

# Guide to APA Documentation Style

This style of documentation is for use in psychology, sociology, and related fields where the timeliness of sources is of primary importance. Therefore, the publication date of each source is required when making citations. Quoted material must include the page number as well. Proper documentation may be accomplished in any one of three ways:

1. The sentence containing the cited material begins with the author and date:

Kahn (1997) suggested that the partying styles of college students affected their grades.

2. The date is included in the sentence structure with the page number (used for quotes only) at the end:

In 1997, Kahn demonstrated that the partying styles of college students "had a direct effect on grades" (p. 1513).

3. The author's name, the date and the page number (if a quote is involved) may be placed in parentheses at the end of the sentence:

One researcher even went so far as to assert that the partying styles of college students "had a direct effect on grades" (Kahn, 1997, p. 1513).

***Using any of these styles will ensure that your psychology or social science paper is correctly documented using APA style.***

## MAKING THE LIST OF REFERENCES

On a separate sheet at the end of the paper, include an alphabetical list of all references cited in the text. The entries should be double spaced, with no extra space between sources. All but the first line of each entry are indented (hanging indent). The following page contains example citations of some common types of references for psychology and sociology.

**NOTE:** The APA publication manual is not a manual for student papers, but for manuscripts intended for publication. The latest edition of the manual clearly states that for documents that constitute the final printed version (i.e., papers that will not be typeset for publication in a journal or book), hanging indentation is proper, since documents intended to be typeset are converted to hanging indents for publication anyway.

**See the reverse side for examples of reference entries.**

**Italic or Underline?** In all cases, italic is the correct form for titles of journals, magazines, etc. Underlining is used as a way to tell print shops to set type in italics and became common in non-published materials such as college essays when most students used typewriters to write their papers. Now that we have the ability to italicize using word processing software, underlining is no longer necessary, but if your instructor prefers underlining, by all means, underline.

### **AN ARTICLE IN A JOURNAL**

List the author(s) (using initials for first and middle names), the year of publication, the title of the article (no quotation marks and only the first word capitalized), the name of the journal and its volume number (in italics), and the pages where the article appears.

Kahn, L. & Wanamaker, D. (1998). The effects of study styles on the grades of college students. *Journal of Normal Psychology*, 3, 220-223.

### **A BOOK WITH MULTIPLE AUTHORS**

In addition to the authors and title, include the city of publication and the publisher.

Gruner, J., Culley, V., & Robinson, C. (1990). *Studies in frustration* (3rd ed.). Bellevue, WA: Laboratory Press.

### **AN ARTICLE IN A MAGAZINE**

For magazines, include the month (and day for a weekly periodical) within the parentheses after the author(s).

Melvoin, P. (1985, June). Social disorganization goes institutional. *Psychology This Month*, pp. 33-35, 37.

### **AN ELECTRONIC SOURCE**

As for magazines, include the month (and day for a weekly periodical) within the parentheses after the author(s). Then, list the page numbers (if available), the word "Retrieved" followed by the date of access, and the address (e.g., an ftp server, the World Wide Web), the path and file name:

Jaconson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience. *American Psychologist*, 50, 750-765. Retrieved January 25, 1998 from <http://www.apa.org/journals/jacobson.html>

The *Publication Manual of the APA* has more detailed information on APA format. It is available for consultation in the Writing Lab.