

# APA Style: Documenting Your Sources

American Psychological Association Style, 6<sup>th</sup> Edition (2009)

APA (American Psychological Association) Style is a documentation style used for writing papers and citing sources. It is frequently used in the behavioral and social sciences.

The following information is a simplified guide to APA style. It is based on the *Sixth Edition of the Publication Manual of the American Psychological Association*, published in 2009.

For additional resources on APA format, see the *How to Write a Research Paper* section of the PCC library home page (<http://www.pima.edu/library/>).

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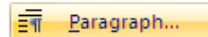
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## Part 1 Formatting a References Page

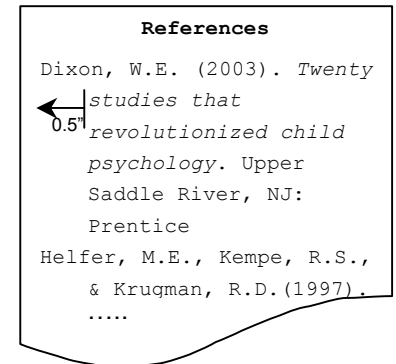
The *References* page is an alphabetical list of all the sources you cite in your paper. Every source you want to use in your paper must be listed on the references page.

Here are some basic rules to follow when making your References page:

- The References page should be placed at the **end of your paper**.
- The References page should begin on a **new page**.
- The References page should be **double spaced** and the second line of each entry should be a **hanging indent**. To get this in MS Word:
  - Select all text, and then right-click it.
  - From the pop-up menu, select *Paragraph*.
  - To **double-space** the text, under Spacing, Line Spacing, select *Double*.
  - To add a **hanging indent**, under Indentation, Special, select *Hanging*. This indents the lower lines of each entry 0.5" from the left.
- **Alphabetize** each entry/reference on your References page by author's last name, or if the author's name is not given, by the title of the first work.



Example:



Next, create individual entries/references for each of your sources according to the proper ALA citation format...

## Part 2 Create Individual References for Your Sources

This section gives you "recipes" for creating individual entries/references for your sources. Find the recipe that matches your source. For example, there is a recipe for a BOOK in the next section, with examples for "One author" and other situations. Use the recipe to plug in your book's author, title, etc. in the correct order.

### General rules

- If your source lacks one of the ingredients in the recipe, you can **ignore that ingredient** and continue. For instance, if your book doesn't list an *author*, you can skip it and go on to the *title*.
- Pay close attention to capitalization *italicized* text:
  - Book titles – Capitalize first word of title and subtitle that comes after a colon. *Italicize* entire title.  
Example: *Making learning whole : How seven principles of teaching can transform education*
  - Article titles – capitalize first word of title and subtitle only. No italics, quotation marks, or underline.  
Example: *Appraising, researching and conceptualizing criminal thinking: A personal view*
  - Journal titles – capitalize and *italicize* all words of the title.  
Example: *Journal of Psychology*
- For correct information, such as the book title, cities, and publisher, consult the **title page of the book** (not the book's cover). The copyright date is found on the next page, next to the © symbol, for example, © 2009

## Section Contents

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## 1. FORMATTING FOR AUTHOR NAMES

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When listing the author(s) of a source, a number of general rules should be followed **across all publication formats**. In general, author last names are listed, followed by abbreviations of their first and middle names.

Refer to the adjacent examples for different author conditions.

One Author  
Two Authors  
Three to Six Authors  
Six or More Authors  
  
Organization as Author  
No Author

Lopez, M.T.  
Lopez, M.T., & Fox, J.  
Lopez, M.T., Fox, J., & Moran, A.  
Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. ("et al." means "and others.")  
Pima Community College.  
<skip author, begin with title>

## 2. BOOKS


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### BASIC FORMAT FOR PRINTED BOOKS

Author(s). (Year of publication). *Title of book: Subtitle of book*. Place of publication: Publisher.

### BASIC FORMAT FOR ELECTRONIC BOOKS (E-BOOKS)

Author(s). (Year of publication). *Title of book: Subtitle of book*. Available from <insert Database name>.

Type of Book	Examples
One Author	Dixon, W.E. (2003). <i>Twenty studies that revolutionized child psychology</i> . Upper Saddle River, NJ: Prentice Hall.
Translator	Berko, A. (2007). <i>The path to paradise: The inner world of suicide bombers and their dispatchers</i> (E. Yuval, Trans.). Westport, CT: Praeger Security International. (Original work published 2004).
Book published in 2 <sup>nd</sup> or later edition	Helper, M.E., Kempe, R.S., & Krugman, R.D. (1997). <i>The battered child</i> (5th ed). Chicago: University of Chicago Press.
Book with editors instead of authors	Torr, J.D. (Ed.). (2004). <i>Crime and criminals</i> . San Diego: Greenhaven Press.  ✓ An edited book is a collection of articles or chapters, often written by various authors. It has an editor instead of an author. ✓ Use the example above if you are citing the book as a <i>whole</i> . To cite one of the <i>articles</i> in the book, see section 2, "Article or Chapter in a Book."
 Electronic Book (E-Book)	Hersen, M., & Ammerman, R.T. (Eds.). (2000). <i>Advanced abnormal child psychology</i> (2 <sup>nd</sup> ed). Available from NetLibrary.

## 3. ARTICLE OR CHAPTER IN A BOOK (Encyclopedias, Dictionaries, and Anthologies)

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### BASIC FORMAT FOR PRINT ARTICLE OR CHAPTER IN A BOOK OR ANTHOLOGY:

Author(s). (Year of publication). Title of article/chapter. In Editors (Eds.), *Title of book* (page range). Location: Publisher.

### BASIC FORMAT FOR ELECTRONIC ARTICLE OR CHAPTER IN A BOOK (found in library databases):



Author(s). (Year of publication). Title of article/chapter. In *Title of book* (chapter or section number). Retrieved from <insert URL or name of database>

### BASIC FORMAT FOR PRINT MULTI-VOLUME BOOKS (e.g. encyclopedias):

Author(s). (Year of publication). Title of article. In *Title of book/encyclopedia* (volume number and pp.). Location: Publisher.

### BASIC FORMAT FOR ELECTRONIC MULTI-VOLUME BOOKS (e.g. encyclopedias):

Author(s). (Year of publication). Title of article. In Editor (Ed.), *Title of book/encyclopedia* (edition, volume, page range). Retrieved from <insert URL or name of database>

Type of Article	Example
Printed article or chapter from a book	Brown, G.W. (2000). Emotion and clinical depression: An environmental view. In M. Lewis & J.M. Haviland-Jones (Eds.), <i>Handbook of Emotions</i> (2nd ed., pp. 75-90). New York: Guilford Press.
 Electronic article or chapter from a book	LeMay, M.C. (2007). Problems, Controversies, and Solutions. In <i>Illegal immigration: A reference handbook</i> (Ch. 2). Retrieved from NetLibrary database.
 Electronic article from an online reference book	Baran, A., & Lifton, B. (2004). Adoption. In S.G. Post (Ed.), <i>Encyclopedia of Bioethics</i> , (3rd ed., Vol. 1, pp. 68-74). Retrieved from Gale Virtual Reference Library.

#### 4. ARTICLE IN A JOURNAL, MAGAZINE, OR NEWSPAPER

##### BASIC FORMAT FOR ELECTRONIC ARTICLES (found in library databases):

Author(s). (Date of publication). Title of article. *Title of Publication*, Volume number(issue number), Page range. doi:0000000/000000000000






Author(s). (Date of publication). Title of article. *Title of Publication*, volume number(issue number), Page range. Retrieved from <insert database name>.

- ✓ The “doi” is a Digital Object Identifier assigned to online articles.
- ✓ If your article does not have a “doi”, use the second format above to identify the name of the database from which the article was retrieved.

##### BASIC FORMAT FOR PRINTED ARTICLES:

If you have a source in printed format, use the following basic format:

Author(s). (Year). Title of article. *Title of Periodical*, Volume number(issue number), pages.

Type	Example
 Online Journal Article with DOI (from a library database)	Walters, G. (2006, June). Appraising, researching and conceptualizing criminal thinking: a personal view. <i>Criminal Behaviour &amp; Mental Health</i> , 16(2), 87-99. doi:10.1002/cbm.50
 Online Journal Article without DOI (from a library database)	Viemero, V. (1996, March). Factors in childhood that predict later criminal behavior. <i>Aggressive Behavior</i> , 22(2), 87-97. Retrieved from Academic Search Premier database.  ✓ Magazines generally have no volume or issue, so just include the Day, Month, and Year of publication. For magazines published monthly or quarterly, you only need to include the Month and Year.
 Online Magazine Article (from a library database)	Lopez, F. (2007, October). Children's Health: Managing ADHD During the School Year. <i>The Exceptional Parent</i> , 37(10), 46. Retrieved from Research Library Core.  ✓ Magazine articles should have the full date of publication in the format (Year, Month)
 Online Newspaper Article (from a library database)	Bell, J. (2009, August 17). Old friend helping Vick make new start. <i>USA Today</i> . Retrieved from Academic Search Premier database.  ✓ Newspaper articles should have the full date of publication in the format (Year, Month Day)
 Online Article from Newspaper or Magazine website	Jayson, S. (2006, June 29). The 'millennials' come of age. <i>USA Today</i> . Retrieved from <a href="http://www.usatoday.com/life/lifestyle/2006-06-28-generation-next_x.htm">http://www.usatoday.com/life/lifestyle/2006-06-28-generation-next_x.htm</a>

## 5. WEB SITES

### 📄 BASIC FORMAT FOR WEB SITES:

Author(s). (Year, Month Day). Title of web page. Retrieved from <insert web URL>

- ✓ If there is no date, write n.d. If there is no author, use a basic form of the web address as the author (e.g. pima.edu)
- ✓ If a URL must be divided between two lines, break it only after a slash. Do not add a hyphen.

Type	Example
📄 Basic Web site	Pima.edu. (n.d.). Quick Facts. Retrieved from <a href="http://www.pima.edu/aboutpima/quickfacts/">http://www.pima.edu/aboutpima/quickfacts/</a> .
📄 Web page of a document available from a university or institution	Jones, S., & Fox, S. (2009, Jan 28). Generations Online in 2009. Retrieved from Pew Research Center, Pew Internet & American Life Project site: <a href="http://www.pewinternet.org/topics/Generations.aspx">http://www.pewinternet.org/topics/Generations.aspx</a> ✓ Note that the web address is preceded by a colon.
📄 Web site with no author or date	Adoption.com. (n.d.) International adoption: Getting started with international adoption. Retrieved from <a href="http://international.adoption.com/">http://international.adoption.com/</a>

## 6. OTHER COMMON FORMATS

Type	Example
Film (in DVD format)	Martinelli, G., & Luhrmann, B. (Producers), & Luhrmann, B. (Director). (2006). <i>Romeo + Juliet</i> [Motion picture]. United States: Twentieth Century Fox Home Entertainment. ✓ For films, include the producers, director, year of publication, <i>title</i> of the film, followed by [Motion picture], country of publication, and distributor.
Interview published in a daily newspaper	Spears, B. (2002, December 2). Pop's baddest good girl [Interview]. <i>Hollywood Reporter</i> , p. S6. ✓ Interviews begin with the person being interviewed. ✓ If interview is found online, indicate URL of interview at end of entry. ✓ Do <u>not</u> include interviews conducted in person in your reference list. Cite personal interviews in-text only (see example under Part 3 – Create In-Text Citations).
TV program	Lucas, T., & Cort, J. (Producers). (2006, October 31). <i>Monsters of the Milky Way</i> . [Television broadcast]. Boston: WGBH Educational Foundation.

## Part 3 Create In-Text Citations (Parenthetical Citations)

Now that you have your References page, you need to go back to your paper to add in-text citations. These "in text citations" point your reader to specific entries on the References page.

You MUST cite a source whenever you quote from it, paraphrase it, or discuss it. **If you don't cite the source, then it's plagiarism.**

In-text citations include:

- Last name(s) of the author(s) – see the examples below for how to handle citations for different situations, such as different number of authors.
- Year of publication – this comes after the author(s).
- Page ranges – when citing a quotation or paraphrasing a passage – this comes after the year.

You can cite references either within the text, or at the end of a sentence using parentheses:

- Citation within the text: Smith and Jones dispute the Committee's conclusion (2004).
- Citation within parentheses: Some researchers strongly dispute the Committee's conclusion (Smith and Jones, 2004).

Examples:

One or two authors: (Jones, 2004), (Dunn & Diaz, 2003)  
 Three or more authors: (Phipps, Jones, & Blake, 2006) OR (Phipps et al., 2006)  
 No author (for an article): ("Economy Perks Up," 2009) \*\*notice the use of quotation marks  
 With page number: (Jones, 2004, p.102) OR "Jones states that...(2004, p.102)"  
 Personal Interviews Mark Smith (personal communication, April 21, 2009)