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APA BASICS

This handout is based on the 6th edition, second printing, of the *Publication Manual of the American Psychological Association* published in August of 2009. Note: The second printing corrects some important mistakes made in the first printing.

WHAT IS APA?

- APA stands for American Psychological Association.
- APA style, then, is how this organization thinks about research and how a paper should be prepared for presentation or publication.
- Many of the social and behavioral sciences use this style to present written information in their publications.

WHY SHOULD YOU USE APA?

- APA allows you to use other people's ideas to support your own.
- APA guides you in quoting and paraphrasing source materials to ensure readers can distinguish between your ideas and someone else's ideas.
- In other words, APA protects *you* against plagiarism!

DEFINITIONS OF SOME IMPORTANT TERMS

These definitions will help you better integrate sources into your paper.

Journal: A journal is a periodical written for a highly specialized audience. Typically the readers of journal articles are researchers, educators, or practitioners in a particular discipline. For example, educators use journals such as *Education Next* and *Current Issues in Education*. Psychologists and counselors read the journals entitled *Journal of School Psychology* and the *American Journal of Psychology*.

Document journal articles differently than other publications like magazines. A magazine is written so that anyone can understand it. Example magazine titles include *Parent Magazine*, *U.S. News and World Report*, and *Psychology Today*. You can find magazines on newsstands in grocery stores, whereas you would only find journals in libraries or by subscribing to them.

There are several clues to look for when determining whether or not an article is from a magazine or a journal:

- The title of the publication may have the word "journal" in it.
- Journals are text-heavy and rarely include images or advertisements. Magazines tend to be glossy and image-laden.
- If the text of the article uses a lot of words that only a specialist would know, chances are it is from a journal.

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- Search the title of the publication in a search engine such as Google. Most magazines and journals have Web sites, and they will tell you what kind of publication it is.

Periodical: “Periodical” is a generic term that refers to publications that are published periodically such as newspapers, magazines, and journals. Each periodical type uses a different APA style model. So you should follow the model for newspaper articles when documenting a newspaper. Follow the model for a magazine article when documenting a magazine article, and so on.

Quotation: When you directly copy a phrase, sentence or group of sentences from another author’s work, you are quoting. Surround the material with quotation marks to show that authors words appear in your work exactly as they wrote them.

Paraphrase: Writers should not pack their essays with quotations. Doing so can raise questions about whether or not the writer was just lazy and did not want to do the hard work of integrating source material into the project or perhaps that the writer did not really understand the original material and resorted to over-quoting to cover for that lack of understanding.

Rather than quoting source material every time you want to use another's ideas, reserve quotations for those authors and snippets of texts that articulate an idea in such a special or unique way that you want to preserve those words exactly as they are. Otherwise, paraphrase.

“**Paraphrasing**” refers to the process of putting an author's words entirely into your own voice and style and integrating those ideas into your work with a lead-in phrase and parenthetical note (both explained below).

When paraphrasing, be sure to completely rework the original words into your own style, your own linguistic thumbprint, if you will, to avoid accusations of plagiarism.

Example

The original words written by Joanna Castner Post in a hypothetical article published in 2009 on page 3: I earned a PhD in technical communication and rhetoric because I have a streak that admires the very practical.

QUOTING from the original above would look like this: Post (2009), writes, "I earned a PhD in technical communication and rhetoric because I have a streak that admires the very practical" (p. 3).

PARAPHRASING from the original above would look like this: Post (2009) explains that a main motivation for pursuing a doctorate in technical communication and rhetoric was an inclination towards the practical (p. 3).

Lead-in Phrase: The lead-in phrase is the language that indicates where the source material begins. It can take the form of “According to Post...” or “The researcher goes on to state.” Whether you are quoting or paraphrasing, these pieces, called *lead-in phrases*, are essential. The lead-in phrase is an important element to include when integrating sources into your own writing. Often, it is when lead-in phrases are left out that students sometimes get accused of plagiarism because it is not clear where a paraphrase has begun. For example, let's say that you inserted a quote into an essay and then spent two paragraphs and part of a third explaining the quote in terms of your main argument and showing why it supports that point of view. Next, you insert a paraphrase. **If you don't include a lead-in phrase, how will the reader know where the paraphrase begins?**

This kind of confusion opens you up to accusations of plagiarism. It is important to clarify source usage as carefully as possible to protect yourself.

*****The point is to clarify, at every point, when you are integrating someone else's words into your own versus when you are writing your own words.**

Gender Bias: APA guidelines are fairly specific about avoiding bias of any kind, but especially gender bias. Therefore, lead-in phrases should only contain the author's last name or a gender-neutral term in the place of the pronouns "he" or "she." APA suggests using phrases like "he or she," "she or he," "he/she," "she/he" sparingly. It is better to use the plural form of nouns referring to people so that "they" and its forms can be used instead.

FIVE BASIC PARTS OF APA STYLE

- 1) The **COVER PAGE** includes the running head, title, and identification information. Start numbering pages with the cover page.
- 2) The **ABSTRACT** includes the running head and a summary of your research. It should be one paragraph and touch on the main points of your inquiry only.
- 3) The **TEXT** of your paper includes the running head, title, and body.
- 4) The **REFERENCE PAGE** includes a list of sources that you cited within the body of your paper.
- 5) The **HEADING STRUCTURE** for various sections of your project. Check with your professor to see if you're required to use a heading structure.

All parts of the paper should be in 12-point Times New Roman with 1-inch margins without justification.

* The APA Style Template is set up as a template with the running head, cover page, abstract, and reference page already formatted for you.

IN-TEXT CITATIONS

APA style uses **in-text citations** to give credit to authors when using their research (facts, figures, statistics) or quoting and paraphrasing them. In-text citations include two parts, the lead-in phrase and the parenthetical citation.

The lead-in phrase is an important element of the in-text citation to include when integrating sources into your own writing. As stated above, it is when lead-in phrases are left out that students sometimes get accused of plagiarism because it is not clear where a paraphrase has begun.

As in the example above, if you inserted a quotation into an essay, and then you spent two paragraphs and part of a third explaining the quotation in terms of your main argument and showing why it supports that point of view. What will happen if you then include a paraphrase that is several sentences long without the lead-in

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phrase? **Again, if you don't include a lead-in phrase, the reader will not know you have begun paraphrasing your source and this could lead to accusations of plagiarism, even if unintentional.**

You will additionally notice in many journal articles you read in psychology, education, counseling, and other disciplines that use APA style that page or paragraph numbers are frequently left out. Leave out page numbers when you are summarizing an entire article or the results of several studies. If you quote directly, give a statistic, or discuss the results of a particular study mentioned in an article, you should give a page number. If you paraphrase even just a small piece of an article, we strongly encourage you to give a page number.

Models for in-Text Citations

Author, Page Number, and Year Known (Paraphrase)

Murray (2009) writes that students learn how important psychology is to society in Introduction to Psychology (p. 18).

Comment [U1]: Note that the year should appear next to the author's name. If you've used a pronoun in the lead-in phrase, you must include the author's name in the in-text citation. In APA style, the date of publication is very important. Researchers want to know you have read the very latest research. Note also that any reference that crosses pages would appear like this (pp. 107-8).

Author, Page Number, and Year Known , Same Author with Two Different Publications in the Same Year (Paraphrase)

Murray (2009a) writes that students learn how important psychology is to society in Introduction to Psychology (p.18). Murray (2009b) indicates that students who take Introduction to Psychology later in their degree requirements often have a more comprehensive understanding of the discipline (p. 2).

Author Known, No Page Numbers or Section Titles (Paraphrase)

Allred (2009) explains that school psychologists work with particular students to help them receive the best placement to learn while counselors focus more on the mental health and academic advising for all students (para. 57).

Comment [U2]: Count the paragraphs—"para." stands for "paragraph."

Author Known, No Page Numbers but with Section Titles (Paraphrase)

You can imagine that counting all the paragraphs in a long, scrolling Web page would be time consuming and could also cause errors either by your own miscount or your readers'. If the Web page makes use of section headings, list them in the parenthetical note, and then count paragraphs down from that section heading. For example...

Allred (2009) explains that school psychologists work with particular students to help them receive the best placement to learn while counselors focus more on the mental health and academic advising for all students (“Differences” section, para. 1).

Comment [U3]: eBooks would be cited in this way.

AUTHOR KNOWN, NO YEAR (PARAPHRASE)

Jones (n.d.), writes that educators should consider studying cognitive science (Professional Development section, para. 18).

Comment [U4]: "N.d." stands for "no date." Use this when you've made a good faith effort to locate the year of publication.

Comment [U5]: The title is shortened from "Professional Development Avenues for Educators"; long titles should be shortened in ways that are logical.

AUTHOR UNKNOWN, PRINTED OR .PDF SOURCE (PARAPHRASE)

According to "Empirical Research" (2009), teachers can employ the scientific method in their classrooms to study different aspects of the learning process (p. 18).

Comment [U6]: Refer to the title when no author is attributed. This title is shortened from "Empirical Research in the Elementary Classroom."

ANOTHER METHOD TO DOCUMENT WHEN THE AUTHOR IS UNKNOWN (PARAPHRASE)

According to an article in *Newsweek* (2009), more and more retirees are becoming teachers as a way of giving back to their communities (“Unlikely Source,” p. 18).

Comment [U7]: The title is shortened from "Unlikely Source of New Teachers"; long titles should be shortened in ways that are logical.

AUTHOR UNKNOWN, NO DATE, NO PAGE NUMBERS (QUOTATION)

As stated on the PRSA website, “For more than a decade, PRSA’s leaders have brought attention to the issue of diversity in the public relations profession” (PRSA Diversity Efforts section, n.d., para. 1).

QUOTATION THAT RUNS MORE THAN 40 WORDS

Murray (2009) writes:

I have had a fascination with psychology ever since I can remember. I think my first experience with chemistry happened when I was four years old, and my mother gave me a handful of baking powder and told me to pour vinegar over it to see what would happen. Magic. I've been hooked ever since. (p. 26)

Comment [U8]: Note that the quote begins on a separate line after the lead-in phrase, is indented 5 spaces, does not use quotation marks, locates the parenthetical note after the period, and is continuously double-spaced like the rest of the paper would be.

SECONDARY SOURCES

A source is considered secondary when an author refers to another author's publication. For example, let's say you're reading a book on treatment plans written by Allred who quotes Jones, who wrote a book on education and the scientific method. You would format your citation as follows:

Jones reports that the scientific method is a valuable tool in teacher research (as cited in Allred, 2009).

THE REFERENCE PAGE

The reference page must include: the **running head**, "**References**" as the title of the page, and the **references themselves**. It should also be numbered. See the link to the APA Style Template on our Web site for a template formatted according to APA guidelines.

1. The **page header** should appear at the top right hand corner of the reference page(s) as previously set up on the cover page and should be numbered along with the rest of the paper.
2. The **title** informs people that this is the reference page. The word "References" should be centered at the top of your page and typed in the normal font with no bold, underline, or quotation marks.
3. The **reference** list includes all the sources from which you obtained information that you used within the text. Its purpose is to allow readers to find and use your research for their own projects. Your references should be listed alphabetically. Two or more works by the same author appear in chronological order by date of publication; you should also repeat the name of the author in each entry.

Note that when you know the author's first and middle initials, you should include both. In some cases, you may not have access to that information or the author may only have a first name. Only in those cases should you omit the middle initial. In order to avoid gender bias, do NOT use full names.

The best advice for documenting references is to find the correct model for the type of source you have. So, for example, if you are documenting a newspaper article, look up the model for newspaper articles and follow the model exactly, paying close attention to what is capitalized and what isn't and how the reference is punctuated.

In addition, it is important to understand that *where* you located the source determines the model you must use. If you accessed a newspaper article from an actual printed newspaper, then you would follow one model. If you accessed a newspaper article from the newspaper's online site, you would follow a different citation model. If you accessed a newspaper from an online subscription service like *Lexis-Nexis*, you would follow yet another model.

Some common models appear below. For the models you don't see here, come to the UCA Writing Center to use our copy of the *Publication Manual of the American Psychological Association*, 6th edition, second printing.

[Paper-Based Sources](#) [Other Common Sources](#) [Electronic Sources](#) [Raw Data](#) [Other Media](#)

SCHOLARLY ARTICLES

AN ARTICLE IN A SCHOLARLY JOURNAL, NO DOI NUMBER, MULTIPLE AUTHORS

Ito, M., Saeki, S., & Green, L. (2011). Sharing, discounting, and selfishness: A Japanese-American comparison. *The Psychological Record*, 60(1), 59-76.

Comment [U9]: Proper names in titles will be capitalized.

Comment [U10]: Titles of journals are capitalized as they would be in the body of the paper. Notice that both the title of the journal and the volume number are italicized.

AN ARTICLE IN A SCHOLARLY JOURNAL WITH A DOI NUMBER, UP TO SEVEN AUTHORS

Olbrich, K., Mühlans, B., Allison, K.C., Eckhart, G.K., Schahin, S.P., & de Zwaan, M. (2009). Night eating, binge eating, and related features, in patients with obstructive sleep apnea syndrome. *The American Journal of Psychiatry*, 17(2), 120-7. doi: 10.1002/erv.908

Comment [U11]: Use the ampersand in place of spelling out "and."

Comment [U12]: Include the issue if the journal restarts the page numbers with 1 with each issue.

Comment [U13]: No period should appear after DOI number numbers.

ARTICLE FROM AN ONLINE-ONLY JOURNAL, NO DOI

Rodriquez, C. (2008). Quantifying the stimulus funding. *Journal of Government Accounting*, 30(3), 67-72. Retrieved from <http://www.agacgfm.org/publications/journal/>

Comment [U14]: If the article has a DOI number, replace the URL with the DOI. Notice, there are no periods after URLs. Additionally, you should only include the link to the home page of the journal, not the direct link to the article in this case.

MORE THAN SEVEN AUTHORS

Olbrich, K., Mühlans, B., Allison, K.C., Eckhart, G.K., Schahin, S.P., de Zwaan, M.,... Deering, J. (2011).

Comment [U15]: In this case, include the names of the first six authors, use periods of ellipsis to denote there are one or more than those listed, and then include the final author name listed for a total of seven. The in-text citation would look as follows: (Olbrich et al., 2011).

PAPER-BASED SOURCES

A BOOK BY ONE AUTHOR

Alvarez, A. (1970). *The savage god: A study of suicide*. New York: Random House.

Comment [U16]: Notice that titles of books and articles are not capitalized except the first letter of the first word and the first letter of the first word after a colon. Proper nouns maintain their capitalization. Journals, magazines, and newspapers are capitalized, however.

AN EDITED BOOK WHEN YOUR MATERIAL COMES FROM THE EDITORS, RATHER THAN THE AUTHOR

Stanton, D. C., & Farbman, E. (Eds.). (2003). *The female autograph: Theory and practice of autobiography*. Middletown, CT: Ibis Bookstore Press.

Comment [U17]: "Editors."

NEWSPAPER ARTICLE, AUTHOR KNOWN

Poirot, C. (2004, March 17). HIV prevention pill goes beyond 'morning after.' *The Hartford Courant*, pp. F1, F6.

Comment [U18]: Spell out the names of months.

MAGAZINE ARTICLE

Flora, C. (2011, September). The art of influence. *Psychology Today*, 293(5), 56–72.

Comment [U19]: If the source was a weekly magazine, it would also include the day of publication: "2004, June 20."

OTHER COMMON SOURCES, PRINT AND NON-PRINT**ARTICLE FROM CONFERENCE PROCEEDINGS PUBLISHED IN A BOOK**

Michaels, S., Haenel, M., & Backhaus, A. (2004). Avoiding client/contractor nightmares: Best practices for contractor management. In J. Bommarito, R. Maggiani, K. Steele, D. Burroughs, M.J. Albers, C. Jarrett, & P. Ecker (Eds.), *Navigating the Future of Technical Communication*. (pp. 1-4). Baltimore, MD: Society for Technical Communication.

Comment [U20]: Notice the capitalization.

Comment [U21]: Where the conference was held, not where the book published.

BROCHURE OR PAMPHLET

Brochures and pamphlets are not specifically modeled in the APA manual. The following is our recommendation. We suggest checking with your professors to see if they have a preferred format.

University of Central Arkansas. (2011). *Parent guide*. [Brochure]. Boulder, CO: University Parent Magazines.

Comment [U22]: Author or organization responsible for authoring the document.

LECTURE OR SPEECH YOU ATTENDED

Lectures and speeches aren't specifically modeled in the APA manual. This is our recommendation. We suggest checking with your professors to see if they have a preferred format.

Jefferson, T. (2009, April 4). *Building UCA's future*. Lecture presented at the meeting of SPARC, Conway, AR.

PERSONAL INTERVIEW

Interviews, whether conducted in person or over the telephone, are cited in-text as “personal communications” and are not included in the reference list.

Example

Martens concurs that it’s important for students to understand the very rhetorical nature of a résumé (personal communication, September 29, 2011).

TECHNICAL OR RESEARCH REPORT, GOVERNMENTAL

U.S. Department of Health and Human Services, National Institutes of Health, National Institute

of Mental Health. (2000). *Insurance parity for mental health: Cost, access, and quality.*

Comment [U23]: Notice capitalization.

(NIH Publication No. 00-4787). Retrieved from

<http://www.nimh.nih.gov/about/advisory-boards-and-groups/namhc/reports/nimh-parity.pdf>

Comment [U24]: Include the entire URL linking directly to the document.

TECHNICAL OR RESEARCH REPORT, NON-GOVERNMENTAL

Suppes, P. & Zinnes, J. L. (1962). Basic measurement theory (Technical Publication No. 45).

Comment [U25]: Other examples: “Research Report No. 2.5,” “CIERA Report 1-015.”

Retrieved from Stanford University website: [**Comment \[U26\]:** “Website” is all one word, lowercase in APA format.](http://suppes-</p></div><div data-bbox=)

corpus.stanford.edu/techreports/IMSSS_45.pdf

Comment [U27]: Include the entire URL linking directly to the document.

ELECTRONIC SOURCES

AUDIO PODCAST

Weisz, G. (Producer). (2009, November 8). *Exploring autism.* [Audio podcast]. Retrieved from

Comment [U28]: Include authority (i.e. presenter, if known); date; episode title; episode or show identifier in brackets (i.e. [Show 15]; show name; and retrieval information.

<http://itunes.apple.com/us/>

Comment [U29]: Or “video podcast,” as the case may be.

BLOG POST

The Neurocritic. (2011, September. 25). The neurophysiology of pain during REM sleep [Web

Comment [U30]: Include only the domain name of the site where the podcast was retrieved.

log post]. Retrieved from <http://neurocritic.blogspot.com/>

Comment [U31]: Use the author’s screen name if the real name is not known.

Comment [U32]: If the post has its own URL (called a permalink) use that URL. This model comes from a blog that does not use permalinks.

ONLINE NEWSPAPER ARTICLE, AUTHOR UNKNOWN

Michael Moore rallies Wis. pro-union protesters. (2001, March). *The Log Cabin Democrat*.

Retrieved from <http://thecabin.net>

Comment [U33]: Use only the domain. Notice there is no period after a URL.

EBOOK

Chua, A. (2011). *Battle hymn of the tiger mother* [Adobe Digital Editions version]. Retrieved

from <http://www.ebooks.com/601314/battle-hymn-of-the-tiger-mother/chua-amy/>

Comment [U34]: If the DOI is not known, include "Retrieved from" and the URL from where you downloaded the book. If the DOI is known, substitute it for the URL. See the model for scholarly journals, DOI known.

Comment [U35]: Use the URL that directly links to where the eBook can be downloaded.

E-MAIL MESSAGE

E-mail messages should be cited in the text as personal communications rather than on the reference page.

Example

Martens concurs that it's important for students to understand the very rhetorical nature of a résumé (personal communication, September 29, 2011).

ONLINE MAGAZINE

Law, B.M. (2011, September). Seared in our memories. *Monitor on Psychology*, 42(8). Retrieved

from <http://www.apa.org/monitor/>

Comment [U36]: Include only the domain name.

REFERENCE WORK, NO AUTHOR OR EDITOR

Freudian slip. (2011). In *Dictionary.com*. Retrieved from

<http://dictionary.reference.com/browse/freudian+slip>

Comment [SIN37]: Subject looked up, whether in an online encyclopedia or dictionary.

Comment [U38]: Include the entire URL.

WEB SITE IN ITS ENTIRETY

The only time you would cite an entire Web site is when making general statements about it like the one in the example below. (**NOTE:** Do not include the source in the reference list.)

Example: APAStyle is an excellent source for understanding APA format (<http://www.apastyle.org>).

RAW DATA

DATA SET

Beck, T. & Levine, R.E. (2000). *Financial institutions and markets across countries and over time*:

Data and analysis [Report and data sets]. Retrieved from <http://econ.worldbank.org/>

Comment [U39]: Domain name only.

OTHER MEDIA

TELEVISION EPISODE

Richman, J. (Writer), & Spiller, M. (Director). (2011). When good kids go bad.

[Television series episode]. In C. Loyd and S. Levitan (Executive producers),

Modern Family. New York, NY: ABC.

Comment [s40]: Location of the broadcasting company's headquarters.

VIDEO

American Psychological Association. (Producer). (2007). *EMDR for trauma: Eye*

movement desensitization and reprocessing [DVD]. Available from

<http://www.apa.org/pubs/videos>

Comment [s41]: URL of the page where one can search for videos.

TWO OR MORE REFERENCES BY THE SAME AUTHOR WITH THE SAME PUBLICATION DATE

See the section on in-text citations for an example of how to cite references to two works by the same author published in the same year. Notice that you will alphabetize the entries according to the titles of the different publications.

Murray, A.E. (2009a). *Chemistry in society*. Boston: Bedford/St. Martin's.

Murray, A.E. (2009b). *Technical communication*. New York: Random House.

If you cite the same author from works published in different years, you would order the entries according to year:

Murray, A.E. (2003). *Chemistry in society*. Boston: Bedford/St. Martin's.

Murray, A.E. (2009). *Technical communication*. New York: Random House.

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**Information for this page was taken from *the Publication Manual of the American Psychological Association (6th edition, second printing)*.

For questions not covered in this packet, refer to these helpful sources:

- ◆ *The Publication Manual of the American Psychological Association, 6th ed. 2nd printing*
- ◆ APAStyle, <http://www.apastyle.org>
- ◆ UCA Writing Hotline (450-5123),