

## USING APA STYLE: SELECTED EXAMPLES FROM THE APA MANUAL, 7<sup>TH</sup> ED.

(These examples are based on APA style)

### REFERENCE CITATIONS IN THE BODY OF THE PAPER

Properly citing an author's work in your report or paper documents your work, briefly identifies the source, and enables the reader to locate the source of information in the reference list at the end of the paper or article. APA style uses author and date in parentheses for both print and electronic sources. Page numbers are included if the source is being quoted directly. These methods of citation are inserted in the text of the paper at the appropriate point to indicate you have used someone else's research or quoted them directly.

For further details see the Publication Manual of the American Psychological Association 7<sup>th</sup> ed. (2020) Section 8.10 (pp. 261-263) & section 6.8 (p. 159) located in the reference collection **BF76.7 P.83**

### EXAMPLES OF HOW TO CITE SOURCES WITHIN THE PAPER:

#### SOURCES WITH PAGE NUMBERS

**Parenthetical Citation:** A parenthetical citation is when you are not using the author's name as part of your sentence structure. The author's last name, year, and page numbers are placed within parentheses [Section 8.11].

**Example:** He stated, "the use of this test...." (Smith, 1998, p. 212)

**Narrative Citation:** A narrative citation is when you are including the author's name as part of your sentence. Place the year in parentheses immediately following the use of the author's last name. For direct quotes place the page number in parentheses at the end of the quote then finish with a period.

Example: Smith (1998) stated, "the use of this test...." (p. 212).

**Quotations:** When quoting, always provide the author, year, and specific page citation in the text of your paper. Quotes of less than 40 words should be incorporated into the text using double quotation marks [Section 8.25].

Quotes of 40 words or more are formatted as a free-standing block of text indented 5 spaces from the left margin. Omit the quotation marks, include the page number(s) in the citation, and use double spacing throughout the quoted passage [Section 8.27].

#### SOURCES WITHOUT PAGE NUMBERS

**Quotations:** When quoting from a source use page numbers when available; if they are not use the paragraph number prefixed by the abbreviation *para.* [Section 8.28]

**Example:** He stated, "the use of this test..." (Smith, 1998, para. 5).

If there are headings in the document and page numbers or paragraph numbers are not included, cite the heading and the number of the paragraph following the heading.

**Example:** "The current theory of information literacy instruction is use of hands on instruction for the best results" (Jones, 2002, Introduction section, para. 1).

### CITING REFERENCES WITHIN THE TEXT:

#### ONE WORK BY A SINGLE AUTHOR [Section 8.17]

One work means one book, journal article, or electronic source.

**Example:** Smith (1995) compared reactions times...or... In a recent study of working mothers (Miller, 1994) findings included...

### ONE WORK BY TWO AUTHORS [Section 8.17]

The second author is preceded by the word *and* in a narrative text citation. In parenthetical citations, in tables, in captions, and in the reference list, use an ampersand (&) before the second author.

#### Example:

According to Aakhus and Aldrich (2002), complements are...

Complements are pragmatic resources (Aakhus & Aldrich, 2002).

### ONE WORK BY THREE OR MORE AUTHORS [Section 8.17]

For works with three or more authors, cite the first author's last name followed by the abbreviation "et al." and the year.

**Example:** Miller et al. (1994) found that...  
Some researchers (Miller et al., 1994) found that...

### GROUPS AS AUTHORS [Section 8.17]

Groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are named every time in the within-text citation. Long or cumbersome names may be abbreviated in subsequent citations providing the abbreviated version is understandable.

#### Examples:

First in-text citation: (National Institute of Mental Health [NIMH], 1991)

Second in-text citation: (NIMH, 1991)

**See table 8.1 (p. 266) for a summary of in-text citation styles.**

### AUTHORS WITH THE SAME LAST NAME [Section 8.20]

When you have two or more authors sharing the same last name, use the author's initials for all within-text citations. Use both first and middle initials if known.

**Example:** S. E. Duke (1989) and B. A. Duke (1993) also found...

### WORKS WITH NO AUTHOR OR AN ANONYMOUS AUTHOR

[Section 8.14]

If you cannot identify the author or organization responsible for the work being cited, use the title of the work in place of the author and the year to cite the work within the text. Use double quotation marks around the title for the in-text citation. If the title of the work is in italics in the reference section, italicize the title for the in-text citation.

#### Examples:

("Study finds," 1992)  
In the book *College Bound Seniors* (1989), findings include...

### PERSONAL COMMUNICATION for PRINT AND ELECTRONIC MEDIA and INTERVIEWS, ETC. [Section 8.9]

Personal communications are letters, memos, some electronic communications, (such as e-mail, discussion groups or electronic bulletin boards), personal interviews, and telephone conversations. In other words, sources that are not archived and retrievable. Cite these in the paper only as personal communication and provide the exact date if possible.

**Example:** (Z.M. Peach, personal communication, April 7, 1993)

**NOTE:** Personal communication sources *are not* cited in the references list.

## HOW TO CITE YOUR SOURCES IN THE BIBLIOGRAPHY OR REFERENCE LIST (EXAMPLES) [Chap. 9]

The reference list at the end of a paper or article documents the article or paper and provides the information necessary to identify and credit each source used in the paper. List the authors in alphabetical order using the surname of the first author. All in-text citations *except for personal communications* should be reflected in the references using complete APA format. The following examples are for print sources or sources retrieved from an academic database where there is no stable URL available.

### BOOKS

Citations for books no longer require the city and state location of the publisher. APA now uses just the Author(s), date, title, and name of the publisher for the citation. [Section 9.29]

#### BOOK BY A SINGLE AUTHOR

Stanley, D. (2002). *Saladin: Noble Prince of Islam*. Harper Collins.

#### BOOK BY MORE THAN ONE AUTHOR

Agnew, K., & Fox, G. (2001). *Children at war: From the First World War to the Gulf*. Continuum.

**NOTE:** Provide the names of all authors in the citation up to twenty authors. If there are more than twenty authors, list the names of the first 19 authors followed by three dots...and end with the name of the final author [Section 10.1 example #4]

#### EDITED BOOK

Berman, R. (Ed.). (2001). *The Kerlan Awards in children's literature*. Pogo Press.

### BOOK CHAPTER or ANTHOLOGY

Thompson, D. L. (2002). Deconstructing Harry: Casting a critical eye on the witches and wizards of Hogwarts. In S. Lehr (Ed.), *Beauty, brains and braw: the construction of gender in children's literature* (pp.42-50). Heineman.

**JOURNAL ARTICLE** (APA style now requires including the issue number as shown below)

Green, B. J. (2000). Picture books and teaching science. *Science and Children*, 38(2), 43-45.

### MAGAZINE ARTICLE

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

### NEWSPAPER ARTICLE, NO AUTHOR

"New drug appears to sharply cut risk of death from heart failure." (1993, July 15). *Washington Post*, A12.

If an article continues on another page or pages, give all page numbers and separate the numbers with a comma (B1, B3).

### EDITED BOOK

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. Jossey-Bass.

### BOOK, NO AUTHOR OR EDITOR

Merriam-Webster. (1993). *Merriam-Websters' collegiate dictionary* (10<sup>th</sup> ed.).

## ENCYCLOPEDIA OR DICTIONARY

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians*. (6<sup>th</sup> ed., vols. 1-20). Macmillan.

**NOTE:** For major reference works with a large editorial board, you may list the name of the lead editor, followed by “et al.”

## GOVERNMENT PUBLICATIONS (GPO)

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

## GOVERNMENT HEARING

*Elder fraud and abuse: new challenges in the digital economy: Hearing before the Special Committee on Aging, United States Senate, 106th Cong., (2000).*

## ERIC REPORT

Narahara, M. (1998). *Gender bias in children's picture books: A look at teachers' choice of literature*. (Report No. CS 216 342). Long Beach, CA: University of California. Retrieved from ERIC database. (ED 419 247)

**LEGAL REFERENCES:** See chapter 11

## CITING ELECTRONIC MEDIA

### PERIODICALS OR JOURNALS [Sections 9.34-9.35]

APA uses the Digital Object Identifier (DOI) if one is assigned to the article or book being cited [Section 9.34]. DOI's are usually listed on the first page of an article and on the title page for a book. When a DOI is provided no additional retrieval information is required.

DOI's are always placed at the end of the citation and use the following format:

<https://doi.org/xxxx> The xxxx are replaced with the full DOI number. Do not end the number string with any punctuation.

When a DOI is not available provide the URL only if it directly links to the source being cited.

Do not provide URL's for academic databases as the URL's are not stable. Treat articles obtained from academic databases as a print source. Do not list the name of the database such as JSTOR or Academic Search Premier as part of the citation.

If you need to break a URL across lines do so before most punctuation. Do not add a period at the end of any URL

### JOURNAL ARTICLE WITH DOI

Aakhus, M. (2007). Communication as design. *Communication Monographs*, 74(1), 112-117.  
<https://doi.org/10.1080/03637750701196383>

### JOURNAL ARTICLE WITHOUT DOI

Nidumolu, S., Subramani, M., & Aldrich, A. (2001). Situated learning and the situated knowledge web: Exploring the ground beneath knowledge management. *Journal of Management Information Systems*, 18(1), 115-150.

### ARTICLE IN AN INTERNET-ONLY JOURNAL

Needham, C. L. (2000). Exploring the deep ocean floor. *Oceanographic Journal*. Retrieved from <ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham>

**E-MAIL** See **PERSONAL COMMUNICATION** for **PRINT AND ELECTRONIC MEDIA** and **INTERVIEWS, ETC.** [Section 8.9]

### **SOCIAL MEDIA SOURCES** [Section 9.32]

If a source is from social media (e.g., Instagram photo, Facebook, Twitter), provide the name of the social media platform in title case without italics in the source element immediately following the title of the item.

### **WEBSITE SOURCES** [Section 9.33]

When a website is the source of the material being cited provide the name of the website in title case without italics in the source element followed by a period.

End the citation with the full URL for the webpage being cited. Do not end the URL with any punctuation.

### **REFERENCE ORDER IN THE REFERENCE LIST** [Section 9.44]

The reference list or bibliography is arranged in alphabetical order by the first authors' last name. Follow these rules for alphabetizing:

- Alphabetize letter by letter.
- Alphabetize the prefixes M', MC and Mac literally not as if they were spelled Mac. MacArthur precedes McAllister, and MacNeil precedes McCarthy.

General rules:

- The beginning of the first line of the entry is even with the left margin. Subsequent lines are indented 5 spaces. Use the hanging indent function of your word processing software.
- Only the first word and proper nouns are capitalized.
- Journal titles, book titles and volume numbers are *italicized*.
- Note periods after date, title, and publisher.

### **ORDER OF SEVERAL WORKS BY THE SAME AUTHOR or AUTHORS** [Section 9.46]

Single author entries come before multiple-author entries beginning with the same last name.

#### **Examples:**

Brunsdale, M. L. (1993)  
Brunsdale, M. L. & Oleen, M. (1994)

References by the same author with the same order are arranged by the year of publication:

Smith, S., & Brown, C. A. (1994)  
Smith, S., & Brown, C. A. (1995)

References by the same author or authors with the same publication date are arranged alphabetically by the title.

Blue, Y. R. (1994).  
Blue, Y. R. (1994).

### **ORDER OF SEVERAL WORKS BY DIFFERENT AUTHORS WITH THE SAME LAST NAME** [Section 9.48]

Works by different authors with the same last name are arranged alphabetically by the first initial:

Benton, M. L. (1994)  
Benton, S. A. (1993)

### **ORDER OF WORKS BY GROUP AUTHORS OR NO AUTHORS**

Alphabetize corporate authors, such as associations or government agencies by the first significant word of the name. Full official names should be used (e.g. American Psychological Association, not APA).

If there is no author, the title moves to the author position, and the entry is alphabetized by the first significant word of the title.