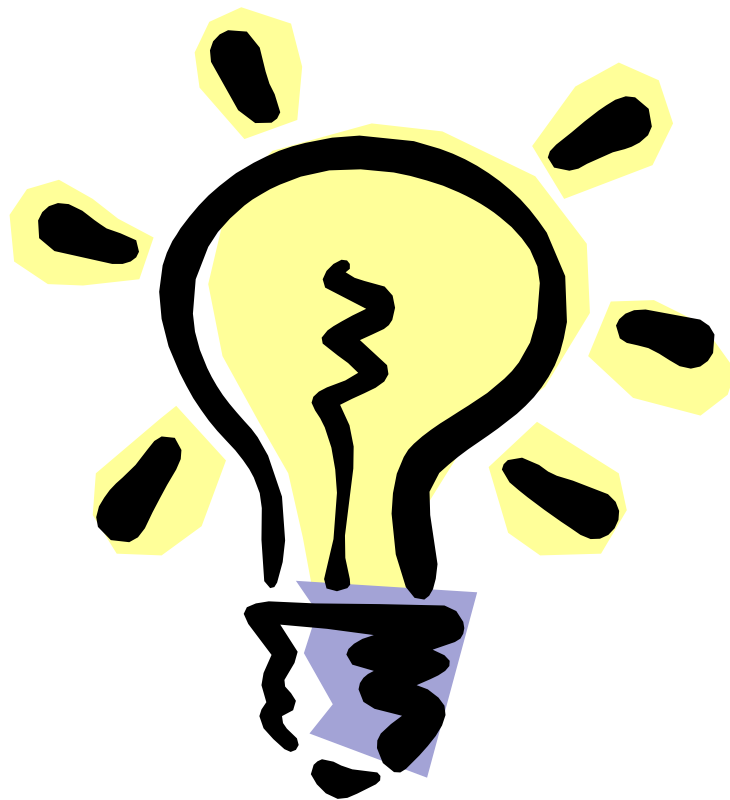


PHILADELPHIA UNIVERSITY
LEARNING & ADVISING CENTER

APA DOCUMENTATION GUIDELINES



The Learning & Advising Center . . . a bright idea!

This booklet provides instruction and examples of how to cite some of the most frequently used types of sources, as based on the Sixth Edition of the APA Publication Manual.

For information on citing types of sources not included in this booklet, refer to an up-to-date standard writing handbook, such as those used in Philadelphia University writing classes, or consult the APA website:

<http://www.apastyle.org>

The Learning & Advising Center's professional writing tutors can answer your questions about citing sources and help you understand how to be sure you are using sources appropriately. To schedule a writing tutoring appointment, call

(215) 951-2799

More documentation information and other aids to writing papers can also be found on our website:

<http://www.philau.edu/learning>

OVERVIEW: GENERAL CHARACTERISTICS OF APA STYLE

APA in-text citations take the form of parentheses which credit your source and guide readers to your Reference list for fuller source location information.

Document a **quote** by following it with a parenthesis (immediately or at the end of the sentence). The parenthesis contains the author's last name, year of publication, and the number of the page on which the quote can be found.

Example: The "organic basis of autism" is supported by many researchers (Rutter, Bailey, Bolton, & LeCouteur, 1994, p. 311).

or: Rutter believes there is general agreement about the "organic basis of autism" (Rutter, Bailey, Bolton, & LeCouteur, 1994, p. 311).

When the author's name is not provided, default to a shortened version of the document's title.

Example: One article (Right to Die, 1976, p.101) claims that some death row inmates may "crave notoriety."

If the quote is taken from an electronic source, the parenthesis will contain just the author's last name, or, if this is unavailable, the title of the source, whether an article or a website, followed by the paragraph number or section title. *Do not cite URLs in the parenthesis.*

Example: Ferguson and Hawkins (1998, ¶5) did not anticipate the "evident hostility" of participants in the experiment.

Document a **paraphrase** the same way you would document a quote (see above). The omission of quotation marks tells readers you are using *your own words* to communicate the ideas or viewpoint of the source you are crediting.

Example: Ferguson and Hawkins (1998, ¶5) had not anticipated that participants in the experiment would express such anger.

Document **graphics** by placing a parenthetical citation immediately beneath the graphic. If you reproduce the graphic exactly as it appears in your source, the parenthetical citation contains the same information as if you were quoting (see above). If you alter the graphic in any way, begin the parenthetical citation with the words "adapted from."

The **APA References list** provides relevant specific publishing information for all of the sources you quoted or paraphrased from or referred to in your paper. Alphabetize sources by the author's last name. If the author is not identified, alphabetize the source by its title. Double space entries, placing the first line of an entry at the left margin and indenting subsequent lines 5 spaces. *Do not number entries.* (See sample Reference list at the end of this booklet.)

Examples on the following pages demonstrate correct APA format for many types of sources. Follow the format exactly, supplying your information as if putting numbers into a mathematical formula. For example, use only initials for authors' first and middle names; capitalize only the first main word of the title (and subtitle, if any), plus proper nouns; use one space after punctuation marks; and provide either a URL or DOI for each electronic.

CONVENTIONAL (NON-ELECTRONIC) PRINT SOURCES

BOOK BY ONE AUTHOR

Farber, B. (1991). *Mental retardation: Its social context and social consequences*. Boston: Houghton Mifflin.

BOOK BY TWO OR MORE AUTHORS

Cross, G. & Walton, J. K. (2005). *The Playful crowd: Pleasure places in the twentieth century*. New York: Columbia UP.

BOOK BY A CORPORATION, ASSOCIATION, FOUNDATION, ETC.

United States Dept. of Labor. (1988). *Child care: A workforce issue*. Washington, DC: GPO.
A Guide to our federal lands. (1984). Washington: National Geographic Society.

WORK IN ANTHOLOGY OR CHAPTER IN EDITED COLLECTION

Telander, R. (1996). Senseless crimes. In C. I. Schuster & W. V. Van Pelt (Eds.), *Speculations: Readings in culture, identity, and values* (2nd ed., pp. 264-272). Upper Saddle River, NJ: Prentice-Hall.

ARTICLE IN REFERENCE BOOK

Marriage. (2001). *Oxford encyclopedia of the modern Islamic world* (Vol. 3, pp. 256-271). New York: Oxford UP.

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

ARTICLE IN SCHOLARLY OR PROFESSIONAL JOURNAL

Ridgeway, C. L. (2009). Framed before we knew it: How gender shapes social relations. *Gender and Society*, 23, pp. 145-60.

ARTICLE IN MONTHLY OR BIMONTHLY PERIODICAL

Vogelstein, F. (2009, July). The Great wall of Facebook. *Wired*, p. 96+.

ARTICLE IN WEEKLY PERIODICAL

Goldstein, Andrew (2000, October 9). Social security. *Time*, p. 54+.

Flirting with strange ideas. (2000, April 17). *Newsweek*, pp. 135-136.

ARTICLE IN NEWSPAPER

Dougherty, C. (2009, July 31). Skateboarding capital of the world. *Wall Street Journal*, W10.

NON-PRINT SOURCES

ART IN MUSEUM

Eakins, T. (Artist). *The Concert Singer*. [Painting]. Philadelphia: Philadelphia Museum of Art.

ART: REPRODUCTION IN BOOK OR PERIODICAL

Mondrian, P. (Artist) *Composition*. [Painting]. Albright-Knox Gallery, Buffalo, NY. Illus. in
Murray, P. & L. (1965) *Dictionary of Art and Artists*. New York: Praeger.

CARTOON OR COMIC STRIP

Trudeau, G. (1998, January 22). *Doonesbury*. [Cartoon]. *Philadelphia Inquirer*, E7.

ADVERTISEMENT

Chanel for Men. [Advertisement]. (1993, December). *GQ*, pp. 125-126.

MAP

Massachusetts. [Map]. (2002) Falls Church, VA: AAA.

FILM OR VIDEOTAPE OR DVD

Tarantino, Q. (Director). (1994). *Pulp Fiction* [Motion picture]. United States: Miramax Studios.

TELEVISION PROGRAMS OR RADIO BROADCASTS

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeill/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

Keillor, G. (producer), & Smith, L. (Director). (2006, June 3). *A prairie home companion* [Radio program]. St. Louis, MO: KMOX.

RECORDING OR CASSETTE OR COMPACT DISC

Holiday, B. (Vocalist). (1991). *The Essence of Billie Holiday*. [CD]. New York: Columbia.

PERFORMANCE

Uchida, M. (Pianist). (2009, April 27). Philadelphia, Perelman Theater.

PERSONAL OR TELEPHONE INTERVIEW

The APA *Publication Manual* considers unpublished interviews "personal communications" that "do not provide recoverable data." Do not list them on a reference page. Cite interviews only in-text, as follows: (V. G. Nguyen, personal communication, May 15, 2005).

ELECTRONIC SOURCES

ONLINE DATABASE

Fisher, P. (2009, June 6). Teen suicide needs attention. *San Jose Mercury News*. Retrieved from ProQuest database.

Drug firm to give AIDS drug to South Africans (2000, April 4). *Medical Industry Today*. Retrieved from Lexis-Nexis database.

ARTICLE IN ONLINE NEWSPAPER OR JOURNAL

Dedman, B. (1998, May 13). Racial bias seen in U. S. housing loan program. *New York Times*. Retrieved from <http://www.nytimes.com>

ARTICLE IN SCHOLARLY OR PROFESSIONAL JOURNAL

Makepeace, J. M. (1981, January). Courtship violence among college students. *Family Relations*, 30 (1), 97-102. doi: 288323

WEBSITE

The National Down Syndrome Society. (1996, January 28). *General information*. Retrieved from <http://www.ndss.org/gen.html#myth>

E-BOOK

Shamdasani, S. & Mùchow, M. (2002) (Eds.). *Speculations after Freud: Psychoanalysis, philosophy and culture*. London: Routledge. Retrieved from http://philau.edu/ipac20/ipac.jsp?session=13H96102759E6.4293&profile=pct2&uri=link=3100015~!152882~!3100001~!3100002&aspect=basic_search&menu=search&ri=2&source=~!training_horizon&term

GOVERNMENT DOCUMENT

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Department of Health and Human Services, National Center for Health Statistics. (1991). *National Health Provider Inventory: Home health agencies and hospices, 1991* [Data file]. Retrieved from National Technical Information Service Web site, <http://www.ntis.gov>

(continued)

MORE ELECTRONIC SOURCES

PODCAST

Weeks, L. (Producer). (2009, July 14). Understanding Dementia and 'wandering' [Audio podcast]. *Talk of the Nation*. National Public Radio. Retrieved from <http://www.npr.org/rss/podcast.php?id=5139316>

ONLINE WORK OF ART: STILL OR MOVING IMAGE

Adams, S. (1999, August 15). The pointy-haired boss wants to see you. *Dilbert*. Retrieved from <http://umweb2.unitedmedia.com/comics/dilbert/archive/cal-35.html>

Klin, A. (2012, June). A new way to diagnose autism [Video file]. Retrieved from http://www.ted.com/talks/ami_klin_a_new_way_to_diagnose_autism.html

TWEET

Emelie Isacson. (2012, July 12). Ladies only areas at gyms—affirmative action, gender discriminating towards men or just something unarguably important?#fitness #fem #gender [Twitter post]. Retrieved from <https://twitter.com/EmIsacson/status/223326024803422210>

Psychology News. (2012a, June 21). Tai Chi Increases Brain Size in Seniors, Chinese Study Finds <http://bit.ly/MadYu7> [Twitter post]. Retrieved from <https://twitter.com/PsychNews/status/215914441521381376>

Sample APA References List

Below is a partial References list that appears at the end of a paper on obesity. *Each entry on this alphabetized list has been referred to, quoted, or paraphrased in the body of the paper.*

References

- Cooper, H. & Lucas, S. (2009, July). Obesity and autopsy reports. *International Journal of Obesity*, 33 (7), 181.
- Devlin, M. J., Yanovski, S. Z., & Wilson, G. T. (2000, June). Obesity: What mental health professionals need to know. *American Journal of Psychiatry*, 157, 854-866. Retrieved from <http://www.ajp.psychiatryonline.org/cgi/reprint/157/6/854.pdf>
- National Heart, Lung and Blood Institute (1998). *Clinical guidelines on the identification, evaluation, and treatment of overweight and obesity in adults*. National Institutes of Health.
- Oliver, J. E. (2005). *Fat Politics: The Real Story Behind America's Obesity Epidemic*. New York: Oxford UP. Kindle edition.
- Power, M. L. & Schulkin, J. (2009). *The Evolution of obesity*. Baltimore: Johns Hopkins UP.
- Statistics related to overweight and obesity (2007, May). *National Institutes of Health Weight-Control Information Network*. Retrieved from <http://www.win.niddk.nih.gov/publications/PDFs/stat904z.pdf+statistivs+overweight+obesity&cd=2&hl=en&ct=clnk&gl=us>.
- Stice, E., Presnell, K., & Shaw, H. (2005). Psychological and behavioral risk factors for obesity onset in adolescent girls: A Prospective study. *Journal of Consulting and Clinical Psychology*, 73 (2), 195-202. doi: 10.1037/0022-006X.73.2.195
- Torrice, M. (2009, July 9). Calorie-counting monkeys live longer. *Science* 325 (5940), 505-640. Retrieved from Lexis-Nexis.
- Wade, N. (2009, July 9). Dieting monkeys offer hope of living longer. *New York Times*. Retrieved from www.nytimes.com.