

APA StyleGuide

*A Guide to Writing References
in the American Psychological
Association Style*

by Gerald Grow

Shareware, Version 2.0

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About the APA StyleGuide

This is a shareware guide to the method of citation and references used in the APA (American Psychological Association) stylebook (4th ed.). Written and produced by Gerald Grow. (See Credits for shareware terms.)

Note: the APA stylebook is not related in any way to the AP stylebook from the Associated Press—the standard reference for journalists. Don't confuse them. (They are confused enough already.)

If you are asked to use APA format, purchase a copy of *The Publication Manual of the American Psychological Association* (latest edition). Copies may also be found on the reference shelves of most libraries.

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Introduction

The APA style's method of handling references is detailed, wide-reaching, sophisticated, inflexible, and sometimes plainly weird.

Part of the reason is: A large variety of references must be accommodated with precision— books, articles, interviews, dissertations, government reports, on-line documents, videotapes, etc. etc.

But part of the reason is an unreasonable demand for meaningless consistency, coupled with some pure eccentricity on the part of the APA stylebook. The APA stylebook is rule-heavy, punctuation-drunk, unforgiving, and it omits nearly every opportunity to provide large, flexible rules that enable you to generate a wide variety of references.

The APA style cuts you no slack. Instead of allowing you the option, for example, of giving an author's first name or initials, it demands that you use only the initials—no matter how many references you might have to reformat, and no matter how that author prefers to be known. Try “Bosch, H.” for “Hieronomous” or Jones, B. F. (for Jones, Beau Fly) and you see what can be lost by using initials.

Instead of permitting flexibility on how you capitalize titles, the APA stylebook demands that, in the reference list, book and article titles be capitalized in one (eccentric) manner, journal titles be capitalized in another, and that book and article titles be capitalized in still another manner when actually named in your text—making it difficult to remember what to do and even more difficult to convert references to APA style from another style.

Instead of sensible flexibility, the APA style lays down a series of rigid rules—accompanied by a bewildering array of exceptions—so that even experienced editors have to refer to the manual repeatedly. (Check out the rules for using “pp.” or the comma before the ampersand or capitalizing titles.) The APA stylebook is an example of standardization taken to meaningless lengths. Not even APA journals or handbooks teaching APA style

can always get it right.

But the APA folks are not alone in this. All the major stylebooks tend to demand consistency where consistency is no longer functional. This little guide is also a plea: Every day, every scholar handles references in a variety of formats, without difficulty.

Does it matter whether an article's title appears in quotation marks? Or which words are capitalized? Or whether the author's name appears or only the initials? Or whether there is a period here, a comma there, or whether "ed." is capitalized? Do all the references in a list even need to be in the same format—Surely not, except for editors' demands for cosmetic consistencies.

Perhaps journal editors will some day demand that the APA simplify its requirements. Meanwhile, most of us are bound to use APA style—in spite of its oddities— and to use it correctly. This guide is designed to help you do that—in part by emphasizing those weirdnesses when they appear (so you will learn and remember them and never have to waste thought on them again).

This guide will not replace the APA stylebook. If you need to use the APA style, bite the bullet and buy the book. Even though sections of the stylebook could be replaced by a few templates, it does provide complex advice for those complex situations that inevitably arise when you try to communicate complex ideas and cite complex sources.

New to the 4th ed. of APA

If you have been a devoted user of the 3rd ed. of the APA Stylebook, you will want to know what's new in the 4th ed. (So: read that section in the 4th ed.!)

When I have identified something new to the 4th ed., I have marked it this way: <New> to the 4th ed.

Use the Find command to search for <New> to locate all such items.

Other new stuff in the 4th ed. not mentioned elsewhere in this guide:

- The APA stylebook has fuller information on how to submit articles on disk. If you are submitting articles on disk, you need to read that section of the stylebook with care.
- Do not justify ("full justify") your text. Keep it flush left (ragged right).
- Do not break and hyphenate words at the end of lines (i.e., turn hyphenation "off" in your word processor).
- When citing background material or non-empirical studies, use clear code words to signal this—terms like "theorized" or "argued" or "claimed" or "discussed"—in contrast to "found" or "concluded," etc., which suggest hard data.
- There is a Big section on reducing bias in language, with lots to say about references to gender, sexual orientation, ethnic identity, disability, etc. Read it. You'll need this.
- When in doubt about how to say something, "aim for simplicity, plain language, and direct statements."

Citations

When you use someone else's work in your paper, you have to give credit in a citation. A citation has two parts:

- (1) a brief identification in your text of the source, and
- (2) a full identification of the source in the reference list at the end of your text.

These two parts follow quite different rules. The APA stylebook has a reasonable, helpful method of citing sources in the text. Unfortunately, it has a complicated method of listing sources in the reference list.

Citing a work in your text

When using APA format, follow the author-date method of citation. To credit a source, include the author's last name and year of publication in your text:

- Kim (1990) compared reaction times
- In a recent study of reaction times (Kim, 1990)
- In 1990, Kim compared reaction times

Note that **two** elements appear: Author and Date. They can appear in the three ways just shown. Note carefully how parentheses are used.

Note: You do NOT use footnotes to cite sources in APA format.

If you **quote** something, you need to add a third element: a page number. The page number can appear in any of these three forms:

- According to one researcher, the answer is "No" (Kim, 1990, p. 44).
- Kim said "No" (1990, p. 44).
- Kim (1990) said "No" (p. 44).

Study these examples carefully until it becomes natural for you to think in all three forms of citing the source of a quotation.

The APA style requires you to use **p. or pp.** in a citation, as above. Although rules for using pp. elsewhere are complicated and illogical (see them under "Punctuating the reference"), this guide will teach you how to use them.

When citing a work in your text, do NOT include the title of the work—unless it is a work listed in the reference list as having no author, in which case you cite it like this (Writing the reference, 1995), without quotation marks.

If you cite two or more works in the same parentheses, separate them with semicolons:

Although disagreeing on details, recent researchers in this field agree that behaviorist psychology sucks (Brown, 1993; Gardner, 1995;

Amani, Akbar, & Kim, 1994).

Remember, rules for writing the reference list are sometimes different from rules for citations. I'll point out those differences so you can learn them.

Citing short quotations

To indicate short quotations (fewer than 40 words) in your text, enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Here are the three ways to do so; each places Author, date, and page number in different places:

(1) He stated, "Some editors displayed psychotic symptoms after editing ten references lists to conform to APA style" (Akbar, 1982, p. 276), but he did not clarify which editors were studied.

(2) Akbar (1982) found that "some editors displayed psychotic symptoms after editing ten references lists to conform to APA style" (p. 276).

(3) Akbar found that "Some editors displayed psychotic symptoms after editing ten references lists to conform to APA style" (1982, p. 276).

In the above examples, note the different ways you can combine the three necessary elements:

- author name
- date
- page number

Citing long quotations

If you quote something longer than 40 words, put it in an indented block set off from the rest of the text (but still double-spaced like the rest of your ms.) Do not use quotation marks. Make the indent 5 spaces. Example:

Bateson (1972) argued

that mere purposive rationality unaided by such phenomena as art, religion, dream, and the like, is necessarily pathogenic and destructive of life; and that its virulence springs specifically from the circumstance that life depends upon interlocking circuits of contingency, while consciousness can see only such short arcs of such circuits as human purpose may direct. (p. 146)

Be sure you have mentioned Author, Date, and Page. You might wind up putting date and page together at the end of the quote: (1972, p. 146), or even all three (Bateson, 1972, p. 146).

Note the abbreviation for "page" and "pages":

- p. 142
- pp. 142-143

The purpose of the Reference List

The reference list helps readers to:

- find for themselves the sources you used
- quickly orient themselves to your article by looking to see which sources you used
- quickly ascertain whether a particular work is cited in your paper
- see how recent your references are

Typing your Reference List

At the end of your paper, begin a new page titled, “References,” where you list in alphabetical order all the documents you cited in the text. Number this page like any page of text. But do not number the references themselves.

Make sure of 2 things:

- list each work cited in your paper
- do not list works unless cited in your paper

<New>: Use paragraph format for references:

Type your reference list exactly as you type the paragraphs in the main body of your text (note this is <New> to the 4th ed. of the stylebook):

- Double space throughout
- Indent the first line with a tab—exactly as you would a paragraph of text.
- Do NOT use hanging indents. Do not begin each reference on the left margin.

The reason: The result will look strange, but this format helps the journal convert references to single-spaced, hanging indent format when your article is typeset.

It is important to follow this format exactly (i.e., don't use spaces to indent; use tabs; double space everything; underline with precision), so the journal can electronically convert your references without difficulty. I've done this. When authors are inconsistent, the job is maddening.

Special note: If you are formatting a paper that will not be submitted for publication, but will be read in the form you created it, it is senseless to format your references in the APA style. To make them readable, create normal, old-fashioned hanging indents (like this paragraph).

Periodicals, basics

If you learn how to cite periodicals, you will master most of the APA reference style, so study them carefully.

one author

Olson, D. R. (1977). From utterance to text: The bias of language in speech and writing. Harvard Educational Review, 47, 257-281.

two or more authors

Bransford, J. D., & Johnson, M. K. (1972). Contextual prerequisites for understanding: Some investigations of comprehension and recall. Journal of Verbal Learning and Verbal Behavior, 61, 717-726.

>> Note the comma and ampersand!—even on two authors.

no author

The bloody business of citations. (1992, September 16). Time, pp. 47-62.

newspaper article, no author

Blind reviewing no longer requires submissions in Braille. (1978, May). APA Monitor, pp. 1, 6.

magazine article

Gardener, H. (1984, December). Children grow where they are planted. Psychofarmacology, 11, 17-20.

Note: citing the volume number of a magazine or newsletter is <New> to the 4th ed.

monograph

Jitter, J. B. (1977). Locus of control in multiple personalities. Psychoillogical Monographs, 88 (1) (Serial No. 820).

Details for Periodicals

There are four elements in a reference to a periodical:

- (1) the article authors;
- (2) the publication date;
- (3) the article title;
- (4) the journal title and publication information.

Consider this example:

Cantor, N. (1990). From thought to behavior: “Having” and “doing” in the study of personality and cognition. American Psychologist, 45, 735-750.

Points to note:

Authors. Authors are listed with the last name first, followed by a comma and the initials of the authors.

(Yes, that’s dumb. Full names are far more informative, especially if you are doing a WAIS search on someone like “Jones, A.” But that’s the way the APA does it—reputedly to reduce the “sexism” of citing so many male names...) (You know, “Austin, J.” just doesn’t say the same thing as “Jane Austin,” and while “Skinner, B. F.” works, “Houdini, H.” just isn’t as good.)

For an article with multiple authors, separate the names with commas after the initials. Include an ampersand before the last author (even when there are only two!).

EX: Parham, K. T., Fischer, A. C., & Austin, J. B.

Note the comma before the ampersand when more than one author is listed.

If no author is given, treat the article title as the author, and put it at the start of the reference:

Raking in the dough. (1989, December 13). Pizza World, p. 4.

If the author is a corporate group, spell out the full name of the corporate author. Signal the end of the author element with a period:

The International Business Machines Corporation. (1988). Our plan for doggedly sticking to mainframes in the age of the PC. Computer Management Delusions, 12 (3), 42-49.

Date of publication. Enclose in parentheses the year the text was copyrighted. In keeping with the APA policy of including excess punctuation, follow the parentheses with a period.

For non-journal periodicals, such as magazines or newspapers, give the year first then the month and day, if specified in the publication. (1995, May 5). Note the “American” order of the date (month-day).

Article title. Do not underline the title or place “quotation marks” around it.

CAPITALIZE only: the first word of the title and subtitle, and any proper nouns. (This results in many capitalized “A’s” and “The’s” in the subtitle, but that’s how the APA likes it. Sigh.) Place a period at the end of the title.

If there is important information about the form of the article, this should be enclosed in brackets and placed after the title [like: “Videotape” or “Computer Software”]. In this case, put the period after the brackets, as you would expect.

EX: The future of minority universities [president’s address].

Journal title. Include the full journal title, Capitalizing All Major Words. (Remember: These rules were made up by journal publishers! They give themselves extra capital letters.)

Unlike the article title, the journal title is underlined. Follow the journal title with a comma, then the volume and/or page numbers:

Journal of Untenured Professors, 12 (3), 19-32.

Journal of Abstracts and References, 22, 290-210.

Publication information. After the journal title, include the volume number and underline it. Better yet, run the underline continuously under the journal title, the following comma, the following space, and the volume number, like this:

Journal of Academic Delusions, 44 (3), 114-121.

Do not use the abbreviations “vol.” or “pp.” in the reference for a periodical.

Issue numbers

Some journals start each issue with page 1. Others start each volume (year) with page 1; the second kind are said to use “continuous pagination.” This fact leads to another rule:

When the journal uses continuous pagination, do NOT cite the issue number. Do it like this:

Journal of Better Ideas, 44, 616-634.

When the journal re-numbers each issue with page 1, cite the issue number as well as the volume, like this:

Journal of Older Ideas, 44 (3), 14-33.

Note: This means you have to notice how each journal is paginated before you can decide how to reference it. (Don’t you love these rules?)

Obviously: Give page numbers on which the article begins and ends. End the reference with a period.

On the eccentric rules for using “pp.”, see “Punctuating the reference.”

Newspaper Article

When citing a newspaper article, a typical bibliographic entry will look like this:

Cynique, M. A. (1993, April 1). All the news is good today. The Champaign (Ill.) Drinkers News

Gazette, pp. 1, 8.

If the name of the newspaper does not include its city and state of origin, add them.

Notice how “jump” page numbers are handled: pp. 1, 8.

For stories in lettered sections, include the section: pp. B1, B9. Notice: The APA makes a rare exception to its punctuation-fixation in these page numbers: They contain no hyphens. Rather than p. B-1, use p. B1 (without the hyphen).

Letters to Editor or Editorials

A typical bibliographic entry will appear as follows:

Oswald, L. H. (1963, December 1). I acted alone [Letter to the editor]. The Dallas News, p. A11.

Follow all the directions listed for newspaper citations, and include a bracketed statement that identifies the piece as an editorial or letter to the editor.

Reviews in a Periodical

Here is a typical bibliographic entry:

Browngreen, A. G. (1993). [Review of the book Editing the editors: Controversial punctuation of reference lists]. College Composition and Confusion, 43, 122-223.

- Start the reference with the author of the review
- In brackets, place the name of the book being reviewed. Identify it as “the book” so-and-so.
- After the brackets, give the name of the periodical that published the review (including volume and page numbers).

For reviews of films, etc., follow a similar format, and identify the medium in the section in brackets above [as: A review of the film...].

Interviews

Published interviews:

Gray, J. (1993). [Interview with Red Black, author of The Psychology of Color]. Journal of Rods and Cones, 21, 112-126.

- If the interview has no title, describe it as above.
- If the interview has a title, put it after the date, capitalized like the title of a journal article. Add brackets explaining what it is, if this is not obvious from the title alone.

Unpublished interviews do not need a reference page entry because they are what the APA calls “personal communications” and so “do not provide recoverable data.”

Cite unpublished interviews in the text of your document, according to the following format:

(N. Spearman, personal interview, December 21, 1991)

Here, the entry consists of the first initial and last name of the interviewee, the type of communication, and the date of the interview.

Note: Though cited in the text in the manner just indicated, an unpublished interview does NOT appear in the reference list.

Note these exceptions: the interviewee's name is in NORMAL order. So is the date.

Books, basics

How to list books in the reference list—some examples. Details follow below.

Note:

Books and periodicals follow the same rules for citing authors and dates. Different: titles and publication data.

one author

Arnheim, R. (1969). Visual thinking. Berkeley: University of California Press.

two authors

Holly, C. D., & Dansereau, D. F. (1984). Spatial learning strategies: Techniques, applications, and related issues. Orlando, FL: Academic Press.

corporate author

U.S. Government Printing Office. (1973). Style manual (Rev. ed.). Washington, DC: Author.

edited volume

Anderson, R. C., Spiro, R. J., & Montague, W. E. (Eds.). (1977). Schooling and the acquisition of knowledge. Hillsdale, NJ: Erlbaum.

article in edited book

Anderson, R. C. (1984). Role of the reader's schema in comprehension, learning, and memory. In R. C. Anderson (Ed.), Learning to read in American schools. Hillsdale, NJ: Erlbaum.

government publication

Twain, M. (1986). Minimal brain dysfunction caused by graduate school (NINNI Monograph No. 32, U.S. Public Health Service Publication No. 2210). Washington, DC: U.S. Government Printing Office.

Details for book reference

Books and periodicals follow the same rules for citing authors and dates. Different: titles and publication data.

A typical bibliography entry for a book will look like this:

Arnheim, R. (1971). Art and visual perception. Berkeley, CA: University of California Press.

- The Author's name is listed first.
- The author's name is followed by the DATE OF PUBLICATION, in parentheses, ended with a period.

Next include the book title, which should be underlined.

Capitalize only the first word of the title (and the first word of the subtitle, if any) and any proper names. Include any additional information necessary for retrieving the book (such as "3rd ed." or "Vol. 4") in parentheses, immediately after the title. Close with a period.

End with publication information. Identify the city (for obscure cities, include the two-letter state abbrevia-

tion: You decide what's obscure).

New York: Scribners.
Colquitt, GA: Mayhaw Press.

Place a colon after the city/state name. Then briefly identify the name of the publisher:

“Mayhaw Press” is enough, even though the full name is “Mayhaw Press and Jelly Cooperative.”

Spell out in full the names of associations and university presses. (Remember: These rules were written by a scholarly association!)

Shorten the names of other organizations by omitting terms such as “Publishers,” “Co.,” or “Inc.” at the end of their names, as: “Scribners,” “Harper & Row.”

When more than one location is listed for the publisher: Give the home office. If you can't tell which location is the home office, simply give the first location listed in the book.

Do I need to add?—Close with the APA's much-loved period.

Chapter in Edited book

Once you know how to write a book reference, this one is easy. Just add a section identifying the book the chapter is in:

Olson, D. R. (1977). The language of instruction: The literate bias of schooling. In R. Anderson, R. Spiro & W. Montague (Eds.), Schooling and the acquisition of knowledge (pp. 65-89). Hillsdale, NJ: Erlbaum.

Note:

- The “source” part contains “In” followed by the editors' names, the abbreviation (Ed.) or (Eds.), comma, title (underlined), and page numbers.
- New weirdness: Editor's name is in normal order, initials first, then last name. More weirdness: In this one place the APA does NOT require a comma before the ampersand!
- (Ed.) and (Eds.) are capitalized.
- (Ed.) is followed by A COMMA!
- Additional weirdness: Use “pp.” with the page numbers of the chapter (unlike journals, which have no pp.).

If there is more than one editor, put all names in normal order:

Two editors:

A. B. See & D. E. Eff (Eds.),
J. K. Ell Jr. & M. Ngop (Eds.),

Note: no comma sets off “Jr.”

Note this eccentricity: no comma between two editors' names.

Note that this is an exception to the rule you learned about listing authors—to use a comma-and-ampersand

before the last author in a list, even when there are only two. (Hello, APA, are you aware of all the inconsistencies you require us to master?)

More than two editors:

A. B. Seay, D. E. Eff, & G. H. Eye (Eds.).

If you are citing a **chapter that consists of a reprinted article**, use this model:

Fried, K. F. (1990). Obsessive-compulsive disorders among editors of journals. In C. S. Sanders (Ed.), Literacy-induced psychoses. Anaheim, CA: McDonald's. (Reprinted from Journal of Untenured Professors, 19 (1988), 22-33.)

As in the preceding example, after the complete reference, tack on the “reprinted from” info in parentheses.

- (Note the (nested parentheses) in the previous example.)
- Note that the final parenthesis does NOT have a period after it.

IN your TEXT , cite both the original and the reprint dates, this way (Fried, 1990/1988).

Got all that? If so, you're better at this than I am.

Details of the Reference List

Author

The author is listed:

- last name first, comma, initials only
- the author listing always ends with a period

Example:

Uguwu, N. O.

If an author is a Junior, III, etc., stick it in with commas around it:

Brown, A. B., Jr., & Uguwu, N. O.

Two authors

Uguwu, N. O., & Brown, A. B., Jr.

- Note that names are in Last, First order. Initials only.
- Note how they are separated: by a comma AND an &.

Weirdness: Note the extra comma. You use both the comma AND the ampersand when there are only two authors.

Note: In the reference list, list EVERY author, no matter how many. But when you cite a work written by six or more authors IN THE TEXT, just name the first followed by “et al.” as in (Baker et al.) (Note: there is NO comma before the et al.)

(Some scholars speculate that et al. is Latin for, “He aced the others by getting his name first.” Others argue that it means, “He didn’t work on this project, but he’s the boss and gets the credit.”)

Note: “et” is not followed by a period, but “al.” is, because al. is an abbreviation in the Latin phrase which really means “and others.”

New problem: If the citation “Baker et al.” could refer to more than one reference in your list, you must (ahem) “**disambiguate the in-text citation.**” Simply add authors until the confusable references become distinguishable, as:

(see Baker, Green, Brown, et al.)

(see Baker, Green, Gray, et al.)

Second work, same author

If your reference list contains two works by the same author, the APA version is simplicity itself: Simply repeat the author’s entire name, all over again, for each reference.

In citing two works by the same author, use this format:

(Moore 1991, 1992)

Note the comma (not the semicolon you might expect.)

No author given

If no author is identified, begin with the title. Alphabetize these kinds of entries by the first significant word in the title. (Careful: Your word processor will alphabetize by the first letter of “The” or “An”).

Experimental astronomy (5th ed.). (1988). New York: Halt.

It’s time to protect ‘possums. (1992, March 12). The (Rootville, OH) Ragman Register, p. A11.

Uniform crime reports for the United States. (1985). Washington, DC: U. S. Department of Justice.

When citing an authorless work in your text, you obviously cannot follow the (Author, date) format—so you have to use a short form of the title:

(Uniform crime reports, 1985)

(“It’s Time to Protect ‘Possums,” 1992, p. A11).

Notice the **weird use of normal capitalization and regular quotation marks**—but use these only in in-text citations, NOT in the reference list!

Editor

To cite an edited volume, follow this example:

Jones, B. F., & Idol, L. (Eds.). (1990). Dimensions of thinking and cognitive instruction. Hillsdale, NJ: Erlbaum.

Note the following about “(Eds.)”

- Where it comes (before the date)
- It is capitalized
- It is abbreviated
- It has two (2) (!) periods—one after Eds and one after the parenthesis (I told you APA was punctuation-drunk!)
- There is NO COMMA in front of it
- (Got all that?)

If there is only one editor, you use (Ed.).

Also see the entry for “Chapter in an Edited Book,” to see how to handle “Ed.” when it comes later in the reference. Naturally, it’s different...

Date

The date in the reference list immediately follows the author listing, in parentheses, like this:

Uguwu, N. O. (1994).

Note: Date is in parenthesis

Note: A period follows the date entry, outside the parentheses.

Dates that include more than the year:

Magazines, newspapers, and some periodicals include the month (and perhaps the day) in the date. Those follow these examples:

(1994, December).

(1993-4, December-January).

(1989, May 10).

(1990-1991, Winter).

Note: date is in American (month-day) format (as in May 10, NOT 10 May).

More than one work with the same date

If you cite two works by the same author with the same date, put them in alphabetical order and label them like this:

Uguwu, N. O. (1994a).

Uguwu, N. O. (1994b).

Naturally, when you refer to these in the text, you use the “a” and “b” to distinguish them (Uguwu, 1994a).

Article accepted but not yet published

Write “in press” in parentheses rather than giving a date. Clearly, in this case, you will not be able to specify the journal’s page numbers or volume:

Tzu, L. (in press). Tao te ching. Journal of Delayed Publication.

Translated works

Consider this example:

Vygotsky, L. S. (1962). Thought and language (E. Hanfmann & G. Vakar, Trans.). Cambridge, Mass.: The M.I.T. Press. (Original work published 1934)

Note:

- The translator’s names appears in NORMAL order: Initials, last name followed by “Trans.”—which
 - is capitalized
 - is abbreviated
 - is preceded by a comma
 - is followed by a period, parenthesis, and another period!

- Note again the APA’s penchant for extra punctuation: “Trans.)”
(A period appears on both sides of the final parenthesis, just like after “(Ed.)”)

Something else to learn from this example:

Notice how to indicate the original publication date—in parentheses at the end of the full reference. Without a period at the end. (Just like an ERIC number)

Title

In APA style, titles are capitalized in “sentence format”—with only the first word and proper nouns capitalized. Exception: The first word of the subtitle is always capitalized.

Underline: Book titles and Journal titles. Also underline titles of long works like monographs, which are cited like books. (Unless they are part of an underlined series.)

Do NOT underline the titles of journal articles. Do NOT place them in quotation marks.

Book title:

More wonder than kind: The life of Bill Grates.

Article title:

Moving to the city: A history of African-American migration.

Weird inconsistency:

- Do not use quotes around a title in the reference list; however:

- If you mention an article title in your text, put it in quotation marks, and capitalize all major words! For example, if I need to name Uguwu and Akbar’s article, “Moving to the City: A History of African-American Migration” (Uguwu, 1993), I would capitalize it in this manner and put it in quotation marks.

That’s weird, but rules for writing in the text and rules for writing in the reference list can be different. Notice also that the authors’ names, “Uguwu and Akbar” use “and” rather than “&” when mentioned in your text (in contrast to when they are mentioned in a parenthetical citation) (Uguwu & Akbar, 1993).

Edition

Follow this model in listing a particular edition of a book:

Indigo, R. B. G. (1991). History of the darker colors (5th ed.). Red Bluff, Utah: Anasazi Press.

Immediately after the book’s title, place the edition information in parentheses (for example, “5th ed.” or “Rev. ed.”).

There is no period before the edition info. There IS a period after “ed.” and another period after the closing parenthesis. (Maybe the APA gets a commission on every excess punctuation mark...)

Note that “ed.” meaning “edition” is NOT capitalized, whereas “Ed.” meaning “Editor” IS capitalized.

Publication data for Books

Give place, colon, followed by publisher, as in:

New York: Scribners.
Hillsdale, NJ: Erlbaum.

Note the period at the end.

Where you can, use a shortened version of the publisher’s name; e.g., for Harper & Row, use Harper.

If the publisher is a scholarly press, however, use the full, official title of the press. (Remember who wrote these rules...)

If the name of the city is well-known, omit the state. If not, use the (confusing) two-letter Post Office abbreviations.

(Quick: what do these 2-letter post office abbreviations stand for: AA, AL, AK, AR, AS, AZ?)

Hint: “AS” is American Samoa... (So much for helpful abbreviations.)

Publication data for Journals

Give all the information necessary for readers to locate the article—including journal name, volume, number, and page numbers:

Oguwu, N. O. (1994). Do we all rise? Demographic trends among African-Americans. American Demography, 44 (3), 112-134.

Notes:

- Journal names are underlined. (In printed material, they are italicized.)
- The volume of an issue is underlined. (In fact, APA wants you to run the underline continuously under the journal title, the comma, and the volume number.)
- The “number” of a volume appears in parentheses.
- Notice that page numbers appear without “pp.” Note the period at the end.

Articles with continuous pagination

Most journals use “continuous pagination.” They start with number 1 at the first of the year and keep numbering through issue after issue, continuously—instead of starting with page 1 in each new issue. They start again with page 1 with the first issue of the next year.

You list those like this:

Science, 196, 245-262.

Note: You do not cite an “issue” number—as would be the case in a journal that rennumbers each issue from page 1:

Near Science, 26 (3), 32-36. [The issue in this example is (3).]

Note: Whenever you record the publication data from a journal article, you have to notice whether the journal is numbered continuously or starts each issue with page 1. Remember this when collecting citations.

OTHER

Consult the APA stylebook for the correct way to cite the many sources not covered in this guide.

Reprinted books

Follow this model to list a REPUBLISHED book:

Reich, W. (1972). The cancer biopathy. New York: Farrar-Straus. (Original work published 1942).

Following the entry, enclose “Original work published” in parentheses, noting the original date. Close with a period.

IN TEXT, use this model for citation: (Reich, 1972/1942).

Multivolume editions

Dee, P.H., & Dee, A. B. (Eds.). (1993-9). Handbook of formatting APA references (Vols. 1-14). New York: Imaginary Press.

Notes:

- Dates cover the dates of all volumes referred to.
- There is NOT a period before the volume info.
- There IS a period after the volume info.

In text, the parenthetical date citation should correspond to the publication dates: (Dee & Dee, 1993-1999).

One book in a series

If the book is part of a series, follow this model:

Ampers, A. (1988). The comma. Theoretical foundations of punctuation. New York: Grammatology Press.

The series title should be included immediately following the book title and should not be underlined.

Place a period after the title, and another after the series title.

ERIC etc.

When referencing a report from a major document source such as ERIC or NTIS, you need to add information to the end of a standard reference to indicate this, as follows:

Alvares, M. C, & Risko, V. J. (1989). Schema activation, construction, and application. ERIC Digest. (Eric Document Reproduction Service No. ED 312 611)

Note: The document title is underlined. The series name (“ERIC digest” in this example) is not.

Note: There is NO PERIOD at the end of the parenthetical add-on. (This is the APA’s normal eccentricity for such ad-ons.)

Note: Tell as much as you know about the document before citing the ERIC number (for example, identify if it is part of some other report series, as in this case).

Unpublished document

After the normal stuff, add an explanation, like these:

Seay, A. B. (1993). Students motivating teachers. Unpublished manuscript.

Seay, A. B. (1993). Students motivating teachers. Manuscript submitted for publication.

Weirdness to note: While still a manuscript, the name of the document is underlined. Once published as an article, it will no longer be underlined. (Did Calvin and Hobbs help write these rules?):

Seay, A. B. (1993). Students motivating teachers. Journal of Sophomoric Inquisition, 13 (3), 334-356.

Author-Published docs.

Some documents are available only from the personal author, or from the agency disseminating it. Give the publisher as “Author.”

Florida Department of Health and Rehabilitative Services. (1994). Therapeutic interventions in footnote-induced psychosis: Initial findings. (Legislative Report Series No. 94-192). Tallahassee, FL: Author.

Use a similar format for self-published reports of limited circulation, but start the publication data with “Available from” and include the entire address where your readers can order to material.

Grow, G. (1999). My incredibly wonderful ideas and their world-wide reception. Available from the author at P. O. Box XXXX, Wacissa, FL 32344.

Proceedings

These are usually publications produced by participants in a conference. Some proceedings appear once, others appear as parts of an ongoing series.

Harrimann, G. (1941). Rodential-feline co-dependency relationships in comic art. In C. Schultz (Ed.), Symposium on Psychological Aspects of Caricature: Vol. 2. Contexts and Characters (pp. 212-246). Flagstaff, AZ: Coconino College Press.

Strangenesses to note:

- The name of the conference is capitalized like a proper name (i.e., lots of cats, I mean, caps.): Symposium on Psychological Aspects of Caricature.
- HOWEVER, the specific publication title, if any, is treated like any old book title (mainly kittens, I mean, lower case letters): Rodential-feline co-dependency relationships in comic art.

Citing an abstract

You should read any article you cite. But occasionally this is not possible, and all you have is the abstract. Then, to be honest, you have to admit that you read only the abstract by citing the abstract in your reference list—not the original article (which you did not read). Like this:

Green, A. B. (1999, December 31). Psychological association defends stylebook against charge of 'eccentricity.' [CD-ROM]. The New York Thymes, pp. A1, A9-14. (Abstract from GoldenPlatter File: PsychoLit Item: 1999, 2, Abstract No. 340)

In keeping with a regular APA eccentricity, there is NO PERIOD at the end of the final parenthesis (as is also the case at the end of an ERIC reference).

Unpublished letter

Like unpublished interviews, unpublished letters do not appear in the Reference List. Cite the information in the text of your document, in the following format:

(D. Raintree, letter, May 7, 1988)

Note that the author's name is given in normal order. So is the date.

Unpublished Dissertations

Dissertations are important to research, so their citation is unusually precise and complicated. Pay careful attention to it. Consult the APA stylebook for details.

Dissertation on Microfilm

An entry for an unpublished doctoral dissertation available on microfilm and listed in *Dissertation Abstracts International* (DAI) appears as follows:

Smith, A. B. (1994). Graduate student burnouts: Some possible causes. Dissertation Abstracts International, 32, 9024B-9025B. (University Microfilms No. AAD94-2345)

Note: The dissertation title is not underlined, but Dissertation Abstracts International is. (What do you think

matters most here, graduate students?) (Yeah, yeah: Finishing it!)

This entry style should be used if you read the dissertation on microfilm. In such a case, provide the DAI volume and page numbers and the microfilm number. Make sure to differentiate between the two series of DAI: humanities (series A) or sciences (series B). This split into two series begins with volume 27. As of volume 30, *Dissertation Abstracts* became *Dissertation Abstracts International*.

Printed Copy of a Dissertation

Lee, R. E. (1992). A study of alternative endings to the American Civil War. (Doctoral dissertation, University of Virginia, 1865). *Dissertation Abstracts*, 2, 345.

Include the name of the university, year of the dissertation, and the DAI volume and page numbers.

Dissertation not in DAI

An entry for an unpublished doctoral dissertation which is not listed in DAI appears as follows:

Simpson, B. (1994). Manic behavior in children's television. Unpublished doctoral dissertation, University of Illinois, Urbana-Champaign.

Non-Print Sources

Films or Videotapes

Green, A. B. (Producer), & Brown, C. D. (Director). (1991). The joys of inconsistency [videotape]. Tiburon, CA: Vader.

In this case, "Tiburon, CA: Vader" is the distributor's name and location.

Cassette Recording

McWail, C. T. (Vocalist). (1994). Cat music [Cassette Recording]. Felion, OH: Sea Lion Music.

Radio and TV Shows follow the same format as films and videotapes:

Whatshisname, G. (Producer), & Smith, L. (Director). (1993, Oct. 2). Little show from the prairie [Radio Program]. St. Paul, MI: KMIN.

Artistic work

Luck W. (Artist). (1981). Apalachee spring [Painting]. Tallahassee: Nomads Gallery.

A Performance

Buffet, J. (Vocalist). (1996, October 13). Tour from Margaritaville [Concert]. Tallahassee, FL: Civic Center.

Computer Software

Udy, A. (1992-1995). Notebook Maker [Computer Program]. Blenheim, New Zealand: Golden Micro Solutions.

Online Sources

<New> to the 4th ed.

(Or, as APA has it, “On-line” sources. Remember, they love excess punctuation.)

For the time being, the APA has adopted the standards set by Li and Crane’s (1993) *Electronic Style: A Guide to Citing Electronic Information*. If this guide and the APA stylebook don’t tell you how to cite your online source, consult Li and Crane.

In citing an online source, you have to say so [On-line] and tell where to find it (specify the address or path). Otherwise, online sources resemble conventional sources. Examples:

Grow, G. O. (1991). The writing problems of visual thinkers [On-line]. Available: <http://www.longleaf.net/ggrows>

Harris, J. B. (1995). Designing web pages [On-line]. Available: <http://www.ccnet.com/CSNW/harrisweb/>

Note: [On-line] follows the title without a period or comma. It ends with a period.

Give all the information someone would need to retrieve the original document.

Note: Do NOT put a period at the end of the path!! (Someone might think it was part of the address.) Note also: some online paths are so long they may wrap around a line. Do NOT insert a hyphen or any other kind of punctuation.

This rule can lead to unusual spacings. Don’t worry about it; let the journal editor fix that.

Note: Although this violates the APA’s convention, I strongly recommend that all online addresses be placed between angle-brackets, like this:

<<http://www.longleaf.net/ggrows>>.

This convention permits you to separate the ending punctuation (the period in this case) from the online address.

Some online sources closely resemble printed sources, with journal names, volumes, and the like:

Roberts, T. W. (1995). Hypertext: Implications for writing style. Computer Mediated Communication [On-line serial] 2 (2), 14-24. Available: <http://www.rpi.edu/~decemj/cmc/mag/>

More on Citing Online Sources

For the latest advice on citing online sources, search the web under “citation.” At press-time for this guide, the following sites have useful information on citing on-line sources:

<http://h-net.msu.edu/~africa/citation.html>

<http://www.lsu.edu/~poli/lis.html>

<http://www.uvm.edu/~xli/reference/estyles.html>

<http://www.nyu.edu/pages/psychology/WEAPAS/>

Though it is not as detailed as the first, the last URL specifically applies to APA style.

Punctuating the reference

The APA style is a punctuation-heavy format with strict, eccentric rules for punctuation, capitalization, and abbreviation. Pay careful attention to them.

Hardly anyone gets these details right, not even journals that claim to publish in the APA style. Even some short guides to the APA style are riddled with errors concerning these exceedingly nit-picky points.

But with the help of this guide, YOU can get them right. Mostly.

Periods

Place a period after each segment of a reference: author, date, title, and source.

Rico, G. L. (1983). Writing the natural way. Los Angeles: Tarcher.

In this example there is a period after each of the four parts of the reference:

Rico, G. L.	— author
(1983).	—date
Writing the natural way.	— title
Los Angeles: Tarcher.	— publication data

Exception

(You knew there was one, didn't you!)

At the very end of a full reference, sometimes you add additional information in parenthesis to identify the source. These parentheses are NOT followed by a period. Example:

Dee, P. H., & Dee, A. B. (1991). Punctuating the reference: A longitudinal study of APA exceptions. (ERIC Document Reproduction Service No. ED 333 444)

Another example: When citing an on-line source, NEVER place a period at the end of its on-line address (such a period could cause the address to fail).

Reminder

Do not use periods after the abbreviations of states: Washington, DC: U.S. Government Printing Office. (OK, OK, so DC is not a state...)

Capitalization

Titles of articles, books, and chapters:

Capitalize like a sentence. Capitalize only:

- the first word
- the first word of the subtitle
- proper nouns

Examples:

Gone with the wind. [book]

Gone out the window: Reason in references. [article or chapter]

Names of Journals (Note this eccentricity)

Capitalize all important words, as in:

Journal of Instructional Development
College Communication and Composition
Journal of Untenured Professors

Remember: These rules were made up a journal, not by a book publisher. So people who publish articles receive more capital letters than people who publish books!

Now for the complications:

In your text, if you state the name of a book or article, you punctuate it differently than in the reference list. (Ours is not to reason why...) In this setting, titles look “normal,” rather than “APA.”

For example, imagine this is your text:

After Mitchell published Gone with the Wind, decades passed before Markovitch’s seminal article, “Gone but Here Again,” which appeared in the 1966 issue of Lost Words, recognized that book as a gold mine for scholars needing article topics.

So note: When actually stating the title of a book or article in your text (not in a parenthetical citation), capitalize all major words (the way normal non-APA people do).

Underlining

Underline the following:

- names of books and journals — Cold sassy tree
- volume number of a journal— 23 (3), 46-52.

Now this is subtle: The APA underlines the comma after an underlined title. I assume this makes it easier for journals to transfer the underlines into italicized fonts (where the comma would, of course, need to be italicized to preserve proper spacing).

Helpful Hint: When underlining a journal title, extend the same underline to include the volume number, underlining the comma and the space in between:

Journal of Punctuation Theory, 78 (2), 48-52.

Underline unpublished works:

An unpublished manuscript is underlined. Once published as an article, it loses that underline:

Little, S. (in press). A short article about mice.

Little, S. (1978). A short article about mice. Rodentia, 22, 220-223.

The “&” eccentricity

APA requires you to use the ampersand instead of “and” in lists of multiple authors, in both the reference list, and in citations in your text (Brown & Green, 1989).

But:

If you list those same authors inside a sentence, as part of your own immortal prose (not inside a reference inside parentheses), you use “and,” as in: “Brown and Green (1989) determined that ampersands cause schizophrenia.” But in the parenthetical citation, use the ampersand (Brown & Green, 1989). Got that?

Notice when to use a comma:

In the reference list, use comma-ampersand any time there is more than one author:

Brown, J., & Green, G. (1992). Color theory. New York: Chromatic.

In the text, use the “&” by itself (without the comma) when citing 2 authors in parentheses:

...new color theory (Brown & Green, 1992).

When you have more than 2 authors, the rules for comma-ampersand seem logical again (Brown, Green, & Gray, 1993).

See “Chapter in Edited Book” for yet another eccentric rule about commas and ampersands.

(Ed.). and (ed.).

When capitalized (Ed.). means “editor,” as in “Jones, J. (Ed.).”

When not, (ed.). means edition, as in “(5th ed.).”

Note the plenitude of periods. There is a period both before AND after the closing parenthesis. (Do you suppose the APA gets a commission on each punctuation mark it gets into print? Why else would they require them?)

The pp. Problem

This one is a mess.

- Do NOT use pp. when listing a journal article, newsletter, or magazine in your reference list. Just state the page numbers:

Journal of Tenure Applicants, 16 (3), 12-96.

The Weekly Error Count, 33 (2), 6.

- DO use pp. when listing a newspaper article in your reference list:

Psychological association defends stylebook against charge of ‘eccentricity.’ (1999, December 31). The New York Thymes, pp. A1, A9-14.

- DO use pp. to indicate the page numbers of a chapter in your reference list:

Brown, A. B. (1994). How I love you, green. In S. Cerulean (Ed.),

The color of thought (pp. 34-56). Brownsville, TX: Chromatic Press.

- DO use pp. when citing page numbers IN YOUR TEXT (McDeath, 1994, pp. 233-234).

(Do you ever get the feeling that this stylebook was created by and for Virgos?—critical, nit-picking, and obsessed with details?) (I can speak; I’m a Virgo myself...)

Credits

Original material specific to this guide is copyright 1999 by Gerald O. Grow. Send corrections and comments to the internet address following this paragraph. Please start the Subject Line with “APA:”

ggrow@longleaf.net

Portions of this guide were inspired by two excellent online guides:

Purdue Writing Center—<http://owl.trc.purdue.edu/>

Online style guide, University of Illinois at Urbana-Champaign—
gopher://gopher.uiuc.edu/11/Libraries/writers/i/ia

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- Buy a copy of the APA stylebook for your own reference
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Longleaf Publications
P. O. Box 4282
Tallahassee, FL 32315

- Find the errors in it and let me know so I can correct them.
- If you can't afford anything, do a no-cost favor for a friend: Repay someone something somehow. It makes the world a better place.

DISCLAIMERS

I've tried to be correct, but this material is offered without warranty as to its accuracy or completeness. If you get into any trouble from using this guide, rather than using the APA manual, it's not my fault. You should buy a copy of the latest, fattest edition of The Publication Manual of the American Psychological Association and absorb not only its information on citations and references, but its excellent guide to writing the research article, its timely advice on writing bias-free prose, its helpful guide to writing clearly, and its weird eccentricities.

Some of the citations in this guide were invented to illustrate points of form (or in an attempt to be funny), so please don't, ahem, cite them in your research papers....

Curmudgeonly opinions scattered throughout this guide are the result of more than 15 years of helping academic writers master the necessary complexity and unnecessary eccentricity of APA style. They are also included to enliven the style and to provoke you into remembering certain requirements more easily. Much of this is a comedy act to make heavy matter lighter. So there. (I write with a copy of the collected Krazy Kat within arm's reach. And an APA stylebook. I try not to mix them up...)

I figure that people struggling with the rigors of serious scholarship and the demands of academic form could

use more humor and kindness. And I figure the editors of the APA stylebook could survive a friendly tweaking.

Certain people delight in finding errors and omissions. If you are one of these, know that I have included several, just to make you happy.

If you want to know more about my thoughts on the APA style, see my article, “A Proposal to Simplify the APA Reference Requirements,” in the September 1985 issue of American Psychologist. (See how I capitalized the major words in the article title that time and put it in quotation marks?)

Shameless advertisement: If you ever intend to camp in Florida, buy a copy of my thorough and loving book, Florida Parks: A Guide to Camping in Nature (Tallahassee: Longleaf Publications). Any bookstore can order it, and you can find it on amazon.com.

Research is a demanding form of devotion. Remember to breathe. Take frequent breaks. Stretch. Yawn. Look into the distance often to reduce computer eyestrain. Remember the Big Picture that you are only a small part of. Learn to join others in laughing at yourself and you will rarely lack company.

And even though, in the long run, few things you do will count as much as time spent with a child or in fellowship with a friend—still, you have to meet your deadlines. I hope this little guide will help you spend more time on the things that really matter.

A Proposal to APA Journals

In the light of how difficult the APA reference format is, I urge journal editors to adopt a “Loose APA Style” for handling references. This would require authors to follow the APA method of citations and references, with a few of the APA rules relaxed to permit these inconsistencies:

- It does not matter how you capitalize the titles of books, articles, or journals, as long as they are not in ALL caps. Different methods of capitalization may be mixed in the same reference list.
- In listing authors and editors in the reference list, you may use initials or first names and initials, or full names. All may be mixed in the same reference list.
- “And” and the ampersand may be used interchangeably.
- It does not matter whether you use a comma before an ampersand.
- In places where punctuation marks collect in the APA—as in period-close parenthesis-period—the excess punctuation may be trimmed as long as the reference remains clear.
- The use of “pp.” is optional, unless needed to make it clear that page numbers are meant.
- In a reference for a chapter in an edited book, the names of the editors may be given in normal order or last-first.
- The titles of articles may be listed in quotation marks, or not, and the two methods may be mixed in the same reference list.
- In listing book publishers, abbreviations for the state may follow either the two-letter post-office form, or the traditional three-letter abbreviation. Thus FL and Fla. would be considered identical. Short state names may be spelled out (Ohio, Iowa) or abbreviated.
- Months may be abbreviated or spelled out (1992, Dec. 13) or (1992, December 13), interchangeably, and may appear in American or European form (May 3 or 3 May).

This loosening of certain overly-stringent consistencies in the APA style might free researchers from countless hours of looking up rules about whether to use “and” or “&”, how to capitalize the names of journals, etc.

And it won’t hurt a thing. If you don’t believe me, prove me wrong with research—and publish the results in APA style!

—END—