



Library Services

APA Style – Quick Reference

APA (American Psychological Association) style is usually used when writing papers for psychology, sociology, and other social sciences. The following is a brief guide to formatting and citing sources using APA Style, 6th edition. Students should consult *Publication Manual of the American Psychological Association* (call number BF 76.7 .P83 2010) for more detailed information.

Formatting Guidelines

Margins and Spacing (8.03; p. 229) – All margins should be set at 1 (one) inch (top, bottom, left, and right). The first word of each paragraph should be indented five to seven spaces or ½ in. from the left margin. The right margin should not be justified and should not have words broken with hyphens. The paper should be *double-spaced* throughout, including quotations, notes, and the reference list. Headings should be centered on the page.

Parenthetical Citations (6.11-6.21; pp. 174-179) – Brief references to the full citation should be inserted within the text whenever another person's words or ideas are incorporated into your own work. The brief reference should usually contain the author's last name and the appropriate page numbers in parentheses. For example: The theory has been proposed in the past (Jones 56-83). *or* Jones has proposed this theory in the past (56-83).

Page Numbering (8.03; p. 230) – Page numbers should be placed in the upper right hand corner of each page and be flush with the right margin. The title page is page number one and numbering should continue to the end. Your paper's title, or an abbreviated form up to 50 characters, should be inserted flush with the left margin, opposite the page number on every page. See pp. 40-59 for sample papers

Reference List Guidelines

General Rules (6.22-6.26; pp. 180-183) – Use hanging indentation (the 1st line is flush with the left margin and any other lines in that reference are indented 5-7 spaces). References should be alphabetized by the authors' last names. As in the rest of your paper, all lines should be double-spaced.

Information to Include (7; pp. 193-224) – Most references should generally contain the author's name, the publication year, the title of his work, the title of the book or journal in which his work appears, the edition, the location and name of the publisher, and the appropriate page numbers.

Key points to remember:

- **Never use the full first name of an author. Use initials followed by a period and space.**
- **Capitalize only the first word of titles of books and articles and the first word after a colon, but capitalize all major words in journal titles.**
- **Note that titles of books, journals, newspapers, dissertations, etc. are in *italics* and are not underlined.**
- **Electronic source citations can vary. Refer to the *Publication Manual* or check with your instructor on the desired format.**
- **When including a URL, it is placed last; do not follow with any punctuation that is not part of the URL.**

- **If a source includes a DOI (Digital Object identifier), include it rather than a URL, at the end with no following punctuation.**

Periodicals & Articles (7.01; pp. 198-202): Includes print & electronic articles; if an article includes a DOI number, include it (see the article from an online database, below)

- **Article in Journal with Continuous Pagination** (the volume, in italics, and page numbers follow the journal title):

Spear, K. (1983). Building cognitive skills in basic writers. *Teaching English in the Two-Year College*, 9, 908-18.

- **Article in Journal with Each Issue Paged Separately** (the volume, in italics, issue (in parentheses), then page numbers follow the title):

Lyon, G. E. (1981). Contemporary Appalachian poetry: Sources and directions. *Kentucky Review*, 2(5), 98-101.

- **Newspaper Article** - If there is no author listed, start with the title of the article followed by the date; for articles accessed online, whether from the source directly include the source website. If retrieved from a database (e.g., LexisNexis) treat as a print source:

Collin, G. (1983, November 21). Single-father survey finds adjustment problem. *New York Times*, pp. B17, B19. Retrieved from <http://nytimes.com>

- **Article from an Online Database** (e.g., J-STOR, etc.): Treat as a print source; normally, you do not need to include the database information, URL or retrieval date, but do include a DOI if available (see p. 192):

Connor-Greene, P. A. (2006). Interdisciplinary critical inquiry: Teaching about the social construction of madness. *Teaching of Psychology*, 33, 1, 6-13. doi:10.1207/s15328023top3301_3.

Books & Reference Books (7.02; pp. 202-205): includes print and electronic

- **By a single author:**

Turner, M. (2001). *Cognitive dimensions of social science*. Oxford, UK: Oxford UP.

- **By two or more authors** (list all authors):

Jakobson, R., & Waugh, L. R. (1975). *The sound shape of language*. Bloomington: Indiana UP.

- **E-book:** (include either the online source URL or its DOI if given)

Crandall, B. (2006). *Working minds: A practitioner's guide to cognitive task analysis*. Retrieved from <http://www.netlibrary.com>

Jardine, R. (1884). *The elements of the psychology of cognition*. Retrieved from <http://www.archive.org/details/cu31924031232600>

- **With corporate or organizational authors** (see 7.03.31; p.205):

U. S. Department of Labor. (1996). *Occupational outlook handbook*. (1999-2000 ed.). Washington, DC: Bernan.

- **Other editions**

Trawick-Smith, J.W. (2000). *Early childhood development: A multicultural perspective* (2nd ed.). New Jersey: Prentice Hall.

- **Edited Book:**

Tulving, E. and Craik, F.. (Eds.). (2000). *The Oxford handbook of memory*. Oxford, UK: Oxford UP.

- **Entries from reference works (7.02; pp. 202-205):** Print or electronic; list the author first, if given, followed by the date, unless there is none.

Klatzky, R. Cognitive maps. (2000). In A. Kazdan, (Ed.), *Encyclopedia of psychology* (Vol. 2, pp. 147-150). Oxford, UK: Oxford UP.

Thagard, P. (2007). Cognitive science. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*. (2009). Retrieved from <http://plato.stanford.edu/entries/cognitive-science/>

Elmer, N. Adolesence (1999). In A. S. R. Manstead & M. Hewstone (Eds), *The Blackwell encyclopedia of social psychology* (pp. 9-14). Retrieved from <http://www.netlibrary.com>

- **Chapter of a book (7.03.24-25):** If using an online book, include the DOI if available.

Sechzer, J. & V. C. Rabinowitz (2008). Feminist perspectives on research methods. In F. Denmark & M. A. Paludi (Eds.), *Psychology of women: A handbook of issues and theories* (2nd ed., pp. 93-141). Retrieved from <http://www.netlibrary.com>

Wechsler, D. (1950). Cognitive, conative, and non-intellective intelligence. In J. M. Notterman (Ed.) (1997), *The evolution of psychology: Fifty years of the American Psychologist* (pp. 22-32). Washington, DC: American Psychological Association. (Reprinted from *American Psychologist*, 5 (pp. 78-83).

- **Article at an Online Scholarly Website (7.09.61; pp. 211-212):**

Pickering, J. (2006). *Beyond cognitivism: Mutualism and postmodern psychology*. Retrieved from <http://www2.warwick.ac.uk/fac/sci/psych/people/academic/jpickering/johnpickering/mutualism/>

Tips

- Record complete citation information for each of your sources during your search process so that you will not need to go back later and search again for the information.
- Always carefully cite your sources within your paper and on the Reference List page in order to avoid plagiarism.
- For more information on citing *other online sources*, refer to one of the following reference sites on the Internet:

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

<http://www.apastyle.org/learn/faqs/index.aspx>

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