

General Comments about Writing APA Style

Use a number 12 standard font, such as Times New Roman, Arial or Courier. Use a one-inch margin all around. Language must be professional and impassive. Watch for use of colloquialisms. No personal pronouns are used. If you must refer to yourself, rather than stating "I..." refer to yourself as the "author" or "researcher." Refer to other authors or researchers by last name.

Citing References in APA style

Every time a work is brought to the attention of the reader, it must be referenced, even if the study was referenced earlier in the text (Chrustowski, 2009). Please refrain from relying on Internet resources unless you are referencing an actual on-line journal. All electronically-retrieved resources also need to be referenced in appropriate APA style. You may make a summary statement and then put in parentheses the author(s) and year of publication (Chrustowski, 2009), or you may refer to the author(s) by last name, and then just put the year of publication in parentheses. E.g. Chrustowski (2009) stated.....

References

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

- Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- Write out the last name and initials for all authors of a particular work.
- Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.
- Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work.
- Use the abbreviation **p.** or **pp.** to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- **Indentation** *: The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent."
- **Underlining vs. Italics**: It is appropriate to use italics instead of underlining for titles of books and journals.

Examples:

Books References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

No Author or Editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam Webster.

One Author

Baddeley, A. D. (1999). *Essentials of human memory*. Hove, England: Psychology Press.

Two Authors

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Corporate Author, Author as Publisher

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (no. 3209.1). Canberra, Australian Capital Territory: Author.

Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

Essays or Chapters in Edited Books References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

One Author

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick Jr., P. van den Broek, D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

Two Editors

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Encyclopedias or Dictionaries and Entries in an Encyclopedia References for encyclopedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

Encyclopedia set or dictionary

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Encyclopedia article

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

Journals, Magazines, and Newspapers References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

Journal Article, one author

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Journal Article, two authors

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

Journal Article, more than two authors

Saywitz, K. J., Mannarion, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

Magazine article

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Newspaper article, one author, discontinuous pages

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

Technical and Research Reports References to a report must include the following elements: author(s), date of publication, title, place of publication, and

name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. Additional information is included when a report is published by the Government Printing Office (GPO) or when it is available from a document deposit service such as NTIS or ERIC.

Government report

U.S. Department of Health and Human Services. (1992). *Pressure ulcers in adults: Prediction and prevention* (AHCPR Publication No. 92-0047). Rockville, MD: Author.

Government report, GPO Publisher

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.

Report available from document deposit service

Osgood, D. W., & Wilson, J. K. (1990). *Covariation of adolescent health problems*. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

Electronic Media and Online Sources APA's recommendations for citing electronic media call for consistent observation of at least two important guidelines: 1) Direct readers as closely as possible to the information being cited -- whenever possible, reference specific documents rather than home or menu pages; 2) Provide addresses that work. At a minimum, a reference of an Internet source should provide a document or title description, a "date" (either the date of publication, update, or date of retrieval), and an address (in Internet terms, a URL). Whenever possible, identify the authors of the document as well.

Listed below are examples of citation styles for several types of electronic sources.

Internet articles based on a print source (exists in print and online)

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Article in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article from an online encyclopedia

Bergman, P. G. & Editors of Encyclopedia Britannica Online. (1994-1999). Relativity. *Encyclopedia Britannica Online*. Retrieved August 4, 1999, from Encyclopedia Britannica Online on the World Wide Web: <http://search.eb.com/bol/topic?eu=117376&sctn=1>

Professional web site

American Psychological Association. (1999, June 1). Electronic preference formats recommended by the American Psychological Association. Retrieved July 18, 1999, from the World Wide Web: <http://www.apa.org/journals/webref.html>

Document available on university program or department site

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>

When citing an entire web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>).