APA Citation Style


- American Psychological Association’s Style of citing sources
- Usually used in social and behavioral sciences papers (such as psychology papers)
  (You can ask for this manual at the Front Desk for use in the Library.)

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Landmark College Library          Revised November 2017
References List

A References List is the list of the sources you used to write your paper. Place this list at the end of your paper on its own page(s).

- Title your list **References**.
- List your sources **alphabetically by author**.
- **Double-space** your References list.

Indenting

Indent the second and subsequent lines of each citation. Use a **hanging indent** to indent this way.

**Here’s how:**

1. Place your cursor at the beginning of the **second** line of your citation.
2. Click on the **bottom triangle** (not the rectangle!) of the ruler near the top of the screen.
3. Drag the bottom triangle to the **half-inch mark** (see below):
OR, even quicker!

1. Highlight all of your citations.
2. Ctrl + Tab (the Control key and the Tab key together)

Books

Basic Format for Books
Last name, First Initial. (Year). Book title: Subtitle. (Edition) [if other than the 1st]. Place: Publisher.

One Author

Two Authors

Three Authors

DSM-5: Diagnostic and Statistical Manual of Mental Disorders, 5th ed.

Essay or Chapter in an Edited Book (2 versions)

1. For essays published for the first time:

Essay Author’s Last name, First Initial. (Year). Essay title. In Editor’s First Initial Last Name (Ed.), Book title (pp. # - #). Place: Publisher.


2. For essays reprinted from another source (e.g., essays in an anthology or coursepack):

Essay Author’s Last name, First Initial. (Year of book). Essay title as the book names it, not as the original source names it. In Editor’s First Initial Last Name (Ed.), Book title (pp. # - #). Place: Publisher. (Reprinted from Name of Journal, Year, Volume#, page#-page#)


Special Note about In-Text Citations for Reprinted Essays:

Cite both years in your in-text citations, like this (Last Name, newest year/oldest year):

(Milgram, 2007/1973)

Book, Corporate Author


eBook from eBook Academic Collection (EBSCOhost)

Author's Last name. First Initial. (Year). Book title. Retrieved from home_page_URL


eBook on a Kindle

Author's Last name. First Initial. (Year). Book title. [e-reader device name]. Retrieved from home_page_URL


Audiobook on CD

Author's Last name. First Initial. (Year). Book title [Format]. Place: Publisher.


Digital Audiobook (e.g., Audible)

Author's Last name. First Initial. (Year). Book title [Format]. Retrieved from home_page_URL

**Encyclopedia Entry, Print**


- If no author is given for the entry, place the title in the author position.
- You do not need to include an edition statement if the encyclopedia is a first edition; otherwise write editions like “2nd ed.” or “Rev. ed.”


**Encyclopedia Entry, Online**

Author’s Last name, First Initial. (Year). Article title. In Editor’s First Initial Last Name (Ed.), *Encyclopedia title* (# ed.). Retrieved from homepage_or_entry_URL

- Use the entry URL for online encyclopedias everyone can access.
- Use homepage URL for subscription online encyclopedias, such as from your library.


**Periodicals**

**What’s the difference between magazines and journals?**

**Magazines**

- glossy cover and pages
- few or no advertisements
- many photos and graphics
- harder to read (more jargon)
- informative article titles
- of general interest (*Time*), trade or technical interest (*PC World*), business interest (*Forbes*), or political interest (*The Nation*)

**Journals**

- dull cover and pages
- includes advertisements
- few or no photos and graphics
- easier to read
- catchy, even sensational article titles
- of scholarly interest for members of a specific professional field

**Basic Format for Periodical Articles**

Last name, First Initial. (Year, Month* Day). Article title. *Magazine/Journal/Newspaper Title. Volume number*(Issue number**), Page numbers, inclusive (the page numbers of the entire article).
*Abbreviate months to the first three letters except for May, June, and July (e.g., Sep.).

**You only need the issue number for journals in which each issue is paged separately.

**Magazine Article, Monthly**


**Magazine Article, Weekly**


**Anonymous Author (Magazine or Journal)**


**Journal Article, with All Issues for a Volume Paged Consecutively**


**Journal Article, with Each Issue Paged Separately (Include Issue Number)**


**Newspaper Article Found on the Newspaper’s Website**


**Newspaper Article, Anonymous Author (use p. or pp. for page numbers of print newspaper articles)**


**Articles from Online Databases**

**Journal, Magazine, or Newspaper Article from an Online Database**

The 6th edition of the *Publication Manual of the American Psychological Association* has simplified the process for citing articles from online databases.

- Follow the appropriate citation format (journal, magazine, or newspaper).
- Then after the page numbers, add the following information:
  1. The words “Retrieved from”
  2. The URL for the homepage of the article database

For example, an article from the database General OneFile has this URL:

<http://find.galegroup.com/gtx/start.do?prodId=GRGM>
Cite only the home page URL (the part ending in .com or .org):
http://find.galegroup.com

Basic Format for an Online Database Article
Author’s Last Name, First Initial. (Year, Month Day). Article title. Magazine/Journal/Newspaper Title, Volume number(Issue number), Page numbers. Retrieved from URL of database home page

Specific Example (from the Academic Search Premier database)

A Note about APA Citations Created by Databases:
Many databases provide APA-style citations for you.
Look for words like “Citation” or “Cite” near options to print and save.
Caution! Database-generated citations may have flaws:
- Most databases capitalize every word, even prepositions like "of" and even all the words in an article title.
- Sometimes citations are missing information, such as issue or page numbers.

Abstract from an Online Database
- Follow the appropriate citation format (journal, magazine, or newspaper).
- Then after the page numbers, add the following information:
  1. The words “Abstract retrieved from”
  2. The URL for the homepage of the article database

For example, an abstract from the database General OneFile has this URL:
<http://find.galegroup.com/gtx/start.do?prodId=GRGM>

Cite only the home page URL (the part ending in .com or .org):
http://find.galegroup.com

Basic Format for an Online Database Article Abstract
Author’s Last Name, First Initial. (Year, Month Day). Article title. Magazine/Journal/Newspaper Title, Volume number(Issue number), Page numbers. Abstract retrieved from URL of database homepage
Specific Example (from the Academic OneFile database)

CQ Researcher Articles
Articles from the online version of the CQ Researcher are cited as if they are an online version of a magazine article. You can access the full citation of the article by simply clicking the Cite Now button at the top of the first page.

The citation will appear in a separate window from which you may copy and paste the citation directly into your bibliography.

If you prefer to construct the citation on your own, here’s how:

Basic Format for a CQ Researcher Article (Online version)

Annual Editions Articles
Articles from the Reference series Annual Editions are reprints of articles from magazines, newspapers, or journals.

Therefore, your citation must show that you got the article from Annual Editions and that the article originally appeared elsewhere in a magazine, journal or newspaper. You treat these articles like the “Essays reprinted from another source (e.g. essays in an anthology or coursepack)” from page 4 of this guide.

Basic Format for an Annual Editions Article
Author’s Last Name, First Initial. (Year). Article title. In Editor’s First Initial Last Name (Ed.), Annual Editions: Volume title (pp. # - #). Guilford, CT: Dushkin/McGraw-Hill. (Reprinted from Magazine/Journal/Newspaper Title, pp. # - #, Year, Month Day)

Specific Example

- Editor(s): Listed on the title page in the front of the Annual Editions volume.
- Reprint info: Listed at the bottom of the first page of the article.

Special Note about In-Text Citations for Annual Editions Articles:
Cite both years in your in-text citations, like this: (Last Name, newest year/oldest year)
(Underwood & Adler, 2006/2005)
Websites & Web Pages

Entire Websites
To cite an entire website, just give its name and URL in the text of your paper. Don't cite it in the References List at the end.

Website Example:
LD Online is a great place to start for information on learning disabilities and ADHD (http://www.ldonline.org).

Web Page: Basic Format
Author last name, First initial (if available). (Year, Month Day page was last updated). Title or description of page. Retrieved from URL (address of web page)

Author: Look at the top and bottom of the page to see if an author is listed. If none is, then start the citation the page name, followed by the date.

Date: Look at the top and bottom of the page for a date. If none is listed, list the date as "(n.d.)."
If just a year is listed, list only the year. Abbreviate months to the first three letters except for May, June, and July (e.g., Sep.).

Special formats: For information about how to cite specific types of web pages such as blog posts, tweets, and Facebook posts, visit this helpful page from the APA Style Blog: http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html


Web Page, No Author
Title or description of page. (Year, Month Day web page was last updated). Retrieved from URL (address of web page)


Technical & Research Reports
Author’s last name, First Initials OR Department Responsible for the Report (Year). Title of report (Report No. xxx). Retrieved from URL (address of the report)

Email & Other Personal Communications

Personal communications can include email, private letters, personal interviews, and telephone conversations.

Since they don't provide information that readers can find for themselves, they are not included in the references list.

- In the in-text citation, list the communicator's first initials and last name, the phrase "personal communications" and the exact date.
- Do not cite in the references list.

In-text citation examples
(S. R. Narayan, personal communication, March 19, 2017)

Videos

YouTube Video
Author's last name, First Initial [Screen name]. (Year, month day of upload). Title of video [Video file]. Retrieved from https://www.youtube.com/xxxxxx

YouTube Video, No Author
Author's name not listed? Then list the screen name instead of the author's name and without brackets:

Motion Picture (Movie)
Producer's Last Name, First Initial (Producer), & Director's Last Name, First Initial (Director). (Year). Video title [Motion picture]. Country of Origin: Name of Movie Studio.

Non-Fiction Video (e.g., Documentary)
Producer's Last Name, First Initial (Producer). (Year). Video title [DVD/VHS]. Available from URL of the publisher of the video.
Images

Electronic Image
Author (Role of Author). (Year image was created). Title of work [Type of work], Retrieved from URL (address of website)

Note:
- If you can only find the screen name of an author (such as a photographer on Flickr), that will do as the author's name.
- If the screen name is all lowercase, keep the name lowercase in the in-text citation and the references list.

Electronic Image (No Author)
Title of work [Type of work]. (Year image was created). Retrieved from URL (address of website)

Electronic Image (No Author, No Title, No Date)
[Subject and type of work]. Retrieved from URL (address of website)

Note:
- Many images found on the Web are of this category, but you should still look for this missing information.
- Try clicking on the image, and/or looking at the bottom of the image.

Specific Examples

Same Author, Different Works
(List in chronological order, oldest source first. If both sources are from the same year, list them in alphabetical order by title.)
In-Text Citations

Paraphrasing

How to Paraphrase

- Cite only the last name of the author (or if a website, cite the author, organization, institution, or company responsible for the website).
- Cite the year of the source.
- Within a paragraph, the second (or third, etc.) time you cite a source, don’t list the date.
- Cite the page number for books and multipage articles (but not for websites—see p. 16, first box).
- Use the past tense to explain what an author did: (studied something; found something, etc.) or the present perfect tense: (has studied something; has found something, etc.).

One Author

Smith (2006) studied how racism affects biracial college students (p. 62).

or

In a recent study of racism, biracial college students reported receiving prejudice from both racial groups to which they belonged (Smith, 2006, p. 62).

Two Authors

Jones and Rogers (2006, p. 123) found that stress can adversely affect sleep.

or

Stress can adversely affect sleep (Jones & Rogers, 2006, p. 123).

Three to Five Authors

First mention of source:

Miller, Bender, and Schuh (2006, p. 56) hypothesized that student expectations prior to enrollment would strongly influence their experiences of college life.

or

In an experiment to examine the impact of expectations on the experiences of first-year college students, researchers compared institution characteristics and student background characteristics with expectations of campus activities and the campus environment (Miller, Bender, & Schuh, 2006, p. 52-53).

Second mention of source (Omit the year if this is the second mention within the same paragraph):

Miller et al. were surprised to find a low correlation between time spent preparing for class and gains in general education and intellectual skills (2006, p. 59).
Their experiment found little correlation between time spent preparing for class and gains in general education and intellectual skills (Miller et al., 2006, p. 59).

**Web Page Paraphrasing**

List the heading of the section or the title of the web page, the date of the page, and then the number of the paragraph following it.

**Web page title example:**


**Section heading example:**

In their online information booklet, Panic Disorder, a Real Illness, the National Institutes of Mental Health state that the disorder usually starts between the ages of 18 and 24 (2006, When Does Panic Disorder Start? section, para. 1).

**NOTE:** When section headings or web page titles are too lengthy to cite in full, shortening them is preferred. The original heading title for the above example was “When does panic disorder start and how long does it last?”

**How to cite a source cited in your source**

- You’ve read and are citing Author A.
- Author A cites Author B.
- You haven’t read Author B, but you want to cite Author B.

**Here’s what you do:**

1. List Author A (who you read) in the References List. Don’t list Author B there.
2. In your text, use the following citation:
   
   Author B’s study (as cited in Author A, Year) or (Author B, Year, as cited in Author A, Year)

   or

   Find, Read, and cite Author B as its own source (the preferred option, according to APA).

**Quoting**

**How to quote a source directly:**

- Cite only the last name of the author (or, if a website, cite the author’s last name, or the name of the organization, institution, or company responsible for the website).
- Cite the year of the source.
- Cite the page numbers (with a p. or pp.) after the date (but for websites, see box below).
If your quote contains a quote, use single quotation marks (‘’) around the shorter quote.

**Quoting Example:**

Although there is some debate concerning the prevalence of the cluster of symptoms labeled ADHD, Barkley and Murphy (2006) maintain that “there is little doubt that the disorder is virtually universal among human populations” (p. 7).

**Website/Web Quoting**

List the heading of the section or the title of the web page and then the number of the paragraph following it.

**Web page title example:**

For persons with dyspraxia, gross motor coordination difficulties can include “poor posture and fatigue” resulting from inadequate muscle tone (Dyspraxia Foundation, 2009, “Symptoms,” para. 2).

**Section heading example:**

The National Center for Learning Disabilities (2006) estimates that “dyspraxia affects at least 2% of the general population to some degree and about 70% of those affected are male” (What is dyspraxia? section, para. 1).

**NOTE:** When section headings, web page, or online article titles are too lengthy to cite in full, shorten them.

**Online Database Article, Quoting Example**

**Articles in PDF format:**

Quote like any article or book, because the original pagination is preserved.

**Articles in HTML format:**

The pagination has changed from the original printed article.

List the heading of the section and then the number of the paragraph following it.

**HTML article example:**

In one study of parents of children with newly diagnosed specific learning disabilities showed that "these parents regard five facets (leisur [leisure] > pfeel [positive feelings] > energy > esteem > sex) as important contributors to their overall [quality of life]" (McCutchan, Logan, & Biangardi-Orpe, 2009, Limitations and conclusion section, para. 2).

**NOTE:**

- When article titles or section headings are too lengthy to cite in full, shorten them.
- In any quote, brackets represents words that you and not the authors inserted, or words that you modified for clarity, or in the case of [...] words were omitted for brevity.

**When your quote is longer than 40 words:**

- Start the quote on a new line.
• Indent the entire quote by 5 spaces (½ of an inch if you use the ruler in Microsoft Word—see box below for instructions).

• Don’t use quotation marks.

• Double-space the quote (just like the rest of the paper).

• Use brackets enclosing elipses [...] to represent omitted text.

• If your quote contains a quote, use double quotation marks (“ ”) around the shorter quote.

• Place the last period before the in-text citation (the opposite of what you do for shorter quotes).

Long Quote Example

Elder and Paul (2006) explain the difference between absolutists and relativists:

Some people, dogmatic absolutists, try to reduce all questions to matters of fact. They think that every question has one and only one correct answer. Others, subjective relativists, try to reduce all questions to matters of subjective opinion. They think that no question has correct or incorrect answers but that all questions whatsoever are matters of opinion [...] Neither absolutist nor relativist leaves room for what is crucial to success in human life: matters of reasoned judgment. (p. 10)

How to indent a long quote:

1. **Highlight the entire quote.**
2. Click on the **bottom rectangle** on the ruler near the top of the screen.
3. Drag the bottom rectangle to the **half-inch mark** (see below):

   ![Ruler Image](image)

   focus on what they need to accomplish:

   Choosing the right set of goals and then making them obligations is crucial. An obligation can mobilize “good guilt” that will help you make the goal that you set with your coach or team. This “good guilt” focuses you, and because it functions as a demand for action, it lets you escape from the trap of procrastination. (p. 219)
How to quote a source more than once within a paragraph:

- The first time you quote a source in a paragraph, follow the examples above.
- The second and subsequent times you quote that source within the same paragraph, only include the page number in parentheses. (You don’t need the name and year.)

Example:

It can be helpful to sort questions into categories when analyzing virtually any issue. Elder and Paul (2006) offer three categories: “Questions of Procedure,” “Questions of Preference,” and “Questions of Judgment” (p. 9). Questions of Procedure are generally unarguable and call for fact or definition, such as “How many democratic administrations have there been in the U.S. since 1829?” or “What is a coalition government?” The answers to Questions of Preference are open-ended and as varied as individual values, such as “How would I live differently if I took the ideas of this author seriously?” (p. 37). Questions of Judgment require “reasoning, but with more than one arguable answer” or “the best answer within a range of possibilities” (p. 9). An example from the field of political science is: “Is democracy the best form of governance?” This latter category of questions is most challenging, as it calls for the intellectual virtues of dispositions of humility, courage, empathy, integrity, perseverance, confidence in reason, and autonomy (p. 43-44).