University of Houston ◢ Clear Lake
WRITING CENTER

Documentation: APA Style

- All college students will need to use documentation when writing papers for university classes. APA (American Psychological Association) Style is most often used in science and social science classes.

- The URL for the American Psychological Association is http://www.apa.org

If you are required to use APA Style, you will need to purchase the *Publication Manual of the American Psychological Association,* **6th Edition**, which can be found in public libraries, university libraries, university writing centers, many bookstores, and book services. Please note that this is the **6th edition**; it was published in the summer of 2009. Those of you who have used the 5th edition will notice several changes in the style.

This handout briefly describes some basic APA documentation procedures. It is not intended to be inclusive, nor is it intended to replace the style manual. Always follow your professor's instructions when preparing a paper when they differ with the APA manual.

Manuscript preparation

Font: Times New Roman is now the preferred typeface.

Headings: All levels of headings are written in boldface. Level 1 heading is centered with important words capitalized. Level 2 heading is flush left with important words capitalized, and Level 3 is indented with only the first word capitalized and ends with a period. (For examples and descriptions of levels 5 and 6, see page 62.)

How to create citations within the text:

Author's name in text: Put the year in parentheses following the author's name.

> **Example:** Johnson (2007) argues for the continuation of . . .

<div align="center">- OR -</div>

Author's name in reference: Put the author and date (separated by a comma) in parentheses at the end of the cited segment.

> **Example:** In a recent study of chemical reactions, . . . (Johnson, 2007).

Quoted material in text: Enclose quotations of fewer than 40 words in double quotation marks (do not indent or block off). In parentheses, include the page number of the quoted text preceded by "p.".

> **Example**: Johnson (2007) found that "earlier studies on reactions could not be verified" (p. 32).

Works with no identified author: Cite the first few words of the reference list entry (usually the title) and the year.

Example: Numbers seeking free care have doubled in the past year ("As prices surge," 2008).

Quoted material from an Internet source without pagination:

a) If paragraph numbers are provided, use them in place of page numbers.

   Example: Basu and Jones (2007) suggest the need for an "intellectual . . . cyberspace" (para. 4).

b) If neither page nor paragraph number is provided, but headings are used, cite the appropriate heading and the number of the paragraph following it. You will need to count the paragraphs yourself.

   Example: Verbunt (2008) found that "the level . . . condition" (Discussion section, para. 1).

c) If neither page nor paragraph is provided and headings are too long to be cited in full, use a shortened heading with quotation marks. Again, you will need to count the paragraphs yourself.

   Example: According to Golan (2007), "Empirical . . . behavior" ("Mandatory Labeling Has Targeted," para. 4). (The original heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives.")

Interviews, Email, and Other Personal Communication:

Do not include personal communication in your reference list. Put the communicator's name, "personal communication," and the date the communication took place in the parenthetical citation.

   Example: (E. Robbins, personal communication, January 4, 2001)

Guidelines for writing the References section:

- Center the word *References* at the top of the first page of this section.

- Double-space all lines. ***Note:*** *To save space, the examples on this tip sheet are not double-spaced.*

- Indent the second and following lines of a reference entry.

- Use only the initials of the author's first and middle (if given) names. *Example:* Last, F. M.

- Place the date of publication in parentheses following the author's name.

- If no author is given, start with the title and then the date, and alphabetize the entry by the first significant word in the title.

- APA uses capitalization sparingly. In titles of articles, books, chapter, or web pages, capitalize proper names, the first words of titles and subtitles, and the first word after a colon or dash. Do capitalize important words in the titles of periodicals.

- Do not italicize or put quotation marks around article titles. Titles of books and names of journals are italicized.

- For periodicals include volume number (italicized) and page span (not italicized). *Example: 4*, 16-19.

- For books include publication city and publishing company. *Example:* Grand Rapids, MI: Longman. If outside the U.S., use city and country.

- Give surnames and initials for up to and including 7 authors and use an ampersand (&) before the last author. When authors number 8 or more, include the first six authors' names, then insert three ellipses, and add the last author's name. *Note: This is a change from the 5th edition.*

Listed below are two important changes made to the References section in the 6th edition:

- Previous editions required a retrieval date for online sources (Retrieved on *Date* from *URL*).
- The 6th edition <u>no longer requires a retrieval date</u>.
- The 6th edition discusses a new way of locating online material—the digital object identifier, or DOI. The DOI, now used by 2600 publishers, is a unique series of numbers assigned to online books and journal articles. The series of numbers, usually found on the first page of an electronic document, should be used to replace the URL in an entry in the References section. See the examples below. (For more information on the DOI see pp. 188 and 198 of the APA manual.)

Examples of how to list selected materials:

Books

Book with one author:

Clark, I. L. (2008). *The biological basis of personality*. London, England: Taylor & Francis.

Book with two authors:

Broadhead, G. J., & Freed R. C. (2009). *Deflecting immigration: Networks, markets and regulation in Los Angeles*. Carbondale: Southern Illinois.

Electronic version of a print book:

with DOI:

Schiraldi, G. (2001). *The post-traumatic stress disorder sourcebook*. doi: 10.10360071393722

without DOI:

Shotton, M. (1989). *Computer addiction*. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp

Article in a reference book:

International working-class movement. (1977). In *Great Soviet encyclopedia*. (Vol. 15, pp. 76-86). New York, NY: McMillan.

Article or chapter in a book:

Haybron, D.M. (2008). Philosophy and the science of subjective well-being. M. M. Eid & R. J. Larsen (Eds.). *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Periodicals

Paper journal article with continuous pagination:

Light, M. A. (2008). The geographical expansion . . . law enforcement. *Law Enforcement Journal, 8*, 73-82.

Paper journal article and paginated by issue:

White, J. R. (1999). The way to use APA: Insider's guide. *Writing Center Market, 12*(3), 21-23.

Online journal article with DOI:

Herst-Damm, K. L. (2005). Volunteer support . . . and terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

Online journal article without DOI:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate . . . happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap

Using the DOI:

To find an article using the DOI, go to http://www.doi.org or http://www.crossref.org and type in the DOI. Once you locate the abstract for the article, you will be able to retrieve it

Newspaper article:

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

Newspaper article, no author:

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

Online newspaper article:

Brody, J. (2007, May 1). Mental reserves. *The New York Times.* Retrieved from http://www.nytimes.com

Magazine article:

Chamberline, J. (2008, May). Enhancing worker well-being: Occupational . . . health. *Monitor on Psychology*, 39(5) 26-29.

Online magazine article:

Clay, R. (2008). Science and ideology: Psychologists fight back. *Monitor on Psychology, 39*(6). Retrieved from http://www.apa.org/monitor/

This information was taken from the following edition of the APA manual:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.