

# Using APA Style

**5th edition of APA's Publication Manual**



*Mr Chang Tiam Chau  
Senior Librarian*

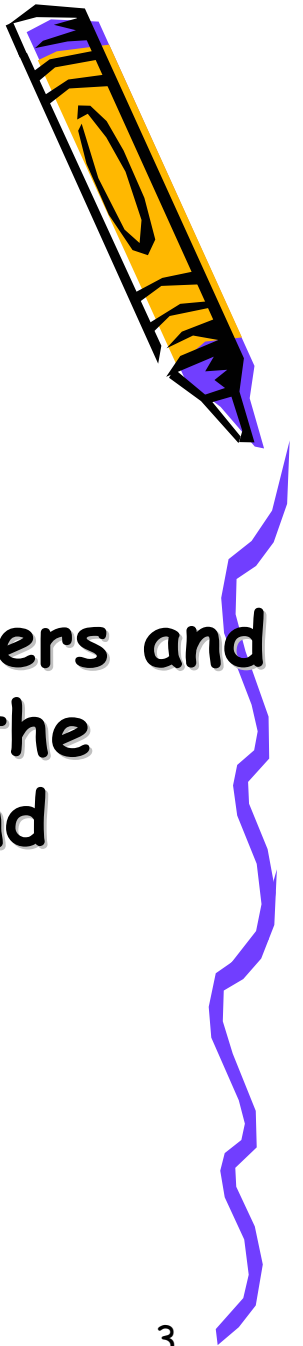
# Contents

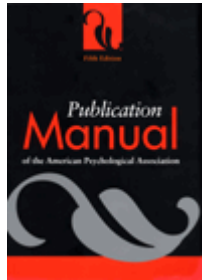
- APA Books Available in UTAH Libraries
- Why Use APA Style?
- Citation Reference in the Text
- Reference List
- Free APA Converter
- Converting to APA Style Using Proquest
- Free APA Interactive Tutorial



# 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
- All assignments should follow APA style





# APA Publication Manual



- The material in this guide is not a comprehensive list of all the types of materials 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 and Open Shelf collections in all libraries.
- The Call Number is **BF76.7.P83 2001**



	ML	FAS	FICT	FAM	FES	Total
Open Shelf	1	1	-	1	-	3
Red Spot	1	2	1	1	1	6

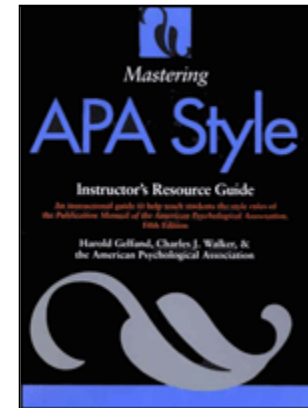
# Other APA Books Available in Library

## **Mastering APA Style: Instructor's Resource Guide**

**Call number: BF76.8.G453 2002**

**FAS - 1 in Red-Spot**

**FAM - 1 in Red-Spot, 5 in Open Shelf**

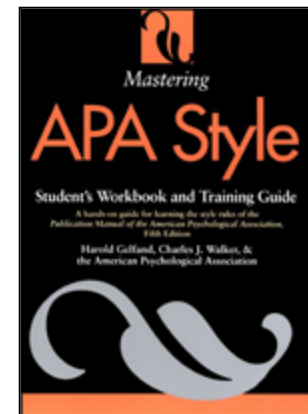


## **Mastering APA Style: Student's Workbook and Training Guide**

**Call number: BF76.8.G45 2002**

**FAS - 1 in Red-Spot**

**FAM - 1 in Red-Spot, 5 in Open Shelf**

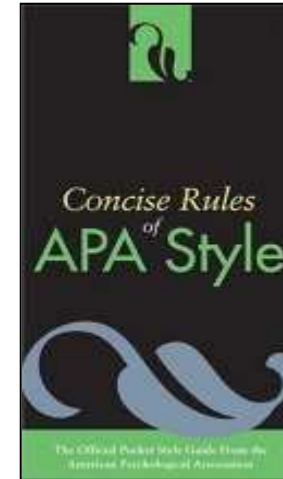


# Other APA Books Available in Library

**Concise rules of APA style**

**Call number: BF76.8.S98 2002**

**FAS – 1 in Reference**



**Writing with style: APA style made easy**

**Call number: BF76.8.S98 2002**

**FAS – 1 in Red-Spot, 2 in Open Shelf**



# Other APA Books Available in Library

**Writing with style : APA style for counseling**

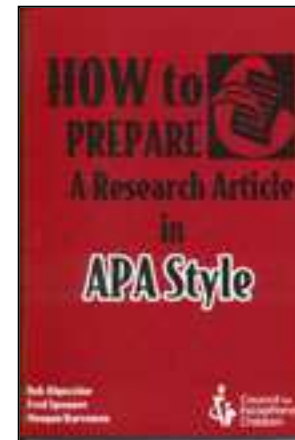
**Call number: BF76.8.S98 2002**

**FAS – 1 in Red-Spot, 1 in Open Shelf**



**How to Prepare a Research Article in APA Style**

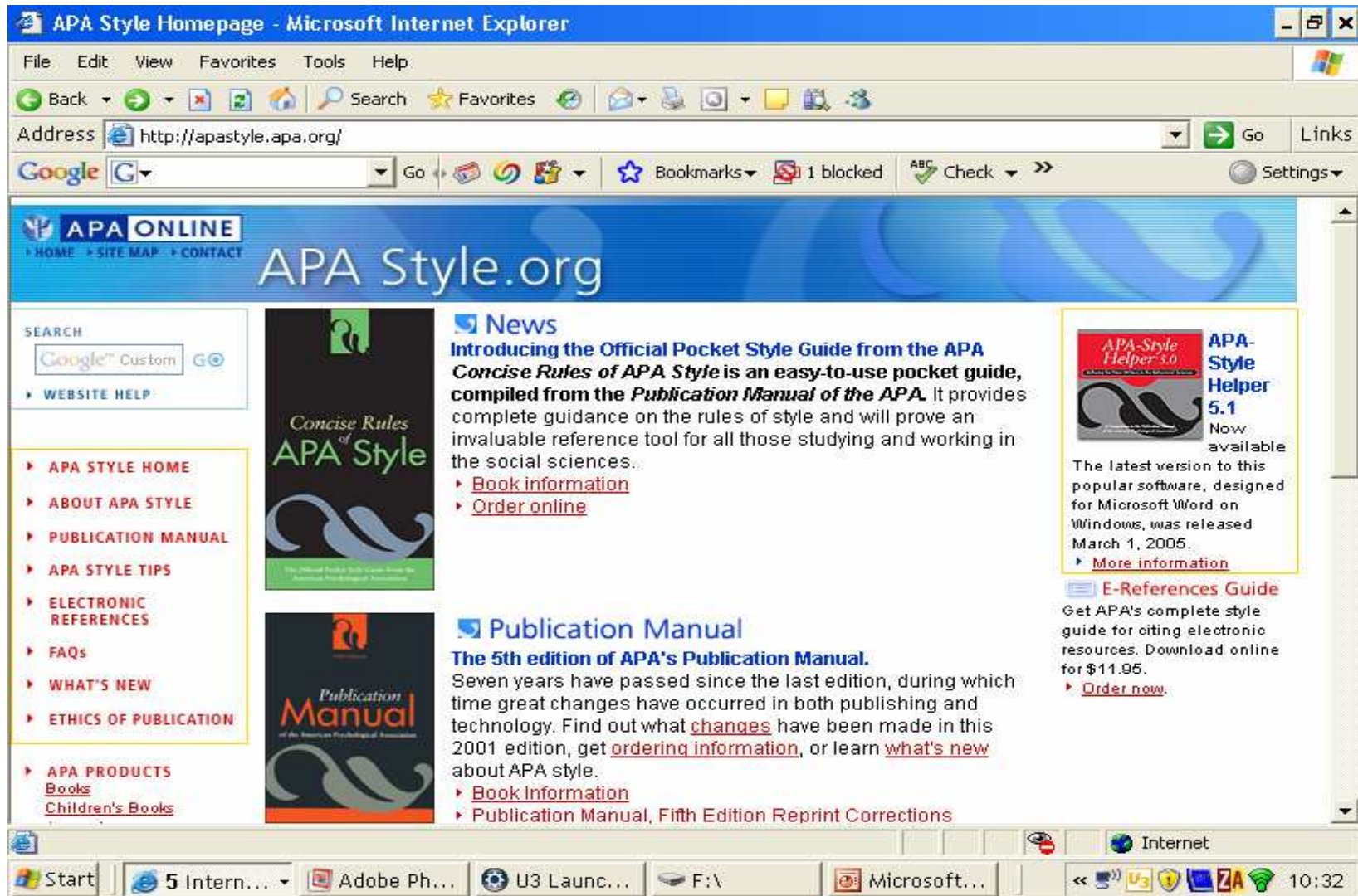
**FAM - On order 2 copies**





# Web Site for APA

## <http://apastyle.apa.org>





# Frequently Asked Questions

The screenshot shows the APA Style.org website in a Microsoft Internet Explorer browser window. The address bar displays <http://www.apastyle.org/faqs.html>. The page features a blue header with the APA ONLINE logo and navigation links. A search bar is located on the left. A sidebar on the left contains a list of links, with a red arrow pointing to the 'FAQs' link. The main content area is titled 'Frequently Asked Questions' and contains text about the APA Publication Manual and Apastyle.org. On the right, there are two promotional boxes for the 'APA Style Helper' and 'E-References Guide'. The Windows taskbar at the bottom shows the Start button and several open applications.

APA Style | Frequently Asked Questions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.apastyle.org/faqs.html> Go Links

Google G Go Bookmarks 1 blocked Check Settings

APA ONLINE  
HOME SITE MAP CONTACT

## APA Style.org

### Frequently Asked Questions

APA's [Publication Manual](#) provides complete style guidelines and should be consulted first in all matters concerning APA style. Apastyle.org offers these FAQs to help clarify frequent areas of confusion.

Apastyle.org is an auxiliary companion to the Publication Manual, but is not intended as a replacement for it. To help style users, Apastyle.org provides — in addition to these FAQs — online guidelines for commonly asked questions concerning [electronic references](#) and a list of [changes in the 5th edition](#). If your question involves more complex expressions of writing, visit our [style tips](#) area.

#### FAQs

- [What is APA style? Can you send it to me? My paper is due, and it must be in APA style, especially references.](#)
- [Why is APA style needed?](#)
- [Why is there a specific APA style?](#)

**APA STYLE HOME**

- [ABOUT APA STYLE](#)
- [PUBLICATION MANUAL](#)
- [APA STYLE TIPS](#)
- [ELECTRONIC REFERENCES](#)
- [FAQs](#)
- [WHAT'S NEW](#)
- [ETHICS OF PUBLICATION](#)

**APA PRODUCTS**

- [Books](#)
- [Children's Books](#)

**APA Style Helper**  
The electronic companion to APA's popular style guide has been improved and updated for the new, fifth edition.  
[More info](#)

**E-References Guide**  
Get APA's complete style guide for citing electronic resources. Download online for \$11.95.  
[Order now.](#)

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# Specific Questions



# 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!

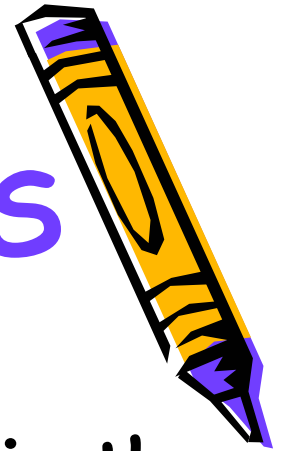
# When to Cite a Source

- When you quote directly
- When the information is not a common knowledge



# Part 1:

## APA IN-TEXT CITATIONS



- Use of a **parenthetical reference system** in the text of the paper
- Tied to an alphabetical **References list** (located at the end of your paper)
- *Use **author-date** system of citation*



All in-text parenthetical references must correspond to a source cited in the References list.



# APA IN-TEXT CITATIONS

*One Work by One Author* (p.207-208)

*Reference in the text:*

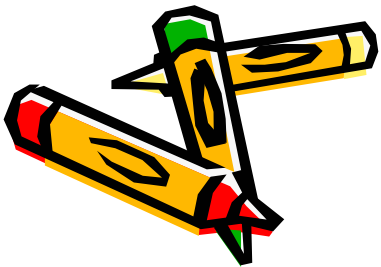
According to Taylor (2000), the personalities of ...

In a study of personalities and character (Taylor, 2000) ...

*References (at the end of your paper)*

Taylor, M. M. (2000). Study of personalities and character.

*Journal of Psychology, 93 (1), 257-267.*



# APA IN-TEXT CITATIONS

## *One Work by One Author (Cont.)*

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

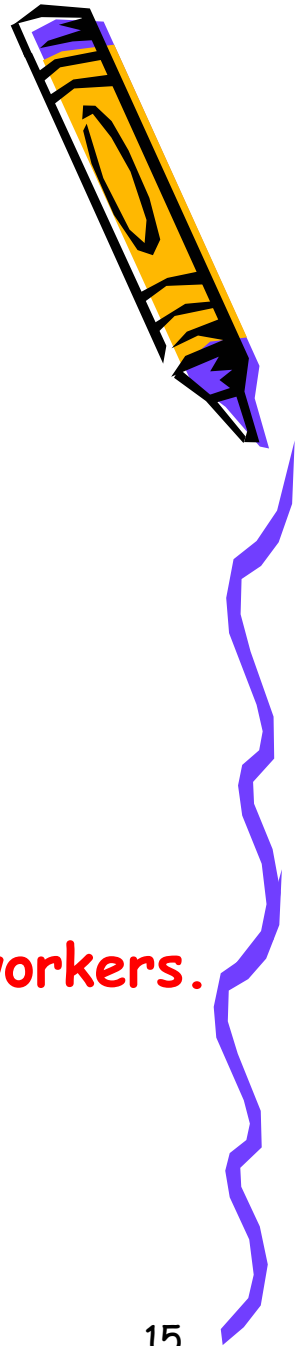
### *Reference in the text:*

Mak (2006) found workers are happier ...

### *References (at the end of your paper)*

Mak, J. (2006, October 4). More public holidays for workers.

*The Star*, p. N6.





# APA IN-TEXT CITATIONS

## *One Work by Two authors* (p. 208)

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

## *Reference in the text:*

Serlin and Lapsley (1985) discovered the problems ...

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

## *References (at the end of your paper)*

Serlin, R. C., & Lapsley, D. K. (1985). Rationality in psychological research: The good-enough principle. *American Psychologist*, 40, 73-83.

# APA IN-TEXT CITATIONS

*One Work by Multiple authors (3-5 authors) (p.208)*

*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)

- *et al* means "and others"

*References (at the end of your paper)*

Skinner, M. E., Cornell, R. C., Sun, K. F., & Harlow, R. P. (1993).  
Small group learning, *Psychological Bulletin*, 26, 57-63.

# APA IN-TEXT CITATIONS

## *Six or More Authors (p. 209)*

- For works with 6 or more authors, the 1<sup>st</sup> citation & subsequent citations, use first author et al. and year.

### *Reference in the text:*

Wolchik et al. (2000) studied the use of ...

(In the reference list, provide the initials and surnames of the 1<sup>st</sup> six authors, and shorten any remaining authors to "et al.")

### *References (at the end of your paper)*

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

# APA IN-TEXT CITATIONS

## *Groups as Authors* (p. 209-210)

Write down corporate author in full every time if the abbreviation is **NOT** common.

e.g., (University of Pittsburg, 1998)

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

1st citation:

(Ministry of Education [MOE], 2001)

Subsequent text citation:

(MOE, 2001)

# APA IN-TEXT CITATIONS

## *Works With No Author* (p. 210-211)

- Cite the first few words of the reference list entry
- Usually the **title** of the article or newspaper
- And the year
- Use ( ), " " and *italics*

### *Reference in the text:*

Many mentally ill drinkers seek the help from... ("*Alcohol and the risk*," 2006).

### *References* (at the end of your paper)

**Alcohol and the risk of cancer. (2006, October 10). *The Straits Times*, p. 32.**

# APA IN-TEXT CITATIONS

## *Authors With the Same Surname* (p. 211)

- 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)*

Young, J. (1989). *The Purification Plan*. New York: Rodale Books.

Young, E. (1990). *Caring for the Vulnerable*. London: Jones and  
Bartlett.

# APA IN-TEXT CITATIONS

*Personal Communication (p. 214)*

*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.*



# APA IN-TEXT CITATIONS

## Secondary Sources (p. 247)

- *Give the secondary source in the reference list.*
- *In text, name the original work.*

### *Reference in the text:*

Irene and John's study (as cited in Tornhill, Curtis, Atkins, & Haller, 1993)

### *References (at the end of your paper)*

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

# APA IN-TEXT CITATIONS

*Quotations* (p.117-119)

## Short Quotes (< 40 words)

- Directly quote - include the author, year of publication, and the page number.

*Reference in the text:*

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)*

Jones, L. (2004). *How to research*. London: Open University Press.

# APA IN-TEXT CITATIONS

## *Quotations* (p.117-119) - Long Quotes (> 40 words)

- Do not use " "
- Use block form, indent 5 spaces for entire quote
- Use ... to indicate omitted words

## *Reference in the text:*

We agree with Obrue (2002), who concluded:

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

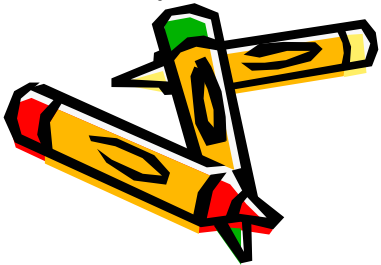
## *References (at the end of your paper)*

Obrue, K. (2002). *Neurofeedback practice*. New York: McGraw-Hill.

# Part 2: Formatting Your Reference List

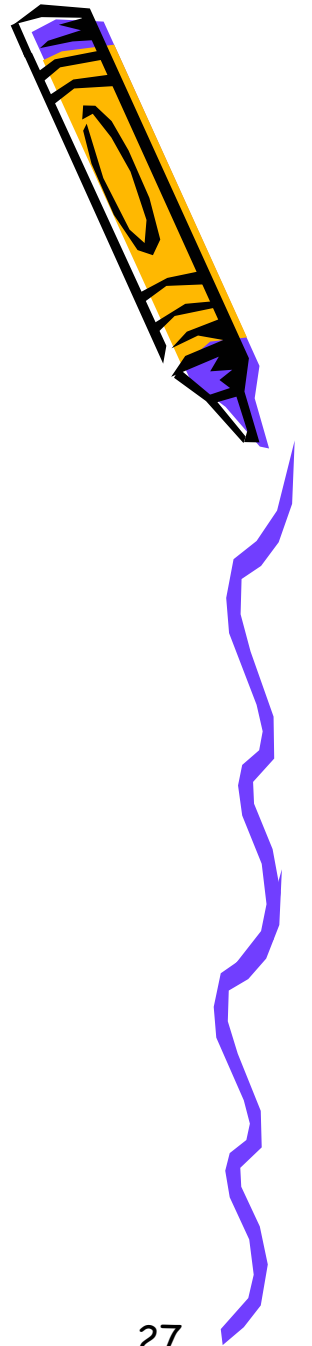
## The Basics

- 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



# 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



# Reference List Order

(p219-222)

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

Same author, same year, different title:

Alleyne, R. L. (2004a). **M**anaging information ...

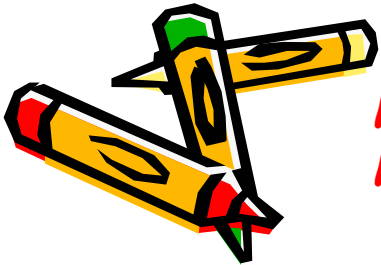
Alleyne, R. L. (2004b). **M**ultimedia management ...

Same author, different year:

Hewlett, L. S. (2005). Critical thinking about ...

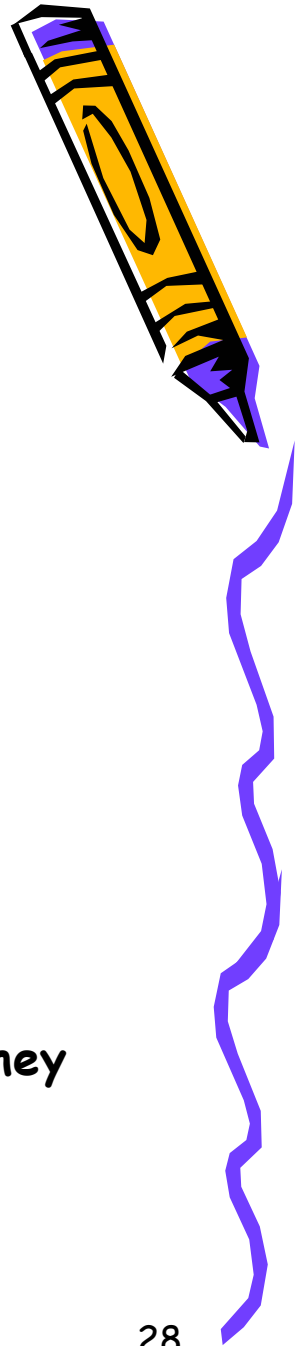
Hewlett, L. S. (2006). Doing quantitative research ...

Alphabetize the prefix M', Mc and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe.



**M**acArthur, B. A. (2000). Problems and promises...

**M**cAllister, G. J. (2000). Choice and the relative ...



# Reference List

## Personal Names (p. 224)

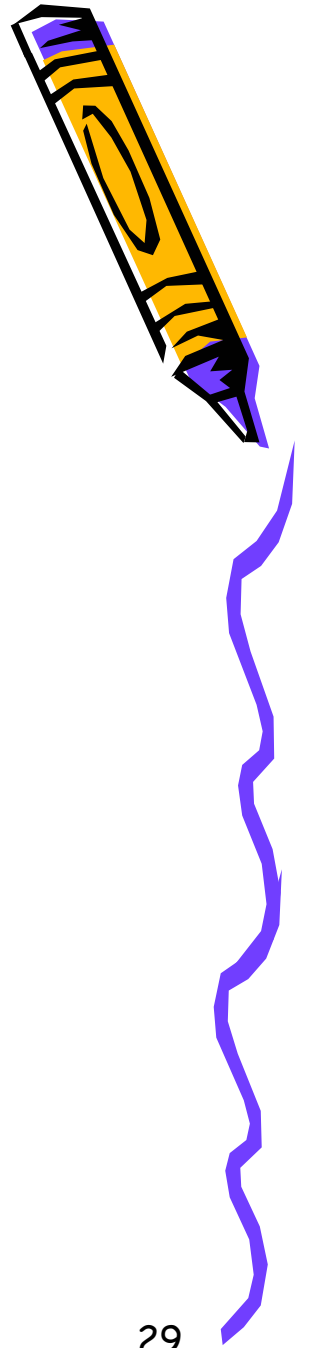
- English Names: Invert all author's names.

Patrick Kiger → Kiger, P.

- Chinese Names: Enter under surname.

Lim Swee Hong → Lim, S. H.

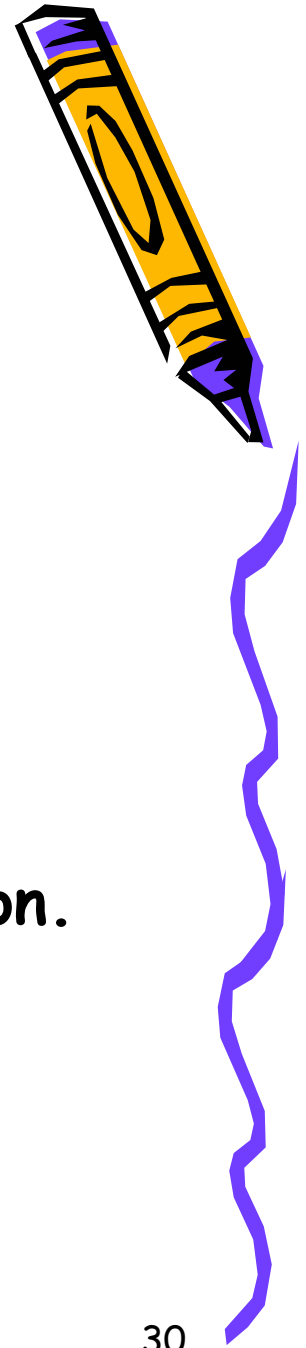
Wendy Wang Pei Lyn → Wang, W. P. L.





# Reference List

## Personal Names *(Cont.)*

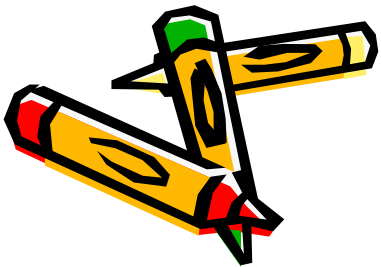


Indian Names: Enter first element of the name.

Ganesan a/l Segaran → Ganesan, S.

Others

Gustav K. von Schulthess → Schulthess, G. K. von.



# Publisher Information

- Give city and state if city is not well known or ambiguous (US postal code 2-letter)

e.g., **Hillsdale, NJ** or **Cambridge, MA**

- spell out other countries

e.g., **Oxford, England: Blackwell**

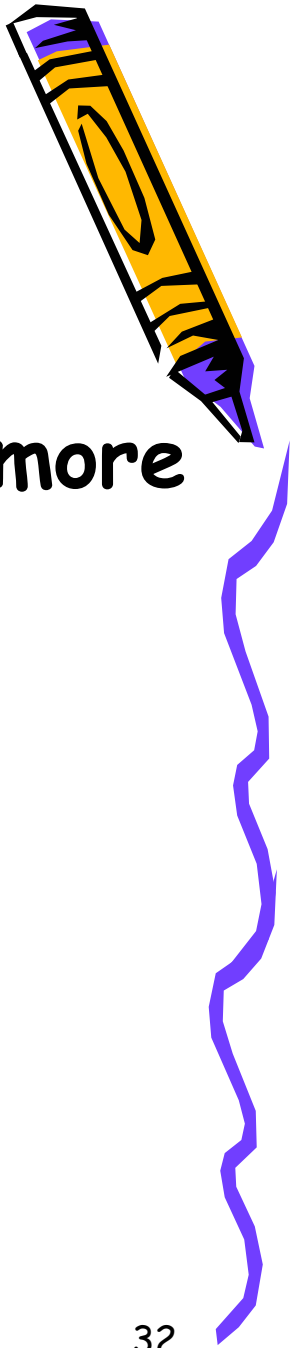
- Spell out name of publisher especially associations, corporations, university presses
- Leave out terms like **Publisher, Co, Inc.**
  - Retain terms like **Books, Press**

# More Than One Publisher Location

- Use the first one, if the book lists more than one publisher location

New York, London: MacMillan

→ Cite as New York: MacMillan



# Book Reference

*Single Author* (p. 248)

## *General Format*

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

Zautra, A. (2006). *Emotions, stress, and health*.

New York: Oxford University Press.



# Book Reference

## *Single Author (Cont.)*

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

*American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders (4th ed.).*

*Washington, DC: Author.*



# Book Reference

## Multiple Authors (p. 240)

When a work has up to (and including) six authors, cite all authors.

### *3 authors*

Playfair, J. H., Gardner, M., & Bancroft, G. J. (2004).

*Infection and immunity* (2nd ed.). Oxford: Oxford

University Press.

### *6 authors*

Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig,

K., Peterson, R. (1967). *Nerve cells and insect behavior*.

Cambridge, MA: Harvard University Press.

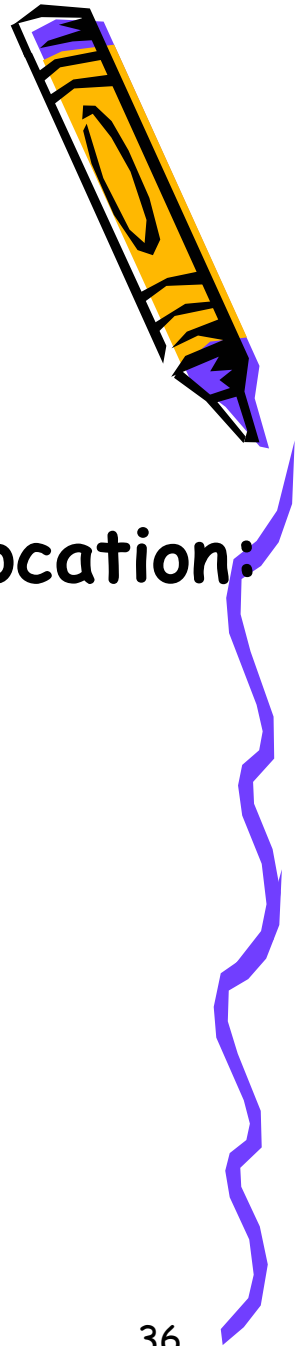
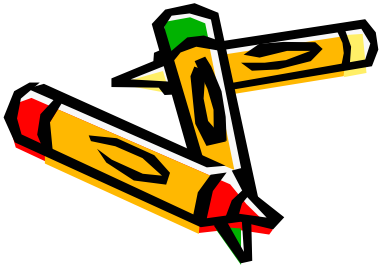
# Book Reference

*Corporate Author* (p. 248-249)

## *General Format*

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

Institute of Banking & Finance. (2006). *Managing  
personal fund*. Toronto: Midwestern.





## *Book Reference* *No Author (p. 249)*

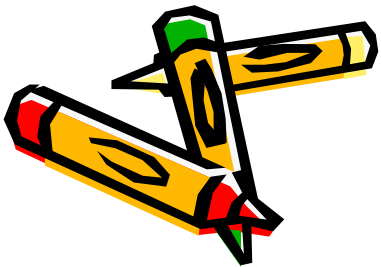


Begin with title. Titles of books are italicized.

### *General Format*

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

*Education Handbook.* (2005). London: Longman.



# Edited Book Reference

(p. 249)

## *General Format*

Editor, A. (Ed.). (Year). *Title of book*. Location:  
Publisher.

## One editor:

Michael, G. (Ed.). (1988). *Psycholinguistics*. Beijing: Peking  
University Press.

## *More than one editor*

Grice, H., & Gregory, R. (Eds.). (1968). *Early language  
development*. New York: McGraw-Hill.

# Edited Book Reference (Cont.) (p. 249)

For a book with just one author and an editor

Welty, E. (1994). *A writer's eye: Collected book*

*reviews* (P. A. McHaney, Ed.). Hillsdale, NJ: Erlbaum.

# Later Edition Book Reference

(p. 249)



## *General Format*

Author, A. (Year). *Title of book* (2nd ed.).  
Location: Publisher.

Skinner, E. (2003). *Women and the national  
experience* (2nd ed.). New York: Longman.



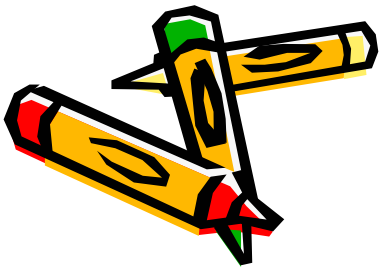
# Non-English Book Reference

(p. 251)

## *General Format*

Author, A. (Year). Original Title. [Translated Title],  
Location: Publisher.

Piaget, J., Inhelder, B. (1951). *La genese de I'idee de  
hasard chez I'enfant* [The origin of the idea of chance  
in the child]. Paris: Presses Universitaires de France.



# English Translation of A Book

(p. 251)

## *General Format*

Author, A. (Year). Book title (Name of translators). Location: Publisher. (Original work published 1814)

*Laplace, P.S. (1951). A philosophical essay on probabilities*

*(F.W. Truscott & F. L. Emory, Trans.). New York:*

*Dover. (Original work published 1814)*



# Book Chapter Reference

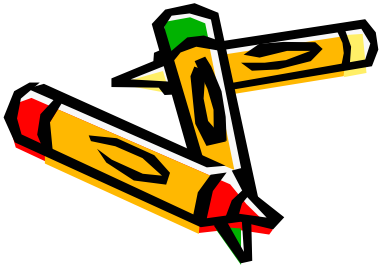
(p. 252-254)



## *General Format*

Article Author. (Year). Article Title. In Book Editor(s),  
Book Title (page numbers). Location: Publisher.

Blaxter, L. (1996). Thinking about research. In R. A.  
Lillian & J. F. Rebecca (Eds.), *How to research*  
(pp. 19-25). Buckingham: Open University Press.



# Journal Article Reference

(p. 240)

One Author

## *General Format*

Author, A. (Year). Title of article. *Journal Title*, Vol(no),  
pages.

McGill, K. (2006). Reading the valley: performance  
as a rhetoric of dimension, *Text and Performance*  
*Quarterly*, 26(4), 389-404.





# Journal Article Reference

(p. 240)

## Two Authors

List all authors with & preceding last author.

Racette, A., & Bard, C. (2006). Making non-fluent aphasics speak. *Journal of Logic and Computation*, 18, 27-45.



## Journal Article Reference (p. 240-241)

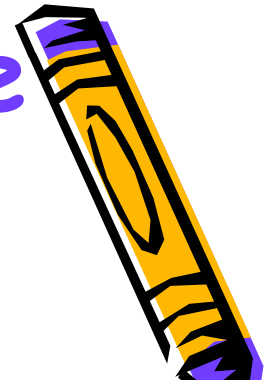
### More Than Six Authors

After 6th author name, use **et al.**

Bjork, R. N., Auerbach, J. S., Piaget, J., Tein, J. Y.,  
Kwok, O. M., Haine, R. A., et al. (2003). Classroom  
Interaction in Science: Teacher questioning and  
feedback to students' responses. *International  
Journal of Science Education*, 63, 57-60.

# Magazine Article Reference

(p. 241-242)



## ***General Format***

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

Reppel, F. G. (2003, February 13). Conflict and cognitive control. *Natural Science, 33, 969-970.*



# Proceedings of Meeting & Symposia (p. 259-260)



## *General Format*

Author, A. (Year). Article Title. *Proceedings Title*.

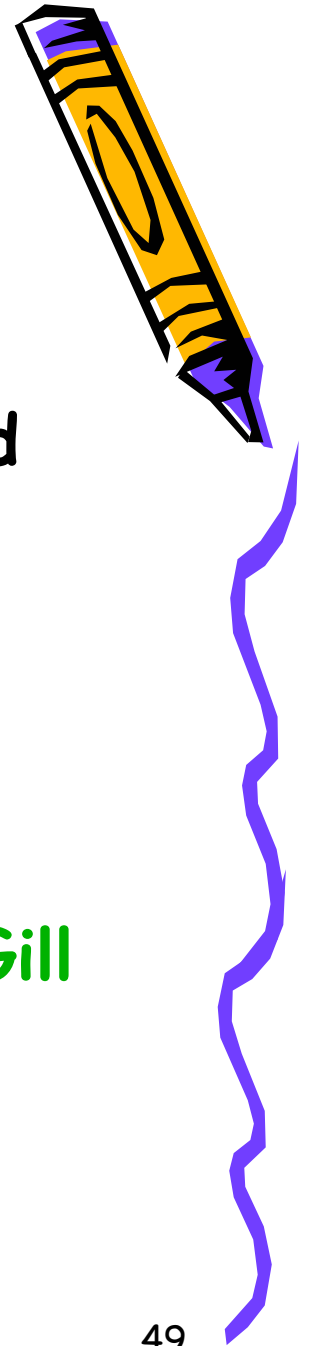
Location: Publisher. *Volume*, Pages.

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



# Unpublished Thesis Reference

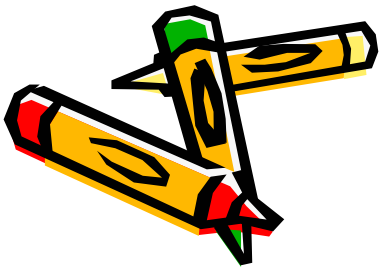
(p. 260-262)



## ***General Format***

Author, A. (Year). *Title of thesis*. Unpublished level thesis. University, Place.

Kondo, T. (1991). *The making of a corporate elite adult targeted comic magazines of Japan*. Unpublished master's thesis. McGill University, Canada.



# Newspaper Article Reference

(p. 242-243)



## ***General Format***

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

Lee, S. (2006, October 3). Malaysia off the priority watch list for pirated movies, music. *New Straits Times*, p. 6.



# Web Page Reference

Electronic Copy of a Journal -Article Retrieved from Database (p. 279)

## *General Format*

Author, A. (Year). *Title of article. Title of Periodical, Vol (no),*  
pages. Retrieved Month Day,Year, from source.

*Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D.,  
& White, L. A. (1993). Role of early supervisory  
experience in supervisor performance. Journal of Applied  
Psychology, 78, 443-449. Retrieved October 23, 2000,  
from PsycARTICLES database.*

## Web Page Reference

Article in an Internet-only Journal (p. 272)

*Article does not appear in print journal  
or magazine*

### *General Format*

Author, A. (Year). Title of article. *Journal Title*, vol (no), pages. Retrieved Month Day, Year, from source

Pelling, N. (2002, May 5). The use of technology in career counseling. *Journal of Technology in Counseling*, 2(2). Retrieved December 16, 2004, from [http://jtc.colstate.edu/vol2\\_2/pelling.htm](http://jtc.colstate.edu/vol2_2/pelling.htm)



# Web Page Reference

Stand-alone Document, No Author  
Identified, No Date (p. 274)

## *General Format*

*Title.* (n.d.). Retrieved Month Day, Year, from source.

*What I did today.* (n.d.). Retrieved August 21, 2002,  
from <http://www.cc.mystory.life/blog/didtoday.html>



# General Instructions for Preparing the Paper Manuscript

(See Chapter Five for Details & Handouts) p. 283-320

1. Paper - One side of standard-sized (A4).
2. Typeface - Preferred 12-pt Times Roman.
3. Double-spacing - leave one full-size line blank between each line
4. Margins - margins of at least 1 in. (2.54 cm) at the top, bottom, left and right of every page.
5. Line length and alignment -
  - maximum line length 6.5 in. (16.51 cm).
  - Do not justify lines, use the flush-left style.
  - Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines.
6. Number of lines - Not more than 27 lines of text.

# Free APA Style Converter

- For preparing your references in APA style
- Just enter the bibliographic information in the columns
- e.g., author, title, publisher, etc.
- The concerning APA citation will be generated



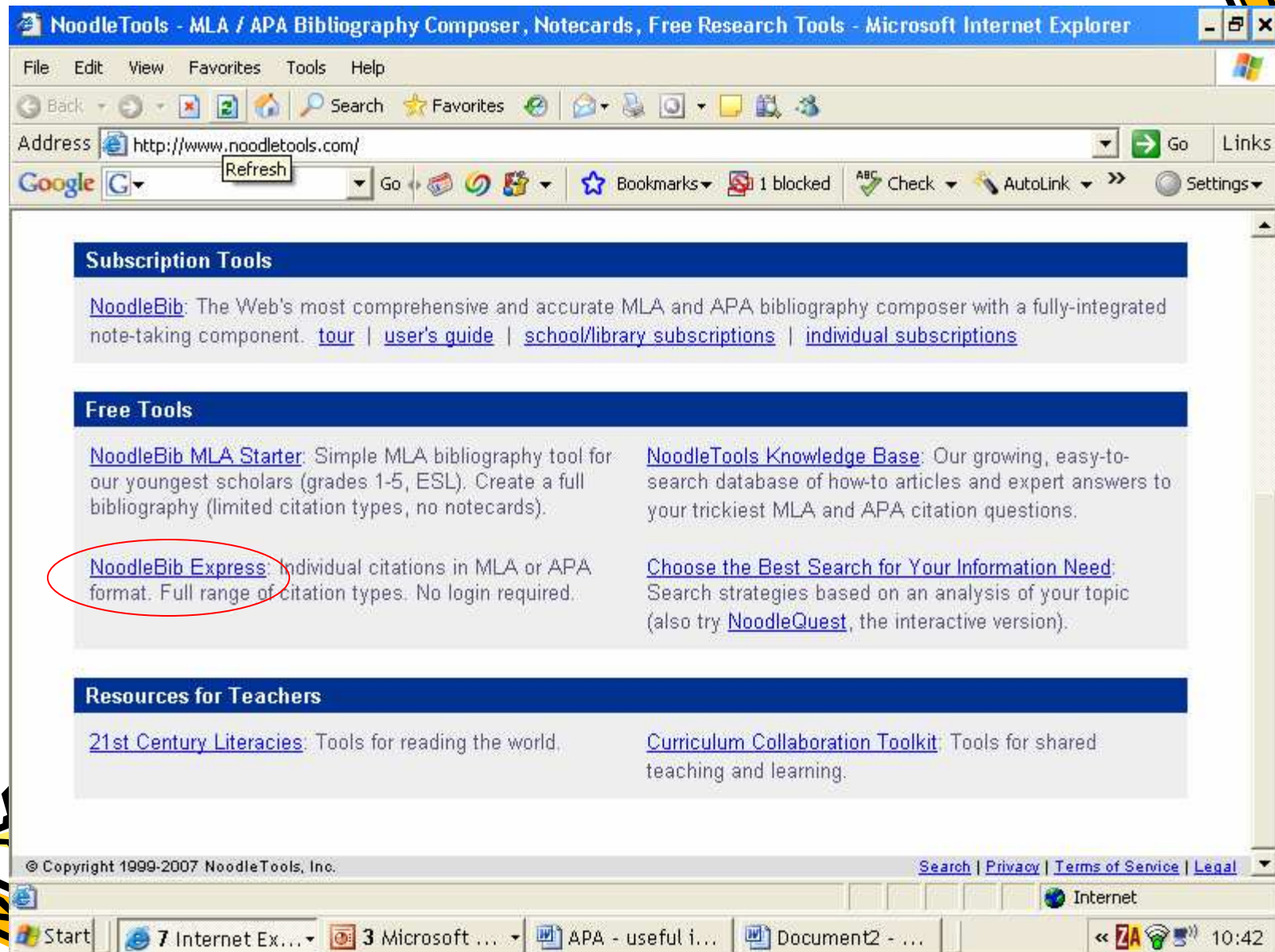
# Free APA Style Converter

Step 1: Go to <http://www.noodletools.com>



# Free APA Converter

## Step 2: "Click NoodleBib Express"



**NoodleTools - MLA / APA Bibliography Composer, Notecards, Free Research Tools - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.noodletools.com/> Go Links

Google G Refresh Go Bookmarks 1 blocked Check AutoLink Settings

### Subscription Tools

[NoodleBib](#): The Web's most comprehensive and accurate MLA and APA bibliography composer with a fully-integrated note-taking component. [tour](#) | [user's guide](#) | [school/library subscriptions](#) | [individual subscriptions](#)

### Free Tools

<a href="#">NoodleBib MLA Starter</a> : Simple MLA bibliography tool for our youngest scholars (grades 1-5, ESL). Create a full bibliography (limited citation types, no notecards).	<a href="#">NoodleTools Knowledge Base</a> : Our growing, easy-to-search database of how-to articles and expert answers to your trickiest MLA and APA citation questions.
<a href="#">NoodleBib Express</a> : Individual citations in MLA or APA format. Full range of citation types. No login required.	<a href="#">Choose the Best Search for Your Information Need</a> : Search strategies based on an analysis of your topic (also try <a href="#">NoodleQuest</a> , the interactive version).

### Resources for Teachers

<a href="#">21st Century Literacies</a> : Tools for reading the world.	<a href="#">Curriculum Collaboration Toolkit</a> : Tools for shared teaching and learning.
--	--

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# Free APA Converter

## Step 3: Click "APA"



# Free APA Converter

## Step 4: Click "Select a citation type"

NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://www.noodletools.com/noodlebib/citeone\\_s.php?style=APA](http://www.noodletools.com/noodlebib/citeone_s.php?style=APA) Go Links

Google G Go 1 blocked Check AutoLink Settings

# NoodleBib

I am citing a(n): <Select a citation type> Go

**Hint:** To create a citation, choose a **citation type** from the dropdown list above and click the **Go** button, or [click here](#) to exit.

Quick help (will open in new window): [FAQ](#) | [Contact Us](#) | [Knowledge Base](#) | [User's Guide \(PDF\)](#) | [APA Coverage](#)

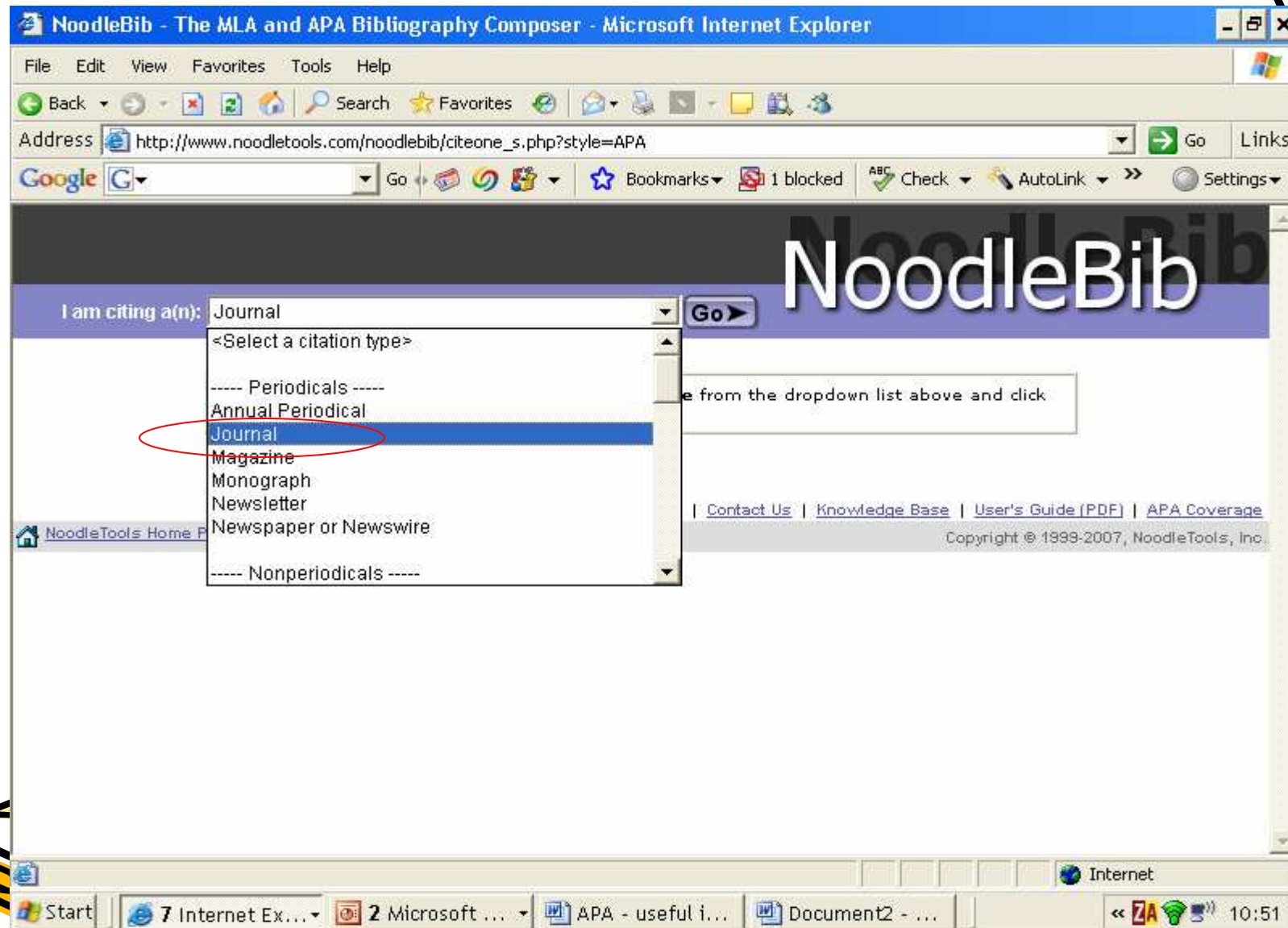
[NoodleTools Home Page](#) Copyright © 1999-2007, NoodleTools, Inc.

Done Internet

Start 7 Internet Ex... 3 Microsoft ... APA - useful i... Document2 - ... 10:50

# Free APA Converter

## Step 5: Click "Journal"





# Free APA Converter

## Step 6: Click "Continue"

NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.noodletools.com/noodlebib/defineEntryAPA.php> Go Links

Google G Go Bookmarks 1 blocked Check AutoLink Settings

# NoodleBib

I am citing a(n):  Go

## Adding: Journal

**We think you probably mean...**  
[ [Not sure?](#) ]

☒ **Journal**

- a journal article or entire issue
- an e-journal
- a special section of a journal
- a special issue
- a journal supplement
- an editorial
- a letter to the editor

[ [Examples](#) ]

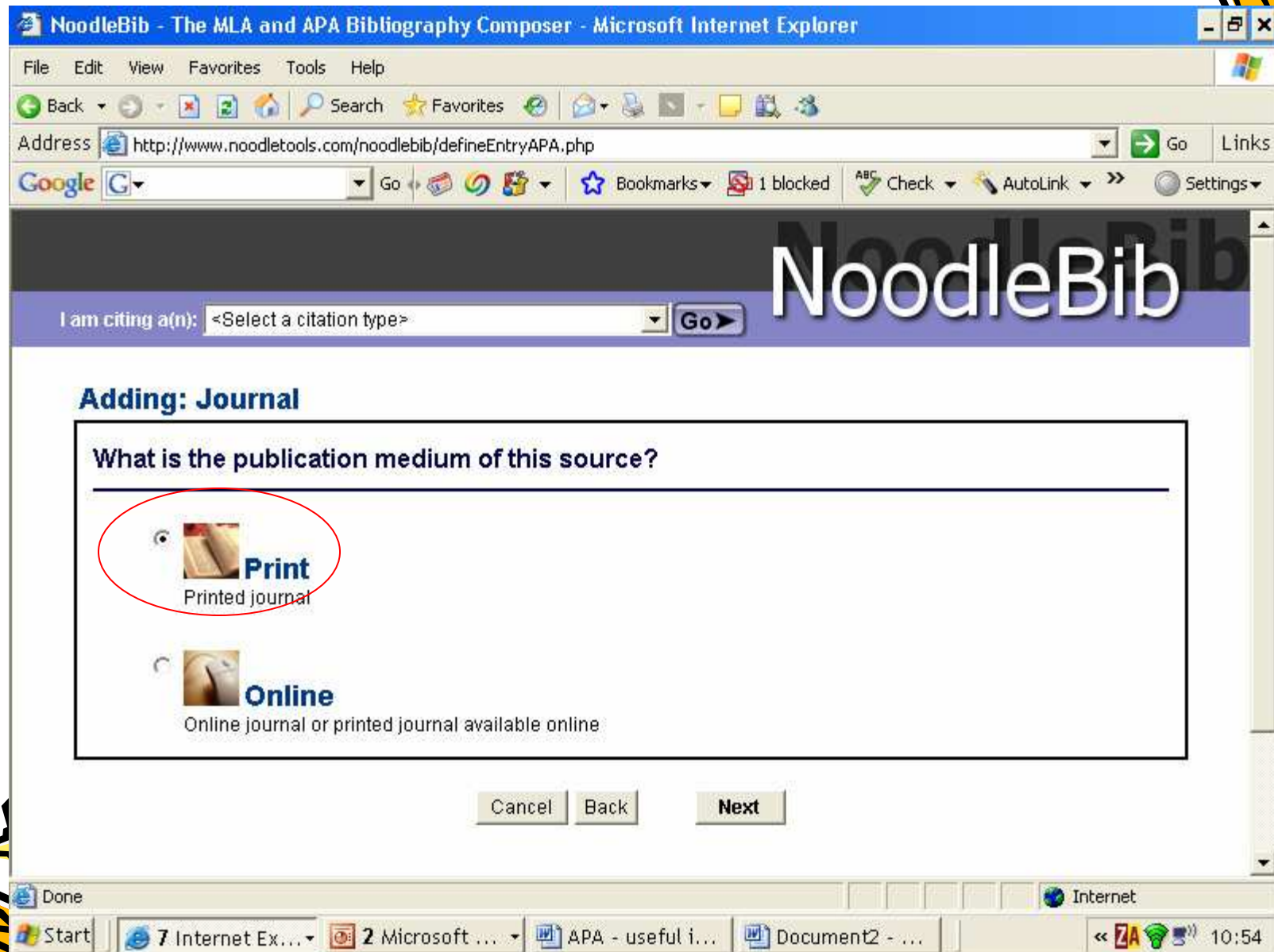
**But if not, your source may be...**

Done Internet

Start 7 Internet Ex... 2 Microsoft ... APA - useful i... Document2 - ... 10:53

# Free APA Converter

## Step 7: Select "Print"



NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.noodletools.com/noodlebib/defineEntryAPA.php> Go Links


Google G Go Bookmarks 1 blocked Check AutoLink Settings


# NoodleBib

I am citing a(n): <Select a citation type> Go

### Adding: Journal

What is the publication medium of this source?

☒  **Print**  
Printed journal

☐  **Online**  
Online journal or printed journal available online

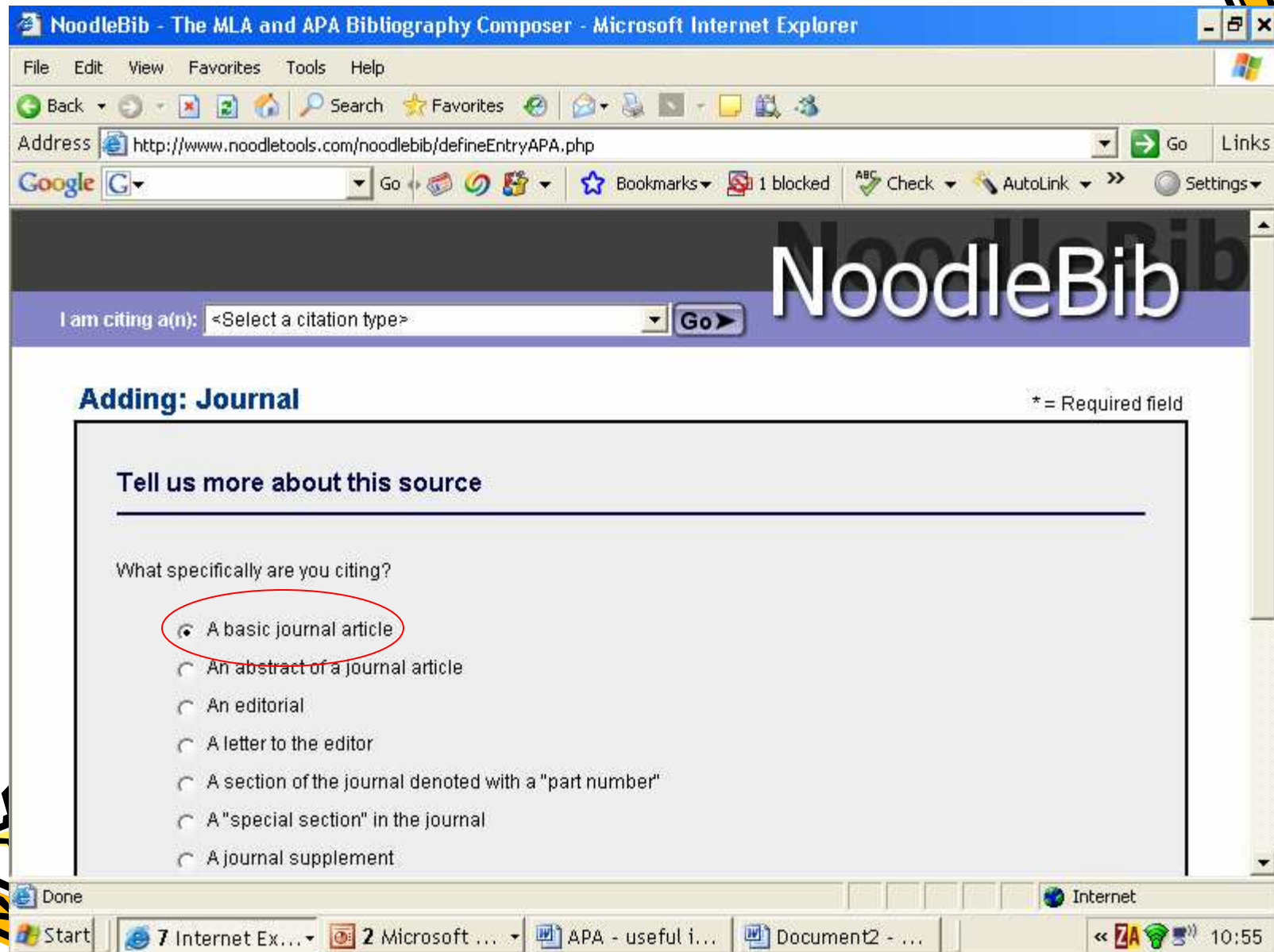
Cancel Back Next

Done Internet

Start 7 Internet Ex... 2 Microsoft ... APA - useful i... Document2 - ... 10:54

# Free APA Converter

## Step 8: Click "A basic journal article"



NoodleBib

I am citing a(n):

### Adding: Journal

\* = Required field

Tell us more about this source

What specifically are you citing?

- ☒ A basic journal article
- ☐ An abstract of a journal article
- ☐ An editorial
- ☐ A letter to the editor
- ☐ A section of the journal denoted with a "part number"
- ☐ A "special section" in the journal
- ☐ A journal supplement

Done

Start

7 Internet Ex... 2 Microsoft ... APA - useful i... Document2 - ...

Internet 10:55

# Free APA Converter

## Step 9: Enter "Name of journal, Title and Author of article"

NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.noodletools.com/noodlebib/defineEntryAPA.php> Go Links

Google G Go Bookmarks 1 blocked Check AutoLink Settings

### Choices I made so far

About this source: **Print**  
A basic journal article

### Basic information

\* Name of journal  
Group Facilitation

Capitalize the significant words that make up the title, which is a proper noun: [What words should be capitalized?](#)

\* Title of article  
Developmental sequence in small groups

Type the title of the specific article you are citing. Capitalize *only* the first letter of the first word in the title and in the subtitle (if any), as well as the first letter of any proper nouns. [More help with capitalization](#)

Author(s) of article  
[Advanced help with names](#)

First name	Middle name	Last name or group/corporation	Suffix
B	W	Tuckman	

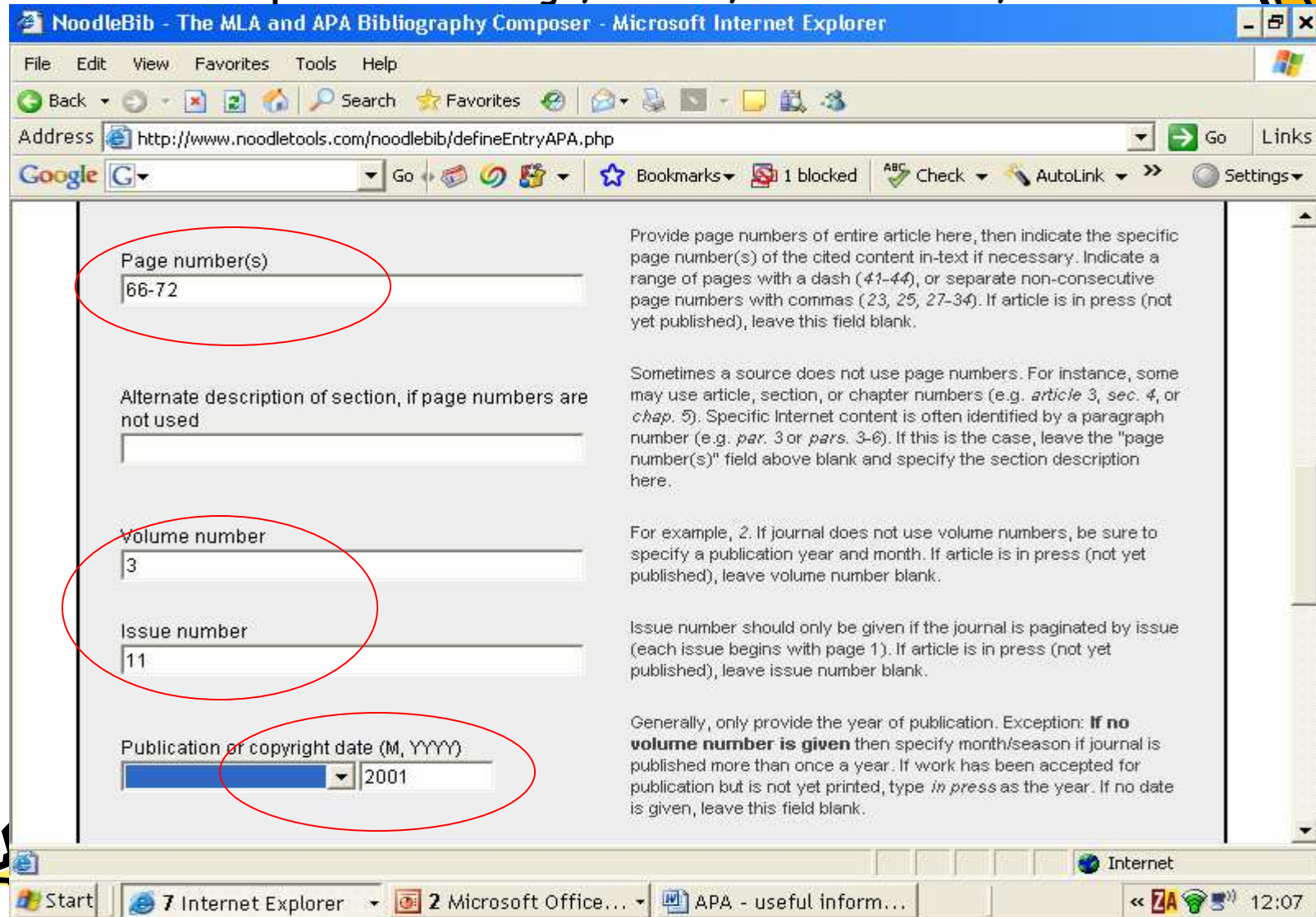
Add

Start 7 Internet Explorer 2 Microsoft Office... APA - useful inform... 11:56



# Free APA Converter

## Step 10: Enter "Page, Volume, Issue Number, Date"



NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.noodletools.com/noodlebib/defineEntryAPA.php> Go Links

Google G Go Bookmarks 1 blocked Check AutoLink Settings

Page number(s)  
66-72

Alternate description of section, if page numbers are not used

Volume number  
3

Issue number  
11

Publication or copyright date (M, YYYY)  
2001

Provide page numbers of entire article here, then indicate the specific page number(s) of the cited content in-text if necessary. Indicate a range of pages with a dash (41-44), or separate non-consecutive page numbers with commas (23, 25, 27-34). If article is in press (not yet published), leave this field blank.

Sometimes a source does not use page numbers. For instance, some may use article, section, or chapter numbers (e.g. *article 3, sec. 4, or chap. 5*). Specific Internet content is often identified by a paragraph number (e.g. *par. 3* or *pars. 3-6*). If this is the case, leave the "page number(s)" field above blank and specify the section description here.

For example, 2. If journal does not use volume numbers, be sure to specify a publication year and month. If article is in press (not yet published), leave volume number blank.

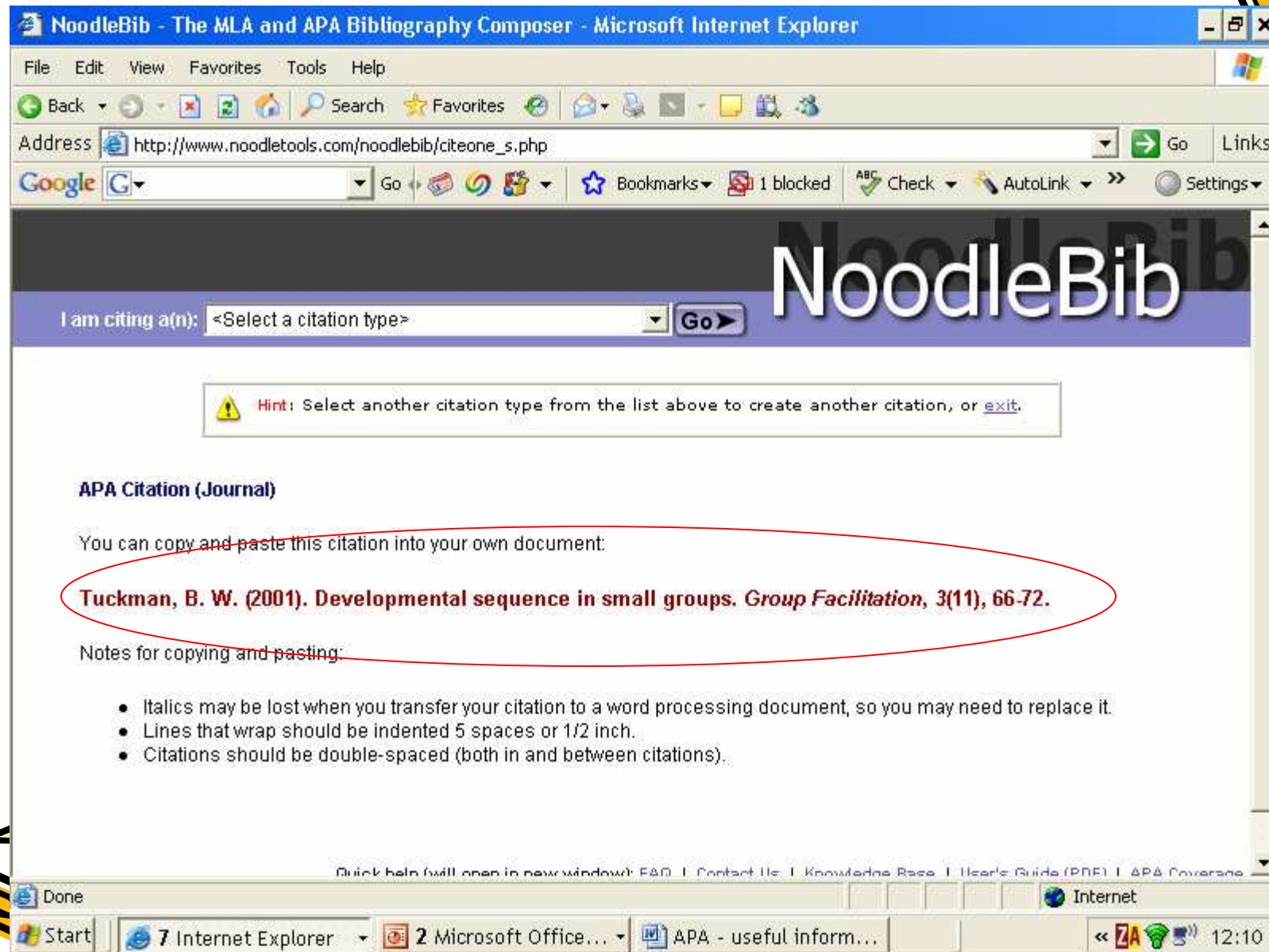
Issue number should only be given if the journal is paginated by issue (each issue begins with page 1). If article is in press (not yet published), leave issue number blank.

Generally, only provide the year of publication. Exception: **If no volume number is given** then specify month/season if journal is published more than once a year. If work has been accepted for publication but is not yet printed, type *in press* as the year. If no date is given, leave this field blank.

Start 7 Internet Explorer 2 Microsoft Office... APA - useful inform... 12:07

# Free APA Converter

## Step 11: Result



NoodleBib - The MLA and APA Bibliography Composer - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites

Address [http://www.noodletools.com/noodlebib/citeone\\_s.php](http://www.noodletools.com/noodlebib/citeone_s.php) Go Links

Google G Go Bookmarks 1 blocked Check AutoLink Settings

# NoodleBib

I am citing a(n):  Go

 **Hint:** Select another citation type from the list above to create another citation, or [exit](#).

### APA Citation (Journal)

You can copy and paste this citation into your own document:

**Tuckman, B. W. (2001). Developmental sequence in small groups. *Group Facilitation*, 3(11), 66-72.**

Notes for copying and pasting:

- Italics may be lost when you transfer your citation to a word processing document, so you may need to replace it.
- Lines that wrap should be indented 5 spaces or 1/2 inch.
- Citations should be double-spaced (both in and between citations).

Quick help (will open in new window): FAQ | Contact Us | Knowledge Base | User's Guide (PDF) | APA Converter

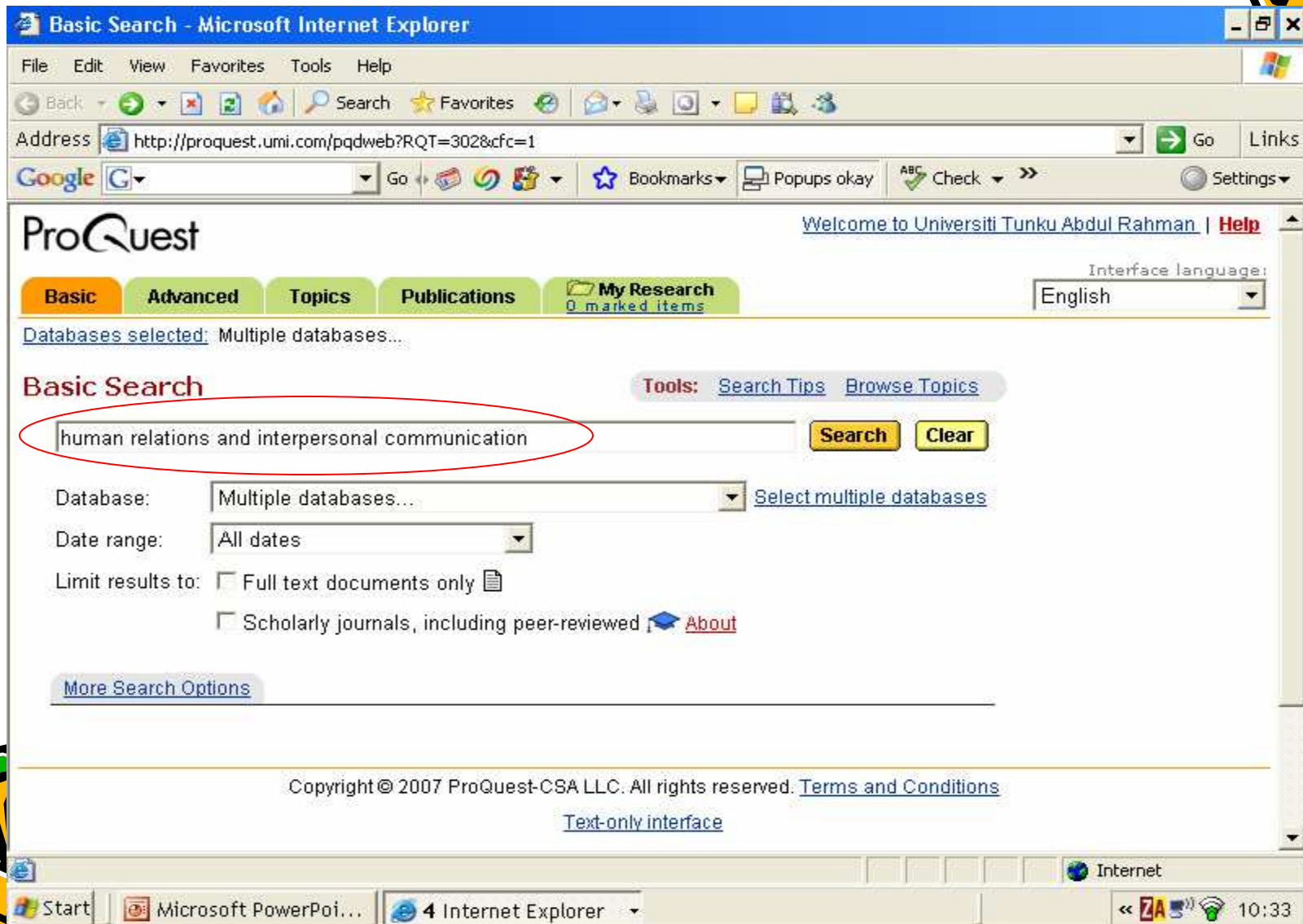
Done Internet

Start 7 Internet Explorer 2 Microsoft Office... APA - useful inform... 12:10

# Converting to APA Style Using Proquest

Step 1: Go to Proquest Database under Library OPAC

Step 2: Enter search terms



Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://proquest.umi.com/pqdweb?RQT=302&cfc=1> Go Links

Google G Go Bookmarks Popups okay Check Settings

ProQuest Welcome to Universiti Tunku Abdul Rahman | [Help](#)

Basic Advanced Topics Publications My Research 0 marked items

Interface language: English

Databases selected: Multiple databases...

Basic Search Tools: [Search Tips](#) [Browse Topics](#)

human relations and interpersonal communication Search Clear

Database: Multiple databases... [Select multiple databases](#)

Date range: All dates

Limit results to: ☐ Full text documents only ☐ Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)

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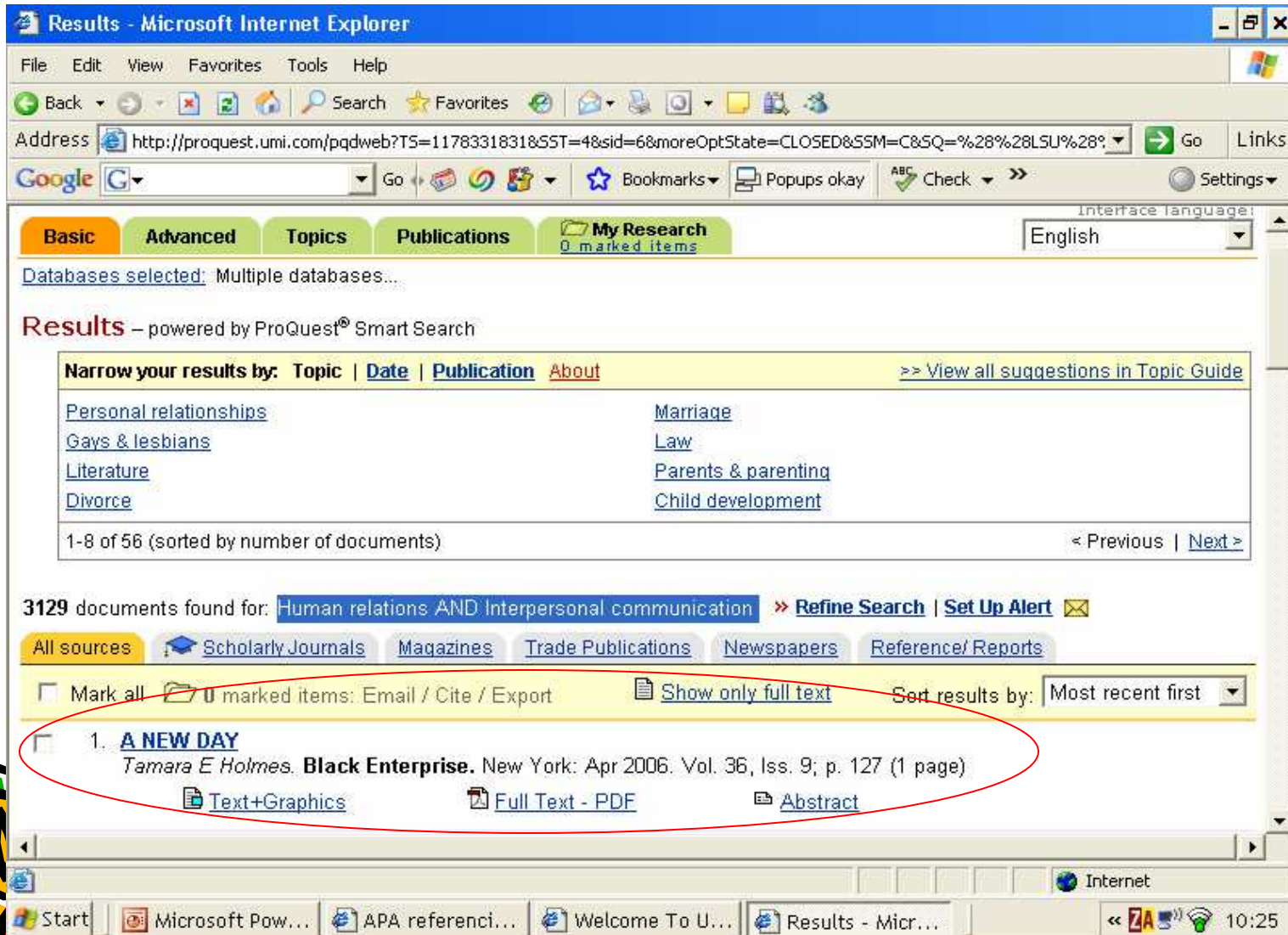
[Text-only interface](#)

Start Microsoft PowerPoi... 4 Internet Explorer Internet 10:33



# Converting to APA Style Using Proquest

## Step 3: Result screen



Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://proquest.umi.com/pqdweb?T5=1178331831&SST=4&sid=6&moreOptState=CLOSED&SSM=C&5Q=%28%28LSU%28%> Go Links

Google G Go Bookmarks Popups okay Check Settings

Basic Advanced Topics Publications My Research 0 marked items

Interface language: English

Databases selected: Multiple databases...

Results – powered by ProQuest® Smart Search

Narrow your results by: Topic | Date | Publication About >> View all suggestions in Topic Guide

Personal relationships Marriage  
Gays & lesbians Law  
Literature Parents & parenting  
Divorce Child development

1-8 of 56 (sorted by number of documents) < Previous | Next >

3129 documents found for: Human relations AND Interpersonal communication >> Refine Search | Set Up Alert

All sources Scholarly Journals Magazines Trade Publications Newspapers Reference/ Reports

☐ Mark all ☐ 0 marked items: Email / Cite / Export ☐ Show only full text Sort results by: Most recent first

1. **A NEW DAY**  
Tamara E Holmes. **Black Enterprise**. New York: Apr 2006. Vol. 36, Iss. 9; p. 127 (1 page)

☐ Text+Graphics ☐ Full Text - PDF ☐ Abstract

Start Microsoft Pow... APA referenci... Welcome To U... Results - Micr... 10:25



# Converting to APA Style Using Proquest

Step 4: Click the box besides the article

My Research - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://proquest.umi.com/pqdweb?RQT=532&MRR=R&TS=1178332640&clientId=63520> Go Links

Google G Go Bookmarks Popups okay Check Settings

ProQuest Welcome to Universiti Tunku Abdul Rahman | Help

Basic Advanced Topics Publications My Research 1 marked item

Interface language: English

Databases selected: Multiple databases...

My Research << Back to Results

- [Create your bibliography](#) to email, print, or download.
- [Email marked documents](#) with a bibliography.
- [Export citations](#) into EndNote, ProCite, RefWorks or Reference Manager.
- [Create a web page](#) with links to your articles, searches, and publications.

Marked Documents Recent Searches | Visited Publications

☒ Mark / Clear all | [Delete unmarked items](#)

☒ 1. [A NEW DAY](#)  
Tamara E Holmes. **Black Enterprise**. New York: Apr 2006. Vol. 36, Iss. 9; p. 127 (1 page)  
[Text+Graphics](#) [Full Text - PDF](#) [Abstract](#)

\* The maximum number of documents you can save is 50.

Start Microsoft PowerPoi... 4 Internet Explorer Internet 10:39

# Converting to APA Style Using Proquest

Step 5: For Format, choose "Citation Only"

Step 6: For Citation style, choose "APA"

Step 7: Click "Print"

**Create Your Bibliography** - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://proquest.umi.com/pqdweb?RQT=5658&MRR=M&TS=1178332787&clientId=63520> Go Links

Google G Go Bookmarks Popups okay Check Settings

**Create Your Bibliography** << [Back to My Research](#)

**Attention:**

Use this as a guide only. To ensure accuracy of citations and formatting, use the instructions provided at the bottom of the bibliography. For additional information, see [Help](#).

**Format:**

☒ Citations only

☐ Document Summaries (citation and abstract)

**Citation style:**

☐ ProQuest Standard - citations shown as they appear in the ProQuest interface.

☐ AMA - recommended for medicine, health, and biological sciences.

☒ APA - recommended for psychology, education, and other social sciences.

☐ Chicago/Turabian/Harvard: Author-Date - references list with abbreviated author names followed by dates.

☐ Chicago/Turabian: Humanities - bibliography using footnotes, endnotes and full author names.

☐ MLA - recommended for literature, arts, and humanities.

☐ Vancouver - for manuscripts submitted to biomedical journals.

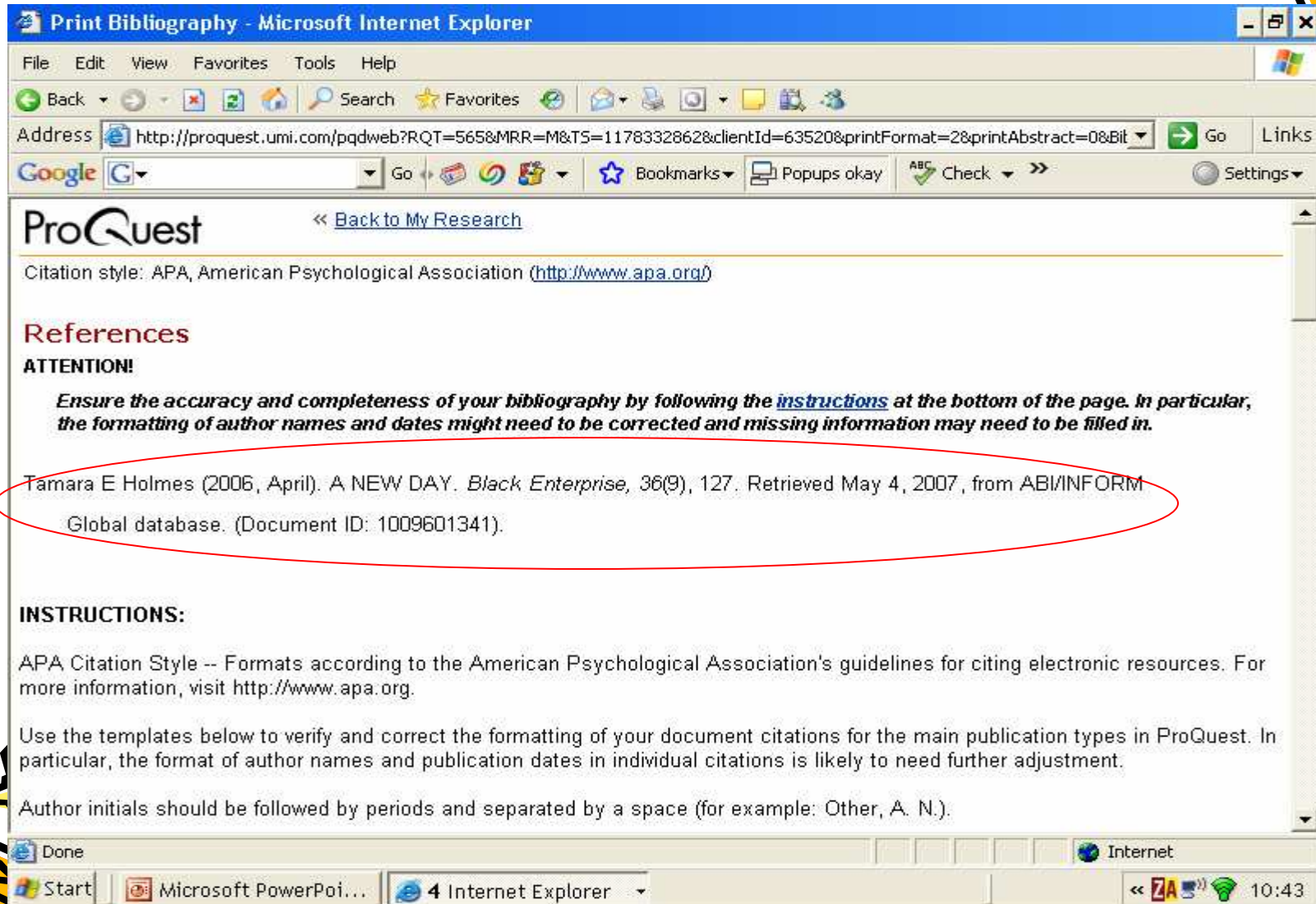
Email Print Download

Done Internet

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# Converting to APA Style Using Proquest

## Step 8: Edit the citation accordingly



Print Bibliography - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://proquest.umi.com/pqdweb?RQT=565&MRR=M&TS=1178332862&clientId=63520&printFormat=2&printAbstract=0&Bit> Go Links

Google G Go Bookmarks Pops okay Check Settings

ProQuest << [Back to My Research](#)

Citation style: APA, American Psychological Association (<http://www.apa.org/>)

### References

**ATTENTION!**

*Ensure the accuracy and completeness of your bibliography by following the [instructions](#) at the bottom of the page. In particular, the formatting of author names and dates might need to be corrected and missing information may need to be filled in.*

Tamara E Holmes (2006, April). A NEW DAY. *Black Enterprise*, 36(9), 127. Retrieved May 4, 2007, from ABI/INFORM Global database. (Document ID: 1009601341).

**INSTRUCTIONS:**

APA Citation Style -- Formats according to the American Psychological Association's guidelines for citing electronic resources. For more information, visit <http://www.apa.org>.

Use the templates below to verify and correct the formatting of your document citations for the main publication types in ProQuest. In particular, the format of author names and publication dates in individual citations is likely to need further adjustment.

Author initials should be followed by periods and separated by a space (for example: Other, A. N.).

Done Internet

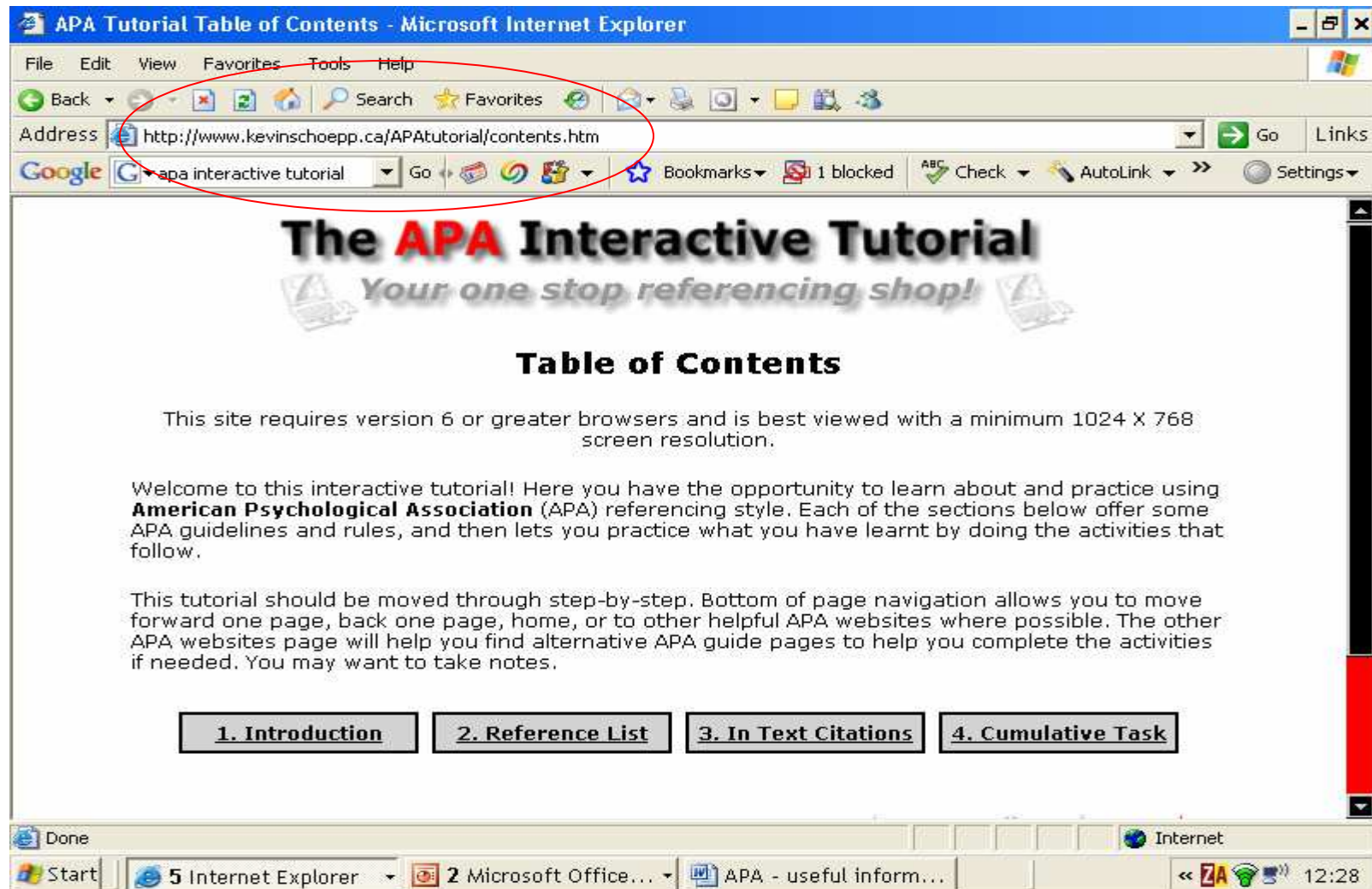
Start Microsoft PowerPoi... 4 Internet Explorer

71



# Free APA Interactive Tutorial

<http://www.kevinschoepp.ca/APAtutorial/contents.htm>



# Free APA Interactive Tutorial

Reference List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://www.kevinschoepp.ca/APAtutorial/ref\\_list.htm](http://www.kevinschoepp.ca/APAtutorial/ref_list.htm) Go Links

Google  Go

Bookmarks 1 blocked Check AutoLink Settings

## The **APA** Interactive Tutorial

*Your one stop referencing shop!*

### 2. Reference List

In this section you will learn about and practice writing references which will go on the reference page. You may want to take notes because there is a lot of valuable information.

The book means read. The paper and pen mean activity.

- 2.1 Pattern for references
- 2.2. Reference pattern activity
- 2.3 Reference examples
- 2.4 Reference rules
- 2.5 Reference rules quiz
- 2.6 Specific examples of periodicals

Done Internet

Start 5 Internet Explorer 2 Microsoft Office... APA - useful inform... 12:29

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Frameset - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites

Address <http://www.kevinschoepp.ca/APAtutorial/journalact1.htm> Go Links

Google [apa interactive tutorial](#) Go 1 blocked Check AutoLink Settings

## The **APA** Interactive Tutorial

*Your one stop referencing shop!*

### 2.7 Journal Article Activity

Drag and drop the parts below onto the lines in order to form a reference. When you think your answer is correct, click on "Check" to check your answer. If you get stuck, click on "Hint" to find out the next correct part. Every hint or error will change your score.

Check Restart Hint

Helpful APA Websites

Previous Home Next

[Email](#)  
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Last Updated: January 31, 2003 23:18

Done Internet

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Address <http://www.kevinschoepp.ca/APAtutorial/journalact1.htm> Go Links

Google  Go 1 blocked Check AutoLink Settings

## The **APA** Interactive Tutorial

*Your one stop referencing shop!*

Extensions to the learning process: A case study,

Helpful APA Websites

[Previous](#) [Home](#) [Next](#)

[Email](#)

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# The End Thank you!

