

The “APA Manual” contains valuable advice on writing style and grammar, plus an important section dealing with the problems of sexist language and ethnic bias in writing psychology papers (**sections 2.13-2.17**). This brief guide deals specifically with editorial style, particularly the correct method of citing books and articles in your term papers.

### DIRECT QUOTATIONS (Section 3.34)

A short quotation of less than 40 words should be incorporated into the text of your paper and enclosed in double quotation marks with a reference to the author of the work quoted, the year of publication, and the page from which the quotation is taken, enclosed in parentheses, together or separately, depending on how you have worked it into your text. This is known as the **author-date** method of citation.

#### *Example 1*

She stated, “The ‘placebo effect,’ . . . disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

#### *Example 2*

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

No quotation marks are used for block quotations, which are direct quotations of more than 40 words, set off from your text in freestanding blocks of typewritten lines, indented five spaces from the left margin. The entire quotation should be double-spaced.

#### *Example 3*

Miele (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Adullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect (p. 276).

**INDIRECT QUOTATIONS (Reference Citations in Text)**  
**(Sections 3.39, 3.94-3.103)**

Even when you cite an author's work indirectly, (that is, when you do not quote from it exactly but refer, in your own words, to that author's ideas, research, conclusions, etc.), you must briefly identify your source.

**One Work By One Author (3.94)**

*Example 1*

At an appropriate point in your text, simply insert between parentheses the last name of the author of the source to which you are referring and the date of its publication, separating the two by a comma and a space:

In a recent study of reaction times (Rogers, 1994)

*Example 2*

If the author's name has been worked into your text, only the date is needed in the parentheses:

Rogers (1994) compared reaction times

*Example 3*

If the author's name and date appear within your text, no parenthetical information is needed:

In 1994 Rogers compared . . .

*Example 4*

Within a paragraph, as long as the study cannot be confused with another cited study, it is not necessary to include the year in a subsequent reference:

In a recent study of reaction times, Rogers (1994) described the method...Rogers also found...

**One Work By Multiple Authors (3.95)**

When a work has **two authors**, always cite both surnames every time the reference occurs in your text. If there are **three to five authors**, cite all authors the first time. In subsequent references, cite only the surname of the first author followed by "et al." and the year if it is the first citation of the reference within a paragraph.

*Example*

Wasserstein, Zappulla, Rosen, Gertman, and Rock (1994) found that the data are related. [**First citation**]

Wasserstein et al. (1994) found...

**[subsequent citation per paragraph thereafter]**

**[Omit the year from subsequent citations after the first citation within a paragraph]**

### **Groups As Authors (3.96)**

The name of a group author is usually spelled out each time it appears in your text. The names of some authors are spelled out in the first citation and abbreviated thereafter. Use your judgement. The reader of your paper should be able to locate it and the complete citation of the work, without undue difficulty, in the reference list at the end of your paper.

**Example**      **Entry in reference list:**  
National Institute of Mental Health. (1991).

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

**Subsequent text citation:**  
(NIMH, 1991)

### **Authors With Same Surname (3.98)**

When a publication contains two or more primary authors with the same surname, include the first author's initials in all text citations, even when the year of publication is different.

**Example 1**      R.D. Luce (1954) and P.A. Luce (1986) also found

**Example 2**      J.M. Goldberg and Nerf (1961) and M.E. Goldberg and  
Wurtz (1972) studied

### **Specific Parts of a Source (3.101)**

In addition to the author and the date, indicate the page, chapter, figure, table, if necessary, at the appropriate point in your text. Page numbers should always be given for direct quotations.

**Example 1**      (Cheek & Buss, 1981, p. 332)

**Example 2**      (Shimamura, 1989, chap. 3)

### **Citation of [Electronic] Sources (3.39)**

#### **Example 1 (location reference used)**

Use for direct quotation or paraphrasing from electronic sources that do not provide page numbers, but do provide paragraph numbers. Use the paragraph number in place of the page number, preceded by ¶ or the abbreviation *para*.

As Myers (2000, para. 5) aptly phrased it, “positive emotions are both an end - better to live fulfilled, with joy [and other positive emotions]- and a means to a more caring and healthy society.”

#### **Example 2 (location reference used)**

Use for direct quotation or paraphrasing when there are neither paragraph nor page numbers, but headings such as Introduction, Method, Results, Discussion, Conclusion are present. Cite the heading and the paragraph following the heading. This will direct the reader to the appropriate section.

Beutler concludes that our existing managed care organizations, and the ways in which we approach treatments, are shortsighted (Beutler, 2000, Conclusion section, ¶ 1).

#### **Example 3 (no location reference)**

While this citation method can be used for direct quotation or paraphrasing, it is most appropriate for direct quotations since documents accessed with a Web browser are searchable by using the ‘Find in Page’ command under Edit on the browser tool bar. You may choose to omit a location reference altogether when no page or paragraph numbers are provided, and headings either were not used or their use would prove confusing. In these cases cite only the author and date.

“The current system of managed care and the current approach to defining empirically supported treatments are shortsighted” (Beutler, 2000).

*If you are unsure which method to use please consult with a librarian or your professor. Librarians may refer you to your professor.*

### **E-mail (3.102)**

Email sent from one individual to another should be cited as a personal communication.

T.K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)

“Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible” (American Psychological Association, 2001, p. 214).

**REFERENCE LIST**  
**(Sections 4.01- 4.16 and Appendix D)**

At the end of your paper you must provide full documentation for each source used to support the arguments in your paper. This includes every reference you provided in shortened form within parentheses or in the body of your paper, whether for direct quotations or for indirect citations.

Entries in APA publications are listed in the reference section alphabetically, in author-date order. Legal materials are cited in accordance with *The Blue Book: A Uniform System of Citation* (17<sup>th</sup> ed., 2000). An abbreviated version of *The Blue Book* can be found in Appendix D of the APA Manual.

The reference list must be double-spaced (examples here are single-spaced here to save space), and entries should have a hanging indent. Be accurate and complete.

**Scholarly Journal Article, one author (4.16, A, 1)**

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126(6), 910-924.

**Magazine Article (4.16, A, 6)**

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

**Newspaper Article, Discontinuous Pages (4.16, A, 10)**

If an article appears on discontinuous pages, give all page numbers and separate the numbers with a comma. (e.g., pp. B1, B3, B5-B7).

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

**Citing an Abstract Only (4.16, A, 16)**

Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyrimidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17(4), 480.

**Book (4.16, B)**

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

**Book, No Author Or Editor (4.16, B, 26)**

*Merriam-Webster's Collegiate Dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

**Article or Chapter in an Edited Book (4.16, B, 34)**

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.

### **Book Review (4.16, G, 63)**

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290(5495), 1304.

### **Corporate Author, brochure (4.16, A, 33)**

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4<sup>th</sup> ed.) [Brochure]. Lawrence, KS: Author.

### **Entire Encyclopedia or Dictionary (4.16, A, 30)**

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

### **Entry from an Encyclopedia or Dictionary (4.16, B, 38)**

Bergman, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

### **Canadian Government Documents**

For general information on citing **Canadian Government Documents** please see the MSVU library webpage at [www.msvu.ca/library/govdocr.asp](http://www.msvu.ca/library/govdocr.asp)

**ELECTRONIC MEDIA** (From: *APA Style Guide to Electronic Media* at <http://www.dev.msvu.ca/library/PDFs/APAelectronic.pdf>.)

If you have questions about citation please consult with a librarian or your professor. Librarians may refer you to your professor.

Important things to keep in mind:

- Include the same citation elements (author, title, date, etc.) in the same order as you would for a print source, and add as much electronic retrieval information as needed for others to locate the sources you cited. Direct readers as closely as possible to the source used and when in doubt follow the principle of providing more information rather than less.
- Issue number: always include the journal volume number and issue number (if available).
- Retrieval dates: no longer required for content that is not likely to change (journal articles or books); retrieval dates are still required for undated or changeable content from the open web.
- Use a journal article's DOI (if available) instead of the URL in the reference. The DOI is a Digital Object Identifier that allows a reader to link directly to an article via the publisher's web site.

### **Journal Articles with an assigned DOI:**

Miller, P. H., & Aloise, P. A. (1989). Young children's understanding of the psychological causes of behavior: A review. *Child Development*, 60(2), 257-286. doi:10.1111/1467-8624.ep7266798

- ▶ An article's DOI number can usually be found on the same web page as the abstract or in some cases with the citation or full article. DOIs can also be looked up at: [www.crossref.org/guestquery](http://www.crossref.org/guestquery)

## **Journal Articles with no assigned DOI:**

**Electronic journal article retrieved from a database such as EBSCO's Academic Search Premier: include database name.**

Jones, W. S. (1976). The manager's role in developmental planning. *Training & Development Journal*, 30(7), 3-9. Retrieved from Academic Search Premier database.

- ▶ Based on information provided in the *APA Style Guide to Electronic Media* (2007, p. 3), we recommend that you *include* the database name when an article is of limited circulation (i.e., subscription-based) and is delivered by an electronic database.

**Subscription-based electronic journal article available only from publisher's web site: include URL of journal home page.**

Lorenzen, J. K., Mølgaard, C., Michaelsen, K. F., & Astrup, A. (2006). Calcium supplementation for 1 y does not reduce body weight or fat mass in young girls. *American Journal of Clinical Nutrition*, 83(1), 18-23. Retrieved from <http://www.ajcn.org>

**Open-access electronic journal article available from publisher's web site: include exact ULR for article.**

Li, Q. (2007). Mathematics, science, and technology in secondary schools: Do gender and region make a difference? *Canadian Journal of Learning and Technology*, 33(1). Retrieved from <http://www.cjlt.ca/content/vol33.1/li.html>

- ▶ Note: this article did not have page numbers. Indicate page numbers if they are present.

## **Newspaper article**

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

**Stand-alone web page document, no author identified, no date**

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10>

- ▶ If the author of a document is not identified, begin the reference with the title of the document. The abbreviation *n.d.* is used when no date of publication is provided.

**White papers or documents available from an organization, university or departmental web site**

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- ▶ If a document that presents an organization's philosophy, position or policy is contained within a large and complex web site, identify the host organization and the relevant program or department before giving the URL for the document itself.

## **ERIC Document**

Brewster, C., & Railsback, J. (2002). Full-day kindergarten: Exploring an option for extended learning. (ERIC Document Reproduction Service No. ED472733). Retrieved from Education Resources Information Center: [http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content\\_storage\\_01/0000019b/80/1a/bc/d4.pdf](http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/1a/bc/d4.pdf)

### **Electronic Book (open-access)**

Buchanan, R., & Koch-Schulte, S. (2000). *Gender on the line: Technology, restructuring and the reorganization of work in the call centre industry*. Ottawa: Status of Women Canada. Retrieved from [http://www.swc-cfc.gc.ca/pubs/pubspr/0662281586/200010\\_0662281586\\_e.pdf](http://www.swc-cfc.gc.ca/pubs/pubspr/0662281586/200010_0662281586_e.pdf)

- ▶ For electronic books the publisher's geographical location and name are generally not necessary if the publisher's name is clear from the author name, URL, database name, or other reference information. It is included here for clarification.

### **Electronic Book (subscription-based)**

Bart, J. (2000). *Women succeeding in the sciences: Theories and practices across disciplines*. West Lafayette, IN: Purdue University Press. Available from <http://www.netlibrary.com>

- ▶ Use "Available from" instead of "Retrieved from" when the URL leads to information on how to obtain the book rather than to the book itself.

### **Thesis or Dissertation retrieved from a subscription database**

Buckner, A. L. (2007). Appetite awareness training in the prevention of eating disorders. Retrieved from ProQuest Dissertations and Theses. (AAT 3273686)

### **Thesis or Dissertation retrieved from Theses Canada Portal or university web site (open-access)**

Roth, D. H. (2004). Adult reflections on childhood verbal abuse. (Master's thesis, University of Saskatchewan, 2004). Retrieved from <http://www.collectionscanada.ca/obj/s4/f2/dsk3/SSU/TC-SSU-07272004163726.pdf>

### **Wiki**

Market research. (2007, November 30). Retrieved 21:24, November 28, 2007, from Wikipedia, The Free Encyclopedia: [http://en.wikipedia.org/w/index.php?title=Marketing\\_research&oldid=173254885](http://en.wikipedia.org/w/index.php?title=Marketing_research&oldid=173254885)

- ▶ Note that APA places the retrieval date and time before the organization's name. This is most similar to citing a general web page. See the *Guide* for examples of citing an electronic dictionary or encyclopedia that originated in print.

### **Blog (Weblog)**

Giest, M. (2007, November 27). Universal Music CEO on Technology. Message posted to <http://www.michaelgeist.ca/content/view/2413/196>

### **YouTube (Video post)**

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Video posted to <http://www.youtube.com/watch?v=Vja83KLQXZs>