

The OSU at Lima Writing Center  
Presents

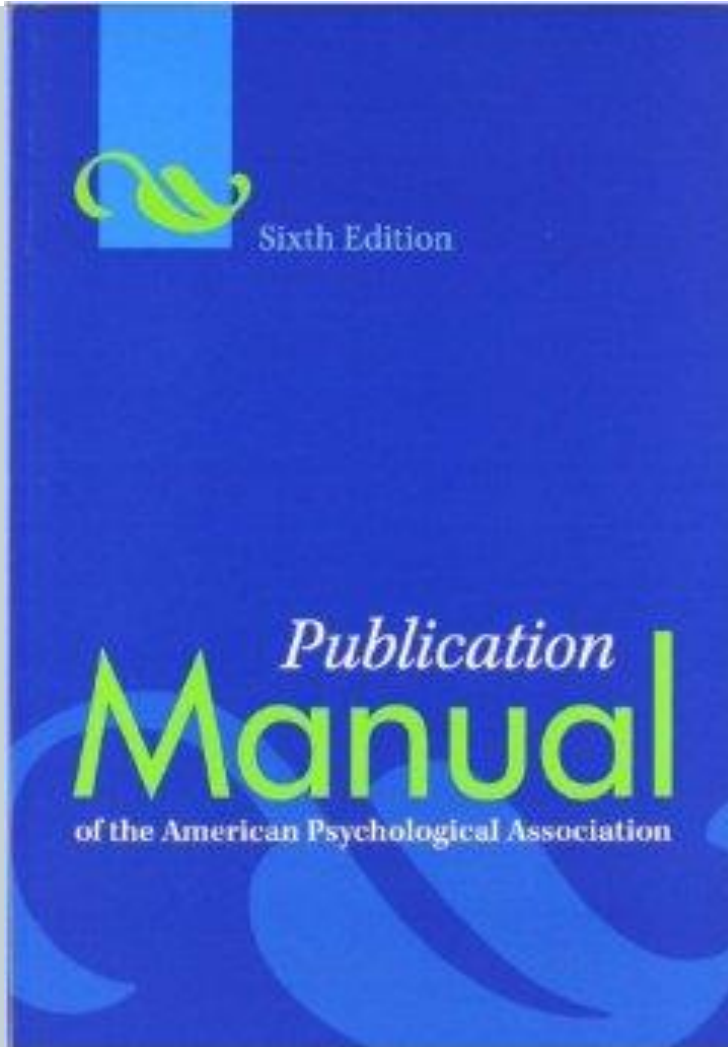
# APA DOCUMENTATION



**A GUIDE TO:**

- **IN-TEXT CITATIONS**
- **THE REFERENCE LIST**
- **FORMATTING THE ESSAY**
  - **& MORE**

# APA – An Overview



- APA stands for American Psychological Association.
- It is important to cite all information taken from any outside source
- It is important to identify and acknowledge the source from which the information was taken.

# APA – An Overview

- APA accomplishes source attribution through the use of:

- In-Text Citations
  - Attributes sources in your paper as you discuss them.

- A Reference List
  - A list of sources used in your essay with more complete information about the sources.

## Citing The Full Work In-Text Citation:

All participants were strongly right-handed, as determined by the Laterality Assessment Inventory (Sherman & Kulhavy, 1976).

## References

- Anonymous. (2002). *Regional identity and behavior*. New York: Kluwer Academic/Plenum.
- Australian Institute of Health and Welfare. (2005). *Mental health services in Australia 2002-03*. Canberra, ACT: Author.
- Brown, A. S. (2003). A review of the déjà vu experience. *Psychological Bulletin*, 129(3), 394-413.

# Part 1: In-Text Citations



## **EXAMPLES AND EXPLANATIONS OF IN-TEXT CITATIONS**

# In-Text Citations



- In-Text Citations:
- Show readers from where the information was taken
- Direct the reader to the Reference Page
- Are placed as close to the borrowed material as possible



- In general, professors prefer that you **paraphrase** information from an outside source more often than using direct quotes.

# In-Text Citation Example - Paraphrase



• In the introduction of their study, Foeman and Nance (1999) state that African Americans and White People are at opposite ends of the race continuum (p. 541).

- If you attribute the source(s) last name(s) in your own words then you **do not** need to put the names in parenthesis.
- You still need the date immediately after the name(s).
- You still need the page number(s) for a direct quote.
  - Punctuation comes after.

# In-Text Citation Example – Direct Quote



- This theory “assumes that racial intermarriage patterns reflect a generalized racial status hierarchy” (Fu, 2001, p. 148), with African Americans at the lower end and Caucasians at the higher.
  - The in-text citation begins with whatever comes first in the source’s reference page entry. Typically, this is the author’s last name. This is followed by a comma and the year of publication.
  - If the borrowed material is a direct quote (like the example above) or you wish to cite some specific part of a work (e.g. a page or a chapter), include a comma after the date, the appropriate abbreviation (ed. p—pp. for multiple pages—or chap.), and the page or chapter numbers.

# In-Text Citation – Citing The Full Work



- **Citing the Full Work:**

- All participants were strongly right-handed, as determined by the Laterality Assessment Inventory (Sherman & Kulhavy, 1976).


- This citation makes a reference to the whole work. You need only the author and date, no page numbers.
- Because there are two authors, separate the names by the ampersand (&) symbol, not the word “and”
- The punctuation follows the entry after the closing parenthesis.





# In-Text Citation – Citing The Full Work with Author(s) named in the Text



- **Citing The Full Work with Author(s) named in the Text:**
- The first passage, “Chemical Pesticides,” was a 155-word expository passage developed by Howell (1980) and based on the work of Meyer and Freedle (1979). 
- Here the references are to full works, but the authors are mentioned in the text.
  - Only the date is necessary
- When there are two authors and both are mentioned in the essay itself, you **do not** use the ampersand symbol.

# In-Text Citation — Citing the Full Work with More than One Entry in the Citation; Works with More than One Author:



- Also, other promising individual-difference constructs, such as extraversion (H. J. Eysenck, 1967; M. W. Eysenck, 1976, 1977) and field dependency (Witkin, Dyk, Faterson, Goodenough, & Karp, 1962), should be compared with the analytic-holistic dimension in terms of success in predicting differential recall.
- Here, there are two citations—in the first:
  - Three works are cited in the entry.
  - **Works are separated by semi-colons.**
  - The two authors have the same last name—**initials are included.**
  - Two works by M. W. Eysenck are referenced; the dates for both are given, in order, separated by a comma.

## In-Text Citation – Citing the Full Work with More than One Entry in the Citation; Works with More than One Author (Cont.):



- Also, other promising individual-difference constructs, such as extraversion (H. J. Eysenck, 1967; M. W. Eysenck, 1976, 1977) and field dependency (Witkin, Dyk, Faterson, Goodenough, & Karp, 1962), should be compared with the analytic-holistic dimension in terms of success in predicting differential recall.
- In the second citation:
  - Here there is more than one author.
  - All authors' last names are given, separated by commas, **in the first reference only** (for up to six authors)
  - In following references of six or more authors, give the first author's name followed by "et al."

# In-Text Citation – The Block Quote

The results have a more indirect implication, which is reflected in the following statement by M. W.

Eysenck (1976):



In spite of the obvious importance of individual differences in human learning and



memory, relatively few investigators incorporate any measure of intelligence,

|1/2 inch|

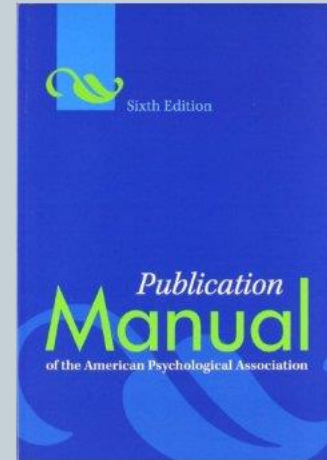
personality, or motivation into their studies. Instead, they prefer to relegate

individual differences to the error term in their analysis of variance. (p. 75)

- Block quotes are for quotes of **40 words** or more.
- Here, the author's name is given in the essay text, so the date follows the author; However, the page number follows the quote itself (and, because this is a block quote, comes after the punctuation). **If the author's name had not been in your essay text, the author, date, and page number would be in the citation at the end of the quote and after the punctuation.**
- The block quote should be **indented 1/2 inch**.
- A **colon** should proceed the entry as shown, and the quote should **not** be put in quotations.

# In-Text Citations – Further Reference

- For further reference on in-text citations, see the most recent edition of the APA Handbook.
- Also, you may visit the writing center to meet with a tutor
- Or take advantage of some of our other helpful online resources through the Writing Center website at:



<http://www.lima.ohio-state.edu/academics/writing/>

# Part 2: The Reference List



## **EXAMPLES AND EXPLANATIONS OF THE REFERENCE LIST**

# Reference List



- The reference list contains more detailed information for all of the sources used in the essay.
  - It lists sources cited in the essay itself, and it lists every source cited in the essay.
- It is found at the end of the essay on a separate page.

## References

Ackerman, R. A. (1997). Librarians can make sense of the Web. *San Antonio Business Journal*,

11, 58, 60. doi:11.1035/0554/0945-2986.43.4.335

Anorexia. (2008). *Encyclopedia Britannica* (Vol. 26, pp. 501-506.) Chicago, IL: Haworth

Press.

Applin, M. B. (2001). Stress and eating disorders in college students. *Educational Psychology*

*Today*, 2(3), 33-36. Retrieved from <http://www.ept.org>

Barton, S. L. (1999). *Mental illness in young adults*. Berkeley: University of California Press.

# Reference List

EATING DISORDERS

12

References

- ←↔ 1 tab
- Ackerman, R. A. (1997). Librarians can make sense of the Web. *San Antonio Business Journal*, 1, 58, 60. doi:11.1035/0554/0945-2986.43.4.335
- Anorexia. (2008). Encyclopedia Britannica (Vol. 26, pp. 501-506.) Chicago, IL: Haworth Press.
- Applin, M. B. (2001). Stress and eating disorders in college students. *Educational Psychology Today*, 2(3), 33-36. Retrieved from <http://www.ept.org>
- Barton, S. L. (1999). *Mental illness in young adults*. Berkeley: University of California Press.

A  
to  
Z

- Word “References” is found at the top of the page in plain text, centered.
- Each entry begins even with the left margin and every additional line indented one tab.
- Entries are entered alphabetically by first item—typically author’s last name. If there is no author, or if there are two works by the same author, alphabetize by title.
- All entries should be double spaced.



# Article with pages numbered continuously

## References

Conrad, P. (1992). Medicalization and social control. *Annual Review of Sociology*, 18, 209-232. doi:10.1844/2091.37.6.123

- This is for any article from a journal, including those found on the library databases.
- The **name** of the author – Last name, first and/or middle initial followed by a period
  - If no author: alphabetically order entries by the first significant word
- The **year** of publication in parenthesis followed by a period
- The **title of the article** in plain text, with only the first word and proper nouns capitalized followed by a period
- **Title of journal** in italics with every significant word capitalized followed by a comma
- **Volume number** also in italics followed by a comma and the inclusive page numbers followed by a period
  - In newspaper articles, the abbreviations p. or pp. would precede the page numbers.
- If available, the **DOI** (digital object identifier) provides persistent identification on digital networks to direct readers to content with the format – “doi:xxxx”
  - typically found on first page of electronic journal article or landing page of article

## Article with pages not numbered continuously

Fu, V. K. (2001). Racial intermarriage pairings. *Demography*, 38(2), 147-159.

doi:10.1844/2091.37.6.123



- **Name** of the author – Last name, first and/or middle initial followed by a period.
- **Year** of publication in parenthesis followed by a period
- **Title of the article** in plain text, with only the first word and proper nouns capitalized followed by a period
- **Title of journal** in italics with every significant word capitalized followed by a comma
- **Volume number** also in italics
- **THE ISSUE NUMBER IN PARENTHESIS** followed by a comma
  - Note: There is no space between the volume and issue number AND the issue is **not** italicized.
- The inclusive page numbers followed by a period
- If available, the **DOI** (digital object identifier) should be included as “doi:xxxx”

## Articles with more than one author

Foeman, A. K. & Nance, T. (1999). From miscegenation to multiculturalism:

Perceptions and stages of interracial relationship development. *Journal of Black*

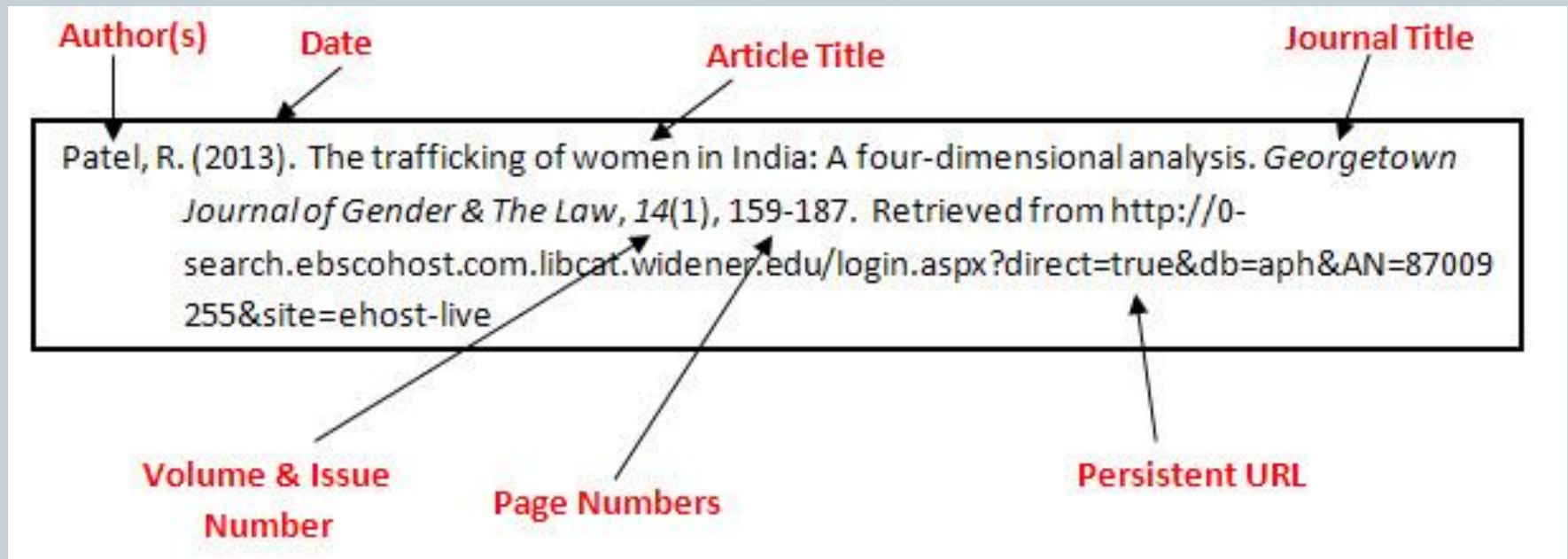
*Studies*, 29(4), 540-557. doi:10.1844/2091.37.6.123

- Remember: All author's names are inverted
  - (last name first, then initials)
- Connected by the “&” Symbol
- Give all authors for up to **six** authors
  - For seven or more, give the first six names and use “et al.” after (in plain text)
  - Each authors name (for more than 2) will be separated by a **comma**.

# When the DOI is not listed...



- If no **DOI** is listed, include the **URL** followed by “Retrieved from”
- **\*NOTE\*** the **URL** is not followed by a period



# A Book (no DOI listed)

Frakenberg, R. (1993). *White women, race matters: The social construction of whiteness*. Minneapolis, MN: University of Minnesota Press.

- Remember to use the information from the **title page** and **copyright page** and not the cover.
- Author's **name**
- **Year** of publication in parenthesis
- **Title** of the book in italics with only the first word and proper nouns capitalized followed by a period
  - (if there is any edition, report, or volume number, this follows the title in parenthesis)
- **The place of publication** (city and the postal abbreviation for the state) **followed by a colon**
  - There are some cities that are well-known places of publication; for these, only the city name is required—a list of these places can be found in the APA Handbook
- Publishing company followed by a period

# Online Journal (no DOI listed)



- **Author's Last Name(s)**
- **Date** of publication in parenthesis (year, month, day)
- **Title** of article in plain text with only first word and proper nouns capitalized
- **Title** of journal in italics with all significant words capitalized
- **Volume number** in italics, issue number in parenthesis
  - (no space between it and volume number—only include if pages not continuously numbered in the volume)
- Inclusive **page numbers** for article (if any)
- Word “**Retrieved**” followed by the **month, day, and year** of your access to the material
- The word “**from**” followed by **the source's web address** with no punctuation at the end.

Evans, D. C., Hart, A. J., & Hicks, J. C. (2003, December 31). Are race and gender central of peripheral traits? Examining evaluative amplification of personality impressions in the classic ASCH paradigm. *Current Research in Social Psychology*, 9(7). Retrieved January 5, 2004, from <http://www.uiowa.edu/~grpproc/crisp/crisp.9.7.html>

**This citation format works for online periodicals as well.**

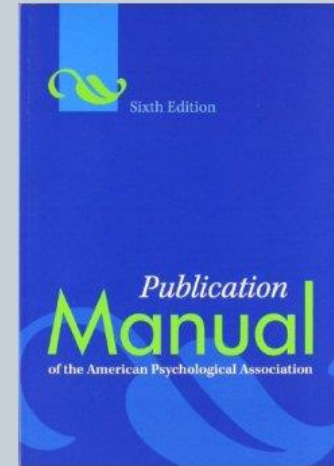
# Internet Sources (no DOI listed)

United States Census Bureau. (2000). *Profile of General Demographic Characteristics: 2000*. Retrieved February 8, 2001 from <http://factfinder.census.gov>

- ***Electronic Sources:*** There are so many possibilities on the internet that we can't show all possible entries for internet sources.
- **We recommend students use the APA handbook for specifics about citing internet sources.**

# Reference List – Further Reference

- For further reference on the Reference Page, see the most recent edition of the APA Handbook.
- Also, you may visit the writing center to meet with a tutor
- Or take advantage of some of our other helpful online resources through the Writing Center website at:



<http://www.lima.ohio-state.edu/academics/writing/>

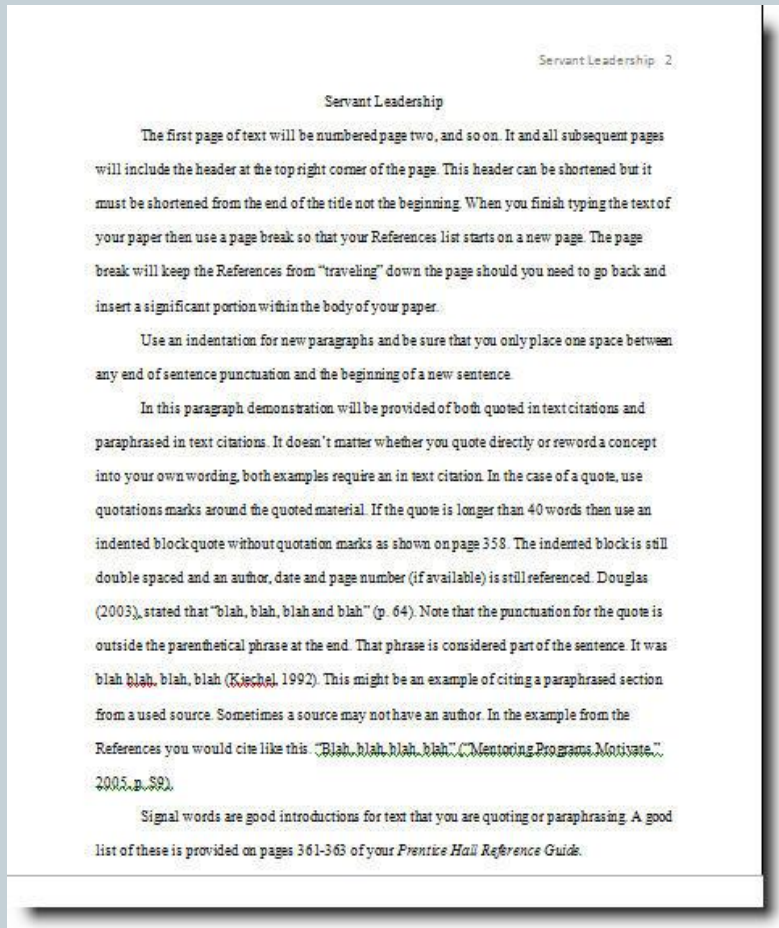


# Part 3: APA Paper Format



## **EXPLANATION OF APA PAPER FORMAT**

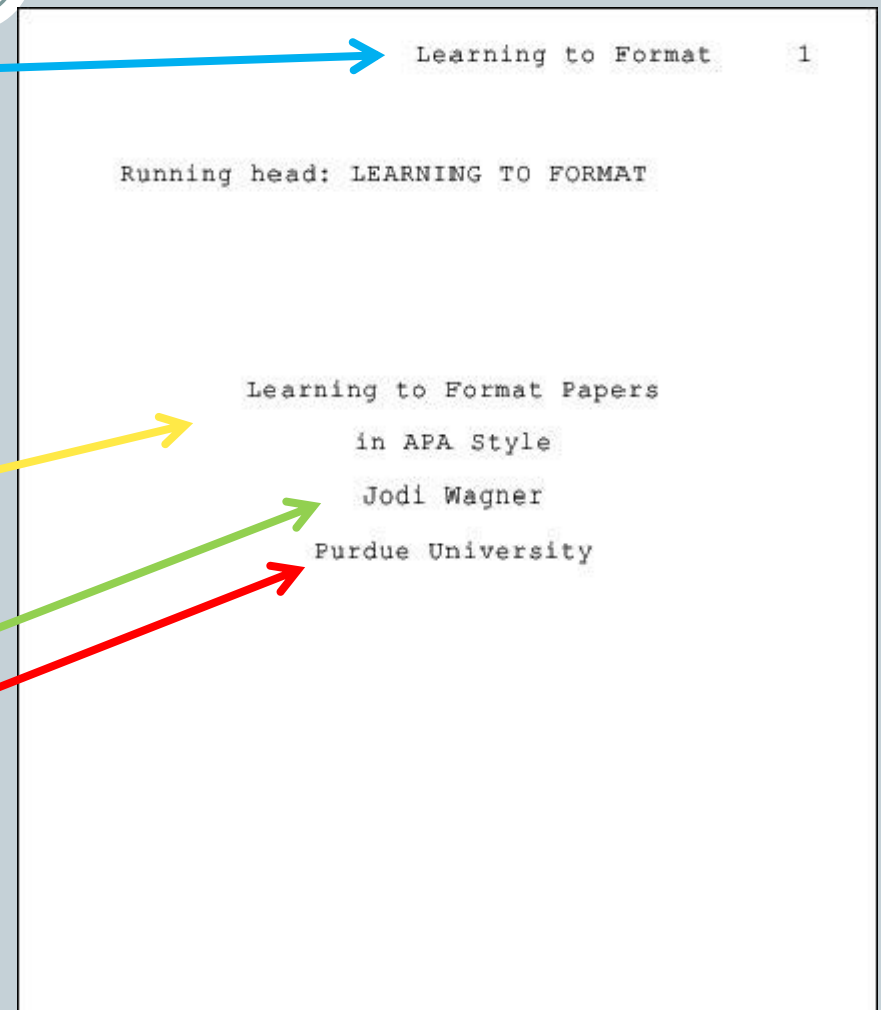
# APA Paper Format



- Most essays should be typed, double-spaced with 1" margins on all sides. You should use 12 pt. Times New Roman font or something similar (*serif* typeface).
- Include a page header in the upper right-hand corner of every page.
  - When creating a page header, use 2-3 words of the title of the paper. Type 5 spaces and then give the page number.
- Follow the professors guidelines in the event that the format conflicts.

# APA Paper Format – Title Page

- You should already have a page header.
- In the upper half of the title page, type double spaced centered on separate lines:
  - your full title (no more than 12 words)
  - running head
  - author byline
  - university
  - author note



# Part 4:

## The APA Abstract and Annotated Bibliography



### **EXAMPLES AND EXPLANATIONS OF AN APA ABSTRACT AND AN ANNOTATED BIBLIOGRAPHY**

# The APA Abstract (Format and Explanation)

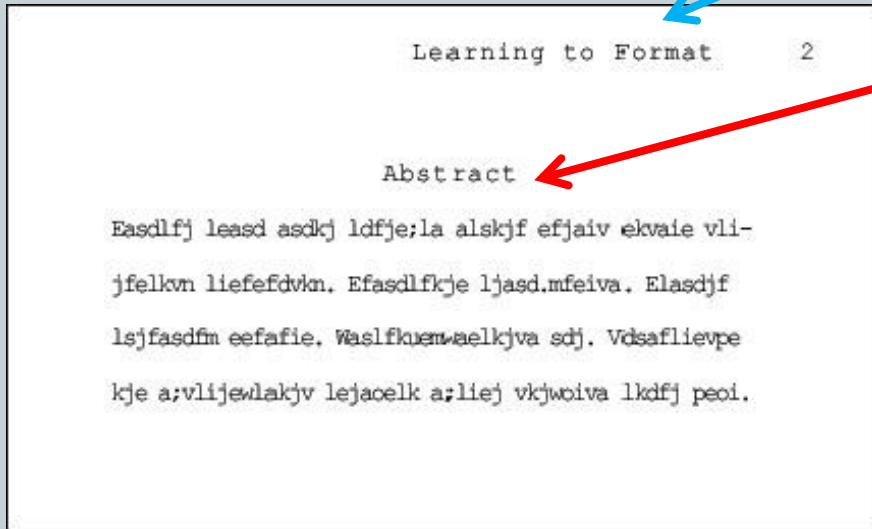


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[http://owl.english.purdue.edu/media/jpeg/20071205030245\\_560.jpg](http://owl.english.purdue.edu/media/jpeg/20071205030245_560.jpg)

- Begin a new page.
- Your abstract page should already include the **page header**.
- On the first line of the abstract page, center the word “Abstract” (otherwise unformatted, no bold, italics, underlining, or quotation marks).
- Beginning with the next line, write a concise summary of the key points of your research. (**Do not indent.**)
- The abstract should be one paragraph, double-spaced of less than 250 words.

Information taken from:  
<http://owl.english.purdue.edu/owl/resource/560/01/>

# The APA Abstract - Example



Distant Intercessory Prayer 2

## Abstract

In an extension of research demonstrating causal effects of intercessory prayer for physical healing in a medical setting, the present study experimentally examined the effects of intercessory prayer for improved task performance in an employment setting. Trained customer service representatives either did, or did not, receive (over a 14-day period) daily intercessory prayer for the specific needs and challenges of their workplace. Speed of call handling was evaluated for each customer service representative. The specific dependent measures were number of calls per hour and number of seconds per call. No statistically significant differences between prayer and non-prayer groups were found for either calls per hour or seconds per call. Recommendations for research in this new area of study center on methodological issues, including the selection of relevant dependent measures.

Image taken from:

<http://www.vanguard.edu/uploadedFiles/psychology/abstract.pdf>

# What is an Annotated Bibliography?



- An annotated bibliography is a list of citations to books, articles, and documents.
- Each citation is followed by a brief (usually about 150 words) **descriptive** and **evaluative** paragraph, the annotation.
- The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.
- Abstracts are purely descriptive summaries.
- Annotations are **descriptive** and **critical**; they expose:
  - the author's point of view
  - clarity and appropriateness of expression
  - authority

# APA Annotated Bibliography: Format / Example



Kim, H.J., McCahon, C., & Miller, J. (2003). Assessing service quality in Korean casual-dining restaurants using DINESERV. *Journal of Foodservice Business Research*, 6(1), 67-87.

This study applies DINESERV (a quality service tool originally developed by Knutson, Patton, and Stevens) to Korean casual-dining restaurants. The authors (professors of hospitality, management, and dietetics, respectively) successfully demonstrate that DINESERV is a valid instrument for measuring service quality in Korea. Since previous studies using DINESERV had been based only in the US or the UK, this study has important implications for anyone interested in the international dimensions of service quality.

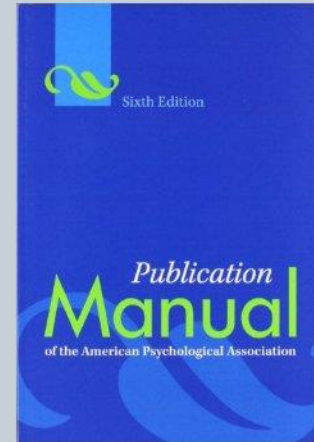
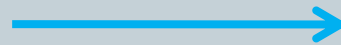
- Formatting of the Annotated Bibliography will vary from professor to professor.
- The general format is to cite the source first followed by the annotation.
- The annotation is usually indented.



# For More Information:



- For further reference on APA Documentation, see the most recent edition of the APA Handbook.
- Also, you may visit the writing center to meet with a tutor
- Or take advantage of some of our other helpful online resources through the Writing Center website at:



<http://www.lima.ohio-state.edu/academics/writing/>

# APA Presentation Credits



- The OSU Lima Writing Center thanks Jered Slusher and Leslie Gudorf for creating this PowerPoint Presentation.
- Last updated: January 20, 2015 in accordance to the 6<sup>th</sup> edition

**Visit us online at:**

<http://www.lima.ohio-state.edu/academics/writing/>



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