



# Getting Started with APA Style

## What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing. It is used in psychology and other social sciences, including sociology and anthropology.

APA style provides rules for formatting your essay as a whole (margins, indenting, etc.); references included in the body of your essay; and the reference list at the end of your essay

For a Word 2000 document formatted for APA style, go to <http://www.vanguard.edu/emplibary/files/psychapa.doc>

*The Publication Manual of the American Psychological Association* (BF 76.7 P83 2001, in the reference collections at Education, Koerner, MacMillan, Okanagan, Woodward and the hospital libraries), gives examples for citing items of virtually every type. The sources below cover the most commonly-cited items.

## Free Online Formatting

Use  RefWorks to

- keep track of your references / citations from books, articles, etc.
- format your citations and bibliographies automatically, in any of hundreds of formats
- create your own reference lists on the Web and access them from anywhere

*Don't have time to set up a Refworks database?* The sites below will generate a works-cited entry in APA style for many common types of citations. Just fill in the online form.

**Citation Builder:** <http://www.lib.ncsu.edu/logo2/using/cite/cite3a.php>

**Citation Machine:** <http://citationmachine.net/>

**NoodleBib Express:** [http://www.noodletools.com/noodlebib/citeone\\_s.php?style=APA](http://www.noodletools.com/noodlebib/citeone_s.php?style=APA)

In addition, many databases let you choose how to format your citations in APA style as part of printing, saving or exporting. When the citations arrive in your mailbox or on your hard drive they'll be in APA format. Instructions vary by database, but look for buttons labelled "Cite" or "Citation Format" or "Format bibliography".

## What kinds of sources do I document?

- direct quotations from a book, article, film, letter, email, lecture, etc.
- single words, short phrases, sentences and longer passages quoted from books, articles, etc.
- ideas you draw from a source and present entirely in your own words
- paraphrases and summaries of books, journal articles, pamphlets, etc.
- statistics

## How do I introduce sources in my essay?

In order to make your paper coherent and accurate, use the following tags and conventions to introduce other sources into your work:

*Boyd argues, describes, explains, claims, asserts, refers to, cites*

*Santos contends, compares, speculates, hypothesizes, concludes, recommends*

## Sample Formats

(See following pages) For additional formats, check **Citing Your Sources** on the Writers' Centre Page at <http://toby.library.ubc.ca/webpage.cfm?id=511>

	Reference List* (Bibliography)	Citations in Text (Direct Quote)	Citations in Text (Paraphrase)
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\*Note: Citations on the Reference list should be double-spaced. They are single-spaced here to save space.

## PRINT MATERIALS – BOOKS

<b>1-2 authors</b>	Beck, C. A. J., & Sales, B. D. (2001). <i>Family mediation</i> . Washington, DC: American Psychological Association.	(Beck & Sales, 2001, p. 219)	(Beck & Sales, 2001)
<b>3-5 authors</b>	Michael, R. T., Gagnon, J. H., Laumann, E. O., & Kolata, G. (1994). <i>Sex in America</i> . Boston: Little, Brown.	<b>first citation</b> (Michael, Gagnon, Laumann, & Kolata, 1994, pp. 11-12) <b>subsequent citations</b> (Michael et al., 1994, pp. 11-12)	<b>first citation</b> (Michael, Gagnon, Laumann, & Kolata, 1994) <b>subsequent citations</b> (Michael et al., 1994)
<b>Edited book</b>	Robinson, D. N. (Ed.). (1992). <i>Social discourse and moral judgement</i> . San Diego, CA: Academic Press.	(Robinson, 1992, p. 33)	(Robinson, 1992)
<b>Chapter of edited book</b>	Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), <i>Culture, ethnicity, and mental illness</i> (pp. 517-552). Washington, DC: American Psychiatric Press.	(Baker & Lightfoot, 1993, p. 525)	(Baker & Lightfoot, 1993)
<b>Group author/publisher</b>	Australian Bureau of Statistics. (1991). <i>Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990</i> (No. 3209.1). Canberra, Australian Capital Territory: Author.	(Australian Bureau of Statistics, 1991, p. 2)	(Australian Bureau of Statistics, 1991)
<b>No author/editor</b>	<i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.	( <i>Merriam-Webster's Collegiate Dictionary</i> , 1993, pp. 240-241)	( <i>Merriam-Webster's Collegiate Dictionary</i> , 1993)
<b>Published conference proceedings</b>	Deci, E. L. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), <i>Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation</i> (pp. 237-288). Lincoln: University of Nebraska Press.	(Deci, 1991, p. 5)	(Deci, 1991)
<b>Multi-volume work</b>	Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York: McGraw-Hill.	(Koch, 1959-1963, Vol. 1, pp. 226-227)	(Koch, 1959-1963)
<b>Encyclopedia entry</b>	Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.	(Bergmann, 1993, p. 503)	(Bergmann, 1993)

## MEDIA

<b>CD-ROM</b>	Eckert, C., & Gray, D. (Eds.). (2000). <i>Nunavut Territory, Canada</i> [CD-ROM]. Gjoa Haven, Nunavut: Central Arctic Services.	(Eckert & Gray, 2000)	(Eckert & Gray, 2000)
<b>Videotape</b>	Young, R. (Producer/Director). (2002). <i>Organic prophecies</i> [Motion Picture]. Canada: National Film Board of Canada.	(Young, 2002)	(Young, 2002)

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Reference List* (Bibliography)	Citations in Text (Direct Quote)	Citations in Text (Paraphrase)
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\*Note: Citations on the Reference list should be double-spaced. They are single-spaced here to save space.

## PRINT MATERIALS – ARTICLES

<b>Newspaper article</b> No author	New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i> , p. A12.	("New Drug," 1993, p. A12)	("New Drug," 1993)
<b>Magazine article</b> Author	Henry, W. A., III. (1990, April 9). Beyond the melting pot. <i>Time</i> , 135, 28-31.	(Henry, 1990, p. 29)	(Henry, 1990)
<b>Journal article</b> 1-2 authors	Buss, D. M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating. <i>Psychological Review</i> , 100, 204-232.	(Buss & Schmitt, 1993, p. 207)	(Buss & Schmitt, 1993)
<b>Journal article</b> 3-6 authors	Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. <i>American Psychologist</i> , 55, 2-9.	<b>first citation</b> (Saywitz, Mannarino, Berliner, & Cohen, 2000, p. 7) <b>subsequent citations</b> (Saywitz et al., 2000, p. 7)	<b>first citation</b> (Saywitz, Mannarino, Berliner, & Cohen, 2000) <b>subsequent citations</b> (Saywitz et al., 2000)
<b>Journal article</b> paginated by issue (each issue begins at page 1)	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45 (2), 10-36.	(Klimoski & Palmer, 1993, p. 21)	(Klimoski & Palmer, 1993)

## ON THE WEB

<b>Webpage</b>	United Nations Development Program. (2002). <i>Human development report</i> . Retrieved September 23, 2004, from <a href="http://www.undp.org/hdr2002/">http://www.undp.org/hdr2002/</a>	(UNDP, 2002)	(UNDP)
<b>Electronic Book in a collection</b> e.g. Stat!REF, Books@Ovid, Oxford Reference Online	Mills, John. Viral infections. <i>Medical immunology</i> . (2001) StatRef. Retrieved 5 September 2004, from <a href="http://toby.library.ubc.ca/resources/infopage.cfm?id=440">http://toby.library.ubc.ca/resources/infopage.cfm?id=440</a>	(Mills, 2001, Section iii:45)	(Mills, 2001)

URLs for articles in these collections are unique to your search session and will not work subsequently. Use the URL for the UBC Library information page for the collection, available via the **Indexes and Databases** link on the library homepage.

<b>Electronic book</b>	Dasgupta, Partha. (2000). <i>Social capital: A multifaceted perspective</i> . Washington, DC World Bank. Retrieved October 31, 2002, from NetLibrary: <a href="http://www.netlibrary.com">www.netlibrary.com</a>	(Dasgupta, 2000, p. 157)	(Dasgupta, 2000)
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The following example is for articles, book chapters, conference papers and other types of materials accessed through library subscription services such as *Academic Search Premier*, *CBCA Complete*, *PsycINFO*, etc.

Begin your entry as for the print version of an article, book chapter, etc. Complete the citation by adding

Retrieved [date: Month, date, year] from [Name of database].

Note: No URL is required for citations to articles accessed through library subscription services.

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	Reference List* (Bibliography)	Citations in Text (Direct Quote)	Citations in Text (Paraphrase)
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\*Note: Citations on the Reference list should be double-spaced. They are single-spaced here to save space.

**ON THE WEB** (continued)

<b>Online article, chapter, paper, etc.</b> from an article index database	Carothers, D. E. & Taylor, R. (2003). The use of portfolios for students with autism. <i>Focus on Autism and Other Developmental Disabilities, 18</i> , 121-125. Retrieved June 25, 2003, from Academic Search Premier database.	(Carothers & Taylor, 2003, p. 122)	(Carothers & Taylor, 2003)
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The following two citations to articles not found in a library subscription service database do require URLs.

“Make sure the automatic hyphenation feature of your word processor is turned off. Do not insert a hyphen if you need to break a URL across lines; instead, break the URL after a slash or before a period.”  
(<http://www.apastyle.org/electmedia.html>)

<b>Online article</b> from a journal on its own website (note url)	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. <i>Journal of Bibliographic Research, 5</i> , 117-123. Retrieved October 13, 2004, from <a href="http://jbr.org/articles.html">http://jbr.org/articles.html</a>	(VandenBos, 2001, pp. 120-1)	(VandenBos, 2001)
<b>Online article</b> no pagination	Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. <i>Prevention &amp; Treatment, 3</i> , Article 0001a. Retrieved November 20, 2003, from <a href="http://journals.apa.org/prevention/volume3/pre0030001a.htm">http://journals.apa.org/prevention/volume3/pre0030001a.htm</a>	(Frederickson, 2000, ¶5) or (Frederickson, 2000, Conclusion section, para. 1)	(Frederickson, 2000) or (Frederickson, 2000, Conclusion section)

Citations to ERIC documents use the following style, whether the documents are online or in the ERIC microfiche collection:

**ERIC DOCUMENTS**

<b>Documents</b>	Peterson, L. (1999). <i>Transforming the daily life of the classroom: The district six laptop project</i> . Montreal: Annual Meeting of the American Educational Research Association. (ERIC Document Reproduction Service No. ED437028).	(Peterson, 1999, p. 23)	(Peterson, 1999)
<b>ERIC Digest</b>	Isaacson, L. (1998). <i>Student dress policy</i> . (ERIC Digest No. 117). Eugene, OR: ERIC Clearinghouse on Educational Management. (ERIC Document Reproduction Service No. ED415570)	(Isaacson, 1998)	(Isaacson, 1998)
<b>Dissertation</b>	Wear, T. D. (1997). <i>Is EEG biofeedback efficacious as a treatment for children with attention deficit/hyperactivity disorder? A review of the literature</i> . Unpublished doctoral dissertation, Biola University, California. (ERIC Document Reproduction Service No. ED415618)	(Wear, 1997, p. 51)	(Wear, 1997)