What is APA?

- American Psychological Association
- A method of citing references
  - Parenthetical citations in text
  - References page

Quotes vs. Paraphrases

- APA prefers the use of paraphrases to quotations; however, if a quotation is necessary, then there are two variations to consider.

- Short Quotations
  - Shorter than 40 words
  - Formatted: As stated by Johnson (2010), “quote goes here” (p. 93).

- Block Quotations
  - 40 words or more
  - Formatted: Must list author’s name prior to quote with year for context. Page number goes after the period.
    - As stated by Johnson (2010):
      (indented ½ inch) Quote goes here. The entire quote is indented to show that it is all the same quote. (p. 97)

- Never drop a quote in by itself. Always introduce it, either using a Running Acknowledgment or another means.
- If you use a quote that begins a sentence, lowercase the first letter so it flows with your own writing
  - Johnson (2010) anticipated that “nonetheless, The Hunger Games will be a great film” (p. 97).

Parenthetical Citations

I. Basic Information

- Parenthetical citations can take two forms: Reference in Text or No Reference in Text
- Reference in Text is called a “Running Acknowledgment.”
  - The author’s(s’) name(s) appears in the sentence, not inside the parentheses.
  - When this occurs, always place the year with the author(s) name(s).
- No Reference in Text means all information goes in the parentheses.
- Basic structure always includes: Author(s) Last Name(s), Year of Publication, and Page Number(s) (if applicable).

II. Authors

- One or Two Authors
  - When a work has One Author
    - Reference in Text
      - Author (Year) ...
    - No Reference in Text
      - … (Author, Year).
      - The development of new curricula has been argued before (Rowling, 2005).

  - When a work has Two Authors¹
    - Reference in Text
      - Author and Author (Year) ...
    - No Reference in Text
      - … (Author & Author, Year).
      - The development of new curricula has been argued before (Rowling & Cramer, 2005).

¹ NOTE: “and” is always used outside of parentheses. “&” is always used inside parentheses.
★ Three to Five Authors

- Always cite all the authors the first time the text is used. Thereafter, use the first author’s last name followed by “et al.”

- First Mention
  - Reference in Text
    - Author, Author, and Author (Year) ...
  - No Reference in Text
    - (Author, Author, & Author, Year).
    - The development of new curricula has been argued before (Rowling, Dowling, Benis, George, & Cramer, 2005).

- Subsequent Mentions
  - Reference in Text
    - Author et al. (Year) ...
    - Rowling et al. (2005) argue for the development of new curricula.
  - No Reference in Text
    - ... (Author et al., Year).
    - The development of new curricula has been argued before (Rowling et al., 2005).

★ Six or More Authors

- Always use “et al.” after the first author’s last name.

  - Reference in Text
    - Author et al. (Year) ...
    - Jones et al. (2008) ...
  - No Reference in Text
    - ... (Author et al., Year).
    - ... (Jones et al., 2008).

III. Miscellaneous

★ Works Without an Author

- When a work is listed as Anonymous (such as in legal documents or some web sources), cite the word “Anonymous” at the beginning of the citation.

- When there is no author listed for a source, cite the title and the year of publication.

  - Italicize the title of a book.
    - (Title of Book, Year)
    - Statistics show a higher incidence of criminal activity during the summer months (Crime and Urban Sprawl, 2007).

  - Use double quotation marks around the title of an article or chapter
    - (“Article/Chapter Title,” Year)
    - Statistics show a higher incidence of criminal activity during summer months (“Climate Effects: Study Results,” 2007).

★ Groups as Authors

- Corporations, associations, government agencies, research groups, etc. are usually listed each time they are used in text, unless an abbreviation makes the group easily recognizable.

- If the name is not easily recognizable by an abbreviation, such as the University of Iowa, the group must be spelled out each time it is mentioned.

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2 “et al.” is a Latin phrase meaning “and all the rest” – it signifies there are more authors than are listed, but allows you to not have to list them every time. It’s a great tool!

3 NOTE: Only use “Anonymous” if the source actually lists “Anonymous” as the author. If there is no author listed, see the next section.
• **Reference in Text**
  - First Mention
    • Full Name (Abbreviation, Year) ...  
    • The National Institute of Mental Health (NIMH, 2002) reported that . . .  
  - Subsequent Mentions
    • Abbreviation (Year) ...  
    • The NIMH (2002) reported that . . .  

• **No Reference in Text**
  - First Mention
    • ... (Full Name [Abbreviation], Year).  
    • ... (The National Institute of Mental Health [NIMH], 2002).  
  - Subsequent Mentions
    • ... (Abbreviation, Year).  
    • ... (NIMH, 2002).  

★ **Classical Works**
  - When using classical works such as the Greeks, Romans, or the Bible, a reference entry is not required. You must only identify the version and lines used in the text following the quote, paraphrase, or mention.  
    • 1 Cor. 13:1 (Revised Standard Edition)  
  - When using very old works where the date is not applicable, list the year of the translation you used.  
    • Reference in text  
      • Aristotle (trans. 1922) argued . . .  
    • No Reference in Text  
      • The ethos, pathos, and logos . . . (Aristotle, trans. 1922).  
  - If a text does not have a date, cite the author’s name followed by “n.d.”  
    • Reference in text (n.d.)  
      • Julius Caesar (n.d.) argued . . .  
    • No Reference in Text  
      • The Trojan horse . . . (Caesar, n.d.).  

**Reference List**

I. **Basic Information**
   ★ Used to indicate where information presented in the essay can be retrieved.  
   ★ Only include texts cited in the essay.  
   ★ Listed alphabetically by author or title.  
   ★ Reference list begins a new page, with “References” centered at top of page.  
   ★ The first line of an entry is at the left margin, and subsequent lines are indented ½”. This is called a hanging indent, and should look like this.  
   ★ Citations should be double-spaced.  

★ **Author’s Names**
  - Use last names, first initials with all authors’ names in reverse order, regardless of quantity.  
  - One Author:
    • Last name, initial(s).  
    • Mills, S. R.  
  - Two Authors:
    • Last name, initial(s)., & Last name, initial(s).  
    • Mills, S. R., & Griggs, B. W.  
  - Three to Seven Authors:
    • Last name, initial(s)., Last name, initial(s)., & Last name, initial(s).  
    • Mills, S. R., Griggs, B. W., & Holland, R. H.  
  - More than Seven Authors:
    • List the first seven authors’ names, write out “...”, and then list the last author’s name.  
    • Mills, S. R., Griggs, B. W., Holl, R. H., Butte, J. K., Wales, A. H., Aarons, F. J., Akers, M. S., ... Nostro, Y. L.

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4 A hanging indent can easily be achieved by first writing out your citations without any formatting. Then, highlight all your citations, and hit “Control+T” on your keyboard. Word will automatically create a hanging indent for you!
★ Special Treatment of Titles

- **Capitalization**
  - Titles are capitalized differently in APA Reference pages.
  - For Journal Articles, Book Chapters, Books, and any other “main” titles:
    - First word of Title and Subtitle, and Proper Nouns are capitalized
    - All other words are lowercased.
  - For Journals, Magazines, Newspapers, and any other “secondary” titles:
    - All words except articles, prepositions, and coordinating conjunctions are capitalized

- **Treatment**
  - Use no special treatment for titles of shorter works
    - This includes poems, short stories, essays, articles, TV episodes, short films, etc.
  - Italicize titles of longer works
    - This includes journals, books, plays, TV series, films, etc.

II. Common Print Sources

★ NOTE: Place of Publication

- Give the city for U.S. publishers and add the state abbreviations for all U.S. cities
  - City, State: Name of Press.
- Drop Co., Inc., or Publishers, but retain Books or Press

★ Books

- **Basic Citation**
  - Last name, initial(s). (year). Title. City, State: Press.
- **Edition Other than the First**
  - Last name, initial(s). (Year). Title (# ed.). City, State: Press.
- **Article or Chapter in an Edited Book**
- **Same Author, Multiple Citations**
  - Arrange references chronologically, earlier date of publication listed first
- **No Author**
  - Title (year). City of publication: Press.

★ Journal Articles

- **One Author**
  - Last name, initial(s). (Year). Title of article. *Title of Publication, Volume*(Issue), Pages.

5 NOTE: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21).
- Two to Eight Authors
  - Last name, initial(s). Last name, initial(s). Last name, initial(s). Last name, initial(s). (Year). Title of article. *Title of Publication, Volume*(Issue), Pages.

- **Newspaper and Magazine Articles**
  - Newspaper:
    - The page number gets “p.” if a single page or “pp.” if multiple pages.
    - Last name, initial(s). (Year, Month Day). Title of article. *Title of Newspaper, page number*(s).
  - Magazine:
    - The volume and issue number are inserted after the magazine title, formatted: *Volume*(Issue).
    - Last name, initial(s). (Year, Month Day). Title of article. *Title of Magazine, Volume*(Issue), page number(s).

III. **Electronic Sources**

- **NOTE: DOI Number**
  - A DOI is a unique alphanumeric string that identifies content and provide a persistent link to its location.
  - The DOI may be hidden; viewing the original copy of the article (.pdf form) is best to find it.
  - When a DOI is used, no further retrieval information is needed to identify or locate the content.
  - Use this format for the DOI in references: doi: xx.xxx/xxx.xx.xx.x.xxx

- **Journal Article**
  - With a DOI
  - Without a DOI
    - List either a permanent link to the article, or the Database through which you found it:
      - Last name, initial(s). (Year). Title of article. *Title of Publication, Volume*(Issue), Page Numbers. Retrieved from LINK/DATABASE.

- **Online Newspaper/Magazine Article**
  - Last name, initial(s). (Year, Month Day). Title of article. *Title of publication.* Retrieved from www.webaddress.com

- **Websites**
  - Dates on web pages can be one of two things: Date Posted or Date Last Updated.
  - If the author of a page is hard to discern, and it comes from an organization’s website, use their name as the “Author.”

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6 When including a link, do not place a period after it. This is not a style issue, but a retrieval issue, as it results in a broken link.
References


