

APA Documentation, 6th Edition

American Psychological Association (APA) style is often used in the social sciences, including government, psychology, sociology, and education. Remember: this handout is a partial representation of certain aspects of APA style; for more APA help, consult the *Publication Manual of the American Psychological Association*, sixth edition (2009) or the Purdue OWL website.

Principles & Strategies of APA Style:

- Emphasizes the date of publication
- Always include the date when mentioning an author's name
- Cite paraphrases, summaries, & quotations
- Each time you cite a source, include both a parenthetical reference and a reference entry.

Editing Techniques:

- Documentation is all about creating good habits and being consistent.
- Try formatting the same element in each citation before moving on to a different element (i.e. format all author names first, then format all titles, etc.).
- Create a template for yourself to help you remember citation patterns

Miscellaneous Tips:

- Ask your professor:
 - What aspects of APA matter most to them? For example, are they okay with URLs that can be accessed by DU members only or do they prefer stable links?
 - Do they want a title page and an abstract?
- Click on any URLs in your references to make sure they're accessible

Step 1: In-Text Citations (Parenthetical Citations)

Basic Rule: Place a citation in parentheses at the end of each sentence that includes any borrowed information that is not common knowledge.

The sentence and citation are a single unit; the parenthetical citation is part of your sentence. This is why the punctuation comes after the citation. This is also why you should include the author's name in the sentence or in the citation but not both. *Note:* the date comes after the name.

- **Quote or Paraphrase:** According to psychologist **Jonathan Smith (2001)**, "parents of adolescents have forgotten the difficulties of being a teenager and thus are unlikely to empathize with the trials and tribulations of high school life" (p.32).
- **Summary:** Psychologist **Jonathan Smith (2001)** has conducted extensive research on the inability of parents of adolescent children to empathize with the difficulties of high school life.

For paraphrases and summaries, include the author(s) last name(s), publication year, and page number(s). For summaries, include the author(s) last name(s) and publication year.

- **Quote or Paraphrase:** All too often, “parents of adolescents have forgotten the difficulties of being a teenager and thus are unlikely to empathize with the trials and tribulations of high school life” **(Smith, 2000, p. 32)**.
- **Summary:** Extensive research has been conducted on the inability of parents of adolescent children to empathize with the difficulties of high school life **(Smith, 2000)**.

Related Rules:

- 2 authors, use both names: **(Walker & Allen, 2004)**
- 3-5 authors, use all names first time, then abbreviate to first name and “et al.”:
 - **(Walker, Allen, & Soo, 2004)** → **(Walker et al., 2014)**
- 6+ authors, use first name and “et al.” **(Wasserstein et al., 2005)**.
- Authors can be groups: **(Centers for Disease Control and Prevention [CDC], 2016)** → **(CDC, 2016)**.
 - Note: Spell out first time with abbreviation in brackets. Then use abbreviate in subsequent citations.
- No author? Use title: **(“Foodborne Outbreaks,” 2016, p. 31)**.
- No page number? Leave blank or use paragraph numbers: **(CDC, 2016, para. 3)**.

Step 2: Reference List Page

At the end of the paper, add a separate page entitled “References” where you list publication information about each source cited in your text.

Formatting the Page

- List entries alphabetically
- Double space
- Use hanging indent (see example page). The beginning of each citation should be even with the left margin, and each additional line should be indented by ½ inch. In Word: “Paragraph” → “Line Spacing Options” → “Indentation” → “Special” → “Hanging”

Formatting the References

Element	Rule	Example
Name Format	Give full last name, then use only the initials of the first and middle names. Separate with commas and use the ampersand (&).	<ul style="list-style-type: none"> Shotton, M. A., O'Neill, K., & Schiraldi, G. R.
Names, 8+ authors	For 8 or more authors, list the first 6 names followed by three ellipsis points and the last author's name.	<ul style="list-style-type: none"> Matthews, A. B., Sughai, C., Plathe, X., McKennon, L. K., Denn, M. A., Jones, T. I., . . . Lucas, T. S.
Title Punctuation	Major Works: Italicize title. Other Works: Do not italicize title.	<ul style="list-style-type: none"> <i>Books, magazines, journals, and websites</i> Articles, chapters, and webpage
Title Capitalization	Journal/Periodical: Capitalize first, last, and all major words. Other Titles: Capitalize proper nouns, first word of title, and first word of subtitle.	<ul style="list-style-type: none"> Journal: <i>The New England Journal of Medicine</i> Book: <i>Making the library accessible for all: A practical guide for librarians</i> Article: Comparisons of interventions for women experiencing body image problems in England
DOI (digital object identification)	Always include if available	<ul style="list-style-type: none"> doi:10.1037/10762-000
URL (web address)	Include if it's a stable link to the resource. If not, use web address for journal or book publisher.	<ul style="list-style-type: none"> Stable Link: http://www.cdc.gov/features/leadpoisoning/index.html Publisher Link: http://onlinelibrary.wiley.com/
Retrieval Date	Include a retrieval date if the webpage might change over time	<ul style="list-style-type: none"> Retrieved October 25, 2016
Editor(s)	If referencing a whole edited book, use editor(s) name(s) in the author place with (Ed.) or (Eds.). If referencing a work within an edited book, put the editor's name with (Ed.) after the word "In" after the section title.	<ul style="list-style-type: none"> Bulatao, E. (Ed.). (2014). <i>Example title</i>. . . Jones, S. (2013). Sample article. In E. Bulatao (Ed.), <i>Example title</i>. . .
Place of publication	Only use city if it's well-known. If it's a lesser-known place, include city and state abbreviation.	<ul style="list-style-type: none"> New York: Publisher Name. Helena, MT: Publisher Name.
Journal Volume/Issue Number	Volume number is italicized. Issue number is put in parentheses directly after and is not italicized.	<ul style="list-style-type: none"> <i>47</i>(3)
Page Numbers	Include page range.	<ul style="list-style-type: none"> 115-134

[Note: “Running head:” on first page only. Abbreviate long titles to 12 words or less. Use all caps.]

Title of Paper in Upper Half of Page:

Centered & Double Spaced

Your Name Here

Institutional Affiliation Here (DU)

Author Note

Check with your professor if you should include an author note. Info that could be included: Course name and section, professor name, and due date.

Title of Paper in Centered with Major Words Capitalized

Then you can start right in on your introduction

.....

.....

.....

.....

..... Etc.

Headings

Headings are often used in APA to indicate different sections within the paper: for example, “Methodology,” “Results,” etc. APA provides the following five levels:

Heading Level	Format
1.	Centered, Bold, Capitalize Major Words
2.	Even to Left, Bold, Capitalize Major Words
3.	Indented, bold, do not capitalize words, and end with a period.
4.	<i>Indented, bold, italicized, do not capitalize words, and end with a period.</i>
5.	<i>Indented, italicized, do not capitalize words, and end with a period.</i>