

Running head: A QUICK REFERENCE GUIDE FOR APA

A Quick Reference Guide for Using APA Format When Writing

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## A Quick Reference Guide for Using APA Format When Writing

The American Psychological Association has outlined a formal style for manuscript preparation. The purpose of a standard format is clear and consistent communication. When followed, the manuscript will be clearly written in a uniform manner and all sources cited will be easily located.

### **General Instructions:**

**Type** – type the paper on ONE side of a standard-size (8 ½ x 11) unlined white paper

**Font** – must be clear and readable (12 point Times New Roman or 12 point Courier New)

**Spacing** – use double spacing throughout the document (including the reference list)

**Title page** – type the title, author (your name), and school name in uppercase and lowercase letters, double-spaced and centered on the page (see page one). Include a header (abbreviated title) on each page. (In Word use View – Header.) Running head is on title page only.

**Page numbering** – title page is page one. Use Arabic numerals in the upper right-hand corner and number each page consecutively. (In Word use Insert – Page Numbers.)

**Text** – repeat full title in center of first page of text (page 2.) Skip a line and begin text. Paragraphs (see above.) Paragraphs should be indented 5-7 spaces. (In Word use Tab.)

**References** – start the reference list on its own page. Type the word “References” in the center at the top of the page (see page 7.) Alphabetize all entries by first word in entry (usually author’s last name) and double-space the list. Only sources cited in the body of your paper can be included in the reference list! Keep the first line of each entry flush left and indent any subsequent lines of that entry 5-7 spaces (should be uniform throughout the document.) See page 7 for examples.

### **Reference Citations in Text:**

When you use someone else’s ideas but put them in your own words, it must be referenced (cited) in the text. APA uses the author and date in the text to indicate the materials used. The last name of the author and the year of publication are placed in the text with the material used from that source.

### **Examples of in-text references:**

Smith (1997) compared the development of children...

One study (Smith, 1997) found that children...

...the development of children (Smith, 1997).

- If there are two authors, always cite both names every time the reference occurs in the text.
- If there are more than two authors but fewer than six, cite all authors the first time the reference occurs; in subsequent citations include only the last name of the first author followed by et al. and the year.
- If there are 6 or more authors, cite only the first author followed by et al.
- If a reference list includes publications by two or more authors with the same last name, include the author's initials in all text citations to avoid confusion.
- If there are two or more references by the same author, order them by publication date.
- If the first author is the same for two or more publications, but the second is different for each, alphabetize according to the last name of the second author.
- References by the same author with the same publication date are arranged alphabetically by title. Lowercase letters – a,b,c – are placed immediately after the year, within the parentheses. (See page 4 for an example.)
- If it's part of the sentence, two names are joined with "and." If it's in parentheses, use an ampersand (&).

#### **Examples of in-text references with multiple authors:**

...as has been shown (James & Ryerson, 1996).

...as James and Ryerson (1996) demonstrated.

Williams et al. (1995) found...

S.E. Dykes (1994) and B.A. Dykes (1993) also found...

#### **Quotations:**

- If any material is used verbatim (word-for-word) from a source in your text, it must be enclosed in double quotation marks.
- If the quote is under 40 words, incorporate the quote into the text.
- If over 40 words, place it in a block of text, double-space, indent the entire block 5-7 spaces from the left, and omit the quotation marks.
- All direct quotes require an in-text citation with the author, the year, AND **specific page number** where you found the quote.

Remember – if you take any content from a source word-for-word, it **MUST** be in quotation marks (unless it's over 40 words) and a page number listed. *Quotes should be used sparingly.* You should use a direct quote when you cannot paraphrase the content. If you paraphrase any information, you still must cite your source (author and date.)

**FAILURE TO CITE YOUR SOURCES PROPERLY IS PLAGERISM.**

**Examples of direct quotes:**

Kleiber, et al. (1993) found that “saline is efficacious in maintaining the patency of peripheral IV lines in children over 28 days of age” (p.409).

It has been found that “saline is efficacious in maintaining the patency of peripheral IV lines in children over 28 days of age” (Kleiber et al., 1993, p.409).

**Reference List:**

The reference list is NOT an all-inclusive list of every source consulted to write the paper. It must contain all references that are cited in the text and ONLY those that are cited in the text.

Within a reference entry, authors are listed in the order in which they appear on the publications. Do not re-alphabetize the authors within an entry (e.g. Potter & Perry.)

**Periodicals (Journals):**

**Article author** – invert each author’s name, giving surname (last name) and initials (e.g. Hones, A.S.). Use commas to separate authors and to separate surnames and initials with two or more authors, use an ampersand (&) before the last author and finish with a period (see third example below). APA does NOT cite titles or credentials (e.g. R.N., PhD, CNS).

**Date of publication** – give the year of publication enclosed in parentheses and follow with a period.

**Article title** – capitalize only the first word of the title and any Proper Names and follow with a period. If there is a subtitle, capitalize the first word of the subtitle as well (see first example below). Do not underline the title or place quotation marks around it.

**Journal title and publication information** – give the journal title in full, in uppercase and lowercase letters, with both the *title and volume in italics* (separated by a comma). If, and only if, each issue in a volume begins on page 1, give the issue number in parentheses immediately after the volume number. Give inclusive page numbers (do NOT use “pp” before page numbers). Use commas to separate the parts of this section and finish with a period.

**Examples of journal references:**

Breiterman-White, R. (1995a). Medication review: A review of heparin use in hemodialysis and peritoneal dialysis. *ANNA Journal*, 22, 491-493.

Breiterman-White, R. (1995b). Sodium citrate use for anticoagulation in hemodialysis. *ANNA Journal*, 22, 607-609.

Fishbein, E. & Burggraf, E. (1998). Early postpartum discharge: How are mothers managing? *JOGNN*, 27, 142-148.

Yocum, R.F. (2002). Documenting for quality patient care. *Nursing*, 2002, 32 (8), 58-63.

\*\*\*For journal articles with 3-6 authors, use all the authors' names. More than 6, cite the first 6 and then use et al. In the text, use the first author and then et al. plus the year.

**Example of a reference list entry with more than 6 authors:**

Wolchik, S.A., West, S. G., Sandler, I., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experiment. *Journal of Clinical Psychology*, 68, 843-856.

**Example of an in-text reference with more than 6 authors:**

...(Wolchik et al., 2000).

**Books:**

**Author** – see journal guidelines

**Date** – see journal guidelines

**Book title** – capitalize only the first word of the title and of the subtitle, if any, and any proper names; italicize the *title*. Enclose additional information necessary for identification (e.g. 2<sup>nd</sup> ed. or Vol. 2) in parentheses immediately after the title. Finish with a period.

**Publication information** – give the city, and if the city is not well known for publishing or could be confused with another location, the state (or country) where the publisher is located. Use US Postal Service abbreviations for states. Use a colon after the location. Give the name of the publisher in as brief a form as is intelligible. If 2 or more publisher locations are given, give the location listed first in the book. Finish with a period.

**Example of book references:**

American Psychological Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.

Lederer, J., Marculescu, G., Mocnik, B., & Seaby, N. (1990). *Care planning pocket guide: A nursing diagnosis approach* (3<sup>rd</sup> ed.). Redwood City, CA: Addison-Wesley.

**Edited Books:**

For a reference to an entire edited book, place the editors' names in the author position and enclose with the abbreviation "Ed." or "Eds." in parentheses after the last editor and finish with a period. For a single chapter from an edited book, cite the author(s) of the chapter in the author position, the date of publication and the chapter title followed by a period. The list the editor(s) initials and surname (but do not invert the name) and after the last name place "Ed." or "Eds." in

parentheses, comma, then the name of the book in italics with only the first word capitalized, followed by inclusive page numbers of the chapter in parentheses after the title. In this example, notice that pp. is used before the page numbers. Publication information is the same as in a book.

**Example of reference for a chapter in an edited book:**

Barron, W. (1991). Hypertension. In W. Barron & M. Lindheimer (Eds.), *Medical disorders during pregnancy* (pp.1-41). St. Louis: Mosby.

**Electronic Resources:**

Electronic resources include databases, online journals, web sites or web pages, newsgroups, web or email-based discussion groups and web or email-based newsletters.

**Example of an electronic journal reference:**

Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieved month, day, year, from <http://abcdef.com>.

**APA Resources**

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

[http://landmark-project.com/citation\\_machine/index.php](http://landmark-project.com/citation_machine/index.php)

<http://www.apastyle.org/>

[http://campusgw.library.cornell.edu/t/help/res\\_strategy/citing/apa.html](http://campusgw.library.cornell.edu/t/help/res_strategy/citing/apa.html)

<http://www.wooster.edu/psychology/apa-crib.html>

<http://www.psywww.com/resource/apacrib.htm>

<http://library.curtin.edu/au/referencing/apa.html>

[http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)

## References

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- Brown, H., & Milstead, J. (1999). *Patterns in poetry: An introductory anthology*. Glenview, IL: Scott, Foresman.
- Cohen, G. (1975). Hemisphere differences in the effects of cuing in visual recognition tasks. *Journal of Experimental Psychology: Human Perception and Performance*, 1, 366-373.
- Eysenck, H.J. (1967). *The biological basis of personality*. Springfield, IL: Charles C. Thomas.
- Eysenck, M.W. (1976). Extraversion, verbal learning, and memory. *Psychological Bulletin*, 83, 75-90.
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- Maloney, C. (2002). Estrogen and recurrent UTI in women. *American Journal of Nursing*, 102 (8), 44-52.
- U.S. Department of Health and Human Services. (2000). *Healthy people 2010: Understanding and improving health* (2<sup>nd</sup> edition). Washington, D.C.: Author.
- Wolchik, S.A., West, S.G., Sandler, I., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experiment. *Journal of Clinical Psychology*, 68, 843-856.