USING THE APA FORMAT

The **Publication Manual of the American Psychological Association,** *or* "APA style", presents detailed instructions and guidance on manuscript preparation, writing styles, and reference lists. This guide shows how to cite *some* common information sources. (See manual below for more examples.)

❖ **Publication Manual of the American Psychological Association**, 6th ed. **BF76.7 .P83 2010**
❖ **Concise Rules of APA Style**, 6th ed. **BF76.7 .C66 2010**
❖ Additional help from APA style companion website: http://apastyle.apa.org
❖ Corrections (1st printing of APA Manual): http://apastyle.apa.org/manual/supplement/index.aspx

QUOTATIONS
- Enclose quotations, with <40 words, in "" quotation marks, then cite the source immediately after using (author, year, p. #) -- use paragraph number (para. #) for non-paginated material.
- To display quotations with 40 or more words in a *freestanding block*: start on a new line, indent a half inch from left margin, double-space entire quotation (no quotation marks), and then cite the source immediately after. Indent the 1st line of each paragraph of the quote an extra half inch.

IN TEXT (parenthetical citations)
- Follow the author-date citation method (*author's last name*, *publication year*). Examples:
  - In a recent study of reaction times (Walker, 2000) . . .
  - Walker (2000) compared reaction times . . .
  - Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990) show that…
- For works with 3-5 authors, use all author surnames the 1st time you cite the source in text, then use (1st author's surname et al., date) each time you cite the source after that.
- Personal communications (letters, memos, interviews, phone conversations, E-mail and discussion group messages), cite in text only: (R. A. Smith, personal communication, May 10, 2009).

REFERENCE LIST
- References (citations) should include: *author, editor (if there is one)*, *publication date*, *title*, and *publication information;* and if available, the *DOI* (digital object identifier - unique alphanumeric string usually found on the 1st page of a document) when citing both print and electronic sources.
- If no author, move the *title* to the author position; alphabetize by *first significant word* in the *title.*
- For edited books, place the *editor's name* in the author position followed by (Ed.). or (Eds.).
- Capitalize only the 1st word of an article title*, chapter title, or *subtitle*; and *proper nouns*.
- *Italicize* the name of a *journal*, *magazine*, or *newsletter*; and italicize the *title* of a *book*.
- Enclose non-routine information in brackets after the *title* to help identify the original source [Brochure, Data file, Motion picture, Audio podcast, Lecture notes, CD, Video webcast].
- Publication information should include: (for books) *city*, 2-letter *state abbreviation*, and *publisher name*; (for journals, newsletters, magazines) *volume number*, and *page numbers*.
- Italicize the volume number of a journal, magazine, or newsletter; and if each issue begins with page 1, then include the issue number (no italics) in parentheses () following the volume number.
- For a journal article, give the range of page numbers; for a book chapter, newspaper article, or article on discontinuous pages, precede the page range with "p."(page) or "pp." (pages).
- List references in alphabetical order by *surname,* and then by *initials, of the first author*.
- Alphabetize group authors (agency, association, institution) by *first significant word* in the *name.*

PERIODICALS

Journal Article, One to Seven Authors, with DOI   (print copy)
Conner, S., Bloomfield, J., LeBoutillier, J. C., Thompson, R. F., Petit, T. L., & Weeks, A. C. (2009). Eyeblink conditioning leads to fewer synapses in the rabbit cerebellar cortex. *Behavioral Neuroscience, 123*, 856–862. doi:10.1037/a0016370
Magazine Article, DOI not available, each issue begins with p.1   (print copy)
Gartner, J. (2009, September/October). Dark minds: When does incredulity become paranoia? *Psychology Today, 42 (5),* 37-38.
Newsletter Article, each issue begins with p.1, discontinuous pages   (print copy)
Murphy, J. J. (2008, Winter). Seven habits of highly effective school psychologists. *Newsletter of the*

Washington State Association of School Psychologists, 30 (2), pp. 1, 8-11.
Daily Newspaper Article, (print copy)
Bakalar, N. (2009, August 11). Five–second touch can convey specific emotion, study finds. *The New York Times* (Late edition). p. D3.

BOOKS

Subsequent Edition, One to Seven Authors   (print copy)
Murphy, J. J. & Duncan, B. L. (2007). *Brief intervention for school problems: Outcome-informed strategies*. (2nd ed.). New York, NY: Guilford Press.
Edited Book   (print copy)
Haugtvedt, C. P., Herr, P. M., & Kardes, F. R. (Eds.). (2008). *Handbook of consumer psychology*. New York, NY: Lawrence Erlbaum Associates.
Article or Chapter in an Edited Book or Reference Book, Two or More Editors   (print copy)
Buchanan, T. (2007). Personality testing on the Internet: What we know, and what we do not. In A. N. Joinson, K. McKenna, T. Postmes, & U.-D Reips (Eds.), *The Oxford handbook of Internet psychology* (pp. 445–458). New York, NY: Oxford University Press.

ELECTRONIC SOURCES
- For article or book chapter accessed online with no DOI assigned, use the URL for the home page of the journal or book publisher.
- Do not include database name, unless the archival document is only accessible from a database (i.e. ERIC, JSTOR, discontinued journals, dissertations, or unpublished papers). Use the URL for the *home page* (or entry page) of the online archive.
- Do not use retrieval date (of source accessed) *unless* content changes over time (wikis, blogs).

Journal Article, One to Seven Authors, DOI not available   (accessed online)
Mazalin, D. & Klein, B. (2008). Social anxiety and the Internet: Positive and negative effects. *E-Journal of Applied Psychology*, 4(2): 43-50. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/view/8/157
Magazine Article, DOI not available   (accessed online)
Winerman, L. (2009, September). Playtime in peril. *Monitor on Psychology*, 40(8). Retrieved from http://www.apa.org/monitor/
Newspaper article   (accessed online)
Ravn, K. Habits can be broken, but not forgotten. (2009, April 6). *Los Angeles Times*, Retrieved from http://www.latimes.com
Book, edited, with DOI   (accessed online)
Dunn, D. S., Halonen, J. S., & Smith, R. A. (Eds.). (2008). Teaching critical thinking in psychology: A handbook of best practices. doi:10.1002/9781444305173
Encyclopedia Article, Lead Editor (Large Editorial Board), DOI not available   (accessed online)
Apter, M. J. (2009). Psychological benefits of play. In R. P. Carlisle et al. (Eds.), *Encyclopedia of play in today's society*. Retrieved from http://sage-ereference.com/play/Article_n327.html
Blog Post
Grohol, J. M. (2009, March 30). Why do we swear? [Web log post]. Retrieved from http://psychcentral.com/blog/archives/2009/03/30/why-do-we-swear/
Government Report, Corporate Author   (accessed online)
U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Neurological Disorders and Stroke, Office of Communications and Public Liaison. (2009). Autism Fact Sheet (NIH Publication No. 09-1877). Retrieved from http://www.ninds.nih.gov/disorders/autism/detail_autism.htm
ERIC Document -- book   (accessed online)
Springate, I., Atkinson, M., Straw, S., Lamont, E., & Grayson, H. (2008). Narrowing the gap in outcomes: Early years (0-5 years). [Monograph]. Retrieved from http://eric.ed.gov
Dissertation (accessed online from a database)
Helsel, S. D. (2008). *The influence of technology on adolescent development: An eco-cultural analysis of cybersocial activity*. (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 3322174)