Documenting Sources Using APA Style 6th Edition

Governors State University
Paul Blobaum, M.A., M.S, Full Professor, University Library
College of Health and Human Services Librarian
CJUS, POLJ, and Social Science Interim Liaison
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What is APA Style?

• Refers to *The Publication Manual of the American Psychological Association, 6th ed.*, 2009—(The following information is adapted from this manual)

• Provides rules for the preparation of manuscripts

• Describes mechanical aspects of writing, including margins, spacing, punctuation, capitalization, alphabetizing, etc., and

• Provides proper format for your reference list.

• **Web Site:** [http://apastyle.org](http://apastyle.org) supplements the Publication Manual
Why use APA Style?

• Allows readers to locate the sources that you consulted to write your paper for further study.
• Provides consistent format within a discipline (nursing, social sciences, etc.)
  ❖ Gives you credibility as a scholarly writer.
  ❖ Protects you from charges of plagiarism.
APA Publication Manual

- Provides guidance for display of research data in graphics such as charts and graphs (Chapter 5)
- Deals with ethical and compliance issues regarding authorship, intellectual property, informed consent, protection of animals, etc.
- Describes the scholarly publication process, including peer review (p. 225-228, p. 40)
- Provides guidance for writing specific types of articles (p. 9-11) --reviews, methodology, studies, etc.
Before you get started

• GSU writing center can help
  http://www.govst.edu/writingcenter

• **APA Word Templates for MS Word and student paper examples are available here!**


• APA Style Web site:  http://apastyle.org

• APA Blog http://blog.apastyle.org
Regarding the Citing of Sources we have two main concerns:

• Citing sources on your Reference List.

• Citing sources within the body of your paper (author-date citation system).
Basic Rules for: Creating your **Reference List**

- Identify the type of source document that you need to reference. (book, journal, video, law, etc.)
- Include *only* the sources that you used in the research and preparation of your paper.
- References cited in the body of your paper must appear in your reference list, and,
- Each entry in the reference list must be cited in your paper.
Basic rules for creating reference list

• Also applies to radio, Television, webcasts, software--- any kind of recoverable data.

 Include only “recoverable data.” Personal communications are cited in text only.

 Classical texts are cited only in text, not in the Reference list (examples: The Holy Bible, The Holy Qu’ran, classical Greek or Roman texts, etc.). Give edition and version as needed.
Classical Texts - cited *in text* only

“Urbs in Horto”. (Aristotle, trans. 1931)

“Anyone who rejects faith, his work will be in vain.” (Qur’an 5:5)

“…the greatest of these is Love.” 1 Corinthians 13:13 (Revised Standard Version)

“Est modus in rebus (There is a proper measure in things).” (in Horatio, *Satire* 1, 1, 106)
Construction of the Reference List

• Reference data must be complete and accurate.

• Entries should be in alphabetical order by author, or by title if no author is given.

• **Single space following punctuation within entry.**

• **Double space all entries and between entries.**

• Entries should have a 1/2” hanging indent.
Basic Elements of a Citation

Author or editor’s name (p.184)

Author, A. A., Author, B. B., & Author, C. C.

Publication date (20XX) (p. 185)

Title of work (p. 185-6)

Publication information (p. 186-187)

Locator information (doi, web site, etc.) (p. 187-192).

See chapter 7, p. 193-224 for examples.
Basic rules for reference list
doi – Digital Object Identifier

• A unique alphanumeric string assigned by the International DOI Foundation (www.doi.org) (p. 188)
• Provides persistent link to location on Internet
• Assigned upon publication, 2007 forward
• Begins with doi: (always lower case)
• Text, audio, video, images, software – any type of intellectual property include doi regardless of format

Example: doi:10.10.1038/nphys1170
Basic Rules for:
Citing a Book

• Author last name, and initials. Use first name in brackets to distinguish between similar names.
• Titles of books are italicized. Do not underline.
• Use hanging indent.
• Capitalize the first word of a book title and the first word of the subtitle, if any, and any proper nouns.
• Put edition and report numbers in parenthesis after book title. (example -p. 205)
• For more rules, see p. 185-186.
Elements of a reference to a book, one author

Author, A. A. (date). *Title of work*. Location: Publisher.

Example:

(Note: the indent should be ½”, or 5 to 7 spaces, or the typical “tab” key spacing”. *Double space the Reference list*; these examples are spaced for presentation purposes only! )
Example of a reference to a book, two or more authors

Author, A. A., & Author, B. B. (date). *Title of work*. Location: Publisher.

Example:

Example of a reference to an edited book

Editor, A. A., & Editor, B. B. (Eds.). (date). *Title of work*. Location: Publisher.

Example:

Example of a reference to a chapter in an edited book

Author, A. A. (date). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

*(note the change in editor’s last name first rule; 6th edition requires editor first initials first, see p. 202-3. Also pp. see “Abbreviations”, p. 180)*

Example:

Basic Rules for:
Citing a Journal Article

• Include up to 7 authors names in reference list (p.184)
• Capitalize the first word of the article title and the first word of the subtitle, if any, and any proper nouns.
• Do not italicize the article title; do not put quotation marks around it.
• Journal name and volume number are italicized.
✓ Include issue number if each issue begins on page 1, in parentheses after volume number. Do not italicize issue numbers.
Citing Journal Articles, cont’d

• Use both uppercase and lowercase for titles of journals, as necessary.
• Use “&” and acronyms if part of journal title.
• Give inclusive page numbers, but do not use p. or pp.
• Include doi if available.
• See pages 199-202 for additional rules and examples.
Elements of a reference to a journal article, one author


Example:

Elements of a reference to a journal article, three to seven authors


Example:

Example of a reference to a magazine article


Example:

Basic Rules for:
Citing Electronic Media

- Include the same elements, in the same order, as you would for a reference to a print source.
- Consider including notation of nonroutine information to help identify works, in brackets (p. 186) (example: [Video webcast])
- When a DOI (Digital Object Identifier) is available, include the DOI instead of the URL in the reference.
- If DOI is unavailable, provide closest permanent URL of a source – direct readers as closely as possible to the source you used (main page).
- If you have time, Crossref.org might help you identify a DOI.
Basic Rules for:
Citing Electronic Media

- Provide retrieval date if the source is likely to be updated or changed. (example: prepublication manuscript, wiki)
- Do not use a period at the end of a web address
- URLs should not be “live” in text... do not underline.
- Test URLs
Example: Electronic book

Example: Book chapter


The database name is included to aid readers in finding an electronic version of the book because it may be difficult to find elsewhere, regardless of format.
Example: Reference to a web site

Author, A. A. (year, month date). *Title of work*. Retrieved Month day, year from URL

Example:


There is a registration agency, CrossRef.org, where you may enter a DOI into the “DOI resolver” search field to be directed to the article or to a link to purchase it. In the GSU Library, be sure to use the Full Text Journals List to locate full text journal content for journals subscribed to by the library.
Example: Article with no DOI assigned


If no DOI is assigned, APA asks you to locate the exact URL of the journal home page “if your article was retrieved online” and is the “copy of record” (p. 199, 7.01 (3)) Do not list the aggregate database URLs (Proquest, Ebsco) but this is usually acceptable for academic papers (but check with instructor). Do not use page numbers if they are not available.
Basic Rules for:
Reference Citations in Text

• Document your sources throughout the text of your report by citing by author and date the works you used in your research.
• This serves to briefly identify the source and enables readers to locate the source in your reference list.
• Place both name and year of publication, separated by a comma, in parentheses.

❖ Give a citation *each and every time* material that is not your intellectual property is referred to or used in your paper.

❖ PLAGIARISM discussion p. 15-16
Quotations

- Use quotation marks if material is copied verbatim and is less than 40 words, otherwise paraphrase. Give page number (p. 171, sec. 6.04)

- Put page numbers of quotations in parenthesis. See punctuation rules p. 92, 93.

- Use block quotes if more than 40 words, without quotation marks. (p. 92, 93, 171)
Basic Rules for: Reference Citations in Text

• If name is part of your narrative, cite only the year.

• If both name and year are part of your narrative, do not add parenthetical information.

• For more rules and examples, see p. 174-179.
Examples of reference citations in text

• In a recent study of reaction times (Walker, 2000)...

• Name used as part of narrative:
  – Walker (2000) compared reaction times...

• Both name and publication year used as part of narrative:
  – In 2000 Walker compared reaction times...
Citations in Text, multiple authors

• 2 authors -- cite both names every time the reference occurs in text.

Example:

“Blobaum and Geller (2009) reported high level of student satisfaction with APA citation instruction....”

Note: Use the word “and” in text citations ; use the ampersand “&” in reference list. (p. 175)
Multiple authors Citations In Text

• 3, 4, or 5 authors -- cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. and the year if it is the first citation of the reference within a paragraph.

Example: “MacMullen, Shen, and Tymkow (2010) examined differences in adverse maternal outcomes…”

“Then:

“MacMullen et al. (2010) found women with asthma had more adverse maternal outcomes…”
Citations in Text, multiple authors

- 6 or more authors – cite only the surname of the first author followed by et al. and the year (do not italicize “et al.”) first and every time.
Citation of a work discussed in a secondary source:

- Use sparingly.
- **Cite the secondary source in the reference list.**
- **In text, name the original work and give a citation for the secondary source.**

**Example in text:**

Seidenberg and McClelland (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) describe a reading comprehension model…..

**Reference citation (the article you actually read):**

When should you use reference citations in text?

• When quoting any words that are not your own.
• When summarizing facts and ideas from a source whether print, audio, visual, etc.
• When paraphrasing a source.
• If an idea comes from someone else, the source material must be cited **each time you use it.**

**When in doubt, cite.**
What if there is no rule or example for the material I need to cite?

• Look over general forms and examples and follow an example that is most like your source. (chapter 7)
• Review the APA Style Web site and blog (apastyle.org) for further examples
• Provide more information rather than less.
• Use your best judgment, making careful decisions
• When in doubt, consult with the GSU Writing Center or your instructor.
Citation Helps

• Citations can sometimes be copied and pasted from library research databases, in APA format:

  • Example: CINAHL on EBSCO Host

• HOWEVER: Citations used for reference lists copied from aggregate databases need to be edited for italicization, and data elements. Retrieval dates are not needed.
Writing Style

• Addressed in Chapter 4, p. 87
• Use two spaces after each sentence period (easier on the eyes)
• Use one space after periods in abbreviations and citations
• Use of Numbers, p. 111-118
• Writing with clarity, Chapter 3
Bottom line

• YOU are responsible for correct formatting, grammar, style, etc.
• GSU writing center can help
  http://www.govst.edu/writingcenter

• Email your papers to gsgrowl@govst.edu

• Also: Linda Geller’s “Introduction to APA Citations” – compares 5th and 6th editions:
  http://dspace.govst.edu/handle/123456789/1577