

A Basic Guide for the APA Style:

Forms for Journals, Newspapers, Web Sources, and Books,

Based on the 6th Edition

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Spring 2010

Rationale: The *Publication Manual of the American Psychological Association* is a 272-page book that is, to say the least, daunting to students. However, when students use information from another source, they must tell the reader where that information comes from. This guide attempts to explain the common forms necessary for: *I. Introducing Sources in Manuscript*, *II. Using In-text Citations*, and *III. Assembling References*. It is hoped that a systematic explanation of the various forms and sections therein will facilitate understanding and use of what, to many students, is an alien and frustrating phenomenon of our educational system.

Definition of terms: In order to comprehend what follows, students need certain terminology to associate with certain concepts. Therefore, the following terminology is used.

Manuscript: This refers to the body of a student's paper that is neither part of an in-text citation nor a part of the reference list. Information introduced in manuscript does not appear in parentheses or on a separate sheet of paper.

In-text citation: Also called an in-text note, this refers to a shortened form of documentation in parentheses. It appears in the body of the student's paper, but it often appears with different formatting and punctuation.

References: This refers to a complete bibliographic listing of all sources used in a paper. It has special formatting and punctuation. According to the UNT Graduate Office, it is either perfect, or it is wrong.

I. Introducing Sources in Manuscript: This is a stylistic device used to make sentences less awkward. Basically, the writer uses the author's name or title (if no author is given) in a grammatical structure within the sentence. The author's name is usually given using only the last

name, but initials are also given if there are two authors with the same last name. The title of an article (not the name of the magazine) or the title of a book can also be used. Titles in manuscript appear as we would expect them to, with quotation marks or underlining/italics and capitalization of all important words. APA does not give examples with the date used in manuscript. The date (which is always just the year) appears in parentheses after the name of the author or at the end of the sentence.

Author: McCullough returns to her series of novels about the rise of the Roman Empire (2002).

Title of a book: *The October Horse* is a novel about Caesar's time in Egypt and his death after returning to Rome (McCullough, 2002).

Title of an article: "The Virginia Colony" is a report to Queen Elizabeth I (Bacon, 1609).

Combination: In *Ender's Game*, O. S. Card (1985) gives a frightening portrait of war in the future.

Note: People do not write in italics, so underlining is used for the title of a book: In *Ender's Game*, Card (1985)....

The Last Word: In APA style, the first name of an author is never used.

II. In-text Citations: In-text citations are used to give source information about specific paraphrases or quotes used in a paper. They appear in parentheses. The information given falls into three sections: author or title (not both), date (year only), and specific paragraph number or

page number. For the first two sections, there must be an entry for all in-text citations. For the page/paragraph number, it is sometimes optional, sometimes required.

Author/Title: Only the last name of the author is used unless there are two authors with the same last name. If one is using only a work by Francis Bacon, the in-text citation would look thus: (Bacon, 1609). However, if one is using works by Francis Bacon and Roger Bacon, entries would look thus: (F. Bacon, 1609). (R. Bacon, 1267). Note: The initial appears before the last name. **If there is no author, the title is used instead.** It appears inside quotation marks and has all important words capitalized: (“What a Difference Thirty Years Makes,” 2008). Note: The comma after the title appears inside the end quotation mark. Some databases list the author as “Anonymous” if there is no author. In this case, the entry would look thus: (Anonymous, 2008).

Multiple authors: Two authors: The last names are connected by an ampersand: (Kasten & Shreve, 1997).

Three, four, or five authors: Each author’s name is followed by a comma with an ampersand before the last name: (Kershaw, Hollinger, & Powell, 2006). After the first citation, only the first name is used, followed by et al.: (Kershaw et al., 2006).

Six or more authors: Only the first author is used, followed by et al.: (Lioy et al., 1998).

Date: The date is always given as the year only. There must be an entry in this position. If the work has no date, n. d. is used: (Taylor, 2001) or (Obenda, n.d.).

Specific Paragraph/Page: If information is quoted (copied exactly from the source), there must be an entry in this position. If the source has page numbers, the number is used following the abbreviation for page, p. If the quote extends to more than one page, the abbreviation is pp. The

first and last page involved appear with a hyphen in between. If the source does not have page numbers, the paragraph number is used following the symbol ¶. If a computer does not have the symbol ¶, the abbreviation para. is used:

....(Kloppe, 2001, p. 185). ...(Kloppe, 2001, pp.185-188). ...(Thepaut, 2002, ¶ 7).

Paraphrasing: If the information from the source is paraphrased rather than quoted, APA gives the writer the option of including the page or paragraph number, but it is not required. In this case, no entry is required in this position.

More than one source in an in-text citation: Sources are listed alphabetically. A semicolon is used between the sources: (Bowman et al., 2007; Lioy, 2004; Taylor, 2006).

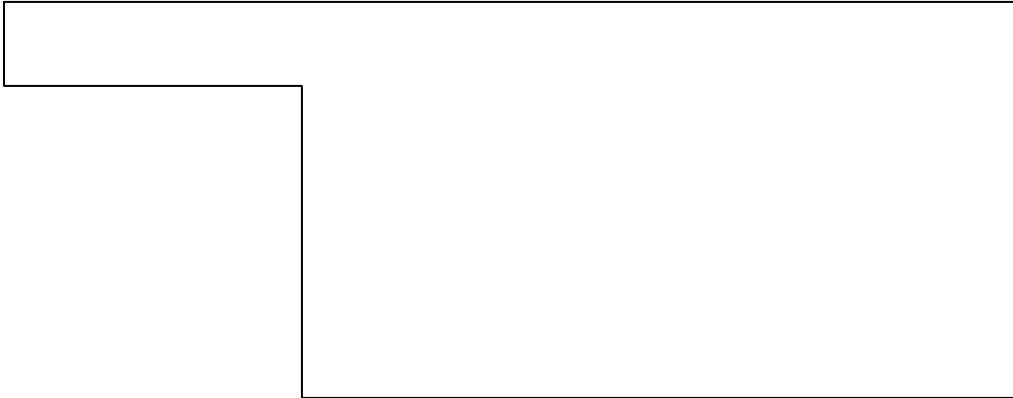
The Last Word: When an in-text citation appears at the end of a sentence, the period at the end of the sentence comes after the closing parenthesis: ...(Lioy, 2005). APA gives no specific guidelines for marking where a paraphrase begins; many writers introduce the author or title in manuscript in order to do this with the date in parentheses at the end of the paraphrase.

III. Assembling References: APA requires a reference list at the end of the paper. It is on a separate sheet of paper. Most IELI teachers allow students to prepare the reference list ahead of time and to submit it as the last page of the paper.

Two Basic Rules for References:

1. References are listed in alphabetical order based on the first word in the entry with the exception that the articles *a*, *an*, and *the* are not counted for alphabetical order.

2. The first line of each entry is at the left-hand margin; all other lines for that entry are indented. In other words, if one were to draw a box around the entry, it would look basically like Oklahoma:



Sections of a reference entry: We will divide a reference entry into sections and describe what information goes into each section for newspaper or journal articles, Internet articles, and books. The punctuation for each section is important.

Reference Entry for a Newspaper/Journal /Internet Article: There are four or five sections: Author, Date, Title, and Source. A section for Retrieval may also be necessary. **Internet articles originally from a print source follow the format for a journal or newspaper with the addition of the Retrieval section.**

One Author: The style is different from in-text citation or manuscript. The author's last name is given first followed by a comma, and then initial(s). The section ends with a period:

Shreve, D. H. (Date). Title of article. *Source Information*. Retrieval.

Two or more authors: Authors are listed in the same order as in the article with commas separating names and a comma and ampersand connecting the last:

Kasten, S., & Shreve, D. H. (Date). Title of article. *Source Information*. Retrieval. Note: Two authors have a comma before the ampersand. This is different from in-text citation.

Up to seven authors are listed. If there are more than seven authors, the first six are listed, followed by a comma, an ellipsis, and the last author:

Bowman, E., Souther, J., Shreve, D. H., Taylor, T., Kershaw, K., Hollinger, L., ... Lioy, M.

(Date). Title of article. *Source Information*. Retrieval.

Note: If the author is listed as Anonymous, Anonymous is used as if it were the author's name. If there is nothing listed for an author, the title is moved to this position. There must be an entry in this position.

Anonymous. (Date). Title of article. *Source Information*. Retrieval. *Author listed as Anonymous*

What a difference thirty years makes. (Date). *Source Information*. Retrieval. *Title moved to this position. Note the capitalization.*

Date: The date is given as Year, Season/Month Day as is pertinent to each article. It is in parentheses. The name of a month or season is always written out in full. There must be an entry in this position. If there is no date, n.d. is used. The section ends with a period.

Lioy, M. (1985). Title of article. *Source Information*. Retrieval. {Year only}

Hefka, B. (2007, July). Title of article. *Source Information*. Retrieval. {Year and month only}

Hefka, B. (2007, Fall). Title of article. *Source Information*. Retrieval. {Year and Season}

Taylor, T. (2003, July 27). Title of article. *Source Information*. Retrieval. {Year, Month Day}

Landt, A. (n.d.). Title of article./ *Title of article*. *Source Information*. Retrieval. { no date }

Title: The title does not look as we would expect it to. Only the first word, proper nouns, and the first word after a colon, dash, or question mark are capitalized. Quotation marks are not used. The section ends with a period. [Note: Titles of Internet articles present special problems.](#)
[See the section on Sources: Websites.](#)

Stroo, S. (2009). **Why can't they say that? Problems in pronunciation with Thai students.** *Source Information*. Retrieval.

Shreve, D. H. (2003). **English by the numbers: Using principles of math to teach English sentence structure.** *Source Information*. Retrieval. Note the indentation of the second line.

Source: The source is the name of the journal, newspaper, or Website. Names of journals and newspapers are in italics or underlined; Websites present special problems. The volume number, issue number, and page spread are possible entries in this section for a journal. Newspapers have special page numbers. Websites usually do not have page numbers. [Note: The numbers appearing in the lower left-hand corner of a Web page \(such as 1 of 4\) are not page numbers.](#) The section ends with a period.

Journal: Volume number: Many journals are assembled into volumes. If a volume number is given, the source name is followed by a comma and the volume number in Arabic numerals. **The volume number is in italics or underlined, like the name of the journal.**

Issue number: If the journal has issue numbers, the number is given in parentheses after the volume number without a comma or space in between.

Page spread: The page spread is the number of the first and last page (for articles two or more pages long) with a hyphen in between. **Usually, there is no abbreviation for page, but if the journal has no volume or issue number, p. or pp. is used.**

Full entry:

Shreve, D. H. (2003, May). English by the numbers: Using principles of math to teach English sentence structure. *The Monthly Journal of the International Order of Odd Fellows*, 12(36), 34-36.

Entry with no volume or issue number:

Shreve, D. H. (2003, September). English with chains. *The Monthly Journal of the Denton Order of Odd Fellows*, p. 17.

Newspaper: Newspapers do not have volume or issue numbers, but they are usually divided into sections designated by a capital letter. The section letter is incorporated into the page number. Also, if the name of the newspaper does not include the name of the city, or if the city is not well-known, that information is given in parentheses after the name of the paper.

Taylor, T. (2004, November 7). Akbash: The predator exterminator. *The Standard-Tribune (Sanger, TX)*, pp. B2-B5.

Websites: How the title of an Internet article appears depends on if it appears on a Website or stands alone. If it stands alone, the title is in italics but with the formatting of an article title (not

all words capitalized). If it is from a larger Website source, it is treated as an article title without italics. The Website name is given as listed on the Web page. Thus, it may appear in various forms, some of which may involve unusual capitalization and spacing. **If no page numbers are used in the article, no entry is necessary in that position. Website sources must be followed by Retrieval information. However, if the article is a PDF file, this is not necessary. It may be treated as a hard-copy article.**

Bull, P. (n. d.) *So you're having a grandbaby? Me, too!* Retrieval. {*Stand-alone article*}

New woes for the auto industry. (2009, July 28). [CNN.com](#). Retrieval. {*Unauthored article from larger Website*}

Retrieval Information: Retrieval information refers to a URL. If the URL refers to a site with a search capacity, just the basic site is used. If the site does not have a search capacity, the full URL is given. If the URL is too long, the section ends with ellipses. The section does not end with a period. With a URL, the entry begins with Retrieved from....

Website:

(Dis)Empowering images? Media representations of women in sport. Women's Sports

Foundation. Retrieved from <http://www.womenssportsfoundation.org>

Sullivan, R. (1999, July 19). *Goodbye to URLs. This is the age of the DOI*. Retrieved from [http:// www.shreve.com/computergeek/newideas.goodbye/goodbye to URLs...](http://www.shreve.com/computergeek/newideas.goodbye/goodbye%20to%20URLs...)

Note: If the URL fits, it will usually end with .html or.htm. In this case, the section does not end with a period.

Digital Object Identifier (doi): If a doi number is given, this is used instead of the retrieval information. As with a URL, there is no period at the end of the entry.

Sullivan, R. (1999, July 19). Goodbye to heroin chic. Now it's sexy to be strong. Time. doi: 10.2078/18227345900026830

Reference Entry for a Book: Book entries generally fall into five sections: Author, Date, Title, Place, and Publisher.

Author & Date: The format is the same as for a journal. The section ends with a period.

Card, O. S. (1985). Title. Place: Publisher.

Title: The same capitalization is used as with article titles, but the title is in italics. The section ends with a period.

Card, O. S. (1985). *Ender's game*. Place: Publisher.

Place: This is the city of publication. If more than one city is listed, only the first one is used. If the city is not well-known, the state or country is also included. If no city is listed, n. p. is used for "no place." The section ends with a colon.

Card, O. S. (1985). *Ender's Game*. New York: Publisher.

Publisher: This is the publishing company. The section ends with a period.

Card, O. S. (1985). *Ender's game*. New York: Tor.

The Last Word: Reference entries are difficult, frustrating, and time-consuming. However, it is not as bad as one might think. Many students make their jobs harder by confusing forms for manuscript and in-text citations with reference forms. It is important to remember that the difficult forms always appear by themselves on a separate page; they never appear in the body of the paper.