Faculty of Arts and Social Sciences

APA (American Psychological Association) Style Guide

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<tr>
<td>Dr Lesley Ljungdahl</td>
<td>March 2007</td>
</tr>
<tr>
<td>(Faculty of Education, Kuring-gai Campus)</td>
<td></td>
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</tbody>
</table>
1. APA Style Guide

The APA style (with its ‘rules’ for referencing) is described in the *Publication Manual of the American Psychological Association*, 5th edition.

Also check these websites:

http://www.apastyle.org  www.bell.uts.edu.au

**Why have a style guide?**

Editorial style refers to the guidelines used to ensure clear and consistent presentation of material in a manuscript such as the citation of references. Referencing is necessary to avoid plagiarism and to enable readers to follow-up and read the original citation in full. There are various style guides which try to guarantee consistency in the presentation of written assignments. You may think it illogical at times and difficult to use but it is better than an idiosyncratic attempt which will differ from student to student. You may prefer other guides (a favourite of mine is the AGPS, *the Australian Government Style Manual*) but the APA (*American Psychological Association*) is the choice of the Faculty of Education (Kuring-gai Campus) and it is the one you should currently use.

**Preparing an article/assignment**

*Typeface* e.g. 12 point Times Roman or 12 point Courier.

*Double-spacing* between all lines of the manuscript. Some lecturers may ask for 1.5.

*Margins*, e.g. of uniform size of at least 2.54 cm at the top, bottom, left, and right of every page.

*Page numbers* are arranged consecutively, numbered in the top, right-hand edge of the paper.

**Abbreviations:**

cf.       compare
chap.     chapter
e.g.      for example
et al.    et alia (Latin for ’and others’)
ed.       edition
Ed. (Eds.) Editor (Editors)
etc.      and so forth
i.e.      that is
p. (pp.)  page (pages)
rev.      revised
viz.      namely

Quick reference guide
<table>
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<tr>
<th>Reference citation in text</th>
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<tbody>
<tr>
<td><strong>Book</strong></td>
</tr>
<tr>
<td>She stated, “the ‘placebo effect’...disappeared when behaviours were studied in this manner” (Miele, 1993, p.276). OR Miele (1993, p. 276) claimed that...</td>
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<tr>
<td><strong>Book chapter</strong></td>
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<tr>
<td>“What children crave is freedom to carry out their own experiments and draw their own conclusions” (Stern, 2005, p. 479).</td>
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<tr>
<td><strong>Print journal</strong></td>
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<tr>
<td>As mentioned in Ljungdahl (2002)...</td>
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<tr>
<td><strong>Electronic media</strong></td>
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<tr>
<td><strong>Internet article based on a journal print source</strong></td>
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<tr>
<td>Stuart (1999) emphasises the importance of.....</td>
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**Reference List**


2. Reference citations in text (in-text referencing)

Document and acknowledge your sources of information and ideas by author-date and page citation. You must reference both direct quotations and any ideas you have paraphrased. The reference identifies the source so a reader can locate it in the Reference List at the end of the article. Sufficient information is given to allow the reader to verify the information, or to retrieve the original reference, if desired. If quoting directly, cite specific parts of a source to enable the reader to find the source easily (e.g. page, paragraph, chapter, table): (Anstey & Bull, 2004), p.175; Durrell, 1989, chap. 3).

**Direct quotation of a source**
Use author, year, date and specific page citation in the text. Quotations are enclosed by double quotation marks:

Examples from the *Publication Manual of the American Psychological Association*, 5th edn.

*Quotation 1: Note use of double and single quotations*

She stated, “the ‘placebo effect’…disappeared when behaviours were studied in this manner” (Miele, 1993, p.276), but she did not clarify which behaviours were studied.

Use 3 spaced ellipsis point (…) within a sentence to indicate omitted material. Use 4 point to indicate omission between 2 sentences.

*Quotation 2: [square brackets indicate your own words]*

Miele (1993) found that “the ‘placebo effect’ which had been verified in previous studies, disappeared when [only the first group’s] behaviours were studied in this manner” (p.276).

**Long or block quotation** are indented. Example of indented quotation of more than 40 words, 5 spaces from the left margin with no quotation marks.

Miele (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviours were studied in this manner. Furthermore, the behaviours were never exhibited again [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g. Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276).
**Reference Citations in Text**

Authors, one and more Authors  
with multiple articles  
Citation of more than one source  
Citing a secondary source  
Chapter in an edited book  
Anonymous works  
Newspapers  
Personal communication  
Electronic journals.  
Web sites

<table>
<thead>
<tr>
<th><strong>AUTHORS, ONE AND MORE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by a single author. You do not need to repeat the year in subsequent references if the work cannot be confused with other articles.</td>
</tr>
</tbody>
</table>

The theory was first stated in 2003 *(Sidney, 2004)*.  
OR  
Sidney *(2004)* was the first to state the theory.

<table>
<thead>
<tr>
<th><strong>One work with two or three authors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cite both authors every time the reference occurs.</td>
</tr>
</tbody>
</table>

*It is futile to maintain that the sexes are interchangeable* *(Moir & Jessel, 1991)*.  
OR  
Moir and Jessel *(1991)* claimed that it is futile to maintain that the sexes are interchangeable.

<table>
<thead>
<tr>
<th><strong>One work with more than three authors.</strong></th>
</tr>
</thead>
</table>
| *Winch, Johnston, Holiday, March, Ljungdahl (2006)* found  
[Cite all authors the first time the reference occurs]  

*Winch et al. (2006) OR (Winch, et al., 2006)*  
[Cite the name of the first author followed by et al. and the year as subsequent first citation per paragraph thereafter.]  

*Winch et al. found*  
[Omit year from subsequent citations after first citation within a paragraph.]

<table>
<thead>
<tr>
<th><strong>AUTHORS WITH MULTIPLE ARTICLES or books published in the same year</strong></th>
</tr>
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<tbody>
<tr>
<td>Distinguish the publications from each other by adding a,b,c etc. after the author's name.</td>
</tr>
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</table>

*(Dickinson, 1990a) OR (Dickinson, 1990b)*
• CITATION OF MORE THAN ONE SOURCE
Separate the entries by using semi-colons.

Various authors have looked at the notion of organizational leadership (Ashworth, 1985; Macleod-Clark, 1984; Wills, 1981).

CITING A SECONDARY SOURCE
When you refer to work of authors who have been cited in the work of another and you have not read the original you should reference the secondary source not the original.

Kluckhohn and Strodtbeck note that in some societies humans are seen as basically evil (Schein, 1997, p.20).

Citation of a work discussed in a secondary source
Seidenberrg and McClelland’s study (as cited in Coltheart, Curtis, Atkins & Haller, 1993)

• CHAPTER IN AN EDITED BOOK, AN ARTICLE OR A PAPER
Cite the authors of the article or chapter (not the editor, unless the work is that of the editor) and the year.

(Ross, 1999)

ANONYMOUS WORKS
When a work's author is designated as Anonymous, cite in text the word Anonymous followed by comma and the date. Use title in italics and year if there is no author.

(Anonymous, 2004)

(Maximum Linux Security 1999)

NEWSPAPERS
Cite as you would a journal article.

(Macklin, 2001)

If there is no author provide title of newspaper, day month year of publication and page number.


PERSONAL COMMUNICATION
This could include letters, interviews, telephone conversations and emails. These communications do not provide data to which others may refer and are therefore not included in the reference list. Give initials, family name and exact date. Follow this example for in text referencing:

M. V. Jones (personal communication, May 6, 2003) believes that “…”
ELECTRONIC JOURNALS, WEB SITES

Citing electronic journals, web pages or web sites follows the same principles as for books i.e. providing the name and/or address of the source. However Internet documents often do not contain page numbers. In this instance, use the paragraph number, preceded by the paragraph symbol or the abbreviation para. For electronic sources that do not provide page numbers and where neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material. Include the date the information was retrieved.

(Myers, 2000, para. 5)

(Beutler, 2000, Conclusion section, para.1)

If the author's name is unknown, cite the web site URL.

http://www.hoopers.com/financial.plan

To cite a homepage give the address of the site and the year of the last update.

http://www.motherjones.com/(2002)

3. Reference List

A Reference List should always accompany an assignment. All in-text references must be included in a single list of references at the end of your assignment. The list must be arranged by the author's family name in alphabetical order. There must be an agreement of texts cited and the Reference List.

In contrast, a Bibliography is a list of sources not necessarily referred to in the text but which might have been used as background material. Your Subject Outlines should specify whether to include a Reference List or a Bibliography in your assignments.

A Reference List must provide details that enable the reader to locate each source. For books, these details are Author, Year of Publication, Title, Edition (if relevant), Place of Publication and Publisher.

Reference List – answers to 10 frequently asked questions (FAQ)

1. Begin the Reference List on a new page titled Reference List
2. Arrange items alphabetically by author, interfiling books, articles, websites etc.
3. Singlespace (preferably) or doublespace all lines and leave a line in between each reference for final copy
4. Indent the second and following lines 5 to 7 spaces or one half inch. Indentation of second and subsequent lines highlights the author(s). In single spacing, when an entry
exceeds one line, a hanging indent (commonly a tab space) is used in the following line to separate the entries.
5. Use only the initials of the authors' first (and middle) names.
6. If no author is given, start with the title and then the date.
7. Article titles and book titles: capitalize only the first word of the title and subtitle, or any proper nouns. (Capitalize all significant words of periodical titles.)
8. Punctuation, including spacing, brackets, colons, capitalisation and italics must be used consistently. Finish with a full-stop/period.
9. Websites: if the date the page was created is not given, use (n.d.).
10. If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself.

BOOK

author publication date


TITLE publisher’s city: name of publisher

JOURNAL ARTICLE

author publication date title


journal title volume no. in italics and (issue number) page numbers

ELECTRONIC COPY OF A JOURNAL ARTICLE, THREE TO FIVE AUTHORS, RETRIEVED FROM A DATABASE


date of retrieval proper name of the database
Reference List

Books Edited
book Book
chapters Book
review Journal
articles
Newspaper articles
Conference paper
Electronic journals
Web Sites or Web documents

BOOKS  One Author
Author's family name. Initials of given name(s). (year of publication). Title (edition). Place of Publication: Publisher.


BOOKS  Two or more Authors
Name of author(s). (year of publication). Title (edition). Place of Publication: Publisher.

Note that upper and lower cases follow the standard usage for prose writing, with the exception of the sub-title where a capital letter always follows the use of a colon.


EDITED BOOK
Name of author(s). (Ed.) or (Eds). *Book Title*. Place of Publication: Publisher.


BOOK CHAPTERS
Name of contributing author(s), (year of publication), title of chapter/paper, initials of given name(s), surname of editor(s) (Ed.) or (Eds). *Title of Book* (page numbers). Place of Publication: Publisher.

Leap, N. (2000). The less we do the more we give. In M. Kirkham (Ed.), *The midwife-mother relationship* (pp. 1-9). London: Macmillan.
**BOOK REVIEW**
If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.

Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).


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**JOURNAL ARTICLES from a printed journal**
Author surname, Initials of given name(s). (year of publication). Title of article. *Title of Journal*, volume number (edition number), page numbers (inclusive).

The periodical title is given in full, in uppercase and lowercase letters in italics.


*Magazine:*

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**ELECTRONIC JOURNALS**

**Journal article from an electronic journal**
Name of author(s). (Year). Title of article. *Title of Journal*, volume number (edition number), page numbers (inclusive). Retrieved month day, year, from source.

For exact electronic copies
Many of the journal articles you find on the Internet are the exact copies of the print version. You need to identify that the electronic version was used.


For electronic articles (not exact copies)
Online articles can differ from the print version. Commonly, for example, page numbers are missing. In these cases you will need to add the URL and the date the article was retrieved.

ELECTRONIC JOURNALS

Full text journal from an electronic database
If the article was obtained from a database, add a retrieval statement that includes the date of retrieval and the proper name of the database.


NEWSPAPER ARTICLES

For newspaper articles in print: Name of author(s). (year, date of publication). Title of article. Name of Newspaper, page number(s).


For a newspaper article from a full text database, you need to include the date you retrieved the article and the name of the database.


For newspaper articles sourced from the publisher's web page, you need to include the date retrieved and the URL path.


CONFERENCE PAPER

Author surname, Initials of given name(s). (year, month). Title of paper. Title of conference. Name of organisation, Place.


WEB SITES OR WEB DOCUMENTS

Name of author(s). (Year). Title of article. Title of Work. Retrieved from source: month, day, year. For an undated document, use n.d. abbreviation for no date.


Reference List


