

# APA Style Guide

## American Psychological Association

This handout is based on:

American Psychological Association (2001). *Publication manual of the American Psychological Association (5<sup>th</sup> ed.)*. Washington DC: American Psychological Association.  
Laney College Library - REF AA1 P83 2001

### PUBLICATION MANUAL

Consult the *Publication Manual* sections below for additional rules and examples:

Chapter 3: *APA Editorial Style: Reference Citations in Text*, pp. 207-214.

Chapter 4: *Reference List*

Chapter 5: *Manuscript Preparation and Sample Papers . . .*

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### Handout Sections:

#### Section 1: Text (In-Text) Citations

#### Section 2: References -- Basic Forms

Books, Research Journals, Magazines  
Newspapers, WWW

#### Section 3: References -- Variations

Authors, Editors, Editions  
Volume/ Issue/ Page Numbers

#### Section 4: Guidelines/ Format

Spacing, Capitals, Italics  
Dates, Abbreviations, Numbers

#### Section 5: Online (Computer Sources)

Laney College Library Databases  
World Wide Web Documents

#### Sample References Page

#### Online Sources for APA Style

Neyhart, D. & Karper, E. (2001). *Using American Psychological Association (APA) format (Updated to 5<sup>th</sup> edition)*. Retrieved February 1, 2006 from Purdue University, Online Writing Lab (OWL) site: [http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)

Rules, examples, links to word processing templates, paper format examples, etc.

Guffey, M. (2006). *APA style electronic formats*. Retrieved December 8, 2005, from <http://www.westwords.com/guffey/apa.html>

Hacker, D. (n.d.). *Social sciences: Documenting sources*. Retrieved March 14, 2006, from [http://www.dianahacker.com/resdoc/p04\\_c09\\_o.html](http://www.dianahacker.com/resdoc/p04_c09_o.html)

**Note:** The American Psychological Association website (<http://www.apa.org>) does not have detailed information and examples about the APA format. Under the **Institutional Publications** column, click **APA Style Bibliography**. A list of questions and answers appears.

## Section 1: TEXT (In-Text) Citations

See: "Reference Citations in Text" section in the *Publication Manual*, pp. 207 -214, Sections 3.94 -3.103.) (Also known as: In-Text Citations, Parenthetical Citations, Parenthetical References.)

When you **quote**, **summarize**, or **paraphrase** an author's words, use text citations to document the source. See LCL *Plagiarism* handout for information on quotes, summaries, and paraphrases.

### TYPICAL TEXT CITATIONS

- When you refer to an author's work, use text citations to document the source.
- Insert the author's last name and year of the publication in parentheses.
- Your sentence determines if the citation occurs in the sentence, or at the end of the sentence

#### EXAMPLE

One study of stress in the workplace (Hoffnagle, 2001) shows a correlation between . . . These theories have an interesting history (Wojtusiak, 1999).

- If a sentence includes the author's name, give the year of publication immediately after the name, even if the page number falls at a different place in the sentence:

#### EXAMPLE

Romanovski (1998) found that "elbow-to-shoulder" distance is preferred (p.131).

- If same author is cited in two consecutive (one immediately after the other) sentences, first sentence include, name, year, and page/s if applicable. Second sentence includes year, or page number/s.

#### EXAMPLE

Plethora of self-help materials tends to stress the mechanics of how to study, rather than management of one's emotions to alleviate academic anxiety (Ottens, 1991). To test one's proclivity toward academic anxiety, Ottens categorizes twenty signs of anxiety he has observed in his counseling sessions with students into four groups: patterns of anxiety-engendering mental activity, misdirected attention, physiological distress, and inappropriate behaviors (pp.4-7).

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### TEXT CITATIONS FOR QUOTATIONS

- For a quotation **up to 40 words**, the direct quote (exact words of author) is *part of the regular double-spaced text of the paper*. The quote is followed by author's name, year of publication and page number in parentheses.

#### EXAMPLE

Because of information about their success, the United States realizes "Japanese productivity has successfully challenged America in world competition" (Malitoris, 1990, p.197).

**Section 1: TEXT (In-Text) Citations**

**Text Citations for Quotations, cont'd**

- For a quotation **40 words or more**, double-space and indent quotation five spaces after the introductory information. Add citation in parenthesis at the end of quote.

**EXAMPLE**

Innovation is defined as:

The specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a service. They need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation. (Howard, 1999, p.20)

*double space*

**NO TEXT CITATION NECESSARY**

- Information (author, publication date) that appears in the sentence does not need a text citation.

**EXAMPLE** In Hoffnagle's 2001 study of stress in the workplace . . .



**GO TO NEXT PAGE**

## SECTION 2: References - Basic Forms

Author. (Year Published). *Book title: Subtitle*. Place Published: Publisher.

### Book

Mehrabian, A. (1976). *Public places and private spaces: The psychology of work, play, and living environments*. New York: Basic Books.

### Chapter in Book

Shimahara, K.N. (1991). Social mobility and education: Burakumin in Japan. In M.A. Gibson & J.U. Ogbu (Eds.), *Minority status and schooling: A comparative study of immigrant and involuntary minorities* (pp. 342-353). New York: Garland.

### Reference Source

Robins, R. W., Norem, J.K., & Cheek, J.M. (1999). Naturalizing the self. In L.A. Pervin & O.P. John (Eds.), *Hand book of personality: Theory and research* (pp. 443-477). New York: Guilford Press.

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Author. (Year Published). Article title; Subtitle. *Journal title*. Volume no., page numbers. Retrieved date from database name.

### Research Journal – Online (Database) Version

Sheldon, K.M., & King, L. (2001). Why positive psychology in necessary. *American Psychologist*. 56, 216-217. Retrieved June 14, 2006 from PsycARTICLES database.

### Research Journal – Original (Paper) Version

Sheldon, K.M., & King, L. (2001). Why positive psychology in necessary. *American Psychologist*. 56, 216-217.

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Author. (Year, Month, Date published). Article title; Subtitle. *Journal title*. Volume no., page numbers. Retrieved date from database name.

### Magazine – Online (Database) Version

Lemonick, M. & Dorfman, A. (2002, July 22). Father of us all? *Time*, 160, 40-47. Retrieved April 12, 2006 from Expanded Academic ASAP database

### Magazine – Original (Paper) Version

Lemonick, M. & Dorfman, A. (2002, July 22). Father of us all? *Time*, 160, 40-47.

(APA style includes year, month and date for magazines and newspapers – *Publication Manual*, 225.)

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Author. (Year, Month, Date published). Article title; Subtitle. *Journal title*. Volume no., page numbers. Retrieved date from database name.

### Newspaper – Online (Database) Version

Schwartz, J. (1993, September 30). Obesity affects economic social status. *The Washington Post*, pp. A1, A4. Retrieved January 4, 2006 from Lexis-Nexis database.

### Newspaper – Original (Paper) Version

Schwartz, J. (1993, September 30). Obesity affects economic social status. *The Washington Post*, pp. A1, A4.

(APA style includes year, month and date for magazines and newspapers – *Publication Manual*, 225.)

## Section 2: References - Basic Forms, cont'd

### World Wide Web Document (See *Publication Manual*, page 231 for more information.)

Author. (Year Published). *Article title; Subtitle*. Retrieved date from [http://www.\\_\\_\\_\\_\\_](http://www._____).

### Author (Person)

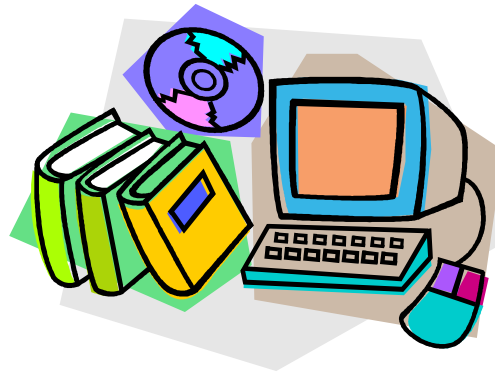
Amenkhienan, C. (2000). *Attention Deficit Disorder Student Handbook*. Retrieved March 3, 2006 from Cook Counseling Center at Virginia Polytechnic Institute University site: <http://www.ucc.vt.edu/stdysk/addhandbook.html>

### Author (Group)

National Institute on Drug Abuse. (2004). *NIDA – Information of drugs of abuse – common abused drugs chart*. Retrieved September 30, 2005 from <http://www.nida.nih.gov/DrugPage/DrugsofAbuse.html>

### No Author. No Date

*Attachment Theory*. (n.d.). Retrieved September March 3, 2006 from <http://www.personalityresearch.org/attachment.html#top>



**GO TO THE NEXT PAGE**

### Section 3: References (Reference List) -- Variations

## AUTHOR /EDITOR/EDITION (Books, Articles, WWW)

**One Author:** Jang, K.L.

**Two Authors:** Jang, K.L., & Hu, S.

### Three, four, five authors

#### Text Citation:

First time cited in text: Jang, K.L., Hu, S., Livesley, W.J., Angleitner, A., Reimann, R., (2001).

Next time cited in text: Jang et.al. (2001).

#### Reference page

Jang, K.L., Hu, S., Livesley, W.J., Angleitner, A., Reimann, R., (2001).

### Six or more authors

**Text Citation:** Jang et al (2001)

**Reference page:** Jang, K.L., Hu, S., Livesley, W.J., Angleitner, A., Reimann, R., Ando, J., et. al. (2001).

### Group

Reference page: National Institutes of Health

Text Citation: NIH

### No author > Begin with title

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

### Editor

Martin, E. (Ed.).

Moore, B.E. & Fine, B.D. (Eds.).

### Edition

Nathan, P. (1982) The nervous system (2<sup>nd</sup> ed.), Oxford: Oxford University Press.

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## VOLUME, ISSUE & PAGE NUMBERS

- **Volume number:** Use for journals and magazines.  
Use month/season and year, if journal does not use volume numbers.
- **Issue number: Journals**  
APA uses for journals, only if each issue of a volume begins with page 1 (*Publication Manual*, 227). Students have no way to determine this easily, so Laney College Library recommends omitting the issue number.  
  
**Magazine**  
APA does not state whether to use or omit for a magazine, but an example on page 227 of the *Publication Manual* omits the issue number for *Time*.  
**Consult with your instructor about his/her preference for issue numbers.**
- **PP (pages) abbreviation:** Use for articles/chapters in an edited book, and for newspapers (*Publication Manual*, 252, 227).

#### Example

Lumpkin, B. (1988). Hypatia and women's rights in ancient Egypt. In I. Van Ser-tima (Ed.), *Black women in antiquity: Vol.6. Journal of African Civilizations* (Rev. ed., pp. 155-161), New Brunswick, NJ: Transaction Books.

## Section 4: Guidelines/Format

### GENERAL GUIDELINES

Place the word **References** at the top and center of the page.

1. **Double space** between citations. Single space for each line in citation. Second line, and all lines after second line in each citation, indent five spaces to the right

**Examples:**

Ottens, A. (1991). *Coping with academic anxiety*. New York: Rosen.

Arnett, A. J. (2006) *Psychology and health*. *Canadian Psychology*. 47, 19-32. Retrieved April 12, 2006 from PsyARTICLES database.

2. Create the **list in alphabetical order** by author's last name. Use initials only for author's first and middle name  
See *Publication Manual* for complete alphabetizing rules, p. 219, Section 4.04

3. **Capitalize:**

Titles of journals and magazines. **Example:** *American Psychologist*

Titles of articles in journals and magazines.

**Example:** The case for animal research in psychology.

Book: Only first word, all proper nouns, and first word after a colon or semicolon.

**Example:** The American school dilemma: Race and scholastic performance.

4. **Italicize** titles of journals, magazines, books, web sites, and volume numbers of journals.

**Example:** *Journal of Social issues*

*Psychology Today* (magazine title)

314, 605-613

page numbers

*italicize volume no.*

5. **Dates**

Research Journals > Include publication year in parentheses.

**Example:** Baldwin, E. (1993). The case for animal research in psychology.

Magazines, Newspapers

Include year followed by exact date for publication (month or month and day)

**Example:** (2006, April 23).

6. APA official **abbreviations** (See *Publications Manual*, 217-219.)

Some common abbreviations:

**Rev. ed.** revised edition

**2<sup>nd</sup> ed.** second edition

**n.d.** no date

**Vol.** Volume (as in Vol. 3)

**vols.** volumes (as in 4 vols.)

**chap.** Chapter

NOTE: Omit **Vol.** abbreviation when citing a research journal.

**Example:** *Archives of General Psychiatry*, 42, 225-232

↖ Volume number

7. **Numbers:** Use Arabic numerals, unless roman numerals are in the title.

(See *Publications Manual*, 217-219.)

## Section 5: Online (Computer) Sources

# Laney College Library Databases

### • PsycARTICLES

Horowitz, K., McKay, M., & Marshall, R. (2005). Community violence and urban families: Experiences, effects, and directions for intervention. *American Journal of Orthopsychiatry*, 75, 356 -368. Retrieved March 1, 2006 from PsycARTICLES database.

### • EXPANDED ACADEMIC ASAP

Scher, A., & Sharabany, R. (2005). Parenting anxiety and stress: does gender play a part at 3 months of age? *Journal of Genetic Psychology*, 166, 203. Retrieved September 12, 2005 from Expanded Academic ASAP (Infotrac) database.

### • ETHNIC NEWSWATCH

Miller, F., Do, M. & Sperber, J. (1997). An examination of social adaptation processes of Vietnamese adolescents. *Ethnic Studies Review*, 20, 59. Retrieved February 1, 2006 from Ethnic NewsWatch.

### • CQ ELECTRONIC LIBRARY: CQ RESEARCHER

Green, A. (2003). Race in America. *The CQ Researcher*, 13, 593-624. Retrieved June 23, 2004 from CQ Electronic Library: CQ Researcher.

### • LEXIS-NEXIS

Carey, B. (2005, August 9). Explaining those vivid memories of Martian kidnapers. *The New York Times*, p.F5. Retrieved February 1, 2006 from Lexis-Nexis database.

### • COUNTING CALIFORNIA

*Local county mental health programs unduplicated clients served total and by type of service and number of inpatient admissions California, 2001-02.* State of California, Department of Finance. Retrieved November 12, 2004 from Counting California database.

### • ACCESS SCIENCE

Hartkens, S., et.al. (2002). Dynamic brain atlas. Retrieved December 2, 2005 from McGraw Hill Encyclopedia of Science and Technology Online from AccessScience database.

### • BIOGRAPHY RESOURCE CENTER

Erik H(omburger) Erikson:1902-1994. (2004). *Contemporary Authors Online*. Retrieved July 2, 2002 from Biography Resource Center database.

### • LITERATURE RESOURCE CENTER

Brent, L. (2002). Critical essay on the interpretation of dreams. *Nonfiction classics for students*, 3. Retrieved February 20, 2006 from Literature Resource Center database.

### • MAGILLONLITERATURE PLUS

O'Mara, P. (2004). Children of crisis, by Robert Coles. *Masterplots II: Nonfiction series*. Retrieved February 20, 2006 from McGillOnLiterature Plus database.

**Section 5: Online (Computer) Sources cont'd**

## World Wide Web Documents

Generally, **newsgroups, discussion groups, newsletters, news releases, mailing lists (listservs), chat rooms, and newswires** are not acceptable sources of information for college papers. If your instructor approves some of these documents (ask him/her) for your paper, consult the *Publications Manual*, pp.276-278, for examples.

### Author (Person)

Amenkhienan, C. (2000). *Attention Deficit Disorder Student Handbook*. Retrieved March 3, 2006 from Cook Counseling Center at Virginia Polytechnic Institute University site:  
<http://www.ucc.vt.edu/stdysk/addhandbook.html>

### Author (Group)

National Institute on Drug Abuse. (2004). *NIDA – Information of drugs of abuse – common abused drugs chart*. Retrieved September 30, 2005 from <http://www.nida.nih.gov/DrugPage/DrugsofAbuse.html>

### No Author. No Date

*Attachment Theory*. (n.d.). Retrieved September March 3, 2006 from  
<http://www.personalityresearch.org/attachment.html#top>

## NOTE:

- A site with REFERENCES, but no author listed is acceptable. References validate the credibility the information.
- A site without REFERENCES and NO AUTHOR is not acceptable.
- You must know who OWNS the site and the PURPOSE of the site, to judge the credibility of the site.
- To find out who owns a site, click on the Home Page link (on the screen), or delete all letters to the right of the domain name. The Home Page provides the owner's name (person or group), the owner's credentials, and information about the site's purpose ("about", "about us", "mission", etc.).

### EXAMPLE

<http://www.personalityresearch.org/attachment.html#top>

Domain name is **org**.

<http://www.personalityresearch.org/attachment.html#top>

Delete these letters

<http://www.personalityresearch.org>

(Home page address. Provides owner's name and purpose of web site.)

**GO TO NEXT PAGE**

**Section 5: Online (Computer) Sources, cont'd**

**NOT SURE OF THE WEB PAGE TITLE?**

At the top of your computer screen (in the dark blue banner), use the title of the file listed in white letters to the left of the phrase Microsoft Internet Explorer.

**Example:** Attention Deficit Disorder Student Handbook



**GO TO THE NEXT PAGE**

## References

- Carey, B. (2005, August 9). Explaining those vivid memories of Martian kidnappers. *The New York Times*, p.F5. Retrieved February 1, 2006 from Lexis-Nexis database.
- Green, A. (2003). Race in America. *The CQ Researcher*, 13, 593-624. Retrieved June 23, 2004 from CQ Electronic Library: CQ Researcher.
- Horowitz, K., McKay, M., & Marshall, R.(2005). Community violence and urban families: Experiences, effects, and directions for intervention. *American Journal of Orthopsychiatry*, 75, 356 -368. Retrieved March 1, 2006 from PsycARTICLES database.
- Lemonick, M. & Dorfman, A. (2002, July 22). Father of us all? *Time*, 160, 40-47.
- Mehrabian, A. (1976). *Public places and private spaces: The psychology of work, play, and living environments*. New York: Basic Books.
- Miller, F., Do, M. & Sperber, J. (1997). An examination of social adaptation processes of Vietnamese adolescents. *Ethnic Studies Review*, 20, 59. Retrieved February 1, 2006 from Ethnic NewsWatch.
- Robins, R. W., Norem, J.K., & Cheek, J.M. (1999). Naturalizing the self. In L.A. Pervin & O.P. John (Eds.), *Hand book of personality: Theory and research* (pp. 443-477). New York: Guilford Press.
- Sheldon, K.M., & King, L. (2001). Why positive psychology is necessary. *American Psychologist*. 56, 216-217.
- Scher, A., & Sharabany, R. (2005). Parenting anxiety and stress: does gender play a part at 3 months of age? *Journal of Genetic Psychology*, 166, 203. Retrieved September 12, 2005 from Expanded Academic ASAP (Infotrac) Database.
- Shimahara, K.N. (1991). Social mobility and education: Burakumin in Japan. In M.A. Gibson & J.U. Ogbu (Eds.), *Minority status and schooling: A comparative study of immigrant and involuntary minorities* (pp. 342 -353). New York: Garland.
- Schwartz, J. (1993, September 30). Obesity affects economic social status. *The Washington Post*, pp. A1, A4.

**NOTE:** Use Double spacing between each source. For the IBL Project, use 1.5 or 2 spacing between lines of the same source. For each source, indent second and additional lines 5 spaces to the right (flush margin).