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**QUICK NOTES:**

**American Psychological  
Association (APA) Style  
Manual**

**For the Faculties of Social  
Sciences, Business &  
Management, Sciences and  
Health Sciences**

Adapted from the *Publication Manual of the American Psychological Association* 6<sup>th</sup> ed., 2010. Washington, D.C.: Author.

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**6<sup>th</sup> edition: 2011**

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## I. GENERAL INTRODUCTION

Referencing (or citing sources) is the important process of acknowledging another person's ideas used in constructing one's own essays or assignments, whether quoted directly or otherwise. A research paper without the acknowledgement of sources will be considered as plagiarized. Whether paraphrasing, summarizing or quoting directly from a work, you must credit the source. Every scholarly discipline has a preferred format or style of referencing their publications. According to the policies of the UOB Libraries, the following formats should be used with the respective disciplines:

**APA:** is used mainly in the social sciences (psychology, sociology, anthropology, education, etc.) and in some of the hard sciences.

**MLA:** is used mainly in the humanities (art, literature, history)

Notes and references/cited works are ways an author deals with identifying important elements of the work which do not fit strictly within the flow of the text:

1. **Notes** (Footnotes OR Endnotes) are a device to handle information that is extra—explanatory, peripheral, interesting—but not intrinsic to the argument or story.
2. **List of References / Cited Works:** are the items that have been read and **specifically** referred to (or cited) in the paper.
3. **Bibliography:** is a list of all the items that were read in preparation for writing a paper. It will, therefore, contain cited items and items that were found but not cited.
4. **Parenthetical (In-text) Citations** identify the sources briefly within the text so that readers can tie them to more complete information in the reference list / works cited at the end of the paper.

This Manual deals with three components of the APA Style with samples. The first part touches on how notes are added to the publication (paper, report, thesis...); the second part deals with documenting references: reference list and the third on parenthetical citations of the more common reference formats.

## II. USE OF NOTES (FOOTNOTES & ENDNOTES)

Sometimes the author wishes to impart information to the reader that does not fit comfortably into the flow of narrative of the work. The information may be peripheral to the argument being made; it may be explanatory or background material which, if introduced within the text, would interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

This information can be included in the work, but outside the body of the text, by means of notes. Within the text, the author uses an identifier to tell the reader that extra information is available. The identifier directs the reader either to footnotes (notes at the bottom of the page containing the identifier) or to endnotes (notes placed at the end of the chapter, article or book).

### **Numbering:**

Notes should be numbered consecutively (beginning with the number 1) throughout a document (paper, article, chapter, etc.). The numbers correspond with numbers placed in the area of the part of the text they document.

In your text use Arabic numerals typed slightly above the line (superscript like this<sup>15</sup>) to signal a note that will be found in a footnote/endnote. Place this superscript numeral at the end of quotations or paraphrases, with the numeral always following immediately without a space after the final word or mark of punctuation (except in the case of dashes, where note numbers precede the punctuation mark).

### **EXAMPLE:**

Robert B. Dove makes the distinction between a Congressional calendar day and a legislative day, noting, "A legislative day is the period of time following an adjournment of the Senate until another adjournment."<sup>1</sup>

Takaki writes that "this emerging demographic diversity has raised fundamental questions about America's identity and culture."<sup>2</sup>

Banning's work shows that small villages often existed for a time only to disappear mysteriously, perhaps because of plagues, invaders, or--most likely--a nomadic way of life.<sup>3</sup>

In an essay in *Electronic Antiquity*, Richard Diamond explores the issue of blindness in Oedipus Rex:

Thus Sophokles has us ask the question, who is blind? We must answer that Teiresias is physically blind, yet he sees himself and Oidipous' nature. Oidipous is physically sighted, but he is blind to himself, to his own nature.<sup>4</sup>

### **Symbols:**

The following symbols can be used in the order given: asterisk (\*), dagger (†), double dagger (‡), section mark (§), parallel mark (||), and paragraph mark or blind P (¶). **EXAMPLE:**

The excerpt comes from *The Count of Monte Cristo*\* and reveals the difference between that tale and many of the other works of Dumas.†

If more than six notes are to appear, the symbols should be doubled; if there are to be more than twelve notes, the symbols should be trebled. Trebled symbols, however, look clumsy, and it is therefore better to use superior figures throughout.

### **Placement:**

Notes themselves are placed either at the end of the page where the cited information appears (footnotes) or at the end of the paper, chapter, article, or book (endnotes) in a page preceding the Reference. They should correspond with superscript numerals/symbols.

### **Format & Indentation:**

Use single spacing within each footnote<sup>1</sup>, but use a 1.5 space between footnotes<sup>2</sup>. They should be formatted with a first line indent of 1 cm from the left margin. Distinguish footnotes from the text by using a smaller type size (10) and placing a space bar line beginning at the left margin (sample below).

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<sup>1</sup> Authors notes are basically placed here to not interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

<sup>2</sup> Authors notes.

### **III. CHANGES IN 2010 SIXTH EDITION OF APA GUIDELINES**

The majority of APA guidelines in this new edition are similar to the previous 2001 edition, there are some changes. The following is a brief review of some of these changes. Researchers are encouraged to use the updated APA Manual.

#### **1. Changes related to PART IV. Formatting Notes Of The Reference List**

**1.1 Digital Object Identifiers:** Refer to Section IV. Formatting Notes Of The Reference List, Number 16.

New format states

- . • when DOI is present, no longer have to include URL
- . • when DOI is not present, include URL

#### **1.2 Other Changes for Online Periodicals on Reference Page:**

- . • no longer include retrieval date unless source information may change over time
- . • no longer include databases used such as EBSCO or ProQuest

#### **1.3 Publisher Location:**

You are required to list the publisher's city and state for all books if published in the USA.

**1.4 Sources with Six or More Authors in the Reference List:** Refer to Section IV. Formatting Notes Of The Reference List, Number 7.

#### **2. Changes related to PART VI. Parenthetical (In-text) Citations**

##### **2.1 Repeated Citation of Same Source in Same Paragraph**

If the name of an author appears as part of the narrative (i.e., in text) then the year follows in parentheses and it is not necessary to include the year again when the author's name is repeated in the narrative of the same paragraph and cannot be confused with any other citations in the same paragraph. But, any parenthetical references (i.e., the citation appears in parentheses) in the same paragraph should include the year.

**Example:**

In a recent study of reaction times, Walker (2000) found no interaction amongst variables in the cross-sectional data. Walker's research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000).

However, if the full citation appears in parentheses first, subsequent citations should always present the year along with the author's last name.

In a recent study of reaction times, no interaction amongst variables in the cross-sectional data (Walker, 2000). Walker's (2000) research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000).

**2.2 Direct Quotes from Online Material without Pagination**

New APA guidelines use “**para**” instead of the symbol ¶ to indicate location of direct quotes of online sources that do not have pagination. Example:

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Refer to Section VI. Parenthetical (In-text) Citations, Number 4: Format

## IV. FORMATTING NOTES OF REFERENCE LIST

Contains the bibliographic details (information) of the various types of information sources that you used, e.g. books, periodical articles, videos, interviews, etc.

1. **Placement:** The **reference list** appears at the end of your paper on a new page, following the last page of your paper. For instance, if your paper itself is six and a half pages long, using half of page seven, the references page should begin on page eight. This page should also be numbered (page 8) just like the rest of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.
2. **Page Title:** Your references should begin on a new page separate from the text of the essay. The title of the page—"REFERENCE LIST"--should be centered and bold.
3. **Line Spacing:** Entries should be double-spaced with no extra space between entries.
4. **Indentation:** Entries themselves should be formatted with a hanging indent of 1 cm for each citation: the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented.
5. **Space:** Use one space after all punctuation.
6. **Sorting:** The Reference List is sorted alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article (disregarding the articles: a, an, the, la, un, une...).

<b>7. Authors &amp; Editors Do not use first names, medical degrees, Jr. and the like</b>	
<b>Single Author</b>	<b>Example</b>
Last name first, followed by author initials.	Berndt, T. J.
<b>Two to Seven Authors</b>	<b>Example</b>
List by their last names and initials. Use the ampersand (&) instead of "and."	1- Cone, J. D., & Foster, S. L. 2. Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Festinger, L., Riecken, H., & Schachter, S.
<b>Eight and More Authors</b>	<b>Example</b>
Cite the first six authors add three dots (...) and then the	Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Festinger, L., Riecken, H., ... Foster, S. L.

last author	
<b>Organization as Author</b>	<b>Explanation</b>
Spell out the name of the institution and end it with a period; do not use abbreviations in institutional authors	<p>1- Institute of Financial Education.</p> <p>2- American Psychological Association.</p> <p>3- United Nations.</p>
<b>Unknown Author</b>	<b>Example</b>
Begin the citation with the title (book, article...)	<p>1 Book - <i>Investigations of the human mind.</i></p> <p>2 Article - Inventing sincerity, refashioning prudence.</p>
If the work is signed "Anonymous," use the word as author	Anonymous.
<b>Two or More Works by the Same Author</b>	<b>Example</b>
Use the author's name for all entries and list the entries by the year (earliest comes first).	<p>Berndt, T.J. (1981).</p> <p>Berndt, T.J. (1999).</p>
When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.	<p>Berndt, T. J. (1999).</p> <p>Berndt, T. J., &amp; Keefe, K. (1995).</p>
When the same first author is from different second and/or third authors, it is arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.	<p>Wegener, D. T., Kerr, N. L., Fleming, M. A., &amp; Petty, R. E. (2000).</p> <p>Wegener, D. T., Petty, R. E., &amp; Klein, D. J. (1994).</p>

<b>Two or More Works by the Same Author in the Same Year</b>	<b>Example</b>
Organize them alphabetically by the first significant word in the title, and assign a lowercase letter (a, b, c, etc.) to the year of publication in each entry to refer to these sources in the paper.	<p>Vitaglione, S. S., &amp; Bundy, C. (1988a). <i>Findings...</i></p> <p>Vitaglione, S. S., &amp; Bundy, C. (1988b). <i>Investigations...</i></p> <p>In-text citation: Vitaglione &amp; Bundy (1988a) makes similar claims...</p>
<b>Editor(s)</b>	<b>Explanation</b>
When there is an editor instead	Funk, R. (Ed.). (1998).
When there is more than one editor	Funk, R. & Kolln, M. (Eds.). (1998).

<b>8. Titles:</b>	
<b>Reference material</b>	<b>Example</b>
For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then <i>italicized</i> .	<i>The encyclopedia Britannica</i>
For the titles of entries, only the first word in the title is capitalized as well as any proper names	<p>1- Diabetes</p> <p>2- Cold War</p>
<b>Books</b>	<b>Example</b>
For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then <i>italicized</i> .	<i>Priorities for prevention research.</i>
Use a colon (:) between main title and subtitle. The first letter of the first word and proper nouns are capitalized	<p>1- <i>The battles of Madagascar: Sufferings of a people</i></p> <p>2- <i>Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance</i></p>

Titles of chapters, Only capitalize the first letter of the first word, as well as any other proper noun and <b><i>not italicized</i></b>	Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), <i>Varieties of memory &amp; consciousness</i>
<b>Reports</b>	<b>Example</b>
For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then <i>italicized</i> .	<i>Report on the dissemination of pollen in South Africa: 2010 study</i>
<b>Periodical</b> (magazines, journals and newspapers)	<b>Explanation</b>
<b>Periodical:</b> The first letter of each word is capitalized. The complete title is then <i>italicized</i> .	1- <i>U.S. News &amp; World Report</i> 2 - <i>Management Review</i> 3- <i>Newsweek</i>
<b>Article:</b> Only capitalize the first letter of the first word, as well as any other proper noun and <b><i>not italicized</i></b>	The effect of television violence on small children Capitalism: Curse or blessing
<b>Dissertations</b>	<b>Example</b>
<b>Sources:</b> The source of dissertations, the first letter of each word is capitalized. The complete title is then <i>italicized</i> .	<i>International Dissertation Abstracts.</i>
<b>Paper:</b> Only capitalize the first letter of the first word, as well as any other proper noun and <b><i>not italicized</i></b>	The status of health education in California's public school districts: A comparison to state and national recommendations and status reports.
<b>Series</b>	<b>Example</b>
Use a colon (:) between main title and series name, or subtitle and series name. Precede a series name with the abbreviation "Vol." and the source's number within that series	<i>Pig Latin versus Pig Dutch: A contrastive grammar: Vol. 23. Studies in comparative linguistics</i>

<b>9. Publication Date</b>	<b>Example</b>
For books: year only	(2004).
Republished books: two dates are given: the original publication date and the new publication date:	(1999/2003)
For articles in monthly journals and magazines, meetings, newsletters	(1993, June).
For articles in weekly magazines & newspapers	(1993, October 18)
For newspaper articles	(1994, September 28).
Any work accepted for publication but not yet printed	(in press).
Work with no date available	(n.d.).

<b>10. Pagination (page numbering):</b>	<b>Example</b>
One page of any source	p. 25
Chapter in a book	(pp. 345-356)
More than one page and continuous in an article	345-356
If the periodical does not use volume numbers, include “ <b>pp.</b> ” before the page numbers so the reader will understand that the numbers refer to pagination. Use “ <b>p.</b> ” if the source is a page or less long.	
More than one page and continued on later pages of the same issue	765+
Newspaper articles are cited according to section and page	A2
Work with no page numbering	(n.p.).
Electronic documents without page numbers, cite paragraph numbers if given, indicated by the paragraph symbol or the abbreviation para. in the citation	1- ¶ 17 2- para. 4

**11. Publisher name:** When the author and publisher are identical, use the word “Author” as the name of the publisher.

**Example:**

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.

**12. Publishing information:** - Spell out the publishing names of associations and university presses, but omit superfluous terms such as “Publishers,” “Co.,” or “Inc.”

**13. Place of publication:** If **two or more locations** are given, give the location listed first or the publisher's home office.

**14. Abbreviations:** In APA, abbreviations should be limited to instances when a) the abbreviation is standard and will not interfere with the reader's understanding and b) if space and repetition can be greatly avoided through abbreviation. *Exceptions:* Standard abbreviations like units of measurement and states do not need to be written out.

Avoid abbreviations (acronyms) except for long, familiar terms (MMPI).

Explain what an abbreviation means the first time it occurs: American Psychological Association (APA).

<b>Selected Abbreviations and Exceptions In APA Citation Format</b>	
<b>Full Word</b>	<b>Abbreviation</b>
Chapter	chap.
Edition	ed.
revised edition	Rev.ed.
second edition	2nd ed.
Editor (Editors)	Ed. (Eds.)
Translator(s)	Trans.
no date	n.d.
page (pages)	p.(pp.)
Volume (as in Vol. 4	Vol.
volumes (as in 4 vols.)	vols.
Number	No.
Part	Pt.
Technical Report	Tech. Rep.
Supplement	Suppl.

### **15. Electronic/Online Sources:**

15.1 An electronic source has two parts. Format the first part as though it were a print source (book, article...) and then add the Web page information with the date you accessed it (this is important if the content you are citing is likely to be changed or updated (when no fixed publication date, edition, or version number can be cited). No

retrieval date is necessary for content that is not likely to be changed or updated, such as a journal article or book.

15.2 On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active [hypertext link](#). That should be removed from the document.

15.3 Name and location of a source: Direct readers as closely as possible to the source you used. Full web address (URL) should be the main address or login screen.

15.4 Give the home or menu page URL for works whose full text is accessible by subscription only.

15.5 Give the home or menu page URL for reference works, such as online dictionaries or encyclopedias.

15.6 With the exception of hard-to-find books and other documents of limited circulation delivered by electronic databases, the database name is no longer a necessary element of the reference. This change is made in the interest of simplifying reference format. If you do include the database name in a reference, do not include the database URL.

15.7 If you put the exact address of the article which is usually VERY long, you need to break the address after a slash (/) or a dot (.) after turning off the automatic underlining for Web addresses. **See Computer Skills (Section VI)**

15.8 There is no period (full-stop) used after a URL in a citation.

## **16. Digital Object Identifier (DOI)**

**DOI** is a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The **DOI** is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed (such as the URL). Use this format for the DOI in references: doi:xxxxxxx

The DOI may be hidden under a button labeled “Article,” “Cross-Ref,” “PubMed,” or another full-text vendor name.

If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher.

**17 REMINDER:** It is always best to consult the Publication Manual first for any APA question.

17.1 For space saving reasons, the citations below are spaced 1.5; APA requires double spacing of citations.

17.2 Check below for the type of source you would like to cite. Note that this list includes only the more common reference formats.

17.3 If what you are looking for does not appear below, check the American Psychological Association (2001). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, D.C.: Author. Located in the Reference Room (R - 808.06615 - P976a6).

17.4 For Electronic resources, check American Psychological Association (2007). *APA Style to Guide Electronic References*. Washington, D.C.: Author.

## IV. REFERENCE LIST FORMATS:

This section contains examples of references in APA style; they are presented in groups (reference material, books, periodical articles...). Each item includes a basic form template and a sample. When discussing electronic resources, “Retrieved online” means from the WEB.

### ***1. REFERENCE ARTICLE: ENCYCLOPEDIA, DICTIONARY...***

#### **1.1 Dictionary:**

##### BASIC FORM:

Title of dictionary (edition). (Date of Publication). Place of publication: Publisher.

##### EXAMPLE:

*Merriam-Webster's collegiate dictionary* (10<sup>th</sup> ed.). (1993). Springfield, MA.:  
Merriam-Webster.

#### **1.2 Entry in a printed Encyclopedia/Reference Book:**

##### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* (vol.: p.  
no(s)). Place of publication: Publisher.

##### EXAMPLE:

##### ***Author:***

Bergman, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp.  
501-508). Chicago: Encyclopedia Britannica.

Warren, S. A. (1977). Mental retardation and environment. In *International  
encyclopedia of psychiatry, psychology, psychoanalysis, and neurology* (Vol. 7,  
pp. 202-207). New York: Aesculapius.

##### ***No Author:***

Sharks. (1993). In *The new encyclopedia Britannica* (Vol. 7, p. 25). Chicago:  
Encyclopedia Britannica.

**1.3 Encyclopedia/Reference Entry Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of entry. In *Title of full work*, p. no(s) [if available]. Retrieved from Name of Website from URL

**EXAMPLE:****ENCYCLOPEDIA**

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*. Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

**DICTIONARY**

Heuristic. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.m-w.com/dictionary/heuristic>

**HANDBOOK**

Body dysmorphic disorder. (2005). In M. H. Beers, R. S. Porter, T. V. Jones, J. L. Kaplan, & M. Berkwits (Eds.), *The Merck manual of diagnosis and therapy online*. Retrieved from <http://www.merck.com/mmpe/index.html>

**1.4 Encyclopedia/Reference Entry from a Database:****BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* (vol.: p. no(s)) [if available]. Retrieved from Name of Database.

**EXAMPLE:**

Social constructionism. (2009.) In J. Scott & G. Marshall (Eds.), *A dictionary of sociology* (3rd rev. ed.). Retrieved from Oxford Reference Online Premium database.

**1.5 Entry in a CD-ROM Encyclopedia/Reference Book:****BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* [CD-ROM]. Place of production: Producer.

**EXAMPLE:**

Syrkin, M. (1997). Lebanon. In *Encyclopedia Britannica* [CD-ROM]. Chicago: Encyclopedia Britannica.

## **2. BOOKS**

### **2.1 One Author:**

#### BASIC FORM:

Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication:  
 Publisher.

#### EXAMPLE:

Hemingway, E. (1964). *A moveable feast*. New York: Scribner's.

Chase, J. A. (1979). *Advertising: The hits and myths*. New York: Doubleday.

### **2.2 Two to Seven Authors:**

#### BASIC FORM:

Last Name, A. A., & Last Name, B. B. (Year of Publication). *Title of the book*. Place  
 of publication: Publisher.

#### EXAMPLE:

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish:  
 Psychology and related fields*. Washington, DC: American Psychological  
 Association.

Martin, J., Festinger, L., Riecken, H., Courtney, M. E. & Schachter, S., Keller, T. E.,  
 Cusick, G. R., & Sandler, I. N. (1997). *Inventing sincerity, refashioning  
 prudence: The discovery of the individual in Renaissance Europe*. New York:  
 McGraw.

### **2.3 Eight or More Authors: cite first 6 authors ... and the last author**

#### BASIC FORM:

Last Name, A. A., Last Name, B. B., Last Name, C. C., Last Name, D. D., Last Name,  
 E. E., Last Name, F. F., ... Last Name, I. I. (Year of Publication). *Title of the  
 book*. Place of publication: Publisher.

#### EXAMPLE:

Martin, J., Festinger, L., Riecken, H., Schachter, S. Roeder, K., Howdeshell, J., ...  
 Sandler, I. N. (1967). Inventing sincerity, refashioning prudence: The discovery  
 of the individual in Renaissance Europe. *American Historical Review*, 102,  
 1309-1342.

**2.4 Corporate Authorship:**

Spell out the name of the institution and end it with a period; do not use abbreviations.

**BASIC FORM:**

Full Corporate Name. (Year of Publication). *Title of the book*. Place of publication:

Publisher.

**EXAMPLE:**

Institute of Financial Education. (1982). *Managing personal funds*. Chicago:

Midwestern.

**2.5 No Author Identified:****BASIC FORM:**

*Title of the book*. (Year of Publication). Place of publication: Publisher.

**EXAMPLE:**

*Experimental psychology*. (1938). New York: Holt.

**2.6 Edited Book with No Author:****BASIC FORM:**

Last Name, A. A. (Ed.). (Year of Publication). *Title of the book*. Place of publication:

Publisher.

**EXAMPLE:**

Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*. New York: Plenum.

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

**2.7 Edited Book with An Author:**

Last Name, A. A. (Year of Publication). *Title of the book*. (A. A. Last Name, Ed.).

Place of publication: Publisher.

**EXAMPLE:**

Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.). New York: Anchor.

**2.8 Specific Editions:****BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of the book*. (Number of edition). Place of publication: Publisher.

**EXAMPLE:**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior*. (3<sup>rd</sup> ed.). New York: McGraw-Hill.

**2.9 Article or Chapter in an Edited Book:****BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of the article/chapter. In Name of editor(s) (Ed(s).), *Title of the book* (page numbers). Place of publication: Publisher.

**EXAMPLE:**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Cereijido, M., & Anderson, J. M. (2001). Introduction: Evolution of ideas on the tight junction. In M. Cereijido & J. M. Anderson (Eds.), *Tight junctions* (pp. 1-18). Boca Raton: CRC Press.

**2.10 Article or Chapter in a Book with No Editor(s):****BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of the article/chapter. In *Title of the book* (page numbers). Place of publication: Publisher.

**EXAMPLE:**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

**2.11 Translated Works:****BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of book*. (Name of translator, Trans.). Place of publication: Publisher. (Original work published Year of publication).

EXAMPLE:

Freud, S. (1970). *An outline of psychoanalysis* (J. Strachey, Trans.). New York: Norton. (Original work published 1940).

**2.12 Non-English Material in Latin Script:**BASIC FORM:

Last Name, A. A. (Year of Publication). *Title of book in original language*.  
[Translated title]. Place of publication: Publisher.

EXAMPLE:

Tremblay, G. (2000). *La version française des lois constitutionnelles du Canada* [The French version of the constitutional laws of Canada]. Paris: SEDES.

**2.13 Non-English Material in Non-Latin Script:** Book titles, magazine titles, and newspaper titles may appear in Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent (consistent transliteration).

BASIC FORM:

Last Name, A. A. (Year of Publication). *Transliterated title of book*. . [Translated title] Place of publication: Publisher.

EXAMPLE:

Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

**2.14 Republished Book:**BASIC FORM:

Last Name, First Name. (Year of Publication.) *Title of Book*. Place of New Publication: Publisher. (Original work published Year).

EXAMPLE:

Conrad, J. (1950). *Heart of darkness*. New York: New American Library. (Original work published 1902).

Beccaria, C. (1986). *On crime and punishments* (D. Young, Trans.) Indianapolis: Hackett Publishing. (Original work published 1764).

**2.15 Multivolume Works:****BASIC FORM:**

Last Name, A. A. (Ed.). (Year of Publication). *Title of the book*. (Vol. nos. from – to).

Place of publication: Publisher.

**EXAMPLE:**

Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4). New York: Plenum Press.

**2.16 Electronic book directly retrieved online****BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of the book*.

Publisher or Organization that placed work online. Retrieved from website

(URL)

**EXAMPLE:**

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

**2.17 Electronic book directly available online (purchased)****BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of the book*.

Publisher or Organization that placed work online. Available from website

(URL)

**EXAMPLE:**

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

**2.18 Electronic Book from a Library Database:****BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of the book* [Monograph]. Retrieved from Name of Database.

**EXAMPLE:**

Norman, R. (1998). *The moral philosophers* [Monograph]. Retrieved from eBrary Database.

Vogel, C. G. (1999). *Legends of landforms: Native American lore and the geology of the land* [Monograph]. Retrieved from AccessEngineering Database

## **2.19 Chapter or Section in an Internet Document:**

### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Chapter title. In  
*Title of page* (Chapter or section number). Retrieved from URL [or DOI]

### **EXAMPLE:**

Engelshcall, R. S. (1997). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.) Retrieved from  
[http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite, *Personnel Research: Job analysis and the curriculum* (pp. 140-146).  
 doi:1 0.1 037/1 0762-000

## **2.20 Digitized Scholarly Collections Retrieved Online:**

### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of Material.  
 Retrieved from University Name, Collection Name Web site: URL

### **EXAMPLE:**

Eaton, S. (1907). *Sermons on advertising*. Retrieved from Duke University, Rare Book, Manuscript and Special Collections Web site: [http://scriptorium.lib.duke.edu/dynaweb/ea/databases/printlit/@Generic\\_\\_BookTextView/1851](http://scriptorium.lib.duke.edu/dynaweb/ea/databases/printlit/@Generic__BookTextView/1851)

## **2.21 Google Books Retrieved Online**

### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of Material.  
 Retrieved from URL

### **EXAMPLE:**

Dickens, C. (1910). *A tale of two cities*. Retrieved from <http://books.google.com/books?id=Pm0AAAAAYAAJ>

### **3. PERIODICAL ARTICLES: JOURNALS, MAGAZINES AND NEWSPAPERS**

*For the author of all periodical articles follow the same rules as for books.*

#### **3.1 Printed Scholarly or Professional Journal Articles:**

Formats for articles in scholarly or professional journal vary according to the way the journal numbers its pages.

##### *3.1.1 Article in a Journal Paginated by Volume:*

###### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume, Page Numbers.*

###### EXAMPLE:

Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance Europe. *American Historical Review, 102*, 1309-1342.

##### *3.1.2 Article in a Journal Paginated by Volume and Issue:*

###### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number*(Issue Number), Page Numbers.

###### EXAMPLE:

Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin, 66*(3), 178-200.

#### **3.2 Journal Article from a Library Database:**

###### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number*(Issue Number), Page Numbers.

###### EXAMPLE:

Holton, W. (1994). The Ohio Indians and the coming of the American Revolution in Virginia. *The Journal of Southern History, 60*(2), 453-478.

Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the negativity. *Journal of Clinical Psychology, 58*, 1023-1035.

### 3.3 Internet Journal Article with DOI Assigned:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal*,  
*Volume*(Issue), Page Numbers. doi number

#### EXAMPLE:

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482–488. doi:10.1037/0002-9432.76.4.482

### 3.4 Internet Journal Article with no DOI Assigned:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal*,  
*Volume*(Issue), Page Numbers. Retrieved from website (URL)

#### EXAMPLE:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38–48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>

### 3.5. Journal article without DOI, title translated into English, print version

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article (in original language)  
 [Translated title]. *Title of Journal*, *Volume*, Page Numbers.

#### EXAMPLE:

Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, 19, 5-17.

**3.6 Journal article with DOI, advance online publication (not final production, usually open access material). If no DOI, give URL of journal home page**

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. doi: 10.1057/palgrave.kmrp.8500141

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482–488. Retrieved from [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1939-0025](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1939-0025)

**3.7 Journal article accepted for publication, but not yet published**

BASIC FORM:

Last Name, A. A. (in press). Title of article. *Title of Journal*.

EXAMPLE:

Bartokomous, B. (in press). Don't be ridiculous: The relationship between Dmitri and Cousin Larry. *Journal of the Myposian Shepherder*.

**3.8 In-press article, retrieved from institutional or personal Web site**

BASIC FORM:

Last Name, A. A. (in press). Title of article. *Title of Journal*. Retrieved from website (URL)

EXAMPLE:

Shanahan, M. (in press). Perception as abduction: Turning sensor data into meaningful representation. *Cognitive Science*. Retrieved from <http://www.cs.utexas.edu/users/kuiipers/readings/Shanahan-cogsci-05.pdf>

**NOTE:**

Check and update the references as paper submission or publication date approaches. For example, if first referred to as IN PRESS ARTICLE in August 2004, before it appeared in *Cognitive Science*, and then submitted the paper to a journal editor in August 2008, the reference would have to be updated to include DOI number.

### 3.9 Printed Newspaper Article:

#### BASIC FORM:

Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Newspaper*, page numbers, continued page numbers [if article is on non-consecutive pages].

#### EXAMPLE:

Brody, J. E. (1995, February 21). Health factor in vegetables still elusive. *New York Times*, p. C1.

Schwartz, J. (1993, September 30). Obesity affects economic status. *The Washington Post*, pp. A1, A4.

### 3.10 Newspaper Article from a Library Database:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*.

#### EXAMPLE:

Cowell, A. (2001, September 3). Britain faces flurry of illegal migrants using channel tunnel. *New York Times*.

### 3.11 Newspaper Article Retrieved Online

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*. Retrieval from website (URL)

#### EXAMPLE:

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

### 3.12 Printed Magazine Article:

#### BASIC FORM:

Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Magazine*, Volume Number(Issue Number), page numbers.

#### EXAMPLE:

Lankford, K. (1998, April). The trouble with rules of thumb. *Kiplinger's Personal Finance Magazine*, 52(32), 102-104.

**3.13 Printed Unsigned/Anonymous Magazine Article:****BASIC FORM:**

Title of article. (Year, Month of Publication). *Title of Periodical*, Page Numbers.

**EXAMPLE:**

Reagan's tax revolution: What it means for investors. (1985, August). *Changing Times*, pp. 40+.

**3.14 Magazine Article from a Library Database:****BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Magazine*, Volume Number, Page Numbers.

**EXAMPLE:**

Gore, R. (2001, April). Pharaohs of the sun. *National Geographic*, 199.

**3.15 Magazine Article Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Magazine*. Retrieved from website (URL)

**EXAMPLE:**

Adler, J. (1999, May 17). Ghost of Everest. *Newsweek*. Retrieved from [http://newsweek.com/nw-srv/issue/20\\_99a/printed/int/socu/so0120\\_1.htm](http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/so0120_1.htm)

**3.16. Magazine content not found in print version Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article [Online exclusive]. *Title of Magazine*. Retrieved from website (URL)

**EXAMPLE:**

Gutierrez, D. (n.d.). On state political torture [Online exclusive]. *Tikkun*. Retrieved from <http://www.tikkun.org/magazine/specials/statetorture>

### 3.17 Printed Book Review:

#### BASIC FORM:

Last Name, A. A. of the Reviewer (Date of Publication). Title of the review [Review of the book *Title of the book*]. *Title of the Periodical in Which the Review is Published*, Volume(Issue Number), Page Numbers.

#### EXAMPLE:

Rose, T. (1998, February 24). Blues sisters [Review of the book *Blues legacies and black feminism: Gertrude "Ma" Rainey, Bessie Smith, and Billie Holliday*]. *Village Voice*, 8, 139-141.

### 3.18 Book Review Retrieved Online:

#### BASIC FORM:

Last Name, A. A. of the Reviewer (Date of Electronic Publication or Last Update). Title of the review [Review of the book *Title of the book*]. *Title of the Periodical in Which the Review is Published*. Retrieved from website (URL) [or DOI]

#### EXAMPLE:

##### *Newspaper*

Parfit, M. (1997, December 7). Breathless. [Review of the book *The climb: Tragic ambitions on Everest*]. *New York Times on the Web*. Retrieved from <http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>

##### *Journal*

Cramond, B. (2007). Enriching the brain? Probably not for psychologists [Review of the book *Enriching the brain: How to maximize every learner's potential*]. *PsycCRITIQUES*, 52(4), Article 2. Available from PsycArticlesWebsite: [http://psycnet.apa.org/journals/modern\\_fiction\\_studies/toc/mfs52.1.html](http://psycnet.apa.org/journals/modern_fiction_studies/toc/mfs52.1.html)

### 3.19 Letter to the Editor

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of letter. *Title of Periodical*, Volume Number(Issue Number), Page Numbers.

#### EXAMPLE:

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

### 3.20 Editorial without signature

#### BASIC FORM:

Editorial: Title of editorial [Editorial]. (Date of Publication). *Title of Periodical*,  
*Volume Number*(Issue Number), Page Numbers.

#### EXAMPLE:

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006).  
*Journal of Contingencies and Crisis Management*, 14, 1-2.

### 3.21 Supplemental Material in a Periodical Retrieved Online

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article [Supplemental material]. *Title of Periodical*, *Volume Number*(Issue Number), Page Numbers. doi number (if available)

#### EXAMPLE:

Marshall-Pescini, S., & Whiten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194.  
doi: 10.1037/0735-7036.122.2.186

### 3.22 Printed Abstract as Original Source:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection*, *Volume Number if applicable*, Abstract Number.

#### EXAMPLE:

Mortimer, J. A., & Pirozzolo, F. J. (1985). Remote effects of head trauma. *Alzheimer's disease: Abstracts of the Psychological and Behavioral Literature*, 201.  
Smith, J. L. (2000). Side effects of Alzheimer medication [Abstract]. *Psychological and Behavioral Literature*, 453.

### 3.23 Abstract from a Library Database:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection, Volume Number if applicable*, Page Numbers (if given).

#### EXAMPLE:

Hare, L. R., & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups. *Small Group Research* 31, 24-53. Abstract retrieved from SOCiological Abstracts database. (Accession No. 200010185)

### 3.24 Abstract from Original Source Retrieved Online:

#### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). (Date of Publication or of Latest Update). Title of Abstract. *Title of Abstract Collection, Volume Number (Issue Number)*, Page Numbers (if given). Abstract retrieved from website (URL)

#### EXAMPLE:

Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school. *Psychology in the Schools*, 43, 701-712. Abstract retrieved from <http://www.interscience.wiley.com>

### 3.25 Reprinted or Republished Article:

#### EXAMPLE:

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (Ed.), *Research readings for discipline-based art education*. Reston, VA: NAEA. (Reprinted from *Studies in Art Education*, 19 (1986), 34-39.)

Following the entry, enclose "Reprinted from" in parentheses, noting the original publication information. Close with a period.

### **3.26 ERIC Documents (Report available from the Educational Resources Information Center):**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). *Title of ERIC document* (Report No. AB-12).  
City, ST: Sponsoring Entity. (ERIC Document Reproduction Service No. ED  
123 456)

#### **EXAMPLE:**

Mead, J.V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

### **3.27 Company Information from a Library Database:**

#### **BASIC FORM:**

*Company Name* (company profile) (Date of Publication). Retrieval from Name of Database.

#### **EXAMPLE:**

*Ripon Pickle Company Inc.* (company profile). (2003). Retrieved from Business Source Premiere Database.

## ***4. DISSERTATIONS***

### **4.1 Unpublished Doctoral Dissertation:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation*  
(Unpublished doctoral dissertation). Name of University, Place of University.

#### **EXAMPLE:**

Beilke, D. (1997). *Cracking up the south: Humor and identity in southern Renaissance fiction* (Unpublished doctoral dissertation). University of Wisconsin, Madison.

### **4.2 Unpublished Master's Thesis:**

#### **4.2.1 At a University in the United States**

Give the name of the city and, except for the cities listed, the name of the state. (Do not give the name of the state if it is included in the name of the university.)

CITIES: Baltimore / Boston / Chicago / Los Angeles / New York / Philadelphia / San Francisco

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). *Title of thesis*  
(Unpublished master's thesis). Name of University, Place of University.

**EXAMPLE:**

Myers, K. H. (2004). *Juvenile recidivism: An investigation into the reduction of future law violations of incarcerated youth in Louisiana* (Unpublished master's thesis).  
McNeese State University, Lake Charles, LA.

**4.2.2 At a University Outside the United States**

Give the city and, except for the cities listed, country of a university outside of the United States.

CITIES: Amsterdam / Jerusalem / London / Milan / Moscow / Paris / Rome / Stockholm / Tokyo / Vienna

**EXAMPLE:**

Almeida, D. M. (1990). *Fathers' participation in family work: Consequences for fathers' stress and father-child relations* (Unpublished master's thesis, University of Victoria). Victoria, British Columbia, Canada.

**4.3 Dissertation from a Commercial Database DAI / UMI:**

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). *Title of thesis* (Master's thesis). Available from Name of Database. (DAI/UMI Accession number)

**EXAMPLE:**

Bower, D.L. (1993). *Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors* (Doctoral Dissertation). Available from ProQuest Dissertations and Theses database.  
(UMI No. 9315947)

**4.4 Dissertation from an Institutional Database:**

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). *Title of thesis* (Doctoral dissertation). Retrieved from URL link to database

EXAMPLE:

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

**4.5 Dissertation Retrieved Online:**BASIC FORM:

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation*. (Doctoral dissertation, Name of University, Place of University). Retrieved from website (URL)

EXAMPLE:

Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

**5. CONFERENCE MATERIAL****5.1 Conference Proceedings in a Book/Volume Form:**BASIC FORM:

Last Name, A. A. (Year of Publication). Title of the paper. In Name of editor(s) (Ed(s).), *Title of the published volume*, (page numbers). Place of publication: Publisher. doi number if available

EXAMPLE:

Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press. doi: 10.1007/978-3-540-74607-2\_9

**5.2 Conference Proceedings in a Journal:**

Last Name, A. A. (Year of Publication). Title of the paper. Title of article. *Title of Journal, Volume, Page Numbers*.

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

### 5.3 Paper from a Conference:

#### BASIC FORM:

Last Name, A. A. (Year, Month of conference). Title of the paper. Symposium conducted at Name and location of symposium.

#### EXAMPLE:

Shrout, P. E. (Chair), Hunter, J. E., Harris, R. J., Wilkinson, L., Strouss, M.E., Applebaum, M. I., et al. (1996, August). *Significance tests—Should they be banned from APA journals?* Symposium conducted at the 104<sup>th</sup> Annual Convention of the American Psychologists Association, Toronto, Canada.

### 5.4 Unpublished Conference Paper:

#### BASIC FORMAT:

Last Name, A. A. (Year, month of conference). *Title of paper*. Paper presented at name of the conference, city, state or country.

#### EXAMPLE

Martins, J. R. (2004, April). *Working with the terminally ill: An integrated theoretical model*. Paper presented at the American Counseling Association World Conference, San Diego, CA.

### 5.5 Paper from a Conference Retrieved Online:

#### BASIC FORMAT:

Last Name, A. A. (Year, Month of conference). *Title of the paper*. Symposium conducted at Name and location of symposium. Retrieved from website (URL)

#### EXAMPLE

Bochner, S. (1996, November). *Mentoring in higher education: Issues to be addressed in developing a mentoring program*. Paper presented at the Australian Association for Research in Education Conference. Retrieved from <http://www.aare.edu.au/96pap/bochs96018.txt>

**6. REPORTS:** The author is usually an organization or a group author

### **6.1 General Report Format:**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Publishing Agency, Department, Office, or Institute.

#### EXAMPLE:

Favat, F. A. (1977). *Child and tale: The origins of interest*. (NCTE Research Rep. No. 19). Urbana, IL: National Council of Teachers of English.

### **6.2 Report Available from a Government Printing Office (GPO):**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Government Printing Office.

#### EXAMPLE:

National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment*. (NIH Publication No. 95-3682). Washington, DC: Government Printing Office.

### **6.3 Report from a University:**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: University and Specific Department Publishing the Report.

#### EXAMPLE:

Iran-Nejad, A., Clore, G.L., & Vondruska, R.J. *Affect: A functional perspective* (Tech. Rep. No. 222). Champaign, IL: University of Illinois, Center for the Study of Reading.

### **6.4 Report from a Private Organization:**

#### BASIC FORM:

Organization Name. (Date of Publication). *Title of report*. Place of Publication: Publisher.

EXAMPLE:

Kimberly-Clark. (2002). *Kimberly-Clark (Annual Report)*. Dallas, TX: Author.

**6.5 Report Retrieved Online:**BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of report*  
(Number Assigned to the Report if given). Place of Publication: University and  
Specific Department Publishing the Report. Retrieved from URL

EXAMPLE:

U.S. Public Health Service. (2000). *Report of the surgeon general's conference on  
children's mental health: A national section agenda*. Washington, DC: U.S.  
Department of Health and Human Services. Retrieved from [http://www.  
surgeongeneral.gov/chilreport.htm](http://www.surgeongeneral.gov/chilreport.htm)

**6.6 Technical or Research Reports Retrieved Online:**BASIC FORM:

Last Name, A. A. (Date of Publication). Title of report (report number if given).  
Retrieved from Institute or Establishment from URL

EXAMPLE:

Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). The health literacy of  
America's adults: Results from the 2003 National Assessment of Adult Literacy  
(Report No. NCES 2006-483). Retrieved from National Center for Education  
Statistics: <http://nces.ed.gov/pubs2006/2006483.pdf>

**7. UNPUBLISHED MATERIAL:** Formats for unpublished work vary according to  
what stage of the publication process they are in.

**7.1 Unpublished Manuscript not Submitted for Publication:**BASIC FORM:

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript.

EXAMPLE:

Ipock, E., & Street, S. (1999). *Early childhood development: A new perspective*.  
Unpublished manuscript.

## **7.2 Unpublished Manuscript with a University Cited:**

### **BASIC FORM:**

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript (or “Manuscript submitted for publication” or “Manuscript in preparation”).

Name and Place of University, Country [if outside the USA].

### **EXAMPLE:**

Thomas, L., & Hudgeons, S. (1999). *Suicidal behavior and adolescence*. Unpublished manuscript, University of Eastern Colorado.

Blackwell, E., & Con rod, P. J. (2003). *A five-dimensional measure of drinking motives*. Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada.

## **7.3 Unpublished Paper Presented at a Meeting/Conference:**

### **BASIC FORM:**

Last Name, A. A. (Author/Presenter) (Year, Month and Day of Presentation). *Title of paper*. Paper presented at Name of Conference, place of presentation.

### **EXAMPLE:**

Nesbitt, L. (1999, May 20). *Writing the personal in public: The Ceilidh Web forum in the composition classroom*. Paper presented at the Computers and Writing Conference, Rapid City, South Dakota.

## **7.4 Manuscript in preparation, retrieved from institutional or personal Web site:**

### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of Manuscript*. Retrieved from website (URL)

### **EXAMPLE:**

Libarkin, J. C., & Anderson, S. W. (n.d.). *Science Concept Inventory development in higher education: A mixed-methods approach in the geosciences*. Manuscript in preparation. Retrieved from <http://newton.bhsu.edu/eps/LibAndJRST2005.pdf>

### **7.5 Unpublished raw data from study, untitled work:**

#### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). [Detailed description of material]. Unpublished raw data.

#### EXAMPLE:

Bordi, E, & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

## **8. OTHER PRINT RESOURCES**

**8.1 Brochure:** same as entire books, but identify the publication as a brochure in brackets before the publication information.

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of the brochure*. [Brochure]. Place of publication: Publisher.

#### EXAMPLE:

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities*. (4th ed.) [Brochure]. Lawrence, KS: Author.

### **8.2 Published Interviews:**

#### BASIC FORM:

If the interview lacks a title, place a description of the interview in brackets.

#### EXAMPLE:

Archer, N. (1993). [Interview with Helen Burns, author of *Sense and Perception*]. *Journal of Sensory Studies*, 21, 211-216.

Bernard, N. (2003). Close encounter with Kuffi Anan. *Journal of Political Studies*, 25, 105-108.

### **8.3 Handout or Poster given by a Speaker at a Conference:**

Indicate whether your source is a poster or a paper.

#### BASIC FORM:

Last Name, A. A. (Date of Conference). *Title of the handout/poster*. Handout/Poster presented at Name of Conference, Place of Conference.

EXAMPLE:

Mooney, K. S., & Berndt, T. J. (2003, April). *Conceptions of positive and negative features in romantic relationships and cross-sex friendships*. Poster presented at the biennial meeting of the Society for Research in Child Development, Tampa, FL.

**8.4 Poster Session:**BASIC FORM:

Last Name, A. A. (Year, Month of Presentation). *Title*. Poster session presented at organization, place of presentation.

EXAMPLE:

Goff, B.F., & Goodrich, D.C. (1998, June). *Integrated observations of semi-arid land-surface-atmosphere interactions*. Poster session presented at a special symposium of the American Meteorological Society, San Diego, CA.

**8.5 Lecture Notes:**BASIC FORM:

Personal notes from a class lecture are considered as a “personal communication” because it includes “unrecoverable data.” For this reason, personal communications are only cited within the text and are not included in the reference list.

EXAMPLE:

In a lecture on November 16, 2002, to a PSY 235 class, Professor Smith said .....  
OR (A. B. Smith, PSY 235 lecture, November 16, 2002).

**8.6 Class Handout:**BASIC FORM:

Last Name, A. A. (Date of Course). *Title of the handout*. Course Number: University Name.

EXAMPLE:

Smith, A. B. (2003, Spring). *Abnormal behavior in children*. PSY 235: Purdue University.

## 8.7 Work Discussed in a Secondary Source:

### BASIC FORM:

Enter the **secondary source** in the reference list according to the format: book, article, webpage...

### EXAMPLE:

1. Interested in Johnson and Wyatt's study (Primary source)
2. Found this study in C. Ury's article (Secondary source):

Ury, C. (2003). Perception and misconception: Information gathering attitudes.  
*Psychological Review*, 120, 350-360.

## **9. ELECTRONIC RESOURCES**

### **9.1 Computer Software:**

#### BASIC FORM:

Last Name, A. A. (Year of Publication). Title of Program (Version if part of the program title) [Computer software]. Place of Publication: Publisher.

#### EXAMPLE:

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

Arend, Dominic N. (1993). Choices (Version 4.0) [Computer software]. Champaign, IL: U.S. Army Corps of Engineers Research Laboratory.

### **9.2 Software downloaded from Web site**

#### BASIC FORM:

Last Name, A. A. (Year of Publication). Title of Program and Version (if Version is part of the program title) [Software]. Available from company name: website (URL)

#### EXAMPLE:

St. James, J., Schneider, W., & Eschman, A. (2003). PsychMate Student Guide (Version 2.0) [Software]. Available from Psychology Software Tools: <http://www.pstnet.com/products/PsychMate/default.htm>

#### NOTE:

If no version number is available, include the retrieval date.

If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.

### **9.3 Non-Periodical Web documents and Web pages:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page.*

Retrieved date, from URL

#### **EXAMPLE:**

Albanese, J. (2001). *How can we reach teenage smokers?* Retrieved September 31, 2001, from <http://msweb.nursingspectrum.com/ce/ce229.htm>

### **No author identified, no date, not connected to a journal:**

#### **BASIC FORM:**

*Title of page.* (n.d.). Retrieved date, from URL

#### **EXAMPLE:**

*GVU's 8th WWW user survey.* (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

### **9.4 Document available on a University Program or Department Website:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page.*

Retrieved from University Name, Department Name Web site: URL

#### **EXAMPLE:**

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures.* Retrieved from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

### **9.5 Document created by a Private Organization, no page numbers, no date:**

#### **BASIC FORM:**

Organization Name. (n.d.). *Title of page.* Retrieved date, from URL

#### **EXAMPLE:**

Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.). *Fund-raising efforts.* Retrieved November 10, 2001, from <http://www.hattiesburgcag.org>

**9.6 Web page, Government Author:****BASIC FORM:**

Government Department Name. (Date of Electronic Publication or Last Update). *Title of page*. Retrieved date, from URL

**EXAMPLE:**

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*. Retrieved September 18, 2001, from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

**9.7 Email Message:****BASIC FORM:**

The *Publication Manual* recommends that email messages from individuals be cited as personal communications, and therefore not be included in the References. Here is how an in-text parenthetical reference to a personal email message might look.

**EXAMPLE:**

Bryan Burgin (personal communication, November 18, 1998) notified me that my proposal had been accepted.

**9.8 Message posted to an Electronic Mailing List / a Newsgroup, Forum or Discussion Group:****BASIC FORM:**

Last Name, A. A. (Date of Message). Title(Subject/RE:/FW) of message [Message No.]. Message posted to Name of Listserve electronic mailing list. Retrieved from URL

**EXAMPLE:**

Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Msg 670]. Message posted to ForensicNetwork electronic mailing list. Retrieved from <http://tech.groups.yahoo.com/group/ForensicNetwork/message/670>

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to [news://sci.psychology.consciousness](http://groups.google.com/group/sci.psychology.consciousness). Retrieved from <http://groups.google.com/group/sci.psychology.consciousness/>

**9.9 Posting Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Date of Posting). Title of posting. Message posted [or Retrieved from] to URL

**EXAMPLE:**

Casper, K. (2001, October 1). Re: watered down curricula. Message posted to <http://mathforum.org/epigone/math-teach>

**9.10 Brochure Retrieved Online****BASIC FORM:**

Last Name, A. A. (Date of Publication). *Title of the brochure* [Brochure]. Retrieved from website (URL)

**EXAMPLE:**

California Board of Psychology. (2005). *For your peace of mind: A consumer guide to psychological services* [Brochure]. Retrieved from <http://www.psychboard.ca.gov/pubs/consumer-brochure.pdf>

**9.11 Lecture Notes Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title of Lecture*. Retrieved from Institute or Department Web site: website (URL)

**EXAMPLE:**

Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees*. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm>

**9.12 Poster Session Retrieved Online:****BASIC FORM:**

Last Name, A. A. (Date of Conference). *Title of the poster*. Poster session presented at Name of Conference, Place of Conference. Retrieved date, from URL

**EXAMPLE:**

Binh, N. X., McCue, C., & O'Brien, K. (1999 October). *English language and development work at Vinh University, Nghe An Province*. 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>

### **9.13 Educational Standards Retrieved Online:**

#### **BASIC FORM:**

Government Department. (Year of Publication). *Title of document*. Retrieved from website (URL)

#### **EXAMPLE:**

Virginia Department of Education. (2001). *Virginia standards of learning: Grade three, health*. Retrieved from <http://www.pen.k12.va.us/VDOE/Superintendent/Sols/health3.pdf>

### **9.14 Curriculum Guide Retrieved Online:**

#### **BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title of guide*. Retrieved from Institute or Department Web site: website (URL)

#### **EXAMPLE:**

Hoff, L. A. (1994). Violence issues: An interdisciplinary curriculum guide for health professionals. Retrieved from Public Health Agency of Canada Web site: [http://www.phac-aspc.gc.ca/ncfv-cnivf/familyviolence/html/fviolencei\\_e.html](http://www.phac-aspc.gc.ca/ncfv-cnivf/familyviolence/html/fviolencei_e.html)

### **9.15 Fact Sheet Retrieved Online:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of sheet*. Retrieved from website (URL)

#### **EXAMPLE:**

RAND Corporation. (2006). *Three steps for improving the quality of mental health care in the United States* [Fact sheet]. Retrieved from [http://www.rand.org/pubs/research\\_briefs/2006/RAND\\_RB9190.pdf](http://www.rand.org/pubs/research_briefs/2006/RAND_RB9190.pdf)

### **9.16 Data Set Retrieved Online:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of sheet* [Data sheet/file]. Available from Institution or Department Web site: website (URL)

EXAMPLE:

Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Available from Pew Hispanic Center Web site: <http://pewhispanic.org/datasets/>

**9.17 Graphic Representation of Data (Map, Chart...) Retrieved Online:**BASIC FORM:

Last Name, A. A. (Year of Publication). [Detailed description of graphic representation]. *Title of Graphic Representation*. Retrieved from website (URL)

**If no title:**

Last Name, A. A. (Year of Publication). [Detailed description of graphic representation]. Retrieved from website (URL)

EXAMPLE:

Centers for Disease Control and Prevention. (2005). *Behavioral Risk Factor Surveillance System*. Retrieved from <http://apps.nccd.cdc.gov/gisbrfss/default.aspx>

Centers for Disease Control and Prevention. (2005). [Interactive map showing percentage of respondents reporting “no” to, During the past month, did you participate in any physical activities?]. *System*. Retrieved from <http://apps.nccd.cdc.gov/gisbrfss/default.aspx>

**For map:**BASIC FORM:

Last Name, A. A. (Cartographer) (Year of Publication). Title of map. [Detailed description of graphic representation]. *Title of Graphic Representation*. Retrieved from website (URL)

EXAMPLE:

Lewis County Geographic Information Services. (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map], .Retrieved from [http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens\\_2000.pdf](http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf)

**9.18 Qualitative Data and Interviews Retrieved Online:** If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or

transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file])

**BASIC FORM:**

Last Name, A. A. (Interviewer) & Last Name, A. A. (Interviewee). (Year of Interview). *Title of Interview* [Interview]. Retrieved from website name Website: website (URL)

**EXAMPLE:**

Moist, J. (Interviewer) & Guy, R. (Interviewee). (2006). *Mrs. Rose Guy* [Interview transcript]. Retrieved from Alive in Truth: The New Orleans Disaster Oral History and Memory Project Web site: <http://www.aliveintruth.org>

**NOTE:** Interviews that are not retrievable (i.e., not captured in transcript or audio) should be cited in text as a personal communication (including month, day, year) and not included in the reference list.

**9.19 PowerPoint Presentation Slides Retrieved Online:**

**BASIC FORM:**

Last Name, A. A. (Date of Presentation). *Title of presentation*. Presented at a Course Number lecture at University Name.

**EXAMPLE:**

Smith, A. B. (2003, March 4). *Abnormal behaviors*. Presented at a PSY 235 lecture at Purdue University.

**9.20 Lecture Notes and Presentation Slides Retrieved Online:**

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of notes/presentation* [File Format]. Retrieved from website (URL)

**EXAMPLE:**

Hallam, A. (2009). *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

**9.21 Blog (Weblog) and Video Blog Post:** If the author's name is not available, provide the screen name

**BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of message [File Format]. Retrieved from website (URL)

**EXAMPLE:**

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from <http://www.spring.org.uk/the1sttransport>.

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log message]. Retrieved from [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php)

Hallmark, J. (2004, September 26). Psychology Video Blog #3 [Video file]. Retrieved from <http://www.youtube.com/watch?v=lqM90eQi5-M>

**9.22 Wikis**

**BASIC FORM:**

Title of wiki. (Year of Publication). Retrieved from website (URL)

**EXAMPLE:**

OLPC Peru/Arahuay. (n.d.). Retrieved from the OLPC Wiki: [http://wiki.laptop.org/go/OLPC\\_Peru/Arahuay](http://wiki.laptop.org/go/OLPC_Peru/Arahuay)

**9.23 Audio Podcast:**

**BASIC FORM:**

Last Name, A. A. (Function). (Year, Month and Day of Production). *Title of show* [Show no.] Title of radio program. [Audio Podcast]. Retrieved from website (URL)

**EXAMPLE:**

Van Nuys, D. (Producer). (2006, October 13). Understanding autism [Show 54]. *Shrink Rap Radio* [Audio Podcast]. Retrieved from <http://www.shrinkrapradio.com/>

## 9.24 Video Podcasts

### BASIC FORM:

Last Name, A. A. (Function). (Year, Month and Day of Production). *Title of show*  
 [Show no.] Title of program [Video Podcast]. Retrieved from website (URL)

### EXAMPLE:

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode  
 7]. *Adventures in Education* [Video Podcast]. Retrieved from <http://www.adveeducation.com>

## 9.25 Television Feature, podcast

### BASIC FORM:

Last Name, A. A. (Function). (Year of Broadcast). *Title of broadcast* [Motion  
 Picture/Documentary...]. In First Name Last Name (Executive Producer), *Title  
 of program*. Podcast retrieved from TV channel: website (URL)

### EXAMPLE:

Kloft, M. (Producer/Director). (2006). *The Nuremberg Trials* [Motion picture]. In M.  
 Samuels (Executive Producer), *American experience*. Podcast retrieved from  
 WGBH: [http://www.pbs.org/wgbh/amex/rss/podcast\\_pb.xml](http://www.pbs.org/wgbh/amex/rss/podcast_pb.xml)

## 9.26 Personal Communications:

### BASIC FORM:

Here's what the APA Manual (6th ed.) says about personal communication (section 3.102): "Personal communications may be letters, memos, some electronic communications, email messages from non-archived discussion groups, personal interviews, speeches, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included on the reference list. Cite personal communications **in text only**. Give the initials as well as the surname of the communicator, and provide as exact a date as possible." For example:  
 N.E. Migan (personal communication, January 11, 2001)

Because the information is not retrievable, they should not appear in the Reference List. They should look as follows:

### EXAMPLE:

J. Burnitz (personal communication, September 20, 2000) indicated that ....

**OR**

In a recent interview (J. Burnitz, personal communication, September 20, 2000) I learned that . . . .

## ***10. NON-PRINT SOURCES***

### **10.1 Television Broadcast or Series Episode:**

#### **BASIC FORM:**

Last Name, A. A. (Function). (Year, Month and Day of Broadcast). *Title of broadcast* [Television Broadcast]. Place of Recording: Television Service or Network.

#### **EXAMPLE:**

Aspell, P. (Executive Producer). (1995, March 15). *Nova* [Television Broadcast].  
Boston: WGBH.

### **10.2 Videotape:**

#### **BASIC FORM:**

Last Name, A. A. (Function). (Date of Production). *Title of videotape* [Kind: Documentary, Motion Picture]. Place of Publication: Publisher.

#### **EXAMPLE:**

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis*.  
[Motion Picture]. Englewood Cliffs, NJ: Prentice Hall.

### **10.3 Single Episode of a Television Series:**

#### **BASIC FORM:**

Last Name, A. A. (Function). (Date of Production). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. Place of origin: Studio or distributor.

#### **EXAMPLE:**

Wendy, S. W. (Writer), & Martian, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

#### 10.4 Television Series

##### BASIC FORM:

Last Name, A. A. (Function). (Date of Production). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. Place of origin: Studio or distributor.

##### EXAMPLE:

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series].  
Hollywood: American Broadcasting Company.

#### 10.5 Music Recording

##### BASIC FORM:

Songwriter, W. W. (Date of Copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label.  
(Recording date if different from copyright date).

##### EXAMPLE:

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On  
*Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

#### 10.6 Motion Picture or Video Tape with International or National Availability

##### BASIC FORM:

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

##### EXAMPLE:

Smith, J.D. (Producer), & Smithee, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

#### 10.7 Motion Picture or Video Tape with Limited Availability

##### BASIC FORM:

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. (Available from Distributor name, full address and zip code)

EXAMPLE:

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

**11. IMAGES, PHOTOS, TABLES AND FIGURES****11.1 Images:**

Illustrations, maps and photographs, etc (excluding tables) are referred to as figures.

If it is not your own work, the source must be acknowledged in full below the figure or table as a figure caption or table note. The full citation also goes in the References list.

**Captions:**

Format your caption as below,

- use italics and bold for Figure, sequential numbering, a clear description.
- Include copyright information if possible



***Figure 1. Vermeer, J. (c. 1665). Girl with a pearl earring [Painting]. From Mauritshuis Royal Picture Gallery, The Hague. Retrieved from <http://www.mauritshuis.nl/index.aspx?Chapterid=2295>. Reprinted with permission.***

Use this format for a journal article

From (or adapted from) "Title of Article," by A. B. Author and C. Author, year, Title of Journal, Volume, p. xx-xxx. Copyright year by Name of Copyright Holder. Reprinted (or adapted) with permission.

If you have NOT gained copyright permission: Don't include the words: Reprinted with permission or Adapted with permission.

### 11.1.1 Image from a book:

#### BASIC FORM:

Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication:  
 Publisher.

#### EXAMPLE:

Harnik, P. (2000). Inside city parks. Washington, DC: Urban Land Institute.

#### IN CAPTION:

**Figure 1: Golden Gate Park. Source: Harnik, p. 17 (2000).**

### 11.1.2 Image from a journal or magazine:

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of image. *Title of Journal, Volume, Page*  
 Numbers.

#### EXAMPLE:

Gregory, R. (2005). Full metal jacket: the de Young Museum may appear tough and impenetrable, but in reality exploring its interiors is a delight; just like a wall in the park. *The Architectural Review*, 218(1304), 46-61.

#### IN CAPTION:

**Figure 2: Site plan of the De Young Museum, in San Francisco's Golden Gate Park, showing formal gardens (scale approx 1:2500). Source: Article by Rob Gregory in *The Architectural Review* (2005).**

### 11.1.3 Image from a library database

#### BASIC FORM:

Last Name, A. A. (Function). (Year of Publication). *Title of the page* [Medium]. Place and Location of Ownership (if available). Retrieved from Name of Database.

#### EXAMPLE:

Risberg, E. (Photographer). (1999). Lake Boating [Photograph]. Retrieved from AP Photo Archive.

#### IN CAPTION:

**Figure 3: Swan Lake in Golden Gate Park, San Francisco (1999). Source: AP Photo Archive, copyright Eric Risberg, 1999.**

#### 11.1.4 Untitled Image from a library database:

##### BASIC FORM:

Last Name, A. A. (Year of Publication). [Description of the image]. Place and Location of Ownership (if available). Retrieved from Name of Database.

##### EXAMPLE:

Muybridge, E. (Photographer). (1887). [Photograph of a horse running]. National Gallery, London. Retrieved from Academic Search Complete Database.

##### IN CAPTION:

**Figure 4: [Photograph of a horse running]. Source: Academic Search Complete Database, copyright E. Muybridge, 1887.**

#### 11.1.5 Image Retrieved Online:

##### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of image*. [Medium]. Retrieval date, from URL

##### EXAMPLE:

Nelson, L. (Artist). (2001). *Golden Gate Park Map* [Online Image]. Retrieved August 15, 2010 from Lee Nelson iNeTours.com Internet Tours: [http://www.inetours.com/Pages/SFLndmrkVws/GGP\\_Map.html](http://www.inetours.com/Pages/SFLndmrkVws/GGP_Map.html)

Hamilton, D. (1975). *South of France fantasy* [Photograph]. Retrieved January 15, 2009, from <http://www.rennart.co.uk/posters.html>

##### IN CAPTION:

**Figure 5: Golden Gate Park Map, San Francisco (2001). Note: Copyright Lee W. Nelson, 2001-2007.**

#### 11.1.6 Image with no Author Retrieved Online:

##### BASIC FORM:

*Title of image*. (Date of Electronic Publication or Last Update). [Medium]. Retrieval date, from URL

##### EXAMPLE:

*Radiating ripples* [Photograph]. (2006). Retrieved November 10, 2008, from <http://www.bergoiata.org/fe/divers28/10.htm>

##### IN CAPTION:

**Figure 6: Radiating ripples (2006). Note: Copyright Lee W. Nelson, 2001-2007.**

**11.1.7 Image with no Author, Title or Date Retrieved Online:** Many images found online have few details, but always check extra information by: clicking on the image → looking at the bottom of the image → looking at the URL

**BASIC FORM:**

[Description of the image]. (n.d.). Retrieval date, from URL

**EXAMPLE:**

[Untitled photograph of a giraffe]. (n.d.). Retrieved April 27, 2010, from

<http://www.birminghamzoo.com/images/giraffe.png>

**IN CAPTION:**

**Figure 7:** [Untitled photograph of a giraffe] (n.d.).

**11.2 Tables:**

The caption goes above the table, with the source included as a note below the table beginning with the word *Note*

**11.2.1 Table from a book:**

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication:

Publisher.

**EXAMPLE:**

Harnik, P. (2000). Inside city parks. Washington, DC: Urban Land Institute.

**IN CAPTION:**

**Adapted from Title of Book (p. 26), by P. Harnik, 2000, Copyrighted by Urban Land Institute, Washington, DC.**

**11.2.2 Table from a journal or magazine:**

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of Article. *Title of Journal, Volume,*

Page Numbers.

**EXAMPLE:**

Gregory, R. (2005). Full metal jacket: the de Young Museum may appear tough and impenetrable, but in reality exploring its interiors is a delight; just like a wall in the park. *The Architectural Review*, 218(1304), 46-61.

IN CAPTION:

Adapted from “Full metal jacket: the de Young Museum may appear tough and impenetrable, but in reality exploring its interiors is a delight; just like a wall in the park,” by R. Gregory, 2005, *The Architectural Review*, 218, p. 48. Copyrighted by EMAP Construct.

**11.2.3 Table Retrieved Online:**

BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page.*

Retrieval date, from URL

EXAMPLE:

Nelson, L. (2001). *Golden Gate Park map*. Retrieved August 15, 2010 from Lee Nelson iNeTours.com Internet Tours: [http://www.inetours.com/Pages/SFLndmrkVws/GGP\\_Map.html](http://www.inetours.com/Pages/SFLndmrkVws/GGP_Map.html)

IN CAPTION:

Adapted from “Levels of humidity in the Golden Gate Park” by L. Nelson, 2001.

## VI. PARENTHETICAL (IN-TEXT) CITATIONS:

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

### Format of the parenthetical citations

#### 1. Position:

##### 1.1 Short quotations

###### 1.1.1 Indirect Quotation (when the meaning but not the exact words are used without quotation marks with Parenthetical Citation)

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

###### 1.1.2 Indirect Quotation with Author as Part of the Text

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

###### 1.1.3 Direct Quotation (when the exact words are used within quotation marks) with Parenthetical Citation)

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

###### 1.1.4 Direct Quotation with Author as Part of the Text

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological"(p. 14).

#### 1.2 Long Quotations:

- A long quotation is of more than 40 words should be placed in a free-standing block of typewritten lines.

- Start the quotation on a new line, indented 2cm on the left and the right margins.
- Maintain double-spacing throughout.
- The parenthetical citation should come after the closing punctuation mark.
- No quotation marks are placed around a long quote.

EXAMPLE:

David Copperfield during his school years becomes identified and defined by James Steerforth:

There was an old door in this playground, on which the boys had a custom of carving their names. In my dread of the end of the vacation and their coming back, I could not read a boy's name, without inquiring in what tone and with what emphasis he would read, "Take care of him. He bites." There was one boy - a certain J. Steerforth, who I conceived, would read it in a rather strong voice, and afterwards pull my hair. (Dickens, 1970, p. 45)

## **2. Punctuation: Question mark / exclamation mark**

When a quotation comes at the end of a sentence and is itself a question or an exclamation, that punctuation is retained within the quotation marks, and a period is still added after the closing parentheses.

EXAMPLE:

Some questions should be answered, "How do you get the service you want, exactly the way you want it!" (Brucker, 1998, p. 76).

## **3. Language:**

Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

EXAMPLE:

Symthe (1990) found that positioning influences ventilation. In **his** study of 20 ICU patients, **he** used two methods to. . . . However, **his** findings did not support the work of Karcher (1987) and Atley (1989) **who** used much larger samples to demonstrate that ...

**4. Format:**

<b>One Work By One Author In Text</b>	<b>Explanation</b>
Walker (2000) compared reaction times	Author's name appears in text
In a recent study of reaction times (Walker, 2000)	Author's name does not appear in text
<b>One Work By Two Authors In Text</b>	<b>Explanation</b>
Wegener and Petty (1994) compared	Authors' names appear in text
(Wegener & Petty, 1994)	Authors' names do not appear in text
<b>One Work By Two to Seven Authors</b>	<b>Explanation</b>
Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found	Use as first citation in text
Wasserstein et al. (1994) found	Use as subsequent first citation per paragraph thereafter
Wasserstein et al. found	Omit year from subsequent citations after first citation within a paragraph
Bradley, Ramirez, and Soo (1994) and Bradley, Soo, et al. (1994)	If two references with same year shorten to the same form, cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two references
<b>When A Work More Than Seven Authors In Text</b>	<b>Explanation</b>
Kosslyn, et al. (1996)	Use as citation in text
(Kosslyn, et al., 1996)	Use as citation in the parentheses
<b>Groups As Authors In Text</b>	<b>Explanation</b>

(National Institute of Mental Health [NIMH], 1999)	Use as first text citation in text The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are spelled out in citations.
(NIMH, 1999)	Use as subsequent first citation per paragraph thereafter
(University of Pittsburgh, 1993)	Written out in all text citations The name of the following author should also be written out in full in <b>References</b> : University of Pittsburgh. (1993).
<b>Authors With The Same Surname In Text</b>	<b>Explanation</b>
R. D. Luce (1959) and P.A. Luce (1986) also found J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied	If two or more primary authors have the same surname, include the first author's initials in all text citations to avoid confusion.
<b>Two Or More Works Within The Same Parentheses In Text</b>	<b>Explanation</b>
Past research (Edeline & Weinberger, 1991, 1993)	The citations are listed in the order that they appear in <b>References</b>
Past research (Gogel, 1984, 1990, in press)	In press citations are given last. (accepted for publication, but not published)
Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)	Identify works by same author with the same date by suffixes a, b, c, and so forth after a year. The suffixes are assigned in the reference list, where they are ordered alphabetically by title (of article, chapter, or complete work).
Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)	List works by different authors in alphabetical order by the first author's surname. Separate the citations with semicolons.
(Minor, 2001; see also	Exception: You may separate a major citation from

Adams, 1999; Storandt, 1997)	other citations within parentheses by inserting a phrase, such as <i>see also</i> , before the first of the remaining citations, which should be in alphabetical order.
<b>Classical Works In Text</b>	<b>Explanation</b>
(Aristotle, trans. 1931)	When dates are inapplicable for very old works, cite the year of translation you used.
James (1890/1983)	Use when you know the date of publication
1 Cor. 13:1 (Revised Standard Version)	Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible. Simply identify in the first citation in the text the version you used.
<b>Specific Parts Of A Source In Text</b>	<b>Explanation</b>
(Cheek & Buss, 1981, p. 332) (Shimamura, 1989, chap. 3)	To cite a specific part of a source, indicate the page, chapter, figure, table or equation.
<b>Electronic Sources In Text</b>	<b>Explanation</b>
(Beutler, 2000, Conclusion section, para. 1)	For electronic sources that do not provide neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.
<b>Personal Communication In Text</b>	<b>Explanation</b>
T. K. Lutes (personal communication, April 18, 2001)	Use for letters, memos, e-mails, electronic bulletin boards, personal interviews, telephone conversations, etc.
(V.-G. Nguyen, personal communication, September 28, 1998)	Because they do not provide recoverable data, personal communications are not included in References. Cite personal communications in text only.
<b>An Anonymous Author In Text</b>	<b>Explanation</b>
(Anonymous, 1998)	Use when a work's author is designated as Anonymous

(Merriam-Webster's, 1993) and ("New Drug," 1993).	Use when no author assigned
<b>Article:</b> The study, "Nuclear weapons testing," (2002) indicated on free care ("Study Finds," 1982)	If no author is given, cite the first few words of the title in quotation marks (for article or chapter titles) or in italics (for book titles). Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report
<b>Book:</b> The statistics in <i>Vietnam War statistics</i> (1984) show..... The number of Vietnamese who were killed ( <i>Vietnam War statistics</i> , 1984)....	
<b>Text with no date</b>	<b>Explanation</b>
Concepts of the old schools (Royal Institute of British Architects, n.d.) ... Swenson (n.d., Section 3) proved that	Indicate that no date is available by using n.d.

### 5. Work Discussed in a Secondary Source:

Enter the **primary source** in the in-text-citation, but secondary source in reference list.

#### EXAMPLE:

List the source the Seindenberg and McClelland's work was discussed in (you did not read the original work only details in this article):

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

**In-text Citation:**EXAMPLE:

Seindenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993).....

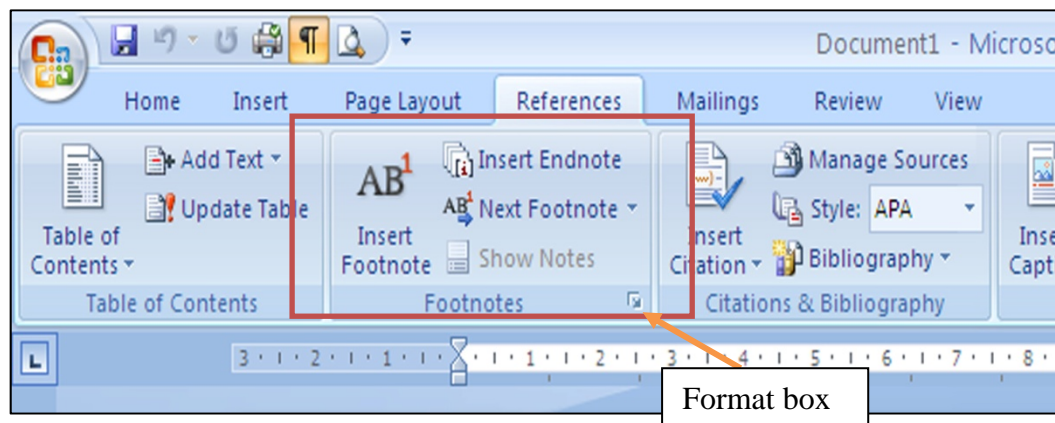
**Reference List:**EXAMPLE:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993), Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

## VII. Computer Skills With MS WORD

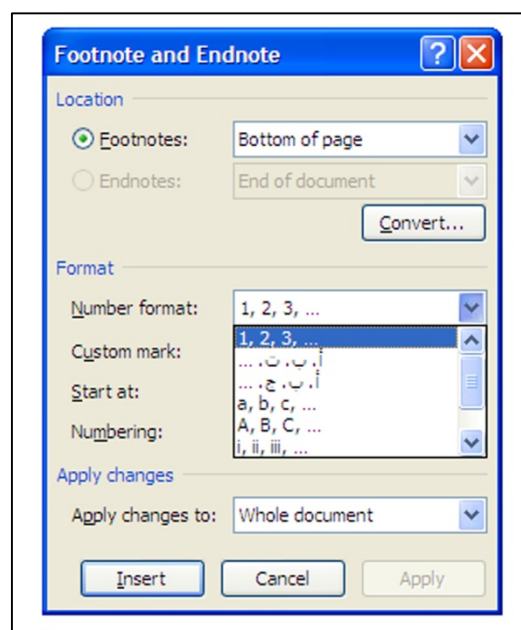
### 1. To Insert notes

1. Go to the Reference menu



2. Under the Footnotes option click Insert Footnote/Endnote. By default, Word places footnotes at the end of each page and endnotes at the end of the document.

3. You can change the number or symbol format In the **Number format** box, click the arrow of the Format Box you want.



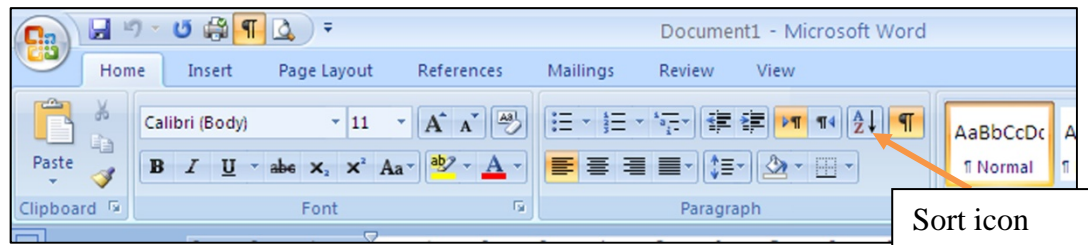
4. Type the note text.

5. Scroll to your place in the document and continue typing.

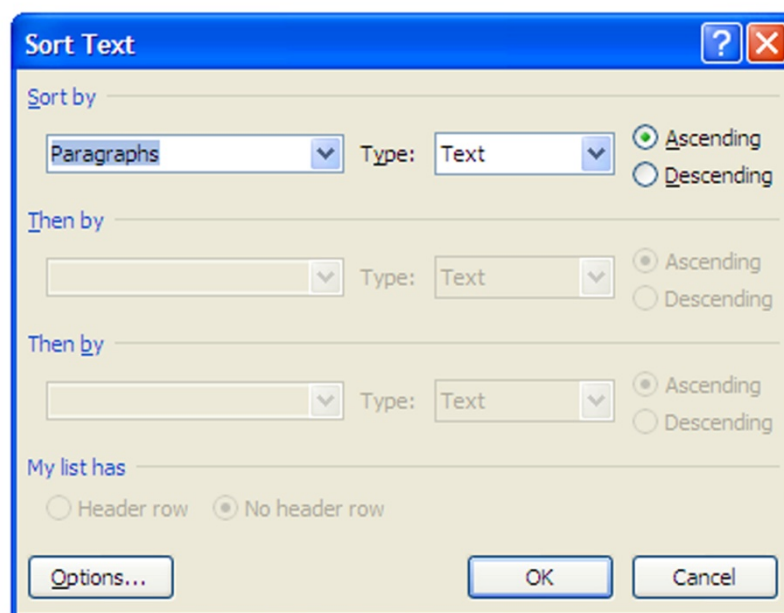
As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word rennumbers the footnote and endnote reference marks.

## 2 To sort by name:

1. Highlight the part you wish to sort.
2. Go to the Format menu and click Sort icon.



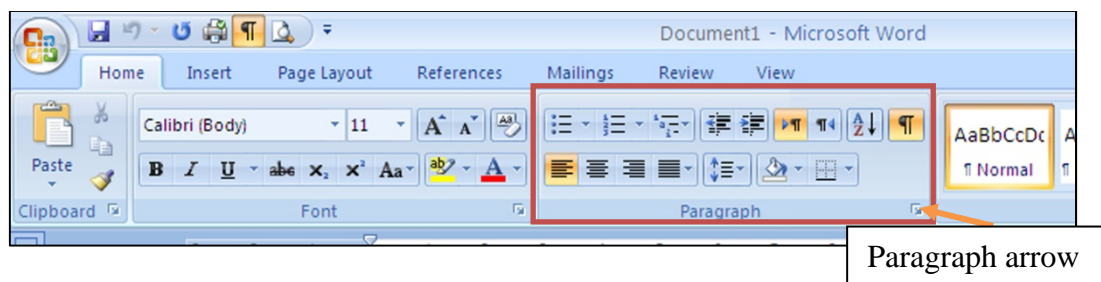
3. Choose "Sort by:" Paragraph (1<sup>st</sup> box) Text (2<sup>nd</sup> box) and Ascending.



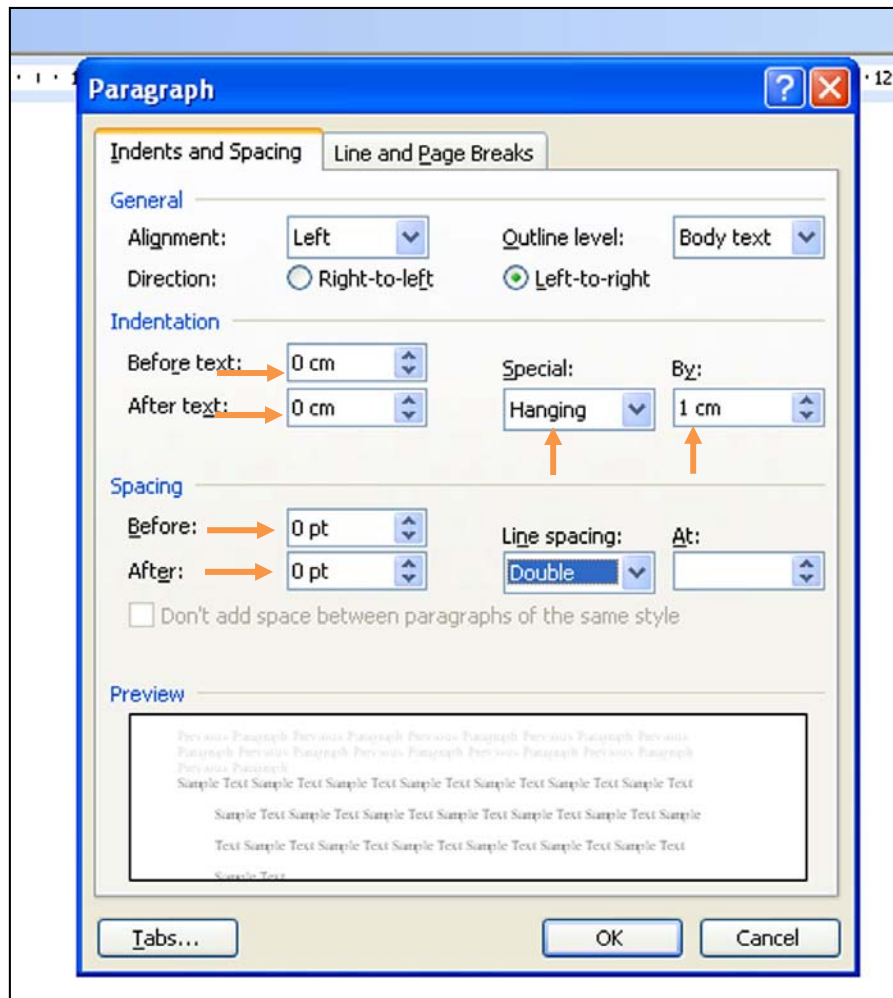
4. Click OK in the Sort window.

## 3 To create a hanging indent and to format the Reference List page:

1. Highlight the citations you wish to indent.
2. Go to the Format menu and click on the Paragraph arrow.

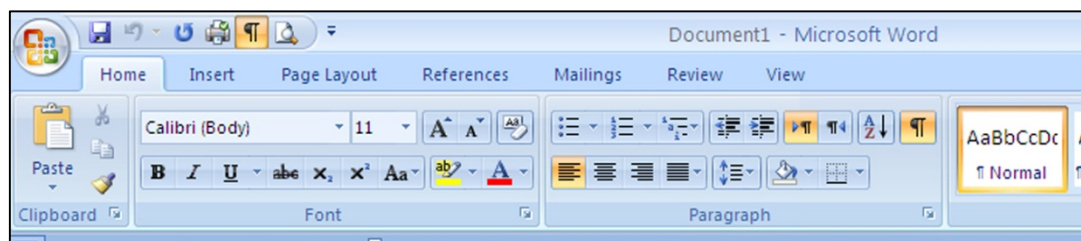


3. Under “Indentation”, there is “Special”, choose “Hanging” and type: 1 cm.
4. Click OK.

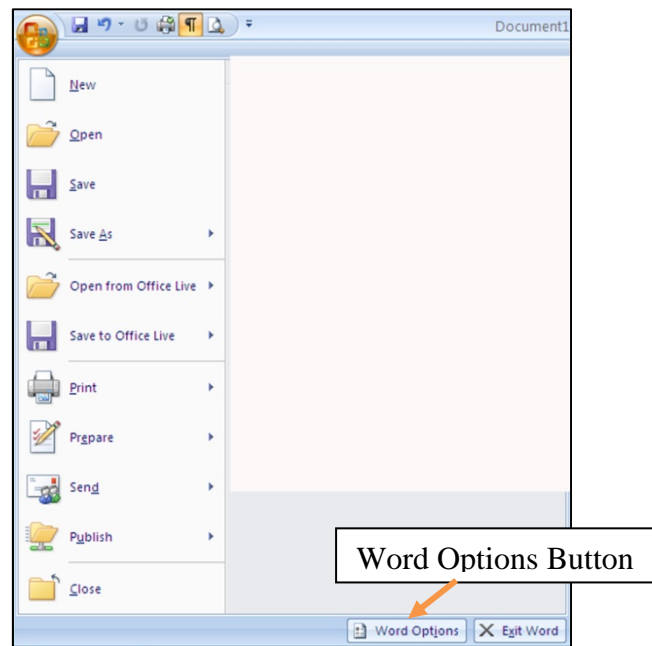


#### 4 To turn off automatic underlining for Web addresses:

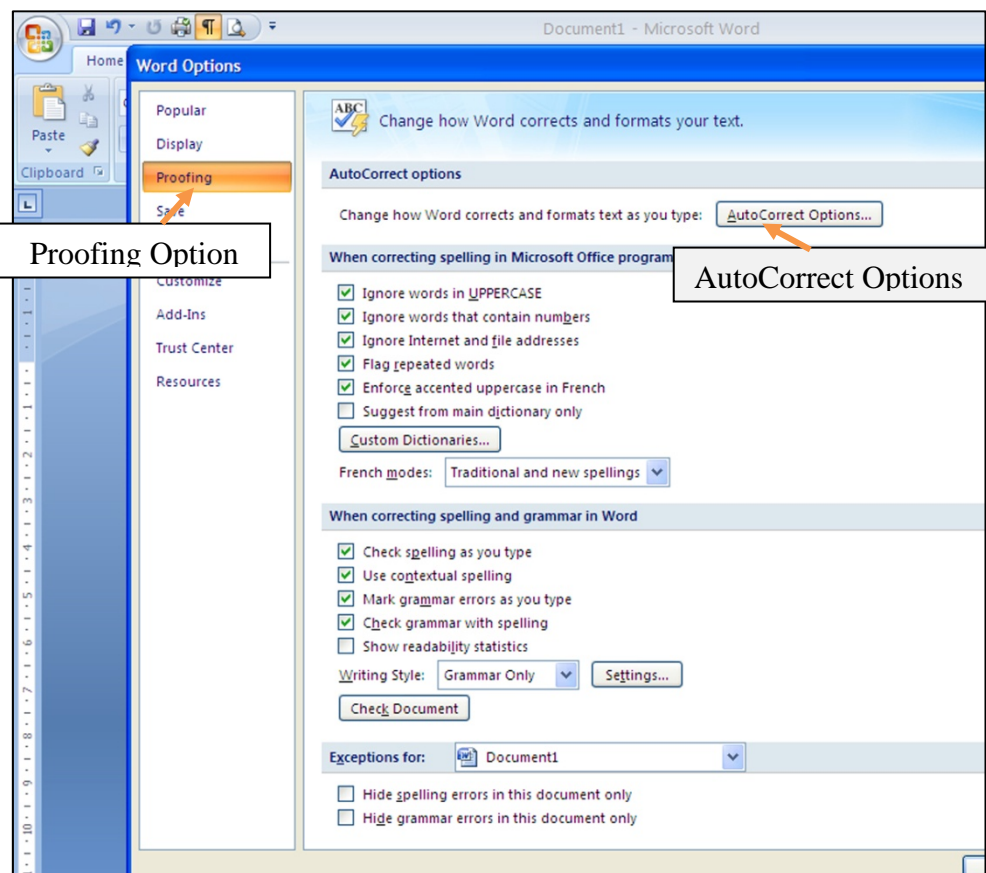
1. Click the **Microsoft Office Button**



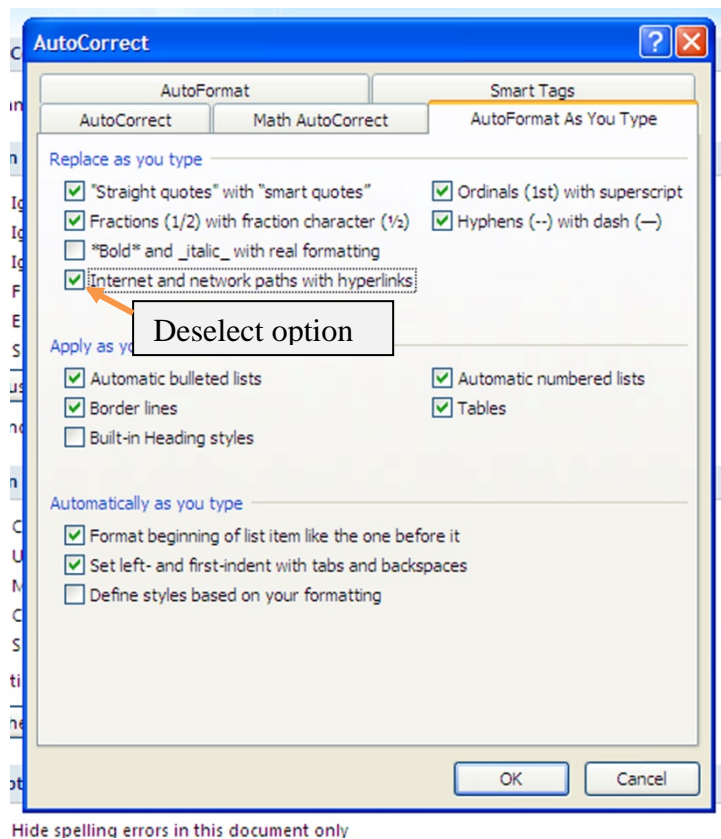
2. Then click **Word Options**.



3. Click **Proofing** and then click **AutoCorrect Options**.



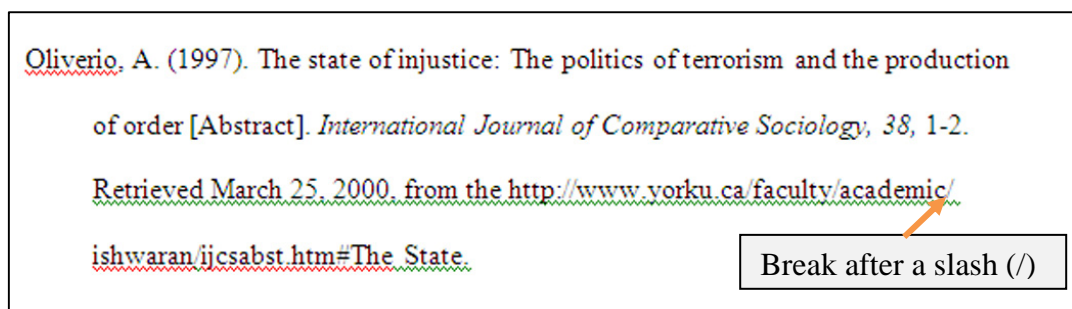
4. Click the **AutoFormat As You Type** tab.



5. Deselect the Internet and network paths with hyperlinks box (click in the box to remove the check mark)
6. Click OK on all the open boxes.

### 5 To break the URL address:

1. Turn off automatic underlining for Web addresses first (notes of VI.4)
2. Position the cursor after a slash (/) or a dot (.)



3. Click the space bar to place a space

## VII. SAMPLE LAYOUT: APA “Reference List”

### REFERENCE LIST

**Font:** 14 Bold;  
**Alignment:** Centered

Albanese, J. (2001). *How can we reach teenage smokers?* Retrieved September 31,

2001, from <http://msweb.nursingspectrum.com/ce/c>

**Font:** 12; **Alignment:**  
Right; **Line Spacing:**  
Double

Archer, N. (1993). [Interview with Helen Burns, author of

*Journal of Sensory Studies*, 21, 211-216.

Archer, N. (2000). *Relative*. Two or more books by the same author *Encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Ency

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*. New York: Plenum.

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish:*

*Psychology & Education*. American Psychological

Association. **Sort:** Alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article

Institute of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern.

Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the negativity. *Journal of Clinical Psychology*, 58, 1023-1035.

Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance Europe. *American Historical Review*, 102, 1309-1342.

National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment*. (NIH Publication No. 95-3682).

Washington, DC: Government Printing Office.

Nesbitt, L. (1999, May 20). *Writing the personal in public: The Ceilidh Web forum in the composition classroom*. Writing

Conference, Rapid City, South Dakota.

**Indentation:** Special: Hanging: 1cm  
**Line spacing:** Double

Oliverio, A. (1997). The state of injustice: The politics of terrorism and the production of order [Abstract]. *International Journal of Comparative Sociology*, 38, 1-2.

Retrieved March 25, 2000, from the <http://www.yorku.ca/faculty/academic/ishwaran/ijcsabst.htm#The State>.

Reagan's tax revolution: What it means for investors. (1985, August). *Changing Times*, pp. 40+.

Smith, A. B. (2003a, Spring). *Abnormal behavior in children*. PSY 235: Purdue University.

Smith, A. B. (2003b, Spring). *How to tell*. University.

If **URL** is included, the hyperlink and the automatic underlining should be turned off to then break for continuation on current line.

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Foundation Web site: <http://www.rwjf.org/library/chrcare>

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123.