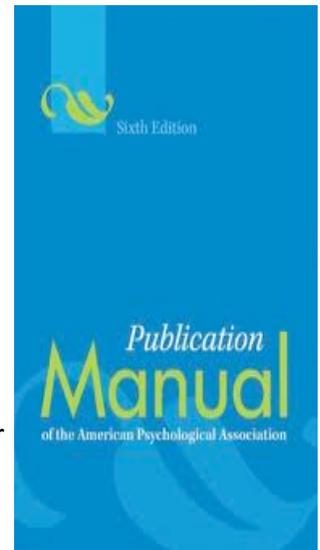


For your convenience, Prof. Linck has created this “Quick & Easy” Reference Tool by pulling out the most relevant and frequently used information from:

CONCISE RULES OF APA STYLE (6th ed.) and the unabridged **PUBLICATION MANUAL OF THE APA (6th ed.)**

This tool is intended to help you use your manual more effectively. I’ve listed page numbers in the manuals where you can look for more examples & details as needed. (I intentionally do NOT list every exhaustive detail from the manuals).

Citations are color coded to the cover of each book, so no matter which one you have you can find what you need.
Hope this helps! ~ **Prof. Raney Linck**



REFERENCE PAGE

1. Start reference on new page.
2. The word References, with first letter capitalized, centered at top of page.
3. Double-space all reference entries.
4. Use hanging indent format (first line of each reference is set flush left and subsequent lines are indented).
5. A reference can NEVER start with a year. If there is no author, move the title to the author position.
6. Alphabetize entries on reference list by author’s surname (last name), or by title if no author listed.
7. Every reference MUST have an in-text citation in body of paper. [see *Concise*, p. 179] [or *unabridged*, p. 174]
8. Do not number entries on a reference list.

[see pp. 188-189 in *Concise Rules*; **7.23 References**] [or p. 37 in *unabridged APA Manual*: **2.11 References**]

WHAT 2 SOURCES ARE NEVER CITED ON REFERENCE PAGE, BUT ONLY IN BODY OF TEXT?

- **CLASSICAL WORKS** like the Bible and Qur’an, whose sections are standardized across editions.
1 Cor. 13:1 (Revised Standard Version)
(Qur’an 5:3-4)
- **PERSONAL COMMUNICATION** (private letters, personal interviews, telephone conversations, e-mail, etc.)
T. K. Lutes (personal communication, April 18, 2001)
(V.-G. Nguyen, personal communication, September 28, 1998)

[see p. 187 in *Concise Rules*: **7.19 Classical Works**] [or pp. 178-179 in *unabridged*: **6.18 Classical Works**]
[see p. 188 in *Concise Rules*: **7.21 Personal Comm.**] [or pp. 178-179 in *unabridged*: **6.20 Personal Comm.**]

ABBREVIATIONS

<p>chap. chapter ed. edition Rev. ed. revised edition 2nd ed. second edition Ed. (Eds.) editor (editors)</p>	<p>Trans. translator(s) n.d. no date p. (pp.) page (pages) Vol. Volume (as in Vol. 4) vols. volumes (as in 4 vols.)</p>	<p>No. Number Pt. Part Suppl. Supplement para. paragraph ¶ paragraph</p>
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[see *Concise*, p. 189: **7.23 Construction of an Accurate & Complete Reference List**]
[or *unabridged*, p. 180: **6.22 Construction of an Accurate & Complete Reference List**]

REFERENCE EXAMPLES: PERIODICALS

TIPS:

- Always include the digital object identifier (DOI) in the reference if one is assigned.
- If no DOI is assigned to the content and you retrieved it online, include the home page URL in the reference. Use this format: Retrieved from <http://www.xxxxxxx>
- Use italics for titles of books, periodicals, films, videos, TV shows, and microfilm publications... and periodical volume numbers in reference lists." [see *Concise*, p. 73, 75] [or *unabridged*, pp. 104-105]
- In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or em dash, and proper nouns. [see *Concise*, p. 67] [or *unabridged*, p. 101]

GENERAL FORM:

Author, A. A., Author, B. B., & Author C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxxxx

EXAMPLES:

1. Journal article with DOI:

Herbst-Damm, K. L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi:10.1037/0278-6133.24.2.225

2. Journal article with DOI, more than seven authors:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/14622200410001676305

- Use the following in-text citation: (Gilbert et al., 2004, p. 254).
- When a reference has up to seven authors, spell out all authors' names in the reference list.

3. Journal article without DOI (when DOI is **NOT** AVAILABLE):

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>

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82.

- Include issue number if journal is paginated by issue.
- If there is no DOI assigned and the reference was retrieved online, give the URL of journal home page.
- No retrieval date is needed.

7. Magazine article:

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

8. Online magazine article:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>

REFERENCE EXAMPLES: PERIODICALS (cont'd)

9. Newspaper article:

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

- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7)

10. Online newspaper article:

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*.

Retrieved from <http://www.nytimes.com>

- Give URL of the home page when the online version of article is available by search to avoid nonworking URLs.

16. Abstract as original source:

Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17, 480.

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>

Can't find exactly what you need above? Check out **ALL** periodical examples...

[see Concise, pp. 215-221: **8.01 Periodicals**]

[for unabridged, pp. 198-202: **7.01 Periodicals**]

REFERENCE EXAMPLES: BOOKS

TIPS:

- When the author and publisher are the same, use the word Author as the name of the publisher.
- Alphabetize books with no author or editor by the first significant word in the title. For the in-text citation, use a few words of the title in place of an author's name.
- Place information about editions, volume numbers, and page numbers in parentheses following the title, with the period after the parentheses: (Rev. ed.) or (Vol. xx, pp. xxx-xxx).
- For books or chapters available only online, the electronic retrieval statement takes the place of publisher location & name (see examples 19-22, 24 below).
- "In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or em dash, and proper nouns." [see *Concise*, p. 67] [for *unabridged*, p. 101]

GENERAL FORMS:

■ Format for a book:

Author, A. A. (1967). *Title of work*. Location: Publisher.

Author, A. A. (1997). *Title of work*. Retrieved from <http://www.xxxxxxx>

Author, A. A. (2006). *Title of work*. doi:xxxxxxx

Editor, A. A. (Ed.). (1986). *Title of work*. Location: Publisher.

■ Format for a chapter in a book:

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.). *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.). *Title of book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.). *Title of book* (pp. xxx-xxx). doi:xxxxxxx

■ Format for reference work with no author byline:

Title of entry. (1998). In A. Editor, (Ed.). *Title of reference work* (xx ed., Vol. xx, pp. xxx-xxx). Location: Publisher.

Title of entry. (1998). In A. Editor, (Ed.). *Title of reference work* (xx ed., Vol. xx). Retrieved from <http://www.xxxxxxx>

EXAMPLES:

18. Entire book, print version:

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

19. Electronic version of print book:

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

20. Electronic-only book:

O'Keefe, E. (n.d.) *Egoism & the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

25. Book chapter, print version:

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.). *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

REFERENCE EXAMPLES: BOOKS (cont'd)

Can't find exactly what you need above? Check out **ALL** book examples...
 [see Concise, pp. 222-226: **8.02 Books, Reference Books, & Book Chapters**]
 [for unabridged, pp. 202-205: **7.02 Books, Reference Books, & Book Chapters**]

REFERENCE EXAMPLES: AUDIOVISUAL MEDIA

TIPS:

- Audiovisual media include motion pictures; audio or television broadcasts (including podcasts); and static objects such as maps, artwork, and photos.
- List the primary contributors in the author position and use parentheses to identify their contribution.

GENERAL FORMS:

■ Format for a motion picture:

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of Origin: Studio.

■ Format for a television show:

Writer, A. A. (Writer), & Director, B. B. (Director). (Year). *Title of television episode* [Television series episode]. In A. Producer (Executive Producer), *Title of television series*. Location: Studio.

■ Format for a podcast:

Producer, A. A. (Producer). (Year, Date). *Title of podcast* [Audio podcast]. Retrieved from <http://www.xxxxxxx>

EXAMPLES:

49. Video:

American Psychological Association (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

50. Podcast:

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

51. Single episode from a television series:

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive Producer), *House*. New York, NY: Fox Broadcasting.

Can't find exactly what you need above? Check out **ALL** audiovisual examples...
 [see Concise, pp. 233-234: **8.07 Audiovisual Media**]
 [for unabridged, pp. 209-210: **7.07 Audiovisual Media**]

IN-TEXT CITATIONS

Cite references in text with author & date, then alphabetically on references list, which allows readers to locate sources easily.

1. ONE WORK BY ONE AUTHOR

Kessler (2003) found that among epidemiological samples

Early onset results in a more persistent and severe course (Kessler, 2003).

- *1st example: If name of the author appears as part of narrative, cite only year of publication in parentheses.*
- *2nd example: Otherwise, place both the name and year, separated by a comma, in parentheses.*

2. ONE WORK BY TWO AUTHORS always cite both names every time in-text reference occurs:

Walker and Miuri (2000) compared reaction times

In a recent study of reaction times (Walker & Miuri, 2000)

- *Join the names in a multiple-author citation in running text by the word: and*
- *In parenthetical material and the reference list, join the names by the ampersand symbol: &*

3. ONE WORK BY THREE, FOUR, OR FIVE AUTHORS cite all authors the first time the reference occurs, in subsequent citations, include only the first author's surname followed by *et al.* (not italicized and with a period after *al*) and the year if it is the first citation of the reference within a paragraph:

Kisangau, Lyaruu, Hosea, and Joseph (2007) found [*Use as first citation in text*]

Kisangau et al. (2007) found [*Use as subsequent 1st citation per paragraph thereafter.*]

Wasserstein et al. found [*Omit year from subsequent citations after 1st citation within a paragraph.*]

4. ONE WORK HAS SIX OR MORE AUTHORS cite only the first author's surname (last name) followed by *et al.* (not italicized and with a period after *al*) and the year for the first & subsequent citations.

BASIC CITATION STYLES:

<i>Type of citation</i>	<i>First citation in text</i>	<i>Subsequent citations in text</i>	<i>Parenthetical format, first citation in text</i>	<i>Parenthetical format, subsequent citations</i>
A work by 1 author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
A work by 2 authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
A work by 3 authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
A work by 4 authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
A work by 5 authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
A work by 6 or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbrev.) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	NIMH (2003)
Groups (no abbrev.) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

*[see Concise, pp. 178-185: **Citing References in Text**] [or unabridged, p. 174-177: **Citing References in Text**]*

QUOTATION GUIDELINES

1. PARAPHRASING is expressing or explaining other people's ideas by rewording the language into your own words. All paraphrasing must be cited, otherwise it is plagiarism. **PROVIDE A PAGE OR PARAGRAPH NUMBER, especially when it would help an interested reader locate the relevant passage in a long or complex text.**

[see Concise, p. 175: 7.04 Paraphrasing Material] [or unabridged, p. 171: 6.04 Paraphrasing Material]

2. DIRECT QUOTATION – FEWER than 40 words

1. Incorporate quote into text
2. Enclose with double quotation marks
3. If mid-sentence: cite source in parentheses immediately after quotation marks & continue sentence. **EXAMPLE:**

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

4. If at end of sentence: close quoted passage with quotation marks, cite source immediately after quotation marks & end with a period or other punctuation outside final parenthesis. **EXAMPLE:**

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

3. DIRECT QUOTATION – MORE than 40 words

1. Display it in a freestanding block of text instead of using quotation marks
2. Start this block quotation on a new line
3. Indent the block about a half inch from left margin
4. Double-space the entire quotation
5. If there are additional paragraphs within quotation, indent the first line an additional half inch.
6. At end of block quotation, cite source in parentheses AFTER final punctuation mark. **EXAMPLE:**

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

4. USE PARAGRAPH # FOR ONLINE MATERIAL WITH NO PAGE # FOR IN-TEXT CITATION

Cite a direct quote with paragraph number using either the abbreviation para. or paragraph symbol: ¶

EXAMPLES: (Myers, 2000, ¶ 5) (Beutler, 2000, Conclusion section, para. 1)

[see Concise, p. 173: 7.03 & 7.05 Direct Quotations...] [or unabridged, p. 171: 6.03 & 6.05 Direct Quotations...]

