

American Psychological Association (APA) Documentation

This handout begins with general guidelines about the parts of a paper you need to document, and then presents a brief overview of the APA documentation system as described in the 5th edition of the *Publication Manual of the American Psychological Association* (2001). The sections that follow describe and illustrate (I) the reference list and (II) text citations. The handout ends with a list of additional resources on APA style and a guide to material in Sections I and II.

What to Document

Be sure to document all the sources you've used in writing your paper. You'll need to cite sources for

- direct quotations
- paraphrases and summaries,
- information and ideas that are not common knowledge or are not available in a standard reference work, and
- any other borrowed material that might appear to be your own if there were no citation.

For more information on what needs to be documented, ask your course instructor, and consult the Writing Center's handout on quoting, paraphrasing, and acknowledging sources.

Overview of APA Documentation

The APA documentation system is commonly used in the social sciences and education, as well as in fields such as nursing. It calls for parenthetical citations within the text; that is, instead of using footnotes or endnotes, you cite a source by means of a brief reference, usually the author's last name and year of publication, in parentheses within your paper. This parenthetical information corresponds to a full bibliographic entry for that source in a list of references at the end of the paper.

I. Creating the Reference List

Begin the reference list on a new page, and head it References. List only sources you have cited, and list all of these except for entire Web sites and personal communications (e.g., interviews, letters, e-mails, messages from unarchived discussion groups, or any other material not accessible to your readers). Double-space all text (*not* as spaced in the examples on the next page) unless your instructor advises otherwise. Indent entries, and italicize titles of books and periodicals, as shown.

In general, order the reference list alphabetically by authors' surnames, but follow these guidelines for special cases:

- Same author(s), different years: order by year of publication, earliest to latest.

Roy, A. (1982). *Suicide*. . . .
Roy, A. (1995). *Psychiatric*. . . .
- Same author(s), same year: order alphabetically by first word of the title (excluding *a*, *an*, or *the*), and add a lower-case a, b, etc., to the year.

Weist, M. D., & Christodulu, K. V. (2000a). *Better mental health care*. . . .
Weist, M. D., & Christodulu, K. V. (2000b). *Expanded school mental health programs*. . . .

Exception: When the articles are labeled as a series (I and II, or Part 1, Part 2, etc.), use the lower-case letters, but order according to the series number regardless of the alphabetical sequence.
- Same initial name(s) in multiple-author entries: alphabetize according to the first surname that differs.

Harper, G. F., Mallette, B., Maheady, L., Bentley, A., & Moore, J. (1995)
Harper, G. F., Mallette, B., Maheady, L., Parkes, V., & Moore, J. (1993)

For electronic references (marked with an asterisk* below), you can usually follow the basic forms for print sources and add a retrieval statement giving the date retrieved and the URL or aggregated database name. For electronic sources that exactly reproduce print forms, add [electronic version] after the title and omit the retrieval statement. You can find general forms for electronic references (and a few examples) on the APA Web site (<http://www.apastyle.org/eleceref.html>).

The sample reference list below illustrates the most common types of references. PLEASE NOTE: For a paper, the list of references should be in alphabetical order according to the first author's last name. Here, to make it easier for you to find particular examples, the items are arranged alphabetically by type. (See page 6 for a guide to details within the entries.)

Type of Reference	References (Be sure to double-space within and between items in your actual reference list.)
1. Book: basic form; single author	Baxter, C. (1997). <i>Race equality in health care and education</i> . Philadelphia: Ballière Tindall.
2. Book: editors in place of authors	Stock, G., & Campbell, J. (Eds.). (2000). <i>Engineering the human germline: An exploration of the science and ethics of altering the genes we pass to our children</i> . New York: Oxford University Press.
3. Book manuscript: submitted but not yet accepted; 3-6 authors	Walrath, C., Bruns, E., Anderson, K., Glass-Siegel, M., & Weist, M. D. (2000). <i>The nature of expanded school mental health services in Baltimore City</i> . Manuscript submitted for publication.
4. Book review: basic form; 2 authors	Grabill, C. M., & Kaslow, N. J. (1999). An ounce of prevention: Improving children's mental health for the 21 st century [Review of the book <i>Handbook of prevention and treatment with children and adolescents</i>]. <i>Journal of Clinical Child Psychology</i> , 28, 115-116.
5. Brochure [pamphlet]: no date; no author	<i>Inside these doors: A guidebook of Elfreth's Alley homes</i> [Brochure]. (n.d). Philadelphia: Elfreth's Alley Association.
6. Chapter in edited work: second or later edition	Roy, A. (1995). Psychiatric emergencies. In H. I. Kaplan & B. J. Sadock (Eds.), <i>Comprehensive textbook of psychiatry</i> (6th ed., pp. 1739-1752). Baltimore: Williams & Wilkins.
7. Dissertation: abstracted in <i>Dissertation Abstracts International (DAI)</i> ; obtained from university	Fisher, C. J. (1999). The status of health education in California's public school districts: A comparison to state and national recommendations and status reports (Doctoral dissertation, University of Southern California, 1999). <i>Dissertation Abstracts International</i> , 60, 1926.
8. Dissertation: abstracted in <i>DAI</i> ; obtained from UMI	Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department. <i>Dissertation Abstracts International</i> , 61 (02), 776A. (UMI No. 9963641).
*9. Dissertation abstract: retrieved from online database	Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department [Abstract]. <i>Dissertation Abstracts International</i> , 61 (02), 776A. (UMI No. 9963641). Retrieved August 23, 2001, from http://wwwlib.umi.com/dissertations/fullcit9963641
10. Government report: from Government Printing Office (GPO); organization as author (group author)	National Institute of Mental Health. (1998). <i>Priorities for prevention research</i> (NIH Publication No. 98-4321). Washington, DC: U.S. Government Printing Office. [Note: Any document available from GPO should show GPO as publisher.]
*11. Government report: obtained online; organization as author (group author)	U.S. Public Health Service. (2000). <i>Report of the surgeon general's conference on children's mental health: A national action agenda</i> . Washington, DC: U.S. Department of Health and Human Services. Retrieved on August 25, 2001, from http://www.surgeongeneral.gov/cmh/chilreport.htm
*Electronic reference (Please note: URLs change often, and those here may not be current when you read this handout; they are intended as examples only. For your own papers, check "old" URLs and update them if necessary before using as references.)	

12. Journal article: basic form; single author	Roy, A. (1982). Suicide in chronic schizophrenia. <i>British Journal of Psychiatry, 141</i> , 171-177.
13. Journal article: journal paginated by issue; 3-6 authors	Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a church-based clinic: Communicating basic needs. <i>Journal of Multicultural Nursing & Health, 6</i> (2), 26-28.
14. Journal article: 7 or more authors	Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A., Wollan, P., Greco, M., Gleason, M., et al. (2000). An in-school CD-ROM asthma education program. <i>Journal of School Health, 70</i> , 153-159.
15. Journal article: in press	Molinari, V., Kier, F. J., & Kunik, M. E. (in press). Obtaining age-related mental health competency: What is needed? <i>Educational Gerontology</i> .
*16. Journal article: in Internet-only journal; secondary reference	Greenberg, M. T., Domitrovich, C., & Bumbarger, B. (2000, March 30). Prevention of mental disorders in school-aged children: Current state of the field. <i>Prevention and Treatment, 4</i> , Article 1. Retrieved August 24, 2001, from http://journals.apa.org/prevention/volume4/pre0040001a.htm
*17. Journal article: electronic version of print journal that differs from print version (e.g., no page numbers in text; tables reduced).	Weist, M. D. (2001). Toward a public mental health promotion and intervention system for youth. <i>Journal of School Health, 71</i> (3), 101-104. Retrieved August 25, 2001, from ProQuest database.
*18. Journal issue: special issue of Internet journal based on print source	Braxton, J. M. (Ed.). (1994). Perspectives on research misconduct [Special issue, electronic version]. <i>Journal of Higher Education, 65</i> (3). [Note: Brackets are used to enclose information about the <i>form</i> of a document, 2 items in this case.]
19. Magazine article: Basic form	Greenberg, G. (2001, August 13). As good as dead: Is there really such a thing as brain death? <i>New Yorker, 36-41</i> . [Note: Use vol. no. if available.]
20. Motion picture	Grazer, B. (Producer), & Howard, R. (Director). (2001). <i>A beautiful mind</i> [Motion picture]. U.S.: Universal Pictures.
*21. Newspaper article: no author; electronic version found on searchable, aggregated database	Mad-cow may tighten blood-donor curbs. (2001, April 19). <i>The Gazette</i> [Montreal], p. A13. Retrieved August 25, 2001, from Lexis-Nexis database.
22. Paper presented at a meeting	Crespo, C. J. (1998, March). <i>Update on national data on asthma</i> . Paper presented at the meeting of the National Asthma Education and Prevention Program, Leesburg, VA.
*23. Poster session: Form for non-online version would be the same except for retrieval statement.	Binh, N. X., McCue, C., & O'Brien, K. (1999, October). <i>English language and development work at Vinh University, Nghe An Province</i> . Poster session presented at the Fourth International Conference on Language and Development, Hanoi, Vietnam. Retrieved August 23, 2001, from http://www.languages.ait.ac.th/hanoi/binh.htm
24. Republished work	Slocum, J. (1985). Sailing alone around the world. In W. M. Teller (Ed.), <i>The voyages of Joshua Slocum</i> (pp. 225-383). Dobbs Ferry, NY: Sheridan House Inc. (Original work published 1900)
*25. Stand-alone online article (not connected to a journal)	Albanese, J. (2001). <i>How can we reach teenage smokers?</i> Retrieved September 13, 2001, from http://msweb.nursingspectrum.com/ce/ce229.htm
*26. Web site	[According to APA, an entire Web site may be cited in the text (see p. 5, no. 15), but is not included on the reference list. See www.apastyle.org/faqs.html]

*Electronic reference

II. Citing Sources in Your Text

Text citations are basically the same for print and electronic sources. The main considerations in using text citations are **placement** and **content** of source material.

Placement of citations

You have three options for placing citations in relation to your text.

1. Place the author(s) and date(s) within parentheses at an appropriate place within or at the end of a sentence:

Example: Researchers have pointed out that the lack of trained staff is a common barrier to providing adequate health education (Fisher, 1999) and services (Weist & Christodulu, 2000).

2. Place only the date within parentheses:

Example: Taylor, Keller, and Egan (1997) asked the following research question: “One year after diagnosis with HPV, what advice do affected persons give to newly diagnosed individuals?” (p. 28).
[Note that you need to provide a page number(s) in parentheses for direct quotations. See also p. 5, nos. 16 & 17.]

3. Integrate both the author and date into your sentence:

Example: In 2001 Weist proposed using the Child and Adolescent Planning Schema to analyze and develop community mental health programs for young people.

Content of citations

Composing parenthetical citations can seem like a balancing act between two contradictory requirements. On the one hand, you need to give enough information for your reader to find the corresponding reference list item. On the other hand, you need to avoid distracting your reader with unnecessary citations or with long lists of multiple authors. The APA guidelines address both of these requirements, as illustrated in the examples below.

Note: (a) The term *author(s)* as used below includes editor(s) that appear in the reference list entry in place of authors.
(b) Use an ampersand (&) before the final name in multiple-author citations inside parentheses; use *and* outside.

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|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Year: Within a paragraph , omit the year in citations after the first one if no confusion with other studies will result. | Fisher (1999) administered a questionnaire. . . . Fisher’s results indicated. . . .
[new paragraph] The questionnaire administered by Fisher (1999) was used by. . . . |
| (2) 1 or 2 authors: Cite name(s) in first and all subsequent citations. | (Grabill & Kaslow, 1999) Grabill and Kaslow (1999) |
| (3) 3-5 authors: In all citations after the first, use the first author’s name followed by <i>et al.</i> | First citation: (Baldwin, Bevan, & Beshalke, 2000)
Subsequent citations: (Baldwin et al., 2000) |
| (4) 6 or more authors: Use the first author’s name followed by <i>et al.</i> in all citations. | 6 authors: (Utley et al., 2001)
7 authors: (Yawn et al., 2000)
[Note: In the reference list, use of <i>et al.</i> begins with 7-author references; see p. 3, no. 14.] |
| (5) Group authors: Abbreviate the name of an organization in references after the first if the abbreviation is familiar to readers. | First reference: (National Institute of Mental Health [NIMH], 1998)
Subsequent reference: (NIMH, 1998) |
| (6) No author: Use the first few words of the title—in quotation marks for article or chapter, in italics for self-contained item. | (“Mad Cow,” 2001)
(<i>Inside These Doors</i> , n.d.)
[Note capitalization, quotation marks, and italics; compare p. 2, no. 5; p. 3, no. 21.] |

(7) Authors with same surname: Use initials even if the years are different.	D. Baldwin (2001) and M. L. Baldwin (1999)
(8) 2 or more works within parentheses: Arrange by order of the reference list; use a semicolon between works.	Several researchers (Greenberg, Domitrovich, & Bumbarger, 2000; Roy, 1995; Yawn et al., 2000). . . .
(9) 2 or more works by same author(s): Don't repeat name(s); earliest year first.	(Roy, 1982, 1995)
(10) Major work plus others	(Roy, 1995; see also Embar-Seddon, 2000; Greenberg, 2001)
(11) Representative works: Use <i>e.g.</i> (<i>for example</i>) before parenthetical citations.	The need for more effective prevention of mental illness in children has been the focus of many reports (e.g., National Institute of Mental Health, 1998; U.S. Public Health Service, 2000; Weist, 2001).
(12) Republished work	(Slocum, 1900/1985)
(13) Secondary reference (only the secondary reference goes in reference list)	Racial injustice is one of the ecological risk factors for child psychopathology, according to Coie et al. (as cited in Greenberg, Domitrovich, & Bumbarger, 2000).
(14) Personal communication: Don't put on reference list.	(E. M. Barraclough, personal communication, July 28, 2000)
(15) Entire Web site: Don't put on reference list.	The University of Wisconsin's Writing Center Web site is an excellent source of information on writing (http://www.wisc.edu/writing/).
(16) Direct quotation: Cite page(s).	According to Slocum (1900/1985), "The days passed happily with me whenever my ship sailed" (p. 383).
(17) Direct quotation from electronic source without page numbers: Use paragraph numbers (preceded by <i>para.</i> or ¶); add section numbers for long documents.	Universal interventions "target the general public or a whole population group that has not been identified on the basis of individual risk" (Greenberg et al., 2000, Section I, para. 20).
(18) Direct quotation of 40 words or more: Cite the quoted source or its page or paragraph number in parentheses after the final punctuation of the quote. Do not place a period after the closing parenthesis.	Greenberg (2001) described the "higher-brain" formulation as follows: A brain-dead person is alleged to be dead because his neocortex, the seat of consciousness, has been destroyed. He has thus lost the ability to think and feel—the capacity for personhood—that makes us who we are, and our lives worth living. (pp. 37-38)

Additional Resources on APA Documentation and Style

- See the *Publication Manual*, available for consultation at the Writing Center and in many campus libraries. You can purchase the *Manual* online from the APA organization Web site (www.apa.org).
- Attend the Writing Center class "The Basics of APA Documentation." Go to the Center's Web site (<http://wisc.edu/writing/>) and click Classes for dates and times, and an online registration form.
- Consult the Writing Center handouts "APA Headings and Page Formatting" and "APA Guidelines for Style," available at the Writing Center or on the Center Web site (<http://wisc.edu/writing/>).
- Check the APA style Web site (<http://www.apastyle.org/>), where you will find links to the following:
 - ▶ More on electronic references
 - ▶ APA "Style Tips"
 - ▶ FAQs about APA style
 - ▶ Information on bias in language
 - ▶ "Ask the Expert"—an e-mail form that allows you to ask questions about APA style
 - ▶ A form for requesting e-mail updates of APA style

Guide to Sections I and II

This guide is intended to help you find items in the sections on the reference list and text citations quickly and easily. The examples of reference list items on pages 2 and 3 are ordered alphabetically by type of reference (book, article, etc.). For this reason, these types do not appear under the same names here, but other designations that students might use for the same kinds of references do. Also listed are other details that appear within the text or examples but don't fit into an obvious sequence.

Topic	References	Citations
Ampersand (&)	p. 2: nos. 2-4, 6; p. 3: nos. 13, 15, 16, 20, 23	p. 4: Note (b)
Article accepted but not published (in press)	p. 3: no. 15	
Article or chapter in edited work	p. 2: no. 6	
Author, no	p. 2: nos. 2, 5; p. 3: no. 21	p. 4: no. 6
Author(s), of motion picture	p. 3: no. 20	
Author(s), treatment of different numbers of	p. 2: nos. 1, 3, 4; p. 3: nos. 12-14, etc.	p. 4: nos. 2-4
Authors, ordering	p. 1	p. 5: nos. 8, 9
Authors, same surname	p. 1	p. 5: no. 7
Conference paper (see Paper presented at a meeting)	p. 3: no. 22	
Date, no [n.d.]	p. 2: no. 5	p. 4: no. 6
e.g. [for example]		p. 5: no. 11
Edition	p. 2: no. 6	
Editor(s)	p. 2: nos. 2, 6; p. 3: no. 24	
Electronic references	p. 2: para.1; pp. 2 & 3: *	p. 4: para. 1
et al. [and others]	p. 4: no. 4, note; p. 3: no. 14	p. 4: nos. 3, 4
Film (see Motion picture)	p. 3: no. 20	
Government Printing Office (GPO)	p. 2: no. 10	
Group or organization as author	p. 2: nos. 10, 11	p. 4: no. 5
Manuscript, submitted	p. 2: no. 3	
n.d. [no date]	p. 2: no. 5	p. 4: no. 6
Online article without journal or government affiliation	p. 3: no. 25	
Order of works	p. 1	p. 5: nos. 8, 9
Organization or group as author	p. 2: nos. 10, 11	p. 4: no. 5
Page numbers	Illustrated throughout examples	p. 5: nos. 16-18
Personal communication	p. 1: Introduction to Section I	p. 5: no. 14
Quotations		p. 5: nos. 16-18
Review (see Book review)	p. 2: no. 4	
Secondary reference	p. 3: no. 16	p. 5: no. 13
Year	Illustrated throughout examples	p. 4: no. 1