the page. For most word processing software, this means setting the line spacing to 2 or double. Double space every line of text and after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables. **APA 286**

MARGINS

Leave uniform margins of at least one inch at the top, bottom, left, and right of every page. In most word processing programs, one inch is the default setting for margins. Do not justify lines; that is, do not use the word processing feature that adjusts spacing between words to make all lines the same length. Instead, keep the left margin flush, and leave the right margin uneven, or ragged. Do not divide words at the end of a line, and do not use the hyphenation function to break words at the end of a line. Let a line run short rather than break a word at the end of a line. **APA 286-287**

PAGE NUMBERS

Beginning with the title page, number all pages consecutively with Arabic numerals in the upper right hand corner at least one inch from the top of the page. The number should appear at least one inch from the right hand edge of the page, in the space between the top edge of the paper and the first line of text. The default of most word processing software is acceptable. **APA 288**.

PAGE HEADERS

The page header is used to identify each page of the manuscript. Use the first two or three words from the title of your paper as a page header on every page. Place the header in the upper right hand corner five spaces to the left of the page number and at least one inch from the top of the page. Do not use your name to identify each page. Use the automatic functions of your word processing program to cause the headings and page numbers to print out on your paper. You can do this by following these steps:

1. Select **View** from the word processing menu,
2. Scroll down to **Header and Footer** and click,
3. Select the page number symbol (#) and the number 1 will appear in the box. The cursor will be to the right of the number. Using the left arrow key, move the cursor to the left of the number.
4. Press the spacebar five times, moving the number.
5. Move the cursor to the left margin and type the first two or three words of the title.
6. Highlight everything and press **Align Right Key** on the toolbar.

The page headers should not be confused with the running head, which only goes on the title page. **APA 288**

INDENTATION

Indent the first line of every paragraph and the first line of every reference. For consistency, use the tab key, which should be set at five to seven spaces or ½ inch. The default settings in most word processing programs are acceptable. Type the remaining lines flush to the left hand margin. The only exceptions to these requirements are the abstract, block quotations, titles and headings, table titles, and figure captions. **APA 289**

UPPERCASE AND LOWERCASE LETTERS

Capitalize the word, that is, use an uppercase letter for the first letter of a word, according to these guidelines:

- First word of a complete sentence
- First word after a colon that begins a complete sentence **Example:** The author made one main point: No explanation that has been suggested so far answers all questions.
- First word of the title
- Author's name
- Proper nouns and trade names **APA 94-100, 289**

ITALICS

Use italics for:

- Titles of books, periodicals, and microfilm publications in the Reference list and when appropriate in text
- Genera, species, and varieties
- Introduction of a new, technical, or key term or label (after the term has been used once, do not italicize it)
- Periodical volume numbers in the Reference list

In general, use italics infrequently. **APA 100-103**

ABBREVIATIONS

Use abbreviations sparingly. A term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses. Thereafter, the abbreviation is used in text without further explanation. Do not switch between the abbreviated and written out form of a term. **APA 103-111**

NUMBERS

Use figures to express numbers 10 and above and words to express numbers below ten, i.e. one, two, three, etc. up to nine. **APA 122-131**

PUNCTUATION

Use a **period**: **APA 78**

- To end a complete sentence
- Within closing single or double quotation marks
- Between author(s) and date
- Between article title and journal title
- Between book chapter and book title
- With initials in names (J. R. Smith)
- With Latin abbreviations (a.m., cf., i.e., vs.)
- At the end of a list

Use a **comma**: **APA 78-80**

- Between author's last name and initials
- Between journal title and volume number
- Between volume number and page number(s)
- Between issue number and page number(s)
- Between newspaper title and p. or pp.
- Between multiple authors
- Before & and et al.
- Between a series of three or more items, (including before *and* and *or*)
- To set off the year in exact dates

Use a **semicolon**: **APA 80**

- To separate two independent clauses that are not joined by a conjunction

Example: The participants in the first study were paid; those in the second were unpaid.

- To separate items in a series that already contain commas

Example: The color order was red, yellow, blue; blue, yellow, red; or yellow, red, blue.

Use a **colon**: **APA 80-81**

- Between a grammatically complete introductory clause (one that could stand as a sentence) and a final phrase or clause that illustrates, extends, or amplifies the preceding thought. If the clause following the colon is a complete sentence, it begins with a capital letter.

Example: They have agreed on the outcome: Informed participants perform better than do uninformed participants.

- In ratios and proportions

Example: The proportion (salt:water) was 1:8.

- In references between place of publication and publisher
- New York: Wiley. St. Louis, MO: Mosby

Use a **dash**: **APA 81**

Use the dash to indicate only a sudden interruption in the continuity of a sentence. Overuse weakens the flow of material.

Use of **parentheses**: **APA 84-85**

- To set off structurally independent elements **Example:** The patterns where significant (see Figure 5)
- Set off reference citations in text **Example:** Duman and Dore (1991) reported
- To introduce an abbreviation **Example:** effect on the galvanic skin response (GSR)
- To enclose the citation or page number of a direct quotation **Example:** Lopez (1993) found that "the effect disappeared within minutes" (p.311).

SPACING

Space once after all punctuation as follows:

- After commas, colons, and semicolons
- After punctuation marks at the end of sentences
- After periods that separate parts of a reference citation
- After the periods of the initials in personal names (e.g., J. R. Zhang)

Exceptions: Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios. **APA 290-291.**

QUOTATIONS

Material quoted directly from another author's work must be reproduced word for word and credit must be given to the author.

Long Quotations.

A quotation of 40 or more words is displayed in a freestanding block of typewritten lines with no quotation marks. Start such a block quotation on a new line, and indent it five to seven spaces or ½ inch from the left margin (in the same position as a new paragraph). Type subsequent lines flush with the indent. If there are additional paragraphs within the quotation, indent the first line of each five to seven spaces or ½ inch from the margin of the quotation. Type the entire quotation double-spaced. Do not adjust the right margin. When quoting, always provide the author, year, and specific page citation in text, and include a complete reference in the reference list. If the source you are quoting includes quotation marks, you should include them just as they appear in the original. **APA 117-122.**

EXAMPLE OF A LONG QUOTATION

When you are using a direct quote in the text of your document that is more than 40 words long, and you mention the author in the text, it should be formatted like this:

Thomas and Conant (2005) suggest:

The tales of the various heroes were not simply stories that the Greek traders and colonists told to each other, but were taken up and spread abroad by the non-Greek populations encounters by the Greeks. The Greeks often used the heroes to help mediate the strangeness they felt in the presence of non-Greeks. (pp. 70-71)

Short Quotations

Incorporate a short quotation (fewer than 40 words) in text, and enclose the quotation with double quotation marks. For a direct quotation in text, give the author, year, and specific page in parentheses (paragraph numbers may be used in place of page numbers for electronic text). Include a complete reference in the reference list.

Example: Miele (1993) found that "the 'placebo effect' which had been verified in previous studies, disappeared when behaviors were studied in this manner" (p. 276).

Example: She stated, "... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but...

At the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period outside the final parenthesis.

If the name of the author appears as part of the narrative, as in the example below, cite only the year of publication in parentheses after the name of the author. Enclose the quoted material in double quotation marks and provide the specific page of the quoted material.

Example: Miele (1993) found "... disappeared when behaviors were studied in this manner" (p. 276).

CITATIONS IN TEXT

Citation in text identifies the source for readers and enables readers to locate the source of information in the alphabetical reference list at the end of a paper. Citations are included in the text of the paper immediately following the quotation or paraphrased material. For a direct quotation include the author's last name, year of publication, and page or chapter number in parentheses after the quoted material. If the name of the author appears as part of the text, as in the first example below, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses, as in the second example.

Example: Smith (1983) compared reaction time
In a recent study of reaction time (Smith, 1983)

Author and date cited in text. When paraphrasing the general idea, page numbers are not required. **Example:** In a 1989 article, Gould explores some of Darwin's most effective metaphors.

Author not cited in text. **Example:** As metaphors for the workings of nature, Darwin used the tangled bank, the tree of life, and the face of nature (Gould, 1989).

Author cited in text. **Example:** Gould (1989) attributed Darwin's success to his gift for making the appropriate metaphor.

Direct quotation with the name of the author used in text. Give the author's name, the date in parentheses and the page number at the end of the quotation. **Example:** Gould (1989) explains that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness-genealogical rather than ecological-and to illustrate both success and failure in the history of life" (p.14).

Direct quotation without the name of the author being used in text. Give in parentheses the author's name and the year of publication separated by a comma, follow the date with a comma and p. or pp., and the page number or numbers on which the quoted material appears. **Example:** Darwin used the metaphor of the tree of life "to express the other form of interconnectedness-genealogical rather than ecological" (Gould, 1989, p. 14).

All of these samples would be formatted in the Reference list:

Gould, S. J. (1989). The wheel of fortune and the wedge of progress. *Natural History*, 89(3), 14-21.

When a work has two authors, always cite both names every time the reference occurs in text. In the Reference list, separate the names by an ampersand (&); in the text use the word and.

Example: In text: Chun and Lee
In the Reference list: Chun, Y., & Lee, C.

For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the last name of the first author followed by et al. (not italicized and with a period after al.) and the year, if it is the first citation of the reference within a paragraph.

Example:
Smith, Brown, French, and White (1989) found [first citation in text]
Smith et al. (1989) found [subsequent citations]
Smith et al. found [omit year from subsequent citations after the first citation within a paragraph]

For six or more authors, use only the last name of the first author followed by et al. (not italicized and with a period after al.) and the year for the first and subsequent citations. In the Reference list provide the initials and last name of the first six authors, and shorten any remaining authors to et al. **Example:** Kneip et al., 1993

When a work has no author, cite in text the first few words of the Reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of the periodical, book, brochure, or report. **APA 210-211.**

If you are using **several different works** to illustrate one point, you may find it necessary to cite two or more works written by different authors with different dates. In that situation, organize the information alphabetically by the authors' last names, and separate each block of information with a semicolon. Put all the names inside one set of parenthesis. **Example:** Several studies (Buna, 1980; Gerald, 1988; Kesser and Morals, 1990) indicate the cure for the common cold was near.

The **names of groups** that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the Reference list without difficulty. If the name is long and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs.

When a work's author is designated as "Anonymous," cite in text the word Anonymous followed by a comma and the date: (Anonymous, 1998). If and only if, the work is signed Anonymous is the entry listed in the Reference list as Anonymous.

Authors with the same last name. When the Reference list contains works by two different authors with the same last name, provide each author's initials for each in-text citation, even if the year of publication differs.

SECONDARY SOURCES

Suppose you want to cite a source that you read about but you did not read the source itself. The original paper (the one that you read about, but didn't read yourself) is the primary source. The paper in which you read about that source is called a secondary source. Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source. Indicate in the text when you are citing from a secondary source in one of the following ways:

- Place both authors in the same citation at the end of the sentence. **Example:** (Smith, 1976, as cited in Carrington, 1989)
- Cite them separately within the sentence. **Example:** Smith (1976) formulated a theory about deviant behavior (as cited in Carrington, 1989).

If the date of the secondary source is different from the date of the original publication, cite in text both dates. In the reference list the information for the Carrington item would be given. There is no reference for Smith.

ORDER OF PAGES

- Title page with running head for publication, title, author's name, and degree statement (separate page, numbered page 1)
- Approval page (separate page)
- Abstract (separate page)
- Acknowledgment(s) (if any) (separate page)
- Table of contents (start on a separate page)
- List of tables (start on a separate page)
- List of figures (start on a separate page)
- Text (start on a separate page)
- References (start on a separate page)
- Appendix(es) (start on a separate page).

PAGE NUMBERING

Starting with the title page, using Arabic numerals, place consecutive page numbers at the upper right-hand corner of the page, at least one inch from the right edge of the page, between the top of the page and the first line of text (the default setting on most word processing programs is acceptable).

HEADINGS

Headings help organize a paper into meaningful topics. Headings are used to convey the sequence and levels of importance. Headings do not include your paper's title. APA style makes provision for five levels of headings.

The levels of headings are:

CENTERED UPPERCASE HEADING (Level 5)

Centered Uppercase and Lowercase Letters (Level 1)

Centered, Italicized, Uppercase and Lowercase Letters (Level 2)

Flush Left, Italicized, Uppercase and Lowercase Letters, (Level 3)

Indented, Italicized, lowercase letters, text starts on same line, ends with a period (Level 4)

For a short article, one level of heading is usually sufficient. Use Level 1.

For two levels of headings, use Level 1 and Level 3.

For three levels of headings, use Level 1, Level 3, and Level 4.

For four levels, use Level 1, Level 2, Level 3, and Level 4.

If five levels of heading are necessary, Level 5 is above the other four.

Three levels are usually adequate for most papers.

EXAMPLE:

Medical Uses of Hypnosis (Level 1)

Hypnosis, a technique for controlling activities within the mind, represents an innovative approach for alleviating severe pain.

Managing Chronic Pain (Level 3)

This technique recognizes the powerful tool of the mind and uses it to overcome pain within the body.

Teaching self-hypnosis. (Level 4) Self-hypnosis offers a unique approach for controlling medical stressors.

TITLE PAGE

Unless you receive other instructions, the first page of your paper is a title page. The title should describe the focus of the paper. It should be short and to the point. If the title is more than one line, double-space between the lines. The page header and page number appear at the top right of the title page. The title of the paper is centered on the page. The student's name appears one double-space below the title. The institutional affiliation appears one double-space below the student's name. The APA Manual does not give explicit instructions for the title page of a class paper. The contents and placement of items on the sample title page are adapted from APA instructions for the title page of a paper submitted for publication. **APA 10-12 and 296-298.**

SAMPLE TITLE PAGE FOR A CLASS PAPER

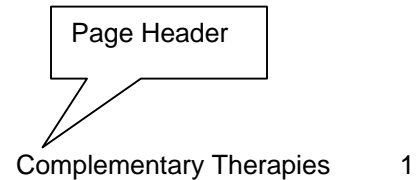
Page Header: consists of either the first two or three words of your title or two very important words in the title. The header is typed in upper and lower case. These words and the page number should appear in the upper right hand corner of every page of the paper. There are five to seven spaces between the header and the page number.

Running Head: APA requires what is called a "running head," which is a shortened version of the title. It should be no more than 50 characters in length. Type the running heading flush left at the top of the title (but below the page header) in all uppercase letters. Type the words "Running head:" followed by a colon, then type your short title in all UPPERCASE. The title page is the only place in your paper that the running head should appear. Number the title page and all subsequent pages in the upper right hand corner.

Title: Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

Author: Type the name(s) in uppercase and lowercase letters, centered between the side margins, one double-space below the title. If there is more than one author, each author's name should be centered, doubled spaced and on a separate line below the previous author. For names with suffixes (e.g., Jr. and III) separate the suffix from the rest of the name with a space instead of a comma. Omit all titles (e.g., Dr., Professor) and degrees (e.g., Ph.D., PsyD, EdD). Type the institutional affiliation, centered under the author's name, on the next double-spaced line. The affiliation is typed in upper and lower case letters.

EXAMPLE TITLE PAGE



Running head: USE OF COMPLEMENTARY THERAPIES

**Use of Complementary Therapies in a
Rural Cancer Population
Mary Jane Jones
Cardinal Stritch University**

May include the following additional information:

**Course Title and Number
Date**

TITLE PAGE FOR A MASTER'S PAPER

Running head:

Sample Title Page Showing How a Long Title Should

Be Typed: The First Line is the Longest, the

Second Line is Shorter Than the First

the Third Line is Shorter Than

the Second, and so on.

John Q. Student

A Capstone Product

submitted in partial fulfillment

of the requirements for the degree of

Master of Business Administration

Cardinal Stritch University

Date

TABLE OF CONTENTS

The APA Manual gives no specific directions for the Table of Contents. For a short paper written to complete a module a table of contents would not be necessary. A dissertation, thesis or capstone project, however, should have a table of contents. The table of contents is used to reflect the organization of the paper. The wording of the table of contents should match exactly the wording used in the text. The page number listed is the first page of each item or section; do not give inclusive page numbers. A line of periods extends one or two spaces after the last word of each entry to within one or two spaces before the page number.

Introduction.....	1
Literature Review.....	3
Methodology.....	15
Research Findings.....	27
Conclusion.....	45
Bibliography.....	50
Appendix A.....	54
Appendix B.....	58

ABSTRACT

The abstract is a brief overview of the paper. It should convey to the reader a sense of the entire paper that follows in a clear and concise manner. The abstract begins on a new page and is placed immediately after the title page. Center the word Abstract, typed in upper and lower case, at the top of the page. Include the page header and the page numbers in the upper right hand corner of the page. Type the abstract itself as a single paragraph, without paragraph indentation. The abstract should not exceed 120 words. **(APA 298)**

Sample of an abstract:

This is an abstract, or a summary of your entire paper. It should be no longer than 120 words in length.

To write an abstract it helps to read your paper carefully several times and then give a summary of the contents. There is no indentation in an abstract. It is one paragraph and the left margin is flush and the right margin is jagged. The abstract is written in the present tense and should include an overview of your topic, your method of conducting research, your results presented in a broad manner and a brief concluding statement.

STEPS INVOLVED IN DEVELOPING YOUR REFERENCE LIST Note well all the bibliographic information from your sources.

FOR BOOKS

- Author/editor
- Year of publication
- Title
- Edition
- Page numbers used
- Place of publication and publisher

FOR JOURNALS, MAGAZINES, AND NEWSPAPERS

- Author of article
- Year of publication (month and date for a magazine or newspaper article)
- Title of article
- Journal/magazine/newspaper title
- Volume number
- Issue number
- Page numbers (precede page numbers with p. or pp. for newspapers)

FOR ELECTRONIC RESOURCES

- Author/editor
- Year of publication
- Article title
- Journal title
- Pages or number of paragraphs
- Retrieval date
- An address, e.g., www address or name of database

FOR LECTURE NOTES

Materials prepared and supplied by instructors are cited in the same manner as unpublished papers. Lecture notes can be quoted. They are recoverable and, if used, must appear in the reference list. Include the following information:

- Professor (last name and initials)
- Date of lecture (year and month)
- Lecture title (in italics)
- Class number
- University name
- If retrieved online, address
- If retrieved online, access date

Reference List Example: Doyle, J. (2002, January). *Budgeting*. Outline presented for EC 203 at Cardinal Stritch University.

Notes that you take in classes are treated like personal communications. They are non-retrievable data. They should be cited within the text but not be included in your Reference list. Insert the citation at the appropriate place within the text of the document you are producing.

In Text Example: In a Introduction to Literature lecture at Cardinal Stritch University Professor Nancy Backes described Willa Cather as an author who should be read by all students. (N. Backes, EN 150 C lecture, May 2, 2004).

APPENDIX

The appendix allows the author to provide the reader with detailed information that would be distracting to read in the main body of the text. Common kinds of appendixes include large tables, a sample of a questionnaire or other survey instrument used in the research, and a computer program. A paper may include more than one appendix.

Begin each appendix on a separate page. If your paper has only one appendix type the word Appendix centered on the page below the page header. If your paper has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.), in the order in which they are mentioned in text. Each appendix must have a title. If there is only one appendix, do not use an identifying letter; the word Appendix is sufficient. Double space and type the title of the appendix, centered, in uppercase and lowercase letters. Double space, indent the first line five to seven spaces or 1/2 inch, and begin the text of the appendix. **APA 299**

TABLES

A common use of tables is to present quantitative data or the results of statistical analyses. Tables must be referred to in the text. Each table begins on a separate page. Tables are numbered consecutively in the order in which they are first mentioned in the text and are identified by the word Table and an Arabic number. The word Table and its corresponding number are flush left. Double-space each table, regardless of length. Place the page header and the page number in the upper right-hand corner of every page of a table. **APA 301**

FIGURES

Figures are numbered consecutively in the order in which they are first mentioned in the text. Use the word *Figure* (in italics) and an Arabic number. Each figure must have a caption/title that includes the figure number. Place the page header and the page number in the upper right-hand corner of every page. Begin each caption flush left, and type the word *Figure*, followed by the appropriate number and a period, all in italics. One space after the period, type the title of the figure. The first letter of the title is in upper case with subsequent letters in lower case. If the title takes up more than one line, double-space between lines, and type the second and subsequent lines flush left. **APA 302**

If your paper contains tables and/or figures, consult the sections of the APA Manual covering these topics. For Tables, see pages 147-176 and for Figures, see pages 176-201.

THE REFERENCE LIST

The reference list is a complete listing of all works cited in a paper. References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text. Reference data must be complete and accurate, so that readers may retrieve the work. Each entry usually contains the following elements: author, year of publication, title, and publishing data. Be sure all names are spelled correctly and that title, years, volume numbers and pages are complete and correct. Start the reference list on a new page. Type the word References (Reference, in the case of only one) in upper and lower case letters, centered, at the top of the page. If your references take up more than one page, do not re-type the word references on sequential pages, simply continue your list with the next item.

Double-space all reference entries. The first line should be flush with the left-hand margin. The second and succeeding lines should be indented five-seven spaces, referred to as a hanging indent. If you wish to include a more extensive list of works read but not cited or a list of works suggested for additional reading, this list is called a bibliography and should be presented in addition to and following a reference list.

ORDER OF REFERENCE LIST

Alphabetizing names. Arrange entries in alphabetical order by last name of the first author.

Several works by the same first author. Give the author's name in the first and all subsequent references, and use the following rules to arrange the entries:

One-author entries by the same author are arranged by year of publication, the earliest first:

Hewlett, L. S. (1996).
Hewlett, L. S. (1999).

One-author entries precede multiple-author entries beginning with the same name:

Alleyne, R. L. (2001).
Alleyne, R. L., & Evans, A. J. (1999).

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

Carbading, J. R., & Wright, K. (2000).
Carbading, J. R., & Wright, K. (2001).

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year. Alphabetize by the first main word in the title. For in-text citations, provide both the date and the letter (Baheti, 2001a).

Baheti, J. R. (2001a). Control...
Baheti, J. R. (2001b). Roles of...

Order of several works by different first authors with the same last name. Works by different authors with the same last name are arranged alphabetically by the first initial:

Mathur, A. L., & Wallston, J.
Mathur, S. E., & Ahlers, R. J.

Alphabetize corporate authors, such as associations or government agencies, by the first significant words of the name. Full official names should be used: American Psychological Association not APA

If there is no author, the title moves to the author position, and the entry is alphabetized by the first significant word in the title. If, and only if, the work is signed "Anonymous" the entry begins with the word Anonymous spelled out, and the entry is alphabetized as if Anonymous were a true name.

Treat legal references like references with no author; that is, alphabetize legal references by the first significant item in the entry (word or abbreviation).

REFERENCE LIST COMPONENTS

Author(s):

Include the last name of the author, followed by a comma, and the author's initial(s), followed by a period. If the author's first name is hyphenated, retain the hyphen and include a period after each initial. If authors are listed with the word with, include them in the reference in parentheses, for example, Bulatao, E. (with Winford, C. A.). The text citation however refers to the primary author only. Authors are listed in the same order as specified in the source.

- Last name, and initials for first and middle name.
- Use commas to separate authors and an ampersand (&) before the last author. Finish with a period. **EXAMPLE: Smith, J., Jones, R., & Brown, L.**
- When there are seven or more authors, list the first six and then use et al. for the remaining authors.
- When a work has no author, cite in text the first few words of the title and the year. If there is no author, the title moves to the author position in the Reference list and the entry is alphabetized by the first significant words of the title.
- When a work's author is designated as "Anonymous", cite in text the word Anonymous followed by a comma and the date:

EXAMPLE: (Anonymous, 1998).

If and only if, the work is signed Anonymous, the entry begins with the word Anonymous spelled out, and the entry is alphabetized as if Anonymous were a true name in the Reference list.

Publication Date:

- Give in parentheses the year the work was copyrighted followed by a period outside the parenthesis. **EXAMPLE: (2001).**
- For monthly magazines enclose in parentheses the year followed by the month. Spell out the name of the month. Finish with a period outside the parenthesis. **EXAMPLE: (1993, June).**
- For weekly magazines and newspapers give the year, month and day enclosed in parentheses. Finish with a period outside the parenthesis. **EXAMPLE: (2001, December 9).**
- If no date is available, write n.d. (no date) in parentheses following the author(s). Finish with a period outside the parentheses. **EXAMPLE: (n.d.)**

Title: Books

- Capitalize only the first word of the title and the first word after a colon, and any proper nouns; italicize the title.
- Enclose additional information given on the publication for its identification and retrieval (e.g., edition, report number, volume number) in parentheses immediately after the title.
- Do not use a period between the title and the parenthetical information: do not italicize the parenthetical information.
- Enclose a description of the form in brackets if the information is necessary for identification and retrieval.

Title: Journals

- Italicize the title of magazines, journals, and newspapers. Do not put quotation marks around titles.
- Give the periodical title in full, in upper and lowercase letters.
- Give the volume number of journals, magazines, and newsletters.
- Do not use Vol. before the number. Volume numbers for journals are italicized.
- If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year.
- Do not abbreviate publication months; write out the full month name.
- Italicize the name of the periodical and the volume number, if any.
- List all pages used, even if they are not continuous (32, 46-47).
- Use p. or pp. before the page numbers in references to newspapers. Do not use p. or pp. before page numbers for magazines, journals, or books.
- Use commas after the title and volume number. Finish the entry with a period.
- If a journal begins each issue with page 1, then include the issue number in parentheses, after the volume number. There is no space between the volume and issue number. The issue number is not italicized or underlined. **EXAMPLE: *Journal of Special Education*, 17(3),**
- If a journal numbers pages continuously, do not include the issue number. **EXAMPLE: *Science*, 298**

- Use brackets to indicate a description of form. Place a period outside the bracket. **EXAMPLE:** Ford Windstar. (2001, April 9) [Advertisement]. *U. S. News & World Report*, 13-14.

Publication data:

- Give the city of publication and, if the city is not well known for publishing or could be confused with another location, the postal abbreviation of the state of publication followed by a colon, the publisher's name and a period. For publishers outside the United States, give the city and abbreviated name of the country. No country is needed for familiar locations, e.g., London, Paris.

Publisher:

Spell out the publishing names of associations and university presses, but omit superfluous terms such as Publishers, Co., or Inc. Retain the words Books and Press. If two or more locations are given, give the location listed first or the publisher's home office. All entries end with a period. **EXAMPLE:** Madison, WI: University of Wisconsin Press.

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and an address (in Internet terms, a uniform resource locator, or URL). Whenever possible, identify the author of a document as well.

How to proceed if a reference example you need is not given. The most common kinds of references are illustrated in this handout. Occasionally, you may need to use a reference for a source for which there is no specific example. In this case, look over the general forms in Chapter Four of the *Publication Manual* and the examples throughout the chapter. Choose the example that is most like your source, and follow that format. When in doubt, provide more information rather than less.

NOTE WELL: Make sure to double-space your reference citations. The following examples are single spaced to conserve space.

EXAMPLES

JOURNALS/MAGAZINES

Journal Article, Paginated by Issue

Author(s). (Year of publication). Title of article. *Title of the Periodical*, Volume number (Issue Number), Page Numbers.

Kirsh, B. (2000). Work, workers, and workplaces: A qualitative analysis of narratives of mental health consumers. *Journal of Rehabilitation*, 66(4), 24-30.

Capitalize only the first word of the title and of the subtitle, if any, (the information after the colon) and any proper names. Do not underline the title or place quotation marks around it. Give the periodical title in full, in uppercase and lowercase letters. Italicize the title of the periodical and the volume number, if any. Do not use Vol. before the number. If, and only if, each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number. In this example 66 is the volume number and 4 is the issue number. Include the issue number in parentheses immediately (with no space) after the volume number. Do not italicize the issue number. Note that there is a comma between the issue number and the page number. Give inclusive page numbers. Finish the reference with a period.

Journal Article, Three to Six Authors, Continuous Pagination

Author(s). (Year of publication). **Title of article.** *Title of the Periodical*, volume number, Page Numbers.

Dougall, A. L., Hyman, K. B., Hayward, M. C., McFeeley, S., & Baum, A. (2001). Optimism and traumatic stress: The importance of social support and coping. *Journal of Applied Social Psychology*, 31, 223-245.

When a work has three to six authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. (not underlined and with a period after al.) and the year if it is the first citation of the reference within a paragraph. With continuous pagination there is no issue number.

Journal Article, More Than Six Authors

Kerr, M. S., Frank, J. W., Shannon, H. S., Norman, R. W. K., Wells, R. P., Neumann, W. P., et al. (2001). Biomechanical and psychosocial risk factors for low back pain at work. *American Journal of Public Health*, 91(7), 1069-1075.

After the sixth author's name and initials, use et al. to indicate the remaining authors of the article. In the reference list provide the initials and surnames of each author. In text only the first author followed by et al. would be used (Kerr et al., 2001). (APA p. 241 #4)

On-line articles based on a printed source

Butler, J. L., & Baumeister, R. F. (1998). The trouble with friendly faces: Skilled performance with a supportive audience [Electronic version]. *Journal of Personality and Social Psychology*, 75(5), 1213-1230.

The majority of journal articles that are available on-line are also published in printed format. If you read the on-line version rather than the printed version, you would follow the referencing format for a printed journal with the addition of the word "electronic version" in square brackets after the title of the article.

Entire Issue or a Special Section of a Journal

Barlow, D. H. (Ed.). (1991). Diagnoses, dimension and *DSM-IV*: The science of classification [Special issue]. *Journal of Abnormal Psychology*, 100(3).

To cite an entire issue of a journal, give the editor(s) of the issue and the title of the issue. If the issue has no editors, move the issue title to the author position. Indicate in brackets that it is a special issue. Alphabetize the reference entry by the first significant word in the title. In text, use a short title for the parenthetical citation, (e.g., *Diagnoses*, 1991). Provide the issue number for special issues but the page range for special sections. (APA p. 243 #12)

Citation to a Work Discussed in a Secondary Source

Colehart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source. For example, if a work by Seidenberg and McClelland is cited in Colehart et al. and you did not read the work, list the Colehart et al. reference in the References. In text, use the following citation: Seidenberg and McClelland's study (as cited in Colehart, Curtis, Atkins, and Haller, 1993). If the date of secondary source is different from the date of the original publication, cite in text both dates. Example: Smith (1976) formulated a theory about deviant behavior (as cited in Carrington, 1989). (APA p. 247 #22)

Abstract as Original Source

McEwan, P. J. (2004). The potential impact of vouchers [Abstract]. *Peabody Journal of Education*, 79(3), 57.

Place the description Abstract in brackets between the abstract title and the period. (APA p. 245 #16)

Abstract from a Secondary Source

Edwards, N. (2004). The ailing analyst and the dying patient. *Psychoanalytic Dialogues*, 14(3), 313-335. Abstract obtained from Psychological Abstracts, 2004, 91, Abstract No. 26318.

The term secondary source refers to such things as abstracts, article summaries, book reviews, and so forth. These are derived from primary sources (journal articles, books), often by someone other than the original author(s). In scholarly research, it is preferable to read and cite primary sources whenever possible. Cite the secondary source in a retrieval statement at the end of the reference, beginning with the words Abstract obtained from, followed by the title of the secondary source, the year of publication, the volume number, and the abstract identifier (if applicable). If the date of the secondary source is different from the date of the original publication, cite in text both dates, separated by a slash, with the original date first. (APA p. 245 #17)

Magazine Article

Author(s). (Date of Publication). **Title of article.** *Title of the Periodical*, **Volume Number**, **Page Numbers.**

Palmeri, C. (2001, April 9). **Mattel: Up the hill minus Jill.** *Business Week*, 53-54.

Raban, J. (2001, March). **Battleground of the eye.** *The Atlantic*, 287, 40-49.

Give the date shown on the publication -- month for monthlies or month and day for weeklies. Give the volume number, if one is given. (APA p. 242 #6)

Magazine Article Unsigned

Safe to return to the water? (2001, April 9). *Newsweek*, 137, 70.

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

Newspaper Article

Author(s). (Date of Publication). **Title of article.** *Title of the Newspaper*, **pp.** **Page Numbers.**

Herzog, K. (2001, April 4). **New products to tickle your fancy.** *Milwaukee Journal Sentinel*, pp. G1, G2.

Precede page numbers for newspaper articles with p. or pp. If an article does not appear on continuous pages, give all page numbers, and separate the numbers with a comma. (APA p. 243 #10)

Newspaper Article, No Author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Alphabetize works with no author by the first significant word in the title. In text, use a short title: (New drug, 1993). (APA p. 242 #9)

Editorial

Klinkenborg, V. (2001, April 5). The rural life: Gravel chutney [Editorial]. *The New York Times*, A22.

Enclose information that is important for identification and retrieval in brackets immediately after the article title. Brackets indicate a description of form, not a title.

Letter to the Editor

Langdon, P. (2001, April 5). Graceless in suburbia [Letter to the editor]. *The New York Times*, A22.

Advertisement

Ford Windstar. (2001, April 9) [Advertisement]. *U. S. News & World Report*, 13-14.

Pamphlet or brochure

National Diabetes Information Clearinghouse. (1997). *I have diabetes: What should I eat?* [Brochure]. Bethesda, MD: Author.

Format references to brochures or pamphlets in the same way as those for entire books. In brackets, identify the publication as a brochure or pamphlet. (APA p. 252 #33) When author and publisher are the same, use the word Author following the place of publication instead of repeating the name. When information is missing use abbreviations: n.p. for no publisher and for no pages, n.d. for no date.

Newsletter Article

Graham, K. (2001, Winter). Bookmarklets. *LOEX News*, 2(4), 3,12.

If a journal or newsletter does not use volume numbers, include the month, season, or other designation with the year (2000, Winter). If an article does not appear on continuous pages, give all page numbers, and separate the numbers with a comma.

Newsletter Article, No Author

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

Alphabetize works with no author by the first significant word in the title (in this case, New). In text, use a short title (or the full title if it is short): (The new health-care lexicon, 1993). Give the volume number. (APA p. 242 #8)

BOOKS

The basic format for citing books looks like this example:

Author(s). (Date of Publication). *Title of book.* City of Publisher: Publisher.

Book -- Single Author

Lofts, N. (1954). *Bless this house.* New York: Doubleday.

Book -- Two Authors

Collier, P., & Horowitz, D. (1984). *The Kennedys: An American dream.* New York: Summit Press.

Cite both names every time the reference occurs in text.

Book -- Multiple Authors

Hirsch, E. D., Jr., Kett, J. F., & Trefil, J. (1988). *The dictionary of cultural literacy.* Boston, MA: Houghton Mifflin.

When a work has three, four, five, or six authors, cite all authors the first time the reference occurs: in subsequent citations, include only the surname of the first author followed by et al. (not underlined and with a period after al.) and the year if it is the first citation of the reference within a paragraph. Use commas to separate authors, to separate surnames, and initials, and to separate initials and suffixes (e.g., Jr. and III) with two or more authors, use an ampersand (&) before the last author. If the book has more than six authors, follow the rule for journals and abbreviate remaining authors as et al. (not italicized and with a period after al.) in the first and subsequent text citations. (APA p. 248)

Edited Book

Cunningham, L. (Ed.). (1972). *Brother Francis: An anthology of writings by and about St. Francis of Assisi.* Huntington, IN: Our Sunday Visitor.

Place the editors' name in the author position, and enclose the abbreviation Ed. or Eds. in parentheses after the last editor's name. (APA p. 249 #25)

Edition

Suzuki, D. T., Griffiths, A. J., & Lewontin, R. C. (1989). *An introduction to genetic analysis* (4th ed.). New York: W. H. Freeman.

Place the edition number in parentheses after the title. Provide this information only for editions beyond the first edition. Do not use a period between the title and the parenthetical information.

Book -- Revised Edition

Cohen, J. (1977). *Statistical power analysis for the behavior sciences* (Rev. ed.). New York: Academic Press.

Multivolume Work -- Single Volume

Bowsky, W. M. (Ed.). (1967). *Studies in Medieval and Renaissance history* (Vol. 4). Lincoln: University of Nebraska Press.

To refer to a single volume of a multivolume work, include only the relevant date and volume number. The volume should be identified immediately following the title, in parentheses, close the entire title, including volume information with a period. If another volume in the work was used, create another entry.

Multivolume Work -- All Volumes

Bowsky, W. M. (Ed.). (1963-1967). *Studies in Medieval and Renaissance history* (Vols. 1-4). Lincoln: University of Nebraska Press.

If all volumes of a multivolume work were used, give the inclusive dates and volume numbers for the title. In text, use (Bowsky, 1963-1967). (APA p. 250 #28)

Chapter in an Edited Book

Baker, L., & Brown, A. L. (1984). Metacognitive skills and reading. In P. D. Pearson (Ed.), *Handbook of reading research* (pp. 353-394). New York: Longman.

Include the title of the chapter being referenced, neither in italics or in quotations. Give the editor's name, do not invert, precede the editor's name by the word In and the title of book in which the chapter appeared, in italics. Give inclusive page numbers of the article or chapter in parentheses after the title.

(APA p. 252 # 34)

Chapter in an Edited Book Part of a Multivolume Work, Each Volume Having Its Own Title

Anshbacher, H. L. (1978). What is positive mental health? In D. G. Forgrays (Ed.), *Primary prevention of psychopathology: Vol. 2. Environmental influences* (pp. 3-6). Hanover, NH: University Press of New England.

Include the article or chapter author, date of publication, article or chapter title, book editor(s), title of the book, volume number of the book, chapter page numbers, and publication information.

Introduction, Preface, Foreword, Afterword

Kelly, T. (1999). Foreword. In L. S. Cunningham, *Thomas Merton and the monastic vision* (pp. vii-x). Grand Rapids, MI: William B. Eerdmans.

Corporate Author

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

When the author and publisher are identical, use the word Author as the name of publisher. The entry would appear in the reference list alphabetized by the first significant word of the name. (APA p. 248 #24)

No Author or Editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Place the title in the author position. Alphabetize books with no author or editor by the first significant word in the title (*Merriam* in this case). In text, use a few words of the title, or the whole title if it is short, in place of an author name in the citation: (Merriam- Webster's Collegiate Dictionary, 1993). (APA p. 249 #26)

The Bible

Because there is not one author of the Bible, the version name is given instead of the author in the text citation. When citing a particular passage, use the following order: book of the bible [abbreviated] chapter: verse, version of the bible used. **Example:** 1 Cor. 13:1 (Revised Standard Version). After the first citation, the version name need not be given.

APA states: Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible; simply identify in the first citation in the text the version you used. Parts of classical works (e.g. books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source: 1 Cor. 13:1 (Revised Standard Version). (APA p. 213 #100). If you choose to include the Bible version used in your reference list, the format would look like this:

Holy Bible: New international version. (1978). New York: American Bible Society.

Review of a Book

Gray, P. (2001, April 9). A woman with a habit [Review of the book *The last report on the miracles at Little No Horse*]. *Time*, 157, 78.

Identify the type of medium in brackets (motion picture, book, television program, etc.). If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and contents, not a title.

Citing a Poem in a Collection by a Single Author

Markson, D. (1993). See Susan read. In *Collected poems* (p. 63). Normal, IL: Dalkey Archive Press.

Citing a Reprinted Poem in a Collection of Multiple Authors

Plath, S. (1990). Lady Lazarus. In J. D. McClatchy (Ed.), *Vintage book of contemporary American poetry* (389-391). New York: Vintage Books. (Reprinted from *Collected poems of Sylvia Plath*, 1965, New York: Harper and Row)

To know if a poem is original or a reprint, look for a list of “Permissions,” “Copyright Credits” or “Acknowledgements” at the front or back of the book, or even a copyright credit on the same page as the poem. Since an editor of an anthology must obtain permission from the copyright owner to reprint a poem, if you find a credit statement, you have a reprinted poem.

Encyclopedia Article Signed

Kanter, S. (1983). Kidnapping. In S. H. Kadish (Ed.), *Encyclopedia of crime and justice* (Vol. 3, pp. 993-999). New York: Free Press.

Encyclopedia Article Unsigned

Marriage. (1979). *Compton's encyclopedia* (Vol. 15, pp. 114-117). Chicago, IL: F. D. Compton.

If an entry has no author, begin the reference with the entry title and publication date. (APA p. 254 #38)

Reprinted or Republished Book

Freud, S. (1961). The ego and the id. In J. Strachey (Ed and Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923).

If the English translation of a non-English work is used as the source, cite the English translation: give the English title without brackets. To identify a translator, use Trans., and place the translator's name after the editor's name. When the editor is also the translator, identify both roles in parentheses after the editor's name. Following the entry, enclose Original work published with the original date in parentheses. In text, use this parenthetical citation: (Freud, 1923/1961). (APA p. 254 #39)

English Translation of a Chapter in an Edited Book, Reprint From Another Source.

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier and J. Langer, Trans.). In K. Richardson and S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from *Manual of child psychology*, pp. 703-732, by P. H. Mussen, Ed., 1970, New York: Wiley).

In text use the parenthetical citation: (Piaget, 1970/1988). (APA p. 255 #40)

DISSERTATIONS/THESES

Unpublished Master's thesis

Jones, R. B. (1982). *Effective management training for library staff*. Unpublished master's thesis, Cardinal Stritch College, Milwaukee, WI.

Doctoral Dissertation Abstracted in *Dissertation Abstracts International (DAI)*

Deacon, F. J. (1989). Handmaids or autonomous women: The charitable activities, institution building and communal relationships of Catholic sisters in nineteenth century Wisconsin (Doctoral dissertation, University of Wisconsin-Madison, 1989). *Dissertation Abstracts International, 51-01A, 0270*.

If a manuscript copy of the dissertation from the university was used as the source, give the university and year of dissertation as well as the volume and page numbers of *DAI*.

Doctoral Dissertation Abstracted in *Dissertation Abstracts International (DAI)* and Obtained from UMI

Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and non-referring supervisors. *Dissertation Abstracts International, 54 (01), 534B*. (UMI No. 9315947).

If the dissertation is obtained from UMI, give the UMI number as well as the volume and page numbers of *DAI*. (APA p. 260 #54)

MEETINGS/REPORTS

Annual Reports

Kimberly-Clark. (2003). *Kimberly-Clark [Annual Report]*. Dallas, TX: Author.

Unpublished Paper Presented at a Meeting

Johnson, J. E., Yu, S., & Roopnarine, J. (1980, March). *Social cognitive ability, interpersonal behaviors, and peer status within a mixed age group*. Paper presented at the meeting of the Southwestern Society for Research in Human Development, Lawrence, KS.

ERIC Document

Simms, M. C. (1989). *The effectiveness of government training programs: Background Paper no. 10*. Washington, DC: Department of Labor, Commission of Workforce Quality and Labor Market Efficiency. (ERIC Document Reproduction Service No. ED 317677)

Enclose the document number in parentheses at the end of the entry. Do not use a period after the document number. Give the name, exactly as it appears on the publication, of the specific department, office, agency, or institute that published or produced the report. (APA p. 257 #43).

Government Document

National Institute of Mental Health. (1982). *Television and behavior: Ten years of scientific progress* (DHSS Publication No. A82-1195). Washington, DC: U. S. Government Printing Office.

If the issuing organization assigned a number to the report, give that number in parentheses, immediately after the title. Do not use a period between the report title and the parenthetical material; do not underline the parenthetical material. (APA p. 257 #44)

MEDIA

Film/Motion Picture

Mass, J. B. (Producer), Gluck, D. H. (Director). (1979). *Deeper into hypnosis* [Motion picture]. Englewood Cliffs, NJ: Prentice-Hall.

Give the name and, in parentheses, the function of the originator or primary contributors (in this example Mass is the producer and Gluck is the director). Specify the medium in brackets immediately after the title. Give the location and name of the distributor. (APA p. 266)

Music Recording

Shocked, M. (1992). *Over the waterfall. On Arkansas traveler* [CD]. New York: Polygram Music.

Give the name of the writer of the song, date of copyright, title of the song, title of the album, medium of recording: compact disk, record, cassette, etc. in brackets, location and label.

Goodenough, J. B. (1982). *Tails and trotters* [Recorded by G. Bok, A. Mayo, & E. Trickett]. On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990).

If the recorded by artist is different from the writer include this information in brackets. If the recording date is different than the copyright date enclose in parentheses at the end. In text citations, include side and band or track numbers: *Tails and Trotters* (Goodenough, 1982, track 5).

Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

Single Episode from a Television Series

Hall, B. (Writer), & Bender, J. (Director). (1991). *The rules of the game* [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York: New York Broadcasting Company.

In the author position, place the name of the script writer and use this name in the text citation (Hall, 1991). Follow this with the director (identify his/her function in parentheses after the name). Place the producer of the series in the editor position. (APA p. 267 #68)

Single Episode from a Television Series

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York: New York Broadcasting Company.

In the author position, place the name of the script writer and use this name in the text citation (Hall, 1991). Follow this with the director (identify his/her function in parentheses after the name). Place the producer of the series in the editor position. (APA p. 267 #68)

INTERVIEWS

The APA Manual does not give specific advice about citing published interviews. One way to do this is to add the information about the interviewer in square brackets after the publication date in the citation.

Warwick, D. (2004, November 29). [Interview with Travis Smiley, host of the *Travis Smiley Show*]. *It's a wonderful time for Dionne Warwick*. Retrieved December 8, 2004, from <http://www.npr.org/templates/story/story.php?storyId=4189869>

PERSONAL COMMUNICATIONS

Unpublished interviews do not need a reference page entry because they are what the Publication Manual of the APA calls "personal communications" and so "do not provide recoverable data." Personal communications may be memos, telephone conversations, letters, some electronic communications and the like. Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible.

Example: J. P. Sullivan (personal communication March 22, 1998).

LEGAL MATERIALS

Although the reference format for legal materials differs from that of other kinds of works cited in APA publications, the text citations are formed in the same way and serve the same purpose. As with un-authored works, give the first few words of the reference list entry and date; that is, give enough information in the text citation to enable the reader to locate the entry in the reference list quickly and easily. Appendix D of the *Publication Manual of the American Psychological Association* (5th ed.) gives examples of references and citations to court cases, statutes, and other legislative materials.

EXAMPLES:

Sample reference list entry to a case

Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972).

Text citation: *Lessard v. Schmidt* (1972)

Explanation: This decision was rendered by the federal district court for the Eastern District of Wisconsin in 1972. It appears in volume 349 of the *Federal Supplement* and starts on page 1078.

Sample references to cases decided by the U. S. Supreme Court

Brown v. Board of Educ., 347 U. S. 483 (1954).

Maryland v. Craig, 110 S. Ct. 3160 (1990).

Sample reference for federal testimony

RU486: The import ban and its effect on medical research: Hearings before the Subcommittee on Regulation, Business Opportunities, and Energy, of the House Committee on Small Business, 101st Cong., 35 (1990) (testimony of Ronald Chesemore).

Text citation: *RU486: The Import Ban* (1990)

Sample reference for a full federal hearing

Urban America's need for social services to strengthen families: Hearing before the Subcommittee on Human Resources of the Committee on Ways and Means, House of Representatives, 102d Cong., 1 (1992).

Text citation: *Urban America's Need* (1992)

Explanation: This hearing was held in 1992 in the U. S. House of Representatives during the 102d Congress. The hearing begins on page 1 of the official pamphlet that was prepared after the hearing.

ELECTRONIC RESOURCES

The variety of material available on the World Wide Web, and the variety of ways in which it is structured and presented, can present challenges for creating usable and useful references. Regardless of the format, however, authors using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited. Reference specific documents rather than home or menu pages.
2. Provide addresses that work.

Documents found on the World Wide Web share many of the same elements as those found in print documents -- authors, titles, and dates. Therefore, the citation for a Web document often follows a format similar to that for print, with some information omitted and some added. At present, the majority of the articles retrieved from online publications are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. If you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version]. If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL.

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and an address (in Internet terms, a uniform resource locator, or URL). Whenever possible, identify the author of a document as well.

The URL is the most critical element -- if it doesn't work, readers won't be able to find the cited material, and the credibility of your paper will suffer. The most common reason URLs fail is that they are transcribed or typed incorrectly; the second most common reason is the document they point to has been moved or deleted. If you are using a word processing program, the easiest way to transcribe a URL correctly is to copy it directly from the address window in your browser and paste it into your paper (make sure the automatic hyphenation feature of your word processor is turned off). Do not insert a hyphen if you need to break a URL across lines; instead, break the URL after a slash or before a period.

Test the URLs in your references regularly -- when you first draft a paper, when you submit it for review, and when you're preparing the final version. If the document you are citing has moved, update the URL so that it points to the correct location. If the document is not longer available, you may want to substitute another source or drop it from the paper altogether.

Elements of references to World Wide Web documents:

Each reference must include:

- Author's name, if known
- Date of publication or most recent revision (in parentheses)
- If the document is in print and you have viewed the article only in electronic format, you should add in brackets after the article title [Electronic version]
- Title of document
- Publication information
- Retrieved date
- URL or database name

NOTE WELL: Make sure to double-space your reference citations. The following examples are single spaced to conserve space.

EXAMPLES

Citing a Book from the World Wide Web

Stein, G. D. (1914). *Tender buttons: Objects*. Retrieved December 9, 1999 from <http://www.bartleby.com/140/1.html>

To document a specific file, provide as much information as possible: author's name, date of publication or last revision (if known), in parentheses, title of document, title of the complete work (if relevant), volume number, page numbers, etc., retrieval date, URL.

Citing Part of a Book from the World Wide Web

Oestreich, T. (1913). Abbott. In *The Catholic encyclopedia* (Vol. 1). Online Edition Kevin Knight (Ed.). (1999). (Original work published 1907). Retrieved December 7, 1999 from <http://www.newadvent.org/cathen/01015c.htm>

Give the original date of publication in parentheses. In text, use the following parenthetical citation (Oestreich, 1913/1999).

E-Books

Author(s). (Date of publication). *Title of Book*. Publisher. Retrieved [date of access], from [name of database] database.

Rozakis, L. (2000). *The literate executive* [Electronic book]. New York: McGraw-Hill. Retrieved November 23, 2004 from the Cardinal Stritch University eBook Collection.

Machanic, M. (2000). Death and dying. In Smith, R. A. (Ed.). *Encyclopedia of aids: A social, political, cultural, and scientific record of the HIV epidemic* (pp. 167-170) [Electronic book]. Chicago: Fitzroy Dearborn. Retrieved November 27, 2004 from the Cardinal Stritch University eBook Collection.

To reference a chapter in an edited book include the author of the chapter, if given, title of the chapter, the name of the editor preceded by the word "In" and the book title in italics. Give the inclusive page numbers of the article or chapter in parentheses after the title.

Annual Report

Nike Inc. (2004). *Annual report 2004*. Retrieved May 13, 2004 from <http://www.nike.com/nikebiz/nikebiz.jhtml?page=15>

Advertisement

World's finest giant Christmas trees [Advertisement]. Retrieved November 27, 2000 from <http://www.treeclassics.com>

Computer Programs

Checkmate [Computer software]. (1993). Memphis, TN: PsychDevelopment Software. (Windows version)

Reference entries are not necessary for standard off-the-shelf software and programming languages, such as Microsoft Word, Excel, Java, Adobe, Photoshop and SAS and SPSS. In the text give the proper name of the software, along with the version number. Do provide reference entries for specialized software or computer programs with limited distribution.

Website

United States Department of Agriculture. Natural Resources Conservation Service. (2001). *Crownvetch*. Retrieved May 2, 2005 from the Plants Database <http://plants.usda.gov>

Bull frogs. (n.d.). *SeaWorld/Busch Gardens*. Retrieved December 6, 2004, from <http://www.seaworld.org/animal-info/animal-bytes/animalia/eumetazoa/coelomates/deuterostomes/chordates/craniata/amphibia/anura/bull-frog.htm>

Long, P. W. (n.d.). Antisocial personality disorder. *Internet MentalHealth*. Retrieved May 23, 2005, from <http://www.mentalhealth.com/dis/p20-pe04.html>

For resources from websites, use the URL (Uniform Resource Locator) as it appears in the address box of the browser. It should begin with "http:" If you must break a URL address, break it after a slash and do not add hyphens. To cite an entire website (but not a specific document on the site), it is sufficient to give the address of the site in the text. No reference entry is needed.

Online newsletter

Gordon, D. (2004, December 3). *Racial and ethnic disparities in asthma care*. Retrieved December 6, 2004, from <http://www.rwjf.org/news/special/childAsthma.jhtml>

Direct readers as closely as possible to the information being cited. Reference specific documents rather than home or menu pages.

Document available on a University program or department Web site

Institutional Review Board. (2001). Cardinal Stritch University standards for the protection of human participants of research. Retrieved September 24, 2001 from Cardinal Stritch University Library Web site <http://library.stritch.edu/pdfs/IRBstandards.pdf>

If a document is contained within a large and complex Web site, identify the host organization and the relevant program or department before giving the URL for the document itself. (APA #78 p. 274)

Citing items from online databases

Author(s). (Date of publication). **Title of the article.** *Title of the Periodical*, volume number, inclusive page numbers. Retrieved [date of access], from [name of database] database.

General Business File ASAP

Dichter, P. (2001). Cloning nature's fragrances is too much of a good thing. *Global Cosmetic Industry*, 169(4), 44. Retrieved November 30, 2004, from General Business File ASAP database. (AN A78802949)

The InfoTrac databases do not reproduce full text articles as they appeared in the original paper source. You need to give a retrieval statement that identifies the date of retrieval (November 30, 2004) and the proper name of the specific database used. An item accession number also may be provided but is not required. If you wish to include this number, put it in parentheses at the end of the retrieval statement. The InfoTrac databases do not reproduce full text articles as they appeared in the original paper source.

InfoTrac OneFile

Eaton, J. (2002). Paradise traded for Canadian nickel. *Earth Island Journal*, 17(3), 15-19. Retrieved November 30, 2004, from InfoTrac OneFile database.

Expanded Academic ASAP

Butcher, J. (2000). Scientists propose two ways to clone a pig. *The Lancet*, 356(9230), 657. Retrieved November 30, 2004, from Expanded Academic ASAP database.

Academic Search Elite

Ulick, J. (2004, October 25). How to make a stem cell. *Newsweek*, 144(17), 46-47. Retrieved November 30, 2004, from Academic Search Elite database.

Articles from subscription databases that are changed from its equivalent paper version – this would be any html (hypertext) article – need to be cited with the database information and retrieval date. Note well the print format options for your article. If the only option is html, include the retrieval information and database name. “If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL.” (APA p. 271 #71 2nd example).

Business Source Elite

McGahan, A. M. (2004). How industries change [Electronic version]. *Harvard Business Review*, 82(10), 86-94.

Articles from subscription databases that are unchanged from its equivalent paper version – this would be any pdf articles retrieved from any online source – can be cited without the database information. Add in brackets after the article title [Electronic version]. “If you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version].” (APA p. 271 #71 1st example).

Health Source: Nursing/Academic Edition

Harris, M., Eberly, M., & Cumella, E. J. (2004). Helping teenagers with eating disorders [Electronic version]. *Nursing*, 34(10), 24-25.

Articles from subscription databases that are unchanged from its equivalent paper version – this would be any pdf articles retrieved from any online source – can be cited without the database information. Add in

brackets after the article title [Electronic version]. "If you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version]." (APA p. 271 #71 1st example).

CINAHL (Cumulative Index to Nursing and Allied Health)

Hardin, P. K. (2003). Social and cultural considerations in recovery from anorexia nervosa: A critical poststructuralist analysis [Electronic version]. *Advances in Nursing Science*, 26(1), 5-16.

Birmingham, C. L. (2003). Respiratory muscle weakness and anorexia nervosa. *International Journal of Eating Disorders*, 33(2), 230-233. Abstract retrieved August 11, 2005, from EBSCOhost CINAHL database.

If the document retrieved is an abstract rather than the full text of the article, begin the retrieval statement with Abstract retrieved and the date.

ProQuest Newspapers

Grady, D. (2004, February 12). Debate over cloning in U.S. remains intense. *New York Times*, p. B12. Retrieved November 30, 2004, from ProQuest Newspapers.

Online Newspaper

Sykes, L. (2004, January 28). More shelter needed for homeless. *Milwaukee Journal Sentinel*. Retrieved December 7, 2004, from JS Online <http://www.jsonline.com/news/metro/jan04/203347.asp>

ProQuest Education Journals Database (pdf format)

Kantor, H., & Lowe, R. (2004). Reflections on history and quality education [Electronic version]. *Educational Researcher*, 33(5), 6-10.

Articles from subscription databases that are unchanged from its equivalent paper version – this would be any pdf articles retrieved from any online source – can be cited without the database information. Add in brackets after the article title [Electronic version]. "If you have viewed the article only in its electronic form, you should add in brackets after the article title [Electronic version]." (APA p. 271 #71 1st example).

ProQuest Education Journals Database (html format)

Newxomb, A. (2004). Heifetz on public leadership. *School Administrator*, 61(10), 20-23. Retrieved December 6, 2004, from ProQuest Education Journals database.

Articles from subscription databases that are changed from its equivalent paper version – this would be any html (hypertext) article – need to be cited with the database information and retrieval date. Note well the print format options for your article. If the only option is html, include the retrieval information and database name. "If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL." (APA p. 271 #71 2nd example).

Oxford Reference Online

Hamlet. (1998). In S. Wells (Ed.), *A Dictionary of Shakespeare*. Oxford University Press. Retrieved December 1, 2006, from Oxford Reference Online database.

CQ Researcher

Greenblatt, A. (2004, October 15). Media bias. *CQ Researcher*, 14(36), 853-876. Retrieved November 30, 2004, from CQ Researcher Online database.

A section from CQ Researcher

Greenblatt, A. (2004, October 15). The freewheeling world of blogs. *CQ Researcher*, 14(36), 867. Retrieved December 7, 2004, from CQ Researcher Online database.

Opposing Viewpoints Resource Center

Aldrich, G. (2005). The costs of prison expansion are warranted. In J. Haley (Ed.), *Prisons. Current Controversies Series*. San Diego, CA: Greenhaven Press. Retrieved May 16, 2005, from Opposing Viewpoints Resource Center database.

Buford, J. A. (2000). Affirmative action benefits the workplace. In B. J. Grapes (Ed.), *Affirmative Action*. San Diego, CA: Greenhaven Press. Retrieved November 14, 2006, from Opposing Viewpoints Resource Center database.

Opposing Viewpoints Resource Center – Newspaper article

Henriques, D. B. (2006, October 9). Where faith abides, employees have few rights. *The New York Times*, p. A1. Retrieved December 15, 2006, from Opposing Viewpoints Resource Center database.

ERIC Database

Since many recent ERIC documents are exact copies of the documents in microform collections cite the document as an Electronic Version. Place the words [Electronic version] in brackets after the title or report number as indicated below.

Dunn, D. (1994). *Charter schools: Experiments in reform* [Electronic version]. Retrieved December 7, 2004, from the ERIC database. (ERIC Document Reproduction Service No. ED394198)

CountryWatch Database: Country Review

Youngblood Coleman, D. (Ed.). (2006). *Australia: Political conditions*. Retrieved January 17, 2007, from CountryWatch Country Review database.

CountryWatch Database: Country Wire

Australia provides money to Pacific countries on weather project. (2007, March 23). Retrieved March 23, 2007, from CountryWatch Country Wire database.

JSTOR

Terrien, F. W.. & Mills, D. L. (1955). The effect of changing size upon the internal structure of organizations [Electronic version]. *American Sociological Review*, 20(1), 11-13.

Literary Reference Center

Black, S. The magic of Harry Potter: Symbols and heroes of fantasy [Electronic version]. *Children's Literature in Education*, 34(3), 237-247.

Bloom, H. (2004). Plot summary of "Goodbye, My Brother". In H. Bloom (Ed.), *Bloom's Major Short Story Writers: John Cheever*. New York: Infobase. Retrieved March 21, 2007 from Literary Reference Center database.

Online Encyclopedia

Introduction to ancient Egyptian civilization: Life in ancient Egypt. (2004). *Encyclopedia Britannica Online*. Retrieved December 8, 2004, from Encyclopedia Britannica Online database.

Diabetes mellitus. (2002). *Funk & Wagnalls new world encyclopedia*. Retrieved December 7, 2004, from Funk and Wagnalls New World Encyclopedia database.

Article in an online journal

Green, C. R., & Halsall, S. W. (2004). Head start families sharing literature. *Early Childhood Research and Practice, 6*(2). Retrieved December 4, 2004, from <http://ecrp.edu/v6n2/green.html>

Greder, K., & Charania, A. (2004). Entertainment media violence: Roles for extension professionals. *Journal of Extension, 42*(5). Retrieved December 9, 2004, from <http://www.joe.org/joe/2004october/a4.shtml>

Use the complete publication date given on the article. Note that there are no page numbers. In an Internet periodical, volume and issue numbers often are not relevant, if they are not used, the name of the periodical is all that can be provided in the reference. Whenever possible, the URL should link directly to the article. Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word-processing program to insert) a hyphen at the break. Note that there is no period at the end when a URL is used.

Newsgroups, online forums, discussion groups, and electronic mailing lists

The Internet offers several options for people around the world to sponsor and join discussions devoted to particular subjects. These options include newsgroups, online forums and discussion groups, and electronic mailing lists.

Care should be taken when citing electronic discussion sources--as a rule, these are not referenced in formal publications because they are generally not peer reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time.

Any message or communication you cite should have scholarly value and should be retrievable. Although some newsgroups, online forums and discussion groups, and electronic mailing lists do maintain archives for a limited time, not all do. If no archives are maintained, then the message will not be retrievable and should not be included in the reference list. At best, it can be cited as a personal communication.

Personal Communications

Personal communications may be letters, memos, some electronic communications (e.g., e-mail, or messages from non-archived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

The format in text is: L. A. Chafez (personal communication, March 28, 1997).