Using APA Style


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Senior Librarian
The material in this guide is not a comprehensive list of all the types of materials that can be cited.

For complete and thorough information about using APA style, go straight to the source. Copies of the Publication Manual of the APA are available in Red-Spot collections in all libraries.

The call number is BF76.7 .P83 2001
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Why should you acknowledge your sources?

- Citations reflect the careful and thorough work you have put into locating and exploring your sources.
- Citations are a courtesy to the reader, who may share your interest in a particular area of scholarship.
- By citing sources, then, you demonstrate your integrity and skill as a responsible participant in the conversation of scholarship.
- Failure to provide adequate citations constitutes plagiarism.
Why Use APA Style?

- This is the most common format for documenting sources.
- This format is widely used for course papers and journal articles in psychology and also in the social sciences, education, engineering, and business.
The APA style specifies the use of a parenthetical reference system (abbreviated source information in parentheses) in the text of the paper tied to an alphabetical References list (located at the end of your paper) which contains full source and publication information for your cited sources.

Remember that all in-text parenthetical references must correspond to a source cited in the References list.
APA IN-TEXT CITATIONS

One Work by One Author

When using APA format, follow the author-date method of in-text citation:

Reference in the text:

Walker (2000) compared reaction times ...

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

References (at the end of your paper)

One Work by One Author (Cont.)

Cite by author and year only even when reference includes *month or date*:

*Reference in the text:*

Mak (2006) found workers are happier ...

*References (at the end of your paper)*

One Work by Two authors

Always cite both names every time the reference occurs in text. Use the word "and" between the authors' names within the text and use "&" in the parentheses:

Reference in the text:

Serlin and Lapsley (1985) discovered the problems ... 
A survey on the problems in ... (Serlin and Lapsley, 1985)

References (at the end of your paper)

APA IN-TEXT CITATIONS

One Work by Multiple authors (3-5 authors)

Cite all authors the 1st time the reference occurs; in subsequent citations, include only the surname of the 1st author followed by “et al.” and the year if it is the 1st citation of the reference within a paragraph. (et al. means and others)

Reference in the text:

Skinner, Cornell, Sun, and Harlow, 1993 did a survey on ... (Use as 1st citation in text)

Skinner et al. (1993) found ... (Use as subsequent 1st citation per paragraph thereafter)

Skinner et al. also found ... (Omit year from subsequent citations after 1st citation within a paragraph)

References (at the end of your paper)

APA IN-TEXT CITATIONS

Work Has Six or More Authors

For works with 6 or more authors, cite only the surname of the 1st author followed by “et al.” and the year for the 1st and subsequent citations.

(In the reference list, provide the initials and surnames of the 1st six authors, and shorten any remaining authors to “et al.”)

Reference in the text:

Martin et al. (2001) studied the use of ...

References (at the end of your paper)

Groups as Authors

If group author is readily identified by its abbreviation, you may abbreviate the name in the second and subsequent citations:

Reference in the text:

1st citation:
American Psychological Association [APA], (2003)

Subsequent text citation:
(APA, 2003)

References (at the end of your paper)
Washington, DC: Author.
**APA IN-TEXT CITATIONS**

**Works With No Author**

For periodical, book, brochure or report with no author, cite the first few words of the reference list entry (usually the title of the article or book) and the year.

*Reference in the text:*

... *(Studies of Alcohol, 1999).*

*References (at the end of your paper)*

APA IN-TEXT CITATIONS

Authors With the Same Surname

To avoid confusion, use initials with the last names if your reference list includes two or more authors with the same last name.

Reference in the text:

Research by J. Young (1989) revealed that . . .

Survey by E. Young (1990) proved that . . .

References (at the end of your paper)


**APA IN-TEXT CITATIONS**

**Personal Communication**

Interviews, memos, letters, e-mail, and similar unpublished person-to-person communications should be cited as follows:

Reference in the text:

One of Atkinson’s colleagues, who has studied the effect of the media on children’s eating habits, has contended that advertisers or snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).

References (at the end of your paper)

Do not include personal communications in your reference list.
Berger was attributed to have first used the term electroencephalogram (EEG) (as cited in Masterpasqua & Healey, 2003).

Original:

In references, list secondary source.

References (at the end of your paper)
APA IN-TEXT CITATIONS

Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (2004), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

References (at the end of your paper)

Quotations

For longer quotations (indent without “ “), and use … to indicate omitted words.

We agree with Obrue (2002), who concluded:

Neurofeedback is perhaps best viewed not as an alternative to conventional psychopharmacological agents but rather... (p. 8).

References (at the end of your paper)

Formatting Your Reference List

The Basics

- APA requires a hanging indent for its citations
- PLEASE BE SURE TO USE DOUBLE SPACE CITATIONS
- Documents only sources used in research and preparation
- Alphabetize the works
Reference List Order

- Alphabetical by author’s name
- Chronological by same author
- Alphabetical by title

- Alleyne, R. L. (2004a). Managing information ...
- Alleyne, R. L. (2004b). Multimedia management ...
- Hewlett, L. S. (2005). Critical thinking about ...
- Hewlett, L. S. (2006). Doing quantitative research ...
- Hewlett, L. S., Baheti, J. M., Marthur, A. L., ...
- Mellers, B. A. (2000). Choice and the relative ...
Book Reference

Single Author

General Format


Example:

When the author and publisher are identical, use the word "Author" as the name of the publisher.

**Example:**

Multiple Authors

When a work has up to (and including) six authors, cite all authors. When a work has more than six authors cite the first six followed by "et al."

**Examples:**

- **3 authors**

- **More than 6 authors**
Book Reference
Corporate Author

General Format

Corporate Author. (Year). *Title of book*. Location: Publisher.

Example:

Begin the entry with the work’s title. Titles of books are italicized.

**General Format**

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

**Example:**

Edited Book Reference

General Format

Editor, A., & Editor, B. (Eds.). (Year). Title of book. Location: Publisher.

Examples:

One editor:


More than one editor

Publisher Information

● Give city and state only when city is not well known or ambiguous
e.g. Hillsdale, NJ or Cambridge, MA

● For state, use US postal code 2-letter abbreviation and spell out other states/countries
e.g. Oxford, England: Blackwell

● Give publisher in brief but must still be clear
e.g. New York: McGraw-Hill

● Spell out name of publisher especially associations, corporations, university presses

● Leave out terms like Publisher, Co, Inc
● Retain terms like Books, Press
More Than One Publisher Location

If the book lists more than one publisher location, use the first one or the home office if specified.

Example:

New York, London: MacMillan

→ Cite as New York: MacMillan
General Format


Example:

Journal Article Reference

One Author

**General Format**


**Examples:**


Journal Article Reference
Two Authors

List all authors with & preceding last author.

Example:

Journal Article Reference
More Than Six Authors

After 6th author name, use et al.

Example:

Magazine Article Reference

General Format

Author, A. A. (Year, Month day). Title of article. *Title of Magazine, volume if given, page-numbers.*

Example:

Newspaper Article Reference

General Format

Author, A. (Year, Month Day). Title of article. *Title of Newspaper*, pages.

Example:

UMI Thesis Reference

General Format


Example:

Unpublished Thesis Reference

**General Format**


**Example:**

Web Page Reference

**General Format**


**Example:**

Article in an Internet-only Journal

General Format


Example:

Pay Specific Attention to

- Consistency in how you apply APA
- Punctuation (period, comma, semi-colon)
- Location and publisher for books
- Volume, issue and page numbers for articles
- Complete and correct information
- Spelling
Free APA Style Converter

The APA Style Converter is a web-based tool with which authors may prepare their references in APA style according to the APA *Publication Manual* (5th ed.).

In order to generate a citation in APA format, the user just needs to enter the bibliographic information in the columns such as author, title, publisher, etc. Then, the concerning APA citation will be generated.

The website is [http://www.noodletools.com](http://www.noodletools.com)

Look for Free Tools, and click **NoodleBib Express**, then click APA.
The End