APA STYLE

Why Should I Reference?

References are used to record or document the source of each piece of information in your paper obtained from other researchers and writers. If you fail to document information that is not your own, you have committed plagiarism, a form of stealing.

What Should I Reference?

You must reference all direct quotations; paraphrases of material; and summaries of opinions, ideas and interpretations obtained from other sources. If you fail to reference your information, you will be criticized for making statements that appear to be unsupported by evidence. It is not necessary to document information that is common knowledge, but remember that it is always better to overdocument than to underdocument.

You may be concerned that, if you reference too much, your instructors will think the paper is not your own work. That is not so. The method of organization is yours, as well as the purpose which ties the material together, the topic sentences, concluding sentences, analytical and evaluative comments which allow the reader to make sense out of the reference material, and probably most of the introductory and concluding paragraphs.

What Style Should I Use?

Always ask the professor which documentation style is required for the assignment. Styles can vary greatly between journals even within one field. If no specifics are given, this Fastfacts can serve as a guide to one of the standard formats, described in the *Publication Manual of the American Psychological Association* (known as the APA style), used in psychology and many of the social sciences.

Remember to choose one style for a particular paper, and be consistent within that paper.

How Do I Reference?

The APA style uses the name-year system for referencing, not footnotes or endnotes. You will include an in-text citation (also called a parenthetical reference) in the text immediately following the information (e.g., title, word, or phrase) that is being referenced, as well as an entry in the References. (Note: Footnotes in APA are used to supplement or amplify important information in the text or for copyright permission.)

In-text citations include the author's last name and year of publication. These citations can be included within a sentence in various ways:

- at the end of the sentence, in parentheses:

    This hypothesis was tested (Smith, 2010).

- as part of the sentence, using the parentheses to include whatever reference information is not in the sentence:

    Smith (2010) tested this hypothesis. OR
    Smith's (2010) study tested this hypothesis. OR
    In 2010, Smith tested this hypothesis.

Note: In the text of your paper, use "double quotation marks" for the title of an article or chapter, and *italics* for the title of a periodical (journal) or nonperiodical (book).

This handout provides examples of the APA format for citations within the text (see "In-Text Citations") as well as for your references (see "Reference List").

About this Handout

Information in this Fastfacts is based on the 6th edition of the *Publication Manual of the American Psychological Association*. If you can't find what you're looking for here, the official APA sources have more complete information:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington: American Psychological Association.

APA Web site: http://www.apastyle.org/pubmanual.html

A. IN-TEXT CITATIONS

A basic citation includes the author's name and the year of publication, separated by a comma. The following list explains what information should be included for various specific citation situations. These formats apply to both electronic and print sources. Bracketed numbers refer to the sections in the APA manual where each citation method is addressed.

ONE AUTHOR (6.11)

… was tested (Smith, 2010).
… was tested (Statistics Canada, 2008).

TWO AUTHORS (6.12)

… (Elias & Williams, 1996). BUT
Elias and Williams (1996) tested …

Note the use of the ampersand (&) in the parenthetical citation, but not in the sentence.

THREE TO FIVE AUTHORS (6.12)

For the first citation:

… (Franklyn, Rosen, Lock, Smith, & Chen, 1996).

For another citation in the same paragraph:

… (Franklyn et al.).

For another citation in a different paragraph:

… (Franklyn et al., 1996). OR

Franklyn et al. (1996) found…

EXCEPTION: If the first authors of two different sources have the same last name, cite as many names as you need to distinguish between the two texts.

For example, Franklyn, Rosen, Lock, Smith, and Chen, 1996, is abbreviated to Franklyn, Rosen, Lock, et al., 1996; Franklyn, Rosen, Connor, Murray, and Ehrenfield, 1996, is abbreviated to Franklyn, Rosen, Connor, et al., 1996.

SIX OR MORE AUTHORS (6.12)

… (Lui et al., 1995).

GROUPS AS AUTHORS (6.13)

For the first citation:

National Institute of Mental Health (NIMH, 2003)…

OR

…(National Institute of Mental Health [NIMH], 2003).

For the subsequent citations:

NIHM (2003)… OR

… (NIMH, 2003).

NO AUTHOR (6.15)

Cite the first few words of the reference list entry (usually the title of the article or book) and the year. Italicize titles of books, brochures, periodicals, and reports. Put quotation marks around titles of articles, chapters, webpages, etc. When there is no title, cite the first few words of the text itself.

… (*Studies of Alcohol*, 1999).

MULTIPLE SOURCES, SAME AUTHOR (6.16)

Order them chronologically, earliest to latest.

… (Jones, 1965, 1973, 1988).

NOTE: Use 'a' and 'b' to distinguish two works by the same author in the same year. (These are also distinguished by 'a' and 'b' in the reference list, where they should be ordered alphabetically by title.)

… (Jones, 1998a, 1998b).

MULTIPLE SOURCES, DIFFERENT AUTHORS (6.16)

List them alphabetically, regardless of date, separated by a semi-colon.

… (Alberts et al., 2003; Jones, 1998a, 1998b; Klevezal & Thompson, 1980; Sergeant, 1973, 1975; Stanford, 2001).

DIFFERENT AUTHORS, SAME LAST NAME (6.14)

Use initials to distinguish them, and place them in alphabetical order by first initial in parenthetical references.

… (N. B. Smith, 2000; T. R. Smith, 1993). OR
N. B. Smith (2000) and T. R. Smith (1993) . . . .

NO DATE (6.22)

… (Smith, n.d.).

A SPECIFIC PART OF A SOURCE (6.19)

Add a comma and the specific location after the year. If there are no page numbers, use a paragraph number or the closest heading.

… (Alberts, 2001, fig. 6).
… (Zelickson & Robbins, 1986, p. 24).

If directly quoting online material (6.05), give the author, year, and page number in parenthesis. If there is no pagination, use the paragraph number.

 … (Brown & Jones, 2007, Conclusion section, para. 4).

REPRINTED PUBLICATION (CLASSICAL WORKS) (6.18)

Provide dates of original publication and publication of the collection, separated by "/":

… (Jackson, 1890/2003). OR

Jackson (1890/2003) …

ANOTHER CITATION WITHIN YOUR SOURCE (6.17)

Avoid using "secondary" sources by finding and using the original source (e.g. Brown) whenever possible. If you can't find and use the original, list only your "secondary" source (e.g. Smith) in the reference list.

… Brown's study (as cited in Smith, 1995, p. 14).

If your quotation includes a citation, keep it in, but include only the source you are using (e.g., Lamont) in the reference list:

… several cases of "unusual side effects (Turner & Jones, 1989)" have been reported (Lamont, 2003).

UNPUBLISHED INFORMATION (6.20)

Unpublished information that is not available to other scholars — including your own lecture notes — should be cited and described, but not included in your reference list:

… (J. R. Ewing, personal communication, November 16, 2003).

… (M. Li, lecture notes, POLS2000 Canadian Government, February 10, 2004).

COURSE AND LECTURE MATERIALS

Course readers: Treat articles in course readers as "reprinted publications."

Course manuals: Treat these as books or non-periodicals with the instructor as author (unless another author is indicated).

Lecture notes: Treat these as books or non-periodicals if they are published, but as unpublished information if they are your own notes or are unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the Web *with the instructor's permission*.

B. REFERENCE LIST

The reference list comes at the end of your paper, on a separate page, entitled References. Put the list in alphabetical order by author, and use a hanging indent to format all entries (as shown).

This list shows you how to format various kinds of reference list entries. In the list, titles of books and periodicals should always be in *italics*; articles should be in regular type without quotation marks. List authors by "Last name, First initials."

ONE AUTHOR (7.02)

Author, A. A. (Date). *Title* (Edition). Location: Publisher.

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

TWO OR MORE AUTHORS (6.27; 7.01.2)

List up to and including seven authors. If there are more than seven, include the first six, then an ellipsis, then the last author's name:

DeMarcos, D. J., Alexander, T. G., Turner, W. G., Zebrinsky, R. T., Williams, A. G., Thomson, T. R., … Higgins, J. B. (1998). *Memory function in patients with Alzheimer's*. New York: Harbinger Press.

GOVERNMENT OR GROUP AS AUTHOR (7.03.31)

Organization. (Date). *Title* (Report No. XXX). Location: Publisher.

Statistics Canada. (1995). *National population health survey overview 1994-95* (Catalogue No. 82-567). Ottawa, ON: Minister of Industry.

CHAPTER OR PART IN A COLLECTION (7.02)

Author(s), A. A. (Date). Title of part. In E. E. Editor(s) (Eds.), *Title of collection* (pp. page–page). Location: Publisher.

Talbot, R. S., & Rouleau, J.-C. (2003). Psychiatric care of adolescents. In A. C. Jones, T. R. Smith, & L. T. Tabitha (Eds.), *Culture, adolescence, and mental illness* (pp. 234-256). Washington, DC: American Psychiatric Press.

If the chapter or part is considered a "reprint" (as it would be in a course reader), add the original publication information in parentheses at the end:

Winston, A. S., & Blais, D. J. (2003). What counts as an experiment?: A transdisciplinary analysis of textbooks, 1930-1970. In M. Billig & H. Davis (Eds.), *PSYCH*1100 Principles of Behaviour Course Reader* (pp. 3-19). Guelph, ON: University of Guelph, Office of Open Learning. (Reprinted from *American Journal of Psychology, 109*(4), 599-616, 1996.)

In text, cite as (Winston & Blais, 1996/2003).

COURSE AND LECTURE MATERIALS (7.02)

Course readers: Treat articles in course readers as Chapter or Part in a Collection (see above).

Course manuals: Treat these as books or non-periodicals, with the instructor as author (unless another author is indicated).

Stengos, T. (2003). *ECON*4640 Applied Econometrics course manual.* Guelph, ON: University of Guelph.

Lecture notes: Treat these as books or non-periodicals if they are published, but as unpublished information (i.e., not included in the reference list) if they are your own notes or are unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the Web ***with the instructor's permission***.

Stengos, T. (2003). *ECON*4640 Applied Econometrics course notes.* Guelph, ON: University of Guelph.

Stengos, T. (2003). *ECON*4640 Applied Econometrics course notes.* Retrieved November 23, 2003, from http://www.uoguelph.ca/econometrics.htm

NEWSPAPER ARTICLE (7.01.10)

Author(s), A. A. (Date). Title of article. *Newspaper Title*, page number.

Stevenson, J. T. (2003, December 17). Depression contributes to weight gain in adolescents. *The Toronto Star*, p. D17.

If there's no author, start with the article title (your in-text citation should use the first words from the title).

ARTICLE IN A PERIODICAL (7.01)

Author(s), A. A. (Date). Title of article. *Title of Journal, volume*(issue), page–page.

Sobell, L. C., Cunningham J. A., & Sobell, M. B. (1996). Recovery from alcohol problems with and without treatment: Prevalence in two population surveys. *American Journal of Public Health, 86*, 966-972.

ARTICLE IN AN ONLINE PERIODICAL (6.31, 6.32 & 7.01)

Author(s), A. A. (Date). Title of article. *Title of Journal, volume*(issue), page-page. Retrieved from http://xxx

Patterson, Q. S. (1999). Psychology and the student. *Journal of Psychiatric Research, 23*(3), 225-227. Retrieved from http://www.sciencedirect.com/science/journal01651781

Many publishers now assign a Digital Object Identifier or DOI to articles. If your article has one, you should include this number instead of the website URL. If your article has a DOI, it will be on the first page of the article or in the full record display on the database page of the search engine you are using.

If the article has a DOI, the reference will look like this:

McKay, M., & Zakanis, K. (2009). The impact of treatment on HPA axis activity in unipolar major depression. *Journal of Psychiatric Research, 44*(2), 183-192. doi:10.1016/j.jpsychires.2009.01.012

NOTE: Do not include a date of retrieval when using the DOI.

ONLINE DOCUMENT (7.02.19-22, 24, 29 &30)

Author, A. A. (Date). *Title of work.* **Retrieved from http://xxx**

Stevenson, R. T. (2003). *Helping children help themselves.* Retrieved from http://www.children.com/articles/

If there's no author, start with the title (your in-text citation should use the first words from the title).

Depression drug causes legal furor. (2004, March 16). Retrieved from http://news.ninemsn.com.au/Health/story_35725.asp

ELECTRONIC MESSAGE POSTINGS (7.11)

Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from http://xxx

Simon, M. N., Jr. (2003, July 23). Finding resources for psychology [Electronic mailing list message]. Retrieved from http://groups.yahoo.com/group/psychologyres/msg000999.html

SOME GUIDELINES FOR REFERENCING ELECTRONIC SOURCES

Remember to acknowledge electronic sources and to evaluate them critically since much of the material on the internet is inappropriate for use in an academic paper. Is the reference current? Has the work been critically evaluated and, if so, by whom? Who is the publisher or sponsoring organization? Does the work cite sources?

- When citing an internet document (nonperiodical) that includes multiple pages with different URLs, provide a URL that links to the home page for the document.

- For an online periodical with no DOI, provide the home page URL of the journal.

- It is generally not necessary to include database information or retrieval dates (unless the information is likely to change over time).

- Use n.d. (no date) when no publication date is visible.

- If page numbers are not available in an online source, provide paragraph number or the nearest heading.

- Break a URL after a slash or before a period. Do not insert (or allow your wordprocessor to insert) a hyphen at the break.

- If the author of a document is not identified, begin the reference with the title of the document.

- If the document retrieved is an abstract rather than a full paper, begin the retrieval statement with "Abstract retrieved from http://xxx."

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- Questions or comments? Please email writing@uoguelph.ca.