

## APA Referencing Handout

This handout contains some brief instructions regarding APA editorial style. It does not address all aspects of APA style. You (the student) are encouraged to use the APA Publication Manual (6th edition) and the references posted in the Angel course space for information regarding additional facets of APA editorial style not addressed in this handout. (NOTE: References and citation examples appear in blue ink here only to highlight them in the text. They should appear in black ink on your assignment.)

### **PART 1: Citing Sources Within the Text**

APA editorial style dictates that authors cite all sources they reference in their writing using a specific "in text" citation style. The following are some of the most common types of *in-text citations* you will use when completing assignments in this course. Note that all citations must include author and year of publication.

- 1) **Referencing a source within a sentence:** When you write a sentence that references information from another source, written by one author, within your own sentence, you must list the author's last name, followed by the year of the publication in parentheses.

*For example, . . .*

Smith (2000) indicates that these data are . . . .  
According to Smith (2000), these data indicate that . . .

If the source has more than one author (but no more than five authors), you must list each authors' last name, separated by a comma and the word "and" between the last two authors, followed by the year of the publication. *For example, . . .*

According to Smith and Roberts (1987), these data indicate that . . .  
According to Smith, Roberts, and White (1999), these data indicate that . . .

**NOTE:** You must cite all authors the first time you reference a source and must always do so for sources with only one or two authors. For a reference with three to five authors, you must cite all authors the first time, but in subsequent uses of the reference, you may abbreviate the citation using "et al."

*For example, . . .*

(1st citation) According to Smith, Roberts, and White (1999), the data indicate that . . .  
(After the 1st citation) According to Smith et al. (1999), these findings have implications for . . .

**NOTE:** If a reference has six or more authors, it is permissible to use "et al." in the first in-text citation.

- 2) **Referencing a source at the end of the sentence:** Rather than referencing a source within the actual sentence, you may instead opt to cite the source at the end of the sentence that includes information from this source. In doing so, you must list each author's last name followed by the year of the publication.

This information is contained within parentheses at the end of the sentence. *For example, . . .*

. . . in many different learning environments (Masters, 2001)  
. . . across various contexts (Riggins & Thompson, 1954)  
. . . determined by performance in both arenas (Rogers, Philips, & Higgins, 1999)

**NOTE:** When citing references at the end of the sentence, you use an ampersand ("&") rather than the word "and" between the last two authors. Also note that, similar to the use of references within a sentence, you may abbreviate references with three to five authors in subsequent uses of the reference using "et al." and may use "et al." in the first reference for sources with six or more authors.

*For example, . . .*

. . . determined by performance in both arenas (Rogers et al., 1999)

- 3) **Referencing a direct quote:** If you quote material directly from another source, you must use quotation marks around the quoted material and include the last author's name, the year of the publication, and the page from which the quote was selected in the citation.

*For example, if citing the source at the end of the sentence it would look like this:*

... "quoted material here" (Smith, 1734, p. 356).

*Alternatively, you could cite the source within the sentence like this:*

According to Smith (1734), "quoted material here" (p. 356).

**NOTE:** If the quote is longer than 40 words, it is a "block quotation." Rather than using quotation marks, the quoted material should be identified by being indented one "tab space" in from the rest of the text, and the end punctuation comes before the parenthetical citation, not after. The quote should be cited just as you cite a shorter quote (author, year, and page number).

## **PART II: Listing References at the End of the Assignment in the "Reference" Section**

In addition to citing references in-text, APA editorial style dictates that you provide complete citations for all sources used in your writing in a "References" section at the end of your paper. Note that there are some common "rules" that apply in APA editorial style when reporting references in the "References" section, regardless of the specific type of source you are citing.

### **Those rules include:**

- 1) Within each entry, authors' last names are always reported in the order they appear on the source.
- 2) Reference entries in the reference list should appear in alphabetical order according to the first author's last name.
- 3) References in the reference list use a hanging indent in which every line other than the first is indented 3-5 spaces in from the left margin.
- 4) First and middle names are always reported as initials. They are presented after last names (please see examples below), and there is a space after the period following each initial.
- 5) **Capitalization:**
  - \*For titles of journal articles and the titles of books, only capitalize the first word in the title (and the first word of a subtitle after a colon (":"), if the title has one, as in Examples 3 and 4 below). Proper nouns are also capitalized (e.g., if the title includes a person's name).
  - \*For titles of journals, capitalize all major words in the title.
- 6) **Use of italics:**
  - \*Titles of journals (rather than titles of the articles) and their volume numbers are italicized. (Note: Issue numbers are not italicized, but are placed within parentheses- see Examples 2 and 5 below.)
  - \*Titles of books (rather than titles of chapters) are italicized.

**The following are examples of how to report common types of sources in the "References" section of your assignment:**

- 1) **A (standard, print copy) journal article:**

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

## 2) An online journal article:

If the journal includes a DOI (i.e., "digital object identifier", often located on the first page of the article), the source would look like this:

Johnson, D. R. (2012). Transportation into a story increases empathy, prosocial behavior, and perceptual bias toward fearful expressions. *Personality and Individual Differences*, 52, 150-155.

doi:10.1016/j.paid.2011.10.005

If the journal does not include a DOI, you use the URL instead and the source would look like this (Note this example is actually an online newspaper):

Pontin, J. (2007, March 25). Artificial intelligence: With help from the humans. *The New York*

*Times*. Retrieved from <http://www.nytimes.com/2007/03/25/business/yourmoney/25Stream.html>

## 3) An entire book:

Bech, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

## 4) An original article (or chapter) within an edited collection:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III, & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

*NOTE: Editors' names are not inverted (i.e., last name before first and middle initial) as are authors' names. Use "Ed." if there is only one editor.*

## 5) A previously published article in an edited collection:

Gatz, M. (2009). Genetics, dementia, and the elderly. In B. M. Jubilan, & D. N. Albertson (Eds.), *Annual editions: Biological psychology 08/09* (pp. 192-195). Boston, MA: McGraw. (Reprinted from *Current Directions in Psychological Science*, 16(3), pp. 123-127, 2007)

## 6) A book with an organization as the author:

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: American Psychiatric Association.