

APA Style Guide

Journal Article Citation Example (APA)

Stickler, U., & Hampel, R. (2007). Designing online tutor training for language courses: A case study. *Open Learning*, 22(1), 75-85. doi:10.1080/02680510601100176

The diagram illustrates the components of the citation: 'Stickler, U., & Hampel, R.' is labeled 'Authors'; '(2007)' is labeled 'Date'; 'Designing online tutor training for language courses: A case study' is labeled 'Article Title'; '*Open Learning*' is labeled 'Journal Title'; '22(1)' is labeled 'Volume (Issue)'; '75-85' is labeled 'Page #s'; and 'doi:10.1080/02680510601100176' is labeled 'DOI'.

APA formatting – a quick reference guide

(M. Sherwood and J. Bowers, Summer 2013)

REFERENCE LISTS

Periodicals (journal, newspaper, magazine articles)

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*,
volume number(issue number if paginated by issue), pages. doi: <http://dx.doi.org/xx.xxx/yyyy>

EXAMPLES (full citation with doi and magazine):

Harlow, H. F. (2012). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896. doi: 10.1108/03090560710821161

Zie, W. A. (2011, April 9). Making the grade in today's schools. *Time*, *135*, 28-31.

- ◆ Your references should begin on a new page separate from the text of the assignment; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced.
- ◆ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- ◆ Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work. DO NOT write out the author/s first and middle name, use an initial only.
- ◆ Reference list entries should be alphabetized by the last name of the first author of each work.
- ◆ For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- ◆ Maintain the punctuation and capitalization that is used by the journal in its title.
 - For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
- ◆ Capitalize all major words in journal titles.
- ◆ When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- ◆ Italicize titles of books and journals and the volume number (not the issue number that is in parentheses).
- ◆ Issue numbers are not included for journals that are paginated by volume.
- ◆ Do not include the web address of a search engine (e.g. Ebsco, Academic Search Elite).
- ◆ With two or more names, use an ampersand before the final surname, and use commas to separate the names
- ◆ Only cite the source that you actually read; NEVER cite sources from the reference list of a source

Reference list for books and chapters (unless you read the entire book you need only cite the parts you read)

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

EXAMPLES of book, edited book, chpt in book and chpt in edited book):

Calfee, R. C., & Valencia, R. R. (2013). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

Collins, N.L., & Read, S.J. (2011). Cognitive representations of attachment: The structure and function of working models. In *Advances in personal relationships volume 5: Attachment processes in adulthood* (pp. 53-90). London: Jessica Kingsley Publishers.

Grossmann, K.E., Grossmann, K., & Zimmermann, P. (2009). A wider view of attachment and exploration. In J. Cassidy & P.R. Shaver (Eds.) *Handbook of attachment: Theory, research, and clinical applications* (pp.760-786). New York: The Guilford Press.

- ◆ Only initials are listed for author's first and middle names
- ◆ Arrange entries in alphabetical order by the surname of the first author
- ◆ If there are more than six authors, give surnames and initials for only up to the sixth author, abbreviating the seventh and subsequent authors as et al. (always put a period after al)
- ◆ Use commas to separate authors, to separate surnames and initials, and to separate initials and suffixes (e.g., Jr. and III); with two or more authors, use an ampersand (&) before the last author
- ◆ Spell out the name of a group author (e.g., National Institute of Mental Health; American Psychological Association)
- ◆ Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title or place quotation marks around it
- ◆ Give the book title in full and italicize, in uppercase and lowercase letters
- ◆ **When the book chapter comes from a book that was edited**, do not invert the editor/s' names, use initials and surnames for all editors
- ◆ With two editor's names, use an ampersand (&) before the second surname, and do not use commas to separate the names.
- ◆ With three or more names, use an ampersand before the final surname, and use commas to separate the names
- ◆ Identify the editor(s) by the abbreviation "Ed." in parentheses after the surname(s), followed by a comma
- ◆ For a book with no editor, simply include the word "In" before the book title.
- ◆ Only include the year of publication – not the month(s)
- ◆ A period follows the year of publication
- ◆ List inclusive page numbers for the book chapter after the book title but do not italicize them (e.g., pp. 128-146; pp. 1518-1530)
- ◆ List only the city, state initials, and name of the publishing company, separated by a colon after the book title information (e.g., Hillsdale, NJ: Erlbaum)
- ◆ Finish the entire reference with a period (after inclusive page numbers)

Online Source Material (that is not also available in print form)

Online periodical:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Miller, M. (2012). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

Online periodical with doi:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number(issue number if available), page range. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

Online periodical WITHOUT doi:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from <http://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2010). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

Online encyclopedia or dictionary:

Feminism. (n.d.). In Encyclopædia Britannica online. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

Online Data Sets:

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

- ◆ Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses
- ◆ When possible, include the year, month, and date in references. If the month and date are not available, use the year of publication
- ◆ Provide a Digital Object Identifier (doi), when it is available, as opposed to the URL
- ◆ Online scholarly journal articles without a DOI require the URL of the journal home page

- ◆ For articles that are easily located, do not provide database information (e.g. Ebsco, Academic Search Elite). If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change (e.g. Wikipedia)
- ◆ Electronic books may include books found on personal websites, databases, or audio form. Use the electronic format if the book you are using is ONLY provided in a digital format and not in print. If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it
- ◆ When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document)
- ◆ When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document
- ◆ If there is not a date available for the document use (n.d.) for no date; BUT look carefully, some are difficult to find

REFERENCING WORKS WITHIN TEXT

Referencing periodicals (journal articles), books, or book chapters within the text of your paper or summary

APA formatting calls for citing the author and date of publication within the text of a paper. Only the surname of the author/s is included (do not include first or middle initials) and the year of publication is inserted in the text at the appropriate point:

Warner (2002) compared reaction times among a group of students.

In a recent study of reaction times it was found that student times differed (Warner, 2002).

- ◆ Always cite the FIRST time an author or a title is stated
- ◆ Always follow a citation at the end of the sentence (when citing authors' names in parentheses at the end of a sentence) with a period
- ◆ Use an ampersand (&) to join the authors' names in parentheses, but not when citing within the sentence – in the latter case join the names with the word and.
- ◆ When a work has two authors, always cite both surnames every time the reference occurs in text

Walker and Smith (2013) described the method.

In a study on student reaction times the method was clearly described (Walker & Smith, 2013).

- ◆ For three or more authors you cite the name the first time it is used. For subsequent citations include only the surname of the first author followed by et al. (not italicized and with a period after al) and the year

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (2001) found that men were stronger than women. [Use as first citation within the text of a paper or summary.]

Wasserstein et al. (2011) found that men were significantly stronger than women. [Use as subsequent first citation per paragraph thereafter.]

Wasserstein et al. found that men were stronger than women. [Omit year from subsequent citation after first citation **within a paragraph** – so if you begin a new paragraph and cite the same author/s, you need to include the year again in the first citation within that new paragraph.]

- ◆ Citations at the end of sentences appear BEFORE the punctuation
- ◆ When there is no author, cite only a small part of the title in quotations marks:

Men are more goal oriented than women (“Goal oriented behavior...,” 2004)

NOTE: The full title of the article is “Goal oriented behavior in men and the implications for women”

- ◆ When using an exact quote you must use quotation marks and add the page number (paragraph number for online sources) where the quote can be found

“Male infants have been found to cry more than female infants” (Meadows, 2012, p. 145).

According to Meadows (2012), “male infants have been found to cry more than female infants” (p. 145).

PLAGIARISM

Activities that constitute plagiarism:

- ◆ Quoting an author without citing name and/or year of publication, using quotation marks, or including page numbers
- ◆ Using the source too closely when paraphrasing
- ◆ Building on someone’s ideas with citation
- ◆ Copying from any source without citing
- ◆ Submitting a paper from one class for another class
- ◆ Buying, stealing, or borrowing a paper
- ◆ Hiring someone to write your paper

Note: This handout was adapted from material available at the American Psychological Association’s Web site (www.apa.org). It is only meant to be used as a quick reference guide – it by no means is an exhaustive compilation of resources for citing works in text and reference lists. For more thorough reviews, please refer to the *Publication Manual of the American Psychological Association (6th Edition)*

APA formatting quiz

(L. Moyer)

Please answer "true" or "false" for each of the statements below.

1. The cover page on a document in APA format should not include a page number.
2. The reference page should appear immediately after the last chapter/section in a document, before the appendices.
3. When there are multiple authors on a document that you are citing in the text of a document, you have to cite ALL of the authors every time you make the citation.
4. You always italicize the journal name when citing an academic periodical.
5. You spell out each author's full name in the reference list.
6. The words "Running head" need to appear on every page in the document.
7. When there are two levels of headings, the first level should appear in all caps (e.g., CHAPTER ONE).
8. You should add as many tables and figures to a document as possible so it looks scientific.
9. All page numbers should appear on the bottom of the page, in the center.
10. The entire document should be double spaced, including the references.

APA formatting quiz answer key

1. The cover page on a document in APA format should not include a page number.

FALSE – PAGE NUMBER GOES IN THE UPPER RIGHT

2. The reference page should appear immediately after the last chapter/section in a document, before the appendices.

TRUE

3. When there are multiple authors on a document that you are citing in the text of a document, you have to cite ALL of the authors every time you make the citation.

**FALSE – UP TO FIVE AUTHORS, IN FIRST CITATION CITE THEM ALL – AND THEN FOR SUBSEQUENT CITATIONS – LIST ONLY THE FIRST AUTHOR'S NAME AND "et al." FOR THE OTHERS
FOR CITATIONS WITH SIX OR MORE AUTHORS – SIMPLY PUT THE FIRST AUTHOR AND "et al." FOR ALL OTHERS IN ALL CITATIONS**

4. You always italicize the journal name when citing an academic periodical.

TRUE

5. You spell out each author's full name in the reference list.

FALSE – SPELL OUT LAST NAME & INITIALS FOR FIRST AND MIDDLE NAME

6. The words "Running head" need to appear on every page in the document.

FALSE – JUST THE COVER PAGE

7. When there are two levels of headings, the first level should appear in all caps (e.g., CHAPTER ONE).

FALSE – FIRST WILL BE CENTERED, BOLD FACE, UPPERCASE AND LOWERCASE LETTERS

8. You should add as many tables and figures to a document as possible so it looks scientific.

FALSE – USE THEM SPARINGLY – AND ONLY WHEN NECESSARY

9. All page numbers should appear on the bottom of the page, in the center.

FALSE – IN THE UPPER RIGHT HAND SIDE OF PAGE

10. The entire document should be double spaced, including the references.

TRUE

How to determine if a journal is “peer-reviewed” or “refereed”

(L. Moyer)

1. Limit your search for articles to “peer-reviewed” in your search engine – however, note that this is not always accurate as letters to the editor, book reviews, and editorials are NOT peer-reviewed even if they appear in a peer-reviewed journal.
2. Locate the journal in the Library, and remove the most current entire year’s issues from the shelf.
3. Locate the masthead of the publication. This oftentimes consists of a box towards either the front or the end of the periodical, and contains publication information such as the editors of the journal, the publisher, the place of publication, the subscription cost and similar information.
4. Does the journal say that it is peer-reviewed? If so, you’re done! If not, see step 5 below.
5. Check in and around the masthead to locate the method for submitting articles to the publication. If you find information similar to “to submit articles, send three copies...,” the journal is probably peer-reviewed. In this case, you are inferring that the publication is then going to send the multiple copies of the article to the journal’s reviewers. This may not always be the case, so relying upon this criterion alone may prove inaccurate.
6. If you do not see this type of statement in the first issue of the journal that you look at, examine the remaining journals to see if this information is included. Sometimes publications will include this information in only a single issue a year.
7. Is it scholarly, using technical terminology? Does the article format approximate the following – abstract, literature review, methodology, results, conclusion, and references? Do scholarly researchers in the field that the periodical pertains to write the articles? Is advertising non-existent, or kept to a minimum? Are there references listed in footnotes or bibliographies? If you answered *yes* to all these questions, the journal may very well be peer-reviewed. This

determination would be strengthened by having met the previous criterion of a multiple-copies submission requirement. If you answered these questions *no*, the journal is probably not peer-reviewed.

8. Find the official website on the Internet, and check to see if it states that the journal is peer-reviewed. Be careful to use the official site (often located at the journal publisher's website), and, even then, information could potentially become "inaccurate."

Reference

Angelo State University. (n.d.) *How to recognize peer-reviewed journals*. Retrieved from <http://www.angelo.edu/services/library/handouts/peerrev.php>

APA Levels of Heading, 6th Ed.

(C. Duncan-Lane)

Headings are used to help guide the reader through a document.

| Level | Format |
|--------------|---|
| 1 | Centered, Boldface, Uppercase and Lowercase Heading (Title Case) |
| 2 | Left-aligned, Boldface, Uppercase and Lowercase Heading |
| 3 | Indented, boldface, lowercase paragraph heading ending with a period. |
| 4 | <i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i> |
| 5 | <i>Indented, italicized, lowercase paragraph heading ending with a period.</i> |

Article Review Format

(C. Duncan-Lane)

Date:

Research Project:

| Article Citation: | |
|---|--|
| 1. Main topic addressed in the article | |
| 2. Research questions and/or hypotheses guiding the study | |
| 3. Theory/ concepts utilized | |
| 4. Research methods 1.) used to obtain and 2.) analyze data | |
| 5. Major findings of the study/ major conclusions drawn | |
| 6. What is your major critique of the article? | |
| 7. Give an example of how you can use an idea or method from this article in your own work. | |
| 8. What new idea did this article teach you? | |
| 9. Other comments | |

*copied from article