

# Using APA Style

## (American Psychological Association)

This tip sheet is a guide—not the authoritative manual—based on the 6th edition of the APA style manual. For the most recent and advice consult the library's online guide: <https://library.carleton.ca/help/apa-citation-style>

The library's guides are based on the authoritative source, the *Publication Manual of the American Psychological Association* available in Reserves on the main (second) floor of the library.

**Call No. BF76.7 .P83 2010 c.5 (2-HOUR LOAN)**

**NOTE:** Always ask your instructor which citation style to use and which edition of the relevant style guide to follow.

### IN-TEXT CITATION

#### Citation components

##### Author

The author is the last name(s) of the individual(s) or the name of the organization which produced the work, regardless of format. Abbreviations for an organization can be included in parentheses, or square brackets within a parenthetical citation, the first time you cite the source, and used alone in later citations.

##### Multiple authors

When citing works with multiple authors, format their names as shown in the citation examples. Note that "and" is used when listing authors in text, while an ampersand "&" is used inside parentheses.

##### Unknown authors

If the work states that the author is "Anonymous" treat that as the author's name. If an author is unknown, use the main title (without subtitle) to identify the work. Titles of books, periodicals, brochures and reports should be written in italics. Titles of articles or chapters should be enclosed in quotation marks.

##### Date

This is the year of publication or production of the work. If the publication year is unknown, use the abbreviation for no date, "n.d."

##### Page or paragraph

The page or paragraph numbers where the reference can be found should be included whenever possible, even when paraphrasing. For paginated works, use the formatting "p. #", or "pp. #-#" for multiple pages.

For works without page numbers use "para. #" to denote paragraph numbers, and include section headings when available.

#### Citation formatting

When repeatedly using the same source in one paragraph, use the full citation for the first mention and use only the page number for subsequent citations.

##### Direct quote

A page number or location should always be used after a direct quote.

##### Author not named in text

Studies show "quote" (Author, Date, p. #).

##### Author named in text

Author (Date) states, "quote" (p. #).

#### Paraphrasing

Include a page number or location when paraphrasing a sentence or paragraph. When paraphrasing an entire article or work the page number can often be omitted.

##### Author not named in text

Studies show a result (Author, Date, p. #).

##### Author named in text

Author (Date) reports a result (p. #).

#### Citation examples

##### One author

One author stated, "Students often had difficulty using APA style" (Jones, 1998, para. 9), but did not offer an explanation as to why. She claimed that citation guides can improve student citations (para. 12).

##### Organization with abbreviation

###### 1<sup>st</sup> citation

The American Psychological Association (APA, 2010)

(American Psychological Association [APA], 2010)

*Subsequent citations*  
(APA, 2010)

### Two authors

Include both names every time the work is cited.

A recent exploratory study uncovered several examples of this problem (Smith & Jones, n.d., p. 153).

### Three to five authors

Include all authors for the first citation only; for additional citations cite the first author along with "et al."

#### *1<sup>st</sup> citation*

Olsen, Smith, Jones, and Hartholt (2007) proved that... (pp. 146-150).

#### *Subsequent citations*

Olsen et al. (2007) also showed that "academic writing occurs in universities" (p. 5).

### Six or more authors

Cite the first author and follow with "et al."

Fleury et al. (2005) explained that... (p. 99).

### No author

(*The consequences of modernity*, 1990).

This article will discuss some of the "failings of Anthony Gidden" ("Anthony Giddens as adversary of class analysis," 2007, para. 1).

### Special cases

#### Lecture notes

A source that isn't accessible to outsiders, like your lecture notes, is viewed as *personal communication*. Cite the source in-text but not on your reference list, with the lecturer's name as the author.

... as explained in lecture by A. A. Author (personal communication, Month Day, Year).

(A. A. Author, personal communication, Month Day, Year)

#### Secondary sources

When possible, read the original text of a work before citing it. If you must cite a work that is quoted or paraphrased within another work, include only the work you read in the reference list. Name the original author in the text of your paper and cite the work you read.

... in Author's work (as cited in Author, Year, p#)...

In Lu's study (as cited in Banks & Dudgeon, 2008, pp. 245-246) ...

## REFERENCE LIST

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Arrange all sources alphabetically by author's last name in a reference list at the end of your essay or paper. Provide complete and consistent references including author, date, title, and the relevant publication information for the format of the work. Use double spacing with a hanging indent for all references unless your professor says otherwise.

This guide provides information on how to reference the most common formats. For other works, consult the official *APA Publication Manual*. Some sources may not fit any of the formats given here or in the manual. Pick the most similar format and make adjustments as needed to ensure your research sources are recoverable to other readers.

### Author

List authors in the order used in the work, using last names or family names followed by initial(s). Refer to "*Print Publications – Books*" in this guide for formatting of multiple authors or editors. If an author is unknown, move the title to the author position at the front of the reference, and use the title to alphabetize the work.

### Date

Unless otherwise noted, only the year of publication or production is needed. If the date is unavailable, use the abbreviation (n.d.) for no date.

### Title

In the title of a work only the first word and proper nouns are capitalized. All words in the title of a periodical (journal, newspaper, etc.) should be capitalized. Note in the examples when a title is italicized.

## Print Publications

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### Books

#### One author

Author last name, A. A. (Year of publication). *Title*.

Place of publication: Name of publisher.

Popper, M. (2001). *Hypnotic leadership: Leaders,*

*followers, and the loss of self*. Westport, CT:

Praeger.

#### Two authors

Author last name, A. A., & Author last name, B. B. (Year of publication). *Title*. Place of publication: Name of publisher.

Sternburg, R. J., & Ben-Zeev, T. (2001). *Complex cognition: The psychology of human thought*. New York, NY: Oxford University Press.

### Three to seven authors

Author last name, A. A., Author last name, B. B., Author last name, C. C., & Author last name D. D. (Year of publication). *Title*. Place of publication: Name of publisher.

Sune, C., Debarth, M., Eatherley, G., & Lee, E. (1999). *Piaget's theory of cognitive development*. Montreal, Canada: McGill-Queen's University Press.

### More than seven authors

List the first six authors, followed by an ellipsis (three dots) and the last author's name.

### Edited books

Editor last name, E. E. (Ed[s.]). (Year of publication).

*Title*. Place of publication: Name of publisher.

Ritchie, J., & Lewis, J. (Eds.). (2003). *Qualitative research practice: A guide for social science students and researchers*. London, England: Sage.

### Chapters in edited books

Author last name, A. A. (Year of publication). Title of chapter or essay. In E. E. Editor last name (Ed.), *Title of book* (pp. #-#). Place of publication: publisher.

Wallace, B. (2008). An easy life. In J. Urquhart (Ed.), *The Penguin anthology of Canadian short stories* (pp. 340-348). Toronto, Canada: Penguin Group Canada.

### Journal articles

The volume number for a journal must be included in the reference. Only include the issue number when pagination for the journal restarts at 1 with each issue.

Author last name, A. A. (Year of publication). Article title. *Journal Title*, *Volume*(Issue if applicable), pages.

Tom, G. (2004). The endowment—institutional affinity effect. *Journal of Psychology*, *138*, 160-170.

## Digital Publications

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### DOIs and URLs

Use a digital object identifier (DOI when possible. The DOI is a permanent and unique combination of numbers and letters assigned by a publisher that can be used to locate a work online, even if it moves. In a reference, format the DOI as “doi:xxx” where the numbers and letters of the DOI replace xxx. For example: doi:10.1103/PhysRevD.15.2752 **In the reference “doi” is written in lower case letters.**

If no DOI exists for a book or article, provide the home page URL of the book publisher, newspaper, or journal. When referencing journal articles you may need to search the web for the journal title to find the home page. If a work cannot be located online by searching the publisher's site, give the URL for the home page of the website or database you used to access the work.

**Never include the Carleton proxy (proxy.library.carleton.ca) in the URL.**

For other web references, provide the full URL. When using multiple website sub-pages, provide the URL for the home page. Format a URL as “Retrieved from <http://www.website.com/>” e.g., Retrieved from <http://www.apastyle.org/>

### E-books

If an e-book is accessed using an e-reader (e.g. Kindle), identify which version of the book as follows: was used in square brackets after the title of the book, without italics. For example, *Title* [Kindle version]. When using a database like MyiLibrary or ebrary, the URL in the e-book reference should be the e-book database home page.

Author last name, A. A. (Year of publication). *Title* [E-reader version if applicable]. DOI or URL.

Emelyanov, E. M. (2005) *Barrier zones in the ocean* [Adobe Digital Editions version]. Retrieved from <http://www.ebrary.com>

## Journal articles

The volume number for a journal must be included in the reference. Only include the issue number when pagination for the journal restarts at 1 with each issue.

Author last name, A. A. (Year of publication). Article title. *Journal Title*, Volume(Issue if applicable), pages. DOI or URL.

Sugarman, P., & Oakley, C. (2012). The evolution of secure and forensic care. *The Journal of Forensic Psychiatry & Psychology*, 23, 279-284.  
doi:10.1080/14789949.2012.692094

Ibrahim, S., Krishnamoorthy, B., & Vixie, K. (2013). Simplicial flat norm with scale. *Journal of Computational Geometry*, 4, 133–159. Retrieved from <http://jocg.org/index.php/jocg>

## Newspaper articles (found online)

Author last name, A. A. (Year, month and day of publication). Article title. *Newspaper Title*. Retrieved from URL.

Gray, J. (2010, March 26). Bad grammar, jargon, slang and stupid jokes: How to avoid writing your way out of a job. *The Globe and Mail*. Retrieved from <https://beta.theglobeandmail.com/report-on-business/bad-grammar-jargon-slang-and-stupid-jokes-how-to-avoid-writing-your-way-out-of-a-job/article1366337/?ref=http://www.theglobeandmail.com&>

## Theses

Author last name, A. A. (Year of production). *Title*. (Doctoral or master's thesis). Retrieved from database. (Accession or Order no.)

Turton, J. (2007). *The fiction and fictionalising of William Carleton*. (Doctoral thesis). Retrieved from Proquest Dissertations and Theses Global. (U503133)

## Websites

Author last name, A. A. (Year, month and day of publication). *Title of website*. DOI or URL.

Paiz, J. M., Angeli, E., Wagner, J., Lawrick, E., Moore, K. Anderson, M., & Keck, R. (2013, March 1). *APA formatting and style guide*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01>

## Blogs

Author last name, A. A. (Year, month and day of publication). Title of blog. [Web log post]. DOI or URL.

Becker, D. (2013, September 20). Comma usage and compound predicates. [Web log post]. Retrieved from <http://blog.apastyle.org/apastyle/2013/09/comma-usage-and-compound-predicates.html>

## Lecture slides and handouts from CULearn

Author last name, A. A. (Year of production). *Title* [File format]. Retrieved from CULearn.

Brown, P. (2015). *Lecture 2: How to cite in APA* [Power point slides]. Retrieved from CULearn.

## NEED MORE HELP?

**APA Citation Style (Carleton Library site)**  
<https://library.carleton.ca/help/apa-citation-style>

### Research Help Desk

Location: Main (2<sup>nd</sup>) floor, MacOdrum Library  
Telephone: 613-520-2735  
[www.library.carleton.ca](http://www.library.carleton.ca) (click on Research Help)

### Writing Tutorial Service

Location: RM 404, MacOdrum Library  
Telephone: 613-520-2600, ext. 1125  
<http://carleton.ca/sasc/writing-tutorial-service/>