

## APA Style: Handling Quotations, Citations, and References

### In-Text Quotations

When using APA format, follow the author-date method of citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list.

- *Examples:*

Smith (1970) compared reaction times . . .

In a recent study of reaction times (Smith, 1970), . . .

In 1970, Smith compared reaction times . . .

### Short Quotations

To indicate short quotations (fewer than 40 words) in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text. When paraphrasing, the citation (author and page number) must still be included. Paraphrasing is preferred over direct quoting.

- *Examples:*

She stated, "The placebo effect disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

According to Miele (1993), "The placebo effect disappeared when behaviors were studied in this manner" (p. 276).

Miele (1993) found that "the placebo effect disappeared" in this case (p. 276), but what will the next step in researching this issue be?

### Long Quotations

Place quotations longer than 40 words in a freestanding block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after closing punctuation mark.

- *Example:*

Miele's 1993 study found the following: The placebo effect disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered.

Earlier studies conducted by the same group of researchers at the hospital were clearly premature in attributing the results to a placebo effect. (p. 276)

### Your Reference List

Your reference list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

### Basic Rules

The first line of each entry in your reference list should be on the left margin. Subsequent lines should be indented five spaces from the margin. All references should be double-spaced. Capitalize only the first word of a title or subtitle of a work. Italicize titles of books and journals. Note that the italicizing in these entries often continues beneath commas and periods. Each entry is separated from the next by a double space (thus the entire reference list is double spaced, with no extra returns added). Authors' names are inverted (last name first); give last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article). When an author appears as a sole author and as the first author of

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a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations. Use "&" instead of "and" on the reference page and *only* within parentheses when citing multiple authors of a single work in your text.

- *Examples:*

According to Smith "and" Miele...

Both authors found that the "placebo effect disappeared, even when real drugs were administered" (Smith & Miele).

### Basic Forms for Sources in Print

- *An article in a periodical (such as a journal, newspaper, or magazine)*

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. Title of periodical, Volume Number, pages.

You need list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: *Title of Periodical, Volume* (Issue), pages.

- *A non-periodical (such as a book, report, brochure, or audiovisual media)*

Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

- *Part of a non-periodical (such as a book chapter or an article in a collection)*

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

### Basic Forms for Electronic Sources

- *A web page*

Author, A. A., & Author, B. B. (Date of Publication or Revision). *Title of full work* [online]. Retrieved month, day, year, from source Web site: URL.

- *An online journal or magazine*

Author, A. A., & Author, B. B. (Date of Publication). Title of article. *Title of periodical*, xx, xxx-xxx. Retrieved month, day, year, from URL.

- *Email*

The novelist has repeated this idea recently (Salman Rushdie, personal communication, May 1, 1995).

Because e-mail is a personal communication, not easily retrieved by the general public, no entry appears in your reference list. When you cite an email message in the body of your paper, acknowledge it in your parenthetical citation.

### Reference Examples

*The Publication Manual of the APA* provides examples of the most commonly cited kinds of sources. If your particular source is not listed below, use the basic forms above to determine the correct format, check the Publication Manual, or check with your instructor.

- *Journal article, one author*

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

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- *Journal article, more than one author*

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

- *Work discussed in a secondary source*

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.

Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation: Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

- *Magazine article, one author*

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

- *Book*

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

- *An article or chapter of a book*

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

- *A government publication*

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

- *A book or article with no author or editor named*

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster. New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 1993) and ("New Drug," 1993).

- *A translated work and/or a republished work*

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

- *A review of a book, film, television program, etc.*

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

- *An entry in an encyclopedia*

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

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- *An online journal article*

Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3 Article 001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

- *A web page*

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 August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

### On Footnotes and Endnotes

Because long explanatory notes can be distracting to readers, most academic style guidelines (including MLA and APA) recommend limited use of footnotes/endnotes. An exception is Chicago-style documentation, which relies on notes for all citations as well as explanatory notes. But even in that case, extensive discursive notes are discouraged. Proper use of notes would include:

- *Evaluative bibliographic comments:*

See Blackmur (1995), especially chapters three and four, for an insightful analysis of this trend.

On the problems related to repressed memory recovery, see Wollens (1989) pp. 120- 35; for a contrasting view, see Pyle (1992).

- *Occasional explanatory notes or other brief additional information that would seem digressive if included in the main text but might be interesting to readers:*

In a recent interview, she reiterated this point even more strongly: "I am an artist, not a politician!" (Weller, 1998, p. 124).

Footnotes in APA format are indicated by consecutive superscript arabic numbers in the text. The notes themselves are listed by consecutive superscript arabic numbers and appear double-spaced in regular paragraph format (a new paragraph for each note) on a separate page under the word Footnotes (centered, in plain text without quotation marks).

### General Format

Your essay should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Your final essay should include as many of the following sections as are applicable--abstract, text, references, appendices, author identification notes, footnotes, tables, figure captions, figures. Each section should begin on a separate page.

The title page includes a running head for publication on the first line of the page flush left, a manuscript page header with page number in the top right corner (a half inch from the top of the page on this and every other page), the title, author's name, and institutional affiliation, centered. If the essay is for an academic course and is not intended for publication, you may omit the running head notice. Otherwise, the running head notice on the first line of the page serves to notify editors of a shortened version of your title to be used at the top of each page in the final published version of the essay. This shortened title should not exceed 50 characters, including punctuation and spaces.

The pages of your manuscript should be numbered consecutively, beginning with the title page, as part of the manuscript header in the upper right corner of each page. Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. Appendices and notes should be formatted similarly. Keep in mind that underlining and italics are equivalent *only* when there is no italics option on your computer. Italics are now preferred over underlining.