

APA Documentation Style

If you are writing a research paper in nursing, business, psychology, or another behavioral or social science, your professor will ask you, most likely, to use the APA (American Psychological Association) style to document your sources. This guide will introduce you to the APA documentation style and help you master its two basic steps: preparing the reference list and citing references in the text of the paper. For a comprehensive discussion of the APA documentation style, see the *Publication Manual of the American Psychological Association* (6th ed.), the resource on which this guide is based. (See, specifically, Chapters 6 and 7.) Copies of the *APA Publication Manual* are kept on reserve and at the reference desk in the library under the following call number: BF76.7.P83 2010. Also visit <http://www.apastyle.org> for online tutorials, FAQs and the latest information on the APA style.

I. Preparing the Reference List

The reference list contains all of the information the reader needs to identify and retrieve each source. APA requires a *hanging indent* format for references: the first line of each reference is typed flush with the left margin, and any subsequent lines are indented. All references are double-spaced, as is the entire reference list.

A. Elements of a Reference: Books (print format)

Brown, S. J. (2009). *Evidence-based nursing: The research-practice connection*.

Sudbury, MA: Jones and Bartlett.

Author information (one author)

- Invert the author's last name (last name first).
- Include the last name and first initial(s) only, whether or not you know the author's full name.
- Use a comma to separate the author's surname and initial(s).

Date of publication

- Include in parentheses the year the book was published (see copyright date).
- Place a period after the closing parenthesis.

Title and subtitle

- Capitalize only the first word of the title, the first word of the subtitle, if any, and all proper nouns.

- Separate the title and subtitle with a colon; finish with a period.
- Italicize the title and subtitle.

Place of publication

- Include the location where the publisher is located, as noted on the title page of the book. Give the city and state if inside the United States and the city and country if outside of the United States.
- If the publisher is a university (e.g., University of Nebraska Press) and the name of the state is in the university name (e.g., University of Nebraska), do not include the state in the publisher location. (Lincoln: University of Nebraska Press would be correct NOT Lincoln, NE: University of Nebraska Press.)
- If more than one publisher location is given, use the first one listed or, if specified, the location of the publisher's home office.
- Use U.S. Postal Service abbreviations when referring to states.
- Place a colon after the location.

Publisher

- Include the name of the publisher (as shown on the book's title page) in as brief a form as is intelligible. Omit superfluous words (e.g., Publishers, Co., or Inc.) that are not needed to identify the publisher, but retain the words Books and Press. Spell out the names of associations, corporations and university presses.
- Place a period after the name of the publisher.

B. Elements of a Reference: Periodical Articles (print format)

Maman, S., & King, E. (2008). Changes in HIV testing policies and the implications for women. *Journal of Midwifery & Women's Health*, 53, 195-201. doi:10.1016/j.jmwh.2007.11.001

Author information (two to seven authors)

- Invert each author's name.
- Include last name and first initial(s) of each author. Use a comma to separate authors, and before the last author's name also use an ampersand (&).

Date of publication

- For journals (as in the above example), include in parentheses the year the journal was published; for magazines, newsletters and newspapers, include in parentheses the year followed by the exact date appearing on the publication (e.g., month or month and day).
- Place a period after the closing parenthesis.

Title of article

- Capitalize only the first word of the article title, the first word of the article subtitle, if any, and all proper nouns. (Do not italicize the article title or enclose it in quotation marks.)
- Place a period after the article title.

Title of periodical and publication information

- Include the full title of the periodical using uppercase and lowercase letters.
- Place a comma after the periodical title.
- Give the volume number of journals, magazines and newsletters. (Do not include Vol. before the number.)
- For journals: if each issue is paginated separately (i.e., each issue begins on page one), include the issue number in parentheses immediately after the volume number; if issues are numbered continuously throughout the volume (as in the example above), include only the volume number.
- For magazines and newsletters: include the issue number in parentheses immediately following the volume number.
- Place a comma after the issue number, if included; if only a volume number is included, place a comma after the volume number.
- Italicize the title of the periodical and the volume number. (Do not italicize the issue number.)
- Provide inclusive page numbers on which the cited material appears. For newspapers, precede numbers with p. or pp.; for other periodicals, omit p. or pp.
- Place a period after the page number(s).

DOI (digital object identifier)

- Include the DOI, if available, for a print periodical article.
- If you need to break a DOI across lines, do not use a hyphen. Break the DOI before most punctuation (but not before the colon).
- Do not put a period after the DOI.
- For additional information on DOIs, please see Section D.

C. References: Additional Examples for Books and Periodical Articles (print format)

Book, edition other than first

Manion, J. (2005). *From management to leadership: Practical strategies for health care leaders* (2nd ed.). San Francisco, CA: Jossey-Bass.

- Had this been a revised edition, (Rev. ed.) would replace (2nd ed.) above.

Book, group author

American Medical Association. (2008). *American Medical Association complete guide to prevention and wellness: What you need to know about preventing illness, staying healthy, and living longer*. Hoboken, NJ: Wiley.

- Spell out the full name of a group author.
- If the author and publisher are the same (not so in the example above), use the word Author as the name of the publisher.

Edited book

Dowd, N. E., Singer, D. G., & Wilson, R. F. (Eds.). (2006). *Handbook of children, culture, and violence*. Thousand Oaks, CA: Sage.

- Place the name(s) of the editor(s) in the author position followed by the abbreviation (enclosed in parentheses) Ed. or Eds.

Book, no author or editor

Handbook of signs & symptoms (3rd ed.). (2006). Philadelphia, PA: Lippincott Williams & Wilkins.

- Place the title of the book in the author position, before the date of publication.

Article or chapter in an edited book

Hankin, B. L., Wetter, E., & Cheely, C. (2008). Sex differences in child and adolescent depression: A developmental psychopathological approach. In J. R. Z. Abela & B. L. Hankin (Eds.), *Handbook of depression in children and adolescents* (pp. 377-414). New York, NY: Guilford Press.

- Include the author(s), publication date and title of the article or chapter.
- Provide the first initial(s) and last name of each editor; however, for reference works with large editorial boards, you may list the lead editor followed by et al. (Note that In precedes the editors' names and the editors' names are not inverted, as they are not in the author position.)

- With three or more editors, separate the editors with commas and place an ampersand (&) before the final editor. With two editors, place an ampersand before the second editor, but do not separate the editors with a comma.
- Include the title of the book and, enclosed in parentheses, the page numbers of the article or chapter.

Entry in an encyclopedia

Marks, S. P. (2004). Human rights. In S. G. Post (Ed.), *Encyclopedia of bioethics* (3rd ed., Vol. 2, pp.1221-1227). New York, NY: Macmillan Reference USA.

- Include additional information that appears on the encyclopedia and is required for identification (e.g., edition and volume number) prior to the page numbers.

Journal article paginated by issue, eight or more authors, DOI not available

Gething, L., Fethney, J., McKee, K., Persson, L.-O., Goff, M., Churchward, M., . . .

Johannsson, I. (2004). Validation of the reactions to ageing questionnaire:

Assessing similarities across several countries. *Journal of Gerontological*

Nursing, 30(9), 47-56.

- When there are eight or more authors, include the first six authors, then insert three ellipses (. . .) followed by the last author's name. (Note that when an author's first name is hyphenated – as in Persson above – the hyphen is retained and a period is placed after each initial.)
- If each issue of the journal begins on page one, include the issue number in parentheses immediately after the volume number.
- Italicize the volume number, but not the issue number.

Magazine article, monthly and weekly

Miller, P. (2009, March). Saving energy: It starts at home. *National Geographic*,

215(3), 60-81.

Mahler, J. (2009, June 8). Getting out of Gitmo: Inside the struggle to send detainees

home. *Newsweek*, 153(23), 44-45.

- Include the date shown on the magazine, the month for monthlies or the month and day for weeklies. (If the date is given as a season, include the year and the season, separated by a comma.)

Daily newspaper article, no author

Agencies were told of fraud, investors say. (2009, August 18). *The New York Times*, p. B6.

- For newspaper articles, use p. or pp. before the page number(s).

Daily newspaper article, discontinuous pages

Hartocollis, A. (2009, August 20). At the end, offering not a cure but comfort. *The New York Times*, pp. A1, A16-A17.

- If an article appears on discontinuous pages, include all page numbers. Separate the discontinuous page numbers with a comma.

D. Electronic Sources

- According to APA, when preparing a reference to an electronic source, in general, you should begin the reference with the same elements you would provide for a print source then add the retrieval information needed for the reader to locate the source.
- The DOI (digital object identifier) is a unique alphanumeric string that identifies an article (or other source) and provides a persistent link to its location on the Internet. It is normally found on the first page of an electronic journal article and on the page describing the article in a database.
- When a DOI is available, you should include it for both print and electronic sources; no additional retrieval information is, then, necessary to identify/locate the source. To ensure accuracy, it is advisable, when possible, to copy and paste the DOI.
- When a DOI is not available, include the URL of the journal homepage for journal articles or the URL of the publisher homepage for books and reports. If you are accessing the source from a database, you may have to do a web search to identify the appropriate URL.
- Database information, generally, is not needed, and retrieval dates are included only when the source material is likely to change over time (e.g., wikis).
- For an online version based on a print source (e.g., PDF), provide the inclusive page numbers on which the cited material appears; when page numbers are included for newspapers, precede the number(s) with p. or pp.

Online journal article with DOI

Susskind, A. M., Kacmar, K. M., & Borchgrevink, C. (2007). How organizational standards and coworker support improve restaurant service. *Cornell Hotel & Restaurant Administration Quarterly*, 48, 370-379. doi:10.1177/0010880407300158

Online journal article paginated by issue, DOI not available

Waite, R., & Ivey, N. (2009). Promoting culturally sensitive ADHD services for women: An individual example and a call to action. *Journal of Psychosocial Nursing and Mental Health Services*, 47(4), 26-33. Retrieved from <http://www.jpnonline.com/>

- If you need to break a DOI or URL across lines, do not use a hyphen. Break before most punctuation, but do not break before the colon in a DOI or divide the http:// in a URL. Do not put a period after a DOI or URL.

Online magazine article

Featherstone, L. (2009, February 16). Help wanted for green jobs. *The Nation*, 288(6), 18-24. Retrieved from <http://www.thenation.com/>

Online newspaper article

Clifford, S. (2009, August 24). After 48 years, Julia Child has a big best seller, butter and all. *The New York Times*. Retrieved from <http://www.nytimes.com/>

Entry in an online reference book

Morrell, K. E. (2004). Motivational contagion. In G. R. Goethals, G. J. Sorenson, & J. M. Burns (Eds.), *Encyclopedia of leadership* (Vol. 3, pp. 1041-1042). Retrieved from <http://www.sage-ereference.com/public/home.php>

Online government report, corporate author

U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Diseases. (2008). *Understanding adult obesity* (NIH Publication No. 06-3680). Retrieved from <http://win.niddk.nih.gov/publications/PDFs/understandingobesityrev.pdf>

- If a report has been assigned a number by the issuing organization, include it in parentheses after the title.

Online authored report, from nongovernmental organization

Sorbero, M. E., Farley, D. O., Mattke, S., & Lovejoy, S. (2008). *Outcome measures for effective teamwork in inpatient care: Final report* (Technical Reports No. TR-462-AHRQ). Retrieved from RAND Corporation website: http://www.rand.org/pubs/technical_reports/2008/RAND_TR462.pdf

- If the publisher has not been identified as the author of a report retrieved online, identify the publisher in the retrieval statement.

E. Sample Reference List

References

- Agencies were told of fraud, investors say. (2009, August 18). *The New York Times*, p. B6.
- Brown, S. J. (2009). *Evidence-based nursing: The research-practice connection*. Sudbury, MA: Jones and Bartlett.
- Clifford, S. (2009, August 24). After 48 years, Julia Child has a big best seller, butter and all. *The New York Times*. Retrieved from <http://www.nytimes.com/>
- Handbook of signs & symptoms* (3rd ed.). (2006). Philadelphia, PA: Lippincott Williams & Wilkins.
- Marks, S. P. (2004). Human rights. In S. G. Post (Ed.), *Encyclopedia of bioethics* (3rd ed., Vol. 2, pp.1221-1227). New York, NY: Macmillan Reference USA.
- Susskind, A. M., Kacmar, K. M., & Borchgrevink, C. (2007). How organizational standards and coworker support improve restaurant service. *Cornell Hotel & Restaurant Administration Quarterly*, 48, 370-379. doi:10.1177 /0010880407300158
- U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Diseases. (2008). *Understanding adult obesity* (NIH Publication No. 06-3680). Retrieved from <http://win.niddk.nih.gov/publications/PDFs/understandingobesityrev.pdf>

- Begin your reference list on a new page. Type the word References (no quotation marks, italics, underlining, etc.), centered, at the top of the page.

- Arrange references (i.e., to books, periodical articles, electronic sources, etc.) in one alphabetical list.
- Alphabetize by the last name of the first author in each reference.
- Alphabetize group authors (e.g., associations, government agencies) by the first significant word in the name.
- If there is no author, alphabetize by the first word of the title. Ignore initial articles (a, an, the) when alphabetizing by title.

II. Citing References in Text

Sources are cited in abbreviated form throughout the text of the paper. In general, a text citation includes a source's author and year of publication – enough information to allow the reader to locate the source, more fully described, in the reference list at the end of the paper. Sources may be cited in text in a variety of ways, depending on the wording of the sentence. Several examples of text citations are given below. For additional information and examples, see pages 174-179 of the *Publication Manual* (6th ed.).

One work by one author

Smith (2008) found that substance abuse
Genetic factors play an important role in this condition (Moore, 2005)

- If you include the author's name as part of the narrative, do not repeat it within the parentheses; otherwise, include in parentheses the name and year separated by a comma.
- Include only the year in a text citation, even if the reference includes both the month and the year.

One work by two authors

Wong and Rivera (2002) investigated the sleeping habits
as a recent study of voting behavior illustrated (Guerrero & Franklin, 2009)

- Cite both authors every time the reference occurs in your paper.
- Join the names with and if the names appear in the narrative of your paper; use an ampersand (&) if the names appear within parentheses.

Works with no author, title in author position

on one occasion ("Student Honored," 2005)
the book *Manual for Activists* (2006) recommends

- Cite the first few words of the title and the year. Use double quotation marks around the title of an article, a chapter or a website; italicize the title of a book or report.

Two or more works by different authors within the same parentheses

Several studies (Jordan & Pavlov, 1996; Klein, 1990; Morgan, 2000) concluded

- Alphabetize the works by the last name of the first author. In the above example, Jordan precedes Klein, and Klein precedes Morgan.
- Separate the works with semicolons.

Citing a specific part of a source

is often preventable (American Psychological Association, 2005, p. 28)

tropical lime is an important ingredient in many dishes (Ferrera, 2006, Chapter 3)

- If you cite a specific part of a source (e.g., page, chapter or table), you should include that specific information in the text citation.
- Page numbers are always included for quotations.
- Abbreviate the word page(s), but spell out the word Chapter.

Personal communications

B. D. Zimmerman (personal communication, May 20, 2002) indicated
as the director reported (M. Peterson, personal communication, October 18, 2006)

- Include the initial(s) and last name of the communicator and as exact a date as possible.
- Because they do not provide recoverable data, personal communications (e.g., emails, telephone conversations, personal interviews) are cited in the text of the paper, but are not included in the reference list.