

**APA Guidelines, 5th Edition**  
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This is simply a summary of some of the examples found within the Publication Manual of the American Psychological Association. For any questions, refer to the fifth edition of the Manual or consult the APA website at (www.apa.org).

**Headings**

**The Four Main Levels of Headings:** (See pages 113-115 of APA 5<sup>th</sup> Edition)

- Centered Uppercase and Lowercase Heading (Level 1)
- Centered, Italicized, Uppercase and Lowercase Heading* (Level 2)
- Flush Left, Italicized, Uppercase and Lowercase Side Heading* (Level 3)
- Indented, italicized, lowercase paragraph heading ending* (Level 4)  
*with a period.*

General Selection Guidelines (See Manual for specifics and other guidelines regarding 5 levels):

Used for Short Articles	One Level	Use Level 1
Many APA Journals	Two Levels	Use Levels 1 and 3
Many articles	Three Levels	Use Levels 1, 3, and 4

**Quotations, Accuracy and Explanatory Information**

(See pages 117 and following)

**Short quotations (fewer than 40 words)**

Incorporate in text and enclose with double quotation marks.

She stated, "The 'placebo effect'. . . disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the group's] behaviors were studied in this manner" (p. 276).

**Long quotations (more than 40 words)**

Type in freestanding block. Omit quotation marks. Start on new line, indenting five spaces. Indent first line of additional paragraphs. Double-space (single-spaced here due to space considerations).

Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

**Accuracy**

Direct quotes must be accurate. If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word "sic", italicized and bracketed (i.e., [sic]), immediately after the error in the quotation, see example above.

**Omitting material**

Three ellipsis points (...) within a sentence indicate omitted material from original source. Four points (....) indicate omission between two sentences.

### **Inserting material**

Brackets are used to enclose material (additions or explanations) inserted in a quotation by some person other than the original author.

### **Adding emphasis**

Words in quotation are italicized to add emphasis. Immediately after italicized words, insert with brackets the words *italics added*, that is, [italics added].

## **Reference Citations WITHIN THE TEXT**

(See pages 207 and following)

### **One work by one author**

#### **One work, one author as part of narrative**

Walker (2000) compared reaction times

#### **Author not included in narrative**

In a recent study of reaction times (Walker, 2000)

#### **Author and year are part of text**

In 2000 Walker compared

#### **Subsequent references within same paragraph (year cited first time only)**

In a study of reaction times, Walker (2000) described the method.... Walker also found

### **One work by multiple authors**

#### **One work, two authors**

Cite both names every time reference occurs in text.

#### **One work, three, four or five authors**

Cite all authors first time reference occurs; in subsequent citations, include only the surname of first author followed by “et al.” and the year if it is the first citation of reference in paragraph.

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found [first citation in text]

Wasserstein et al. (1994) found [use as subsequent first citation per paragraph thereafter]

Wasserstein et al. found [omit year from subsequent citations after first paragraph citation]

#### **One work, six or more authors**

Cite only the surname of the first author followed by “et al.” and the year for the first and subsequent citations.

#### **Groups as authors**

Usually spelled out each time cited in text. Abbreviation may be used for subsequent citations if abbreviation is familiar or understandable.

First text citation: (National Institute of Mental Health [NIMH], 1999)

Subsequent text citations: (NIMH, 1999)

### **Authors, same surname (if two or more authors with same surname are cited)**

Include first author's initials in all text citations

R D. Luce (1959) and P. A. Luce (1986) also found

J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied

### **Two or more works, same parenthesis (different publication dates)**

Order, by year of publication, according to reference list. In-press citations last.

Past research (Edeline & Weinberger, 1991, 1993)

Past research (Gogel, 1984, 1990, in press)

**Two or more works, same parentheses (same publication date)**

Identify by suffixes, a, b, c, etc. Suffixes assigned in reference list.

Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)

**Two or more works, different authors (same parentheses)**

List in alphabetical order by first author's surname. Separate with semicolon.

Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

**Personal communications**

Includes letters, memos, some electronic communication (e.g. e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like Cited in text only (not included in reference list). Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

T. K. Lutes (personal communication, April 18, 2001).

**Citing a Web site in text**

To direct readers to an entire Web site (but not a specific document on the site), it's sufficient to give the address of the site in the text.

Kidspsych is a wonderful interactive Web site for children (<http://www.kidspych.org>).

**Citing a specific part of an electronic source in text**

Indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. (Note that the words page and chapter are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap.3)

For sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct readers to the location of the material.

(Myers, 2000, ¶ 5)

(Beutler, 2000, Conclusion section, para. 1)

**Citations in REFERENCE LIST**

Typed double-spaced with hanging indents (single-spaced here to save space)

*(See pages 219 and following)*

**Order of Authors:****One-author entries, same author (earliest work first)**

Hewlett, L. S. (1996).

Hewlett, L. S. (1999).

**One-author entries precede multiple-author entries (with same surname)**

Alleyne, R. L. (2001).

Alleyne, R. L., & Evans, A. J. (1999).

**Same first author, different second or third authors (by surname of second/third author)**

Gosling, J. R., Jerald, K., & Belfar, S. F. (2000).

Gosling, J. R., & Tevlin, D. F. (1996).

Hayward, D., Firsching, A., & Brown, J. (1999).

Hayward, D., Firsching, A., & Smigel, J. (1999).

**Same authors in same order (earliest work first)**

Cabading, J. R., & Wright, K. (2000).  
Cabading, J. R., & Wright, K. (2001).

**Same author(s), same publication date (arrange alphabetically by title). Lowercase letters, a, b, c, and so on. -placed after year, within parentheses.**

Baheti, J. R. (2001a). Control....  
Baheti, J. R. (2001b). Roles of....

**Several works, different first authors with same surname (alphabetically by first initial)**

Mathur, A. L., & Wallston, J. (1999).  
Mathur, S. E., & Ahlers, R. J. (1998).

**Group authors and/ or no authors**

For group, alphabetize by first significant word of full, official name (e.g., American Psychological Association, not APA). A parent body precedes subdivision (e.g., University of Michigan, Department of Psychology). If no author, title moves to author position and entry is alphabetized by first significant word in title.

**Examples of Publication Citations**

**Journal article, one author**

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

**Journal article, two authors, journal paginated by issue**

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**Journal article, three to six authors**

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

**Journal article, more than six authors**

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

**Entire book** (author(s), publication date, title, location, publisher)

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

**Book, third edition, Jr. in name**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

**Edited book**

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

**Book, revised edition**

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

### **Article or chapter in an edited book**

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

### **"New Directions" format**

Lockard, L. (1999). Navajo language and culture in adult education. In T. C. Guy (Ed.), *Providing culturally relevant adult education: A challenge for the twenty-first century* (pp. 67-78). New Directions in Adult and Continuing Education, No. 82. San Francisco: Jossey-Bass.

### **Report available from the Educational Resources Information Center (ERIC)**

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346082).

### **Published proceedings, published contribution to a symposium, article or chapter in an edited book**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

### **Proceedings published regularly**

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

### **Unpublished paper presented at a meeting.**

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

### **Doctoral dissertation abstracted in DAI, obtained from UMI**

Bower, D. L. (1993). Employee assistance programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International*, 54(01), 534B. (UMI No. 9315947)

### **Doctoral dissertation abstracted in DAI, obtained from the University**

Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

### **Unpublished doctoral dissertation**

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

## **ELECTRONIC REFERENCES** (See pages 268 and following)

### **WWW Sites (World Wide Web)**

When using and citing Internet sources for the wide variety of material available on the World Wide Web, observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited (specific documents rather than home or menu pages).
2. Provide addresses that work.

At a minimum, an Internet source reference should provide a document title or description, a date (either date of publication or retrieval), and an address (in Internet terms—a uniform resource locator or URL)

**Retrieval of information from an electronic source** (statement provides the date the information was retrieved, along with the name and/or address of the source.)

*Electronic reference formats recommended by the American Psychological Association.* (2000, October 12). Retrieved October 23, 2000, from <http://www.apa.org/journals/webref.html>

**Retrieval of Internet article based on a print source**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

**Article in an Internet-only journal**

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

**Article in an Internet-only journal, retrieved via file transfer protocol (FTP)**

Crow, T. J. (2000). Did *homo sapiens* speciate on the y chromosome? *Psychology*, 11. Retrieved from <ftp://ftp.princeton.edu/harnad/Psycology/2000.volume.11/psyc.00.11.001.language-sex-chromosomes.1.crow>.

**Report from a private organization, available on an organization web site**

Canarie, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.canarie.ca/press/publications/pdf/health/healthvision.doc>.

**U.S. government report available on government agency Web site, no publication date indicated**

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

**Newsgroups, online forums and discussion groups, and electronic mailing lists.**

Care should be taken when citing electronic discussion sources—as a rule, these are not referenced in formal publications because they are generally not peer reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time.

**Message posted to a newsgroup:**

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to <news://sci-psychology.consciousness>

**For additional information on Electronic References, see APA's website at:**

<http://www.apa.org/journals/webref.html> or <http://APAStyle.org>