

## APA Quick Guide

\*This guide has been created to highlight some of the more common types of citation and formatting examples, for the full authoritative guide please refer to the [Publication Manual of the American Psychological Association \(6<sup>TH</sup> ed\)](#). Call number for Brescia copy: **BF76.7.P97 2010** (Reference).

**Step 1:** Evaluate your sources. Is this information you feel confident using in your work?

**Step 2:** Listed below are some of the ways you can incorporate a source into your work and the rules you will want to be aware of.

**Step 3:** Find the example that best fits your source on the following pages to create your citation. If you can't find an example that matches your source, refer to the [Publication Manual of the American Psychological Association](#) (6th Ed), [American Psychological Association website](#), or [APA Style Central](#).

### Citing a source generally

- *Example:* In a recent study of reaction times (Walker, 2000)...

**Citing specific parts of a source:** Whether paraphrasing or using direct quotes, you will need to include the author, page number and year of publication in your in-text citation.

### Direct Quote (section 6.03, p.170)

- A quotation consists of the exact words used in a piece of the source.
- *Example:* Since "positive emotions are both at an end" (Myers, 2000, p. 5).

### Direct Quote – no page number available (section 6.05, p.171)

- Use paragraph numbers. If not available, use the heading.
- Since "positive emotions are both at an end" (New child vaccine, 2001, para. 4).

### Paraphrasing (section 6.04, page 171)

- Incorporating a piece of the source written in your own words.
- *Example:* The results of Myers' (2000) study indicate that work life balance is very important for promoting mental health (p.63).

### Secondary citations

- Use secondary citations as your last choice.
  - List the secondary source (where you actually read it) in the reference list. Name the original work in the text, and give a citation for the secondary source
  - *Example:* Allport's diary... (as cited in Donovan, 2006)...
- Reference List: Donovan, B. (2006). *White slave crusades: Race, gender, and anti-vice activism, 1887-1917*. Chicago: University of Illinois Press.
- \*See library staff for assistance in locating original works.

### Block Quotations (section 6.03, p.171)

- Any quotations of 40 words or more
- Double space and indent the block half an inch from the left margin. Don't use quotation marks at the beginning or end of the quotation

- At the end of the block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

**No Date**

- (Author, n.d.) - *Example:* (Smith, n.d.)

Journal Articles and Other Periodicals		
	In text citation	Reference List
<b>Single author</b>	(Author, Date)	Author, A. A. (Date). Title of article. <i>Title of Periodical</i> , Volume(Issue if available), pp-pp. <a href="https://doi.org/xx-xxxxxxx">https://doi.org/xx-xxxxxxx</a>
	(Klimoski, 2009).	Klimoski, R.S. (2009). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45(2), 10-36.
<b>Fewer than seven authors</b>	(Author, Author, & Author, Date).	Author, A. A., Author B. B., & Author, C. C. (Date). Title of article. <i>Title of Periodical</i> , Volume(Issue if available), pp-pp. <a href="https://doi.org/xx-xxxxxxx">https://doi.org/xx-xxxxxxx</a>
	(Herbst-Damm, Bell, & Kulik, 2005).	Herbst-Damm, K. L., Bell, M., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology</i> , 24(1), 225-229. <a href="https://doi.org/10.1037/0278-133.24.2.225">https://doi.org/10.1037/0278-133.24.2.225</a>
<b>More than seven authors</b>	(First Author et al., Date).	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G. Title of article. <i>Title of Journal</i> , Volume(Issue if available), pp-pp. <a href="https://doi.org/xx-xxxxxxx">https://doi.org/xx-xxxxxxx</a>
	(Eack et al., 2009).	Eack, S. M., Mermon, D. E., Montrose, D. M., Miewald, J., Gur, R. E., Gur, R. C., Sweeney, J. A., & Keshavan, M. A. (2008). Social cognition deficits among individuals at familial high risk for schizophrenia. <i>Schizophrenia Bulletin</i> , 37(4), 1081-1088. <a href="https://doi.org/10.1093/schbul/sbp026">https://doi.org/10.1093/schbul/sbp026</a>
<b>Journal article – DOI not available</b>	(Author & Author, Date).	Author, A. A., & Author, B. B. (Date). Title of article. <i>Title of Journal</i> , Volume(Issue if avail.), pp-pp. Retrieved from URL.
	(Sillick & Schutte, 2006).	Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology</i> , 2, 38-48. Retrieved from <a href="http://ojs.lib.swin.edu/index.php">http://ojs.lib.swin.edu/index.php</a>
<b>Journal article – advanced publication</b>	(Author, Date).	Author, A. A. (Date). Title of article. <i>Title of Journal</i> . Advanced online publication. <a href="https://doi.org/xx-xxxxxxx">https://doi.org/xx-xxxxxxx</a>
	(Von Ledebur, 2007).	Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research &amp; Practice</i> . Advanced online publication. <a href="https://doi.org/10.1057/palgrave.kmrp.8500141">https://doi.org/10.1057/palgrave.kmrp.8500141</a>
<b>Journal article – print version</b>	(Author, Date).	Author, A. A., & Author, B. B. (Date). Title of article. <i>Title of Journal</i> , Volume(Issue), pp-pp.
	(Guimard & Florin, 2007).	Guimard, P., & Florin, A. (2007). Are teacher ratings in kindergarten predictive of reading difficulties in first grade? <i>Approaches in Child Neuropsychology</i> , 19(2), 5-17.
<b>Magazine article - online</b>	(Author, Year).	Author, A. A. (Year, Month). Title of article. <i>Title of Magazine</i> , Volume(Issue). Retrieved from URL.
	(Clay, 2008).	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology</i> , 39(6). Retrieved from <a href="http://www.apa.org/monitor">http://www.apa.org/monitor</a>
	(Author, Year).	Author, A. A. (Year, Month Day). Title of article. <i>Title of Newspaper</i> . Retrieved from URL.

<b>Newspaper article - online</b>	(Brody, 2007).	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>
Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179).		Further Reference List examples for journals and other periodicals in APA Guide Sections 7.01 (pp. 198-202).

<b>Books</b>		
	<b>In text citation</b>	<b>Reference List</b>
<b>Single author</b>	(Author, Date).	Author, A. A. (Date). <i>Title of work</i> . Location: Publisher.
	(Robinson, 1992).	Robinson, D. N. (1992). <i>Social discourse and moral judgment</i> . San Diego, CA: Academic Press.
<b>Two to five authors</b>	(Author, Author, & Author, Date).	Author, A. A., Author, B. B., & Author, C. C. (Date). <i>Title of work</i> . Location: Publisher.
	(Bradley, Ramirez, & Soo, 2009)	Bradley, J., Ramirez, E. K., & Soo, W. W. (2009). <i>Computer addiction? A study of computer dependency</i> . London, England: Taylor & Francis.
<b>Editor in place of author</b>	(Editor, Date).	Editor, A. A. (Ed.). (Date). <i>Title of work</i> . Location: Publisher.
	(Zedeck, 2011).	Zedeck, S. (Ed.). (2011). <i>APA handbook of industrial and organizational psychology</i> . Washington, DC: American Psychological Association.
<b>Author(s) and Editor(s)</b>	(Author, Date).	Author, A. A. (Date). <i>Title of work</i> . A. A. Editor (Ed.). Location: Publisher.
	(Murdin, 2010).	Murdin, L. (2010). <i>Understanding transference: The power of patterns in the therapeutic relationship</i> . A. Scott (Ed.). New York, NY: Palgrave Macmillan.
<b>Group as author</b>	(Group [Abbr. if applicable], Date).	Group. (Date). <i>Title of work</i> . Location: Publisher.
	<i>First citation</i> (National Institute of Mental Health [NIMH], 2007).	National Institute of Mental Health. (2007). <i>Always embarrassed: Social phobia (social anxiety disorder)</i> . Bethesda, MD: National Institutes of Health.
<b>Chapter in book</b>	(Chapter Author, Date).	Chapter Author, A. A. (Date). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), <i>Title of book</i> (chapter pages). Location: Publisher.
	(Clarke, 2011).	Clarke, S. (2011). Cognitive bias and collective enhancement. In J. Savulescu, & R. ter Meulun, & G. Kahane (Eds.), <i>Enhancing human capacities</i> (pp.127-137). Malden, MA: Wiley-Blackwell.
<b>Electronic-only book</b>	(Author, Date).	Author, A. (Date). <i>Title of work</i> . Retrieved from URL.
	(O'Keefe, 2011).	O'Keefe, E. (2011). <i>Egoism and the crisis in Western values</i> . Retrieved from <a href="http://www.onlineoriginals.com">http://www.onlineoriginals.com</a> .
<b>Electronic version of print book</b>	(Author, Date).	Author, A. (Date). <i>Title of work</i> . [Online publisher/version]. Retrieved from URL.
	(Shotton, 2004).	Shotton, M. A. (2004). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> . [Adobe Digital Editions version]. Retrieved from <a href="http://www.ebookstore.com">http://www.ebookstore.com</a> .
<b>Multiple Editions or Volumes</b>	(Author, Date).	Author, A. A., & Author, B. B. (Date). <i>Title of work</i> (# ed/Vol. #). Location: Publisher.
	(Mitchell & Larson, 1987).	Mitchell, T. R., & Larson, J. R., Jr. (1987). <i>People in organizations: An introduction to organizational behavior</i> (3rd ed.). New York: McGraw-Hill.
	(Koch, 1962).	Koch, S. (Ed.). (1962). <i>Psychology: A study of science</i> (Vol. 5). New York: McGraw-Hill.

<b>Dictionary or Encyclopedia – Print version</b>	(Editor, Date).	Editor, A. A. (Ed.). (Date). <i>Title of work</i> . Location: Publisher.
	(VandenBos, 2007).	VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association.

<b>Dictionary or Encyclopedia – Online version</b>	(Author, Date).	Author, A. A. (Date). Title of entry. In A. A. Editor (Ed.), <i>Title of work</i> (edition). Retrieved from URL.
	(Graham, 2005).	Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall 2007 ed.). Retrieved from <a href="http://plato.stanford.edu/entries/behaviorism">http://plato.stanford.edu/entries/behaviorism</a>

*Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179).*      *Further Reference List examples for Books in APA Guide Section 7.02 (pp. 202-205)*

### Informally Published Material – Reports, Theses, etc.

	In text citation	Reference List
<b>Report – online version</b>	(Author, Date).	Author, A. A. (Date). <i>Title of work</i> (Report no, if available). Retrieved from Website Title: URL.
	(Kessy & Urio, 2006).	Kessy, S. S., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania</i> (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: <a href="http://www.repoa.or.tz/documents/Reports/06.03">http://www.repoa.or.tz/documents/Reports/06.03</a>
<b>Conference paper</b>	(Presenter, Year).	Presenter, A. A. (Year, Month). <i>Title of paper or poster</i> . Paper or poster session presented at the meeting of Organization name, Location.
	(Muelbauer, 2007).	Muelbauer, J. (2007, September). <i>Housing and consumer behaviour</i> . Paper presented at the meeting of the Federal Reserve Bank of Kansas City, Jackson, WY, United States.
<b>Dissertation or Thesis – from database</b>	(Author, Date).	Author, A. A. (Date). <i>Title of dissertation or thesis</i> (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.).
	(McNiel, 2006).	McNiel, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> . (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728).

*Please note that the above example refers to a published thesis, but it is also possible to cite an unpublished one. To cite an unpublished thesis, simply include "Unpublished" in the brackets after the title (i.e. "(Unpublished Master's thesis)."*

<b>Course material (handouts, etc)</b>	(Professor, Date).	Professor, A. (Date). Title of work. [Class handout/PowerPoint slides/Lecture notes]. Department, Institution, Location.
	(Woodworth, 2006).	Woodworth, M. (2006). Psychopaths [Class handout]. Department of Psychology, University of British Columbia Okanagan, Kelowna, Canada.
<b>Lectures</b>	Introduce in text	Personal communications are not included in the reference list as they are not retrievable.
	In a lecture on November 16, 2011, to a Psychology 1000 class, Professor Smith said...	Cite in text only

<b>Personal interviews</b>	(A. A. Author personal communication, Date).	Personal communications are not included in the reference list as they are not retrievable.
	(V. G. Nguyen, personal communication, September 28, 2011).	Cite in text only.
<i>Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179).</i>		<i>Further Reference List examples for Reports, Theses, and Papers in APA Guide Sections 7.03 to 7.05 (pp. 205-208).</i>

<b>Webpages and Websites</b>		
	<b>In text citation</b>	<b>Reference List</b>
<b>Web page/ Section of website</b>	(Author, Date).	Author, A. A. (Date). Title of webpage. In <i>Title of website</i> . Retrieved from URL.
	(Benton Foundation, 2010).	Benton Foundation. (2010). Barriers to closing the gap. In <i>Losing ground bit by bit</i> . Retrieved from <a href="http://www.benton.org/publibrary/losing-ground/two.html">http://www.benton.org/publibrary/losing-ground/two.html</a>
<b>Entire website</b>	In text reference (URL).	Author, A. A. (Date). <i>Title of website</i> . Retrieved from URL.
	Kidspsych is a wonderful interactive website for children ( <a href="http://www.kidspsych.org">http://www.kidspsych.org</a> ).	When citing an entire website, it is sufficient to give the address of the site just in-text. If a reference list entry is required, use the format above.
<b>Website – no author</b>	("First Few Words of Title," Date).	<i>Title of web page</i> . (Date). Retrieved from URL.
	("News Nine," 2001).	<i>News Nine</i> . (2001). Retrieved from <a href="http://news.ninemsn.com.au/health/story_13178.asp">http://news.ninemsn.com.au/health/story_13178.asp</a>
<b>Email</b>	A. A. Author (personal communication, Date)	Personal communications are not included in the reference list as they are not retrievable.
	T. K. Lutes (personal communication, April 18, 2011).	Cite in text only. Attach email as appendix if requested by professor.
<b>Blog post</b>	(Author, Date).	Author. (Year, Month Day). Post title [Web log post]. Retrieved from URL.
	(Myers, 2011).	Myers, P.Z. (2011, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2011/01/22.php">http://scienceblogs.com/pharyngula/2011/01/22.php</a>
<i>Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179).</i>		<i>Further Reference List examples available throughout APA Guide (Sections 7.01-7.11). Search by type of document (i.e. Podcast, eBook, etc).</i>

<b>Government Documents</b>		
	<b>In text citation</b>	<b>Reference List</b>
<b>Government report – online version</b>	(Country, Date).	Country. Government Department(s). (Date). <i>Title of work</i> . (Publication number). Location: Publisher. Retrieved from URL.
	(Canada, 2000).	Canada. Library of Parliament. Parliamentary Information and Research Service. (2000). <i>Aboriginal title: The Supreme Court of Canada decision in Delgamuukw v. British Columbia</i> . (BP-459E). Ottawa: Public Works and Government Services Canada. Retrieved from <a href="http://www.parl.gc.ca/information/library/PRBpubs/bp459-e.htm">http://www.parl.gc.ca/information/library/PRBpubs/bp459-e.htm</a>
<b>Legislative Materials – online version</b>	Introduce the title or number (or other descriptive)	<i>Bill or Resolution Number: Title of work</i> . (Date). Reading Number and Date of Reading, No. Parliament, Session, and Session Dates. Location: Government Department. Retrieved from URL.

	information) in text, along with the date.	
	<i>Bill C-14: An Act to amend the Citizenship Act</i> (2006).	<i>Bill C-14: An Act to amend the Citizenship Act (adoption)</i> . (2006). 1st reading May 15, 2006, 39th Parliament, 1st Session, 2006-2007. Ottawa: Public Works and Government Services Canada. Retrieved from <a href="http://www2.parl.gc.ca/HousePublications/Publication.aspx?DocId=2334073&amp;Language=e&amp;Mode=1">http://www2.parl.gc.ca/HousePublications/Publication.aspx?DocId=2334073&amp;Language=e&amp;Mode=1</a>
Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179) and Appendix A7.1 (pp. 216-224)		Further government documents assistance can be found at <a href="http://beryliveylibrary.wordpress.com/2010/12/02/citing-government-document/">http://beryliveylibrary.wordpress.com/2010/12/02/citing-government-document/</a>

Media		
	In text citation	Reference List
<b>Motion picture or video.</b>	(Producer & Director, Date).	Producer, A. A. (Producer), & Director, B. B. (Director). (Date). <i>Title of motion picture</i> [Motion picture]. Country of Origin: Studio.
	(Scorsese & Lonergan, 2000).	Scorsese, M. (Producer), & Lonergan, K. (Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.
<b>Music recording</b>	Include track number/side number	Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist, if different from writer]. On <i>Title of album</i> [Medium of recording]. Location: Label. (Recording date if different from song copyright).
	(lang, 2008, track 10).	lang, k.d. (2008). Shadow and the frame. On <i>Watershed</i> [CD]. New York, NY: Nonesuch Records.
<b>Single episode from a television series</b>	(Writer & Director, Date).	Writer, A. A. (Writer), & Director, B. B. (Director). (Date). Title of episode [Television series episode]. In C. C. Producer (Executive producer), <i>Title of series</i> . Location: Label.
	(Egan & Alexander, 2005).	Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), <i>House</i> . New York, NY: Fox Broadcasting.
Further in-text examples in APA Guide Sections 6.11 to 6.21 (pp. 174-179).		Further Reference List examples for Audiovisual Media in APA Guide Section 7.07 (pp. 209-210).

## Reference List

- Begin your reference list on a new page. Do not bold or underline title of References.
- The reference list (including each individual entry) should be double spaced and listed alphabetically by author's surname.
- APA publishes references in a *hanging indent format* which means the first line of each reference is set flush left and subsequent lines are indented. (See section 6.25 for additional rules on reference list order i.e. authors with same last name, multiple citations by same author, etc.).
  - Tip: If Word is not indenting properly, try hitting enter followed by tab on the second line.

## Running Header Formatting

- In Word, select the Insert Tab, followed by the Page Number option (not Header or Footer)
- In the Page Number dropdown menu, select Top of Page and select the header style where the page number is flush to the right side of the document.
- In the Design tab, select "Different First Page" to create a blank header on the first page. Double click on the header to manually add in "Running Header: TITLE OF PAPER" and page number to the first page.
- Scroll down to the second page to add in the title of the paper. The page number will already be included.

- For a step-by-step guide that includes visuals, please visit our Clever Researcher blog post:  
<https://beryliveylibrary.wordpress.com/2018/04/25/how-to-create-an-apa-running-title-header/>

### Additional Notes

- Please refer to the APA guide (available in the library) to find additional formatting information, proper terminology for your papers (e.g. the use of the term 'subjects' versus 'participants'), and writing recommendations.

A list of acceptable abbreviations (such as ed., Trans., n.d., No., etc.) for your reference list appears in the *Publication Manual for the American Psychological Association* (6<sup>th</sup> ed.), section 6.22.

### Reference Page Example:

#### References

Bradley, J., Ramirez, E. K., & Soo, W. W. (2009). *Computer addiction? A study of computer dependency*.

London, England: Taylor & Francis.

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother*. (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728).

Muelbauer, J. (2007, September). *Housing and consumer behaviour*. Paper presented at the meeting of the Federal Reserve Bank of Kansas City, Jackson, WY, United States.

O'Keefe, E. (2011). *Egoism and the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com>.

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