

How Do I Cite Sources Using APA Style?

APA style was not invented to give you a migraine. Rather, it allows you to acknowledge the resources you used in your paper both to inspire and substantiate your ideas. If the technicalities of the format are getting you down, please discuss your questions with me your professor. Hopefully this handout will help get you started on the road to successful paper writing.

General Format Guidelines

- Type or word process your paper on 8.5” x 11” white paper.
- Double-space everything (quotations, references, citations, etc).
- All margins should be a uniform 1-inch (Do not right justify).
- When typing numbers, single digits should be spelled out; anything greater than nine may be left in numerical form (i.e., eight, nine, 10, 11).
- Section headings should be centered but not underlined.
- Subheadings within the sections should be flush left and italicized.
- Proofread to make sure your paper is error-free.

Page Numbering

As a header, number the pages in the upper right-hand corner of all pages, including title pages and reference pages.

Documenting Your Sources

To document sources in the body of the paper, follow these general guidelines:

- If you use the author’s name in the text, cite the year of the article or book:
 - Appleby (1989) found that...
- If you do not refer to the author in the text, do so in your citation:
- In a study of the nun archetype (Wittekind, 1987), ...
- If (and only if) you quote directly from the author’s words, include the page number (if you cite the author’s name in introducing the quote, include only the date and page):
 - “Every dream reveals a different facet of an individual’s unique personality” (Wittekind, 1987, pp. 57-58).

- Wittekind (1987) stated, “Every dream reveals a different facet of an individual’s unique personality” (pp. 57-58).
- If you use more than one source to document your idea, list the citation alphabetically by last name, separating the sources with a semi-colon:
 - Several studies (Appleby, 1989; Wittekind, 1987) suggest that...
- If you quote a passage of more than 40 words, block indent the passage five spaces from the left margin (double space).
- If, in a parenthetical citation, there is more than one author of a book or article, use the ampersand (&) between the names (however, spell out the word “and” if referring to the authors in the text).
 - (Appleby & Wittekind, 1987)
- Appleby and Wittekind (1987) suggest that...
- After the first time you refer to authors by spelling out all their names, you may subsequently refer to them using the first author’s name:
 - (Appleby, et al., 1987)
- If you use more than one text by the same author and the two texts in question were both published in the same year, attach a suffix (a, b, c, etc.) to the date and make the appropriate notation in the reference list:
 - (Wittekind, 1987a)

Reference Page

1. Center reference one double-space below your page number.
2. Present bibliographic entries in alphabetical order by last name.
3. The first line should be flush left; indent the second line five spaces.

For details how to do citations for a book, journal article, magazine article, internet source, and an article from an edited book, please refer to your textbook: *Concise Rules of APA Style*.

Note: This style sheet is only a start! All the preceding guidelines, which are typically used in the preparation of research papers for the social sciences, were compiled with assistance of the *Publication Manual of the American Psychological Association, Fifth Edition*. If you’re not

certain what style you should use to format your paper, please consult your professor. These guidelines are not exhaustive; for the many reference and citation formats not listed here, consult your textbook the Concise Rules of APA Style. If that is not good enough, consult the Publication Manual. Reserved copies are available at the Memorial library.

An example of a reference page

An example of a reference page

References

- Mitchell, T. R. & Larson, J. R. (1987). *People in organizations: An Introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill. (Citation for a book)
- Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrived November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>. (Citation for an article in an Internet-only Journal)
- Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick Jr. P. ven den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association. (Citation for an article or chapter in an edited book)
- Saywitz, K. J. & Mannrino, A. P. (1993). Treatment of sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049. (Citation for a journal article)
- Webs, J. T. & Huang, L. N. (Eds.). (1995). *Children of Color: Psychological interventions with minority youth*. San Franscisco: Jossey-Bass. (Citation for edited book)