

WHAT IS A REFERENCE CITATION?

A reference citation is the documentation needed to make your paper acceptable for academic purposes. It gives authoritative sources for your statements, helps the reader gain access to those sources, and acknowledges the fact that the information used in a paper did not originate with the writer.

WHAT IS APA'S STYLE OF REFERENCE CITATION?

APA style uses the author/date method of citation in which the author's last name and the year of the publication are inserted in the actual text of the paper. It is the style recommended by the American Psychological Association and used in many of the social sciences. The American Psychological Association addresses new electronic formats in a separate guide, which UT students can access in book format or online through the library. Several of the examples in this guide come from one of these sources. The American Psychological Association offers some guidance and examples at <http://www.apastyle.org/>. The Writing Center, on the first floor of Carlson, also offers help to students who are writing papers. This guide only summarizes a few main points regarding APA style. For full information, please consult the two APA guides below.

BF 76.7 .P83 2001 REF (available in Reference and Reserves at Carlson Library)
Publication Manual of the American Psychological Association (5th ed.) by The American Psychological Association.

BF 76.7 .P833 2007 REF (available in Reference or at <http://utmost.cl.utoledo.edu/record=b2574984>)
APA Style Guide to Electronic References by The American Psychological Association.

WHEN USING APA STYLE, DO I NEED TO USE FOOTNOTES AT THE BOTTOM OF THE PAGE?

No, by inserting reference citations in the text, you eliminate the need to use footnotes at the bottom of the page or at the end of your paper. The citations in your end-of-paper references list should give readers enough information to locate each source.

NOTE: It is suggested that you consult with your instructor or advisor for the style preferred by your department. **Be consistent and do not mix styles!** Inquire at the Information/Reference Desk for style manuals available at Carlson Library.

EXAMPLES OF REFERENCE CITATIONS IN TEXT--APA STYLE

- 1. If author's name occurs in the text, follow it with year of publication in parentheses.**

Example: Piaget (1970) compared reaction times...

- 2. If author's name is not in the text, insert last name, comma, year in parenthesis.**

Example: In a recent study of reaction times (Piaget, 1978)...

3. **If author's name and the date of publication have been mentioned in the text of your paper, they should not be repeated within parentheses.**

Example: In 1978, Piaget compared reaction times...

4. **Because material within a book or on a web page is often difficult to locate, authors should, whenever possible, give page numbers for books or paragraph numbers for web pages in body to assist readers. Page numbers (preceded by p. or pp.) or paragraph numbers (preceded by ¶ or para.) follow the year of publication, and are separated from it by a comma. For websites with neither page numbers nor paragraph numbers, cite the heading and the number of the paragraph following it.**

Examples: Hunt (1974, pp. 25-69) confirms the hypothesis...
(Myers, 2000 ¶ 5)
(Beutler, 2000, Conclusion section, para. 1)

5. **If a work has two authors, always cite both names every time the reference occurs in the text. Connect both names by using the word "and."**

Examples: Piaget and Smith (1972) recognize...
Finberg and Skipp (1973, pp. 37-52) discuss...

6. **If a work has two authors and they are not included in the text, insert within parentheses, the last names of the authors joined by an ampersand (&), and the year separated from the authors by a comma.**

Examples: ...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 1973)
...to organize accumulated knowledge and order sequences of operations (Piaget & Smith, 1973, p. 410)

7. **If a work has more than two authors (but fewer than six), cite all authors the first time the reference occurs; include the last name followed by "et al." and the year in subsequent citations of the same reference.**

Example: First occurrence:
Williams, French and Joseph (1962) found...

Subsequent citations:
Williams et al. (1962) recommended...

8. **Quotations: Cite the source of direct quotations by enclosing it in parentheses. Include author, year, and page number. Punctuation differs according to where the quotation falls.**

- 1) If the quoted passage is in the middle of a sentence, end the passage with quotation marks, cite the source in parentheses immediately, and continue the sentence.

Example: Many inexperienced writers are unsure about "the actual boundaries of the grammatical abstraction called a sentence" (Shaughnessy, 1977, p. 24) or about which form of punctuation they should use.

- 2) If the quotation falls at the end of a sentence, close the quotation with quotation marks, and cite the source in parentheses after the quotation marks. End with the period outside the parentheses.

Example: Fifty percent "of spontaneous speech is estimated to be non-speech"
(Shaughnessy, 1977, p. 24).

- 3) If the quotation is longer than forty words, it is set off without quotations marks in an indented block (double spaced). The source is cited in parentheses after the final period.

Example: This is further explained by Shaughnessy's (1977) following statements:

In speech, pauses mark rates of respiration, set off certain words for rhetorical emphasis, facilitate phonological maneuvers, regulate the rhythms of thought and articulation and suggest grammatical structure. Modern punctuation, however, does not provide a score for such a complex orchestration. (p. 24)

- 4) If citing a work discussed in a secondary source, name the original work and give a citation for the secondary source. The reference list should contain the secondary source, not the unread primary source.

Example: Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

THE REFERENCE LIST

APA style suggests using a reference list for references cited in the text of a paper rather than a bibliography. A reference list includes only those references which were actually cited in the text of one's paper. There must be total agreement between the two. (See an example of a reference list on the last page). A bibliography includes all literature consulted which was "immediately relevant" to the research process, even though the material was not cited in the text of one's paper.

When compiling a reference list one needs to pay particular attention to the following: 1) sequence; 2) punctuation and spacing; 3) capitalization; and 4) underlining.

ORDER OF REFERENCES IN THE REFERENCE LIST

- 1) **Arrange entries in alphabetical order by surname of the first author.**
- 2) **Single-author entries precede multiple-author entries beginning with the same surname:**
Kaufman, J. R. (1981).
Kaufman, J. R., & Cochran, D. C. (1978).
- 3) **References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author, and so on:**
Kaufman, J. R., Jones, K., & Cochran, D. F. (1982).
Kaufman, J. R., & Wong, D. F. (1978)

- 4) **References with the same authors in the same order are arranged by year of publication, the earliest first:**
Kaufman, J. R., Jones, K. (1977).
Kaufman, J. R., Jones, K. (1980).
- 5) **The order of several works by different authors with the same surname is arranged alphabetically by the first initial:**
Eliot, A. L. (1983).
Eliot, G. E. (1980).

EXAMPLES OF ITEMS IN A REFERENCE LIST

Although the format for books, journal articles, magazine articles and other media is similar, there are some slight differences. Items in a reference list should be double-spaced. Also, use hanging indents: entries should begin flush left with subsequent lines indented.

BOOKS:

One author:

Castle, E. B. (1970). *The teacher*. London: Oxford University Press.

Two authors:

McCandless, B. R., & Evans, E. D. (1973). *Children and youth: Psychosocial development*.
Hinsdale, IL: Dryden Press.

Three or more authors: (list each author)

Smith, V., Barr, R., & Burke, D. (1976). *Alternatives in education: Freedom to choose*.
Bloomington, IN: Phi Delta Kappa, Educational Foundation.

Society, association, or institution as author and publisher:

American Psychiatric Association. (1980). *Diagnostic and statistical manual of mental disorders*
(3rd ed.). Washington, D.C.: Author.

Editor or compiler as author:

Rich, J. M. (Ed.). (1972). *Readings in the philosophy of education* (2nd ed.). Belmont, CA:
Wadsworth.

Chapter, essay, or article by one author in a book or encyclopedia edited by another:

Medley, D. M. (1983). Teacher effectiveness. In H. E. Mitzel (Ed.), *Encyclopedia of educational research* (Vol. 4, pp. 1894-1903). New York: The Free Press.

JOURNAL ARTICLES:

One author:

Herrington, A. J. (1985). Classrooms as forums for reasoning and writing. *College Composition and Communication*, 36(4), 404-413.

Two authors:

Horowitz, L. M., & Post, D. L. (1981). The prototype as a construct in abnormal psychology. *Journal of Abnormal Psychology, 90*(6), 575-585.

Society, association, or institution as author:

Institute on Rehabilitation Issues. (1975). Critical issues in rehabilitating the severely handicapped. *Rehabilitation Counseling Bulletin, 18*(4), 205-213.

NEWSPAPER ARTICLES:

No author:

More jobs waiting for college grads. (1986, June 17). *Detroit Free Press*, pp. 1A, 3A.

MAGAZINES:

One author:

Powledge, T. M. (1983, July). The importance of being twins. *Psychology Today, 19*, 20-27.

No author:

CBS invades Cuba, returns with Irakere: Havana jam. (1979, May 3). *Down Beat, 10*.

MICROFORMS:

ERIC report:

Plantes, Mary Kay. (1979). *The effect of work experience on young men's earnings*. (Report No. IRP-DP-567-79). Madison: Wisconsin University. Madison Institute for Research on Poverty. (ERIC Document Reproduction Service No. ED183687)

ERIC paper presented at a meeting:

Whipple, W. S. (1977, January). *Changing attitude through behavior modification*. Paper presented at the annual meeting of the National Association of Secondary School Principals, New Orleans, LA. (ERIC Document Reproduction Service No. ED146500)

AUDIOVISUAL MEDIA AND SPECIAL INSTRUCTIONAL MATERIALS:

This category includes the following types of non-book materials:

Audiorecord	Flashcard	Motion picture	Videorecording	Slide	Kit
Chart	Game	Picture	Transparency	Realia	Filmstrip

A bibliographic/reference format for these non-print materials is as follows:

Author's name (inverted)----Author's function, i.e., Producer, Director, Speaker, etc. in parentheses----Date of publication in parentheses----Title----Medium in brackets after title, [Filmstrip]. HOWEVER, if it is necessary to use a number after a medium for identification or retrieval purposes, use parentheses instead of brackets, e.g., (Audiorecord No. 4321)----Place of publication: Publisher.

Maas, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper in hypnosis* [Motion Picture]. Englewood Cliffs, NJ: Prentice-Hall.

ELECTRONIC MEDIA:

Materials available via the Internet include journals, newspapers, research papers, government reports, web pages, etc. When citing an Internet source, one should:

1. Provide as much information as possible that will help readers relocate the information. Also try to reference specific documents rather than web pages when possible.
2. Give accurate, working addresses (URLs) or Digital Object Identifiers.

References to Internet sources should include at least the following four items:

1. A title or description
2. A date (either date of publication or date of retrieval)
3. An address (URL) or Digital Object Identifier
4. An author's name, if available

In an effort to solve the problem of changed addresses and broken links, publishers have begun to assign Digital Object Identifiers (DOI) to documents, particularly to scholarly journal articles. DOIs should be used in reference lists when they are available. A DOI may be pasted into the DOI Resolver at <http://www.crossref.org/> to confirm a citation. For journal articles, if no DOI is available, a database name or URL may be added for particularly difficult to find publications. Since journal articles, unlike many web pages, are unlikely to change, a retrieval date is not necessary. Electronic book citations only need source information when the book is difficult to find or only available electronically.

Internet article based on a print source (exact duplicate) with DOI assigned:

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 in an Internet only journal with no DOI assigned:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate 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>

Daily newspaper article, electronic version available by search:

Botha, T. (1999, February 21). The Statue of Liberty, Central Park and me. *The New York Times*. Retrieved from <http://www.nytimes.com>

Webpage:

Raymon H. Mulford Library, The University of Toledo Health Science Campus. (2008). *Instructions to authors in the health sciences*. Retrieved June 17, 2008, from <http://mulford.mco.edu/instr/>

Annual report:

Pearson PLC. (2005). *Reading allowed: Annual review and summary financial statements 2004*. Retrieved from http://www.pearson.com/investor/ar2004/pdfs/summary_report_2004.pdf

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- Raymon H. Mulford Library, The University of Toledo Health Science Campus. (2008). *Instructions to authors in the health sciences*. Retrieved June 17, 2008, from <http://mulford.mco.edu/instr/>
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- 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

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