

APA DOCUMENTATION STYLE

- For citation purposes, a brief parenthetical citation adjacent to the borrowed material directs readers to a complete list of all the works to which you refer. This citation always includes a publication date. If it falls after a direct quote, a page number should also be included. If the author is named in the text directly before the citation, the citation need not include the author's name. If the author is NOT named in the text directly before the citation, the citation must include the last name of the author. (See below).
- **NO footnotes or endnotes are utilized in this style for citation purposes.** For the purposes of our program, however, **informational footnotes** may be included. Use footnotes numbered 1, 2, 3 and so on—not endnotes. **Use only if deemed necessary.**
- Every entry in the list of references has at least one corresponding parenthetical citation in the text, and every in-text citation has a corresponding entry in the list of references.
- If you cite the same source again in the paragraph, see the end of this guide.

NOTE: All citations should be **prefaced** by an in-text **reference to the author's research**.

In-text citation:

Pepinsky (1997) demonstrated that a teacher's language often reveals hidden biases.

Works-cited entry:

Pepinsky, V. (1997). *Biased education: A reality*. New York: Select Press.

(Note the amount of information each citation holds.)

NOTE: When referencing a work with more than one author, the following rules apply:

When given **in** the text, two authors' last names are connected by "**and**." In a **parenthetical citation**, they are connected by an **ampersand**, "&."

In-text citation:

Pepinsky **and** DeStefano (1997) demonstrated that a teacher's language often reveals hidden biases.

One study (Pepinsky & DeStefano, 1997) demonstrated that a teacher's language often reveals hidden biases.

NOTE: In the **first citation** of a work with **three to five authors**, name all the authors. In the **second and subsequent references** to the work, generally give **only the first author's last name**, followed by "**et al.**"

Pepinsky, Dunn, Rentl, and Corson (1999) further demonstrated the biases evident in gestures.

In the work of Pepinsky et al. (1999) described above, the loaded gestures included head shakes and eye contact.

NOTE: For an **in-text citation** of **six or more authors**, even in the first citation of the work, give only the first author's name, followed by "et al." On the reference list, however, list the first six and then substitute "et al" for all authors' names after the first six.

NOTE: For a work with **no author or an anonymous work**, use the first two or three words of the title in place of an author's name in the in-text citation. (For a work that lists "Anonymous" as the author, use this word as the author name in the reference and in-text citation).

One article ("Budgetary Cuts," 1999) noted that substantial reform is necessary.

NOTE: If your reference list includes **two or more works published by the same author(s) in the SAME YEAR**, the works should be lettered in the reference list. Then, your parenthetical citation should include the appropriate letter.

George, LaVern. (1999a). *Links to legislation*. New York: Supreme Press.

George, LaVern. (1999b). *Ties to government*. New York: Supreme Press.

(George, 1999a) or (George, 1999b)

- **Italicize** the titles of **books and periodicals**, **NOT** the titles of articles within those periodicals.

- Arrange sources alphabetically by the author's last name (or, if there is no author, by the first main word of the title) in the reference list or works-cited list.
- **DO NOT** enclose any titles in quotation marks.
- **Capitalize ONLY the first word of the title**, the first word of the subtitle, and proper nouns; all other words begin with small letters. (i.e., *All creatures great and small*.)
- **Capitalize** all significant words in the titles of **journals**. (i.e., *Journal of Pediatric Medicine*.)
- Separate the parts of the reference with a **period and one space**.
- Use p. or pp. before page numbers in books and newspapers. **DO NOT** use the abbreviation for journals and magazines. For inclusive page numbers, include all figures: "667-669."
- Omit "Co.," or "Inc.," or similar abbreviations. However, give full names for associations, corporations and university presses, and do not omit "Books" or "Press" from a publisher's name.
- Double space everything in the reference list, unless template dictates otherwise. If you do single-space the entries, always include an extra space between them.
- Always use a hanging indent (begin at left margin, then indent the second and subsequent lines one tab) on citations within the reference or works-cited list.

NOTE: Two or more **in-text citations of the same source:**

- As noted above, if you cite the same source again in the paragraph, you need not repeat the reference as long as it is clear you are using the same source. Do, however, continue to reference the page numbers if they differ from the previous citation.

Pepinsky (1997) demonstrated that a teacher's language often reveals hidden biases. The text suggests (p. 35) that a child reacting to resulting negative impulses finds learning even more difficult (p. 37).

EXAMPLES OF CITATIONS: (NOTE: Some citations have been forced to take two lines to show the correct spacing and tabs.)

Book with **no author:**

Merriam-Webster's collegiate dictionary (10th ed.). (1997). Springfield, MA: Merriam-Webster.

NOTE: **Later editions** cite the edition after the title, as shown above.

Book with **one author:**

Rodriguez, R. (1982). *A hunger of memory: The education of Richard Rodriguez*. Boston: Godine.

NOTE: USE ONLY FIRST INITIALS IN THE WORKS-CITED ENTRY.

Book with **two to six authors:**

Wilcox, D.L., Ault, P.H., & Agee, W.K. (1995). *Public relations: Strategies and tactics* (4th ed.). New York: HarperCollins.

NOTE: An ampersand (&) separates the authors' names.

A book with **seven or more authors:**

Wimple, P.B., Van Eijk, M., Potts, C.A., Hayes, J., Obergau, W.R., Zimmer, S., et al. (2001). *Case studies in moral decision making among adolescents*. San Francisco: Jossey-Bass.

NOTE: List the first six and then substitute "et al" for all authors' names after the first six.

A book with **an editor:**

Dohrenwend, B.S., & Dohrenwend, B.P. (Eds.). (1999). *Stressful life events: Their nature and effects*. New York: Wiley.

An **article or chapter** in an **edited book:**

Paykel, E.S. (1999). Life stress and psychiatric disorder: Applications of the clinical approach. In B.S. Dohrenwend & B.P. Dohrenwend (Eds.), *Stressful life events: Their nature and effects* (pp. 239-264). New York: Wiley.

Two or more works by the **same author(s)** published in the **same year**: (see previous note on lettering and in-text citations)

George, LaVern. (1999a). *Links to legislation*. New York: Supreme Press.

George, LaVern. (1999b). *Ties to government*. New York: Supreme Press.

An article in a **journal** with **continuous pagination** throughout the annual volume:

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives*, 7, 20-31.

An article in a **journal** that **pages issues separately**:

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives*, 7(4), 20-31.

NOTE: Do not add "pp." before the page numbers.

NOTE: An article in a magazine is the same as the above, but does not have a volume or issue number, just a magazine title, page number.

An article in a **newspaper**:

Kolata, G. (2001, January 7). Kill all the bacteria! *The New York Times*, pp. B1, B6.

A **government publication**:

U.S. House. Committee on Ways and Means. (2001). Medicare payment for outpatient physical and occupational therapy services. 107th Cong., 1st Sess. Washington, DC: US Government Printing Office.

A **report**:

Treat a report like a book, but provide any **report number in parentheses** immediately **after the title**, with no punctuation between them.

An **unpublished dissertation**:

Delaune, M.L. (2001). *Child care in single-mother and single-father families: Differences in time, activity, and stress*. Unpublished doctoral dissertation, University of California, Davis.

An article in an **online periodical or site**:

Dacey, June. (1998). Management participation in corporate buy-outs. *Management Perspectives*, 7(4), 20-31. Retrieved February 28, 2005, from <http://www.managementperspectives.com>

An **independent document** on the **Web**:

Anderson, D. (2002, May 1). Social constructionism and MOOs. Retrieved August 6, 2002, from http://sites.unc.edu/~daniel/social_constructionism

NOTE: Do not place periods after website addresses.

An **Interview**:

Rumsfeld, D. (2002, October 10). [Interview by William Lindon]. *Frontline*.