

Reference Formats and Examples

Basic format for journal

Authors' last names, initials. (Year of publication). Title of article. *Title of Periodical, volume number*(issue number), page numbers.

Murray, R., & Jones, J. (1982). Mating behavior of squirrels on the capitol mall. *Journal of Squirrel Psychology*, 2(3), 123-128.

Basic format for book

Authors' last names, initials. (Year of Publication). *Title of book* (edition if relevant). Location: Publisher.

Jackson, J. K., & Jackson, J. J. (1952). *The effects of birth order on career selection* (3rd ed.). Green Bay, WI: Green Bay Press.

Basic format for chapter from edited book

Authors' last names, initials. (Year of publication). Title of chapter. In Initials. Editors' last names (Ed. or Eds.), *Title of book* (pp. page numbers). Location: Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Order of listing

Entries should be listed alphabetically according to the surname of the first author and if same author has more than one entry, by date of publication with the earliest entry first. Single authors precede multiple authors beginning with the same author. If more than six authors, list the first six and then follow with et al. for the remainder of the authors. If more that one first author entry with multiple authors, alphabetize by first author, then second author and so on....

for example:

Albert, A. B. (1982)....

Albert, A. B. (1983)....

Albert, A. B., & Allen, B. C. (1980)....

Albert, A. B., & Brown, C. D. (1979)....

Albert, A. B., & Brown, C. D. (1980)....

HELPFUL REMINDERS

Always include the journal issue number

Double space **ALL** lines

Tab/indent first line 5-7 spaces

Space once after **ALL** punctuation (*see exception)

Give book publisher's state in PO abbreviations

Do not use "and" but use "&" before last author

Popular magazines are cited differently than journals. (See p. 241, APA)

*Do NOT space after initial period in abbreviations (e.g., a.m., i.e.)

ALWAYS abbreviate first and middle names

List order of authors as listed on title page

(Don't alphabetize order)

Omit "Publishers", "Co.", "Inc." but include Books or Press

Capitalize only first word in article/book title, proper names, or after :

Drop the "The" at the beginning of any journal titles when referencing

Cities not needing PO Abbreviation: *Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, Milan, Moscow, Paris, Rome, London, Tokyo, Stockholm, Vienna*

Rev. Fall '08

Citing Electronic Sources (APA style)(Rev. Fall '08)

- ◆ The goal of citing is to communicate the author and source of material to others, so they may access the same material.
- ◆ The basic components and form of cited material should include (insofar as it is possible) the title of document or description, the author, date of posting/revision or date of retrieval, and where to access the information (URL address)
Wozniak, R.H. (1996, September 3). Mind and body: Rene Descartes to William James. Retrieved from <http://serendip.brynmawr.edu/Mind/Table.html>
- ◆ As in the above example, most online sources have a clear URL (Uniform Resource Locator) which contains the following four pieces of information protocol:// host name /path/ file
for example: **<http://serendip.brynmawr.edu/Mind/Table.html>**
Other types of protocols can be: https, gopher, ftp, telnet, and news.
- ◆ **Author** of article may be hard to find. Typically it is after the title of the article, however it may be in the header, footer or at the end of the article(as in the case with many encyclopedia entries). Do not confuse the author of the article with the author of the webpage where the article may be found.
- ◆ If the author cannot be identified, use the title in the first position followed by the date. Make sure that the author is truly not given, otherwise the **author could be considered a group** (corporations, associations, government agencies), and therefore that name is treated as the author.
- ◆ Likewise, the **publisher and copyright date** information may be hard to find (Especially with CD-ROMs and online encyclopedias). Sometimes on the "search" page there is a button that says "About source". Click that and it will likely give you more bibliographic information.
- ◆ If **no date** is available, end citation with Retrieved month day, year, from... and put (n.d.). following the author.
Jones, J. (n.d.). Where do we go from here? Referencing on the internet. Retrieved March 3, 2000 from <http://worldnet.edu/Internet/question.html>
- ◆ If electronic address goes beyond the line, divide it at a logical place (after **backslash, period or hyphen**).
- ◆ Do not end URL with a period since it can throw off retrieval.
- ◆ In general, electronic citation style follows the *APA Manual* (italicizing, author order, spacing, etc.).
- ◆ Retrieval date is only necessary if the content you are citing is likely to be changed or updated. No need to include retrieval date on most juried journals/articles or electronic books.
- ◆ More recent electronic journal articles include the article's Digital Object Identifier (DOI). When available, use the DOI instead of the URL as directed above (2nd bullet point). When copying the DOI, it is best to cut and paste it directly from the online source page to your reference page. (Of course, use consistent font)

EXAMPLES

There are numerous types of electronic sources, however, the most reliable and valid are sources from academic journals, either duplicated from print journals or online journals, or sources which are associated with a credible organization (University website, professional institute/organization). Every credible source should at least have an author or organization identified as its creator. Only three types of references are given here. Others formats should be consulted on pages 271-281 of the *APA Manual or in the APA Electronic references supplement*. Examples below are single spaced. Typically, all references should be double-spaced.

Article with a DOI assigned

Author. (Date). Title. *Journal*, volume(issue), page numbers. doi:

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482

Article without a DOI assigned

Author. (Date). Title. *Journal*, volume(issue), page numbers. Retrieved from URL or Database Name

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediated 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/article/view/71/100>

Non-journal article from a website

Author. (Date). Title. Retrieved month day, year, from host organization (if relevant): URL address

Wozniak, R. H. (1996, September 3). Mind and body: Rene Descartes to William James. Retrieved September 4, 2001, from Bryn Mawr College Serendip Web site: <http://serendip.brynmawr.edu/Mind/Table.html>

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

Guidelines for Writing Papers APA Style

Citations in Text

- * Ideas that are not your own should be credited to the original source author (s). Likewise, having cited them in the text, you should also have a citation for it on your reference page. Do not put a source in your references unless you have also cited it in the text, and visa versa (do not cite in the text unless you have the source in your references). The style used by the APA is called the "author-date" method of citation--the last name of the author(s) and the year of publication are inserted at the appropriate place:
Smith and Jones (1989) found that students with high anxiety remembered fewer words than those who had low anxiety.
Studies have shown that amount of sleep before a major test strongly influences alertness and performance on multiple choice tests. (Edgar, 1994; Wright & Peters, 1989) (use the ampersand "&" to join authors within parentheses)
- * When there are only two authors, always cite them together in the text, but when there are three to five authors cite all the authors the first time and thereafter use just the first author followed by "et al." If there are six or more authors, only cite the first author followed by "et al." the first time and thereafter:
Reed, Black, Hays, Adams, and Williams (1995) investigated.... (first time in text)
Reed et al. (1995) also discovered.... (after first citation in following paragraphs)
- * If one paragraph is devoted to discussing one source, then you only need to mention the authorship date once for the whole paragraph.
- * Multiple references within parentheses should be alphabetized by first author's last name.

Use of Numbers

- * Any number 10 and above should be expressed with figures and use the number spelled out below 10 (one, two, etc.). Any number which is paired with a number 10 or above and part of the same category of reference should also be expressed with figures:
Of the 12 trials, 2 were practice trials the 1st and the 12th items of all 15 lists
- * Any number which precedes a unit of measurement should be expressed with a figure.
5-mg dose 9 cm of string
- * Numbers that represent time, dates, ages, specific numbers of participants in an experiment, scores, points on a scales, and numbers as numbers should be expressed with figures.
3 years 4 weeks 2 hr 15 min at 4:50 a.m. 5-year-olds 3 participants 2 on a 7-point scale the numerals on the survey were 1-5
- * Any number which begins a sentence should be written out (try to avoid if possible).
Forty-three students participated.

Format

Typically a serif (**F**) rather than sans serif (**F**) font is preferred. Size should be 12 point. The entire paper should be double-spaced, never single-, nor quadruple-spaced. Page numbering should go in the upper right hand corner preceded (unless deemed unnecessary) by a page header. Margins should be uniform and at least 1 in. all around. **Space once after all punctuation**--commas, colons, semicolons; punctuation at the end of a sentence; periods which separate parts of a reference citation; the periods of the initials in personal names. Do not space after internal periods in abbreviations (e.g. a.m., U.S., i.e.). All units of measure, when associated with a numeric value should be abbreviated, yet **not** with a period following the abbreviation, unless it is at the end of a sentence or the abbreviation for inch (in.).

meter-m centimeter-cm liter-L foot-ft millimeter-mm second-sec minute-min

Inclusive Language

The goal of inclusive language is to be precise, accurate and unbiased in communication. The APA manual devotes 15 pages to this issue, including three guidelines and five sensitive categories. Briefly the guidelines express 1) Describe at the appropriate level of specificity 2) Be sensitive to labels 3) Acknowledge participation by using more descriptive terms than the impersonal term "subject" (e.g.

participant, individual, student, children, respondent). The categories requiring specific attention are gender, sexual orientation, racial and ethnic identity, disabilities, and age. The most common usage issue is use of alternatives to the generic "he" (for other categories mentioned above refer to the APA manual, 2.12-2.17):

Rephrasing: "When an individual....., he is a much stronger person" to "...that person is much stronger."

Using plural nouns/pronouns: "A therapist may be too much like his client" to "Therapists may be too much like their clients."

Replacing pronoun with an article: "A researcher must apply for his grant..." to "A researcherthe grant."

Replacing he with he or she, or she or he should be done sparingly to avoid monotony. He/she or (s)he should not be used; likewise, alternating between he and she should not be used.

Quotations

Quotations should be used sparingly, when the information cannot be better paraphrased or articulated in the writer's own words. Quotations fewer than 40 words should be enclosed in quotation marks. When greater than 40 words it should begin a new line, indented in block quotation form, and still be double spaced. Quotation marks should follow the text immediately with the page numbered and/or the citation in parentheses outside of the quotation marks yet before the period.

Marshall (1985) concluded "that participants preferred taking the 'sure thing' in contrast to even moderate risk" (p. 145).

Headings

Headings may be helpful in making transitions and in clarifying sections in long papers. In full scale experimental research reports, APA guidelines are more specific and explicit. Otherwise, two levels of headings are appropriate. Large sections should be set apart by headings centered, not underlined, but in upper-and lowercase letters. The second set of headings should go within large sections, flush-left, underlined and in upper and lower case:

Schizophrenia Among Adolescents

Genetic Influences

The genetic influences of adolescent schizophrenia.....

Headings should never end a page without text following on the page. If a page ends in a heading, double-space until it goes to the top of the next page.

Information in this sheet reflects the basic standards taken from: American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Rev. Fall '08

Sample References

- Barnes, G., Farrell, M., & Cairns, A. (1986). Parental socialization factors and adolescent drinking behaviors. *Journal of Marriage and the Family*, *11*(8), 399-410.
- Black, C. (1982). *It will never happen to me!* Denver, CO: Miller, Allen and Cobb.
- Finney, J., Moos, R., & Gamble, W. (1983). A conceptual model of the functioning of married persons with impaired partners: Spouses of alcoholic patients. *Journal of Marriage and the Family*, *45*(1), 23-34.
- Frankenstein, W., Sullivan, R., & Cocci, K. (1985). Asymmetry of influence in alcoholics' marital communication: Alcohol's effects on interaction dominance. *Journal of Marital and Family Therapy*, *11*(7), 250-267.
- German, A. S., & Knickers, D. P. (1981). Family therapy outcome research: Knowns and unknowns. In A. S. German, & D. P. Knickers (Eds.), *Handbook of family therapy* (pp. 742-775). New York: Brunner/Mazel.
- Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, *76*(4), 482-488. doi: 10.1037/0002-9432.76.4.482
- Wood, B. (1987). *Children of alcoholism: The struggle for self and intimacy in adult life*. New York: New York University Press.
- Wozniak, R. H. (1996, September 3). Mind and body: Rene Descartes to William James. Retrieved September 4, 2001, from Bryn Mawr College Serendip Web site <http://serendip.brynmawr.edu/Mind/Table.html>