

HELPFUL HINTS – Using APA style

As you write your papers (reaction or research), you will use outside information – from your textbook, lectures notes, psychological journals, or credible websites. All the APA style asks is that you acknowledge your sources.

There are two general ways to acknowledge sources:

- In-text Citations
- Gives credit to the sources used within the body of the paper. You are expected to cite an author in the text when you paraphrase a source and when you quote the source directly.
 - Paraphrasing:
 - The year of publication can immediately follow the author's last name: Berger (2003) wrote that...
 - Both the authors name and year of publication can be incorporated into the sentence: In 2003, Berger found that...
 - The author and the year of publication can be listed together after the sentence: During adolescence the direction of growth proceeds in the opposite direction from early growth – from fingers and toes to the center of the body (Berger, 2003).
 - For sources with more than one author: (Smith & Smith, 2005)...
 - Direct quote:
 - Author and year of publication can be placed at the beginning of the sentence, and the page number can follow the sentence: Berger (2003) states that "growth proceeds from the extremities to the core (the opposite of the prenatal and infant growth spurts) (p.436)."
 - All three elements: author's name, year of publication, and page number can be cited in parentheses at the end of the sentence: "Growth proceeds from the extremities to the core (the opposite of the prenatal and infant growth spurts) (Berger, 2003, p. 436).
- Reference List
- Includes all the sources cited in the paper – but ONLY the sources cited in the paper. If you cite a source in the body of the paper it must appear on the reference page. If a source is listed on the reference page it must appear in the body of the paper.
 - The reference list begins on the first page after the body of the paper (on its own page)
 - The first letter of the word "References" is capitalized – and the word is centered at the top of the page
 - All references are listed in alphabetical order by the author's last name

Helpful Hints:

Reference a personal communication – includes letters, interviews, telephone conversations, emails, or messages – these are cited in the body of the text only. This is good for citing information you learned in lecture. Include the person's initials and last name and the date of the personal communication...

- K. Bearce (personal communication, February 27, 2006) highlighted that....

Online websites:

- In the body of the paper (if you were to paraphrase a website): The cephalocaudal principle of development is that development progresses from the head downward (Ruffin, 2001).
- In the reference section for this citation: Ruffin, N.J. (2001). Human growth and development - A matter of principles. Retrieved February, 27, 2006; from <http://www.ext.vt.edu/pubs/family/350-053/350-053.html>
- For electronic (online) sources: try to find the following information:
 - The name of the author of the individual source
 - The posting or revision date
 - The title of the source
 - The name of the project
 - The retrieval statement

Great Book to Own:

Perrin, R. (2004). *Pocket guide to APA style*. New York: Houghton Mifflin Company

Referring to Others in Your Text

The following information was drawn from the following website:
(http://owl.english.purdue.edu/handouts/research/r_apa.html)

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper.

- ☞ If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.
- ☞ If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference.
- ☞ If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference.

Examples for referring to another idea or study in your text:

- ☞ Jones (1998) compared student performance ...
- ☞ In a recent study of student performance (Jones, 1998), ...
- ☞ In 1998, Jones compared student performance ...

Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should be referred to in your in-text citations but **NOT** in your reference list.

To indicate direct quotations of fewer than 40 words in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after closing punctuation mark.

Reference Page

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

Basic Rules:

- ☞ Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- ☞ Reference list entries should be alphabetized by the last names of the first author of each work.
- ☞ If you have more than one article by the same author(s), single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- ☞ When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.
- ☞ References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.
- ☞ Use "&" instead of "and" when listing multiple authors of a single work.
- ☞ If no author is given for a particular source, begin with and alphabetize by using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.
- ☞ All lines **after** the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- ☞ When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- ☞ Capitalize all major words in journal titles.
- ☞ Italicize titles of longer works such as books and journals.
- ☞ Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.