

## CITING BOOKS

### **One Author**

Wilson, W. J. (1996). *When work disappears: The world of the new urban poor*. New York: Knopf.

### **Two to Seven Authors**

Biber, D., Conrad, S., & Reppen R. (1998). *Corpus linguistics: Investigating language structure and use*. Cambridge, England: Cambridge University Press.

### **Eight or More Authors**

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

### **No Author Given**

*Boas anniversary volume: Anthropological papers written in honor of Franz Boas*. (1906). New York: Stechert.

### **One or More Editors**

Bowe, J., Bowe, M., & Streeter, S. C. (Eds.). (2001). *Gig: Americans talk about their jobs*. New York: Three Rivers Press.

### **Chapter in Edited Book or Selection in Anthology**

Chisholm, J. S. (1999). Steps to an evolutionary ecology of mind. In A.L. Hinton (Ed.), *Bicultural approaches to the emotions* (pp. 117-150). Cambridge, England: Cambridge University Press.

## CITING ONLINE SOURCES

(See note on front of document concerning the **DOI System**)

### **Online Book or Document**

Frary, R.B. (n.d.) *A brief guide to questionnaire development*. Retrieved from <http://son.wisc.edu/rdsu/library/questionnaire.pdf>

### **Journal Article with DOI** (digital object I.D.)

Abrahms, M. (2006). Why terrorism does not work. *International Security*, 3(2), 42-78. doi: 10.1162/isec.2006.31.2.42

### **Online Journal Article Without DOI** (digital object I.D.)

Wynd, C.A. (2006). A proposed model for military disaster nursing. *OJIN: The Online Journal of Issues in Nursing*, 11(3). Retrieved from [http://www.nursingworld.org/ojin/topic31/tpc31\\_4.htm](http://www.nursingworld.org/ojin/topic31/tpc31_4.htm)

### **Online Newsletter Article**

Dortch, D.T. (2007, January 23). Community metrics. *Online Community Report*. Retrieved from <http://www.onlinecommuntireport.com/archives/134-Community-Metrics.html>

### **Online Organization or Agency Document**

Cherokee Nation. (2008). *Cherokee elder care: A community PACE program*. Retrieved from <http://eldercare.cherokee.org/>

### **Online Government Document**

U.S. Department of Labor, Women's Bureau. (2007). *Women in the labor force in 2006* [Fact sheet]. Retrieved from <http://www.dol.gov/wb/factsheets/Qf-laborforce-06.htm>

### **Web Site**

Brown, D.K. (2001). *The children's literature Web guide*. Retrieved from <http://www.ucalgary.ca/~dkbrown/>

## CITING MISCELLANY

### **Video or Film**

Musen K. (Producer/ Writer), & Zimbardo, P. (Writer). (1990). *Quiet rage: The Stanford prison study* [DVD]. ( Available from Insight Media, 2162 Broadway, New York, NY 10024-0621)

### **Dissertation/Thesis from a Database**

Adams, R.J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctorial dissertation). Retrieved from <http://www.ohiolink.edu.etc/>

### **Presentation Slides**

Keller, D. (2010). *Giving a thumbs up to intergalactic space travel* [PowerPoint slides]. Retrieved from <http://carmen.osu.edu>

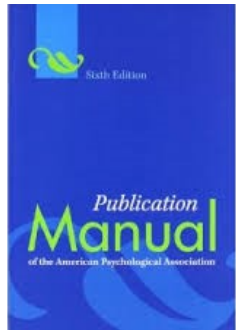
### **Data Set**

Pew Hispanic Center. (2004) *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Retrieved from <http://pewhispanic.org/datasets/>

### **Organization or Group Author**

Amnesty International. (2003). *Annual report 2003* [Brochure]. London: Author.

# APA



## the documentation style of the **American Psychological Association**

The *Publication Manual of the American Psychological Association* (6th ed.) offers complete guidelines for manuscript style and citation in APA, the documentation style of the social sciences. This handout illustrates citation formats for the most commonly used types of sources, and provides example citations for each. Also included are guidelines for in-text citations, important APA style conventions, and a list of online references and resources.

If you need to cite a type of source not presented here, consult the *Publication Manual of the American Psychological Association* (6th ed.). A copy of this manual is available for use in the Writer's Studio, or you can access documentation information online at:

[www.newark.osu.edu/writersstudio](http://www.newark.osu.edu/writersstudio)

Also, note that APA uses the **DOI system**, which is an assigned number that helps locate specific articles. The routing number can be found at <http://www.doi.org>. For more info, check out pages 188-189 in the APA manual.

**Note:** The examples in this handout are single-spaced to save space. In an essay, double-space all APA documentation and citations.



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## IN-TEXT CITATIONS

In-text citations briefly identify the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of your paper.

### **One Work by One Author**

- ◆ Walker (2000) compared reaction times...
- ◆ In a recent study of reaction times (Walker, 2000)...
- ◆ *Note: Within a paragraph, subsequent references to a study need not include the year.*

### **One Work by Two Authors**

- ◆ Walker and Allen (2004) identified a new subcategory...
- ◆ Findings of an experiment (Walker & Allen, 2004) show...
- ◆ *Note: For the first and all subsequent citations, include both authors' names.*

### **One Work by Three to Five Authors**

- ◆ Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found...
- ◆ The findings (Wasserstein et al. 1994)...
- ◆ *Note: For the first in-text citation, include all authors' names; for subsequent citations in the same paragraph, use the first author's name, followed by "et al."*

### **One Work by Six or More Authors**

- ◆ Kosslyn et al. (1996) found..
- ◆ The analysis (Kosslyn, et al. 1996) suggests...
- ◆ *Note: Cite only the last name of the first author followed by "et al."*

### **Groups as Authors**

- ◆ (National Institute of Mental Health [NIMH], 1999)
- ◆ *Note: For subsequent references, use abbreviation: (NIMH, 1999).*

### **Works with No Author**

- ◆ Forty percent of the students responded ("Study finds," 1982)...
- ◆ First-year students report frustration (*College bound seniors*, 1979)...
- ◆ *Note: Article or chapter titles are quoted; book and journal titles are italicized.*

### **Specific Parts of a Source**

- ◆ (Cheek & Buss, 1981, p. 332)
- ◆ (Shimamura, 1989, chap. 3)

### **Online Sources that do not provide Page Numbers**

- ◆ (Meyers, 2000, para. 5)

## REFERENCE LIST

At the end of your paper, you must include a Reference List. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your Reference List; likewise, each entry in the Reference List must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

- ◆ All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called **hanging indentation**.
- ◆ Authors' names are inverted (last name first); **give the last name and initials for all authors of a particular work** unless the work has more than seven authors. If the work has more than seven authors, list the first six authors, then use three ellipses points after the sixth author's name to indicate the rest of the authors, and then put the final author's name to finish the citation. There should be no more than seven names in a citation.
- ◆ For references with two to seven authors, separate the names of the last two authors with an ampersand (&) instead of the word "and." See an example under **Citing Books** for two to seven authors.
- ◆ Reference list entries should be **alphabetized** by the last name of the first author of each work.
- ◆ If you have more than one reference by the same author (or more than one multiple-author reference with the exact same authors in the exact same order), **list them in order by the year of publication, starting with the earliest.**
- ◆ When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize the **first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.** Do not capitalize the first letter of the second word in a hyphenated compound word.
- ◆ Capitalize all major words **in journal titles.**
- ◆ Italicize titles of longer works **such as books and journals.**
- ◆ **Do not italicize, underline, or put quotes around** the titles of shorter works such as journal articles or essays .
- ◆ If you cannot find the date of publication for a reference, **use (n.d.) for "no date."**

## CITING PERIODICALS

### **Journal Article with DOI** (digital object I.D.)

Abrahms, M. (2006). Why terrorism does not work. *International Security*, 3(2), 42-78. doi: 10.1162/isec.2006.31.2.42

### **Newspaper Article**

Raabe, S. (2007, June 26). High wattage, low outages. *The Denver Post*, pp. 1C, 4C.

### **Magazine Article**

Dold, C. (1998, September). Needles and nerves. *Discover*, 19, 59-62.

### **Article in Encyclopedia or Reference Work**

Chernoff, H. (1978). Decision theory. In *International encyclopedia of statistics* (Vol. 1, pp. 131-135). New York: Free Press.

### **Newsletter Article, No Author**

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from [http://www.ncjrs.gov/html/ojjdp/news\\_at\\_glance/216684/topstory.html](http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html).

### **Editorial without Signature**

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.

### **Abstract as Secondary Source**

Hare, L. R. & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups. *Small Group Research*, 31, 24-53. Abstract retrieved from Sociological Abstracts database. (Accession No. 200010185)

### **Review of a Book**

Schatz, B.R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J.S. Brown & P. Duguid]. *Science*, 290, 1304. doi: 10.1126/science.290.5495.1304

### **Review of a Video**

Axelman, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD *Brief therapy with adolescents*, produced by the American Psychological Association, 2007]. *PsycCRITIQUES*, 52(51). doi: 10.1037/a0009036