APA Guide

2016 - 2017

This guide was written and prepared by the Reference & Information Services librarians at Tallahassee Community College

www.tcc.fl.edu/library
850-201-8383
APA FORMAT

The following examples and explanations follow the *Publication Manual of the American Psychological Association*, 6th edition and the APA website [www.apastyle.org](http://www.apastyle.org) for revisions. This handout is to be used as a guide and does not preclude using the above cited APA resources.

***AVOID PLAGIARISM – USE APA STYLE CITATIONS!***

You must credit all facts, opinions, and quotes taken from outside sources. All sources must be identified with an in-text parenthetical note and the item information listed at the end of the paper under “References.”

**GETTING STARTED FORMATING IN APA**

- Font = Times New Roman, 12-point size
- Document margins to 1 inch
- Insert page numbers in top right corner
- Double space the entire document
- A title page is standard unless otherwise specified by your instructor

**THE AUTHOR-DATE SYSTEM & IN-TEXT CITATIONS**

APA style citations incorporate the author, date, and page number of any quotation you use.

- Always use the author or authors’ last name(s).
- Include the publication date in the text of the sentence or at the end of the sentence.
- Direct quotations require the page number(s) of the original location of the source.
- Use past tense in the phrase leading into the quotation.
- You do not need to identify a source of information that is common knowledge. For example: Sigmund Freud lived from 1856-1939.
- Page numbers may be omitted when referencing an entire work.

Confused? Don’t worry, just check out the examples below demonstrating these basic rules of APA.

**DIRECT QUOTATIONS** (fewer than 40 words)

A direct quotation is an exact restatement of a writer’s or a speaker’s words enclosed in quotation marks. When quoting, there are options in APA to list the author, publication date, and page referenced in-text. The goal is to put all three elements – author, date, and page number – into the sentence with the quotation.


Zimbardo (2007) concluded that humans “are not slaves to the power of situational forces” (p. 446).

OR

The results showed that humans “are not slaves to the power of situational forces” (Zimbardo, 2007, p. 446).

Corresponding citation for this book on the references page:

PARAPHRASING
Paraphrasing means to completely rephrase a quotation so the central idea is restated in your own words. It is not enough to just rearrange a few words! Paraphrased material does not include quotation marks but does require an in-text notation.

ORIGINAL QUOTE:
The findings showed that adolescents and young adults, including college students, appear to be one of the most sleep-deprived groups in the United States.

POORLY WORDED & PLAGIARIZED PARAPHRASE:
Teenagers and college students in the United States appear to be the most sleep-deprived group.

CORRECT PARAPHRASING & CITATION:
Research on which American population groups suffer the most from sleep-deprivation found that teenagers and college students lead all others (Forester, 2008).

NO AUTHOR’S NAME
When a work has no author, use the first two or three words of the title for the in-text citation.

- Article in a journal/magazine/website or book chapter put in quotes
  A recent study shows homeless children are often overlooked ("Study Finds," 2010).

- Title of a book, journal, magazine, newspaper, brochure, film or video put in italics
  Merit based assessment is primarily a means of promotion (Debating Affirmative Action, 2008).

NO DATE
If there is no date, put (n.d.) for “no date.”

“Yearly increases in adolescent alcohol consumption” was noted (Weinberg, n.d., p. 15).

NO PAGE NUMBERS
Electronic sources or articles from websites might not have page numbers; in this case, start at the beginning and count the PARAGRAPH NUMBER.

Use (para.) instead of (p.) followed by the paragraph number:

Factors plagued the experiment, which resulted in “no substantial findings” (Kramer, 2008, para. 6).

If possible, include the nearest chapter or section heading, then count the paragraphs until the quote:

Kramer (2008) could not verify the findings of the previous study (Conclusion section, para. 4).
QUOTE OCCURS ON MORE THAN ONE PAGE
Put (pp.) and place a dash in between the page numbers the quote begins and ends on.

There has been “much debate about whether or not the study’s results were accurate” (pp. 9-10).

HOW TO QUOTE A QUOTATION (citing indirect sources)
You may quote something that has been quoted in another source. If you didn’t cite from the original work, indicate ‘as cited in’ followed by the author, date, page number of the secondary source.

In 1936, Keynes wrote “governments should run deficits when the economy is slow to avoid unemployment” (as cited in Richardson, 2008, p. 257).

BLOCK QUOTATIONS (more than 40 words)
If a quotation is MORE THAN 40 WORDS, display in a free standing block and leave out the quotation marks. Begin a block quotation on a new line, indented five spaces from the left margin, introduced with a colon. The parenthetical note is placed after the final punctuation. Check with your instructor if they allow block quotations.

Cowley (2006) revealed the following concerning Hepatitis C:
Anyone who received a blood transfusion before 1992 could easily have been exposed. The danger was especially high in the 1960's, when blood banks paid donors and screening was lax. HCV infected a third of all transfusion recipients between 1960 and ‘65, according to Dr. Adrian Di Bisceglie, and the infection rate is close to 100 percent among hemophiliacs who received clotting factors before the mid-1980s. (p. 49)

PARENTHEtical in-text citation examples
NOTE: Examples are single-spaced in this guide to conserve paper.
Be sure to double-space between all lines.

ONE WORK BY TWO AUTHORS
Include both last names of the authors in alphabetical order every time. Only join the names with an ampersand (&) when the names are placed in the parenthetical citation.

Grossman and Lenz (2009) discovered that children are most likely to be intimidated.

OR

Children are most likely to be intimidated (Grossman & Lenz, 2009).

ONE WORK BY THREE TO SIX AUTHORS
Cite the names of all the authors the first time the text reference occurs. In subsequent citations, include the last name of the first author followed by "et al.”.

Herbal medicines “have been found to alleviate stress” (Isacc, Klein, Fox, & Metress, 2004).

Subsequent citation
“Post-partum depression has been diagnosed amongst users in the group” (Isacc et al., 2004).

ONE WORK BY SEVEN OR MORE AUTHORS
The date rape phenomenon has been acknowledged (Dornbusch et al., 2009).
Dornbusch et al. (2009) acknowledged the date rape phenomenon.

**ENCYCLOPEDIA ENTRY – NO AUTHOR**
Cite the title of the unsigned article using quotation marks.

New Orleans has always been a meeting place for musicians ("Jazz History," 1999).

**ORGANIZATION, INSTITUTION, OR GOVERNMENT ENTITY AS AUTHOR**
If the name of a corporate author is long and if it is familiar and readily recognizable, you may abbreviate the name in the second and subsequent in-text citations.

*First citation in text*
Control group participants exhibited no reaction (Centers for Disease Control [CDC], 2008).

*Subsequent citation*
The results were unanticipated and startling (CDC, 2008, p. 123).

**PERSONAL COMMUNICATIONS**
APA style only requires an in-text citation for personal communications. Give the first initial and last name of the interviewee, the type of communication (interview, lecture, email), and provide the date:

Great concern was expressed about the economic recovery (R. Scott, interview, May 3, 2011).

**POWERPOINT SLIDES OR LECTURE NOTES**
PowerPoint slides or lecture notes should only be cited if they are electronically accessible in some way, like posted on the Internet or hosted in Canvas. Use the author's last name and the year.

**WEBSITE CITATIONS**
To cite an entire general website (but not a specific document on the site), it's sufficient to give the address of the site in a parenthetical note at the end of the sentence. No reference entry is needed in these instances.

Kidspsych is a wonderful interactive website for children (http://www.kidspsych.org).

**WEBSITE – NO AUTHOR’S NAME AVAILABLE**
To cite specific materials on a website, include author's last name, date, and paragraph number for the in-text citation. If no author name is available; use the first words of the title in quotation marks.

“Researchers are seeing promising results of the first long-term clinical trial that measured stabilization of Alzheimer’s symptoms” ("Therapy Shows Promise," 2012, para. 3).

**Example signal phrase introductions (past tense)**
When including a quotation or referencing outside sources, use a verb in past tense:
Zimbardo argued, described, explained, claimed, asserted, noted, referred to, cited, contended, concluded, showed, found, revealed, put forth, stated…

**FORMATTING THE REFERENCE PAGE**

- At the end of your paper, center “References” at the top of a new page - do not enclose in quotation marks, bold, underline, or put in all-caps.
- Record all the sources that you have used for your research paper in one single alphabetical list by author’s last name, or, if no author, use the title.
- Every reference entry must correspond to an in-text citation.
- HANGING INDENT for reference entries (select the ‘Paragraph’ menu in Microsoft Word).
- Double-space all reference entries - Times New Roman and 12 point font size.
- Remove blue hyperlinks that automatically generate after inserting an Internet address.

**Preformatted Citations in Databases**

Preformatted reference citations are sometimes provided by the database. Check around the text of the article and look for a button or link that says ‘cite’ or ‘citation tools.’ Make sure to use the APA style format. Double check the formatting, like italics, punctuation, and capitalization because preformatted citations are not always correct.

**REFERENCE CITATION EXAMPLES**

These are some commonly used reference citation examples. If you cannot find an example that applies to your source, follow the most appropriate example for the type of document or media you are citing.

**Electronic journal article from a TCC database with DOI**


*NEW RULE: See page 17 - attach http://dx.doi.org/ if a DOI # is given.

✔ List authors as shown in the article information, not alphabetical order.
✔ Give last names and initials for up to and including seven authors.
✔ Only the first letter of a sentence and proper nouns are capitalized in an article title.
✔ There is no space between volume number and issue number.
✔ At TCC, include the database name an item was retrieved from.
JOURNAL ARTICLES

Electronic journal article from TCC database with DOI - PsycARTICLES


Electronic journal article with no DOI


Electronic journal article from TCC database, more than 7 authors with no DOI


Print journal article


Abstract from a journal article – Abstracts can be used as sources; but it is preferable to cite the full text of an article.


Online journal article from the Internet - *if there is no DOI assigned give the URL of the journal home page*


Book review in journal


MAGAZINE & NEWSPAPER ARTICLES

Note the date includes the month and day; follow this format in your in-text parenthetical citation.

Internet magazine article with author


Internet magazine article without author - provide only homepage URL when article is no longer available or requires subscription access.


Print magazine article with author


Print magazine article without author


Print advertisement in magazine


Internet newspaper article with author


Newspaper article from the TCC Library databases


Newspaper article with no author from the TCC Library database

Print newspaper article


BOOKS

One author or editor – If author is listed as an editor, place (Ed.) after the name.


Two to seven authors – If authors are listed as editors, place (Eds.) after their names.


More than seven authors - List first six authors’ names, and then enter ellipses . . . followed by the last author’s name listed.


Organization/institution as author


No author specified


Chapter in a book


Electronic Book – Include only home page URL for Google Books, Netlibrary, etc.

Chapter in an E-book from database


SECONDARY SOURCES

Article or chapter in an edited book


Author’s work or works edited by another person


TEXTBOOKS at TCC

Citing specific chapter


Citing entire textbook


ENCYCLOPEDIAS, DICTIONARIES, THESAURUS (REFERENCE WORK)

Author provided


No author, no date - title moves to author position


Print edition online, include edition number, retrieved date not needed

PAMPHLET/BROCHURE

Follow the sample APA template below. Include pamphlet/brochure in brackets. If the publisher is the same as the author, write ‘Author’ after the place of publication.

Lastname, First initial(s) or Organization Name. (Date.) Title of brochure [Brochure]. Place: Publisher.


AUDIO/VISUAL MEDIA

Motion Picture


Video/DVD


Episode in television series – Writer and director in author in author position and producer in editor position.


Online Film review


STREAMING MEDIA (YouTube, Netflix, Films on Demand)

Film on streaming video service (Hulu, Netflix)


Social video websites (YouTube, Flickr, etc.) – Put title of video first.


Films on Demand database (when citing entire film)

Audio / Music Recording

Audio recording from TCC database

Musical album

Single Digital Song (Mp3, WAV, AAC)

Photographs/Images/Maps

Image from a book

Image retrieved online, no information – provide short description and type of work in brackets

Photograph from a magazine

Map retrieved online

Archival Documents

Collection of letters from an archive

Image from archive
[Photographs of African American cemeteries in Florida]. (ca. 1850-1950). Riley House Archives (Box 122, Folder 13a), John G. Riley Center / Museum of African American History & Culture,
INTERVIEWS, LECTURES, SPEECHES

APA does not require a reference page citation because a personal interview is not going to be searchable and recoverable by those reading your paper. Check with the instructor if they want a reference citation:

Scott, R. (2011, June 3). Tuition increases for higher education in Florida: An interview with the governor. Interview by R. Murgo [Tape recording]. Tallahassee, FL.


http://terpconnect.umd.edu/~oard/papers/cpsp118t.ppt

INTERNET WEBPAGES

Creating citations from general Internet sources can be tricky because they all do not follow the same formatting standards. Try to include author, date, title, and the source URL.

- If no author or organization is available, place the title before the date
- Use n.d. (no date) when a publication date is not available
- Break a URL that goes to another line after a slash or before a period
- Remove hyperlink if auto-generated
- Include a retrieval date only with material that is expected to change over time (wiki)
- Entire website links are allowed in APA but only the homepage URL for articles is required

Article on a Website Example
Author(s) of article. (Date Published or Last Revision). Title of document. Retrieved from URL of website

Internet Media


Organization


Occupational Outlook Handbook governmental website


University website
TOPIC/ISSUES DATABASES

OPPOSING VIEWPOINTS IN CONTEXT

OVERVIEW ESSAY


VIEWPOINT ESSAY - Replace long website address with database name.


ARTICLE FROM MAGAZINE – Omit the issue/volume; include title as if it were an online web article.


ARTICLE FROM NEWSPAPER – Omit the page number; include title as if it were an online web article.


CQ RESEARCHER


SIRS ISSUES RESEARCHER

Sample Research Paper Format

1 in. margins, double-spaced, left-justify, 12 point Times New Roman font size for the entire document

Title page

Running head: FIRST FEW WORDS IN TITLE ALL CAPS

“Running head:" on the title page only.

Full Title
Your Name
School Name
Course Number & Name
Instructor Name
Month Day, Year

Most instructors will not require an abstract. Check the assignment’s instructions.

Abstract

The abstract is not indented. It concisely describes the study or paper in 75-300 words. The abstract describes problems under investigation, study methods, findings, conclusions and implications.

Keywords: tags, keywords, synonyms

The Complete Title

The body of the paper is written in Times New Roman 12 point font. It should be double spaced and left justified with one inch margins.

Bold Section Titles
Below is an example of a reference page.

References


http://dx.doi.org/10.1080/10508420701519387


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Need help?
Just come on over to the 2nd floor of the library.
A librarian or writing center specialist from the Learning Commons can assist you.

Or call the library: 850-201-8383 or go to www.tcc.fl.edu/library

The Learning Commons is also staffed by knowledgeable writing tutors who can help with writing assignments across the curriculum. Individual, 30-minute writing conferences are available on a first-come, first-served basis on the second floor of the TCC Library/LC: 850-201-8193

Librarian approved Internet sites for assistance with APA citations
- APA Style - http://apastyle.org
- Purdue Online Writing Lab - http://owl.english.purdue.edu/owl/resource/560/01/
- Microsoft Word 2010 & 2013 provide a ‘References’ tab to manage citations and sources in APA style, however the user must enter all citation information accurately and in correct format.

DOIs: DIGITAL OBJECT IDENTIFIERS
The Digital Object Identifier or DOI is a required element of an APA formatted citation but is optional at TCC. You must check with your instructor. The DOI is like an Internet address linking back to the publisher of the item. If there is a DOI available, you should add it to the end of your citation.

Not every source is going to have a DOI number.

The DOI # will look similar to this:

doi:10.1036/007142363X

DOI # will be located in the item’s detailed record or somewhere in the corner on the first page of the article. At <http://crossref.org>, the DOI can be looked up to locate the publisher of the article for purchase or questions.

***NEW FOR 2012/2013***
A new rule for DOIs makes them directly linkable by adding the web address <http://dx.doi.org/>

Attach http://dx.doi.org/ to the front of the DOI #. See example below:

doi:10.1036/007142363X → http://dx.doi.org/10.1036/007142363X
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## SAMPLE CITATIONS FROM TCC DATABASES

Reference citation examples of the following databases will be found on the pages indicated

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