

APA Style Documentation

In the academic environment, to document means to acknowledge sources, or give credit to authors. It also means to provide information about the location of the sources. There are several formats or styles of documentation: MLA style, APA style, Chicago style, etc.

APA (American Psychological Association) style is the most commonly used format for manuscripts in the social sciences.

Documentation styles vary in their details, but all styles require an academic researcher/writer to:

1. Identify in a parenthetical reference in the text of the paper any information taken from a source;
2. List all sources for the paper on a separate page at the end.

In-text citation / Parenthetical reference

- For APA style in-text citation of the source, type the author's last name and the year of publication in parenthesis: **(Fielding, 1998)**. A complete reference should also appear in the reference list at the end of the paper.
- If the author's name is part of the sentence include only the publication date in the parenthetical citation: **According to Fielding (1998)**...
- Include a page reference for a quotation or specific piece of information -- e.g.: **Grusk (1997) states that "all known societies are characterized by inequalities, with the most privileged enjoying a disproportionate share of the total wealth, power and prestige" (p.47)**. OR: **"All known societies are characterized by inequalities, with the most privileged enjoying a disproportionate share of the total wealth, power and prestige" (Grusk, 1997, p.47)**.
- If the source has no page or paragraph numbering (as with many online sources) or easily identifiable headings, just use the name and date.
- An electronic source should be cited the same way a print source is cited: author's last name and publication date. If the document is in PDF format with stable page numbers, cite the page number as you would a print source. If the source has paragraph numbers instead of page numbers, use **para. (Higgins, 2009, para. 4)**.

Basic In-Text Citation Examples

One work by one author:

- ... (Hefferon, 2006)
- According to Hefferon (2006)...

One work by two authors:

- ...(Hefferon & McCormack, 2006)
- According to Hefferon and McCormack (2006)...

Use **and** in text. Use **&** in parentheses.

One work by three to five authors – name all 3, 4 or 5 authors in the first citation:

- ... (Hefferon, McCormack, O'Brian & Cummins, 2006)
- According to Hefferon, McCormack, O'Brian and Cummins (2006)...

One work by three to five authors – name only the first author plus et al. (*and others*) in all subsequent citations:

- ... (Hefferon et al., 2006)
- According to Hefferon et al. (2006)...

One work by six or more authors – name only the first author plus et al.

- ... (Hefferon et al., 2006)
- According to Hefferon et al. (2006)...

Organization or groups (abbreviated) as author – in the first citation use the full name in text and the abbreviation in the parentheses:

- ... (Federal Drug Association [FDA], 2011)
- According to Federal Drug Association (FDA, 2011)

Use the abbreviated version in all subsequent citations:

- ... (FDA, 2011)
- According to FDA (2011)...

Organization or groups (no abbreviation) as author – use full name in all citations:

- ... (University of British Columbia, 2007)
- According to University of British Columbia (2007)...

Unknown author – use the first one or two important words of the title of the source. Use quotation marks:

- The study showed that students ... (“Unplugged”, 2010)

Unknown date –use n.d. (no date) :

- Another study discovered that ... (“Digital Era”, n.d.).

Indirect sources:

- Palmer argued that... (as cited in Fleras, 2001, p. 81)

Electronic sources are cited as any other print source:

- ... (Exler, 2009)
- Exler (2009) explained ...

Two or more works in the same parenthesis:

- ... (Weidung, 1985; Bolton, 1983)
- According to Weidung (1985) and Bolton (1983)

Personal communication (interview, e-mail) requires in-text citation only, no full reference:

- ... (Collins, personal communication, July 23, 2010)
- According to Collins (personal communication, July 23, 2010)

Reference list: General Guidelines

APA documentation style requires a list of references where readers can find complete bibliographical information about the sources referred to in your paper. The list of references should appear at the end of your paper, beginning on a new page entitled: References.

- Your reference list should be on a new page.
- Begin with the centered title: References
- Do not **bold** or *italicize* the word References.
- Include a reference for every in-text citation, except for personal communication citations.
- Put references in alphabetical order by author's last name.
- Give the last name and first or both initials for each author.
- Put the publication year in parentheses following the author or authors' names.
- Capitalize only the first word and proper nouns in titles. Also capitalize the first word following the colon in a subtitle.
- Use *italics* for titles of books but not articles. Do not enclose titles of articles in quotation marks.
- Include the city and publisher for books. If the city is not well known, include the state or province and/or country as well.
- Include the periodical name and volume number (both in *italics*) as well as the page numbers for a periodical article.
- Separate the author's or authors' names, date (in parentheses), title, and publication information with periods.
- Begin the first line of each entry flush left, and indent all subsequent lines of an entry one-half inch (1.25 cm).
- Double-space within and between entries.

References: Examples

Book with one author:

Brander, J. A. (2005). *Government policy toward business*. Mississauga, ON: John Wiley & Sons.

Book with two or more authors:

Guffey, M., Rhodes, K., & Rogin, P. (2008). *Business communication: Process and product*. Toronto: Nelson.

Translation – after the title of the translation, put the name(s) of the translator(s) in parentheses, followed by the abbreviation 'Trans.':

Mankell, H. (2006). *Before the frost*. (E. Segerberg, Trans.). Toronto: Vintage Canada.

Article in a journal:

Acklin, C. (2010). Design-driven innovation process model. *Design Management Journal*, 5, 50-60.

Article in a newspaper:

Fowlie, J. (2011, May 11). One-third of drivers face higher rates. *The Vancouver Sun*, p. A4.

DOI – Digital Object Identifier (<http://doi.org/>).

URL – Universal Resource Locator, or Internet address.

DOI is a unique alphanumeric combination assigned to a particular electronic article in order to provide a persistent link to its location on the Internet. It is recommended by the APA to indicate the DOI, when it is available, for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article. DOIs are assigned to articles in scientific publications. The publisher has to be a participant of a registration agency such as CrossRef (<http://www.crossref.org>).

A digital object identifier (DOI) can be used to cite and link to electronic documents. A DOI never changes, so you can use it to link permanently to electronic documents. To find a document using a DOI copy the DOI of the document you want to open. The correct format for citing a DOI is as follows: doi:xxxxxxx . Open the following DOI site in your browser: <http://dx.doi.org>

Enter the entire DOI citation in the text box provided, and then click Go.

The document that matches the DOI citation will display in your browser window.

If no DOI is available use URL instead.

Electronic Journal Article with DOI:

Langhorne, P. (2011). Stroke rehabilitation. *The Lancet*, 377(9778), 1693-1702.
doi:10.1016/S0140-6736(11)60325-5

Electronic Journal Article without a DOI:

Kelley, M. (2011, May 17). Design institute explores changing place of libraries. *Library Journal*. Retrieved from http://www.libraryjournal.com/lj/home/890649-264/design_institute_explores_changing_place.html.csp

Article from a Database – When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a “normal” print citation would be for that type of work):

Shute, N. (2008). What will we eat? [Cover story]. *U.S. News & World Report*, 145(3), 48.

Online dictionary (if no date given put n.d. in parentheses):

Oblique. (n.d.). In *Merriam-Websters online dictionary*. Retrieved May 25, 2011, from <http://www.m-w.com/dictionary/>

Online encyclopedia:

Colombo, J.R. (n.d.) Ookpik. In *The Canadian encyclopedia*. Retrieved May 12, 2011, from <http://www.thecanadianencyclopedia.com/>

Electronic book:

Kafka, F. (2005, August 16). Metamorphosis. [EBook #5200] Available from <http://www.gutenberg.org/ebooks/5200.txt.utf8>

Wiki:

Gravitational singularity. (2011, May 16). In *Wikipedia. The free encyclopedia*. Retrieved May 26, 2011, from http://en.wikipedia.org/wiki/Gravitational_singularity

Online newspaper article:

Palmer, V. (2011, May 25). HST moves signal shift in corporate-friendly tax policies. *The Vancouver Sun*. Retrieved from

<http://www.vancouversun.com/news/>

[moves+signal+shift+corporate+friendly+policies+Vaughn+Palmer/4838807/story.html](http://www.vancouversun.com/news/moves+signal+shift+corporate+friendly+policies+Vaughn+Palmer/4838807/story.html)