



APA QUICK Reference Guide

This guide contains two sections. Section I explains APA documentation in text. Section II shows how to format the title page, the abstract, the text, and the reference list of an APA paper. It is not intended to be a complete reference, but it does provide guidelines for the most common elements used by students writing research papers.

The information provided in this guide comes from the *Publication Manual of the American Psychological Association (Fifth Edition)*. This manual is sold in the college bookstore and online bookstores such as www.amazon.com or www.bn.com and is available for your use in the Academic Center and the library. Academic Center personnel are familiar with APA and will help you with questions about documentation.

Note: If your instructor's guidelines differ from those specified in this guide, follow your instructor's requirements.

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SECTION I

This section of the APA Quick Reference Guide explains citations in text and how to cite

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SECTION II

This section of the APA Quick Reference Guide provides information and examples of the different sections of an APA paper:

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*Page eight includes tips for citing electronic sources.

For any further questions regarding your paper, please schedule an appointment with an Academic Center tutor.

APA Quick Reference Guide: Section I

APA style uses the author-date method of citation: the surname of the author and the year of publication are inserted in the text at a specified point. This method gives readers useful information in text and helps them locate the citation easily in the alphabetical reference list. For direct quotations, the page number must be cited as well (see pages five and six of this quick guide for more information).

Works with One Author

If the name of the author occurs in the discussion within the sentence and you are paraphrasing or summarizing the original material, cite only the year of publication in parentheses. If the sentence does not mention the author's name, cite both the author and the year in parentheses, but separate the author and year with a comma.

Jackson (1996) identifies three key problems that lead to stress in today's families.

or

Today's families face three main problems that can cause stress (Jackson, 1996).

In continuous discussion of a particular source's ideas, after the initial parenthetical citation, you can cite the author's name without the parenthetical citation of the year if no ambiguity results. If the reader might misinterpret the source of the information, provide the year of publication.

Davidson (1996) concludes that psyche represents the source of the problem. His studies of adolescents reveal that pressures tend to arise during the early years of psychological development. These pressures can include peer interactions, family obligations, and academic achievement. Davidson suggests that parents recognize the effects that these pressures can have on their teens.

Works with Two Authors

If a work has two authors, always cite both authors' names every time the reference occurs.

Braden and Darly (1997) recognize the financial benefits of this tax deduction. If individuals apply for this specific deduction by September 1, 1997, then their tax liability is decreased by \$200.00. Braden and Darly suggest that qualifying individuals file at least one month in advance of the deadline.

For *parenthetical* citations of two authors, use the ampersand & instead of *and*. For parenthetical citations of two authors, insert a comma between the last name mentioned and the year of publication.

Qualifying individuals need to file at least one month in advance (Braden & Darly, 1997).

Works with Three to Five Authors

If the work has from three to five authors, cite all the authors the first time the reference occurs. In *subsequent* citations of the same reference, include only the surname of the first author followed by *et al.* (Do not italicize *et al.*)

Jarvis, Haley, and Reed (1996) indicate that the computer operating system is extremely efficient. The program works well with integrated packages, and it provides more user options. Jarvis et al. conclude that this operating system represents the best one on the market.

For *discontinuous* discussion or where ambiguity may result, place the year after *et al.*

Be careful with citations of two sources with the same first name and same year.

Harkins, Straight, and Lemper (1996) . . .

Harkins, Madison, and Levitt (1996) . . .

In subsequent citations, each source above could technically be cited as "Harkins et al. (1996)," making the two indistinguishable. In such cases, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references.

Works with Corporate or Group Authors

The first time corporate or group authors are used, spell out the names *followed by* the abbreviated form in parentheses.

The Department of Public Safety (DPS) (1997) explains that the increase in traffic problems is particular to a given location.

The increase in traffic problems to a given location (Department of Public Safety [DPS], 1997).

In subsequent citations, abbreviate the citation unless the full name adds to the understanding of the text or is not normally abbreviated.

Note: In the reference list, always write out the full corporate or group author name.

Note: See pg. 86 of the APA manual for the use of brackets.

Works with No Authors or Anonymous Author

If a work has no author, use the first two or three words of the source's title and the year.

Article or chapter with no author:

The juvenile detention center contains many repeat offenders ("Juvenile Recidivism," 1997).

Book, brochure, periodical or report with no author:

Most employees experience violence in the workplace at least once (*Business Trends*, 1996).

If a work indicates the author is anonymous, cite in text the word *anonymous* followed by a comma and the date. (In the reference list, alphabetize by the word Anonymous.)

Never start to negotiate your salary until you know what you're worth (Anonymous, 2001).

Two or More Separate Works by Different Authors

When citing several works by different authors within the same parentheses, list them in alphabetical (*not chronological*) order by the first author's surname. Separate the citations by semicolons.

Several studies by environmentalists indicate that the rain forests soon will live only in our memories (Decker & Nowles, 1997; Marley, 1995; Sullivan, 1996).

Secondary Sources

Secondary sources are works that reference other authors. Always try to locate the original work. If it is not possible to do so, cite the original source (the source who originally stated the idea) in your sentence and the secondary source (the source where you actually located the information) and its year of publication in parentheses. Include the words *as cited in* for the parenthetical documentation of the secondary source. Provide a year of publication only for the source where you located the information since only this source will be listed in your reference section.

According to Sampson, individuals tend to vote the party supported by their ancestors (as cited in Povarick, 1996).

Note: Sampson = original person making the observation
Povarick = secondary source where Sampson's observation is repeated.

Personal Communications

Personal communications include interviews, e-mail, electronic bulletin boards, letters, memos, and telephone conversations. Use the interviewee's initials or full first name, the surname, and the exact date of the communication. To validate the source as an authority in a given area, include the person's title (if available). Identify this source as personal communication and provide the date **at the end of the first sentence referencing the source by name**. Personal communication is considered *non-recoverable data*, which means it should *not* be listed in the references.

Dr. Josie Thompson, humanities professor at Purdue, stresses the crucial feature of point of view in a piece of literature (personal communication, January 17, 1997). She emphasizes that the point of view represents a unique feature within fictional texts.

Some forms of communication facilitate informality in communication; information cited should always have scholarly relevance.

Direct Quotations

When directly repeating the words of a source, use quotation marks to indicate the original wording used by a source

When citing print sources you have quoted, include the page number in your citation. Electronic sources may or may not have page numbers. Include the page number if the electronic source **does** have a page number. If the electronic source **does not** have a page number, include paragraph numbers (if visible). If paragraph numbers or page numbers are not visible and headings are within the document, cite the heading and the number of the paragraph following the heading to direct the reader to the quoted material. Use the ¶ symbol or the abbreviation *para*. When no page, paragraph, or headings are used, it may be necessary to omit a location reference.

Short Quotations (fewer than 40 words)

Incorporate the information into the text of the paper. Place the period *after* the parenthetical citation of the page number.

Rivera (1998) found that "98% of those surveyed preferred the term 'bucket' to 'pail'" (p. 34).

As Norlink (2001) indicates, "hypnosis is effective in 35 out of 100 cases" (Hypnosis Explained section, ¶ 3).

Long Quotations (40 or more words)

For long quotations, use the block quote format and omit the quotation marks (unless the author uses quoted information). Begin the quote on a new line indented five spaces from the left only and type the block quotation using double spacing between the lines. Place a period at the end of the quotation, followed by a single space, and then type the page number in parentheses. Note that no period follows the closing parenthesis.

According to Haley (1996), the bonding process occurs within the first two weeks after birth:

The bonding process among infants exhibits a unique characteristic within the 14-day post-partum period. During this time, infants can identify and later recognize characteristics unique to the caretaker. These characteristics can include the tone of voice, body scent, and smile of a given caretaker. (p. 61)

This bonding process, unless interrupted, can significantly affect the relationship that develops during the pre-school years.

Other Notes Concerning Block Quotations

- ◆ For quotes from two or more pages, use "pp." and the page numbers (pp. 56-57).
- ◆ To identify information that is already quoted, use double quotation marks around the quoted material.
- ◆ Conclude a block quote with a statement before ending a paragraph or moving on to another author's ideas. If the block quote is removed from the passage, the meaning of the passage should still be clear.

General Tips

- ◆ Use a topic sentence to "set up" the discussion within an entire paragraph; DO NOT begin a paragraph with a citation of a source.
- ◆ Avoid "stringing together" sources, which involves placing one author's information in one sentence and moving on to another source's information in the next. Comment on, conclude, interpret, or "tie up the loose ends" of one author's information before advancing to another source.
- ◆ Spell out numbers zero through nine; use the Arabic representations for 10 and over.
- ◆ Use APA preferred spelling for common terms: database, e-mail, FTP, Internet, online, PDF, URL, and Web.

APA Quick Reference Guide: Section II

Section II of the Quick Reference Guide shows you about the formatting conventions of APA style and also provides tips.

Title Page

A sample title page is shown on page nine of the APA Quick Guide. Elements of the title page will include a header, a running head, title, author's name, and institutional affiliation.

Tips for the Title Page

The header is a one- or two-word abbreviated form of the title and the page number which will appear on every page (including the title page of the paper). Double space between header and running head. Type the words *Running head* and capitalize the rest of the running head line, as shown on the sample page. The running head should be a maximum of 50 characters. Center the paper's title, your name, and the university's name both vertically and horizontally in the upper half of the page. For more information on title pages, visit page 296 in the APA Publication Manual.

Tips for Writing a Title

A title should summarize the main idea of the paper and should be fully explanatory when standing alone. The recommended length of a title is 10 to 12 words.

- ◆ Avoid words that serve no useful purpose such as *method* and *results*.
- ◆ Avoid such phrases as *A Study of*.
- ◆ Avoid using abbreviations in a title.

Abstract

The abstract of an APA paper should follow the format shown on page 10 of the Quick Guide. The abstract provides a brief summary of the contents of your paper.

Tips for the Abstract

- ◆ Double space between header and the word *abstract*.
- ◆ Double space between the word *abstract* and the text.
- ◆ Do not indent the text on this page; keep it all one paragraph.

The ellipses on page 10 illustrate that part of the example abstract is not included. Do not end your abstract with ellipses.

Tips for Writing the Abstract

- ◆ Write your abstract last, after you have written the paper.
- ◆ Keep it short—120 words maximum (about ½ page of double-spaced text).
- ◆ Double space your abstract and do not indent the first line of text. You should have 1 paragraph with no indentation.
- ◆ Use only your own words and *do not cite* any outside sources.
- ◆ Check your abstract by going through your paper and making a list of all your topic sentences. Every one of those points should be mentioned in the abstract, although the wording should be adjusted so that the abstract is not *choppy*.

First Page of Text

The first page of your text should follow the format shown on page 11 of the Quick Guide.

Tips for the First Page of Text

- ◆ Double space between header and title.
- ◆ Double space between title and text, and continue double spacing throughout the text.

Reference Page

The purpose of the reference list is to enable readers to retrieve and use the sources, so the information you provide should be complete and accurate. Each entry usually contains the author's name, year of publication, title, and publishing data. Writers are responsible for the completeness and accuracy of their reference lists. A sample reference page, including sample references, can be found on pages 12-13 of the Quick Guide.

Tips for the Reference Page

- ◆ Arrange entries in alphabetical order.
- ◆ Maintain double spacing on the reference page, with no extra spaces between references.
- ◆ Begin reference entries flush left. Indent the second and subsequent lines of each entry.
- ◆ Pay special attention to APA's conventions for capitalization.

Tips for Citing Electronic Sources on the Reference Page

- ◆ Ideally, Internet entries should have an author. At the very least, Internet sources should provide a document title and description, date, and Web address.
- ◆ Use "retrieved from" to indicate information obtained from a document on the Internet.
- ◆ Use "available from" to indicate the URL leads to information on how to obtain the cited material, rather than the material itself.
- ◆ Finish the retrieval element with a period unless it ends with a Web address.

The bold text on the sample reference page indicates the type of source referenced. This text should not be included in your References page.

Running head: HYPNOSIS IN THE LATE TWENTIETH CENTURY

The Medical Uses of Hypnosis in the Late Twentieth Century

Jayne S. Thompson-Oland

University of Houston-Victoria

Abstract

Hypnosis offers a unique approach for controlling medical stressors. This technique recognizes the powerful tool of the mind and uses it to overcome pain within the body. When appropriately administered, hypnosis can alleviate severe back pain in patients suffering from

The Medical Uses of Hypnosis in the Late Twentieth Century

Hypnosis, a technique for controlling activities within the mind, represents an innovative approach for alleviating severe pain. By administering hypnosis to sufferers of chronic back pain, individuals in the medical field

References

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