

HUNTER COLLEGE READING/WRITING CENTER

THE DOCUMENTED ESSAY/RESEARCH PAPER

APA Documentation Style

When writing a research paper, you must document everything from an outside source that you incorporate within your text, including direct quotation, your summary of ideas, and any paraphrased information. You must indicate the source of any appropriated material that readers might otherwise mistake for your own. The American Psychological Association (APA) supplies a guide to the style of citation and documentation most commonly used in the social sciences. Referred to as an author–date method of citation, this documentation style is primarily used in psychology, social work, sociology, anthropology, and education courses. Other departments or instructors may require APA as well. It is important to check with the instructor of any course to find out what style of documentation he or she prefers.

APA FORMAT: Papers should be typed or printed from a computer on 8½ x 11 in. paper with uniform margins of 1 in. on all sides of every page. The first line of every paragraph is indented five spaces. Use one space after all internal and concluding punctuation marks. Number all pages, including the title page, abstract page (if required), text, and reference pages, as well as tables, figures, and appendices (if included). The entire manuscript, including block quotations and reference pages, should be double-spaced.

Note: In APA style, titles of books and names of journals or newspapers are italicized. Titles of articles are neither italicized nor put in quotation marks. Only the first word of a book or article title and the first word of a subtitle, if applicable, are capitalized.

IN-TEXT REFERENCES

In text references identify your sources and help a reader locate full bibliographic information in your reference list. A basic citation lists the last name of the author, followed by a comma and the year in which the author published the cited information. This information is placed in parentheses immediately following the cited material:

A number of experts now believe that cognitive development begins much earlier than Piaget had thought (Gelman, 1978).

If the author's name is included in your text, put the year of publication in parentheses immediately following the author's name:

As Gelman (1978) points out, a number of experts now believe that cognitive development begins much earlier than Piaget had thought.

If you refer to a specific page or pages of a study, use the abbreviation "p." or "pp." preceded by a comma:

Dean Rusk's exposure to Nazi power in Europe in the 1930s seemed to have permanently influenced his attitude toward appeasement (Karnow, 1983, p. 179).

If the author's name is included in your text, put page number(s) in parentheses after cited material:

Karnow (1983) maintained that Dean Rusk's exposure to Nazi power in Europe in the 1930s "scarred his mind" (p. 179).

A quotation of 40 or more words should appear in block form without quotation marks. Introduce the quote with a colon, and indent the entire quote five spaces. The author's name and the publication year follow the quote in parentheses, with no additional period. **Note:** The entire quotation should be double-spaced.

At least one critic maintained that Dean Rusk's exposure to Nazi power in Europe in the 1930s permanently influenced his attitude toward appeasement:

Then came the moment that transformed his life and his thinking. He won a Rhodes scholarship to Oxford. More important, his exposure to Europe in the early 1930s, as the Nazis consolidated their power in Germany, scarred his mind, leading him to share Acheson's hostility to appeasement in any form anywhere. (Karnow, 1983, p. 199)

If you are citing more than one work by the same author, make sure you give the dates for each source:

One nuclear energy proponent for years has insisted on the importance of tight controls for the industry (Weinberg, 1972)... He has gone so far as to call on utility companies to insure each reactor with their own funds (Weinberg, 1977).

When you cite two or more sources by the same author from the same year, arrange the titles alphabetically in the reference list (see below) and identify each with a lowercase letter placed after the date (1976a, 1976b, 1976c, and so on). Identify them the same way in your text. Here the source referred to is Stephen H. Schneider's *The Genesis Strategy*:

Those who advocate the "genesis strategy" would have the world store up food in preparation for future climatic changes (Schneider, 1976b).

If you refer to multiple works in the same citation, list the authors in alphabetical order, and include the dates of the studies you cite. Use semi-colons to separate different sources.

Several studies (Bassuk & Gerson, 1978; Miller, 1977; Thompson, 1980) blamed society for the plight of homeless mental patients.

When you cite a work discussed in a secondary source, identify the original work, but use the secondary source in your in-text citation and the list of references.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

The corresponding entry in the reference list:

Coltheart, M., Curtis, B., Atkins, P. & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

EXAMPLES OF IN-TEXT CITATIONS

A WORK WITH TWO AUTHORS: If a source has two authors, cite them in the order in which their names appear on the source material (not necessarily in alphabetical order). Use an ampersand (&) in parenthetical citation but write out the word “and” if you mention the authors’ names in your text:

Ex-mental patients released from institutions but given no follow-up care will almost surely fail to cope with the stresses of living on their own (Bassuk & Gerson, 1978).

Bassuk and Gerson (1978) held out little hope for ex-mental patients who are released from institutions but are given no follow-up care.

A WORK WITH MULTIPLE AUTHORS: If a cited work has between three and five authors, use all the last names in your first citation. In subsequent citations, use the first author’s name and “et al.” which means “and others.” If a book has more than five authors, use the first author’s name and “et al.” even in the first reference. Remember to include a period after the abbreviation (et al.):

In one study, the IQs of adopted children were found to correlate more closely with the IQs of their biological mothers than with those of their adoptive mothers (Horn, Loehlin, & Wellerman, 1975).

Later studies have challenged the genetic view advanced by Horn et al. (1975) by citing, among other things, selective placement on the part of adoption agencies.

A WORK BY A GROUP AUTHOR: Use the full name of the group author in parentheses:

There are three types of oxygen deprivation (American Red Cross, 1974).

A GOVERNMENT DOCUMENT: A citation in your text, at the end of a sentence, identifies the document by government agency, as given in the reference list, followed by its abbreviation (if any), in brackets, year of publication, and page number(s), if appropriate.

Clearly, it is of paramount importance to stop the spread of mosquito-borne diseases (Department of Health and Human Services [DHHS], 1986, p. 25).

Note: For additional citations for the same source, use only the abbreviation and the date: **(DHHS, 1986).**

A WORK BY AN UNKNOWN AUTHOR: When you cite a work with an unknown author, such as a pamphlet or an unsigned newspaper article, identify it by title and date:

There are questions people can ask themselves if they suspect their drinking has gotten out of hand (*Alcoholism*, 1986).

A WORK BY AN ANONYMOUS AUTHOR: Only if a work is signed **Anonymous**, treat that as the

author's name, followed by a comma and date: (Anonymous, 2009). In the reference list, use the name **Anonymous** as the author.

A WORK IN AN ELECTRONIC OR AUDIOVISUAL MEDIUM: Mention electronic and audiovisual sources (television, radio, broadcast news, electronic media, etc.) in the same style as print sources, i.e., source's name and date of publication, transmission, broadcast, etc.

Note: For film and television programs, use the name(s) of the producer(s) or director(s) as your source.

A PERSONAL COMMUNICATION: Because they do not provide recoverable date, personal communications, including e-mail, discussion groups, telephone conversations, interviews, letters, memos, etc., are generally not included in the list of references at the end of your paper. In your text, however, you should include the initial(s) as well as the surname of the person with whom you communicated and provide as exact a date as possible:

C. G. Sherwood (personal communication, September 29, 1986) had specific suggestions about the market in Belgium.

THE REFERENCE LIST

In APA style, the reference list provides the information necessary to identify and retrieve each source cited in your text. The list of references begins on a separate page at the end of your paper with the title **References** centered at the top of the page. Entries in the reference section should be listed alphabetically by author's last name or by title if there is no author.

In your reference list, give the **name(s) of the author(s)**, followed immediately by the **year of publication** in parentheses. For first and middle names, use only initials.

For periodicals, include **month and date**, if applicable, following the **year of publication**.

For books, the **author and date** are followed by the **title**, the **city of publication**, and the **full name of the publisher**.

For periodicals, the **article title**, **name of periodical**, **volume**, **issue or date** (as appropriate), and **page number(s)** follow the author and date.

If you use multiple works from the same author, list each work in order of **year of publication**, starting with the earliest. When you cite two or more sources by the same author from the same year, arrange the titles alphabetically in the reference list and identify each with a lowercase letter placed after the date:

Schneider, S. H. (1976a). *Climate change and the world predicament: A case study for interdisciplinary research.* Boulder, CO: National Center for Atmospheric Research.

Schneider, S. H. (1976b). *The genesis strategy: Climate and global survival.* New York: Plenum Press.

Note: The list of references should be double-spaced. Each entry should have a hanging indent (all lines after the first line are indented five spaces). Entries should **not** be numbered. Pay close attention to the conventions for punctuating reference-list entries as shown in the examples.

EXAMPLES OF APA REFERENCE STYLE: PRINT SOURCES

A BOOK WITH A SINGLE AUTHOR:

Karnow, S. (1983). *Vietnam: A history*. New York: Viking Press.

A BOOK WITH TWO OR MORE AUTHORS: For a book with two or more authors, write all authors' names, last name first, in the order in which they appear on the source document, and separate them with commas:

Miller, G. A., Galanter, E., & Pribram, K. H. (1960). *Plans and the structure of behavior*. New York: Holt, Rinehart & Winston.

A WORK BY A GROUP AUTHOR: Use the name of the group or organization in place of an author's name:

American Red Cross. (1974). *Lifesaving: Rescue and water safety*. New York: Doubleday.

A WORK BY AN UNKNOWN AUTHOR: List books, pamphlets, or news articles by an unknown author by their full titles.

***Alcoholism and you*. (1986). Pearl Island: Okra Press.**

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

A GOVERNMENT DOCUMENT: Start with the name of the governmental department and then give the date of publication, the title (and author, if known), identifying number, and publishing information:

Department of Health and Human Services. (1986). *Mosquito control measures in Gulf Coast states* (DHHS Publication No. F 82-06000). Washington, DC: U.S. Government Printing Office.

AN ARTICLE OR CHAPTER IN AN EDITED BOOK: For a selection from a book with an editor, begin with the author, year of publication, and title of the article or chapter, followed by the word **In**, the editor(s) name(s) with first and middle initials as below, **Ed.** or **Eds.** in parentheses, book title, page numbers in parentheses, city of publication, and publisher:

Lewontin, R. C. (1976). Race and intelligence. In N. J. Block & G. Dworkin (Eds.), *The IQ controversy* (pp. 78-92). New York: Pantheon.

AN ARTICLE IN A SCHOLARLY JOURNAL: For an article paginated by volume, italicize both the title and volume number of the journal:

Bumpus, M. F., & Rodgers, K. B. (2009). Parental knowledge and its sources: Examining the moderating roles of family structure and race. *Journal of Family Issues*, 30, 1356-1378.

Gelman, R. (1978). Cognitive development. *Annual Review of Psychology*, 29, 297-332.

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

For an article paginated by issue (e.g., each issue begins on page one), volume number is followed by issue number in parentheses without space. Parentheses and issue number are not italicized or underlined:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

AN ARTICLE IN A NEWSPAPER:

Auerbach, J. D. (1986, June 22). Nuclear freeze at a crossroads. *The Boston Globe*, p. A19.

Alphabetize works with no author by the first significant word in the title (in the example below, **New**):

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Note: The abbreviations “p” and “pp” are used before page numbers of newspaper articles and articles in edited books, but not before page numbers of articles appearing in scholarly journals.

A PERSONAL COMMUNICATION: The newest APA guidelines suggest omitting personal communications from your list of references since they do not provide recoverable or verifiable data. Simply include personal communications in the body of your text.

ELECTRONIC MEDIA

Citation of electronic media follows a format similar to that for print sources. However, some information commonly found in print sources is often unavailable on the Internet. All references should begin with the same information that would be provided for a print source (or as much of that information as is available). A reference to an Internet source should provide a document title or description, date of publication or update, and an address: either a Uniform Resource Locator (URL) or Digital Object Identifier (DOI). As with any published reference, the goals of an electronic reference are to credit the author and to enable the reader to find the material. When citing Internet sources, observe the following guidelines: (1) whenever possible, refer to specific documents within a site rather than to a home or menu page; and (2) if you provide a URL address, check it yourself to make sure it works.

Note: Since online materials are subject to change, APA recommends providing a DOI, if available, in place of a URL.

AN ELECTRONIC VERSION OF A PRINT SOURCE: For an article originally published in print, include all publication information as you would for the print version. To indicate that you used an electronic version, especially if you have reason to believe the electronic version differs from the print version or that it

may have been altered after publication, you will need to include the URL or DOI address:

Bumpus, M. F., & Rodgers, K. B. (2009). Parental knowledge and its sources: Examining the moderating roles of family structure and race. *Journal of Family Issues*, 30, 1356-1378. Retrieved from <http://jfi.sagepub.com/cgi/reprint/30/10/1356>

Bumpus, M. F., & Rodgers, K. B. (2009). Parental knowledge and its sources: Examining the moderating roles of family structure and race. *Journal of Family Issues*, 30, 1356-1378. doi: 10.1177/0192513X09334154

A DOCUMENT AVAILABLE ON A UNIVERSITY PROGRAM OR DEPARTMENT WEB SITE:

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

A U.S. GOVERNMENT REPORT AVAILABLE ON A GOVERNMENT AGENCY'S WEB SITE, NO PUBLICATION DATE INDICATED:

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

A PAPER PRESENTED AT A SYMPOSIUM OR AN ABSTRACT RETRIEVED FROM A UNIVERSITY WEB SITE:

Culter, L. D., Frölich, B., & Hanrahan, P. (1997, January 16). *Two-handed direct manipulation on the responsive workbench*. Paper presented at the 1997 Symposium on Interactive 3D Graphics. Abstract retrieved from <http://www.graphics.stanford.edu/papers/twohanded/>

AN ELECTRONIC COPY OF A JOURNAL ARTICLE RETRIEVED FROM A DATABASE:

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved from PsycARTICLES database.

PERSONAL COMMUNICATIONS ON THE INTERNET: E-mail, chat groups, and messages from electronic bulletin boards or social networking sites are cited as personal communication within your paper. APA does not recommend including personal communications in your reference list.

AUDIOVISUAL MEDIA

Audiovisual sources appear alphabetically in your list of references along with other sources. If you know location and name of the distributor, they appear at the end of your citation. Identify the medium, e.g., Motion picture, Videocassette, DVD, in brackets following the title.

A MOTION PICTURE:

Scorcese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

A TELEVISION SERIES:

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

A SINGLE EPISODE FROM A TELEVISION SERIES:

Restak, R. M. (Writer), & Spielberg, S. (Director). (1989). *Depression and mood* [Television series episode]. In R. Miller (Producer), *The mind*. New York: WNET.

Note: Further information on APA documentation style is available from the *Publication Manual of the American Psychological Association* (6th ed.).