APA Basics:
In-text Citations & References Page

Deborah Schaeffer, January 2013
Agenda for Today

• Introduction to APA (American Psychological Association Style)
• Identifying and collecting information for citations
• Learn to correctly cite in the text and in the References page
• Troubleshoot problems with formatting issues
Why Cite a Source

• Refer reader back to the original source used
• Give key background information and data
• Document facts presented
• Support research statement
• Avoid plagiarism
  – Check out Rutgers University’s tutorial
    http://library.camden.rutgers.edu/Educational Module/Plagiarism/
APA Rules Caveat

- Not Always Prescriptive
- Can Be Ambiguous
- Always Room for Interpretation
- May Have to Adapt Examples Given to Fit Your Situation
- REMEMBER: FINAL WORD IS YOUR PROFESSOR, WHO ASSIGNS GRADES
General Guidelines for In-Text Citations

• Footnotes are not used for citations in APA
• Citation includes just enough information to refer your reader to your References page for complete information
• Number of authors of a work varies the format
General Guidelines for In-Text Citations – Con’t

• Citation of an author implies you have actually read the work
• All material cited in the text must be listed in the reference list
• All citations listed in the reference list are actually cited in the text
  • Do not include background reading
What Does a Citation Include?

- Paraphrasing - Indirect Quotation
  - Author(s)
  - Year of Publication
  - Can add page number for emphasis, not required

- Direct Quotation – Word-for-Word
  - Author(s)
  - Year of Publication
  - Page Number Location of Quotation, is required
What is Paraphrasing?

• Restating a passage from a source in your own words
• Expressing essential information and ideas from someone else’s writing
• Providing more details than a summary, which focuses on one main idea
Why Paraphrase?

- Makes you focus on the meaning of what you grasped from the original source
- Reduces use of too many direct quotes

Note: According to writing experts, a well-written paper contains only about 10% of directly quoted material

For more assistance, check out OWL at Purdue
http://owl.english.purdue.edu/
Paraphrasing - Indirect Quote

Parenthetical Citation- Sample – One Author
• Native American and Native Canadian students failed to make a successful transition from high school to college (Kanu, 2006).

Author As Part of the Narrative – Sample – One Author
• Kanu (2006) noted that Native American and Canadian Native students do not successfully transition from high school to college.
Citation and the Date

- Always add the date to the parenthetical citations
  - Examples: (Cain & Abel, 2009) or (Smith, Jones, & Green, 1999) or (Brown, 2007)
- With the authors in the narrative style, date can be omitted after the first use in the same paragraph
Paraphrasing - Indirect Quote

Parenthetical Citation - Sample – Two Authors

• Daughters are the most likely family member to care for aging parents (Qualls & Roberto, 2006).

Author As Part of the Narrative – Sample – Two Authors

• Qualls and Roberto (2006) identified daughters as the most likely family member to care for aging parents.
Paraphrasing - Indirect Quote

Citing Three to Five Authors

• *First time cited* - List all authors by last name with the date

• *Sample #1:* The study focused on grandmothers in the African American ... (Watson, Randolph, & Lyons, 2006).

• *Sample #2:* Watson, Randolph, and Lyons (2006) focused on African-American grandmothers in their study ...
Paraphrasing - Indirect Quote

Citing Three to Five Authors – con’t

• *In subsequent paragraphs* - Use first author’s last name with *et al.* and date as first citation in paragraph

• *Sample #1:* The results of the study concluded … (Watson et al., 2006)

• *Sample #2:* Watson et al. (2006) concluded that programs …
Paraphrasing - Indirect Quote

Citing Three to Five Authors con’t

• *If using source again in the same paragraph* - Use first author, *et al.* and no date for the narrative style.
• Always include the date within the parenthetical citation.

• *Sample #1:* Grandmothers are the key to health education … *(Watson et al., 2006).*
• *Sample #2:* Watson et al. further discovered that grandmothers …
Paraphrasing - Indirect Quote

Citing Six or More Authors

• Never list all of the authors in the in-text citation
• Use last name of the first author with *et al.* throughout paper
• Include the date in each citation for the first and subsequent citations in each paragraph
Citing Sources w/o Authors

Use the first few words of the title in place of an author and add the year, if available

- The pharmacy staff now are able to electronically program MedStation with the patient’s daily dosage (*New Technology Benefits*, 2005)

[Note: Italicize title of book or report. Put quotes around the title of an article, chapter, or webpage.]
Citing Two or More Works within the Same Parentheses

- Place the citations of two or more works within the same parentheses in alphabetical order by the last name of the first author in each of the works

- Sample: Several research studies (Kanu, 2006; *New Technology Benefits*, 2005; Qualls & Roberto, 2006; Watson et al., 2006) reported that the results revealed
Direct Quotations – Word-for-Word

- Always double check the source to ensure that the quote is accurate.
- Always provide the last name(s) of the author(s), year and specific page where quote is located in original source.
- Fewer than 40 words – Incorporate within text using quotation marks.
- More than 40 words – Use indented block of text and no quotation marks.
Direct Quotations – Word-for-Word con’t

Sample Quotes:

Direct Quotation with Parenthetical Citation
• Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould, 1989, p. 14).

Direct Quotation Using Narrative Style
• In his analysis of the texts, Gould (1989) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological” (p. 14).
Many electronic sources are not available in PDF format and do not have page numbers.

Use paragraph numbers if available.

If no paragraph numbers are provided, cite the section heading and count the paragraphs.
Direct Quote & No Page Numbers

Sample:

“Sometimes the APA publication manual does not answer all of your questions on style. One may have to use their best judgment in defining the proper manner of citing” (Schaeffer, 2008, Conclusion section, para. 2).
Special Case - Citing Secondary Sources

• Secondary sources discuss another person’s work. (Examples include literature review articles or chapters in books, etc.)
• APA advises to use them sparingly
• Some areas of study normally do not allow secondary sources to be used in research papers. It is expected that the student will locate and utilize the primary source.
• When in doubt, ask your professor!
Secondary Source Example

• Authors Lum and Lu discussed in a book chapter a study done in 2002 by Organista, Manzo, and Wong.

• You paraphrase statements from this discussion. Would you cite Lum and Lu or the study by Organista and the others?
• Multivariate analysis of clinicians revealed differences in competency based on ethnicity (Organista, Manzo, & Wong, as cited in Lum & Lu, 2003).

• Organista, Manzo, and Wong (as cited in Lum & Lu, 2003) used multivariate analysis of Latino and non-Latino clinicians in their comparative study of competency.
APA Style General Style

- Course papers use 1 inch margins on all sides.
- Bold and underline are NOT used in citations; Italics are
- All parts of the paper are double spaced
  - Including the References page
- Double space after periods at end of sentences in the text; Single space after punctuation in references on the References page
Why Cite a Source in the References Page

• Cited within the text of the paper
  – Every reference in the text must be cited on the References Page
• Refer reader back to the original source used
  – Document facts presented
  – Support research statement
• Avoid plagiarism
Reference Page General Rules

• Starts on a new page called References
• Uses Hanging Indent format for all citations
• Citations are listed in alphabetical order by last name of first author of work
• Do not re-order authors listed. Use order given in work.
  – Do not include degrees or affiliations or titles
More Reference Page General Rules

• Authors are cited last name first with their initials
• List up to seven authors
• With eight or more authors list the first 6, use an ellipses (three spaced periods [. . . ] ), and then list the last author

Sample:
Common Mistakes

- **Books**: In U.S. need city with postal state abbreviation. Internationally, include city and country.
- **Journals**: Use of DOI or journal main page URL for identification rather than database name for journal articles found electronically.
  - Issue number used only when journal is not paged continuously within the volume.
- **Retrieval date** unnecessary unless information could change, such as in a wiki.
Common Mistakes

-Capitalization-

In the Titles of Articles, Books, and Web Reports and Other Documents:

- First Word of the Title and First word of the Subtitle
- All Proper Names
  - Geographic Locations – Mississippi River
  - Cultures and Races – Native Americans
  - Legislation – Affordable Care Act
Special Rules for Journal Articles

• When citing articles found in scholarly journals only use year in citations
  ▪ Do not use the month (June) nor the season (Summer)

• If publication is weekly, use full date year, month & day (2007, February 28) in the Reference page; only the year in the text
Special Rules for Journal Articles

- Always include the volume number
- Issue numbers are not necessary if the journal is paged continuously in the volume
- Issue numbers are needed for magazines since each issue normally starts on page 1
  - Some professional journals are paged this way and will need issue numbers in these cases
Search for Journal
Continuous Paging

Non-Continuous Paging
To Cite Full-Text Journal Articles from a Database Include:

- Name(s) of article’s author(s)
- Year of publication in parentheses
- Complete title of article
- Name of Journal in italics
- Volume number in italics
- Issue number in parentheses (if issue is paged individually). Use regular type, not italics
- Page number range
- DOI string assigned to article or journal main page URL if no DOI
What is a DOI?

- DOI = Digital Object Identifier
- Unique alphanumeric code assigned by journal publisher to article
- Will stay the same no matter the database in which article resides; a persistent link
- Some DOI are included in print version of article. Need to use the DOI only when citing electronic versions
- DOI can be searched at CrossRef.org Has more than 4,500 publishers & societies on board
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- DOI can be searched at CrossRef.org Has more than 4,500 publishers & societies on board
Cannot Locate the DOI!

- Do NOT Panic
- Some older articles will not have a DOI
- Some journal publishers are not yet using
- If no DOI, use the journal’s home page web address (aka URL). Perform a web search to locate the home page. Retrieval date is not necessary

Commeny:

Understanding the plight of foster youth and improving their educational opportunities

Andrea G. Zetlin and Lois A. Weinberg

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Received 13 February 2003; revised 21 February 2004; accepted 5 March 2004. Available online 17 September 2004.

Article Outline

Educational effects of abuse or neglect
Foster care placement and leaving school
Mobility effects on school performance
Foster youth with special needs
**The Personal Is Political: The Cuban Ethnic Electoral Policy Cycle**

**Personal Author:** Eckstein, Susan

**Journal Name:** Latin American Politics and Society

**Source:** Latin American Politics and Society v. 31 no. 1 (Spring 2009) p. 119-48

**Abstract:**
This article documents a U.S. Cuban foreign policy cycle that operated in tandem with the presidential electoral cycle between 1992 and 2004. During these post-Cold War years, when Cuba posed no threat to U.S. national security, influential, well-organized Cuban American leaders pursued political opportunities and votes to benefit the candidates of both parties, especially...
Latin American Politics and Society
Published on behalf of the Center for Latin American Studies at the University of Miami
Edited by:
William C. Smith

Book Review Editor:
Alfred P. Montero

ISI Journal Citation Reports® Ranking: 2008: 19/38 Area Studies; 36/55 International Relations; 64/99 Political Science
Impact Factor: 0.491

Latin American Politics and Society publishes the highest-quality original social science scholarship on Latin America. The Editorial Board, comprising leading U.S., Latin American, and European scholars, is dedicated to...

Web Sites

If you use a document of any type from a web site (report, article, fact sheet, etc.)...

You must cite it correctly in the list of references

Web documents are inconsistent with the citation elements
For Documents Used from a Website Include ---

- Author(s) of document (may not be a person)
- Year of publication in parentheses, if available. If no date use (n.d.)
- Complete title of document in italics
- Report number in parentheses, if given, in regular type
- Retrieval date is unnecessary unless the content may be changed, such as a wiki
- Identify the publisher (could be an organization) unless it’s also the author
- Full web address (aka URL)
This year’s America’s Children in Brief: Key National Indicators of Well-Being report continues the tradition of cooperation and commitment by agencies across the Federal Government to advance our understanding of children today and indicate what may be needed to bring them a better tomorrow. The Forum is already busy planning its next full report, scheduled for 2009.

Katherine K. Wallman, Chief Statistician, Office of Management and Budget

Each year since 1997, the Federal Interagency Forum on Child and Family Statistics has published a report on the well-being of children and families. This year, the Forum is publishing America’s Children in Brief, it will publish the more detailed report in 2009. The Forum updates all indicators and background data on its website (http://childstats.gov) every year.

The Forum fosters coordination and integration among 22 Federal agencies that produce or use statistical data on children and families. The America’s Children series provides an accessible compendium of indicators drawn from the most reliable official statistics across topics; it is designed to complement other more specialized, technical, or comprehensive reports produced by various Forum agencies.

The indicators and background measures presented in America’s Children in Brief all have been used in previous reports by the Forum. Indicators are chosen because they are easy to understand, are based on substantial research connecting them to child well-being; vary across important areas of children’s lives; are measured regularly so that they can be updated and show trends over time; and represent...

(Note: The Forum is both author and publisher in this example)

Adrian E. Raftery
University of Washington

Le Bao
University of Washington

Technical Report no. 560
Department of Statistics
University of Washington
Seattle, WA 98195-4322, USA.

August 15, 2009
Correct APA Format for Documents Found on Websites

For Books include the following information …

- Name(s) of authors or editors
- Year of publication in parentheses
- Complete title of book including subtitle, if given (both in italics)
- Edition (only if 2\textsuperscript{nd} ed. or later)
- Place of publication (city & state; if non-USA use city & country)
- Publisher’s name (without Co. or Inc.)
THE NON-DESIGNER’S DESIGN BOOK

SECOND EDITION

design
and
typographic
principles
for the
visual
novice

Robin Williams
Peachpit Press
Berkeley
California
The Non-Designer's Design Book
second edition
ROBIN WILLIAMS

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Peachpit Press
1249 Eighth Street
Berkeley, California 94710
800.283.9444
510.524.2178
510.524.2221 FAX

Editor: Nancy Davis
Cover design and production: John Tollett
Interior design: Robin Williams
Production: Laura Taylor and Robin Williams

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Correct APA Format for Book

For a Chapter in a Book Include …

• Name(s) of chapter’s author(s)
• Year of publication of the book in parentheses
• Complete title of chapter
• Name(s) of editor(s)
• Complete title of book including subtitle, if given (both in italics)
• Edition, if applicable with chapter’s pages in parentheses
• Place of publication
• Publisher’s name
Chapter Five


David H. Kaplan and Bessie House-Soremekun

Compared to several other populations, African Americans have lower rates of business ownership (Boyd 1990; Light and Gold 2000). This gap has been attributed to many factors, such as financial capital, education and training, and social capital (Light 1972; Fratoo 1998; Butler 1991; Bates 1997; House-Soremekun 2002b, 2002c). While all of these factors play a significant role, scholars have tended to neglect the immediate neighborhood environment in which Black businesses operate and how this may help or hinder their overall business success.

Of interest to this chapter is the issue of crime—both in regard to the reality and the perception of crime. Crime can affect businesses in several ways. First, it can result in damage or property loss to the business itself. Second, it can require increased overhead through expensive security measures and higher insurance rates. Third, it can deter people from shopping in an establishment. These factors and others can make the operation of a business in a high-crime neighborhood problematic (House-Soremekun 2002a). Therefore, geographic location, and the crime-related aspects attributed to particular locations, plays a substantive role in shaping the experiences of African American entrepreneurs.

This chapter explores the linkage between Black business success, crime rates, and perceptions of crime at the neighborhood level. We argue that business success must be understood contextually in relationship to the attributes of the neighborhoods within which they operate. Most Black businesses exist within a context of spatial segregation, and many operate within communities that are economically and socially challenged. We address the issue of how the neighborhood context, particularly in relation to crime, influences business success.
Landscapes of the Ethnic Economy

Edited by
David H. Kaplan and Wei Li
Format for a Chapter in a Book